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STANDING RULES

Standing Rules for the Student Association Budget & Finance Committee are established to provide guidelines for the allocation, disbursement, and administration of funds by the Student Association (SA) for Shippensburg University Student Services Incorporated (SUSSI), to facilitate the maintenance and review of permanent fiscal and property records, and to provide the Budget & Finance Committee with guidelines for conducting meetings and the fiscal business of the Student Association. Student Association (here in after) will be noted as SA. Forms mentioned are available at ssi.ship.edu/senate/forms.

SA SUSSI Budget Process Description
The Budget & Finance Committee (B&F) requests that budgets are submitted in early February each year for the following fiscal period... July 1st thru June 30th. After budgets are reviewed and voted on by the Budget & Finance Committee, budgets are available for pick up by organization treasurers and advisors. The President of the University, Vice-President of Student Affairs, SA Fiscal Officer, SA Treasurer, Executive Rules Committee, and members of the Budget & Finance Committee review the budget. After approval of the University President, the SA Treasurer presents the budget via motion by category to the Student Senate for final action in mid-April of each year. The budget is presented to the SUSSI Board of Directors for final approval and spending level. The activity fee is approved by the Student Senate.

A. Eligibility

1. Organization membership shall be limited to persons who are members of the Student Association, as defined in the Student Association Constitution and By-Laws. Only undergraduate students are to participate in Student Organization activities sponsored by the Student Association. Any exceptions must be approved by the Budget & Finance Committee. The request needs to be submitted to dlmill@ship.edu, sentreas@ship.edu, and senpres@ship.edu.

2. For an organization to request an allocation it must first have a valid and approved Student Association charter for at least one calendar year from the date of recognition by the Student Senate. The organization must maintain a valid and approved charter at the time in which the request for funds is made. Groups that will complete the one year recognition period after the next fiscal year operating budget request form is due (February) and before the start of the next fiscal year (July 1) may request a budget for the upcoming fiscal year.

3. Only eligible organizations may receive an allocation. Any organization which is determined by the Student Groups and Activities Committee (SGAC) and the Budget & Finance Committee to be eligible for an allocation does not automatically receive an allocation. Eligible organizations which receive money shall be placed in one of the budgetary categories as defined in Section J of these Standing Rules.

4. The organization (Type I – VI)) must properly complete and submit to the Budget & Finance Committee of the Student Association a Budget Request Form. This form

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must be submitted to the Senate Office on or before the deadline date, which shall be determined annually by the Treasurer of the Student Association.

5. Any organization (Type I - VII) which fails to submit the Budget Request Form on time shall receive a 2% penalty for each week it is late. If a budget is not submitted by September 30th of the following fiscal year, no allocation will be made.

B. Requests for Funds

1. The Budget & Finance Committee shall review organization Budget Request Forms and make recommendations to the Student Senate. The Student Senate may accept, modify, or reject the recommendation of the Budget & Finance Committee as it deems fit and proper. Recommendations of the Budget & Finance Committee are not final until approved by the Student Senate and the President of the University.

2. The Budgeting Process is defined below:
   a. A minimum of two Club or Organization officers, to include the Treasurer must attend the mandatory SGAC / Budgeting meeting as directed by the Treasurer and Vice President of the Student Association.
   b. Properly submit Budget Request Form.
   c. Budget requests must be broken down as to the amount needed for each specific item or activity, and must include any anticipated income from an activity, if any.
   d. Budget requests which are vague, incomplete or improperly prepared shall be returned to the organization or department submitting the request, and that organization shall not be considered for an allocation until said request is properly prepared and resubmitted within a time period specified by the Student Association Treasurer.
   e. The Budget & Finance Committee must be furnished with a listing of all club officers and advisor(s) of each organization, including their email addresses and telephone numbers. Any changes to this list must be submitted in the form of a completed SGAC form submitted to senvp@ship.edu and ljlaug@ship.edu.
   f. The Student Association Treasurer may request an organization to have a representative present at the Budget & Finance Committee meeting in order to have questions answered concerning a budget request. Such a request must be issued to the organization at least 48 hours prior to the time of the meeting in question. Failure of an organization to comply with this provision may result in penalties at the discretion of the committee.
   g. Clubs and Organizations requesting Student Association funds shall be notified of the budgets that the Budget & Finance Committee intends to recommend to the Student Senate for approval. Clubs and Organizations Treasurer, President, and Advisors will be emailed a copy of the budget reviewed by the Budget &
Finance Committee. Such notification will include the date, time, and place of the Senate meeting at which their allocation will be acted upon.

C. Requests and/or Appeals for Additional Funds (Allocations)

Requests and/or appeals for additional funds may be made at any time AFTER the budget for the fiscal year has been passed, and through the proper channels as stated within these Standing Rules.

1. Requests for Additional Funds:
   
a. Requests for additional funds should be submitted in the form of a completed Additional Allocation Request Form submitted to the Treasurer, sentreas@ship.edu, of the Student Association and the Fiscal Officer, dlmill@ship.edu. The request should state the reason, justification and date funds are needed. The request should conform to these Standing Rules.

b. Requests for additional funds shall be considered by the Budget & Finance Committee at such time and place as the Committee determines. If an organization desires to have a representative present when the request is being considered, this should be clearly stated on the request. If an organization, once having been notified of the time, date, and place, of the meeting at which the request will be considered, does not have a representative/officer present, the Budget & Finance Committee may proceed to act on the request without the organization being represented.

c. Acceptance or rejection of the request for additional funds shall be based upon the need of the organization, the merits of the use of the funds, the number of people which the use of the funds will involve, the benefit the funds will have to campus and the SA, any income commitment or funds raised by the group, and the overall status of the Student Association Budget as determined by the Budget & Finance Committee. The decision of the Budget & Finance Committee, if favorable, shall be recommended to the Student Senate by the Treasurer of the Student Association. If the committee’s decision is unfavorable, the Treasurer shall notify that organization of its decision, which may be appealed to the Student Senate under the following guidelines.

2. Additional allocations of funds are meant for clubs and organizations requesting special funds for events or activities in which they may engage. These allocations are to be considered on a ONE-TIME-ONLY basis. These allocations are meant to help that group in that particular fiscal year. They are not meant to be a basis for a recurrent allocation, and will not be held as a standard for future allocations. Any money that a club or organization feels will be needed yearly should be submitted as a request increase in the club or organization’s operating budget for the fiscal year of the anticipated need.

3. Appeals for Additional Funds:

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a. Any organization that wishes to make an appeal of a ruling of the Budget & Finance Committee and/or the Student Senate must make such an appeal through a voting member of the Student Senate who is willing to sponsor such an appeal.

b. A Student Senator who wishes to sponsor an appeal must first do the following:

   (1) Notify the Treasurer and President of the Student Association of his intent to make an appeal at least (7) seven days prior to the meeting at which the appeal is to be made. Such notification must be in writing and signed by the Senator who intends to make the appeal. This notification must be delivered in person to the Student Association Treasurer.

   (2) Included in the notification of appeal must be the reason for the appeal, what decision is being appealed, the nature of the appeal, and the major points to be presented in support of the appeal.

   (3) Place the appeal, which must be clearly stated as such, on the agenda of the Student Senate by contacting the Student Association President.

c. Any appeal which does not completely comply with these procedures should immediately be ruled out by the President of the Student Association.

d. Once an appeal is heard by the Student Senate, the decision of the Student Senate is final and no further appeals on that topic may be made, unless action is taken by the Student Association by invoking the repeal of a Student Senate Decision which is outlined in the Student Association Constitution.

e. Appeals require a two-thirds majority vote of the members present by roll call for approval.

f. A new request may not be submitted to the Budget and Finance Committee with a different amount for the same allocation reason after an appeal has been made. The basis behind a request is only once per fiscal year.

4. Time Constraint for Request

a. In order to have a timely request processed to the Budget & Finance Committee and the ensuing Senate meeting, it is needed to develop a cut-off period for requests to the Budget & Finance Committee. These requests include, but are not limited to, requests for additional allocations and requests for conference funds. All requests must be submitted to the SA Treasurer 24 hours prior to the appointed time and day of the Budget & Finance Committee meeting. Extenuating circumstances will be considered and approved or rejected only by the majority of the Executive Rules Committee with advisement from the SA Fiscal Officer. It is important to note that poor planning on the part of any organization is not to be considered as an extenuating circumstance.
D. Capital Expenditures

1. In general, capital items shall be considered to be items that are essentially non-recurring; that may be expected to last a number of years, and that entail the expenditure of more than two hundred and fifty dollars ($250.00) per item.

2. Organizations requesting funds for capital expenditures shall submit such requests in accordance with procedures set forth by the Budget & Finance Committee.

3. Requests for capital items should include a detailed explanation of what is desired and a justification for the purchase. Requests must include the maximum possible cost and the name and address of any firm which gives a quoted price. At least two quotations are required unless otherwise specified by Budget and Finance.

4. The Budget & Finance Committee shall make recommendations to the Student Senate, which may then accept, reject, or modify the recommendations before giving final approval. Allocations shall be entered in the official minutes of the Student Senate.

5. It should be understood that the Senate allocation represents the maximum purchase price allowable, and it then becomes the responsibility of the organization to obtain the best price commensurate with their needs.

6. All such purchases become the property of the Student Association, and NOT of the organization requesting them.

7. Any purchase of a capital item should be made with the use of a purchase order.
   
   a. Once a capital item is approved, a purchase order and an inventory identification tag number will be issued by the Fiscal Officer upon his/her signature and dating of the purchase order.
   
   b. Inventory Identification tag numbers will be issued at the discretion of the Fiscal Officer since not all items can/should be tagged.
   
   c. One copy of the purchase order should be sent to the vendor, one copy should be filed in a numerical file by the Accounts Payable Clerk, and one copy should be kept with the invoice.
   
   d. The athletic department will maintain their own purchase order process.

8. Organizations and athletic teams possessing capital items owned by the Shippensburg University Student Association shall be expected to turn in all pertinent data concerning equipment purchases to the Fiscal Office and shall be responsible for the proper security and maintenance of such items.

9. Requests for Capital Expenditures should be submitted by a date set by the Treasurer and Fiscal Advisor for the following fiscal year.

10. Operating budget funds cannot be used or transferred to be used for capital expenses.

11. Failure to comply with above procedures may lead to penalties as stated in Section H.

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E. Income Commitments

1. Each organization intending to bring in additional income through the use of allocated funds shall make a commitment as to the amount of estimated income when submitting their budget.

2. Allocations will be given based upon need, previous allocation, and projected income.
   a. Income will accrue to the Student Association treasury, since the organization's allocation will reflect the commitment.
   b. The organization will be required to make every effort to collect amounts due, and will report to the Budget & Finance Committee when such efforts fail to bring results.

3. Income which falls short of the projection must be adjusted for in one of the following ways:
   a. Expenditures from the operating budget allocation must be reduced by the amount that income falls short of the commitment.
   b. The deficit must be paid to the Miscellaneous Income Account from the next year's fiscal allocation. In addition, the next fiscal year's net allocation MAY NOT be increased over the net allocation of the year in which the deficit was incurred.
   c. Organizations MAY NOT use the reasoning that a previous committee was at fault and that the present committee should not be penalized. (See Penalties.)

4. Income which exceeds the commitment will accrue to the Student Association, unless some alternative is authorized by Budget and Finance with Student Senate approval.
   a. Excess income commitment may not be transferred to another line item within the club/organizations operating budget.
   b. The use of excess income commitment may be requested by submitting a completed Additional Allocation Request Form to the Treasurer, sentreas@ship.edu, of the Student Association and the Fiscal Officer, dlmill@ship.edu. The request may not exceed the amount of the excess income commitment.

5. For such a system to work, fiscal responsibility by all parties is absolutely essential.
   a. Complete records MUST be kept of all sources of income by the organization involved.
   b. Records of income should be submitted to the Fiscal Office along with the funds to be deposited within 48 hours after the event was charged for.
6. All income generated by clubs/organizations must be deposited in the Fiscal Office (Room 204 CUB)

F. Meals, Lodging and Transportation

1. Reasonable expenditures for travel expenses of organizations on trips closely allied with their objectives may be granted by the Budget & Finance Committee if the trips are permissible under the Budgetary Categories section of these Standing Rules.

2. Trips that are deemed curricular in nature by the Budget & Finance Committee are NOT permitted to be funded with Student Association funds.

3. Only Group 1-6 Categories (see Sec. J) may utilize Student Association funds for transportation costs incurred during a trip.

4. The maximum rate for use of a personal automobile or the Student Association vans shall be determined by the Student Senate. Any changes made to the maximum rate must also be approved by the Student Senate. Additional tolls & parking charges may be added.

5. Persons authorized to stay overnight shall use the least expensive accommodations which are feasible.

6. Members of organizations whose allocations include funds for meals shall observe the maximums as determined by the Student Association. It should not be construed from these allowances that the maximum amounts must be spent. These figures represent the maximum amount permitted for each meal. Each organization or individual is encouraged to pay less when possible. When visiting other campuses, institutional meals shall be utilized, if possible. Bag lunches/dinners provided by our food service company should be utilized as often as possible.

   a. Groups leaving campus to receive meal funding must observe the following meal times. If a group is returning or leaving outside of these time windows they may not request or receive allocations for that meal period:

      i. Breakfast: Group must be on trip between 5:00 a.m. and 10:30 a.m. to be eligible to receive this meal allocation.

      ii. Lunch: Group must be on trip between 10:30 a.m. and 2:00 p.m. to be eligible to receive this meal allocation.

      iii. Dinner: Group must be on trip between 5:00 p.m. and 9:00 p.m. to be eligible to receive this meal allocation.

   b. Exceptions to the meal periods above may be requested by submitting a request through email to the Treasurer, Sentreas@ship.edu, and the Fiscal Officer, dlmill@ship.edu expressing the reason behind the request. The exception must be granted by the Budget & Finance Committee with a simple majority vote.
7. If an organization or athletic team is provided meal money, every receiving individual must sign a document as having received the money. The said document must be submitted to the Fiscal Office within one week after the organization or athletic team departs from campus.

8. Shippensburg University Student Services, Inc. (SUSSI) Student Association, organizations and groups guidelines for expenditures for food.
   a. Budget category types 2, 3, 5 and 6 are permitted to use funds for food. Budget Type 1 may only use food for conferences.
   b. SUSSI Intercollegiate Athletic Teams and Performing Arts organizations are allowed per diem for food and meal allowances when traveling away from campus. Student organizations on conferences, workshops, and leadership/training retreats are permitted funding for food, but must not exceed per diem per person allowances.
   c. The Activities Program Board (APB) and CUB/Fiscal operations budgets can utilize Food/Catering line items for scheduled special events (concerts, performers/guests or food expenditures required in a contract).
   d. Expenditures for food are not permitted for general meetings or internal student member benefit. Expenditures for food are not permitted for any socials, parties or awards banquets.
   e. All students must sign Meal Allowance Forms upon receipt of cash for meals.
   f. Student Clubs under the Clubs category are not permitted line items for food expenditures nor can they purchase food from Programming lines in their budgets. Dues collected from members should be brought to the Fiscal Office and placed in a Restricted account and may be used for food.
   g. Clubs and organizations in the Organization Budget category are permitted line items for food, mostly when traveling off campus. They must have line items in Operating Budgets for food expenditures (titled Food, Catering or Meals) and cannot use their Programming line item.

G. Administration and Disbursement of Student Association Funds

1. The Board of Directors of SUSSI must approve the Student Association spending limit each year at the April/May meeting.

2. All organizations which receive an allocation from the Student Association must keep an account book in which all transactions involving Student Association funds shall be recorded. All Student Association funded group expenditures must not exceed their approved allocations. (See Sect. H.1 for penalties.) All accounts are subject to audit upon request of the Student Association Treasurer, and/or the Fiscal Officer, and/or the President of the University.

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3. Funds are allocated on the basis of items listed on the Budget Request Form as approved by the Student Senate and the President of the University.

4. An organization and/or its members that make an expenditure prior to having an approved allocation from the Student Association is solely responsible for such an expenditure.

5. Transfers of line item/allocations within an organization's budget can be accomplished in the following manner.
   a. A completed Transfer of Funds Request Form must be submitted to the Treasurer, sentreas@ship.edu, of the Student Association and the Fiscal Officer, dlmill@ship.edu.
   b. The Student Association Treasurer and the Student Association Fiscal Officer may approve line item transfers for amounts $200.00 and lower without Senate approval.
   c. The Budget & Finance Committee may approve line item transfers for amounts between $200 and $750 without Student Senate Approval. Budget and Finance may defer the final decision to Student Senate.
   d. The Budget & Finance Committee and the Student Senate must approve all line item transfers over $750.

6. No allocations will be granted under broad, generalized terms i.e. miscellaneous or other, unless accompanied by a detailed explanation for the request.

7. Proceeds derived from events financed with funds from the Student Association must be returned to the Student Association, unless specific permission is given by the Budget & Finance Committee to use such funds to help offset the cost of a particular program or activity.

8. No Student Association club or organization shall be allowed to spend allocated funds to pay their own members to speak.

9. Authority to make payments must be completed on an SUSSI “Expenditure Request Form” or “Petty Cash Expenditure Form” to access funds from approved budget allocation line items. Expenditure forms must be turned in to the Student Services accounts payable clerk in the Fiscal Office in the Ceddia Union Building. Student organizations must have two authorized student members sign/print name on Expenditure Request Forms and initial the receipt, approving the payment. The students approving the payment must be the Treasurer and President or in absence of the President another officer may sign. Advisors may sign Expenditure Forms if they so choose. The SU Department of Athletics Expenditure Requests must be signed by the athletic administration with invoices or receipts signed by a coach. Requests for payment from organizations not having officers must bear the signature of the person(s) responsible for that specific allocation.

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10. Expenditure requests must be supported by invoices, receipts, contracts or signed statements which indicate that the money is due and owing, what the payment is for, and the amount.

11. Expenditure requests should be presented to the SA Accounts Payable Clerk by 1:00 PM Tuesday for check to be picked up on Thursday of each week.

12. All bills must be presented and paid before the end of the Fiscal Year. Where this cannot be done, a properly signed voucher must be left with the Fiscal Officer, with instructions as to what to do when the belated bills arrive. Failure to do so usually results in late bills being charged to the following fiscal year’s allocation. Penalties may be recommended to the Student Senate in cases where the Budget & Finance Committee determines that bills were deliberately held back in order to avoid going over an allocation.

13. No monies will be spent for food or general refreshments, except for
   a. As stated in Section F, Item 8

14. Any expenditure which is not in full compliance with the procedures and requirements set forth in these Standing Rules is the obligation of the person(s) and/or organizations making such an expenditure.

15. Any LIMITATIONS on the operating budgets of organizations shall be entered explicitly on the `Budget Request Form, or in the official minutes of the Student Senate.

16. PA State System of Higher Education Guidelines
   Chapter 4 - Student Activity Fees
   Sub-Chapter D - Guidelines for Expenditures
   4.43 Charities

17. No direct contributions may be made from student activity funds from SA club/organizational Operating Budgets for individual charities, but nothing in the foregoing shall prohibit student associations or student organizations from engaging in fund-raising activities for charities.

18. Any Intercollegiate Athletic Team which participates in post-season competitions may have income in excess of expenses which are refunded by the NCAA, refunded to the athletic team by the Student Association upon written request to the Budget & Finance Committee.

19. Any Intercollegiate Athletic Team that qualifies for post season competition will be permitted to obtain funds when requested by the Director of Athletics from the Tournament Invitations Budget Account upon approval of the Fiscal Officer when the Student Senate does not have a meeting before the scheduled event or the Student Senate is off for the summer.

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20. In the event of an emergency, Student Association funds may be allocated to an organization by obtaining the signatures (or e-mail approvals) of at least three of the Senate Officers.
   a. An emergency will be defined as any need for funding in which the need precedes the next regularly scheduled Senate meeting.
   b. The signature of the Fiscal Officer and of Student Association Treasurer will be required to determine if such expenditure will be defined as an emergency.
   c. In the event of the absence of the Student Association Treasurer, verbal consent of the Vice President for Student Affairs will be needed along with the signature of the Fiscal Officer to define an expenditure as an emergency.

21. No Student Association funded organization is permitted to use their operating budget to purchase awards.
   a. Exceptions include Annual Campus Leadership Awards

22. No Student Association funds can be used to purchase clothing or other personal items (i.e., jewelry, bags, etc.).
   a. An exception to this rule is that each active member may be allocated a maximum of five dollars per active member of said club, one time during the fiscal year. This may be via an additional allocation or within the operating budget Supplies line, not both.
   b. An exception is allowed for Groups in Budget Categories (2, 3, 5) for the use of promotion. The group must have a budget line item for Promotion in their operating budget.
   c. Every allocation must be reviewed by the Budget & Finance Committee and approved by the Student Senate with exception of transfers in the amount of $750 or less as stated in section G 5

H. Penalties

1. Any organization whose expenditures exceed the allocated amount for the Fiscal Year will receive no increase in its net allocation for the following Fiscal Year, and will, in addition, be penalized the amount of the overage from the next Fiscal Year’s allocation.
   a. Organizations MAY NOT use the reasoning that previous leadership was at fault and that the present members should not be penalized.

2. Organizations failing to comply with any of the procedures set forth herein may be subject to such penalties as recommended by Budget & Finance Committee and later approved by the Student Senate unless already sanctioned under these Standing Rules.

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3. Any student/athlete at any away competition who receives a punishment for a violation of the Shippensburg University Code of Conduct and is prohibited from participating in the competition may be responsible for a full reimbursement to the Student Association for expenditures incurred on his/her behalf.

4. **Club Sport Penalty Schedule:** Penalties assessed will be taken from the organization’s operating budget. A penalty notice will be sent via email to the club Treasurer, President and Advisor. If an organization has a fully spent budget when a penalty occurs, payment must be made within two weeks or a club may be suspended from recognition. If a penalty is not paid by the end of the fiscal year (June 30), the penalty will be taken out of the club’s next year’s operating budget on July 1.
   
a. $50 per failure to submit the CSCP by the specified deadline. An additional $10 per business day late fee will be assessed for each additional day late.
   
b. $50 per occurrence for each club when an individual participates in physical activity (Practice/Game) without a waiver being approved by the Coordinator of Club Sports (CCS).
   
c. $75 per a travel itinerary not submitted prior to the deadline determined by the CCS.
   
d. $50 per each biweekly roster check missed. An additional $10 per business day late fee will be assessed.
   
e. If a Club Sport is penalized more than two times, they may lose their recognition and be suspended from action for the remainder of the semester or school year by a 2/3 vote of the Senate. Sports Clubs cannot incur expenses under Shippensburg University without a Student Association Operating Budget.
   
f. Clubs Sports are required to submit all competition results to the CCS by the prior determined deadline by the CCS. Failure to do this shall result in a temporary freezing of a sports club's operating budget.
     
     i. The deadline for any post season competitions is set in the Conference section of these rules.

5. The Budget and Finance Committee in conjunction with SUSSI shall enforce all budget penalties stated in these Standing Rules and any penalty authored by the Student Senate.

6. The Budget and Finance Committee shall hear all requests for penalties involving an operating budget. The Budget and Finance Committee shall then make a recommendation to Student Senate.

7. All penalties tied to an organization's budget shall fall into one of the following budget penalty categories:
   
a. Freezing of a Student Association Budget until a specified date
   
b. Removal of Student Association Budget for the Current Fiscal Year
   
c. A one-time percentage reduction of a Student Association Budget weekly reoccurring percentage reduction of a Student Association Budget

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I. Contracts

1. Any Standing Committee, or board of the Student Association may present to SUSSI a contract for which SUSSI is a party to. Prior to presenting the contract to SUSSI, the signatures of the chairperson for the committee and the committee advisor should be obtained, evidencing their approval of the contract as written. Under no circumstances should they execute the contract.

2. A properly signed and executed contract bearing the necessary signatures shall be deemed to be a binding contract of the Student Association. All contracts must be signed by the Student Association Fiscal Officer/President or the SUSSI Contract Administrator.

J. Budgetary Categories

1. Clubs
   a. Associations of persons for the purpose or the promotion of some common interest whose general activities are internally directed.
   b. Group I Clubs will be considered for appropriations from Student Association funds. Requests for funds by clubs may be made after the club’s charter has been in effect for one fiscal year.

2. Organizations
   a. Associations of persons for the purpose or the promotion of some common interest whose general activities are externally directed.
   b. Group 2 organizations will be considered for allocations from Student Association funds, and requests for funds to support trips may be granted if the trip will benefit the campus as a whole.
   c. Budget Category 2 shall also have two sub-groups defined as:
      i. Performing Arts
      ii. Student Media

3. Student Association
   a. Group 3 organizations are authorized under the Student Association Constitution.
   b. SA organizations will be considered for allocations from Student Association funds, and may be provided with funds for travel at the discretion of the Budget & Finance Committee with Student Senate approval.

4. Club Sports
   a. Sports Clubs must be approved and recognized by the Athletic Committee of the Shippensburg University Athletic Department. The charter must be approved by the SGAC of the Student Association. The Student Senate must give final approval for a sports club to be officially recognized.
   b. All members of sports clubs must have and provide evidence of medical insurance coverage to the Coordinator of Club Sports (CCS).
   c. Any additional allocation or use of Post Season Tournament funds must be reviewed by CCS before going to the Budget and Finance Committee.
d. **Sports Club Line Item Funding**
   i. **Normal Operating Budget** line items funded are the following: Supplies and Equipment (normal expendable items lasting only one season: balls, pucks, etc.), Officials, League Dues, Entry Fees and Team Accident Insurance Premiums. No funding is provided for meals, lodging, transportation, medical needs or club advisors or staff.
   ii. **Capital Budget Funding** – Uniform expenses and long term supplies/equipment are capital budget items that must be turned into the Recreation Director at season’s end. Funding for such items are at the discretion of the Director of Sports Clubs, the Budget & Finance Committee and Student Senate.
   iii. **Post Season Tournament Funding** requests must be reviewed by the Director of Sports Clubs before approaching the Budget & Finance Committee. Funding may be provided for meals, lodging, entry fees and public transportation. Sports clubs may not be provided post season funding if more than one penalty is imposed on the club during the regular season.

5. **Shippensburg Student Services Incorporated and SA Operations**
   a. This budget category shall encompass all budgets related to SUSSI personnel.
   b. All general budgets needed for the operation of the Student Association and SUSSI shall be categorized here.
   c. Specific Budgets Shall Include:
      i. CUB Operations
      ii. Student Group Services
   d. All budgets to be placed in this category must be approved by the Student Senate

6. **Intercollegiate Teams (NCAA Sanctioned)**
   a. Funding for Intercollegiate Athletics will be administered according to the Budget and Finance Committee Standing Rules, including rules specifically agreed to between the Student Association and the Shippensburg University Intercollegiate Athletics Department as set forth in Appendix A. When in conflict or doubt, the rules agreed to in Appendix A will supersede those found in other sections of the Budget and Finance Committee Standing Rules.

7. **Restrictive Organizations (Fraternity/Sorority)**
   a. All organizations whose membership requirements are restricted in any way.
   b. **Category 7 groups are not allowed access to Student Association funds under any circumstance.**

K. **Authorization for Utilization of Funds**

1. Authorized signatures for all checks shall consist of the SUSSI Treasurer, and the Fiscal Officer. This assures that since at least two signatures are required for each check, at least two persons will be authorized at all times to properly conduct the business of the Student Association.
2. Funds considered to be in excess of current needs may be invested by the Fiscal Officer in such amounts and for such maturities as he deems prudent. Such investments shall be confined to savings accounts, certificates of deposit, money markets, and U.S. Treasury Securities, unless some other form of investment is specifically authorized by the Student Senate.

3. In cases where an invoice must be paid and the person responsible for signing the Expenditure Request is not available, authorization is given to the individual members of the Executive Rules Committee and the SA Fiscal Officer in order to sign such expenditure requests.

L. Conference Guidelines

1. Budget Groups {1, 2, 3, and 5} may submit a Conference Allocation Request to budget and Finance a minimum of three weeks prior to the start date of the conference.

2. All groups must submit a completed Contract of Conduct to attend a conference.

3. All groups attending a conference must submit a minimum of a one-page written report within two weeks of return from the conference to the Student Association Treasurer on what the organization learned at the conference and is bringing back to the university.
   a. If the report is not submitted within two weeks, the group’s budget will be immediately frozen until such report is delivered.

4. All Sports Clubs competing in post season competitions must submit a report of results to the Coordinator for Club Sports and the Student Association Treasurer.
   a. Failure to submit the results within 48 hours after completion of the competition the Sports Club budget shall be immediately frozen until the reports are submitted.
   b. Budget and Finance will not make any decision based on results of competitions.

M. Amending the Standing Rules

1. These Standing Rules may be amended at any meeting of the Budget & Finance Committee by a majority vote of the members present. Such amendments are not final until approved at a Senate meeting by a majority vote of the members present. Any proposed amendment must be made at a regularly scheduled Budget and Finance meeting and at least 7 days’ notice must be given of the changes prior to such meeting.

2. The Student Senate may also amend these Standing Rules at any regular meeting by a two-thirds majority vote of the members present. Any proposed amendment must be made at a regularly scheduled Student Senate meeting with at least 14 days prior notice prior to such meeting.

Amended May 2017
3. Notifications should be sent to all groups funded by the Student Association making them aware of the change. Such notification should be done within 7 days of Senate approval.

N. Membership of Budget & Finance Committee and Attendance Guidelines

1. Membership of the Budget and Finance Committee shall contain a minimum of eight (8) voting members. Six (6) Senators and two (2) students-at-large. Membership shall represent as much diversity as possible and include individuals from all aspects of campus life.

2. The SA Treasurer is encouraged to obtain representation from groups not already represented in the Budget & Finance Committee.

3. Members are permitted only one unexcused absence from a meeting per semester. Members must notify the SA Treasurer or Fiscal Officer at least 24 hours in advance of an absence for it to be excused. In extreme emergency situations this requirement will be waived. A member will be terminated from the committee after the second unexcused absence per semester.

4. Quorum shall be defined as at least 5 voting members not including the chair.

5. All motions need simple majority to pass of votes cast.

Amended April 2014
Amended September 2015
Amended May 2017
Appendix A

1. The Student Association Budget & Finance Committee and Student Association will no longer be responsible for the changes in the budgets of the Athletic Department (Additional Allocations, Transfers, Approval for Use of Funds, etc.).

2. The proposed budget model is for a three year trial period (2015-16; 2016-17; 2017-18 fiscal periods).

3. The Athletic Department Administration will provide a monthly budget update via spreadsheets to the Student Association Treasurer and to the SUSSI Fiscal Office. Monthly meetings will be held as necessary with representation from the Athletic Department, Student Association, and the SUSSI Fiscal Office to review expenditures and management of the budget.

4. An oversight committee will be established to resolve any issues that may arise in the management of this arrangement. This same committee will meet prior to April 1 of each year to decide if this arrangement should be extended to a subsequent year; provided it is within the three-year trial period. This committee shall be comprised of the: Vice President for Student Affairs, SUSSI Fiscal Officer, Director of Intercollegiate Athletics, Student Association President, Student Association Treasurer, and two Athletic Senators

5. Seventy-five thousand dollars ($75,000) will be set-up on 7/1/15 in restricted accounts for expenses.

6. Unspent funds will be moved to a Restricted Equity Account (R/E) for future use at fiscal year-end.

7. Restricted accounts will be set up for operating budget unspent funds/tournament invitations and unspent non-operating funds.

8. The budget base will remain the same for the Athletic Department expenses. The operating budgets include: Baseball, Softball, Men’s Basketball, Women’s Basketball, Men’s and Women’s Cross Country, Football, Field Hockey, Women’s Lacrosse, Men’s Soccer, Women’s Soccer, Men’s and Women’s Swimming, Women’s Tennis, Men’s and women’s Track and Field, Women’s Volleyball, Wrestling, Cheerleaders, Sports Medicine, Sports Publicity, Accident Insurance and Strength Program, and Athletic Administration. Non-operating budgets include Capital, Facilities, and Post Season Tournament Invitations.

9. The SUSSI Fiscal Office will continue to maintain budgets and pay bills.

10. Budget & Finance Standing Rules will be amended to accommodate the change in budgetary responsibility.

11. Additional funds may only be provided by SUSSI/Student Association during the three-year trial period by action of the Student Budget & Finance Committee and Student Senate. After the three-year trial period, this arrangement will be reviewed by the Student Association Budget and Finance Committee and the Student Association Senate for potential modification and extension.