FINANCIAL POLICIES AND PROCEDURES

ARTICLE I- STATE GUIDELINES FOR SGA BUDGET

Section 1. The state restricts type of programming to:
A. Cultural, education, tutorial;
B. Recreational;
C. Athletics;
D. Media, publications;
E. Administrative support.

Section 2. College President is the official overseer with capacity to:
A. Review budget and changes therein;
B. Appoint an assigned designee;
   a. The designee may approve expenditures.

Section 3. The state dictates accounting policies, including those related to:
A. Establishment and maintenance of budgetary accounts;
B. Requirements for purchase orders and contracts;
C. Petty cash:
   a. Maximum amount is five hundred dollars ($500);
   b. Receipts required for reimbursement;
D. Requirement of evidence of purchase, including receipts, invoices, contracts or time sheets necessary for check processing;
E. Travel advances:
   a. Advance amount may not exceed minimum estimated itemized expenditures;
   b. Advances must be reconciled after travel with SGA via proper itemization and support by receipts;
F. The mandatory maintenance of a complete inventory list;
G. Collection of income:
   a. Numbered tickets or receipts required;
   b. All monies must be deposited with SGA;
   c. See "Collecting Income".

ARTICLE II- SGA FINANCIAL GOVERNMENT

Section 1. The Representative Branch shall have the power to:
A. Finalize and approve the budget pending the signature of the College President’s Designee;
   a. Fiscal year runs June 1st through May 31st
B. Authorize expenditures from Contingency, Contingency Conference, Equipment Replacement Funds (ERF), Budgetary Supplements, One-time Requests, Capital Projects, and Program Funding.

Section 2. The SGA Treasury shall be comprised of and have the power to:
A. Maintain direct oversight of the day-to-day financial dealings of the SGA.

B. The SGA Treasurer shall:
   a. Co-Chair Budget Committee;
   b. Chair the Financial Review Board (FRB) in the Fall;
   c. Be responsible for all financial transactions:
      i. Sign purchase orders, disbursing orders, checks, contracts, tax exempt forms;
      ii. May delegate all but contact signing to other members of the Treasury;
      iii. Review all requests for funds;
      iv. Oversee or delegate all collecting of funds or receipts.
   d. Determines the disciplinary action, with the approval of Business Manager and the Executive Board, when needed for bounced checks, unfulfilled contracts, embezzlement and any other infractions of the Financial Policies and Procedures (FPP) not governed by the FPP.
      i. Place a freeze on a group’s budget;
      ii. Place a cut upon a group’s budget;
      iii. Suggest or take legal action.
   e. The Treasurer shall have the ability to make additional cuts to the budget as a whole, or organizations as a whole after the budget has been approved by the Assembly with the consent of the Treasury and the Executive Board as a last resort.

C. The SGA Comptroller shall:
   a. Be trainee and assistant to the Treasurer;
      i. Shall not have authority of matters involving Petty Cash
   b. Oversee all SGA Inventory;
   c. Co-chair the Budget Committee
   d. Be the chair of the FRB during the Spring Semester.

D. The Treasury shall also consist of a Business Manager whose duties shall include:
   a. Be a full-time employee;
   b. Fulfill daily tasks as delegated;
      i. Sign purchase orders (P.O.), disbursing orders (D.O.) and contracts up to $50;
      ii. Keep ledgers of all SGA accounts;
      iii. Administer payroll;
      iv. Oversee petty cash account;
      v. Oversee and delegate all collecting of funds or receipts;
      vi. Maintain organization and provide for efficient, accurate, and equitable oversight of student funds;
      vii. Other duties as assigned.

Section 3. Organizational Treasurers

A. Every SGA recognized organization using SGA funds must have a Treasurer or analogous officer.
   a. Within this document, every reference to treasurer shall also include any analogous officer.

B. Must attend all SGA Assembly Meetings;
a. If an organization’s Treasurer is unable to regularly attend, the seat shall be filled by another member of the organization, the alternate;
   i. An organization’s treasurer shall inform the Clerk of the Association of all alternates if unable to attend twenty-four (24) hours before the regularly scheduled meetings. This applies to long term and temporary alternates.

b. A club having three (3) tardies without informing the Clerk of the Association, will result in one (1) absence and any additional three (3) tardies will continue to result in one (1) absence.

C. An organization shall be considered to be in Bad Standing if:
   a. Budgeted Organizations:
      i. Four (4) absences in one (1) academic semester will result in a 10% cut to the organization’s budget for the remainder of the current and following fiscal year;
         1. Absences are defined as:
            a. Being absent from Assembly;
            b. Being absent from a mandatory committee requirement as stated in the SGA Bylaws Article II Section 1E;
            c. Three (3) tardies as stated in Article II Section 3B subsection b;
      ii. Seven (7) absences in one academic year will result in a freeze of the organization’s budget for the remainder of the year and will revert the organization to program funding for the next academic year.
         1. Any pending purchases will be denied unless services have already been rendered or contracts are signed.
         2. Any funding requests for the remainder of the fiscal year will be denied.
   b. Non-budgeted Organizations:
      i. Four (4) absences, in Assembly, SGA committee, or combination of the two, in one (1) academic semester will allow a club to request up to only $300 for the remainder of the academic year collectively.
      ii. Seven (7) absences in one academic year will disqualify the organization for funding for the remainder of the year.

D. An organization can be put in Good Standing if:
   a. Budgeted Organizations:
      i. If an organization is put in Bad Standing, they will be able to access 50% of their remaining lines after any member of the club attends an SGA committee for four (4) weeks on top of going to the mandatory Assembly meetings to be considered in Good Standing.
         1. If a club goes into bad standing within four (4) weeks of the end of the spring semester, they may finish the four (4) weeks of committee meetings in the beginning of the fall semester, starting in the second week of classes.
      ii. Once the above procedures are completed one (1) absence will be eliminated and the organization will be put in Good Standing.
iii. Any additional absences will result in penalties established under Article II Section 3C.

b. Non-budgeted Organizations
i. If an organization has four (4) absences in one (1) academic semester they must have any member from their club attend an SGA committee for four (4) weeks on top of going to the mandatory Assembly meetings.
   1. If a club goes into bad standing within four (4) weeks of the end of the spring semester, they may finish the four (4) weeks in the beginning of the fall semester, starting in the second week of classes.

ii. If an organization has seven (7) absences in one (1) academic year, they must attend an SGA committee meeting for 6 (six) weeks and three (3) consecutive meetings in the next academic semester.
   1. If a club goes into bad standing within six (6) weeks of the end of the spring semester, they may finish the six (6) weeks of committee meetings in the beginning of the fall semester, starting in the second week of classes.

iii. Once the above procedures are completed one (1) absences will be eliminated and the organization will be put in Good Standing.

iv. Any additional absences will result in penalties established under Article II Section 3C.

Section 4. Services:
A. Services are programs or activities that are funded by SGA but are not affiliated with SGA.

ARTICLE III- HOW TO ACQUIRE SGA FUNDING

Section 1. SGA recognized organizations shall not receive budgets or program funding if they have accounts outside of SGA and SUNY Potsdam.

Section 2. An organization must remain program funded for at least one (1) full academic year or two (2) full academic semesters and be in good financial standing before an organization becomes eligible for a budget.

Section 3. Funding Request Process:
A. Requests are voted on by the Representative Branch and require a two-thirds (2/3) vote of all present and voting members.
   a. Submit request at least two (2) weeks prior to the planned activity;
   b. Request must be submitted to the Treasury by no later than 4pm Monday of the week the bill is presented to the Representative Branch;
   c. A representative from the organization requesting funds must be present in meetings when the bill is discussed;
      i. If the representative of the bill is not present to speak on the bill, the bill must be tabled until the next eligible meeting;
   d. Requests may only be passed from lines, which have sufficient funds;
   e. If passed, refer to “Article V-Making Expenditures;”
f. All bill types will not be allowed any later than three Mondays prior to the end of the Spring semester.

Section 4. Funding Options:
A. Program Funds:
   a. Available only to SGA recognized, non-budgeted organizations;
   b. Requests, excluding mixers and publicity, are voted on by the Assembly;
   c. One mixer per semester is guaranteed;
      i. All mixer monies are subject to approval of the SGA Treasury;
      ii. The decision may be appealed to the Student Supreme Court;
   d. The maximum mixer allotment per year will be $150.
   e. Twenty-Five (25) dollars for publicity shall be guaranteed for the academic year.

B. Contingency Funding:
   a. Available to any member of the SUNY Potsdam (student(s), faculty, staff, department) community;
   b. Must be a non-SGA entity
   c. Shall be to provide financial support for events, activities, etc. for the benefit of the community.
   d. Contingency funding shall be cut off by the conclusion of the first full week of April.
      i. 50% of the funds remaining in the Contingency line will go towards scholarship(s)
         1. See Article XI for scholarship(s) Guidelines

C. Equipment Replacement Funding:
   a. See Article IX for ERF Guidelines.

D. One-Time Requests:
   a. Available to any SGA Budgeted Organization excluding SGA Services;
   b. Shall originate in an organization’s budget request;
   c. Shall be determined by Budget Committee as an aberration and not occurring annually;
   d. Funds are allocated to this line upon Budget Committee recommendation and Assembly approval.

E. Supplemental Budget Funds:
   a. Available only to SGA Budgeted Organizations excluding SGA Services;
   b. Must be for the purpose of:
      i. Supplementing the cost of a new/unforeseen activity not outlined within the organization’s budget;
      ii. Supplementing an activity that is outlined within the organization’s budget;
   c. Supplemental requests shall be limited to $300 per activity;
   d. Equal to 2.5% of the current year’s budget;
   e. Allocated by the Assembly.

F. Restricted Equity:
   a. Available only to budgeted organizations for the purpose of putting to use money remaining at the end of the year. Must meet the following criteria:
i. The funds in question must be unspent through no fault of the organization or must be excess of income owed;

ii. Any supplemental funds spent on behalf of the organization requesting the funds (during the fiscal year) must be repaid before considering the request;

iii. Request is due three (3) weeks before the end of the fiscal year. There needs to be a specific event or item to be purchased as well as projected funds detailed in the request sent to the treasury for approval;

iv. Allocated by consent of all members of the Treasury and the Executive Board.

ARTICLE IV - SGA BUDGET PROCEDURES

Section 1. Budget Committee Formation:

A. Comprised of;
   a. Seven (7) Assembly members;
      i. Four (4) members of the FRB;
      ii. Three (3) members of the general Assembly;
   b. Co-chaired by the Treasurer and Comptroller;
   c. The President shall serve as non-voting member unless in the event of a tie;
   d. The Secretary shall take the minutes and role;
   e. The Vice President will make sure SGA policies are being upheld as a non-voting member;
   f. The Business Manager will be present for consultation purposes only;

B. First meeting shall take place one (1) week after formation of committee;
   a. Subsequent meetings shall be held as often as deemed necessary;
   b. The committee will be formed no later than the two (2) weeks from the start of the Spring academic semester.

Section 2. Committee Procedures:

A. The Treasurer shall provide members with the following information:
   a. List of budgeted organizations;
   b. List of programs funded organizations;
   c. Line by line budget from previous two (2) years;
   d. Program fund allocations from previous two (2) years;
   e. Contingency fund allocations from previous two (2) years;

B. Committee shall determine the following budget timeline;
   a. When organizations’ budget requests are due: giving ample time for organizations to prepare;
   b. When budget hearings will be scheduled;
   c. When the budget will be submitted to the Assembly.

C. Treasurer shall compose a digital budget package with the following information for distribution to each organization:
   a. Organizational line amounts with breakdown of lines;
   b. Income policies;
   c. Questions organizational representatives should be prepared for:
i. Membership numbers;
ii. General and specific goals for the upcoming year;
iii. Long range goals;
iv. Frequency of regular meetings;
v. Additional methods of funding;
vi. Activities- group specific or college community- wide.
vii. A copy of FPP will be provided.

Section 3. Organizations interested in receiving a budget:
A. Organizations must be in Good Standing to be eligible for consideration;
   a. Clubs that automatically only receive mixer money and publicity money, must attend Senate for one (1) full academic semester before requesting a budget;
B. A current, visual inventory must be completed by the Treasurer or Comptroller with the cooperation of an organizational representative to qualify for budget submission;
   a. Inventory items include any individual item that costs at least $50.
   b. Organizations with items in their inventory must make a request with the Comptroller to schedule a visual inventory by 4pm of the second Monday from the start of the Spring academic semester.
   c. Late budgets submissions will be assessed at 2% per business day penalty, up to five (5) late business days;
      i. After five (5) business days the organization shall no longer be eligible for a budget.
C. Organizational budget requests must include the following:
   a. Description of organization’s purpose
   b. Request based on needs and activities for following year;
   c. Estimate of income, if any; See Article VI- for more information;
   d. Line by line budget of activities and expenses.
D. Organizations seeking a first-time budget shall be limited to no more than $1000. This does not include $150 mixer line and $25 publicity line.

Section 4. Budget Hearings:
A. After budgets are submitted, the Committee shall review each one line by line;
B. The committee shall arrange to meet with each organization individually;
   a. If an organization has scheduled a budget hearing time and fails to appear, the budget committee shall be instructed by the Treasurer to place the organization on program funds.
      i. This decision can be overturned by the Assembly if they so choose with at 3% budget cut.
C. The committee draws up the prospective total SGA Budget for the following year;
   a. Amendments to initial requests are made as needed;
   b. Late budgets submissions will be assessed at 2% per business day penalty, up to five (5) late business days;
      i. After five business (5) days the organization shall no longer be eligible for a budget;
   c. Recommended budget introduced to the Representative Branch;
D. Organizations shall keep an accurate record of attendance for events to be presented to the budget committee.
Section 5.  Joint Session Procedure:
A. Shall be comprised of the Budget Committee and the Assembly.
B. Shall be co-chaired by the Treasurer and the Vice President.
C. Shall be scheduled by the Budget Committee and the Executive Board.
D. Notification of the meeting shall be given to all organizations and announced at Assembly meetings at least two (2) weeks prior to be held;
E. Assembly Budget Procedure:
   a. All Assembly members shall be required to attend respective meetings;
   b. The President shall be required to sit in the Assembly as a non-voting member, and act as the budget committee representative to the Assembly;
      i. In the event of a tie of the budget committee, the President will cast the tie breaking vote;
   c. Without representation, an organization’s budget cannot be approved, but can be denied;
      i. Failure to attend the meeting after approval of an organization’s budget shall be subject to reconsideration unless it is a previous known excused absence within reason;
      ii. If an organization does not send a representative to joint sessions, the budget committee shall place the organization on program funds.
         1. This decision can be overturned by the Assembly if they so choose with at 10% budget cut.
F. The Assembly shall then:
   a. Review each organization alphabetically/or by account number;
   b. If asked, each organization shall be required to justify its programming and expenditures for the forthcoming year;
   c. Each organization’s budget will be debated and voted on individually;
   d. After all individual budgets are approved the budget is voted on in its entirety;
   e. After the budget is approved, any penalties shall be deducted from the organization’s budget. Penalties amounting to the percent of deductions can be taken from any line, excluding mixers and publicity, at the discretion of the treasury.
G. The Budget Committee shall vote separately from the Assembly on each organization’s budget, services, and the budget in its entirety to be conducted after each vote of the Assembly.
   a. The Budget Committee and the Assembly must pass each organization’s budget, services, and the budget in its entirety for approval of said budgets.

Section 6. Administrative Bodies
A. SUNY Potsdam President’s Designee will review the budget first, then the SUNY Potsdam President ratifies the budget;
B. Budget sent to the SUNY Chancellor.

ARTICLE V- MAKING EXPENDITURES
Section 1. Only organizational treasurers can initiate the purchase process unless permission is given by the Treasurer.

Section 2. All purchases must adhere to the following guideline unless an exception as listed in “Section 7” of this article is granted:

A. Investigation of Purchase:
   a. The quality must be appropriate for the needs of the organization;
   b. The price must be competitive;
   c. The service (if applicable) must be adequate;

B. Submission of Purchase Requisition (P.R.):
   a. The P.R. must be filled out completely and accurately to the best knowledge of the submitter;
   b. The organizational treasurer must sign the P.R., with the exception of expenditures from fundraising lines:
      i. In the case of an expenditure from a fundraising line, any person whose signature appears on the signature card may sign the P.R.
   c. The completed P.R. must be submitted to the Treasury and be approved in order to obtain a Purchase Order (P.O.);
      i. The Treasury may choose not to approve any P.R. that lacks information or is not in accordance with SGA guidelines as outlined in this or other documents;
      ii. A club’s P.R. must be submitted to the Treasury five (5) business days prior to the event.
      iii. The Treasury is allowed three (3) business days between submission of a P.R. and return of an approved P.O. or objections to the P.R.;

C. Purchase of item or service:
   a. One (1) copy of the P.O. is given to vendor in lieu of immediate payment;
   b. An original receipt or invoice from the vendor must be obtained by the organization;
   c. The other copy of the P.O. must be maintained and recorded in the organization’s general ledger;

D. Submission of Disbursing Order (D.O.):
   a. Completed D.O. must be signed by organization treasurer;
   b. Receipt of invoice stamped, dated and signed by organization’s treasurer must be attached to D.O.;
   c. Submit D.O. to Treasury for further processing;
      i. Allow ten (10) days for check processing;
      ii. Check will be mailed automatically unless other arrangements are made;
      iii. Copy of the D.O. will be returned to organization’s mailbox when check has been processed;

E. Additional requirements for purchases of $1000 and over:
   a. Price quotes from three (3) vendors must address the following:
      i. Comparable quality items;
      ii. Check for services availability;
      iii. Product specifications should not exceed requirements;
   b. Organizations choose the vendor with Treasury approval.
F. All posters for events sponsored by SGA or with SGA monies shall have SGA listed as a sponsor of the event.
   a. Failure to abide with the above shall result in punishment at the discretion of the SGA Treasury and Executive Board.

Section 3. Service Contracts:
A. No contract shall be valid without the signature of the Treasurer;
   a. Contracts must be submitted to the Treasury no later than two (2) business weeks prior to an event;
      i. Exceptions may be made by the Treasurer;
      ii. No contracts shall be signed after the event.
B. Independent Auditor:
   a. Send out bid every five (5) years in conjunction with PACES;
   b. Requires written contract;
   c. See SUNY guidelines for further information;
C. Legal Representation:
   a. Send out a bid every three (3) years;
   b. Requires written contract;
   c. See SUNY Guidelines for further information;
D. Performance contacts:
   a. All must be approved by the Treasurer;
   b. The Treasury will hold original contract; copies will be provided for the organization involved and the performer;
   c. Submitted D.O. advance to allow for check processing prior to the performance;
   d. Contracts billed in segments require only the bill and D.O. for subsequent payments;
   e. No contracts will be approved after an event.

Section 4. Internal Billing:
A. Used for office duplication, supplies, postage, etc.;
B. By journal entry
C. Originating from the Treasury.

Section 5. Student Employees:
A. Any organization seeking a student employee must get approval from the SGA Treasury and Executive Board.
   a. This can be for long term or short term employment.
B. Time sheets required:
   a. Before beginning employment, student must complete Payroll forms;
   b. Signature of supervisor required;
   c. The Treasury, with the consent of the Executive Board, may approve payment for a student above minimum wage if the hired student has their own professional business.

Section 6. Special Considerations:
A. Vendor refuses P.O.:
   a. Use petty cash:
      i. If $50 or less and only in emergencies;
ii. SGA Treasury will remit cash;
iii. Return receipts with remaining case to Treasury;
b. Purchase Reimbursement:
   i. Student willing to pay for purchase named as vendor;
   ii. Note that desired vendor does not accept P.O.s;
   iii. Continue standard process as noted in “Article V”;
c. Prior permission must be given by the Treasury for any use of petty cash, Treasurer must approve any reimbursement.

Section 7. Mixers:
A. Definition:
   a. A mixer is a social event held by a club or organization to promote introduction to their club, which only involves food, non-alcoholic drink, disposable food supplies, or promotional items;
      i. Mixers are open to all SGA fee paying students;
      ii. Intended to welcome new students to the club;
      iii. Mixers are to be held in the first sixty (60) days of each academic semester.
B. Funding:
   a. All clubs will automatically receive $150 per academic year to have one (1) mixer per semester

Section 8. Resale Policy:
A. SGA has no resale certificate, therefore legally is not allowed to resell purchased items;
B. Exceptions are:
   a. Devalued items approved from sale through SGA auction.

Section 9. Line Transfers:
A. Organizational Line Transfer:
   a. In the event that an organization wants to make a purchase from a line that does not have sufficient funds they may request a line transfer;
      i. Submit a written request to the Treasurer and must include reason(s) for the request as well as dollars amounts, and lines involved;
   b. Once the request is received, the FRB will discuss the transfer and ultimately decide whether or not to approve;
   c. The treasurer may overrule the Committee’s decision given extreme circumstances with consent of the Business Manager and the Executive Board;
      i. The decision may be appealed by any committee member to the Student Supreme Court or the representative asking for a line transfer.
B. Line transfers concerning SGA’s Funds:
   a. Funds are defined as Contingency, Equipment Replacement Fund (ERF), Supplemental Budget Funds, and Program Funds;
      i. Any line transfer to or from these lines need to submit as a funding request by the Treasury and is subject to approval by the Assembly.

Section 10. Banquets or Dinners Events:
A. Students will be required to purchase tickets to these events, pricing can be
determined by the organization;
   a. Each club may have this type of event once per an academic school year.
   b. SGA shall pay the remaining cost out of the event from either the
      organization’s budget, where money had been allocated for said event, or
      from a bill approved by the Assembly for the event.

ARTICLE VI – COLLECTING INCOME

Section 1. General Rules:
A. It is SGA policy to keep organization services as cost free as possible. It is, however,
sometimes necessary for organizations to raise additional funds.
B. All charges must be approved by the Treasury by submitting a written request no less
   than two (2) weeks prior to the desired date of ticket sales;
   a. The Treasury shall approve or deny the organization’s request within three
      (3) business days of receipt or said request;
C. Expected income must be budgeted. Detailed justification must be provided;
D. The SGA office is the official sales facility for all recognized organizations;
   a. All tickets must be approved by/or obtained from the Treasury;
      i. All tickets must be numbered, and their sales shall be submitted to
         the Treasury at the close of each business day;
      ii. The organization must return all stubs, money, and unused tickets in
         an organized manner within two (2) business days of the end of
         ticket sales;
         1. Failure to do so will result in a freeze in the organizations
            budget until such time as the above procedures are
            completed;
      iii. Income must equal receipt totals;
         1. Failure to do so will result in a freeze in the organizations
            budget until such time as the above procedures are
            completed;
      iv. Justified by Treasury

ARTICLES VII- BAD DEBT PROCEDURE

Section 1. Concerning all bounced checks, unfulfilled contracts, and other debts including
lost or stolen property;
A. Service charges added to returned checks shall equal the bank service charge:
   a. 1st notice made by telephone or mail;
   b. Allow two (2) weeks for reply;
   c. If no reply; send 2nd notice with additional $25 penalty;
   d. Allow another two (2) weeks for reply;
e. If no reply is received, the Treasury will request a hold to be placed on the student’s records;

B. Legal proceedings may be initiated if non-student or if “hold” provides no response.
   a. This shall be enacted upon discretion of the Treasury.

Section 2. Receipts must be submitted with two (2) business days of the activity. Failure to do so will result in:
A. Freeze on all spending until such a time as the receipts shall be returned
   a. Any pending purchases will be denied unless services have already been rendered or contracts are signed.
B. After two (2) business days, the Treasury will notify the organization of outstanding receipts.
   a. Failure to return any outstanding receipts within two (2) weeks, after being notified by the Treasury, will result in the organization becoming ineligible to receive a budget for the following fiscal year.

ARTICLE VIII- BUDGETING FOR TRAVEL AND CONFERENCES

Section 1. Transportation:
A. All requests for travel must be made at least two (2) weeks in advance of the trip
   a. Personal cars:
      i. Use of Treasury provided gas card(s);
      ii. Pre-approved reimbursement for gas charges with receipts;
      iii. Must be pre-approved by the Treasury and Executive Board as a last resort. Must meet with the Treasury after approval within two (2) weeks before the event.
   b. State Vehicles:
      i. Arranged for by Treasury through the Physical Plant Office:
         1. All drivers must be in compliance with Physical Plant requirements;
   c. Rental Vehicles:
      i. Arranged for by Treasury with local rental agency;
         1. SGA travel documents completed prior to event;
         2. Use of SGA gas card;
   d. Tolls and Parking:
      i. Pre-approved reimbursement accepted with receipts.
   e. Air Travel:
      i. Must be approved by the Treasury.

Section 2. Lodging:
A. Program and Contingency lodging may be approved up to half (1/2) the total cost;
   This includes lodging funds allocated in the budget through a conference or any other line.

Section 3. Food:
A. Food is not funded for any conference that does not take place on SUNY Potsdam campus.
B. For conferences taking place on SUNY Potsdam campus food can be funded only for SUNY Potsdam students.

Section 4. Conference/Competitions
A. All clubs must meet with the Treasurer and Business Manager at least one (1) month before the conference/competition itself to undergo the proper procedures.
   a. Business
      i. Limited to 4 persons or 5 in cases of the SGA Executive Board;
      ii. Full hotel accommodations
      iii. Full transportation costs
      iv. Registration cost
   b. Academic/Recreation
      i. Up to half (1/2) hotel costs
      ii. Registration costs
      iii. Full transportation
      iv. Shall be limited to twelve (12) persons
   c. Sports Clubs
      i. No hotel costs
      ii. Registration costs
      iii. Transportation
      1. All sports club will automatically receive SGA travel in their budgets;

B. Organizations who have been allocated a Conference line for that academic year may not request funds from the Assembly’s Special Allocations line to attend conferences, or to enhance an existing conference line that has been allocated for that academic year.

C. Special allowances can be made upon Treasury and Executive Board approval to any of the procedures listed under Article VIII Section 4.

ARTICLE IX- EQUIPMENT REPLACEMENT FUND GUIDELINES

Section 1. The Equipment Replacement Fund (ERF) will be budgeted annually for 1.5% of the Association’s upcoming budget. The Treasurer shall not expend monies from the ERF without the approval of the FRB and the Assembly.

Section 2. Money from this fund shall be used for the replacement or repair of existing equipment in the SGA inventory, if the cost is too much of a burden on the organization’s budget. Cost of labor, delivery, and installation may be added to the ERF request only if it is too much of a burden for the organization’s budget to bear.

Section 3. Any organization requesting equipment must present goals and objectives, cost estimates, life expectancy, and any warranty information of the equipment to the FRB and the Assembly if the FRB approves the request.

Section 5. A bill may not come to the floor that has not been approved by Financial Review Board. An ERF bill will be treated like a normal bill in all other aspects.

Section 6. All ERF bills must be submitted to the Treasury before given to the Financial Review Board.
Section 7. Any replaced equipment shall be dealt with according to the recommendations of the Financial Review Board. (i.e. should it be sold, kept for spare parts or scrapped).

Section 8. All ERF requests must be deemed to be in the best interest of the SGA, the student body, and the SUNY Potsdam community.

Section 10. No Representative can work on an ERF bill that affects the club that they are the representative of.

Section 11. The decision of the FRB may be appealed to the Student Supreme Court by any member of the FRB or representative of the ERF bill.

ARTICLE X - ORGANIZATIONAL GUIDELINES FOR FUNDING ELIGIBILITY

Section 1. All organizations must:
A. Have a Constitution approved by the Assembly and be on file in the SGA office. These Constitutions must be reviewed every five (5) years.
B. Be open to all open SGA fee-paying students, regardless of race, color, national origin, ethnicity, sex, gender, gender identity, sexual orientation, age, disability, political affiliation, marital status, veteran’s status, religious affiliation or academic standing;
C. Have an advisor who is recognized as an employee of SUNY Potsdam or a full-time employee of PACES;
D. Attend all SGA President’s Council meetings, and appropriate financial obligations;
E. Deposit all funds with the Treasury. This includes all fundraisers, dues, and monetary gifts received;
F. Maintain a file in the SGA office, which will include the names of all officers with addresses and phone numbers, as well as a report on the status of the organization. This report will be updated ever semester, and is due by the first full week of classes to the Comptroller;
G. Not recognize members outside the community.

Section 2. No student shall be paid for carrying out any duties and/or jobs for their own club(s), with the exception of the SGA Executive Board Officers.

Section 3. In addition, funding for new organization will be limited to SUNY Potsdam funds for a mixer in their first semester of existence and $25 for publicity. This one (1) semester probation functions as proof of the organization’s good standing with SGA. The organization is still required to attend weekly Senate meetings to stay in Good Standing if they plan on requesting a budget in the future.

Section 4. Any organization related to athletics must follow the “Sports Club Manual”.

Section 5. All clubs must complete the, “Addressing Bias Incidents on Our Campus & Title IX.”

Section 6. Failure to complete any of the procedures as outlined in Article X will result in being ineligible to receive funding outside the allotted lines for mixers and publicity.

ARTICLE XI – SCHOLARSHIPS

Section 1. SGA shall provide students the opportunity to be awarded scholarships to be put towards their financial aid package. The scholarships to be awarded are as followed: Amber W. Rudolph Financial Hardship Scholarship, Sam E. McCaffrey
Scholarship, and the Shane T. Shaul Scholarship. Scholarships shall not be renewed each academic year for award recipients. Any recipient seeking continuing award allotment must reapply.

Section 2. Eligibility
A. Must be an SGA Fee Paying student;
B. Have a minimum GPA of 2.5;
C. Be in good academic and judicial standing;
D. Provide a minimum of one (1) letter of recommendation from a SUNY Potsdam Faculty, Staff, or Administrator, maximum of three (3);
E. Meet all other criteria required of the specific scholarship.

Section 3. Amber W. Rudolph Financial Hardship Scholarship
A. This scholarship is intended for those students who have faced unexpected or continued financial hardships during their collegiate career;
B. Scholarship shall derive from the remainder of the Contingency Line;
C. Scholarship may be awarded to multiple students;
D. Award amount(s) shall be determined by the Treasury no later than end of the second full week of April during the spring semester;
   a. Award shall be fifty percent (50%) of the remaining Contingency line;
   b. No Award shall exceed $1,000 or be less than $500;
   c. In the event the awarded amount would be less than $500, no award shall be given for that academic year;
E. Award recipient must be a returning SUNY Potsdam student;
   a. Graduate students shall be eligible if they opt into the Student Activity Fee;
F. Award shall be applied to the following Fall semester’s bill.

Section 4. Sam E. McCaffrey Scholarship
A. This scholarship shall be awarded to a student who has been positively affected by the influence of music in their life, in recognition of the former SGA President’s passion for music;
B. Scholarship shall derive from a budgeted line within the SGA Services budget in the amount of $1,000;
C. Scholarship shall be awarded to any student regardless of class standing;
D. Award shall be applied to the following Fall semester’s bill.

Section 5. Shane T. Shaul Scholarship
A. The scholarship shall be awarded to a student who exhibits outstanding leadership qualities in an SGA recognized student organization and has demonstrated the ability to work effectively with the college faculty, staff, or administration to benefit all students.
   a. The SGA Executive Board is not eligible to apply for this scholarship;
B. The scholarship shall be awarded to two (2) full time undergraduate students;
C. The awarded amounts shall be one thousand dollars ($1,000) and five hundred dollars ($500);
D. Award shall be applied to the following Spring semester’s bill.

Section 6. Application
A. Applications shall be accepted beginning the start of the third full business week of April during the spring semester and shall conclude the end of the business week prior to the first scheduled final exam;

B. Applicants must submit an essay describing their financial hardship and justification as to why they should be awarded the Amber W. Rudolph and/or Shane T. Shaul scholarships;

C. Applicants must submit an essay describing how music has affected their lives for the Sam E. McCaffrey scholarship;

D. Essay submissions shall not exceed two (2) pages in length or one thousand (1,000) words.

E. Applications shall be submitted to the Business Manager or any other method determined by the executive board;

Section 7. Decision Making Committee
A. The committee will comprise of six (6) members at the most:
   a. Business Manager
   b. President
   c. Vice President
   d. SGA Advisor (provisional)
   e. President designee
   f. Secretary

B. If any member of the Executive Board applies for any of the above scholarships, they must withdraw from participating in the discussion and vote of the specific scholarship;

C. A decision must be made no later than two (2) weeks after the end of the given academic semester.

ARTICLE XII- AMENDMENTS

Section 1. Amendments to this document shall require a two-third (2/3) affirmative vote of all the Assembly members, present and voting.