

STUDENT ASSOCIATION

Syracuse University & State University of New York College of Environmental Science and Forestry



CODE OF STATUTES

statute four: **Student Activity Fee Financial Code**

Enacted: Monday, February 20, 1989
Last Revised: Monday, October 30, 2006

PREAMBLE.

In accordance and in addition to the preamble of the Association's Constitution, the Student Activity Fee, a self-imposed fee, exists as a right and for the benefit of the student body. It has been established for all students to benefit from the collective expenditure of each student's individual contribution through services and extra- and co-curricular programs. The student body shall have the right to have their needs and interests provided for equally. All decisions and actions concerning the allocation, designation and expenditure of the Student Activity Fee shall occur in this regard. By nature of their funding, all Student Activity Fee funded programs are owned by the student body. By student granted authority, the funding and implementation of all such programs are under the discretion of the Association.

This **Financial Code** shall outline the financial policies and guidelines of the Association, for the purpose, request, proposal, allocation, designation and expenditure of Student Activity Fee funds.

I. SA ACCOUNTING SYSTEM.

- A. All Student Activity Fee money collected from undergraduate students attending SU and SUNY-ESF for the regular school year (August-May) shall be placed in the SA Accounting System. All Student Activity Fee money collected for the summer sessions shall be directed to the **Division of Continuing Education and Summer Sessions**.
- B. For record keeping purposes, the SA Accounting System shall be categorized into two [2] separate funds: an operating/programming fund and a reserve fund.
- C. All organizations with the exception of New York Public Interest Research Group (NYPIRG), Student Legal Services (SLS) and SA shall be required to keep allocated operating funds within the SA Accounting System. All designated programming funds shall be kept within the SA Accounting System.
- D. Organizations may deposit funds into a miscellaneous account established for their group within the SA accounting system. Income generated through Article V of this code shall be deposited into this account.

II. GUIDELINES FOR THE RECEIPT OF FUNDS.

- A. There shall be an emphasis on indirect funding of organizations to provide more high-quality services and events for a larger number of students. There shall be an emphasis on funding programs which can not be funded through other sources of revenue.
- B. **RESPONSIBILITIES OF ORGANIZATIONS.**
 1. All religious organizations must be registered and in good standing with the **Office of the Dean of Hendrick's Chapel**. All social Greek letter organizations must be registered and in good standing with the Office of Student Life. All club sports organizations must register with the Department of Recreation Services. The following procedures must be followed in order to receive funding:
 - a. Organizations must have consulted with their organizational consultant in the Office of Student Life and must have the signature and/or stamp of approval from this staff member prior to the submission of the request/proposal.
 - b. Organizations must have completed the Office of Student Life programming checklist.
 - c. Budget Request Forms shall be completed to the satisfaction of the comptroller prior to submission. All organizations must be registered and in good standing with the Office of Student Life.
 - d. Prior to submitting requests to fund events, the organization must have consulted with Student Centers and Programming Services (SCPS) and obtained a written estimate from that office.
 - e. Prior to submitting requests to fund publications, the organization must have consulted with the University Publications Office and obtained a written estimate from that office.

2. All organizations shall have a minimum of one [1] and no more than two [2] Fiscal Agents. It is the Fiscal Agents responsibility to familiarize themselves with SA financial policies. The Fiscal Agent shall also oversee the organization's compliance in following SA financial policies. Organizations shall keep accurate, complete, and current financial records. All pertinent fiscal information, including audits shall be made available for review by the Comptroller, Finance Board or Assembly and shall submit them upon request.
3. All organizations are required to submit a current copy of their **Constitution** or **bylaws** to the comptroller before funding requests/proposals shall be heard. These documents shall be filed in the office of the Comptroller.
4. Organizations shall be required to demonstrate commitment and effort toward promoting the validity of their purpose through active campus participation and pursuit of additional outside revenues to fund requests/proposals. Organizations shall be evaluated on the viability of their structure, proposed activities, constitution and membership.
5. Student Legal Services shall establish and maintain a board of directors to reflect the campus community as well as the organization itself. The organization's board of director's shall maintain the organization's Constitution and **bylaws** and all such management policies with the following stipulations:
 - a. The board shall have one [1] seat for the Association President and one [1] for the Comptroller and Cabinet shall elect **three [3]** at-large members.
 - b. Board members shall be notified forty-eight [48] hours prior to any meeting. The board chair shall make or cause to be made available a typed agenda to all board members within twenty-four [24] hours of the scheduled meeting time. A majority vote of the board shall be required to amend the agenda.

C. RESTRICTIONS ON USE OF STUDENT ACTIVITY FEE FUNDS.

1. All events sponsored by the fee must be held on-campus or the following Syracuse area affiliated locations: the Sheraton University Hotel, Drumlins Country Club and Banquet Facilities, Chabad House, International Living Center, LGBT Resource Center, Off-Campus Student Services, Student Legal Services, Comstock Art Facility, Islamic Mosque, Alibrandi Catholic Center, Syracuse Stage, the Winnick Center, and the Community Folk Art, and other locations as determined by a 3/4th vote of the Finance Board. All events must also be open to any undergraduate student of SU and SUNY-ESF. The number of people who participate in, as well as those who benefit from an organization, service or event shall be considered. Should there be a set charge for tickets to a program/event, the Finance Board shall reserve the right to limit complementary tickets.
2. There shall be no funding of services or events currently available among existing Student Activity Fee funded organizations or University.
3. There shall be no funding of services, programs, events etc. which violate "separation of church and state."
4. There shall be no funding of any non-campus political organizations or candidates.
5. There shall be no funding for personal, recreational or social expenses (i.e. food, clothing, equipment) that do not benefit the University Community:
 - a. Food may only be funded where guest contracts require it.
 - b. There shall be no payment (ie. scholarships, stipends, or payments for services, etc.) to any matriculated student of Syracuse University or SUNY College of Environmental Science and Forestry, with the exception of the Association President and Comptroller.
 - c. There shall be no funding of awards, trophies, prizes or ceremonies commemorating individual or collective service.
 - d. There shall be no funding for student travel or transportation expenses.
 - e. There shall be no funding for the purchase of books, magazine subscriptions, or similar items at the discretion of the Finance Board.

Events may be designated as community service functions and may not be held to the aforementioned guidelines at the discretion of the Finance Board.
6. Conference funding shall be limited to the registration of three [3] students if the registration fee is less than one hundred fifty dollars [\$150.00] per student or two [2] students if the registration fee exceeds one hundred fifty dollars [\$150.00] per student.

D. PRINTED MATERIALS FUNDED BY THE FEE.

1. Upon obtaining the approval of the comptroller, an organization shall be authorized to use the copying and faxing facilities located in the Association Office, but shall be bound by all policies concerning their use and costs established by the Comptroller.
2. All Student Activity Fee funded advertising or advertising promoting a fee-funded program must blatantly display "*Your Student Activity Fee*" within the advertisement. This phrase for advertising 8.5" x 11" or larger must be at least in a minimum of twelve [12] point font size. Organizations whom violate this requirement may be subject to disciplinary action, at the discretion of the Finance Board. Such advertising shall be limited to student publications and media whose primary audience is the University Community.
3. Publications: magazines, newspapers or newsletters.
 - a. All publications must be distributed in an area generally accessible to all undergraduate students (e.g. Schine Student Center, residence halls).
 - b. All publications must blatantly display "*Published with Your Student Fee*", in a minimum of twelve [12] point font size on the front or back of the publication. Organizations whom violate this requirement may be subject to disciplinary action, at the discretion of the Finance Board.

- c. At least one [1] copy of all Student Activity Fee funded publications shall be submitted to the Comptroller for archival purposes. These publications shall be filed in the Comptroller's Office.

III. PROCEDURE FOR THE DISBURSEMENT OF STUDENT ACTIVITY FEE FUNDS.

- A. The Assembly by majority vote, may direct the Finance Board to oversee and/or conduct an opinion survey to assess student interests regarding the expenditure of the Student Activity Fee.
- B. The Cabinet shall draft each semester a vision for the funding and programming of the fee for the following semester. This vision shall be in the bill form of a *Proposal* and upon Cabinet approval it shall be placed on the Assembly agenda. Copies shall be made available in the SA Office.
- C. The Comptroller shall assist organizations in preparing their budget requests/proposals for operating/programming expenses. Student Activity Fee Allocations/Designations shall be categorized as follows:
 1. Conflict Management Center, Student Association, Student Legal Services, SU Ambulance, Citrus TV, WERW, and Z-89 may propose yearly budget requests for Allocated Operating Expenses. These organizations shall submit such requests by a date specified by the Comptroller.
 2. All organizations desiring programming funds shall prepare semester funding proposals which shall be Designated to the following categories:
 - a. Arts/Theatrical
 - b. Cinema
 - c. Community Service
 - d. Comedy
 - e. Concerts
 - f. Educational
 - g. Parties/Festivals
 - h. Speakers
 3. Publications shall be eligible for semester funding which shall be designated to the following categories:
 - a. Comedy
 - b. Culture
 - c. Entertainment
 - d. Informative
 - e. Newspaper
 - f. Other
- D. Organizations shall submit semester funding requests by a date specified by the Comptroller. Requests for funding of programs/publications that are to take place/be produced during the Spring semester shall be submitted, heard, and debated during the preceding Fall Semester. Requests for funding of programs/publications that are to take place/be produced during the Fall semester shall be submitted, heard, and debated during the preceding Spring Semester.
- E. The Comptroller shall give each organization's Fiscal Agent a minimum of twenty-four [24] hours prior notice before the Finance Board meets with the respective organization's fiscal agents to review their funding request(s)/proposal(s). The Assembly shall be given notice of all hearings through the SA's public email distribution list. During the hearing, the Fiscal Agent(s) shall be given time to introduce their organization, present their request(s)/proposal(s) and pose any questions/concerns that they might have to the Finance Board. The members of the Finance Board shall be given time to ask questions of the Fiscal Agents.
- F. During deliberations, the Finance Board shall make recommendations for the allocation/designation of funds. The Finance Board shall also suggest how the respective organizations could better address student interest and respond to the Assembly's vision.
 1. Deliberations shall be open to the public unless by four-fifths [4/5] affirmative vote of the board's voting membership.
 2. The Finance Board's recommendations for funding must respond to the Assembly's vision and be in compliance with this **Financial Code** and all other SA law. The Finance Board shall also consider the presentation of the request(s)/proposal(s) both in writing and at the hearing(s). Furthermore, the Finance Board may not recommend the over-allocation/designation of funds, creating a deficit in the SA Accounting System.
- G. Each organization's Fiscal Agent(s) shall receive a written letter or email from the Comptroller regarding the Finance Board's recommendation(s). The organization shall have two [2] class days time to request a second hearing with the Finance Board for a reconsideration request. Concerns of the organization shall be submitted to the Comptroller in writing prior to this hearing.
- H. The Comptroller shall introduce requests for operating expenses in the bill form of an *Allocation* and proposals for programming expenses in the bill form of a *Designation*.
- I. Following the introduction of any *Allocation* or *Designation*, the Assembly has the following options:
 1. The Assembly by majority vote may add any non-monetary statement/requirement to the bill. By two-thirds [2/3] affirmative vote the Assembly may revise or delete any non-monetary statement/requirement on the bill.

2. The Assembly by two-thirds [2/3] vote may refer any portion of the bill back to the Finance Board for further review and reconsideration. An Assembly rationale shall accompany any "motion to refer". The Assembly Representative who makes the "motion to refer" shall present this rationale to the Finance Board.
 3. The Assembly may approve the bill at any time from its introduction by majority vote.
- J. Each member of the Assembly shall be required to attend one half hour of deliberations, to improve transparency in the allocation process. One week before deliberations begin, the comptroller shall post the deliberation schedule in the Association office. Assembly members shall sign up for the time they will attend at least 48 hours prior to the meeting.

IV. GUIDELINES FOR THE EXPENDITURE OF ALLOCATED MONEY.

- A. The following shall be applicable for all organizations having funds within the SA Accounting System:
1. In requesting the expenditure of allocated funds an expenditure form shall be submitted to the Comptroller for approval. The Comptroller shall have the authority to deny the expenditure of any allocated funds kept within the SA Accounting System. The Finance Board shall have the authority to overturn denied expenditure requests by majority affirmative vote.
 2. No commitments, verbal or written, shall be made by any student organization until the expenditure request has been approved.
 3. Expenditures shall be debited to the appropriate line(s) in the organization's budget.
 4. Organizations desiring a transfer of funds between existing programs shall submit written rationale to the Comptroller. The Comptroller shall be granted authority to make such decisions, which may be overturned by majority vote of the finance board.
- B. Funds in miscellaneous accounts may be used to fund items not funded by the Student Activity Fee as stipulated in **Article II**, Section C. Miscellaneous funds may also be donated to charitable organizations.
- C. As per University policy, all purchases of goods or services must come from the appropriate University auxiliary department. The document "*Protocol For An Appeal For Permission To Make Significant Purchases From External Supplies Rather Than From General Auxiliaries*" can be obtained from the Office of Greek Life and Experiential Learning.

V. INCOME POLICIES.

- A. Upon request, a detailed financial report shall be prepared, following the program/event generating ticket revenue, and shall be presented to the Comptroller. The report shall contain all information regarding the number of tickets sold, ticket charge, total revenue, and cash receipts deposited. The officer of the organization that submits the report described shall be responsible for the accuracy of the submitted information.
- B. Any money generated through the expenditure of Student Activity Fee funds must be reported to the Comptroller within two [2]-weeks of receipt of funds.
1. Revenue obtained by charging students and/or the general public for programs/events/publications and any other fee-funded service or activity shall be deposited in the respective student organization's miscellaneous account.
 2. Revenue generated by an organization from means other than those listed in part 1 may be deposited in the SA Accounting system within the respective organization's miscellaneous account.

VI. CARRYOVER POLICY.

- A. Unused designated funds shall remain in an organization's account until the end of the semester. At the end of the semester, all designated funds remaining in an organization's accounts shall revert to the operating and programming fund.
- B. At the end of the fiscal year, all allocated funds remaining from that fiscal year's operating expenses shall revert to the operating and programming fund.
- C. With the exception of SA, at the end of the fiscal year, all funds remaining in miscellaneous accounts shall be transferred to the operating and programming fund.
- D. Any organizations that have overspent their allocated/designated funding shall have the amount overspent debited to their budget for the next fiscal year, when applicable.
- E. Any specific agreements concerning carryover shall be negotiated by the Comptroller and the concerned organization. Any agreement that conflicts with the aforementioned requirements shall be invalid unless approved by a two-thirds [2/3] affirmative vote of the Assembly.
- F. Funds from additional enrollment shall be placed in the operating and programming fund. The carryover funds shall be allocated in a rolling budget process, determined by the Comptroller, but similar to the semesterly budget allocations. The finance board must meet a minimum of once per month to hear carryover fund budget requests. The carryover allocations will comply with the following guidelines: 25% Contingency Funds, 75% Special Programming Funds. All registered undergraduate student organizations are eligible to apply for special programming funds.

VII. RESERVE FUND.

- A. Deposits to the reserve shall be taken from carryover generated from the fee, as defined in **Article VI**. Funds in the reserve should remain at a minimum of ten dollars [\$10.00] per student. In the event the balance of the reserve account falls below this minimum balance, the finance board shall, by majority vote, choose one of the following two actions to be taken:
 - 1. Transfer 100% of all income generated through Article V. Section B, Part 1 of this code, and deposit it into the reserve fund until such time as the minimum balance requirement is met. This proposal shall require a two-thirds vote by the Assembly for approval.
 - 2. Recommend a proposal to the Assembly that a lump sum of the Student Activity Fee be transferred to the reserve fund. This proposal shall require a two-thirds affirmative vote of the assembly for approval.
- B. In the event that the amount of funds collected from the student body for a fiscal year is less than the total funds allocated, funds from the reserve fund can be transferred to operating and programming fund to the cover the balance.
- C. If there is need for a capital expenditure and it can not be covered by the operating and programming fund, reserve funds from the can be transferred to cover the balance.
- D. All transference of funds from the reserve shall be in the form of a *Proposal*, having been approved by the Finance Board. A three-fourths [3/4] vote of the Assembly shall be needed for passage of any *Proposal* transferring funds from the reserve fund.

VIII. AUTHORITY.

- A. The Comptroller and/or the Finance Board in whole or in part, or any officer of the Association involved in the allocation, designation and authorization of the expenditure of Student Activity Fee funds shall not be threatened, intimidated, bribed or coerced on behalf of or from any individual and/or anyone associated with funding requests or proposals in any way shape or form.
- B. The Finance Board shall have the authority by two-thirds [2/3] affirmative vote to recommend to the Assembly the retraction of funds in the form of a *Proposal*. Upon passage by majority and subsequent enactment the respective funds shall revert to the operating and programming fund. The Assembly shall have the authority to order that the Finance Board consider a recommendation for such action.
- C. The Finance Board shall enforce all policy and Finance Board procedures as outlined in this code. Violations of this code shall be subject to Assembly or Finance Board action as recommended by the Judicial Review Board.

IX. AMENDMENT.

This **Financial Code** may be amended through legislation in the bill form of a *Proposal* having been approved by the Finance Board after having been approved by the Committee on AdOp. Amendments must receive a two-thirds [2/3] affirmative vote of the Assembly. Representatives of the Assembly shall receive previous notice for any vote concerning the revision of this code.

X. REPLACEMENT.

This code shall take effect on March 31, 1997. This code shall supersede and overrule any previous Association **Student Activity Fee Financial Code** as revised: (revisions made before the 39th might not be full)

(Bill 32-31: 02/20/89); (Bill 33-01: 10/23/89); (Bill 33-12: 11/06/89); (Bill 33-26: p01/22/90); (Bill 37-10: 02/15/94); (Bill 38-24:p12/05/94); (Bill 39-44: 02/14/96); (Bill 39-45: 02/14/96); (Bill 39-46: 02/14/96); (Bill 39-47: 02/14/96); (Bill 40-01: 10/02/96); (Bill 40-02: 10/02/96); (Bill 40-24: 10/24/96); (Bill 40-25: 10/24/96); (Bill 40-26: 10/24/96); (Bill 40-68: 02/25/97); (Bill 40-81: 05/07/97); (Bill 41-02: 10/24/97); (Bill 41-16: 10/21/97); (Bill 41-25: 11/25/97); (Bill 41-42: 03/18/98); (Bill 41-50: 04/13/98); (Bill 41-66: 09/09/98); (Bill 41-67: 09/09/98); (Bill 41-68: 09/09/98); (Bill 41-72: 09/16/98); (Bill 41-74: 09/16/98); (Bill 41-71: 09/17/98); (Bill 42-02: 09/28/98); (Bill 42-27: 09/09/98); (Bill 43-02: 02/01/99); (Bill 43-27: 05/03/99); (Bill 43-30: 09/13/99); (Bill 43-31: 10/18/99); (Bill 43-45: 11/08/99); (Bill 43-46: 11/08/99); (Bill 43-47: 11/08/99); (Bill 44-03: 01/24/00); (Bill 44-05: 02/07/00); (Bill 44-17: 03/06/00); (Bill 44-45: 04/19/00); (Bill 44-47: 04/24/00); (Bill 44-27: 04/27/00); (Bill 44-82: 10/16/00); (Bill 44-120:11/06/00); (Bill 45-38: 02/26/01); (Bill 45-104:04/23/01); (Bill 46-015:03/25/02); (Bill 46-119:10/21/02); (Bill 47-15: 03/31/03); (Bill 47-117: 09/22/03); (Bill 49-204, 10/31/05); (Bill 50-016, 50-017: 03/27/06); (Bill 50-147: 10/30/06);