

Gustavus Adolphus College
Student Senate Finance Bylaws
As of May 1, 2023

Article VI – Finance Guidelines

The Gustavus Student Senate encourages organizations to seek alternative sources of funding, such as fundraisers and dues, to show a level of commitment on the part of the organization's members. Other factors considered when reviewing requests include collaboration between groups in planning and holding events, quality of planning for the event, and precedent set by similar events. All guidelines shall be reviewed annually by the Finance Committee each spring.

1. To receive Student Senate funds, a student organization must:
 - a. Be officially recognized by the Campus Activities Office.
 - b. Have an advisor approve all budget proposals, requests for payment, interdepartmental transfers, and mid-year allocation requests.
 - c. Have their President or Treasurer sign the budget request and have at least one leading member attend the organization's meeting with the Finance Committee.
 - d. Submit budgets and mid-year allocation requests in the official forms found on the Senate's website, addressing each individual expense in line-item fashion, and including:
 - i. A short statement (approximately 100 words) outlining the value that the organization provides to the Gustavus community.
 - ii. Specific goals that the organization hopes to achieve during the academic year with Senate Funds.
 - iii. An inventory of all items previously purchased with Student Senate funds that are intended to be in use for more than one year by that group.
2. Allocating Guidelines
 - a. Funding for events over \$1000 must be approved by the full Senate 15 business days prior to the event.
 - b. Any allocations over \$5000 must be approved by a majority of the body via a roll call vote.
 - c. Funding may be provided for the rights to movies that are shown on, advertised, and open to the whole campus.
 - d. Student Senate may allocate money for convention registration fees, ticketed events, travel, and lodging expenses up to \$1,250 for a given budget year.
 - i. Travel expenses will be reimbursed after the completion of the event(s) based upon proof of travel costs incurred, such as fuel costs, air fare, bus fare, vehicle rental, etc.
 - e. Travel expenses will be allocated at the standard IRS business mileage rate.
 - f. The Finance Chair and Controller will determine the maximum printing amount a group can be allocated for the upcoming academic year at the outset of the Yearly Budgeting Process.
 - g. Funding for events that occur outside of the Gustavus Adolphus College Academic Year may be provided if the funds for the event are requested in either of the following time periods:
 - i. The Spring Budgeting Process one year prior to the event occurring, or
 - ii. The Mid-Year request time period during the academic year prior to the event.
 - h. No funding will be provided for:
 - i. Any meal or banquet that is closed to the general public.

- ii. Food offered at general meetings of organizations.
 - iii. Personal items such as apparel, personal equipment, or anything purchased for iv. Members of the group to keep, except in cases in which the items funded are inherently central to the mission of the student organization, and/or there is a transformative nature to how the student organization plans to use the items. Designation of items as fundable take-away items is at the discretion of the Finance Committee.
 - iv. Dues set upon organizations.
 - v. Direct monetary, charitable contributions.
 - vi. Purchasing items in order to re-sell them to profit a student, charitable, or any other organization.
 - vii. Non-designated charges.
 - viii. Past expenses.
 - i. The Senate Controller and Finance Chair will review every organization's budget at the end of each semester and rescind all money allocated for scheduled events for which Requests for Payment were not made. This applies to any allocation designated for a specific semester.
 - j. These guidelines are subject to the interpretation of the Finance Committee and the Student Senate.
3. Primarily Competitive Organizations
- a. Primarily Competitive Organizations have a primary purpose of traveling and competing against other colleges or organizations and have a large portion of funds allocated for travel and registrations.
 - b. Travel expenses, registration, dues, fees, and other tournament-based charges shall not exceed \$4,500 for a given budget year.
 - i. Travel expenses include transportation and lodging.
 - ii. An additional \$1,000 may be allocated to pay for support staff of any kind, including a coach, athletic trainer, or professional assistance from a certified person.
 - iii. An additional \$1,000 may be allocated for primarily competitive organizations that qualify for a national competition to cover registration fees, travel, and lodging expenses for a given budget year.
 - c. Equipment and uniforms may be funded as long as they remain within the organization.
4. Block Allocations
- a. A "block budget" shall be defined as a group which has the ability to redistribute Senate funds subject to the following constraints:
 - i. Groups to be considered block budgets shall be approved as such by Student Senate with the recommendation of the Finance Committee before the Spring Budgeting Process begins.
 - ii. The block budget shall have direct supervision by an official office of Gustavus Adolphus College
 - iii. The block budget will not necessarily consist of a single student organization or grouping of student organizations, but the block budget may be comprised as an executive board representing a single student organization or grouping of student organizations

- b. The block budget may receive a lump sum of money (referred to further as “block money”) from the Finance Committee, subject to Student Senate’s approval, during the Spring Budgeting Process.
- c. The Finance Chair and the Controller shall meet with the Dean of Students or Designee as described in Article 5 Subsection 1. From this meeting, the Finance Chair and the Controller shall determine a percentage of the projected budget to be reserved as “block money” to be split between all of the block budgets.
- d. No block budget shall receive more than 40% of the total amount of reserved block money.
- e. Any unspent block money shall be rescinded at the conclusion of Spring Semester for each academic year.
- f. The block budgets must present a detailed summary for the past year of how the block money was redistributed, proof of redistribution, to which group(s) block money was redistributed, and the reasons for each group receiving redistribution when the block budget presents their budget during the Spring Budgeting Process.
- g. The block budgets may only redistribute block money based on their allocating guidelines. The Block organization must bring a copy of their allocating guidelines that must be kept in the Senate’s records at all times.
- h. The Finance Committee may make specific recommendations to Student Senate on how to fund the block budget’s block money for the following academic year.
- i. Block money may be used to fund a student organization’s event that the Finance Committee or Student Senate may not have funded.
- j. Block Budgets may submit a mid-year request for more block money if their block money has been exhausted before the end of the current academic year.
- k. Student organizations that are represented by a block budget may not submit mid-year requests to the Finance Committee. They may, however, seek out a mid-year request from the block budget that represents the student organization.
- l. A block budget’s proposed budget may include “block-wide events”.
 - i. “Block-wide events” shall be defined as conferences, speakers, or other large events which some or all of the student organizations a block budget represents wish to attend.
 - ii. The attendance of these block-wide events must have a reasonably foreseeable benefit to the student organizations
 - iii. If a block budget receives funding for a block-wide event, they may accept applications from the student organizations the block budget represents to use their funds to attend said block-wide event
 - iv. Block-wide events will be funded as to send a certain number of students to said event
 - v. This number of students will be suggested to the Finance Committee by the block budget, and will be deliberated by the Finance Committee. The Finance Committee will make a recommendation to Student Senate who will decide the final number.
- m. Block budgets may request a specific amount of funds, but Student Senate will decide the final amount.
- n. Use of Block Budget money to fund stipends for students is prohibited, except when the budget for the stipends passes a referendum of the Gustavus Student Body, which must

follow the procedure for amending the Student Senate Constitution as specified in Article VIII of the Constitution.

- i. The only organization allowed to provide a stipend to their officers with fundings from the Student Senate is the Diversity Leadership Council.

- (1) Each Co-chair may receive \$500 per semester; the treasurer may receive \$250 per semester.

- (2) No officeholder may receive more than \$500 per semester in stipends.

- (3) No block budget may distribute more than \$2,000 in stipends.

5. Penalties

- a. Any organization that fails to meet any of the requirements in these bylaws may be subject to penalties at the recommendation of the Finance Committee with the approval of the Student Senate.

- b. If an organization misleads, purposely presents falsehoods, or mismanages funds, they will immediately be put on probation. The Finance Committee will recommend a length of probation and the full Senate will decide the financial future of the organization.

- i. Probation is defined as a period of time in which an organization must be approved by the Finance Committee before spending any of their allocation or receiving any future allocations from Student Senate.

- c. If an organization overspends their Senate allocation twice in one year, the Controller will inform the Finance Committee, the Co-Presidents, and leadership from that organization. At the following Finance meeting, the Finance Committee will discuss the incidents and make recommendations to the full Senate. The Committee will review the organization's permanent file and allow the organization to speak on its own behalf. Penalties may include:

- i. A freeze in the organization's Senate allocation.
 - ii. Reprimand as per Senate's discretion.

6. Overrides

- a. The Finance Committee can override these guidelines with a unanimous vote and approval from the Finance Director.

- b. The Senate can override these guidelines with a two-thirds vote.