



**Elon University
Student Government Association
Finance Bylaws
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Article I: Funding Sources

A. Annual Student Activity Fees

- a. Student Activity Fees (SAF) are set at the discretion of the Elon University Board of Trustees. SAF are collected from all undergraduate Elon University students and are administered under the jurisdiction of the Vice President for Student Life.
- b. The Vice President for Student Life allocates a fixed amount of the SAF to SGA that is then distributed at the discretion of the SGA Finance Board and/or Senate during the following academic year under the advisement of the Student Government Association (SGA) Advisor(s).
- c. The Finance Board has been designated as the advisory/approval committee for allocating funds (up to \$5,000 per request) from this fixed amount of the SAF.
- d. For events exceeding \$5,000 the Finance Board must review the request and make a recommendation that will then be voted on by the SGA Senate.
- e. The SGA Senate must approve any changes to the Finance Bylaws.

B. Legislation

- a. All proposed legislation that authorizes funds for use from the SGA Reserve Fund should be presented to the Finance Board before being presented to the SGA Senate.
- b. A formal recommendation from the Finance Board will be given and presented by the VP of Finance to the SGA Senate with the proposal of the legislation.

C. Student Activity Fee Funding Vision

- a. To allocate the SAF in a way that maximizes the benefit for all undergraduate students, the SGA Finance Board seeks to promote an environment where:
 - i. Funds are primarily used for student organization activities.
 - ii. Events are inclusive and open in nature.
 - iii. Collaboration between student organizations is encouraged and emphasized in the interest of promoting campus unity.
 - iv. Events catering to large groups of students are balanced with those that cater to a smaller number.
 - v. Funding shall be spread out among a variety of organizations to ensure a wide array of events in all facets of campus life.
- b. Students should keep in mind that funding is limited, not all requests will be funded, and those approved may only be partially funded.

D. Acorn Fund

- a. While there are many mechanisms of monetary support for students interested in undergraduate research and planning/implementing events for the student body, the Student Government Association felt there was a need to provide financial support to individuals pursuing other projects and ideas. On May 1, 2014, SGA approved an endowment of \$175,000 for the creation of the Acorn Fund.
- b. The annual Acorn Fund is designated to financially support two Elon students/projects for an original, innovative, and feasible invention; a for-profit or non-profit company/organization; or other sustained initiatives with the potential

for positive impact beyond the classroom, aligning with SGA's priorities.

- c. Winning projects/ideas will be awarded based on the viability and feasibility of their concept, which includes but is not limited to the use of other campus initiatives that offer guidance and support to their ideas, projects, and/or ventures, and which provide business/professional counseling and support to student-led ventures and projects.
 - d. The Acorn Fund Manual provides a detailed explanation of that program, the selection criteria/process, and how students can use those funds.
- E. Micro-Grants
- a. In May 2009, the Student Government Association created a \$150,000 endowment to establish the SGA Fun Fund. In 2024, SGA voted to repurpose that fund to support ad hoc micro-grants for student applicants who have smaller requests to advance their innovative ideas. The Fun Fund has been renamed the Micro-Grants Fund and now falls under the Acorn Fund's stipulations regarding the dispersion of funds.
 - b. The Finance Board is the appointed selection committee for the Acorn Fund and, in turn, the Acorn Micro-Grants.

Article II: The Finance Board

A. Membership

- a. All members of the Finance Board must meet the SGA GPA requirement of 2.7 or higher and be in good student conduct standing.
- b. The Finance Board shall be composed of ten members including four (4) elected SGA Class Treasurers, four (4) non-senator representatives, the Assistant Comptroller, and the Vice President of Finance (VPF).
- c. The voting members of the Finance Board are as follows:
 - i. SGA First-Year Class Treasurer
 - ii. SGA Sophomore Class Treasurer
 - iii. SGA Junior Class Treasurer
 - iv. SGA Senior Class Treasurer
 - v. Four Non-Senator Representatives
 - vi. Assistant Comptroller of the Finance Board
- d. The Vice President of Finance (Comptroller) only votes in the case of a tie.
- e. The four (4) non-Senator Finance Board representatives will be elected by the student body during the SGA general election in the spring semester.
- f. All members of the Finance Board are required to complete onboarding and annual training, including but not limited to:
 - i. A review of the SGA Finance Bylaws;
 - ii. An overview of how SGA funding works; and
 - iii. An understanding of the different clusters of student organizations, their needs, and the role they play at the University.
- g. In the event of a vacancy, the VP of Finance will recommend an individual to the SGA Executive President. The President will present the nominee to the Senate

for review and confirmation.

- h. Members of the Finance Board fall under the jurisdiction of the SGA. If any member of the Finance Board neglects their duties, has excessive absences, or violates the Finance Bylaws, they are subject to the authority and disciplinary action of the SGA Review Board.
- B. SGA Vice President of Finance (VPF)
- a. The VPF serves as the Finance Board Comptroller and as a non-voting member (except in the case of a tie).
 - b. The VPF is responsible for:
 - i. All duties assigned in the SGA Constitution, Executive Bylaws, and Finance Bylaws;
 - ii. Proactively reaching out to student organizations to ensure they understand how to apply for funding through SGA; and
 - iii. Facilitating the weekly Finance Board meetings.
- C. Assistant Comptroller
- a. The Assistant Comptroller of the Finance Board will be appointed at the discretion of the VP of Finance with subsequent approval by the Senate.
 - b. The Assistant Comptroller is responsible for:
 - i. Conducting meetings and rendering decisions in the absence of the VPF;
 - ii. Sending follow-up emails to each organization regarding the decisions made by the Finance Board after each quarter's decisions have concluded;
 - iii. Logging the votes for each funding request and keeping detailed notes on the rationale for decisions;
 - iv. Reviewing inventory/equipment spreadsheet to identify an organization's prior similar purchase approvals;
 - v. Reviewing and reporting on completion of post-event forms;
 - vi. Organizing and executing the Acorn Fund and Acorn Micro-Grant award processes; and
 - vii. Assisting with other duties at the discretion of the Vice President of Finance regarding individual budget requests
- D. Finance Board Meetings
- a. The Finance Board typically meets at least once a week between the first and last days of class in the fall and spring semesters to vote on budget requests. The Finance Board will not meet between Reading Day and the last day of exams; however, they may meet during other breaks, i.e. J-Term and Summer, as deemed necessary by the Vice President of Finance.
 - b. Quorum must be met to run a Finance Board meeting and is set as five (5) out of the nine (9) voting members. A simple majority vote is required for a funding request to pass.
 - c. The board deliberations shall be closed, but all records of the votes shall be entered into the Senate Records.
 - d. The board may invite a student(s) or an organization's representative(s) to deliver a proposal or be present during deliberation of an allocation to provide additional

- information on the organization's behalf.
- e. Attendance is mandatory for all Finance Board members.
 - i. After accruing three (3) absences - excused or unexcused, the Vice President of Finance will send a warning via email to the Finance Board member within 48 hours of them accruing the third absence.
 - ii. After accruing four (4) absences - excused or unexcused, the Vice President of Finance will meet with the member.
 - iii. After accruing three (3) unexcused or five (5) absences in total, the member will attend a General Hearing with the Review Board. (The review process is fully outlined in the Review Board Bylaws.)

Article III: Eligibility for Funding and Budgets

- A. All SAF funded events must adhere to the University's nondiscrimination statement, the Student Handbook, the Honor Code, and the University's Code of Conduct.
 - a. Funding for SGA
 - i. SGA may use a portion of their annual SAF allocation (outside the quarterly budget review process) for the following expenses:
 - ii. Executive Board compensation
 - iii. Administrative fees and operational expenses
 - iv. Senate Dinner
 - v. SGA Retreat
 - vi. Organizational education and bonding events not to exceed \$2,500 per fiscal year
 - vii. The Dr. Leo M. Lambert Awards
 - viii. Administrative Professional Day Recognition
 - ix. The Academic Opportunities Fair
 - x. SGA One Phoenix Committee All-Student Tailgates
 - xi. Homecoming Royalty
 - xii. Fireside Chats and Town Halls
 - b. All SGA events outside of those listed above are required to request funding within the quarterly system and adhere to the Finance Bylaws.
- B. Undergraduate Student Organizations
 - a. Only undergraduate registered student organizations in good standing with Student Involvement and the Office of Student Conduct are eligible to receive funding through the Student Government Association.
 - b. Organizations which have requirements for membership including tryouts, auditions, receipt of an invitation for membership (bid), or academic criteria, are only eligible for funding for events which are open to the entire student body.
 - i. Open events are marketed to and genuinely of interest to the broader undergraduate student body rather than just members of their group. Examples of such events include tailgates, speaker events, campus-wide social events, and educational programs.

- c. Organizations must have completed all obligations directed and required by the VP of Finance and/or Finance Board for previous events in order to be considered for additional funding. These may include (but are not limited to):
 - i. Marketing efforts including financial support from SGA;
 - ii. Tracking attendance; and
 - iii. Post-event review.
- d. Several clusters of student organizations receive SAF funding at the discretion of the Vice President for Student Life or an alternative process through SGA prior to the allocation of SGA's funding for distribution. For this reason, organizations in the following categories are not eligible to receive operational funding from the Finance Board:
 - i. Campus Programs
 - ii. Club Sports
 - iii. Media Organizations
 - iv. Honorary Organizations
 - 1. Because these organizations are not open to all students and do not meet the standard funding eligibility requirements, a portion of SGA's budget (\$37,500) is set aside for these groups.
 - 2. This funding is transferred to the Provost's Office for their distribution to these honoraries.

C. Individuals

- a. Individual undergraduate students may apply for event funding, adhering to the same guidelines as organization requests.
 - i. Students must meet with the Vice President of Finance at least two months prior to submission to discuss the request. (If the funding request is greater than \$5,000 it must be submitted at least 90 days prior to the intended date.)
 - ii. Individuals may not submit requests on behalf of any groups that are not in good standing or are otherwise ineligible to receive SAF funding.
 - iii. These requests will be reviewed on a case-by-case basis by the Finance Board, reviewed by the Senate, and voted on as legislation (with funding coming from SGA's reserve fund).
- b. Individual undergraduate students are also eligible to apply for Acorn Fund and Micro-Grant awards.
- c. Graduate students are not eligible to receive SGA's SAF funding.

Article IV: Budget Decision Criteria

A. Quarterly Budget Requests

- a. Student organization funding is generally allocated on a quarterly basis through submission of a request in PhoenixCONNECT. Each budget request must include:
 - i. A description of the event;
 - ii. Expected attendance; and
 - iii. An itemized list of anticipated expenses.

B. Review and Approval Allowances

- a. All requests must be approved prior to any purchases made or contracts submitted.
- b. The following review and approval guidelines are in effect for the total cost of any budget request:
 - i. For funding requests up to \$4,999.99 the Finance Board makes the decision to approve or deny the request.
 - ii. For events at or exceeding \$5,000:
 1. After participating in the required “Major Event” training and meeting the submission deadline (minimum of 90 days prior to the intended event date), they are able to continue with the review/approval process.
 2. The group is invited to present their funding request to the Finance Board for review and clarification of expenses.
 3. If recommended to move forward by the Finance Board, the organization is invited to present their request to the Senate at an upcoming Business Meeting.
 - a. If the total request funding amount or any line-item significantly changes after approved by the Finance Board, the Vice President of Finance must be formally notified. Any such changes must be reviewed and confirmed before the Senate presentation.
 4. At the conclusion of the organization’s presentation to the Senate, the Vice President of Finance presents the recommendations and rationale from the Finance Board.
 5. The request requires a simple majority vote by the SGA Senate to be approved.
 6. The SGA Senate may pass the request with conditions or changes (increasing or decreasing the total) to the presented submission along with a rationale for the change.

C. Funding Decisions and Requirements

- a. The Finance Board will consider funding events that are open to all undergraduate students at Elon University and represent good stewardship of the SAF.
- b. Events may be fully funded, partially funded, or not funded.
- c. The Finance Board may reduce or increase allocations based on any information given in the request or during the presentation.
- d. Any organization that requests funding for an event and receives less-than-full funding will be provided with the Finance Board’s rationale for its decision.
- e. The Finance Board and/or Senate will consider the following factors to determine an event’s benefit to the undergraduate student body and prioritization for funding:
 - i. Student appeal;
 - ii. Experiential value (e.g. educational, cultural, entertainment);

- iii. Correlation to the university or student organization's mission statement;
 - iv. Strength of promotional plan;
 - v. Location (with priority given to on-campus events);
 - vi. Anticipated attendance (and the cost per participant);
 - vii. Co-sponsorship with other student organizations;
 - viii. Supports an inclusive and equitable campus culture;
 - ix. Planning details presented to the Finance Board (if requested);
 - x. Thorough completion of a budget request in accordance with deadlines; and
 - xi. Attendance/participation at the group's previous events.
- f. Allocation decisions of the Finance Board are generally communicated electronically within one week of the Finance Board's quarterly decisions.
 - g. Funds may only be spent on the items or services initially approved through budget requests. Unused funds may not be used for other purposes.
 - h. If any expenditure exceeds what was approved, both in items and monetary terms, it is the responsibility of the organization to cover the additional costs.
 - i. All events funded by SGA must be registered and listed on the Events page on PhoenixCONNECT.
 - j. Marketing (including PhoenixCONNECT) must bear the statement "funded by SGA" visibly and include the SGA logo on materials, including, but not limited to fliers, emails, event programs, tickets, and social media posts.
 - k. All SGA-funded events must track attendance and are encouraged to use the PhoenixCONNECT Check-In App.
 - i. This attendance tracking is submitted in the post-event form. Failure to comply may result in future funding restrictions.
 - ii. Exceptions require prior approval from the Vice President of Finance.
 - l. Organizations are required to complete and submit a post-event form within one (1) week following the conclusion of any funded event. The post-event form must include a summary of the event, attendance data, and an itemized list of actual expenditures. Failure to submit the form by the deadline may result in a suspension of future funding requests until compliance is achieved.
 - m. All requests for the purchase of equipment or physical assets must include a plan for storage.
 - i. Failure to demonstrate a storage plan (that ensures the organization and not an individual retains the items) may result in denial of funding or future funding restrictions.
 - ii. Exceptions require prior approval from the Vice President of Finance.
 - n. Rollover of Allocated Funds Between Quarters
 - i. Funds allocated by the Finance Board are approved for use within the specific quarter for which they are awarded and do not automatically roll over to subsequent quarters

- ii. An organization seeking to move unused, previously allocated funds from one quarter to a future quarter must request approval from the Vice President of Finance
- iii. The window to request a rollover of funds is limited to one (1) week into the following quarter. Requests submitted after this window will not be considered.
- o. The Finance Board reserves the right to perform audits of organization accounts, membership, and events. If an audit reveals evidence of mismanagement of funds, the student organization may lose access to future funding.

D. Supplemental Funding Guidelines

- a. The Finance Board may establish and communicate funding guidelines that go beyond those shared in these bylaws. These will be based on the totality of organization requests and availability of funding, with the intent of ensuring equitable funding for groups throughout the full academic year.
- b. Supplemental funding guidelines may be modified or adjusted by the Finance Board as needed to reflect fiscal priorities or changing campus needs.
- c. These guidelines will be communicated and applied consistently to all eligible student organizations.
- d. Supplemental funding guidelines shall not supersede the Finance Bylaws and shall not be applied retroactively to funding requests that have already received formal approval.

E. Deadlines

- a. Any individual/organization may petition the VP of Finance to submit a budget request after the set deadlines have passed, provided there is justification for extenuating circumstances that the request could not be submitted by the appropriate deadlines.
- b. It is the responsibility of the student organization to seek out deadlines and request information.
- c. The specific dates for each quarter shall be determined by the Vice President of Finance, approved by the Finance Board based on the Undergraduate Academic Calendar for that academic year, and publicly announced.
- d. Major Events (those at or exceeding \$5,000) have additional requirements.
 - i. The student organization leader(s) must participate in a “Major Event” training to ensure they understand the related host requirements, safety plans, and budgetary needs.
 - ii. These funding requests are submitted outside the typical quarter system and must be received a minimum of 90 days prior to the intended event date. (These require additional safety/emergency plans as well as Senate approval and time for effective campus-wide marketing.)
- e. Allocation decisions shall be made by the Finance Board the quarter before an order must be placed/purchased and/or the event is scheduled to be held so as to require organizations to plan ahead and ensure they have sufficient time to make purchases and complete contracts.

- f. Rollover of Allocated Funds Between Quarters
 - i. Funds allocated by the Finance Board are approved for use within the specific quarter for which they are awarded and do not automatically roll over to subsequent quarters
 - ii. An organization seeking to move unused, previously allocated funds from one quarter to a future quarter must request approval from the Vice President of Finance
 - iii. The window to request a rollover of funds is limited to one (1) week into the following quarter. Requests submitted after this window will not be considered.
- g. Quarterly Submission Timeline: All specific due dates are published on the SGA website and shared with all student organization presidents and treasurers.
 - i. Quarter 1:
 - 1. June 1st - October 31st
 - 2. Requests for Q1 spending/events must be submitted by the deadline in Q4 (in late spring of the prior academic year)
 - ii. Quarter 2:
 - 1. November 1st - January 31st
 - 2. Requests for Q2 spending/events must be submitted by the deadline in Q1 (typically in September)
 - iii. Quarter 3:
 - 1. February 1st- March 31st
 - 2. Requests for Q3 spending/events must be submitted by the deadline in Q2 (typically in November)
 - iv. Quarter 4:
 - 1. April 1st - May 31st
 - 2. Requests for Q4 spending/events must be submitted by the deadline in Q3 (typically in February)

Article V: Activity Expense Guidelines

- A. Limitations on types of events/activities: To ensure equitable funding to organizations and good stewardship of the Student Activity Fees, SGA and the Finance Board have established the following limitations for some types of activities.
 - a. Competitions
 - i. Competitions are central to the organization's mission and serve its educational and experiential purposes may receive limited funding.
 - ii. There are no limits on the number of competitions an organization can request funding for; however, requests will be considered alongside all other student organization requests.
 - b. Conferences
 - i. Due to the limited number of students able to participate, the high cost per student, and limited benefit to the organization, conference attendance is unable to be funded.

- c. Equipment Rentals
 - i. Equipment rentals for events may be funded if the venue equipment cannot meet the expectations of the planned event and the requestor has explored all on-campus options for obtaining adequate equipment.
 - ii. Essential materials and equipment may be funded if they are integral to an organization's events or activities, including but not limited to scientific, engineering, and culinary supplies. Items must directly contribute to the execution of the event.
- d. Off-Campus Events
 - i. Requests for off-campus events must include all standard information and demonstrate how the event aligns with the organization's mission and objectives.
 - ii. These events should provide educational, experiential, or community engagement benefits.
 - iii. SGA can allocate funding for off-campus events, with no limit on the number of off-campus events an organization can request funding for, provided they are directly connected to its mission.
 - iv. While fundable, preference is generally given to on-campus activities accessible to the maximum number of students possible.
- e. Political Events/Activities/Services
 - i. Political events, activities, and services may only be funded when they are educational in nature.
 - ii. Due to the institution's non-profit status, events that support the campaign of an individual candidate or party for a political office cannot be funded.
 - iii. All requests for political events must adhere to University policies and guidelines regarding speakers on campus.
- f. Religious Events and Activities
 - i. Religious events and activities funded by SGA must be open to all undergraduate students regardless of religious affiliation.
 - ii. Events may not discriminate based on a student's religious beliefs.
- g. Retreats
 - i. Requests for retreats must include all standard information and demonstrate how the experience will contribute to organizational development, collaboration, or team building.
 - ii. Retreats must align with the organization's mission and objectives.
 - iii. SGA can allocate funding for one retreat per organization per semester.
- h. Service Events
 - i. It is encouraged that community service events funded by SAF work with local and state partners.
 - ii. Direct financial donations/contributions to charitable or philanthropic groups may not be funded by SAF.

B. Fundable Items and Spending Caps

Groups should always search for the best price possible. To ensure equitable allocations, the following spending caps have been instituted for frequently requested items:

- a. Costumes/Uniforms/Props
 - i. Organizations are encouraged to rent unless items can be reused on an annual basis.
 - ii. If requested, purchase of costumes, uniforms, or props must be necessary for the creation and enhancement of the event.
 - iii. Should costumes and/or props be funded, items must be reusable and maintained at the expense of the organization, with inventory kept.
- b. Decorations
 - i. Decorations must be directly related to the theme, purpose, or educational, cultural, or experiential value of the event. Decorative items that do not meaningfully contribute to the event's objective may be reduced or denied.
 - ii. Maximum: Up to \$200 per event
- c. Food for Events
 - i. Food purchases/events/meals must follow University guidelines. Elon University Campus Dining, Harvest Table, has exclusive rights to sell and distribute food on campus.
 - ii. Organizations and individuals must obtain prior approval from Harvest Table/Catering to use any vendors outside of Elon's partnerships.
 - iii. Maximum: \$25 per person, per meal, including gratuity and tax (maximum 3 meals per day for on-campus events)
 - iv. Tips: Maximum of 20% on all services
 - v. Organizations hosting recurring meetings, including but not limited to chapter meetings and all-organization meetings, are permitted to allocate funding for food at a maximum of two (2) meetings per semester.
- d. Giveaways/Gifts/Prizes
 - i. Giveaways/gifts/prizes solely intended for the members of that particular student organization will not be funded by SGA.
 - ii. Giveaways are considered promotional items and distributed without cost with no expectation that the item be returned to the organization.
- e. Guest presenter/speaker gifts
 - i. SGA does not fund honorariums.
 - ii. A small gift of appreciation is allowed at \$20 total per recipient.
- f. Movie Rights
 - i. A copyright fee must be paid for all movies shown outside of a residence hall room.
 - ii. Movie Rights can be requested for events with an expected attendance that is larger than an average meeting and when the participant fee per student would be less than or equal to movie theater prices.

- g. Printed materials
 - i. Maximum: \$300 per event (including marketing for the event)
 - h. Prizes
 - i. Prizes are items that can be won during an event sponsored by an organization (i.e. trivia, or bingo).
 - ii. Prizes can be requested for events with an expected attendance that is larger than an average meeting.
 - iii. Prizes must be integral to the event and not merely serve as door prizes.
 - iv. Gift cards must be business specific (no Visa)
 - v. Maximum: \$30 per item
 - i. Open Tabs
 - i. Open tabs may not include the purchase of alcohol or merchandise under any circumstances. Any violations of this policy may result in the denial of future funding privileges.
 - ii. Open tabs must be tied to a structured and planned event (not including study sessions) and may not operate in a “grab and go” format or function as a transactional pickup period.
 - iii. The event must have a defined start time and run for a minimum of one hour.
 - iv. Funding is limited to one item per attendee.
 - v. The hosting organization must track attendance through an approved sign-in.
 - vi. Maximum: \$500/event with no more than 2 per semester
 - j. Organization Fair
 - i. Maximum: \$100/organization for each semester (Fall and Spring).
 - k. Tailgates
 - i. Student organization-sponsored tailgates can be funded if they are open to any undergraduate student rather than just student organization members.
 - ii. Maximum: \$500 per tailgate.
 - l. Travel (non-conference student travel)
 - i. Competition registration fees
 - ii. Gas for university vehicles only. (Funding for use of personal vehicles is not allowed.)
 - iii. Flight maximum: \$350 per student
- C. Non-fundable Items/Events
- a. Items, events, services, or trip expenses purchased prior to budget request approval.
 - b. Expenses for personal or private use. (This includes props or costumes that are not intended for use multiple times during the year.)
 - c. Alcohol, drugs, tobacco products, weapons, and items mimicking these items.
 - d. Direct contributions/donations to individuals, charities, charitable foundations, educational institutions, or other non-profit organizations.

- e. Fundraisers or any items that directly generate revenue for the organization's cash index.
- f. Membership selection events and other exclusive organization events requiring an invitation for participation or membership.
- g. Late fees/expediting charges/penalties of any type.
- h. Scholarships or tuition/fees for a curricular event or program, including study abroad/USA.
- i. Requests to fund graduate student events or activities.
- j. Local/National/International Membership Dues
- k. Organization promotional t-shirts
- l. Conferences
- m. University Department Events and/or Campus Programs
- n. Events where students are required to purchase a ticket
- o. Individual travel
- p. Events that support, endorse, oppose, or advocate for any political candidate, political party, or political campaign

Article VI: Purchasing Procedures

- A. All purchases must be preceded by the submission of the Purchase Request Form on PhoenixCONNECT, unless otherwise explicitly authorized by the Vice President of Finance.
- B. All purchases for approved items must be made by the Vice President of Finance, the Administrative Assistant in Student Development, or a university credit card checked out through the Administrative Assistant in Student Development.
- C. Purchases should not be made using a student's personal funds. Reimbursements will not be processed without prior approval.
- D. Allocated funds are event-specific and may not be combined, transferred, or pooled with allocations from other events or quarters.
- E. Any exceptions to this policy must be approved in advance by the Vice President of Finance.

Article VII: Overriding the Bylaws

- A. While it is important to note that the Finance Bylaws hold true for the majority of cases regarding Student Activity Fees allocated by SGA, it is also important to recognize that an exception may be needed on occasion.
- B. The Finance Board and/or Senate may override any portion of the Finance Bylaws on a case-by-case basis with a 2/3 majority vote of present members.
- C. Any override of the Finance Bylaws shall be specifically documented and disclosed when funding decisions are released to the Senate/student organization. Documentation must include the name of the organization, date of request, reason for override, and vote breakdown.
- D. Overrides do not set precedent for future decisions.

- E. This override clause is excluded for requests over \$5,000 which must be reviewed/approved by the SGA Senate.

Article VIII: Appeal Process

A. Grounds for Appeal

- a. The fact that the Finance Board did not fund a request in its entirety does not itself constitute grounds for an appeal.
- b. The appeal process will allow students/organizations to request decisions made by the VP of Finance, Finance Board, or Senate be reconsidered. An appeal may only be based upon the following criteria:
 - i. Established policies and procedures were not followed.
 - ii. The funding allocation decision was arbitrary or biased.
 - iii. The severity of consequences for mismanagement of funding allocations or failure to comply with marketing requirements was unnecessarily harsh in nature compared to the severity of the infraction.

B. Appeal Process

- a. If an organization chooses to appeal a decision rendered by the VP of Finance, the Finance Board, or the Senate they must submit an appeal request on PhoenixCONNECT within seven business days of the funding decision notification. The written appeal should include the following, when applicable:
 - i. The request for which the decision was made, along with all supporting materials;
 - ii. The funding decision;
 - iii. The Finance Board's rationale for the funding decision;
 - iv. Any other related communication from SGA; and
 - v. The criteria on which the appeal is based, noting the specific policies within the Finance Bylaws that were violated or the information/evidence related to a potentially arbitrary/biased decision.
- b. The SGA Review Board will receive the appeal and determine if the appeal has merit based on the aforementioned criteria.
- c. An appeal that has been found to have merit will typically be considered by the Review Board within five business days of receipt.

C. Appeal Decision

- a. Appeals will be made with a simple majority vote, and the board may:
 - i. Uphold the original decision
 - ii. Amend the decision to allocate funding for items not originally funded, but not exceeding the originally requested amount
- b. Once a decision has been made, the Executive Vice President will provide the rationale of its decision typically within five business days in an email to the student organization's president, treasurer (or funding requestor), and advisor; the Vice President of Finance and the Finance Board will be copied.
 - i. On appeal decisions over \$5,000 the Executive Vice President is encouraged to share relevant information about the decision with the Senate.

- c. Decisions made by the Review Board will not have precedent on future Finance Board decisions or appeals, and all appeals will be considered independently.
- d. The decision of the Review Board is final.
- e. In the event that SGA is the appealing organization, the Vice President for Student Life, or a designee, will make the decision on the appeal.

Article IX: Annual Budgets Allocated by the Vice President for Student Life

- A. The Finance Board recognizes that there are organizations that plan numerous events on a large scale, for which this model may not be feasible. For that reason, organizations that meet the following criteria are eligible to apply for a fixed SAF budget from the Vice President of Student Life:
 - a. Provide a service, events, and/or membership open to the entire undergraduate student body and are available throughout the academic year.
 - b. Have demonstrated proper spending habits, as evidenced through requests from the past year.
 - c. Are in good standing and have not been sanctioned/on probation within the past year.
 - d. Have a paid, full-time University faculty or staff member whose advising responsibilities are included in their job description. The advisor is responsible per their position description for assisting its student leaders in the proper administration of these Student Activity Fees.
- B. Organizations who feel they meet the above criteria must meet with the Vice President of Finance before submitting their request to the Finance Board.
- C. The Finance Board will review the request and submit a recommendation to the Vice President for Student Life who will communicate their decision to the requestor. No decision made by the Vice President for Student Life sets precedent for future decisions.
- D. If the Vice President for Student Life approves an organization to receive an annual budget, the student organization will only be eligible to apply to the Finance Board for additional SAF funding at the discretion of the VP of Finance.