

# Bylaws of the Constitution of the Student Government Alliance of Hamilton College

## ***Article X. Student Government Alliance Funding Codes***

Approved September 8th 2025

### ***Section 1. The Purpose of the Funding Codes***

- A. The purpose of Student Government Alliance Funding Codes are:
  - a. To allocate funds to support student organizations and class councils.
  - b. To support the diverse interests of the student body, on and off-campus.
  - c. To financially assist the student body in offering high-quality programming and activities through recognized student organizations, Student Government Alliance and its committees, and class councils.
  - d. To define the funding proposal and allocation process.
  - e. To clearly outline the guidelines and restrictions for student organizations and class council purchases.
  - f. To ensure the Student Government Alliance portion of the Student Activities Fee is managed in a fiscally responsible manner.

### ***Section 2. Funding Eligibility***

- A. Recognized student organizations, excluding those outlined in Section 2, Point C., are eligible to receive Student Government Alliance funding.
  - a. An organization is considered recognized and active when it has fulfilled recognition requirements for the Club Review Board and/or renewal requirements from the Student Activities Office.
- B. Student organizations are required to complete funding training each academic year. Any required training must be completed for an organization to remain eligible.
- C. The following recognized student organizations are **not** eligible for SGA funding:
  - a. Student organizations that receive funding from another cluster or designated fund as their primary funding source.
    - i. Clusters with separate funding include Club Sports, Spiritual and Religious Life organizations, and the Media Board.
    - ii. Other groups and entities that have operational or departmental funding as their primary funding source include: the Campus Activities Board (CAB), Hamilton Association for Volunteering, Outreach, and Charity (HAVOC), Black & Latinx Student Union (BLSU), Gender & Sexuality Union (GSU), Center for Intersectional Feminism (CIF), Hamilton Outing Club (HOC), and Alternative Spring Break (AXB).
  - b. Private societies (i.e. fraternities and sororities).
    - i. Private societies are not eligible for SGA funding because they are typically gender-specific (i.e. their membership excludes people of certain genders), are exclusive not based on skill, and/or they collect membership dues required for all members to be involved in the group.
- D. Participation in all student organizations and their activities funded by the Student Government Alliance must be open to all members of the Hamilton College student body.
  - a. Organizations with selective teams (e.g. performance groups, academic travel teams, club sports) must hold an open interest meeting at the beginning of each semester, which will be publicized to all students in order to be eligible for SGA funding.
- E. Newly recognized student organizations have special rules regarding funding eligibility.

- a. Newly recognized student organizations will take part in a ‘probationary period’ during the remainder of their first academic year<sup>1</sup>. During the probationary period, new student organizations are only eligible to apply for contingency funding up to \$500 in total.
  - b. These limits will be lifted after the end of their first academic year, under the condition that the organization has established credibility with the Student Government Alliance.
    - i. Credibility refers to being in ‘good standing’ with the Alliance at the interpretive discretion of the SGA Funding Committee. An organization’s spending practices, communication with the Alliance, and overall compliance with the Funding Codes and Student Activities policies for student organizations are all factors that may affect credibility.
    - ii. The Student Organization Chairs and the SGA Funding Committee who will determine the credibility of an organization, should seek opinions from the SGA Funding Committee.
- F. Student organizations that raise money or receive partial funding from an outside source are still eligible to apply for Student Government Alliance funding.
- a. Money raised through fundraisers, donations, and charitable activities or received from a grant, department, or other outside funding source does not need to be disclosed, but the SGA Funding Committee may inquire about such funds and may recommend that those funds be used in lieu of Student Government Alliance Funding.
  - b. The Student Activities Office oversees student organization liabilities (fundraising) accounts and may share with the SGA Funding Committee balance updates and information.

***Section 3. Establishment of Student Organizations Funding Allocation Process***

- A. This section establishes a Funding Allocation Process to be governed and defined by the following:
  - a. Student Government Alliance has the jurisdiction to oversee the funding process for Student Government Alliance-funded student organizations.
  - b. The Funding Allocation Process describes the procedure through which Student Government Alliance allocates funding to eligible student organizations (eligibility defined in Section 2).
  - c. The Funding Allocation Process has broken down into two funding processes: an annual budget process and an ongoing contingency budget allocation process.
  - d. Annual and contingency budgets operate via a declining budget model. In a declining budget model, organizations receive a lump sum starting balance and may spend their funds as they see fit to accomplish their organization’s objectives while ensuring expenditures adhere to the rules and protocols outlined in Section 4: Establishment of Guidelines for Expenditures
  - e. The annual budget proposals and contingency budget proposals will be reviewed and voted on by the SGA Funding Committee.
  - f. Funding allocation amounts become official only after a majority vote of the SGA Funding Committee.
  - g. Student Government Alliance additionally has the authority to oversee the Discretionary Fund, which is defined and outlined in Section 9.
- B. Annual Budget Proposal Process:
  - a. Recognized student organizations apply for Student Government Alliance funding annually via an annual budget proposal. Student organizations should request funding to cover all of their anticipated expenditures for the following academic year through the annual budget proposal.

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<sup>1</sup> New student organizations are accepted once per academic year, typically in mid-late October. These new student organizations will be on probation for the remainder of their first academic year (so through the following May) and will be eligible to apply for full funding for the following academic year.

- b. The annual budget proposals will be collected and due during the latter half of the spring semester for annual budgets for the following academic (and fiscal) year. The College's fiscal year runs from July 1 to June 30.
    - i. Annual budget proposals will be submitted by student organizations and class councils according to a timeline set forth by the Student Activities Office, in consultation with the SGA Funding Committee.
    - ii. Annual budget proposals must not be submitted prior to student organization renewal for the following academic year.
  - c. Annual budget proposals must be submitted via a proposal form provided by the Student Activities Office.
  - d. Annual budget proposals will be reviewed and voted on by the SGA Funding Committee with a majority vote. The vote must be completed prior to the end of the spring semester for the following academic year's annual budgets.
  - e. Annual budget allocations will be sent out to organizations by August 1. These allocations are final, as they have already been reviewed and approved by the committee.
- C. Contingency Budget Proposal Process:
- a. The Purpose of the Contingency Fund.
    - i. The contingency budget can be applied to for support for new projects that clubs/organizations did not plan or request for in the annual budget application. However, contingency funding is not guaranteed; due to the flexibility offered by the declining budget model, clubs/organizations must first manage within their already allocated annual budget.
    - ii. In the case that the allocated annual budgets for the clubs/organizations have not been exhausted but the clubs/organizations can articulate exactly how they have committed their remaining funds to be spent over the academic year, then they can apply for contingency funding.
  - b. The contingency budget shall be set at least 5% of the total Student Government Alliance annual budget or \$5,000, whichever is greater.
    - i. The SGA Funding Committee has the right to vote for a new contingency budget amount. The vote must pass by a  $\frac{2}{3}$  majority and the vote must occur at least one week before the annual budget proposal process begins for that academic year.
    - ii. If the contingency budget is changed, the funding it receives will come from or move into the annual budget.
    - iii. The amount of money in the contingency budget may increase throughout the academic year if student organizations have rollbacks.
  - c. Student Government Alliance will accept contingency budget proposals throughout the academic year for planned expenditures that will exceed a student organization's allocated annual budget. Contingency budget proposals may also be used by newly recognized student organizations that are in their probationary period.
  - d. Contingency budget proposals will be collected on an ongoing weekly basis throughout the academic year, excluding breaks. Proposals are due on Wednesday at noon for the allocation to be voted on at the following SGA Funding Committee meeting.
  - e. Student organization expenditures must follow the rules and protocols outlined in Section 4.
  - f. Contingency budget proposals must be submitted via a proposal form provided by the Student Activities Office.
  - g. There will not be votes on contingency budget proposals during school break, barring extenuating circumstances. If the SGA Funding Committee deems an emergency vote is necessary for a contingency budget proposal, the SGA Funding Committee has the right to conduct such a vote.

- h. The SGA Funding Committee will provide monthly updates to the Central Council regarding the contingency budget.
- D. Rules for Budget Proposals:
- a. Budget proposals must be submitted using the provided budget proposal forms and may not be submitted via email or other means. Failure to use the correct form will result in the budget proposal not being considered.
  - b. Funding allocation amounts become official only after a majority vote of the SGA Funding Committee.
  - c. Late budget proposals will not be accepted.
    - i. If a student organization submits a late annual budget proposal, the proposal will not be considered and the organization will need to apply for contingency funding during the academic year as needs arise.
    - ii. If a student organization submits a late contingency budget proposal (late being after Wednesday at noon), it will be held and considered with the following week's budget proposals.
    - iii. Student organization leaders may request an emergency vote for a late funding submission through the process outlined in Section 5.
  - d. Expenses for events and activities that are a collaboration between two or more student organizations should be submitted in only one organization's budget proposal. Do not divide the expenses for one event/activity between multiple organization budget proposals.
  - e. Student organizations should only request funding for activities and events that are open to the entire student body. If an event must have limited spots for attendance, the event should be either first-come, first serve, or the opportunity to pre-register for the event should be advertised to the entire student body.
  - f. No student organization shall be allocated a total sum exceeding eight percent (8%) of the total annual budget and contingency budget combined.
    - i. In special circumstances, the SGA Funding Committee holds the right to override this rule by a  $\frac{2}{3}$  vote.
  - g. Budget proposals do not have to be exact/itemized but are encouraged to be as detailed as possible.
  - h. For funding purposes, an organization member is defined as an individual who has been on the organization's roster and/or has been a significant contributor to the organization at any point in time within the current semester.
  - i. The SGA Funding Committee reserves the right to require representatives from any student organization to attend a SGA Funding Committee meeting or an outside meeting with the SGA Funding Committee to explain their proposal in more detail and answer questions.
    - i. Failure to participate in these meetings may result in the organization's funding request not being approved.
  - j. The cost per student is a metric that the SGA Funding Committee and student organizations should utilize to evaluate budget proposals. If the average cost per student in a budget proposal seems unreasonably high, this may warrant the SGA Funding Committee to invite a student organization in for questions about their proposal.
- E. Guiding Principles:
- a. The SGA Funding Committee should decide on funding allocations based on the following principles:
    - i. The funding requested is needed to implement the organization's planned activities and events.

- ii. The funding requested is reasonable in relation to the organization's membership and cost per student for planned events and activities.
    - iii. The activities and events the organization plans to hold are in line with the organization's operational goals, as outlined in their organization profile with the Student Activities Office.
    - iv. The activities the organization is planning seem feasible and to a reasonable person, factoring in the organization's history of programming.
    - v. An organization's past spending habits should be considered when allocating budgets.
    - vi. The funding request demonstrates financial responsibility and efficient spending, achievable within the Establishment of Guidelines for Expenditures (Section 4).
  - b. Student Government Alliance is the primary funding source for many student organizations. However, Student Government Alliance is not expected to cover all expenditures for organizations. Student organization members may need to pay for activities that require purchases of things prohibited by the funding codes or when the organization's budget is exhausted. Student organizations can hold fundraisers and collect donations.
  - c. If the total sum of the budget proposals exceeds the amount of funding available, the SGA Funding Committee shall prioritize approving requests for expenditures that directly support the operational goals of the organization over items such as funding for apparel to give away.
  - d. The SGA Funding Committee must work with student organizations to ensure they are minimizing their costs without compromising the nature of their programming.
  - e. The SGA Funding Committee reserves the right to ask organizations about alternative sources of funding.
  - f. The SGA Funding Committee will not make any promises regarding budget allocations to any student organizations or the outcome of funding votes by the SGA Funding Committee.
  - g. Student organizations should make their best efforts to exhaust their allocated funding for the year and not hoard money to be rolled back.
  - h. No SGA Funding Committee member shall vote on a budget proposal for which they are a member or otherwise have an unfair bias. Failure to recuse oneself from such votes may be grounds for a vote of impeachment, as laid out in Article VII, Section 2.
- F. Rollbacks:
- a. A 'rollback' is when a student organization returns funding from their budget back to the Student Government Alliance.
  - b. Student organizations should roll back unused funding during the academic year if their intended activities change significantly and the organization is certain the funds will not be used by the organization for other purposes.
  - c. Rollbacks from organization budgets will be put into the contingency budget and can then be reallocated to other organizations via the contingency budget proposal process.
  - d. Funding allocated to student organizations does not roll over to the organization's budget from year to year. At the end of the academic year, all funding left in student organization budgets gets rolled back to Student Government Alliance as the parent budget.

#### ***Section 4. Establishment of Guidelines for Expenditures***

- A. This section establishes a set of guidelines to be governed and defined by the following:
  - a. The Guidelines for Specific Type of Expenditures outlines rules that student organizations are expected to follow when spending their funds.
  - b. These guidelines additionally apply to all student organizations that receive funding from the Student Activities Fee, including: the Campus Activities Board (CAB), Media Board, Spiritual and Religious Life organizations, HAVOC/AXB, and Club Sports.
    - i. There are some exceptions for CAB and Media Board, outlined in Section 4, Points N-O.

B. Food

- a. Food may be purchased from Parkhurst, on-campus vendors (e.g. FoJo Beans and Euphoria Coffee), grocery stores, and off-campus restaurants.
- b. On-campus events: Food expenses should not exceed \$15.00 per person, per meal.
  - i. The cost for cookware and utensils shall not be counted in the \$15 per person limit.
  - ii. Organizations wishing to host private meals are encouraged to work with Parkhurst to use a meal exchange. A meal exchange is where student organizations share a list of attendee Hill Card numbers with Parkhurst and Parkhurst charges the attendee meal plans to offset some of the expense for a meal.
- c. Off-campus events: Food expenses should not exceed a specified per diem amount (per person, per night off campus), to be reimbursed once the event is finished.
  - i. The per diem amount is \$15.00 per person per meal
  - ii. Reimbursement requests must include receipts for the food purchases.

C. Alcohol

- a. It is prohibited to use funding for alcohol unless it is served by a licensed, third party vendor, which includes Parkhurst. The request to serve alcohol must also receive special approval from the SGA Funding Committee and the Director of Student Activities, with the final decision falling to the Director of Student Activities in advance of the event.

D. Transportation

- a. Funding may be used for travel via personal vehicle, College vehicle, and bus charters.
  - i. Personal Vehicle: Reimbursements for travel via personal vehicle will use the College-approved mileage reimbursement rate<sup>2</sup>. This reimbursement rate is inclusive of tolls, gas, and parking, so funding should not be used to pay for those expenses when traveling by personal vehicle.
    1. Reimbursement requests must include a Google map showing the total mileage traveled.
  - ii. College Vehicle: The Transportation Office bills for mileage at the College-approved mileage reimbursement rate and also bills for any tolls. When using a College vehicle, funding may be used to pay for gas purchases. Bus charters should be booked by the Student Activities Office
  - iii. Bus Charters: Bus charters should be booked by the Student Activities Office. Funding can be used to pay for the bus charter and 10% gratuity for the bus driver.
- b. It is prohibited to use funding for:
  - i. Tickets for individual travel expenses (e.g. airplane ticket, bus ticket, ship ticket, train ticket, subway fares).
  - ii. Taxi, Uber, Lyft, or ZipCar rentals.
- c. Gas purchases are unable to be tax exempt, so funding may be used to pay for the full price of gas purchases, including tax.

E. Lodging

- a. Funding may be used to pay for lodging in hotels, lodges, or other housing rentals (e.g. AirBNB).
- b. Organizations are expected to maximize room capacity, placing four students in a hotel room, as long as room availability, student comfort and safety allows.
- c. There are limits to the amount of money that can be spent per hotel room per night. The limits are as follows:
  - i. For extended trips (greater than 200 miles away from Hamilton College) organizations may spend up to \$350.00 per room per night.

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<sup>2</sup> The current College-approved mileage reimbursement rate is \$0.725 per mile.

- ii. Non-extended trips (within 200 miles of Hamilton College) may spend up to \$250.00 per room per night.
    - iii. Organizations must fundraise or self-fund lodging expenses in excess of these limits.
    - iv. The limits do not apply to other lodging rentals, but organizations should select reasonably priced lodging.
  - d. Student Government Alliance funds may not be used for incidentals, damage, or room charges.
  - e. Lodging should be booked for student organization travel by the Student Activities Office
  - f. Hamilton College is tax exempt in New York and some [reciprocal states](#). Funding may only be used to pay for tax on lodging that is in states where Hamilton College is not tax exempt.
- F. General Supplies
  - a. Funding may be used to purchase general supplies for student organization activities and events.
  - b. Supplies purchased with an organization's funding belong to the student organization and not individual students. As such, supplies should remain with the organization when student members graduate.
  - c. Before a student organization purchases any technical equipment, they should reach out to AV Services and LITS to see if the College already has equipment available.
- G. Publicity, Printing, and Media
  - a. Organizations may spend no more than \$25.00 per event on publicity.
    - i. Publicity, as defined for the purposes of funding, includes emails, posters, flyers, social media advertisements, and any other forms of promotion.
  - b. Funding may be used to pay for public performing rights for organizations to advertise the title of films and other media they present. College policy requires organizations wishing to show films or other media, *and advertise the title of the film/media*, to acquire the public performance rights for distribution from appropriate rights holders.
  - c. Student organizations should print no more than 20 posters for each event or activity being hosted.
- H. Apparel
  - a. 'Apparel', as defined for the purposes of funding, includes clothing, stickers, or other items considered 'swag' or 'merch'.
  - b. Funding may be used to purchase apparel that is necessary for the function of the organization (i.e. uniforms, dance shoes, costumes, team shirts).
  - c. Funding may be used to purchase apparel for the purpose of 'merch' or 'giveaway' as long as the apparel will be given to general members of the student organization and/or the student body at large in a fair manner.
    - i. A 'fair manner' in this context means that students are given a reasonably equal opportunity to access the apparel, such as first come, first serve, randomized raffle drawing, or sign-up.
  - d. Apparel expenses should not exceed \$15.00 per item.
  - e. It is prohibited to use funding for apparel for only the executive board (e-board) of an organization.
- I. Facilities Management and AV Services
  - a. Funding does not need to be used for Facilities Management (FM) expenses, such as set-up/take-down of events. There is a separate funding source where FM charges are billed for all student organizations.
  - b. If there is a charge for excessive cleaning or damage from a student organization event, this will be billed back to the student organization's budget. If the student organization does not have sufficient funds to cover the bill, their members will need to cover the remaining bill.
  - c. Funding does not need to be used for Audiovisual Services (AV) because these are free to student organizations.
- J. Contracted Performers and Events

- a. Funding may be used to pay for contracted service providers and performers, presenters, facilitators, and instructors.
  - b. Funding may be used to pay for lodging and hospitality (e.g. food, thank you gift) for performers.
  - c. It is prohibited to use funding to pay for transportation expenses for a performer. Travel expenses can be included within the performance fee or honorarium, but travel should not be booked separately without explicit approval from the Student Activities Office.
  - d. It is prohibited to use funding to pay a current student for a service or performance.
  - e. Students are not authorized to sign contracts and/or obligate funding from Hamilton College to any service provider or performer. The Director of Student Activities, Associate Director of Student Activities for Engagement and Assistant Director of Student Activities for Leadership are the only authorized signatories for student organization events. Under no circumstances may an organization commit the College to a contractual engagement without prior consent of the Director, Associate Director, or Assistant Director of Student Activities.
  - f. Organizations seeking to book or contract outside entertainment or services must meet in advance with the Office of Student Activities to discuss the booking. Contracts will not be initiated less than 14 days prior to the event date.
  - g. Funding may be used to pay for international performers and instructors, as long as the performer can provide necessary international payee paperwork for payment.
- K. Prizes
- a. Funding may be used to purchase prizes given out at student organization events, given that:
    - i. Prizes are not awarded to executive board (e-board) members of the organization hosting the event.
    - ii. All prize winners are currently enrolled students of the College.
  - b. Prize expenses should not exceed \$25 per prize and \$50 in prizes for a single event or activity.
  - c. It is prohibited to spend funding on cash prizes or cash equivalent prizes (e.g. Visa gift cards).
- L. Restrictions
- a. In addition to any prohibitions outlined above in Section 4, it is prohibited to use funding for:
    - i. Purchases for on-campus events that are not open to the entire student body.
    - ii. Purchases for on-campus events that have an admission fee. Events may have a suggested donation at the entrance, but no mandatory fee.
    - iii. Paying students for a service (i.e. DJing an event, making a logo).
    - iv. Donations to nonprofit organizations or charitable causes.
    - v. Supplies for fundraising activities (e.g. baking supplies for a bake sale).
    - vi. Externally-hosted webpages<sup>3</sup>.
    - vii. Plastic, single-use water bottles<sup>4</sup>.
    - viii. Power tools without confirmation that appropriate administrative offices have been consulted, and confirmation that the equipment will be safely used and stored.
    - ix. A member or an organization or any student for a service rendered for that organization.
  - b. The Office of Student Activities may reject an expenditure based on safety concerns associated with the purchase or event being planned.
- M. Tax Exemption
- a. Hamilton College is a tax exempt educational institution, and therefore purchases made with your funding are tax exempt in New York state.

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<sup>3</sup> Organizations may contact LITS to create a student organization webpage on the students.hamilton.edu domain.

<sup>4</sup> Organizations are encouraged to provide water in bulk coolers through Parkhurst as opposed to individual water bottles.

- b. Student organizations should make best efforts to have the tax exemption applied to their purchases. Student Activities reserves the right not to reimburse tax or to have the purchaser get the tax refunded for purchases made on College purchase cards.
- N. Exceptions for the Campus Activities Board (CAB)
  - a. The Campus Activities Board shall adhere to the guidelines set forth in Section 4, except:
    - i. CAB may charge an admission fee (or sell tickets) for their events because selling tickets helps to manage capacity for events with limited spots.
    - ii. CAB may print more than 20 posters for their events to get posters signed by performers and do giveaways.
    - iii. CAB may host events that have a prize giveaway exceeding \$50.
    - iv. CAB may purchase plastic single-use water bottles if requested by performers in their hospitality rider.
- O. Exceptions for the Media Board
  - a. The Media Board shall adhere to the guidelines set forth in Section 4, except:
    - i. Media Board may host events that have a prize giveaway exceeding \$50.
    - ii. Media Board may print more than 20 copies of their publications, printing an amount sufficient for their typical readership.

***Section 5. Emergency Votes for Necessary Purchases***

- A. There are sometimes extenuating circumstances in which the success of an event is contingent upon meeting deadlines outside the group's control (e.g. registration deadlines, hotel availability) or when unforeseen expenses are necessary to execute an initiative of the event. In these situations, a student organization may need their budget proposal approved outside the standard time frames and therefore request an emergency vote.
- B. In case of a need for emergency funding for a *necessary purchase*, organization leaders may reach out to the SGA Funding Committee after the stated budget request deadline to request an emergency vote (e-vote).
  - a. A 'necessary purchase' is defined as a purchase which is absolutely necessary for the organization's function at that moment/in the near future (e.g. transportation and lodging for an upcoming tournament).
- C. Requests for emergency funding should be submitted via the contingency budget proposal and then a request for the emergency vote should be emailed to the SGA Funding Committee.
- D. The SGA Funding Committee shall call for an emergency vote (e-vote) to be taken amongst the SGA Funding Committee if time permits for the vote to be conducted and the committee deems the purchase to be a necessary purchase as defined above.
- E. Funding allocation amounts for emergency votes will become official at the next SGA Central Council meeting that the committee chairs attend.

***Section 6. Violations, Sanctions, and Audits***

- A. An organization will be sanctioned by the Executive Committee if any of the following violations occur:
  - a. Spending money on prohibited expenditures (See Section 4).
  - b. Violating any section of the Funding Codes.
  - c. Overspending their allocated budget by more than \$40.00.
  - d. Committing the College to a contract or agreement not authorized by the Student Activities Office.
  - e. Stealing organization supplies purchased with their budget.
- B. If a violation occurs, the SGA Funding Committee and the Student Activities Office reserves the right to determine appropriate sanctions. Such sanctions include, but are not limited to:
  - a. Increased scrutiny of future budget proposals.

- b. Temporary suspension of funding privileges for the organization until the organization appoints new leadership.
  - c. Suspension of the organization's funding privileges for the remainder of the semester or academic year.
- C. Assigned sanctions should be based on the severity of the violation and precedent from prior violations and sanctions. The SGA Funding Committee should seek advice from their Advisor prior to issuing sanctions.
- D. The SGA Funding Committee reserves the right to pause review of pending budget allocations and suspend funding privileges for organizations that are being investigated for violations.
- E. Sanctions should be issued within 2 weeks of the SGA Funding Committee learning of a violation and sanctions should be recorded so that the SGA Funding Committee can keep track of violations, assigned sanctions, and sanction deadlines.
- F. Organizations are subject to regular audit of their financial history and events, conducted at the discretion of the SGA Funding Committee. Audit procedures include, but are not limited to:
  - a. Requiring organizations to submit information to Student Government Alliance after hosting Student Government Alliance -funded events.
  - b. Requiring organizations to submit records related to their events (e.g. receipts, photos, attendance logs).
  - c. In-person auditing an event by a member of the SGA Funding Committee or by the SGA Funding Committee.
  - d. Reviewing and evaluating financial receipts and information collected by the Student Activities Office.

### ***Section 7. Transparency Requirements***

- A. After each meeting, Student Government Alliance shall publish the total funds granted to each organization.
- B. Student Government Alliance shall maintain a public record of how much funding is requested, allocated, and rolled back by each student organization, and the purpose of these funds (including requests which were not approved).
- C. SGA Funding Committee members must recuse themselves from voting on funding allocations for organizations in which they are a member or have an unfair bias toward. The **Treasurer** is responsible for ensuring that members properly recuse themselves.
  - a. When members recuse themselves, the  $\frac{2}{3}$  majority required for funding is taken from the pool of non-recused members.
  - b. In cases where recusals lead to a tie, the Student Government Alliance President is responsible for breaking the tie.
- D. The Director of Student Activities shall send to the Student Government Alliance a breakdown of the Student Activities Fee spending for that academic year each June, including breakdowns of spending by the Campus Activities Board (CAB) and Media Board, which shall be published by Student Government Alliance in the minutes for the first Student Government Alliance meeting of the fall semester.
- E. The Campus Activities Board (CAB) and Media Board are subject to this bylaw and should adapt this language into their respective constitutions hereto.

### ***Section 8. Revisions***

- A. The thresholds and values stated in these codes shall be reevaluated by the Executive Committee every two years to ensure timeliness and accuracy.
- B. Thresholds and values shall be set by the Executive Committee so as to sustainably exhaust the Student Government Alliance- budget throughout the duration of the academic year and to be consistent with other College policies (e.g. the College-approved per diem for food and College-approved mileage reimbursement rate).

- C. Data from approved budgets, including allocations, proposals, and expenditures, shall be maintained by Student Government Alliance for at least five years after approval to inform future revisions to the codes.

***Section 9. The Student Government Alliance Discretionary Fund***

- A. The Purpose of The Discretionary Fund
  - a. The uses of the Discretionary Fund do not strictly apply to the funding codes already set.
  - b. The Discretionary Fund exists for use by the SGA Funding Committee, the Executive Committee, and all SGA Committees to develop Alliance-hosted student programming (such as projects and events hosted by class delegations and/or committees), to promote the Alliance, and to support leadership development and activities within the Alliance.
- B. Allocation of the Discretionary Fund
  - a. Discretionary Fund budget proposals must use the budget forms and templates used for other budget proposals.
  - b. Discretionary Fund budget proposals must be submitted at least one week before the scheduled event or expenditure. In the case of extenuating circumstances, a motion to allow late proposals must pass by  $\frac{3}{4}$  vote. Approval for using this fund requires a  $\frac{3}{4}$  vote of the SGA Funding Committee.
- C. Size of the Discretionary Fund
  - a. The Discretionary Fund will be set at \$15,000, with the provision that additional funds may be requested by the President or Executive Committee for the pursuit of specific initiatives, as long as cumulative discretionary spending for the semester does not exceed 10% of all Student Government Alliance funding.
  - b. At the end of the academic year, all funding left in the Discretionary Fund gets rolled back to Student Government Alliance as the parent budget.
  - c. In special circumstances, the SGA Funding Committee holds the right to override the 10% ceiling by a  $\frac{2}{3}$  vote.
  - d. If the contingency fund has been exhausted, the Student Government Alliance may, by a  $\frac{2}{3}$  vote, release any or all of the remaining funds to the contingency fund.
  - e. The size of the Discretionary Fund shall be reevaluated when deemed necessary by the SGA Funding Committee.