

**Budgetary Policy
of the
Student Government Association
of the
University of Maryland,
Baltimore County**

Scope and Purpose The Budgetary Policy of the Student Government Association (SGA) of the University of Maryland, Baltimore County (UMBC) shall govern matters of the budgeting, allocation, and usage of SGA funds, superseded by the SGA Constitution and Bylaws. This policy shall be interpreted and used in concert with the principles of trusteeship and stewardship. All SGA funds shall be managed in a manner upholding good faith and trust with the UMBC community and undergraduates. All SGA officers assume this faith and trust in taking their oath of office.

Article 1. FISCAL YEAR

The SGA fiscal year shall be from July 1 of a given year through June 30 of the following year (i.e., fiscal year 2018 is July 1, 2017 through June 30, 2018).

Article 2. STUDENT ACTIVITIES FEES

The SGA shall be the body on campus with the authority to determine how its designated portion of student activity fees is allocated, subject to the approval of the Student Activities Fees Review Board (SAFRB) and/or the President of UMBC when required. The amount to be charged to each student as student activity fees shall be determined by the SGA, by the end of each fiscal year, with the approval of the SAFRB, the President of UMBC, and the Board of Regents of the University System of Maryland. The SGA shall propose a change to the amount of student activity fees through the passage of Joint Legislation, which the President of the SGA will be responsible for introducing to both legislative bodies by November 1st of each year. Unless action is taken to change the amount charged in a given year, the amount shall remain constant.

Article 3. SGA-MANAGED ACCOUNTS

The Business Center, as established by the UMBC Division of Student Affairs (at the time of this document's creation: Student Affairs Business Services Center), and SGA Treasurer shall manage, oversee, and account for all funds held by the SGA and student organizations. These funds shall be contained in one of following sets of funds and shall adhere to the following guidelines:

- A. **SGA Operations Account** - Account includes funds for SGA internal operating expenses.
- B. **Senate and Student Organization Allocation Funds** - Accounts include funds available for the Legislative Branch to allocate throughout the fiscal year to programs and student organizations.
- C. **Student Organization Funds** - Funds that SGA allocates to SGA-recognized organizations must be used within the fiscal year they have been allocated for and shall be accounted for separate from funds received from sources other than the SGA.

Any funds received from sources other than the SGA shall be called Carryover Funds. Carryover funds may be spent at the individual organization's discretion provided they are not used for purchasing alcoholic beverages, but must be expended according to the usual SGA procedures. Organizations must deposit revenue funds, including departmental contributions, into their carryover account according to the procedures established by the SGA Treasurer and the Business Center.

Each individual organization is responsible for ensuring that it does not overspend its accounts. No organization may spend more SGA-allocated funds than have been allocated in a given fiscal year. Any overspending of SGA-allocated funds found during the process of

fiscal year-end reconciling shall be deducted from the organization's carryover account. Whenever an organization overspends its carryover account, the student organization would have to fundraise to cover the deficit. Organizations that overspend can have their assets frozen or suspended at the discretion of the SGA Treasurer.

- D. **Special Accounts** - The Senate and Finance Board may create other accounts through the passage of joint legislation, which shall specify the manner of using such funds.
- E. **Reserve Account** - The SGA shall have a Reserve Account for funds not accounted for elsewhere. Any SGA funds remaining in the accounts above at the end of each fiscal year shall revert to the Reserve account unless otherwise specified in this document or legislation. Reserve Account funds may be used for one-time expenses, capital expenses, and balancing the SGA budget as SGA's elected officers deem prudent, subject to review of the SAFRB. Reserve Account funds can only be accessed in the subsequent fiscal year by passing an SGA budget that overspends revenue projections, or by the passage of joint legislation by a 2/3 majority in the Senate and Finance Board, subject to the approval of the SAFRB. The Reserve Account should always contain enough funds to cover at least 15% of the current fiscal year's SGA Overall Budget.

3.1. External Bank Accounts

No SGA-funded organization may have an external bank account (any account not under control of the University System of Maryland) unless required by the organization's national charter. The SGA and Business Center must be made aware of any such requirements. SGA funds may not be placed in external bank accounts.

3.2. Revenue Variances

If the SGA budget is not balanced at the end of a fiscal year due to receiving less student activity fees income than originally projected by Director of Student Life and Manager of the Business Center, the difference shall be automatically paid out from the Reserve Account. If the SGA receives more student activity fees income than projected, then the excess funds shall be placed into the Reserve Account as incurred.

Article 4. TIMELINE

The SGA President and Treasurer shall be responsible for constructing the timeline for the Annual Budget Review Cycle, provided the following:

1. Budget Projections will be made by February 1st: The Director of Student Life, working with the Manager of the Business Center, shall submit to the SGA President and Treasurer detailed documentation stating:
2. The projected Student Activity Fees revenue for the coming fiscal year
3. The amount of money to be budgeted for the next fiscal, including but not limited to, previously approved SGA allocations, required institutional fees, and/or Student Life fees.

Before February 15th: The SGA President, working with the SGA Treasurer, shall inform all charter organizations of the timeline for the annual budgeting process and the projected SGA funding they should consider in their budget.

Approval: The President, working with the SGA Treasurer, should propose the SGA budget to both legislative bodies no later than the 4th week of the spring semester, and the Senate should approve

the budget within two weeks, whenever possible. The final budget shall then be forwarded to the Finance Board for consideration.

Article 5. SGA OVERALL AND OPERATING BUDGETS

The SGA Overall Budget shall include, but is not limited to, allocations for University-Required allocations (see below); Administrative Support; Charter Organizations (see below); Special SGA

funds; Reserve Account; SGA Operations Account; Senate Allocation Fund; Student Organization Allocations; and other previously approved allocations for the budgeted fiscal year. The SGA Operating Budget shall include those funds, and only those funds, in the SGA Operations Account allocation.

Furthermore, the SGA Overall and Operating Budgets shall be accompanied with narrative explaining the budgets and their usage. The budget narrative shall be approved with said budgets and forwarded to the SAFRB.

5.1. University-Required Allocations

Each year, the Business Center shall forward a listing of all university-required allocations (such as maintenance costs and administrative overhead) to the SGA President and Treasurer. The SGA should allocate the exact amount suggested, only amending the amount in extreme circumstances, because serious consequences can result from the SGA not funding certain required items.

5.2. Charter Organizations

Charter Organizations shall receive their budget in the SGA Overall Budget. They shall annually submit a budget to the SGA President and Treasurer during the SGA's Annual Budget Process. The Senate shall approve their budget by a majority vote provided their budget does not exceed the Charter Organization allocation approved in the SGA Overall budget. Additionally, each Charter Organization must have a budgetary policy, approved by the SGA Senate and Finance Board, on file in the SGA office and at Student Life.

5.3. Other Requirements

The approved SGA Overall budget may not allocate more funds than the Director of Student Life and Manager of the Business Center projected to receive from Student Activity Fees without the approval of SAFRB. All funds projected for by the Director of Student Life and Manager of the Business Center but not allocated in the budget shall also be placed in the Reserve Account allocation.

5.4. Approval

The SGA Overall and Operating Budgets shall be approved in the following manner:

1. The SGA President and Treasurer shall propose the SGA Overall and Operating budgets. The proposed budget shall then be forwarded to both the Senate and Finance Board. In the event that the President and the Treasurer cannot agree on a budget, both will forward their separate budget proposals to the Senate and Finance Board.
2. Then the Senate shall review the proposed budget, may amend it, and shall then approve a

final version of both budgets by a majority vote. If the Senate receives a budget from both the President and the Treasurer, it will decide which to use as a baseline by majority vote before making any amendments.

3. Once the Senate has approved the budgets, the Speaker of the Senate shall forward the budgets to the Finance Board Chair and President before the next Finance Board meeting.
4. The Finance Board shall then have one meeting after its Chair receives the Senate's version to consider it, and may accept or reject the Senate's version without right of amendment. Approval of the budget requires a majority vote.
5. If rejected by the Finance Board, the budget and a list of objections shall be submitted to the SGA President, Treasurer, and Speaker of the Senate to rectify all differences. The President and Treasurer should report back to the legislative bodies within two weeks (sooner if possible). The final version must pass a majority vote in both legislative bodies.
6. The final version approved in the Legislative Branch, as outlined above, shall be forwarded to the President for Executive Approval as outlined in the Bylaws. A presidential veto of the budget may be overturned by a two-thirds vote of the Senate and Finance Board.
7. The final SGA approved version of the budget shall be forwarded to SAFRB, for recommendation to the President of UMBC.

Article 6. FISCAL YEAR BUDGET PROCESS

6.1. Mid-Year Reallocation of Approved SGA Funds

During the fiscal year for which an SGA Overall and Operating budgets are approved, the President may propose to reallocate funds. The President's reallocation proposal must be approved by the Senate and Finance Board through the passage of Joint Legislation and by the SAFRB.

6.2. Senate Allocations

The Senate may use its Senate Allocations line item to fund SGA Co-Sponsored Events, Charter Organization additional allocation requests, Senate initiatives, unexpected SGA Operating expenditures, such as new SGA projects, and member development.

6.3. Finance Board Allocations

The Finance Board shall approve allocations to student organizations from the funds within its control throughout the fiscal year. Additionally, the Finance Board may use the funds within its control for programs beneficial to student organizations. The "Finance Board Budgetary Statutes" shall delineate the process for approving its Student Organization Allocations.

6.4. Student Organization Reallocations

Student organizations may reallocate funds within their SGA budgets throughout the fiscal year. Reallocations must be approved by the chief financial or executive officer of the requesting organization, and then forwarded to their Finance Board Liaison and the Finance Board Chair, who shall grant or deny approval. If there is disagreement between liaison and the Chair, the request shall be brought to the Finance Board for a vote. The vote of the Finance Board is final. Reallocations need to occur if the organization is switching funds between line items; the Finance Board Chair shall have discretion over the execution of this clause. All reallocations must comply with the Finance Board Budgetary Statutes.

Article 7. FINANCIAL LEGISLATIVE PROCESSES

All allocation of SGA funds must be accomplished by the Senate and/or Finance Board through passage of legislation. Any legislation allocating SGA funds shall be forwarded to the SGA Treasurer upon approval so that Business Center may update its records. Any allocations requiring SAFRB approval shall be forward to SAFRB by the President within one week of approval.

Article 8. EXPENDITURE PROCEDURES

The SGA Treasurer and the Business Center shall establish acceptable procedures for the expenditure of funds from all SGA-managed accounts. These procedures shall apply to the SGA, charter organizations, and all SGA-recognized student organizations. All requests for expenditures of SGA funds must be approved before the actual purchase takes place.

8.1. SGA Operating Expenditures

Authorized expenditures shall be submitted to the SGA Treasurer as a RESGAF (“Request for Expenditure of SGA Funds” form). The SGA President or the SGA Treasurer may sign off and, if the expenditure exceeds \$150, the SGA President and SGA Treasurer must approve all SGA Operating Expenditures, unless otherwise provided for in the SGA operating budget narrative. Approved expenditures shall then be promptly forwarded to the Business Center for verification and execution.

8.2. Charter Organization Expenditures

All Charter Organizations shall have a designated chief executive officer and chief financial officer. These individuals shall be responsible for approving expenditures of their Charter Organization in accordance with their organization’s budgetary policy and the SGA Treasurer / Business Center procedures.

8.3. SGA-Recognized Organization Expenditures

All other SGA-recognized student organizations shall have a designated chief executive officer and chief financial officer. They shall approve expenditures made by their organization in accordance with the SGA Treasurer / Business Center procedures. All expenditures they authorize shall then be forwarded to the Business Center, which shall verify that the organization has funds for the expenditure, includes signatures consistent with SGA records of organization officers, and (if an expenditure of SGA-allocated funds) has been approved by the SGA. Any expenditure requests disputed by the Business Center should be directed to the SGA Treasurer for review.

8.4. Sales Tax

Because UMBC is a state agency, the SGA and SGA-funded organizations do not pay sales taxes, but may have to pay other state’s taxes. Organizations may borrow a copy of the tax-exempt certificate from the Business Center before purchasing items.

8.5. Additional Regulations

The SGA Treasurer, Finance Board, and Business Center shall make additional expenditure regulations regarding expenditure procedures/timelines, reimbursements, University Contracts, the UMBC Bookstore, postage, petty cash vouchers, and travel requests. Such regulations must be made publicly available to all student organizations. Additionally, no expenditure may be approved which

violates a contract, exclusive or otherwise, made by the University of Maryland, Baltimore County.

Article 9. RECLAMATION AND FREEZING OF FUNDS

9.1. Reclamation of Funds

The SGA shall have the power to reclaim funds in any student organization's account before they have been spent through proper legislation. Funds reclaimed shall be placed into the Student Organization Allocation Fund. This power shall only be applied to transferring carryover funds as directed by the Abandoned Funds section. Reasons for reclaiming funds may include, but are not limited to:

- Deliberate Falsification of any information provided affecting SGA budgetary decision-making
- Failure to maintain contract or co-sponsorship agreement obligations
- Failure to hold the event for which funds were allocated
- Failure to comply with any other orders mandated in passed Finance Board legislation

9.2. Freezing of Funds

The SGA Treasurer shall have the power to freeze funds of SGA-funded organizations for any of the following reasons:

- Any of the reasons listed above as reason for reclaiming funds
- Violations of this SGA Budgetary Policy
- Failure to attend any budgetary training declared mandatory by the SGA Treasurer
- The organization being placed on probation, as outlined in the Student Organization Guidelines, with loss of funding privileges
- Irresponsible and inappropriate use of organization funds

9.2.1 -- Notification

The SGA Treasurer will keep a record of all contact made with an organization to try and rectify any suspensions of funds. Within two university days of the suspension, the SGA Treasurer shall email a formal memorandum to the organization's president and treasurer with a copy to the offending organization's advisor; Manager of the Business Center; Director of Student Life and designees thereof; University Contract designee; SGA President, Vice President, Speakers of the legislative bodies, and the Vice President for Student Organizations. All memoranda will have a detailed listing of said violations, list of contacts made to the organization, and a detailed explanation of what sanctions are or will be made. The SGA can use the accumulation of violations as a reason for sanctioning an organization even if violations are separate.

9.2.2. -- Resolution

Any time funds are frozen, the Finance Board shall be informed to address the issue. The Finance Board may lift the suspension or reclaim funds. The SGA Treasurer may lift the suspension provided before the Finance Board acts. Organizations are ineligible for Student Organization Allocations or reallocations, and may not access their account while their funds are frozen.

9.3. Failure to Attend Training

The SGA Treasurer shall be responsible for holding mandatory budgetary training for student

organizations before each fiscal year. No organization may access funds until their chief financial officer has attended this mandatory training or an appropriate substitute, as deemed by the SGA Treasurer and SGA Advisor.

9.4. Abandoned Carryover Funds

Carryover funds of organizations that lose SGA recognition for any reason shall be maintained for a period of two years. If the organization receives recognition again within that time period, these carry-over funds may be available to the newly recognized organization with the approval of the Finance Board. If the organization is not restarted, the carry-over funds shall be transferred to the Reserve account. The Business Center shall be responsible for maintaining a listing of any accounts in an abandoned state and shall furnish a listing of all accounts and affected amounts with any financial statements filed in accordance with this policy.

Article 10. CONTRACTS

Only the Vice President of Student Affairs of UMBC or a designee thereof, shall have the authority to enter into a verbal or written contract between the SGA, any charter organization(s), and/or any SGA-recognized organization(s) and any off-campus entity. If any verbal or written contracts or legal agreements are negotiated and entered into by any unauthorized person, the SGA will not accept legal responsibility for these contracts or agreements. In these cases, student organizations and/or individuals may incur personal liability. Student organizations would have to either fundraise or use carryover funds. Organizations need to submit a contract worksheet form and all other necessary information to a Student Life Advisor with their RESGAF or Event Request Form in accordance with procedures determined by the SGA Treasurer and Student Life.

Article 11. CO-SPONSORSHIPS

11.1. SGA Co-sponsorship

The SGA may establish co-sponsorships with charter organizations, UMBC departments, or off-campus entities. Also, SGA may enter into co-sponsorships with SGA-recognized organizations with approval of a two-thirds vote of both legislative bodies.

11.2. Charter Organizations

Charter Organizations shall establish their own procedures for forming co-sponsorships in their SGA- approved budgetary policy.

11.3. SGA-Recognized Organizations

Co-sponsorship and co-sponsored events shall be actively encouraged and shall be given funding priority within the SGA Finance Board. A completed Student Organization Co-sponsored Event Agreement, which must stipulate the date of the event, must be filled out by each of the Student Organizations involved and forwarded to the SGA Treasurer before an event shall be an official co-sponsored event. Funds allocated to a co-sponsorship may only be reallocated to an event co-sponsored by all the same organizations. Whenever an organization withdraws from or violates the terms of a Co-Sponsored Event Agreement, the SGA Treasurer may freeze a portion of the funds allocated for the event and shall notify the Finance Board. If a co-sponsored event does not occur, the SGA Treasurer will freeze all funds allocated for the event on the day after the stipulated date of the event. The SGA Treasurer holds discretion over these cases.

Article 12. STIPENDS**12.1. Maximum Possible Stipends for SGA Officers**

Maximum possible stipends for the SGA positions will be determined in the SGA Operating Budget. For elected SGA officers and the Election Board Chair, the budget shall stipulate the maximum yearly stipend for each position. For appointed Executive Branch positions and the Election Board members, the budget shall stipulate an aggregate amount for all positions. The maximum possible stipend for each appointed Executive Branch position must be approved by the SGA Senate (typically at the time of confirmation). For officers who are elected/appointed after the first month of the Fall semester, the maximum possible stipend shall be pro-rated for the time spent officially engaging in SGA business (after taking the oath of office). For the Election Board members, stipends will be allocated to each member (excluding the Election Board Chair) based on equal division of the aggregate amount stipulated in the budget. All appointed SGA officers must receive confirmation from the Senate in order to be eligible to receive a stipend. No (student) SGA officer shall receive additional monies for services rendered. All programs, lectures, or activities done for or on behalf of the SGA shall be done as a part of the SGA officer's role.

Maximum possible stipends may not change within a fiscal year once they are set; any changes will be reflected in the next fiscal year.

12.2. SGA Stipend Review Committee**12.2.1. -- Purpose**

The SGA Stipend Review Committee (SRC) shall have the exclusive authority to review and allocate stipends to all eligible SGA officers (except for members of the Election Board) based on their individual performance.

12.2.2. -- Chair of Committee Meetings

The Assistant Speaker of the Senate and the Vice Chair of the Finance Board shall serve as co-chairs of the committee with limited voting rights. The co-chairs shall alternate in presiding over meetings every quarter. (For example: If the Assistant Speaker serves as Chair during Quarters 1 and 3, the Vice Chair will serve as Chair during Quarters 2 and 4) When the Chair for any given meeting is absent, or the matter at hand is the Chair's stipend, the Co-chair (person not presently acting as Chair) shall preside over the meeting in the Chair's absence.

12.2.3. -- Membership and Term Length

By the tenth business day of each semester (Fall/Spring), the leadership of each body shall forward the names of selected SRC members to the SRC co-chairs. With the exception of the SGA Advisor, each full voting member of the SRC shall serve with a one semester term limit. After one semester of full voting membership on the SRC, an individual will be ineligible to serve another term until one full semester has passed. SRC members will be required to attend meetings unless timely notice is provided to the co-chairs. In the event that an SRC committee member is unable to attend due to an unexcused absence, and they are unable to provide an adequate replacement, they will receive an automatic pay cut of 25% of their full stipend for the quarter.

12.2.4. -- Committee Procedures

At the beginning of each academic year (Fall semester) the SRC co-chairs, working with the President and the SGA Advisor(s) shall establish a general viewpoint-neutral rubric that every member will be evaluated against. This rubric shall be subject to approval by the committee. *At the beginning of each academic year (Fall semester), the SRC co-chairs will be given access to the SGA Blackboard to create the SRC form submission assignments for each quarter at their discretion. The Blackboard submission portal must be opened on Fridays at 9:00 am and closed for submission on Sundays at 11:59 pm. SGA officers will be permitted to submit late SRC forms up until each Wednesday at 11:59 pm. Blackboard notifications must be set up for SGA officers so that they may be reminded to submit their SRC forms.* The SRC co-chairs, working with the President and the SGA Advisor, shall determine the format of evaluation meetings as well as the stipend review process each academic year. The SRC shall hold four formal evaluation sessions, which shall have agendas that are sent out by the co-chairs at least one week prior, for each quarter of the academic year (two for each semester). Each quarter will span approximately seven to eight weeks, with firm dates set by the committee. In addition, the SRC co- chairs, working with the President, shall create, maintain, and collect a report for members to complete on a regular basis, decided by the co-chairs for a given academic year. The completed reports shall be made available to the committee for the evaluation period.

12.2.5. -- Committee Evaluations

For each quarter, the SRC shall evaluate every officer who is eligible to receive a stipend. For each officer, the committee shall consider the individual and any supporting documentation. The SRC shall evaluate officers without regard to viewpoint and using strictly viewpoint-neutral criteria. Based on Blackboard SRC form submissions, SGA officers who submit half of the given quarter's SRC forms late or fail to submit more than two SRC forms must receive at least a partial stipend reduction regardless of their SRC rubric evaluation. Evaluation of all SRC forms will be based on officer hire letters, SRC rubrics, and office hours (when applicable). An officer being examined, regardless of status (to include committee members), may not be permitted present unless summoned by the Chair or a majority of committee members. After discussion, the committee shall immediately move to a vote. Making any committee member's personal decisions, opinions or evaluations known to the public is prohibited unless shared anonymously on the evaluation rubric for an individual officer, which is a public record. If the officer being evaluated is also a member of the committee and present at the time of voting, that officer must abstain. In all other cases, abstentions are prohibited. Because of the deliberative nature of SGA meetings, proxy voting is also prohibited. In the case of a tie, the Chair at that time shall vote to break the tie. The final decision shall be one of the following: award the officer a full stipend for the quarter, award the officer three-quarters of the full stipend for the quarter, or award the officer half of the full stipend for the quarter. The committee may have as many evaluation sessions in a quarter as they see fit, but all the date(s) and time(s) of each evaluation session must be publicly available and sent via e- mail to the SGA e-mail list. All evaluations must be completed by the dates pre-determined by SGA, Campus Life, and the Student Affairs Business Service Center.

12.2.6. -- Appealing the Decisions of the Committee

Individuals who receive a stipend that is less than the full amount for any given quarter are eligible to appeal their decision to the Appeals Board. To file an appeal, the officer shall contact the SRC co-chairs, the SGA Advisor, and the Convener of the Appeals Board with a statement of appeal and any supporting documentation within two business days after the officer was notified of their original stipend granted to them by the SRC. In accordance with the procedures of the Appeals Board, the Convener will determine an appropriate meeting time where both the Appeals Board and the officer can meet. Following review, a final decision will be returned to the SRC co-chairs and the SGA

Advisor within 48 business hours of the statement of appeal. When the SRC co-chairs receive a decision (and completed rubric) from the Appeals Board, they will relay the decision to the appealing officer. Decisions of the Appeals Board are final (even if the decision is lower than that of the SRC), not subject to veto, and cannot be appealed again. The SRC co-chairs shall forward all final stipend decisions to Campus Life and the Student Affairs Business Service Center by the dates pre-determined by SGA, Campus Life, and the Student Affairs Business Service Center (for each specific quarter) following any appeal or review.

12.2.7. -- Committee Transparency

The SRC shall make all completed evaluation rubrics publicly available by the Friday following the end of each quarter (for the preceding quarter).

Article 13. SGA TREASURER

In cases where the office of SGA Treasurer becomes vacant, the Finance Board Chair shall temporarily assume the Treasurer's share of the responsibility to authorize SGA expenditures. These responsibilities shall revert back to the SGA Treasurer once a new Treasurer takes office.

Article 14. FINANCE BOARD BUDGETARY STATUTES

The Finance Board shall establish Statutes regarding the Student Organization Allocation process, funding guidelines for student organizations, and all other statutes deemed necessary and proper by the Finance Board. These statutes, which shall hold precedence over all legislation, must receive approval from two-thirds of the entire membership of the Finance Board and are not subject to presidential veto. These statutes and any changes thereto must be made publicly available to all student organizations. A current copy of the statutes shall be maintained with the current copy of the SGA Budgetary Policy.

Article 15. RATIFICATION AND AMENDMENTS

As specified in the SGA Constitution, ratification of and amendments to this document shall be approved by a two-thirds vote of entire membership in both legislative bodies (not subject to presidential veto). All amendments must outline the manner in which they take effect. A current version of this policy should be available to all SGA officers, Student Life, the Business Center, SAFRB, all SGA-recognized student organizations, and the general public at all times.

**Budgetary Statutes
of the
Student Government Association
of the
University of Maryland,
Baltimore County**

Article 1. FUNDING VISION

- 1.1. The purpose of the Finance Board is to efficiently allocate the Student Activities Fee to support a vibrant campus life which maximizes benefit to UMBC's undergraduate student body, balances on-campus and off-campus opportunities, and promotes collaboration.
- 1.2. No UMBC undergraduate student organization is guaranteed funding for any budget request, regardless of the amount they have been funded in the past.

Article 2. BUDGET SYSTEM

- 2.1. The Finance Board will accept and review budget requests from UMBC undergraduate student organizations for every Fall and Spring semester.
- 2.2. Student organizations shall be able to utilize these funds as they see fit in accordance with University and SGA guidelines.
- 2.3. UMBC undergraduate student organizations requesting funds from SGA Finance Board will submit a completed Budget Request Packet. The following documentation is included in the Budget Request Packet which will contain a Budget Expenditure Form (which includes an attendance estimate) and an Executive Summary.
 - 2.3.1. For on-campus events that require space or other on-campus resources, organizations must create their Budget Expenditure Form in collaboration with the Coordinator for Student Event Advising or designee from the Director of Campus Life.
 - 2.3.2. Organizations that request funding for off-campus events or activities must consult with their advisors.
 - 2.3.2.1. Student organizations will be required to provide an Off-Campus Event Acknowledgement Form which must be signed by the organization's advisor.

Article 3. BUDGET REQUEST TIMELINE

- 3.1. All student organization Budget Request Packets for a given semester will be due seven weeks after the start of the previous semester. For example, Fall 3027 budgets will be due seven weeks after the start of the Spring 3027 semester; likewise, Spring 3028 budgets will be due seven weeks after the start of the Fall 3027 semester.
- 3.2. Student organizations will be informed of the dates for the upcoming Fall and Spring semesters by the Chair of the Finance Board or their designee via email no later than June 30th.
- 3.3. Student organizations will submit a Budget Request Packet to the Chair of the Finance Board or their designee.
- 3.4. Any UMBC undergraduate student organizations may submit a petition to the Chair of the Finance

Board or their designee to submit a Budget Request Packet after the set deadlines, provided there is justification of extenuating circumstances that the budget could not be submitted according to the set deadlines.

- 3.4.1. This petition must include an explanation and documentation of extenuating circumstances.
- 3.4.2. The Chair or their designee shall then bring the petition to the Finance Board to be voted upon for consideration.
- 3.5. The Finance Board will strive to issue an allocations bill 30 days after the Budget Request Packet submission deadline, and inform organizations of their budgets for the following semester.
- 3.6. Typically, Fall budget funds will be released for use to student organizations at the beginning of the new fiscal year on July 1st. Spring budget funds will be released 30 days after the budget submission deadline.
- 3.7. Unutilized funds allocated for student organization budgets shall be returned to the Finance Board. Allocated funds may only be used for the semester for which they are granted.
- 3.7.1. All documentation for reimbursements must be submitted in accordance with SABSC submission policy.
- 3.7.2. Ten business days after an event has passed, taking into account the submitted reimbursements and that all invoices are paid, all leftover spending is prohibited by the student organization.
- 3.7.3. Any unspent funds will be returned to the Finance Board's Secondary Ad-Hoc Allocation System (SAHAS). Any unspent funds from either semester budget will be placed into the Spring SAHAS.
- 3.7.4. Unspent funds from the Spring SAHAS at the end of the fiscal year will automatically roll into SGA Reserves.

Article 4. ELIGIBILITY FOR FUNDING

- 4.1. All UMBC student organizations that receive official recognition from the Student Organizations Committee may request funds from the Finance Board.
- 4.2. Any student organization that is currently in violation of the UMBC Student Organization Guidelines (SOG) are not eligible to receive funding through the Finance Board.
- 4.2.1. A student organization may still request funding, but will not receive funding until they are in compliance with the SOG.
- 4.2.2. Any organization that was previously in violation must show that it is now in compliance and must go before the Finance Board to request any funds that were reserved but not released to the organization, at least one week prior to the organization's event.
- 4.2.3. Any organization that expends SGA allocated funds while in violation of the SOG may face Penalties as stated in Article 14 of the Finance Board Budgetary Policy.
- 4.3. For a UMBC student organization to have Funded Status, as defined in the Student Organization Guidelines, the organization must:

- 4.3.1. Be open to all UMBC undergraduate students;
- 4.3.2. Have no member selection process other than requiring the completion of information/liability waiver forms or attendance at meeting;
- 4.3.3. Not exclude anyone on account of race, color, age, sex, creed, gender, pregnancy, ancestry, age, marital status, genetic information, gender identity or expression, sexual orientation, physical or mental disability, disabled veteran or veteran status, national origin, or religion;
- 4.3.4. Not require dues; and
- 4.3.5. Not have been placed in the Honor Societies, Fraternities/Sororities, or Sports/Recreation categories by the Student Organizations Committee.
- 4.4. Funded Status organizations are prioritized for consideration for Finance Board funding.
- 4.5. A recognized organization that fails to meet the qualifications for a Funded Status organization, as described in Section 4.2., will receive Restricted Funding Status.
- 4.5.1. An organization with Restricted Funding Status may only receive SGA funds for the purpose of holding events which are intended for and open to all UMBC undergraduate students, and for purchases directly in support of these events.
- 4.5.2. If the organization collects dues, it must report this revenue to the Finance Board when requesting funds.

Article 5. BUDGETING

- 5.1. After the passage of the SGA budget, the Finance Board will segment the overall Finance Board budget between the Fall and Spring semesters. This fund is then further divided into the On-Campus Opportunities, Off-Campus Opportunities, and a Secondary Ad-Hoc Allocation System for the fiscal year. Except in exceptional circumstances that are published widely, including to the student organization leaders and in the campus newspaper, at least three weeks prior to the exceptional allocation, the Finance Board shall allocate according to the following principles:
 - 5.1.1. 55% of the overall fund shall be allocated for the Fall semester and the remainder for the Spring.
 - 5.1.1.1. If the Fall fund is not completely allocated, then the funds shall be shifted to the Spring fund.
 - 5.1.2. 20% of the Finance Board budget will be reserved for Off-Campus Opportunities.
 - 5.1.3. 10% of the Finance Board budget will be reserved for the Secondary Ad-Hoc Allocation System.
 - 5.1.3.1. 50% of this fund will be reserved for merchandise.
 - 5.1.3.1.1. Requests for merchandise must be submitted within seven weeks from the first day of the semester.
 - 5.1.3.1.2. After the spring deadline has passed for submitting merchandise requests, any funds that have not been allocated towards merchandise will no longer be reserved for this use within SAHAS.

- 5.1.3.2. 70% of the Finance Board budget will be reserved for On-Campus Opportunities.
- 5.1.3.3. 1% of the On-Campus Opportunities line item must be allocated to the Student Organizations Resource Center.
- 5.1.4 Any funds left over from Off-Campus or On-Campus events at the end of the budgetary process shall become moveable between the On-Campus and Off-Campus allocations.
 - 5.1.4.1. This shifting of funds is only possible with the unanimous approval of the Finance Board.
 - 5.1.4.2. The funds shifted may only go to events that have received some sort of funding and cannot be used for any events that were denied funding.
- 5.1.5. These numbers must be publicized to student organization leaders and the general public by May 15th at 5:59PM, except in exceptional circumstances.
- 5.1.6. Total divisions must equal 100%.
- 5.2. The Finance Board will consider the following factors to determine a requested budget's benefit and priority to the undergraduate student body:
 - 5.2.1. Student interest;
 - 5.2.2. Items requested;
 - 5.2.3. Collaboration with other student organizations and community partners;
 - 5.2.4. Excessiveness of request or within request pool.
 - 5.2.5. Experiential value (e.g. educational, cultural, awareness);
 - 5.2.6. Cost per student;
 - 5.2.7. Correlation to the University or student organization's mission statement;
 - 5.2.8. Strength of marketing plan;
 - 5.2.9. Anticipated UMBC undergraduate student attendance and outside attendance;
 - 5.2.10. Exclusivity;
 - 5.2.11. Completeness of Budget Request Packet;
 - 5.2.12. Submission of Budget Request Packet in accordance with deadlines;
 - 5.2.13. Group experience in event planning;
 - 5.2.14. Spending report history; and
 - 5.2.15. Opportunities brought to campus.
- 5.3. Budgets may be fully funded, partially funded, or not funded.
 - 5.3.1 Budget allocations cannot be appealed

- 5.4. If the Finance Board is unable to fully fund the request and the organization states that everything in the request is necessary for the event to occur, the Board reserves the right to not fund the entire budget request.
- 5.5. The Finance Board may reduce allocations based on any information given to or known by the Finance Board.
- 5.6. All petitions must be in a written format and archived.

Article 6. REALLOCATIONS

- 6.1. If a student organization seeks to shift funds within their budget they shall submit a Reallocation Form to their Finance Board Liaison.
 - 6.1.1. This form is to be approved by the Liaison and approved by the Chair of the Finance Board with their signatures.
 - 6.1.2. If a disagreement regarding the reallocation occurs between the Chair and Liaison occurs then the reallocation request is then proposed to the Finance Board through legislation.
 - 6.1.3. If approved, the reallocation request will be forwarded to the Student Affairs Business Center so that the organization's records may be updated.
- 6.2. Funds cannot be shifted between events nor between on-campus and off-campus budgets.

Article 7. SECONDARY AD-HOC ALLOCATION SYSTEM (SAHAS)

- 7.1. The Secondary Ad-Hoc Allocation System (SAHAS) shall be used to provide a method of impromptu funding for student organizations with unforeseen expenses.
- 7.2. Requests are considered on a first come, first serve basis.
- 7.3. Circumstances in which an organization's petition may be considered include one or more of the following:
 - 7.3.1. If the student organization is new and therefore did not submit a budget the previous semester;
 - 7.3.2. If a student organization's participation in an event is contingent upon qualifying at a previous event;
 - 7.3.3. If an event is canceled and needs to be rescheduled due to a natural disaster and/or campus closure;
 - 7.3.4. If the student organization is requesting funds for t-shirts or other merchandise; or
 - 7.3.5. Additional criteria may be added by the Finance Board by the amending of this document by way of two-thirds vote.
- 7.4. Student organizations seeking to utilize the SAHAS for an event must submit a petition to the Chair of the Finance Board or the organization's assigned Finance Board Liaison to be brought before the Finance Board.
 - 7.4.1. This petition must contain a completed Budget Request Packet, and an explanation of the circumstances surrounding the petition.

- 7.4.2. If the total request for an event or purchase is for less than \$1,000, the form must be submitted at least 30 days in advance. If the total request is for \$1,000 to \$3,000, it must be submitted at least 45 days in advance. If the total request is for more than \$3,000, it must be submitted 60 days in advance.
- 7.4.3. However, in the event that an unforeseeable cost increase (as outlined in Section 7.2) would imperil the success of an event for which the Finance Board already has allocated funds, the Finance Board may approve an additional allocation of funds to the event without regard to the 30, 45, or 60-day deadlines by unanimous consent. Under no circumstances will the Finance Board grant SAHAS funds to an event in response to any request submitted fewer than 15 days in advance.
- 7.5 Student organizations seeking to utilize the SAHAS for merchandise are subject to additional restrictions as outlined below.
 - 7.5.1. All merchandise must display “UMBC” and the organization name.
 - 7.5.2. Organizations may only make one request for merchandise per academic year.
 - 7.5.2.1. This request must be submitted within seven weeks from the first day of the semester.
 - 7.5.3. The request may not exceed \$300, and the cost for each individual item may not exceed \$10.
 - 7.5.4. Merchandise from this fund may not be sold. Merchandise requests which exceed \$10 per item or total over \$300 may be subsidized through the organization’s carryover account.

Article 8. NON-FUNDED ITEMS

- 8.1. The SGA shall not fund any of the following for student organizations:
 - 8.1.1. Alcoholic beverages;
 - 8.1.2. Sales tax – UMBC is a tax-exempt organization (see Article 8.4 of the Budgetary Policy, Sales Tax);
 - 8.1.3. Salaries or stipends;
 - 8.1.4. Personal expenses, to include, but not limited to phone calls, room services, porter fees;
 - 8.1.5. Loans – SGA shall not approve or grant loans of any kind to any organization or individual(s);
 - 8.1.6. Airfare for trips to destinations whose distance from UMBC is less than 300 miles;
 - 8.1.7. Airfare outside of the continental United States;
 - 8.1.8. Train-fare for trips to destinations whose distance from UMBC is less than 100 miles (excluding public transportation);
 - 8.1.9. Any on-campus event that is not expressly open to all undergraduate students of UMBC on the basis of race, sex, creed, gender, pregnancy, ancestry, gender identity or expression, national origin, marital status, genetic information, religion, physical or mental disability, age, veteran status sexual orientation, or economic status.
 - 8.1.10. Expenditures deemed illegal by city, county, state, and/or national authorities;

- 8.1.11. Hotels for destinations within 50 miles of campus; or
- 8.1.12. Athletic equipment and other competition-related costs for club sports;
- 8.1.13. Retroactive funding for events that did not receive Finance Board allocation approval.
- 8.1.14. Events with the purpose of fundraising for the student organization
- 8.1.15. Recruitment events
- 8.1.16. General body meetings or events that are only for the membership of the organization

Article 9. LIMITED FUNDED ITEMS

- 9.1. The SGA shall not fund costs in excess of the following limits:
 - 9.1.1. University facilities costs – the actual cost of the facilities as established by the University;
 - 9.1.2. University equipment costs – the actual cost of the use of the equipment as established by the University;
 - 9.1.3. Rental vehicles – no smaller than an eight-person van, unless there are extenuating circumstances;
 - 9.1.4. Privately owned automobile travel expenses – either the itemized cost of gas plus tolls, or the current State of Maryland travel reimbursement amount, figured per mile round-trip, with UMBC as the origin and return destination (whichever is less); and
 - 9.1.5. Guest (any individual or group who is not a student, faculty, or staff member at UMBC or its sub-contracted agencies, who a student organization asks to attend an event on campus for the purpose of providing entertainment, speech, or presentation) costs in excess of the following:
 - 9.1.5.1. Transportation – primary mode of transportation and any costs of on-ground transportation travel in Baltimore;
 - 9.1.5.2. Food – as required by University rate for meals and reimbursements served during the Guest’s stay in Baltimore while attending an SGA-funded event; and
 - 9.1.5.3. Lodging – as required per University rate during the Guest’s stay in Baltimore while attending an SGA-funded event.
 - 9.1.6. Limitations set by the SGA Finance Board, as noted and presented before the Finance Board, and forwarded to Business Center. These should include, but are not limited to:
 - 9.1.6.1. Funds for transportation (bus and airfare), lodging, and dues;
 - 9.1.6.2. Standards for prizes giveaways and individual property requests; and
 - 9.1.6.3. Any limits set by the University.

Article 10. EVENT EXPENDITURE RESTRICTIONS

- 10.1. The Finance Board will impose the following limitations on the use of the Student Activities Fee in order to best utilize the funding.

- 10.2. To aid in the distribution of the student activity fee, the total cost of one on-campus event may only be considered up to \$ 33 per anticipated UMBC undergraduate attendee by the Finance Board.
- 10.3. Anticipated attendance is based on the initially provided estimate in an organization's Budget Request Packet, and may not be changed after submission.
 - 10.3.1. Anticipated attendance figures should include justification as to why the group believes this attendance is obtainable.
- 10.4. The following types of events will be restricted in funding as described:
 - 10.4.1. Funds for community service events may only be allocated if the event is held on campus, relates to the sponsoring organization's mission, and are spent on UMBC undergraduate students.
 - 10.4.2. Political events and activities may be considered when they are not exclusive in nature. Events that support, in whole or in part, the campaign of an individual candidate or party for political office will not be funded.
 - 10.4.3. Religious-themed events and activities may be considered when they are not exclusive or proselytizing in nature. Events that are exclusive in attendance to one religion will not be funded.
- 10.5. The cost of food and drinks for an event should not exceed the Maryland State standard lunch allowance for the current fiscal year per UMBC undergraduate student.
 - 10.5.1. Food for student organization events, such as banquets, receptions and ceremonies, may be funded, so long as the event is not exclusive.
 - 10.5.2. Food for general body meetings will not be funded.
- 10.6. Marketing is critical and encouraged for the success and openness of Student Activities Fee-funded events. All events funded by the Finance Board must be posted on myUMBC, and must appear on the myUMBC Events Calendar.
- 10.7. The following restrictions will be in place for marketing expenditures:
 - 10.7.1. All advertising and program handouts must bear the official UMBC SGA logo, which is available in a variety of formats and colors on the UMBC SGA website. All SGA logos should be of sufficient size so as to be legible.
 - 10.7.2. Marketing and promotional costs will be limited to the highest priced marketing package available through commonvision.
- 10.8. **Supplies and Decorations**
 - 10.8.1. The Student Organization Resource Center (SORC) has an annual budget from the Finance Board to supply student organizations with materials for day-to-day operations and events. Only supplies and decorations not available in the Student Organization Resource Center may be funded.
 - 10.8.2. Student organizations must be in compliance with the Equipment Committee.
 - 10.8.3. Equipment rentals for events may be funded if the following can be proven:
 - 10.8.3.1. The current equipment of the venue cannot meet the requirements of the performer or

planned event.

- 10.8.3.2.** The organization has explored all on-campus options for obtaining adequate equipment.

10.9. Tickets and Entry Charges

- 10.9.1.** All ticketed SGA Finance Board-funded events must be ticketed through the University Tickets system.
- 10.9.2.** Events funded by the Finance Board may have a charge for UMBC undergraduate students for admission if the following criteria are met:
- 10.9.2.1.** Finance Board is providing less than 50% of overall financial expenses for the event; and
- 10.9.2.2.** Tickets must be available for purchase by all UMBC undergraduate students.
- 10.9.3.** Student organizations must follow Campus Life's ticket policy.
- 10.9.4.** Organizations may not mandate donations at events.

Article 11. PUBLICATIONS

- 11.1.** The Finance Board will only fund (fully or partially) publication costs quoted from the vendor. Requests for additional costs associated with publishing, such as, but not limited to, edits and rewrites, after a funding decision has been made will not be considered.

Article 12. OFF-CAMPUS OPPORTUNITIES FUND

- 12.1.** After the passage of the SGA budget, the Finance Board will segment the Off-Campus Opportunities line item of the overall Club Budgets line item into three separate line items: intellectual sports competitions, conferences, and miscellaneous.
- 12.1.1.** 70% of the Off-Campus Opportunities line item will be reserved for intellectual sports competitions.
- 12.1.1.1.** For an off-campus request to qualify as a competition, the attendees must have the opportunity to win or place.
- 12.1.1.2** Funding for Intellectual Sports will be allocated by the Vice President of Student Affairs office. Funding will be dictated based on a memorandum of understanding (MOU) made with SGA.
- 12.1.2.** 20% of the Off-Campus Opportunities line item will be reserved for conferences.
- 12.1.2.1** Conference funding will be capped at \$500 per person, with a maximum of \$3000 per conference.
- 12.1.2.2** Conferences must be hosted by a national organization
- 12.1.3.** 10% of the Off-Campus Opportunities line item will be reserved for miscellaneous uses.
- 12.1.3.1** Miscellaneous requests must be relate to the organization's mission statement

12.1.3.2 Overnight miscellaneous requests will not be funded.

12.1.3.3 Miscellaneous requests will be capped at \$800 per event

12.2. Organizations must receive travel approval for all off-campus events. If approval is not acquired, the finance board will revoke allocated funds for off-campus events.

12.2.1. Funding percentages per person will not exceed limitations set by the Finance Board, regardless of any decrease in attendance.

12.3. The Finance Board will determine and issue percentage rates to fund the costs of registration fees, travel, and lodging during the overall Club Budgets line item segmentation process.

12.3.1. The Finance Board will prioritize funding for registration fees, then travel, and then lodging, in that order.

12.3.2. These rates will be held constant across all funded student organizations, and must be publicized to student organization leaders and the general public by May 15th at 5:59PM unless otherwise publicized.

12.3.3. The Finance Board will not issue funds for supplies for off-campus use.

12.3.4. Based on the total amounts requested, the Finance Board may choose to re-allocate this funding if one request type has funds remaining after all budget requests have been considered.

Article 13. AUDITS

13.1. The Finance Board, to determine the overall Student Activities Fee utilization, reserves the right to perform both random and targeted audits of organizations, carryover accounts, and events. If an audit reveals evidence of misspending of funds, the student group may be subject to penalties outlined in Section 14 of these Budgetary Statutes.

Article 14. PENALTIES

14.1. UMBC SGA is responsible for managing the contributed funds of all undergraduate students at UMBC. Organizations awarded funding through the Student Activities Fee are held accountable for appropriate spending.

14.2. Penalties may be imposed upon an organization under the following circumstances:

14.2.1. Unauthorized spending of funds;

14.2.2. Spending which violates any clause of the Budgetary Statutes or other SGA Guiding Documents;

14.2.3. Unauthorized distribution of complimentary tickets;

14.2.4. Falsifying information on any submissions to the Finance Board; or

14.2.5. Loss of SGA supplies from the Student Organization Resource Center (SORC).

14.3. Penalties that may be implemented upon an organization include but are not limited to:

- 14.3.1. Revoking access to funds allocated to the student organization;
- 14.3.2. Loss of eligibility to request funding for a specified time period;
- 14.3.3. Required meetings with Treasurer or Finance Board liaison;
- 14.3.4. Referral to the Student Organizations Committee;
- 14.3.5. Referral to the Office of Student Conduct and Community Standards.
- 14.4. Student organizations may be subject to more than one penalty per offense, and additional actions may be taken depending on the circumstances.
- 14.5. Penalties imposed upon organizations will be detailed and outlined in a written memorandum to the student organization's executive board and student organization advisor;
- 14.6. Lost, broken, or damaged materials belonging to SGA may be subjected to a replacement cost for the item(s) by the student organization. Student organizations may be subjected to a replacement cost for items belonging to SGA that are lost, broken, or damaged.
- 14.7. Any penalty imposed by the Finance Board may be appealed to the SGA Appeals Board within two business days of receiving that penalty.

Article 15. AMENDING THE BUDGETARY STATUTES

- 15.1. These statutes, which shall guide all Finance Board legislation, must receive approval from two-thirds of the entire voting membership of the Finance Board and are not subject to presidential veto. These statutes and any changes thereto must be made publicly available to all student organizations. A current copy of the statutes shall be maintained with the current copy of the Budgetary Policy.