Student Government Association of
Millersville University

FINANCE GUIDELINES

ARTICLE I – PURPOSE

SECTION 1 – POWERS

The Finance Committee of the Student Government Association ("SGA") at Millersville University ("the Committee"), as defined in the SGA Bylaws ("the Bylaws"), shall be responsible for reporting allocations of the Student Activity Fee, creating a budget for the Student Activity Fee, and maintaining these Committee Guidelines.

SECTION 2 – RECOGNITION

All powers recognized in these guidelines are delegated by the Commonwealth of Pennsylvania, through the creation of the State System of Higher Education via Act 188, by the Millersville University of Pennsylvania ("the University") and by the student body of MU.

ARTICLE II – RULES OF ORDER

SECTION 1 – DEMOCRATIC RULES OF ORDER

The committee will follow the latest version of The Democratic Rules of Order while conducting all business.

ARTICLE III – ORGANIZATIONS

SECTION 1 – DEFINITION

A. An organization within the scope of these Guidelines is defined as an organization that is: a) student-run b) open to all Millersville students and within the guidelines of the University nondiscrimination policy c) not for class credit d) activated within the University via Get Involved and e) has reached permanent status with SGA. All other organizations on campus that do not fit these qualifications are not considered organizations eligible for funding under the scope of these guidelines. All funding will only be considered for currently enrolled Millersville University students.

B. UNIVERSITY SANCTIONED ORGANIZATIONS are groups within the university that provide services that are not only accessible but applicable to the general student body. Having attributes that affect the student body's broader scope and/or works on behalf of the whole student body. They cannot be singularly specialized, internally focused, or provide credit for membership.

C. Temporary organizations are organizations given temporary status by the Organizations Committee of SGA under the guidelines set by the SGA Organizations Committee.
    - a Two years after an organization is unrecognized by the Organizations Committee, the Finance Director or their designee will reclaim any remaining funds in said organizations' finance accounts.
        - i All fundraising dollars collected will go towards the $200 Start-up Grant given to all newly formed organizations.

SECTION 2 – REQUIREMENTS

A. All organizations are required to have the names of President, Treasurer and Advisor recorded in Get Involved. These are the only authorized signatures allowed for processing invoice payments and/or reimbursements. Additionally, all organizations must keep an updated roster in Get Involved as well as an updated signature sheet on file. All funding requests must be submitted by the President or the Treasurer. This will be checked against the Organization's Get Involved roster page.

B. Presidents and Treasurers must complete the D2L Module version of Finance 101 once every academic year. If the position changes, the new officer must complete the online Module of Finance 101 on D2L.

ARTICLE IV – DOCUMENTATION

SECTION 1 – DEFINITION

A. Documentation is defined as a document or electronic record that verifies the price and description of an item in any requests to this Committee. Proper documentation is documentation that is acceptable for review by the Committee.

   1) Examples of proper documentation for a request include an image of the seller's website (e.g., Amazon, Walmart, etc.), an unpaid invoice or quote from the seller, or any documents with similar qualities to those listed.
      i Tax must be listed as a separate line item on the spreadsheet in order to be recognized as valid documentation.
   2) Examples of **improper** documentation include a self-typed word document, a spreadsheet, receipts, link to a webpage, and other self-created materials.

B. Documentation for forecasted mileage funding must include a map of the route showing the mileage to and from the destination. The Committee will fund forecasted mileage expenses at the IRS standard mileage rate. The committee will not reimburse mileage expenses after a competition, conference or event has taken place.

C. The Committee will approve funds based on the submitted documentation cross-referenced with the funding request spreadsheet submitted.

ARTICLE V – FUNDING REQUESTS

SECTION 1 – GENERAL RESTRICTIONS

A. The Committee is restricted by the following general guidelines when considering all funding requests.

B. Any requests with inconsistent information detailed in the spreadsheet will be amended to the value reflected by the proper documentation.

C. The Committee WILL NOT:
   1) Fund for fundraising
   2) Fund for items restricted by the University or PASSHE policy
   3) Fund for salaries or stipends without the approval of the full membership of SGA
   4) Fund for scholarships or financial aid
   5) Fund for items that are political, religious, or intended to spread such ideas
   6) Fund for insurance, including travel or liability. This does not include warranties
   7) Fund for dues and/or supplies required by a parent chapter organization
   8) Process any requests for the prior fiscal year
   9) Fund purchases made prior to funding approval
   10) Fund the purchase of vehicles or fixed structures
   11) Fund furniture
   12) Honorariums or gifts for organization members, guests, and speakers
   13) Tariffs

D. The Committee, with the approval of the chair, may hear reconsideration of prior denials.

SECTION 2 – OPERATION GRANTS

Are funds allocated to an organization during an academic year to be used for supplies, equipment, events that are essential to the organization's purpose, and materials necessary for the organization's fundamental operation.

A. The Committee will fund a one-time $500 lump sum, if requested, intended for supplies and public relations per academic year.
   1) Supplies are equipment regularly used by businesses and other organizations, i.e., paper, writing instruments, printers, and ink
   2) Public relations/marketing supplies are anything pertaining to the promotion of your club or organization, i.e., T-shirts, flyers, posters, giveaways, cords/stoles.

B. RESTRICTIONS - The Committee WILL NOT:
   1) Fund requests for an organization if the request does not match the Description Summary as stated in their constitution and published on their page in Get Involved
   2) Fund food or drinks provided at general membership meetings
      i This will also include, but not limited to events that happen during general membership meetings
   3) Requests that fall outside the definition of operation request will not be considered.

C. Each organization that requests operation funds is limited to $14,500 annually. Clubs and organizations may request once or multiple times if the cap is not exceeded.

D. The Finance Committee may request an inventory sheet of past purchases using allocated funds. This inventory should include any purchase(s) made within the past 4 years.

SECTION 3 - EVENT GRANTS

A. PROGRAMMING EVENT

1) A programming event is defined as any planned activity, gathering or initiative hosted, funded and/or sponsored by a recognized student organization on campus. These events aim to engage the campus community, help support the organization's goals, and promote student social development. This type of funding should be submitted under *Events request*

i These types of events are generally designed for entertainment and can be used to promote the organization.

B. PURPOSE BASED EVENTS:

1) An operational event is defined as any planned activity, gathering or initiative hosted, funded and/or sponsored by a recognized student organization that *follows the group's stated purpose in their Constitution.* They are geared toward the organizations' purpose to help promote and/or recruit members. This type of funding should be submitted under Operations request.

i These types of events may include; workshops, club specific speakers, and demonstrations,

C. Team Building/ Bonding Event

1) A group team building/ bonding event is planned for the purpose of boosting morale and creating positive and shared memories; generally focusing on the social ties between members so that the organization can grow and succeed.

i Can be held either on or off campus

ii One bonding event per organization per semester

iii $100 per person/with a $1500.00 cap per request

D. All on-campus events that fall under the definition of the Event Grants must be registered on Get Involved after being approved for funding and may use the Event Pass check-in feature.

E. RESTRICTIONS - The Committee WILL NOT fund:

2) Requests that fall outside the definition of "event request" will not be considered.

1) Events less than 14 days from the date of submission
2) Events that restrict attendance to organization members apart from the exception listed in Section 3-B (above)
3) Lodging expenses
4) Single-use products totaling more than $500.00
5) Food requests that exceed $500.00 per request

SECTION 4 – FUNDRAISING, TICKETING and RSVP

A. Any profit raised from ticket sales while being funded by the Student Activity Fee must be deposited back to the General Unallocated Fund or a ticket account.
    a. (Refer to page 3; Article V; section 1; C-1)

SECTION 5 – COMPETITION AND CONFERENCE GRANTS

Are defined as funds allocated to an organization to help attend a conference or competition necessary for the club's existence.

A. The committee will fund:
    1) Registration, transportation, and lodging.
    2) One competition, conference per organization per semester.
    3) $800 per person, with a $4000 cap per request.

B. RESTRICTIONS - The Committee WILL NOT consider:
    1) Conferences or competitions less than 30 days from the date of submission
    2) Travel outside of the contiguous United States
    3) Lodging for conferences or competitions that are within 40 miles of the University
    4) Food expenses

ARTICLE VI – ANNUAL REVIEW AND ADDENDUMS

SECTION 1 – ANNUAL REVIEW

A. The Committee will review and update the guidelines at the end of the Spring semester

SECTION 2 – ADDENDUMS

A. Throughout the year, the committee may make addendums to the current guidelines that may become permanent changes at the end of the academic year.