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Allocations Operating Documents

**Article I. NAME, DEFINITION AND FUNCTION**

**Section I:** Name

1. The name of the committee shall be the Student Government Association Allocations Committee, hereafter referred to as “the Committee.”

**Section 2.** Definition

1. The Committee is a Student Government Association (SGA) committee which has primary jurisdiction over SGA funds. The Committee also serves as a finance review board and is therefore responsible for reviewing all SGA expenditures. The committee is also responsible for updating the operating documents as they pertain to the function of the Allocations Committee on an as needed basis.

**Section 3.** Function

1. The primary function of the Committee is to approve or disapprove of the distribution of funds from the co-sponsorship, conference sponsorship, academic organization and student organization funds and to establish criteria for the distribution of such funds.
2. The Committee is also responsible for reviewing the spending of allocated SGA funds and to alert the Senate of any possible mismanagement of those funds.

**Article II. Membership**

**Section 1.** The committee shall consist of at least five (5) duly sworn Senators, one who shall serve in the capacity of Chair. At least one (1) member must be a Student Organizations Senator. The SGA Director of Finance shall serve on the Committee as a non-voting, ex-officio member.

**Article III. ADMINISTRATIVE OFFICERS OF THE COMMITTEE AND THEIR RESPONSIBILITIES**

**Section 1**. The Chair

1. Shall be selected according to Article IV, Section 4 of the SGA Constitution.
2. Shall preside at all meetings of the Committee;
3. Shall appoint a Committee recorder;
4. Shall have the power to call emergency meetings or special sessions of the Committee;
5. Shall be responsible for scheduling and distributing agendas and minutes appropriate to each meeting;
6. Shall have voting power in the event of a tie and veto power over allCommittee legislation.
7. Shall be responsible for addressing any issues with SGA official Allocation Operating documents
8. If deemed appropriate by the Chair, the decision of the Allocations Committee shall be brought before Senate for review.
9. Shall present all funding requests requiring review by the Senate, and answer any questions regarding said funding requests.

**Section 2.** The Members

1. Shall be appointed to the Committee by a simple majority vote of the Senate;
2. Shall be responsible for attending all meetings or notifying the chair, in writing, at least 24 hours before any allocations meeting if they will not be present.
3. Shall be responsible for appropriately reviewing applications for funding;
4. Shall be responsible for abstaining from voting when bias is present.
5. Shall be responsible for addressing any issues with the Allocation’s Operating Documents.

**Article IV. QUORUM AND VOTING**

**Section 1.** The chair and two members of the committee shall constitute quorum.

**Section 2.** A simple majority shall constitute appropriate voting procedures of the Committee meeting which has quorum.

**Section 3.** The Committee shall have the power to override the veto of the Chair by a three-fourths (3/4) vote of its entire membership.

**Section 4.** Funding requests over $1,000 must first be approved by a simple majority of the Committee and then require a simple majority approval of the Senate.

**Article V. MEETINGS**

**Section 1.** The Committee shall meet weekly during the regular semesters, however it shall not be required to meet during finals week, thanksgiving recess or spring break. Meeting dates shall be posted on the SGA website.

**Section 2.** The Committee shall hold, at minimum, one meeting in the Spring semester after taking office to consider funding applications for the summer and the first month of the fall semester.

**Section 3**. A meeting between the incoming and outgoing Chairs shall take place prior to the Spring Allocation meeting to ensure proper exchange of information regarding areas of responsibility.

**Section 4.** All meetings of the Committee shall be open to any member of the Student Government Association. Any member of the SGA may speak upon recognition but shall not have the right to vote or make motions.

**Article VI. REQUIREMENTS**

**Section 1**. General Requirements and Regulations

1. All funding shall, in some way, benefit undergraduate students.
2. All funding requests are subject to review of the University and use of funds must be in accordance with all University fiscal policies. Approval from the Committee does not necessarily guarantee reimbursement.
3. Any individual, department or organization requesting funding from the Committee must submit an application for funding no less than two (2) academic days prior to the next Committee meeting.
4. Requests for funding must be received at least two (2) weeks before the event date.
5. Advertising for any event receiving funds from the Committee shall bear the SGA logo or be otherwise approved by the Director of Public Relations.
6. Any student organization who receives funding must be a recognized organization in good standing with the Department of Student Engagement.
7. Organizations are required to comply with university event policies as noted in the Event Planning Guide. Failure to do so will result in the loss of the right to request funding until additional training has been received from Student & Campus Life.
8. Funds that are granted to an organization and are not used by that organization shall revert back to the fund from which they came.
9. The Committee reserves the right to deny any organization financial assistance or funding for any reason.
10. When notifying an individual or organization that a funding request has not been approved, the Director of Finance shall include the Committee’s reasoning for not approving the request.
11. All students must maintain good academic standing with the University to be eligible for funding.
12. All funding requests must comply with the University financial policy rules and regulations.
13. All students approved for funding must be an enrolled undergraduate student at Chapman University on the date that the funded event or conference occurs.
14. Funding Requests submitted by members of the Executive Board, Judicial Branch or the Senate shall automatically be reviewed by full senate.
15. The Director of Public Relations shall have the authority to waive the sponsorship and logo requirements outlined in the SGA Media Guide upon receiving written recommendation that this action be taken by the Chair of the Allocations Committee.
16. No item funded by the Student Government Association shall be sold without the prior written approval of the Director of Finance and majority vote of the Allocations Committee, or in accordance with Article VI Section 4 of these documents.

**Section 2.** Requirements and Regulations Related to Specific Funds

1. The co-sponsorship fund is limited to university departments and organizations that do not have access to the student organization fund.
2. The Academic Organization Fund is limited to academic organizations and honors societies as defined by the Department of Student and Campus Life.
3. All students approved for conference scholarship funding must be an enrolled undergraduate student at Chapman University on the date that the funded conference or event occurs.
4. For travel approved in the conference scholarship fund, the travel must occur in the current fiscal year (between the dates of June 1 – May 31). If travel overlaps two fiscal years, the SGA Advisor and Financial Services must be consulted prior to funds being granted.
5. Should a student organization request funding for student travel to a conference and the total request is over $2,250 or there are more than 5 members of an organization attending said conference, the funds shall be taken from the academic student organization fund or the general student organization fund as appropriate. Funding per student for conference travel shall not exceed $750 per student.

**Section 3.** Restricted Items and Events

1. The Committee shall not approve the funding of alcohol.
2. The Committee shall not approve fundraisers unless the funds raised are to stay in an on-campus student organization account.
3. The Committee shall not approve funding sent to non-Chapman, non-profit groups or to any political campaign, candidate, or organization.
4. Those organizations requesting funding for organizational t-shirts or sweatshirts shall be limited to $10.00 of funding per shirt.
5. No funding shall be provided for any event or activity for which course credit will be received, or for any materials or supplies relating to such an event or activity.

Funding for activities or events required by an academic curriculum, degree requirement, or a course’s stated learning outcome, but for which credit will not be received, should serve only to enhance the student experience. If an event required by an academic curriculum, degree requirement or course’s stated learning outcome is reliant on SGA funds to occur, SGA shall not provide funds.

1. No funding shall be provided for any single use graduation items. These items include, but are not limited to, cords, stoles, and medallions.

**Section 4.** Items and Events Marketed and Sold for Profit

1. Any items or events for which a club or department is requesting funds, and for which the funds are intended to be used to generate a profit, shall be subject to the rules and regulations of this section.
2. Definitions
   1. A “Profit” is any amount raised above cost.
   2. An “Event” is any organized gathering on or off of campus.
   3. A “Sale” is the exchange of a good or service for any form of consideration.
3. Applying
   1. An organization must declare that it intends to use SGA funds to generate a profit when the initial application is filed with the Director of Finance
   2. The organization must provide clear and coherent projections for both the revenues and costs associated with the Event or sale of Items. These shall include:
      1. Revenue based on some form of metric(s) relevant to the customer base.
      2. Costs based on actual documentation gleaned from the vendor(s) from which the Items or Event supplies are being purchased.
   3. The organization must provide a clear and concise explanation for how the Event or Items are relevant to the organization's stated mission and goals.
   4. The organization must provide the date on which sales will end.
   5. The organization is not eligible if they maintain a cash fund or bank account off of Chapman’s campus
4. Purchasing of Items and Reimbursement
   1. SGA will reimburse the cost of the items to be sold, or supplies necessary to put on the event once the organization has sufficiently demonstrated proof of purchase.
   2. The organization shall have fourteen (14) days from the stated end of sales to return the full cost of the items to SGA.
      1. When the return of funds is made, the organization must provide a full and complete record of all sales transactions listing the date, name of the customer, ID number of the customer (if applicable), the amount of the sale, and any other relevant transaction details.
      2. Transactions made via Venmo, PayPal, Snapcash, or any other 3rd party payment method shall not be eligible for reimbursement.
      3. If the organization fails to return the full cost, a written statement as to why, signed by both the President and Treasurer of the organization, must be submitted to the Director of Finance and President of SGA.
         1. The organization’s President and Treasurer must meet with the President and Director of Finance of SGA to discuss the shortfall and prevention in the future.
5. Penalties
   1. If the organization fails to disclose that items will be sold at the onset of the application process, the Allocations Committee and Senate, depending on the amount of the application, may reserve the right to deny the application at the point of discovery.
      1. If the omission is found to be intentional, the Chairperson of the Allocations Committee may recommend to the Senate that the organization be suspended from applying for SGA funding for up to one (1) year.
         1. The recommendation shall pass with a simple majority vote.
   2. If the organization fails to reimburse SGA for the cost of the items or supplies funded by SGA, the President and Director of Finance or the Chairperson may recommend to the Senate that the organization be suspended from applying for SGA funding for up to one (1) year.
      1. The recommendation shall pass with a simple majority vote.
   3. If the Organization is found to have intentionally misrepresented revenues from sales, they shall be suspended from applying for SGA funding for a minimum of one (1) year or up to five (5) years as recommended by the Chairperson of the Allocations committee and voted on by the Senate,
      1. The recommendation shall pass with a two-thirds (2/3) majority vote.

**Article VII. The Appeals Process**

**Section 1.** The individual or organization may appeal to the Committee for funding after addressing the Committee’s concerns as listed in the funding request response.

**Section 2.** The individual or organization may appeal only once and the appeal must be made at least two weeks prior to the event.

**Section 3.** The individual must submit a formal request for appeal to the Chair of the Allocations Committee, with evidence that the committee’s concerns have been addressed.

**Section 4.** Any appeals shall be formally brought up in the committee for vote as would any other funding request. Appeals over $1,000 shall follow the same procedure as requests of that amount.

**Section 5.** Appeals that do not meet the two-week requirement due to error on the part of an SGA member shall be exempt from Section 2.

**ARTICLE IX: REIMBURSEMENT REQUEST SUBMISSION DEADLINES**

**Section 1**. All check requests and receipts for monies paid out are to be turned in to the SGA Director of Finance within two weeks of the funded event. Failure to do so may result in the removal of funding privileges.

**Section 2**. Any spring semester requests for reimbursement that are not received by the last business day prior to May 31 will not be accepted.

**Article X. REALLOCATION OF PREVIOUSLY BUDGETED AND NEW FUNDS**

**Section 1**. Reallocation of Student Organization Funds

1. Should a student organization wish to utilize previously allocated funds for a different event or purpose, the organization must file a request with the Committee.
2. Reallocation of funds is subject to Committee and/or Senate approval.
3. The organization must first obtain approval from Student & Campus Life before appealing to the Committee.
4. The organization shall submit a written memorandum to the Director of Finance.
5. The Committee shall review the request and either approve or deny the request.
6. Requests must be submitted no later than three weeks before the event.

**Section 2.** Reallocation of the SGA Budget

1. All financial requests to reallocate funds must first receive approval from the SGA Advisor to ensure the reallocation would not violate any standing agreements and/or contracts, or university policy.
2. After Advisor approval, the request for allocation must be submitted in a written memorandum to the Chair of the Allocations Committee.
3. The Committee shall review the request and either approve or deny the request.
4. The decision of the Committee may be appealed to the full Senate.

**ARTICLE XI: ACCOUNTABILITY**

**Section 1.** If the committee fails to bring up an application within two weeks of it having been delivered by the director of finance, the chair shall receive two (2) absences.

**Section 2.** All Students and Student Organizations who receive funding from SGA are required to abide by the applicable rules and regulations laid out by SGA, the Student Conduct Code, Chapman’s Fiscal Policies, the State of California, and the Federal Government.

**Section 3.** Definitions

1. An infraction shall be defined as having violated an SGA rule or regulation, the Student Conduct Code, Chapman’s Fiscal Policies, State Law, Local Law, or Federal law though the use or abuse of any portion of the SGA funding process. An intentional misrepresentation of the facts surrounding a funding request and its subsequent payment shall also constitute an infraction.

**Section 4.** Those Students and Student Organizations who have committed an infraction will be subject to the following process.

**Section 5.** Upon discovery of the infraction(s) the party made aware of the incident shall immediately report it to the SGA President, Director of Finance, Director of Justice, and SGA Advisors.

1. The Director of Finance will schedule a meeting between the SGA Executive Council, the Director of Justice, the SGA Advisors, and the party suspected of committing the infraction.
2. The Director of Finance shall freeze any applications or un-reimbursed allocations relating to the Student(s) or Student Organization involved in the suspected infraction.
3. After the Executive Council, Director of Justice, and SGA Advisors have met with the Student(s), they will determine a proper course of action based on the severity of the situation. The Director of Finance will deliver a formal report on the potential financial impact on SGA to both the Executive Council, the Review Board, and the Senate.
4. The Executive Council shall recommend the decided upon course of action to the Senate.

**Section 6.** Consequences based on the severity of the infraction.

1. The party is found to have not committed an infraction.
   1. The Executive Council may recommend to Senate that the Student or Student Organization be suspended for up to one (1) month from SGA funding.
   2. The Senate shall discuss the matter and vote on the Executive Council’s recommendation.
      1. The Senate may amend the recommendation within the aforementioned parameters.
      2. The motion shall pass with a simple majority vote.
2. The party is found to have committed an unintentional or inadvertent infraction.
   1. The Executive Council may recommend to Senate that the Student or Student Organization be suspended for up to one (1) year from SGA funding. The Executive Council may also recommend to the Advisors that the matter be brought to Conduct if applicable.
   2. The Senate shall discuss the matter and vote on the Executive Council’s recommendation.
      1. The Senate may amend the recommendation within the aforementioned parameters.
      2. The motion shall pass with a simple majority vote.
3. The party is found to have intentionally committed an infraction.
   1. The Executive Council may recommend to Senate that the Student or Student Organization be suspended for up to four (4) years from SGA funding. The Executive Council will automatically recommend to the Advisors that the matter be brought to Conduct if applicable.
   2. The Senate shall discuss the matter and vote on the Executive Council’s recommendation.
      1. The Senate may amend the recommendation within the aforementioned parameters.
      2. The motion shall pass with a simple majority vote.

**Section 7.** The Appellate Process

1. A party found to have committed an infraction may appeal the decision to the Director of Justice.
   1. The appeal must be filed within five (5) academic days of having been notified of the decision.
   2. The appeal shall consist of a written statement clarifying any new or misrepresented information, as well as reasoning as to why the decision is being appealed.
   3. The Review Board will convene to review the appeal and formulate a recommendation to the Senate.
   4. The Senate shall discuss the matter and vote on the Review Board’s recommendation.
      1. The Senate may amend the recommendation.
      2. The motion shall pass with a simple majority vote.

**ARTICLE XII: RESERVE FUND**

1. At the end of each fiscal year, any unused Student Government Association funds shall be considered part of the Student Government Association Reserve Fund, hereby referred to as the “reserve fund.”
   1. Any funds within the General Budget which are specifically earmarked for a particular purpose by the University shall flow into a sub-account within the reserve.
      1. Such funds shall retain the same rules, regulations, and restrictions that applied when they were a part of the General Budget.
      2. All changes in percentage allocation within the General Budget are forward looking, and may not be applied to funds already accounted for within the reserve fund.
      3. If the University maintains a separate account for the funds, they must be reconciled with SGA’s records on a yearly basis.
2. Funds may be allocated from the reserve fund through a simple majority vote of Senate and the approval of the president.
3. Use of the reserve fund is still subject to university fiscal policy and other SGA rules governing funding.
4. Senate may override a president’s through a two-thirds majority vote.

A**RTICLE XIII: AMENDMENTS**

**Section 1.** These operating procedures may be amended in the following ways:

1. Any member of the Committee or member of the Senate who is entitled to full participation in its activities may, at any regular meeting of this Committee or Senate, submit a proposed amendment.
2. The Senate must approve the proposed amendment no later than the next  scheduled meeting of the Committee.
3. The Chair of the Committee must then keep the amendment publically posted for a period of five academic days.
4. A two-thirds majority vote of the Senate shall be necessary for the adoption of an amendment to these operating procedures.

**Section 2.** The SGA Media Guide may be amended in the following way:

1. Any member of the Senate who is entitled to full participation in its activities, or any member of the Executive Council may, at any regular meeting of the Senate, submit a proposed amendment to the Media Guide.
2. A simple majority vote of the Senate shall be necessary for the adoption of an amendment to the Media Guide.