

**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.