Finance Code of the Simpson College Student Government Association

Approved-Spring 2014

Section 1: Requirements of Fundable Organizations

A. In order to receive funding from the SGA Senate, student organizations must meet all of the following expectations:
   1. Be recognized by the Dean of Student Activities as a registered organization.
   2. Be a registered organization for a minimum of four weeks prior to the vote for appropriations.
   3. Have an open membership policy.
      i. In the case that an organization does not have an open membership policy, the SGA Senate shall be able to allocate funding for specific events or conventions given that they are open to the entire student body and bring some benefit back to campus.
   4. Make their presence known to campus.
   5. Have a constitution on file with the Org Board.

Section 2: Requirements of Organizational Records

A. Requirements of Organizations Receiving Appropriations
   1. Organizations must track all purchases and compile detailed proof of all purchases at the Spring Budget Hearings.
   2. Receipts for purchases made with SGA funds must be archived for two fiscal years and be made available upon the request of the SGA Financial Advisory Committee.
   3. Organizations must submit their Business Office account balance to the SGA Treasurer for the last fiscal year during the Spring Budget Hearings, the first week of the last month of each semester and, if they spent money after the Spring Budget Hearings, the first week of September.

Section 3: Regulations and Restrictions on SGA Senate Appropriations

A. Regulations of Appropriation Requests
   1. Student organizations, excluding the SGA Senate, must submit budget requests at least two regularly scheduled SGA Senate meetings prior to their activity, event, or the organization’s need. The SGA Senate must merely submit budget
requests in time for the SGA Financial Advisory committee to review the request at a committee meeting.

2. The SGA Financial Advisory committee must hear budget requests before the SGA Senate votes on the request.

3. Should the SGA Senate wish to appropriate funding for its own use, the SGA Financial Advisory Committee must review the request before being voted on by the SGA Senate.

B. Restrictions of Appropriation Requests

1. The SGA Senate shall in no form fund:
   i. The purchase of alcohol.
   ii. The purchase of food, prizes or awards exclusive to the membership of an organization or for regular meetings of organizations.
   iii. Fundraisers or monetary donations.
   iv. Activities closed to any member of the student body for reasons other than the safety of those involved.
   v. Activities where participation is required by a course, academic department or major excluding the Simpson Student Media.
   vi. Activities involving non-Simpson students unless their participation benefits Simpson students.
   vii. Scholarships.
   viii. The purchase of weapons or ammunition.

2. If the SGA Senate has allocated the entirety of its anticipated operating budget, then it shall be barred from processing budget requests for the remainder of the academic year.

C. Conventions

1. The SGA Senate shall fund the costs of attending a convention given all of the following requirements are met:
   i. The most cost effective mode of travel is being taken.
   ii. It is reasonably expected that the students attending shall bring beneficial programming back to campus.
   iii. Budget requests made to fund the trip are made at least four (4) weeks in advance of the convention.
   iv. The SGA Senate is given the names of all students attending.
   v. The organization has submitted a line-by-line breakdown of the costs of the convention and travel.
   vi. The programming of the convention has been submitted to the SGA Senate.
2. The SGA Senate shall at most be able to fund the costs of six (6) student attendees.

D. Student Salary and Payments

1. Should a student organization request as part of a budget request a salary for students, the SGA Senate shall be able to fund the salary given that all of the following standards are met in the view of the SGA Senate:
   i. The student organization is a Tier 1 organization.
   ii. The students being compensated are essential to the function of the group.
   iii. The student organization has demonstrated enough organizational longevity such that SGA can reasonably expect the group to remain active in the academic year following the appropriation.
   iv. The pay being requested is not in the form of an hourly wage.

E. Post Allocation Expectations and Guarantees

1. The SGA Treasurer shall coordinate the transfer of funds between the Simpson College Business Office and the receiving organization.
2. Organizations are expected to spend appropriations made by the SGA Senate only for the reasons listed in the related budget request. Organizations are responsible for all other expenses not included in the budget requests approved by the SGA Senate.
3. Funds appropriated by the SGA Senate that are not spent shall remain in the organization’s account to be used on future SGA approved events.

Section 4: The Spring Budget Hearings

A. Purpose

1. The Spring Budget Hearings shall be held in the spring semester by the SGA Financial Advisory Committee to evaluate how organizations have managed their finances and benefited campus.
2. During the Spring Budget Hearings, Tier 1 groups shall create budget requests for the next academic year to be considered in the following fall semester.
3. Tier 1 groups who request funds for conventions occurring in the next academic year shall be required to provide the names of all attendees except in the case of spots reserved for first year students.

B. Procedure

1. The SGA Treasurer shall send Tier 1 budget request applications no later than the Wednesday immediately following Spring Break to all Tier 1 groups.
2. All Tier 1 groups and any Tier 2 groups that have received funding during the academic year are required to attend the Spring Budget Hearings.
3. In order to receive funding for the next academic year, Tier 1 organizations must:
   i. Submit a complete and detailed budget request application.
   ii. Provide the names and contact information of their advisor and organizational officers for the next academic year.
4. Tier 1 organizations shall be informed by the SGA Treasurer of the SGA Financial Advisory Committee’s recommendations no later than two weeks following their hearing.
5. The SGA Treasurer shall submit the SGA Financial Advisory Committee’s recommendations of Tier 1 group funding before the end of the academic year to the SGA President and Vice President.

Section 5: Acknowledgements and Guidelines

A. The SGA Senate budget is generated from the annual Student Activity Fee.
B. The Simpson College Board of Trustees and the SGA Senate must approve all changes to the Student Government Fee.
C. Should any student organization that receives funding from the SGA Senate violate, disregard, or fail to fulfill the requirements laid out in this finance code or demonstrate fiscal irresponsibility, the SGA Senate should consider the behavior in any future appropriations to the organization.
D. The SGA Senate shall refer to the following definitions when deciding whether a student organization meets the requirements of the SGA Finance Code. These definitions shall serve as a guideline to be interpreted by the SGA Senate.
   1. Open membership policy: ensuring any student of Simpson College may join and participate fully in the organization unless the student poses a risk to the safety of those participating.
   2. Fiscal irresponsibility: the mismanagement of an organization’s finances in such a way that expenditures exceed revenue, expenses are not transparent or justifiable, or financial records are miss-maintained so that the SGA Senate cannot review the organization’s financial activity.
   3. Beneficial programming: events, activities, or meetings that students would enjoy or gain value from.
E. The SGA Financial Advisory Committee shall serve to hear all budget requests and financial concerns of the SGA Senate and shall refer to this financial code to make recommendations of appropriations to the SGA Senate.