

# Carroll University Student Senate Allocating Guidelines

**Last Modified:** November 2019

**Ratified:** September 29, 2013

## Preamble

The Carroll University Student Senate has created these guidelines in an effort to meet the financial needs of the student organizations as well as provide a defined set of standards in which all Student Activity funds are responsibly spent and equitably distributed. The Carroll University Student Senate is committed to fiscal responsibility and equity with which all student organizations will be treated.

The Carroll University Student Senate **strongly encourages** organizations to seek outside sources of funding to show a level of commitment on the part of the organization and its members. Other possible sources of funding may include fundraisers, donations from alumni of the organization, or from other areas on campus (i.e., academia); the Finance and Budgeting Committees will take this into consideration when allocating funds. The Finance Committee **requires** the person requesting funds or a representative from the organization requesting funds to attend the Finance Committee meeting at which their request is scheduled to be discussed.

Their attendance is also **strongly encouraged** at the Student Senate Full Board Meeting at which the Finance Request is to be discussed.

## Article I: Organizational Budget Structure

### Section 1:

All student organizations receiving student activity funds from Senate will be assigned a project code under the Student Organization Cost Center. Any allocations made during the fiscal year (July 1 through June 30) to a student organization will be placed in that organization's Project Code account. Each organization will be responsible for assigning a Treasurer to supervise this account. All accounts will ultimately be under the supervision of the Student Senate Treasurer.

### Section 2:

All organizations that receive funding through Student Senate will be placed into a budget as follows:

- a. Fund**  
Each Organization's Senate Account will reside in the "10" Fund.
- b. Cost Center**  
Each Organization's Senate Account will reside in the "3590" Cost center.
- c. Project Code**  
Each Organization that receives funding from Senate will have a Project Code that is unique to that organization. This is a four number code that has been assigned to each organization's individual budget.

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## Section 3: Commonly Used Expense Accounts (Line-Items)

### **5506 Events Expense**

Expenses incurred through the utilization of the University's events office. This includes, but is not limited to, room rentals, equipment fees, set-up and take-down charges, staffing, and late fees.

### **5510 Travel & Conference Expense**

Expenses incurred on University business. This includes a portion of travel costs to and from academic conferences as well as a portion of conference fees and hotel costs. This also includes the rental of a van through Carroll University.

### **5520 Postage**

Charges incurred when you use Carroll University's mail room, This does not include buying postage stamps independently (which will come out of 5590).

### **5530 Telephone & Fax Expense**

Expenses for long distance telephone charges.

### **5540 Printing & Duplication Expense**

Charges incurred when you use Carroll's Duplication Center, or an outside printer. This does not include campus copy machines.

### **5545 Contract Services – Individuals**

Used to pay an individual external to the University who provides a service.

### **5550 Contracted Services – Companies**

Used to pay a business that provides services to your organization.

### **5560 Rental Expense**

Charges for rentals of equipment, chairs, tables, etc. that is contracted outside of the University. This also includes the permissions rights to screen a movie or if you are renting a vehicle that is not a Carroll University van.

### **5570 Subscriptions & Memberships**

Expenses for subscriptions to magazines, periodicals, etc. Includes a portion of membership fees that are approved by the Student Senate.

### **5590 Supplies & Other Expenses**

Charges for expenses that do not fit elsewhere.

### **5595 Software & Related**

Charges for computer programs or licenses to use a computer program.

### **5597 Computers & Peripheral**

Charges for any computer or computer peripherals, such as printers.

### **5740 Chartwells Food Service**

Charges of Chartwells Food Service only. Any event held on Carroll University property that plans to serve food or beverages must use the Chartwells Food Service.

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## Article II: Senate Accounts

### Section 1:

**Student Senate One-Fund (7599)** – This account will be funded by setting aside a minimum of six percent (6%) of the total projected student activity fee budget, provided by the University, in spring for the following academic year. Any additional revenue received during the budgeted period will be placed into this account. Revenues include, but are not limited to, the following: additional student activity money, funds from defaulted organizations, and money owed to Senate by various organizations.

## Article III: Budget Hearings and the Budgeting Committee

### Section 1:

Budget hearings shall be held between January 15 and April 15. The final budget allocations will be prepared and made available for distribution to the organizations before reading day.

### Section 2:

Budget hearings will be conducted by a Budgeting Committee made of: the Finance Committee, four (4) other Student Senators as nominated by the Full Board of Student Senate and approved by the Finance Committee, and the newly selected Student Senate Treasurer, who is selected and approved by the Student Senate Full Board.

### Section 3:

It will be the responsibility of the Student Senate Treasurer and the Finance Chair to inform Organization Presidents, the Senior Director of Student Affairs, and the Student Senate of the times for the budget hearings. This must be done at least two weeks prior to budget hearings.

### Section 4:

Any recipient of Student Senate funding must submit a budget request. Any recipient of Student Senate funding that has received a budget for three years or less and those requesting \$5,000.00 and above is required to attend a budget hearing. Failure to comply will result in a reduced budget for the following school year by 20% of the budget from the previous school year. Any other recipient of Student Senate funding may propose a modification to their budget if they deem it necessary. A time schedule will be posted in the Student Involvement Center with times available for hearings. It will be the responsibility of individual organizations to sign up for a hearing.

### Section 5:

All organizations that are officially recognized by Carroll University and have a constitution on file with the Student Activities Office are eligible to receive a budget. This is contingent upon the completion of treasurer training with the current treasurer of Student Senate.

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## Section 6:

At the budget hearings, each eligible petitioning organization may formally present a budget proposal to the Budgeting Committee. Each organization should be prepared to answer any questions pertaining to the organization's activities and request for funds. The advisor(s) may NOT present the budget for the organization, but may help field questions pertaining to the organization. Organizations failing to appear at the budget hearing on time, or at all, for any reason, will be subject to sanctions as described in Article VIII, Section 3.

## Section 7:

### Student Senate:

- a. **Cannot fund** any event that is not open to the entire student body. An all campus event must welcome non-organization members and be publicized through a university outlet (e.g. Posters in highly trafficked campus areas, Post it, Nirvana). Section 7a does not apply to conferences.
- b. **Cannot reimburse** organizations for purchases made in excess of their budget.
- c. **Cannot fund** any purchase of food for groups traveling off-campus (unless Student Senate specifically approves funding for this purpose). Section 7c does not apply to meals that are included with conference fees.
- d. **Cannot fund** any purchase of alcohol or tobacco.
- e. **Cannot fund** any O account fundraiser.
- f. **Cannot fund** direct monetary donations to any charitable organizations.
- g. **Cannot fund** hotel costs or conference housing expenses of persons other than Carroll University students, faculty, or staff.
- h. **Cannot fund** or reimburse any purchases or expenses incurred between the spring semester spending deadline and the following fall semester's first day of class. Section 7i does not apply to wish list funding. In cases of emergency, Section 7i can be disregarded per the approval of a Student Senate advisor and Student Senate's treasurer or president.
- i. **Can fund** up to seventy-five percent (75%) of total hotel costs not to exceed one hundred and twenty-five dollars (\$125) per room per night.
- j. **Can fund** resources such as books, magazines, and videotapes only if they are available for use by the entire Carroll University community. Such resources must be held in the Carroll University Library if the library wishes, if not they must be available upon request.
- k. **Can fund** up to seventy-five percent (75%) of national and individual memberships that have benefits to the University as decided by the Finance or budgeting Committee.
- l. **Can fund** conference registration expenses for each individual for up to seventy-five percent (75%) of total costs not to exceed three hundred dollars (\$300) per person when the conference is open to campus or is beneficial to all of campus as determined by the finance committee.
- m. **Require** all student organizations and events, which solicit advertisers, to return twenty-five percent (25%) of the profits back to the Senate One-Fund. The remaining seventy-

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five percent (75%) can be used by the organization, a maximum of fifty percent (50%) can be placed into an organization's O- Account and the remaining twenty-five percent (25%) will be placed and remained in the organization's Student Senate Funds. Not following the return policy will result in immediate removal of the organization's ability to solicit advertisers as well as other sanctions which include, but not limited to, the freezing of an organization's budget for a period of time determined by the Finance Committee or the complete removal of that organization's budget.

- n. **Can fund** up to seventy-five percent (75%) of transportation to and from conferences, this excludes the use of Carroll University vans which will be funded in full.
- o. **Can fund** the use of ground transportation (i.e., buses, vans., etc.) for events that are open to the entire Carroll University campus.
- p. **Can fund** all mileage reimbursement expenses when the proper form is filled out and with prior approval from the Finance Committee.
- q. **Can fund** up to seventy-five percent (75%) of transportation of Uber, Lyft, taxis, and other temporary transportation at conferences.
- r. **Can fund** the entire cost of a trip or conference (including transportation, lodging, and conference registration fees) for a full-time faculty or staff member advisor if their attendance is required by Student Activities.

## Section 8:

Each organization's budget must be allocated for the entire academic year.

## Section 9:

Audit hearings may happen in January on an individual organization basis as deemed necessary by the Student Senate Treasurer and the Student Activities staff member who most directly is involved with student organizations.

## Section 10:

The spring semester spending deadline will be the last day of final exams as published by the registrar. No reimbursements shall be granted after the said deadline without approval. The Student Senate Treasurer shall notify all organizations four (4) weeks in advance of the spending deadline.

## Section 11:

Budget requests or a compilation of budget requests and budget proposals (yearly) must be first submitted and discussed in the Finance Committee and/or Budgeting Committee of the Student Senate before a vote on the proposed action.

## Section 12:

When the final budgets are determined, each organization will receive two (2) copies of the budget. One (1) copy will be the budget that is made available to members of the Student Senate.

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The second (2nd) copy will present the organization's' budget in accordance with the line items used by the Business Office (see Carroll University Business Office Policies and Procedures).

## Article IV: Allocations and Appeals

### Section 1:

Requests for Funding will be heard by the Finance Committee on an as-needed basis. Any request of more than five-hundred dollars (\$500) will be referred, with recommendation from the Finance Committee, to the full Student Senate. Requests should be submitted **to the Student Senate Treasurer (sstreas@carrollu.edu) by Wednesday at noon (12:00 P.M.) in order to be discussed at the next Finance Committee meeting.** Any request received after this deadline will be discussed at the following Finance Committee meeting. The Student Senate Request for Funding form can be found online on the Student Senate "My Groups" page on the Carroll University portal website. Please be advised that you need to have all requested funds approved prior to the date of the event; otherwise, the finance committee reserves the right to deny the request on this basis. If the request is not received by the Finance Committee Chairperson or the Student Senate Treasurer using the Student Senate Request for Funding form, the request will not be approved and the organization(s) or person(s) will have to resubmit the request using the proper form.

Funding will be distributed under the following criteria:

- a. Large one-time capital items requests (more than five-hundred dollars (\$500))
- b. Smaller one-time requests (less than five-hundred dollars (\$500))
- c. "One Fund" requests that are not funded can be tabled for future consideration from the "Wish List" upon formal request.
- d. New formed organizations.
- e. If a request is denied, it may be requested again thirty (30) days after the decision has been made.
- f. Any funds requested from Student Senate must be used only when they are available to all students through proper and sufficient advertisement (which will be located in the campus Center Lobby, if permitted, the residence halls, and the electronic posting from the Student Affairs Office) at least five (5) days prior to the event and event sign up if applicable (please see student organization handbook for advertising details). If there are any discrepancies as seen by the Finance Committee, sanctions may be levied against any organization or person who received the funds under Article VIII in these guidelines.

### Section 2:

After all budget hearings have been completed, the Budgeting Committee shall meet and discuss the budget requests. They shall, at that time, determine what portion of the allocation each organization shall receive. Allocation decisions are made according to the following criteria:

- a. Financial management and responsibility (past and present)
- b. Organizational responsibility
- c. Clarity of proposed budget

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- d. Non-Senate fund-raising efforts (past and present)

## **Section 3:**

The Budgeting Committee shall present the proposed budgets with recommendations to the Student Senate Full Board for a vote. This must be introduced to the Student Senate Full Board one (1) week prior to the meeting at which the budget will be discussed.

## **Section 4:**

Acceptance or rejection of the entire budget or of each organization's proposed allotment shall be decided by two-thirds (2/3) vote by those Senators present.

## **Section 5:**

If an organization believes it did not receive appropriate funding, it may appeal to the Student Senate Finance Committee the following fall for additional funds.

## **Article V: Responsibilities of Student Activity Fee Funded Organizations/Advisors**

### **Section 1:**

All officers, advisors, or members who use allocated funds shall be aware of the rules, responsibilities, and budgetary policies that govern the use of those funds.

### **Section 2:**

All student organizations requesting funds must have a person designated as the Treasurer for that organization. The Treasurer may not serve in a dual officer role within the same organization if the second position is either President or Webmaster. Failure to have a Treasurer four (4) weeks into the fall semester, or four (4) weeks after the exit of the previous Treasurer will result in immediate freezing of funds.

### **Section 3:**

Student Organizations requesting funds are required to submit a list of officers to the Senate and keep the list updated with the Office of Student Activities as changes occur.

### **Section 4:**

All student organizations must have a formal and up-to-date constitution and subsequently follow the same. A copy must be on file in the Office of Student Activities.

### **Section 5:**

All student organizations are expected to follow their approved budgets. Failure to do so may lead to sanctions as deemed necessary by the finance committee.

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## **Section 6:**

Every student organization is responsible for obtaining and retaining receipts for all expenditures. These records must be available upon request for periodic audits by the Student Senate Treasurer.

## **Section 7:**

Organizations funded by the Student Activity Fee are responsible for the proper use and care of all items purchased with Senate funds. All equipment purchased with senate funds must be stored in a student activities approved facility.

## **Section 8:**

The Carroll University Business Office requires original receipts with all check requests.

## **Section 9:**

If an organization has improperly used or lost an item(s), that organization will be responsible for the repair or replacement of the item(s). The organization will decide who is responsible for the loss or destruction of the property. If the organization cannot hold anyone responsible for the damaged or missing item(s), the Finance Committee shall conduct an investigation and decide what action shall be taken.

## **Article VI: Disbursement Procedures for Approved Allocations**

### **Section 1:**

Before any allocations are available in the fall, each organization must have a representative, either the President or the Treasurer, present at the Organization Retreat.

### **Section 2:**

The Student Senate Treasurer reserves the right to conduct a fiscal year audit with an organization's Treasurer. If an organization has violated any component of the Carroll University Student Senate Allocating Guidelines, the organization will "fail" its audit. If spending discrepancies are reported, the Student Senate Treasurer shall investigate the matter.

### **Section 3:**

Occasionally a situation may arise when an organization cannot use funds allocated in a certain line-item. If this occurs and an organization feels it could use the money under another line-item, they may fill out a "Student Organization Request for Budget Changes" form and submit it to the Finance Committee for review. Any organization may request a line-item change from fall semester to spring semester in the same manner, and must be approved by the Finance Committee. Money must be spent within each designated line item; any negative spending in a line item will not be tolerated. This can be punishable by any of the sanctions listed in Article VIII.

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## Section 4:

The Senior Director of Student Affairs and the Student Senate Treasurer shall review all check requests for the following criteria:

- a. Correct name, address, and social security (or ID number for Carroll University students) of the reimbursed individual.
- b. Proper dates for pick-up and mailing.
- c. Clarity of the request description.
- d. Funds requested equal the amount spent in attached receipts.
- e. Additional signatures of administrators dependent upon dollar amount requested.
- f. Correct account number.
- g. Attachment of original receipts with the signature and ID number of the purchaser.

Multiple incorrectly filled out requests will result in a mandatory meeting with the Student Senate Treasurer and may result in other Sanctions as listed in Section VIII.

## Section 5:

If there are any questions, or the need for further approval arises, the Student Senate Treasurer can be notified at [sstreas@carrollu.edu](mailto:sstreas@carrollu.edu).

## Article VII: Using Senate Funds

### Section 1:

To receive money from Senate for a previously approved line-item, the Treasurer may go to the Student Senate “My Groups” page on the Carroll University portal website to download and complete the proper form.

### Section 2:

There are two ways to receive funds. In order to receive funds, an original receipt **MUST** be attached to the proper form, and the form needs to be properly filled out with a valid organizational project code. Failure to do this will result in no reimbursement of funds.

- a. Purchase the item(s) with personal money and then fill out a Request for Payment form to reimburse the person who bought the item(s).
- b. If it is known where the item(s) will be purchased from, fill out a Purchase Order, stating what is being purchased, as well as the quantity.

### Section 3:

All requests must be accompanied by the signature of the organization’s Treasurer, as well as the signature of the person being reimbursed. If the Treasurer is the individual being reimbursed, the organization’s president or vice-president must also sign the reimbursement request.

### Section 4:

All expenditures of one-hundred dollars (\$100) or more in line-items 5545 and 5550 require a contract between the school and the parties servicing the college. Contracts must be approved by

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the Senior Director of Student Affairs. Any contract entered into without the signature of the Senior Director of Student Affairs will not be funded.

## Section 5:

Checks can be picked up at the Business Office after 12 PM on Thursdays.

## Article VIII: Sanctions

### Section 1:

Organizations that have failed to manage their money effectively are subject to the following:

- a. The Finance Committee reserves the right to deny an organization access to their Student Activity Fee funded account until a time is deemed necessary and the funds are reinstated jointly by the Student Senate Treasurer and Finance Committee Chairperson.
- b. The Finance Committee reserves the right to levy the following penalties that may include, but are not limited to:
  - i. Loss of Student Activity Fee funds for one month to two years.
  - ii. Request outstanding debts to Student Senate be collected from a source outside Student Senate and then submitted to the Student Senate Treasurer.
  - iii. Removal of funds from current budget.
  - iv. Referral of the Case to the Vice President of Student Affairs for consideration
  - v. Mandatory meeting with the Student Senate Treasurer or Finance Committee

### Section 2:

Organizations that have failed to manage their money effectively may use the following two (2) guidelines to rectify and/or prevent violations:

- a. Receive a university printout regarding their Student Activity Fee funded account from the Student Senate Treasurer; it is the organization treasurer's responsibility to ensure funds are allocated before funds are spent. The Finance Committee strongly encourages organizations to investigate violations for any book keeping errors.
- b. The failed organization may petition the Finance Committee for reinstatement as a funded Student Senate organization by stating an explanation and rectification of all violations. If the Finance Committee rejects the reinstatement, the petition will then be referred to the full Student Senate board for a vote of reinstatement. Funding reinstatement requires a two-thirds (2/3) majority vote of all Senators present.

### Section 3:

Organizations failing to arrive on time, or at all, to their budget hearing in the spring are subject, but not limited, to the following:

- a. A percentage reduction of their total budget after Finance Committee deliberation.
- b. Loss of Activity Fees for the following year.

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## **Article IX: Revision of this Document**

### **Section 1:**

See Article III Section 3 of the Student Senate Constitution.