

# Appropriation By-Laws

## Purpose

The Appropriations By-laws oversee proper organization in funding student groups and distributing Student Senate funds, and further defining the parameters within which these funds can be used.

## Article I. Committees

1. Appropriations Committee
  - i. The Appropriations Committee shall consist of the Chair of Appropriations, the Chair of the Finance Committee, and the Chair of the Audit Committee.
  - ii. The Appropriations Committee shall consist of two subcommittees: the Finance Committee and the Audit Committee.
  - iii. The Appropriations Committee shall consist of two subcommittees: the Finance Committee and the Audit Committee.
  - iv. The Appropriations Committee shall meet once per week for the first three weeks of each block to determine the Appropriations Committee's agenda presented before the General Assembly and to discuss priorities for each subcommittee.
2. Finance Committee
  - i. The Finance Committee shall be a subcommittee of the Appropriations Committee.
  - ii. The Finance Committee shall hold meetings of the first three Mondays of each block to consider requests for funding according to the Appropriations Procedures and By-Laws.
  - iii. The Finance Committee shall be headed by the Chair of the Finance Committee.
  - iv. The Finance Committee shall also consist of the Chair of Appropriations and at least four other members.
  - v. All members of the Finance Committee shall be approved by a majority vote of the General Assembly.
3. Audit Committee
  - i. The Audit Committee shall be a subcommittee of the Appropriations Committee.
  - ii. The Audit Committee shall hold one meeting per week for the first three weeks of each block.
  - iii. The Audit Committee shall be headed by the Chair of the Audit Committee.
    - a. The Audit Committee shall also consist of the Chair of Appropriations and at least four other members.
  - iv. The Audit Committee shall also consist of the Chair of Appropriation and at least four other members.
  - v. The Audit Committee shall be responsible for monitoring the use of finances by Senate recognized student organizations.
  - vi. Specifically the duties of the Audit Committee include:
    - a. Working with and teaching student organizations how to comply with Appropriations By-Laws;
    - b. Conducting other audits as dictated by Student Senate;
    - c. Working with the Business Office to retrieve account balances, check that organizations are following budgets, and to see if there are excess funds from previous events;
    - d. Retrieve financial updates from groups at least once per semester including ledgers, fundraising totals, and inventory updates.

- vii. All members of the Audit Committee shall be approved by a majority vote of the General Assembly.

## **Article II. Duties**

1. Chair of Appropriations
  - i. The Chair of Appropriations shall be responsible for all duties enumerated in the Student Senate Constitution.
  - ii. The Chair of Appropriations shall be responsible for overseeing the Finance and Audit committees.
  
2. Chair of the Finance Committee
  - i. The Chair of the Finance Committee shall be responsible for chairing the Finance Committee.
  - ii. The Chair of the Finance Committee shall be a member of the Appropriations Committee.
  - iii. The Chair of the Finance Committee shall be appointed by the Chair of Appropriations not later than one month after a Chair of Appropriations is elected or appointed, subject to a majority vote of the General Assembly.
  - iv. The Chair of the Finance Committee shall serve a term starting the day after the end of 9<sup>th</sup> block and serving until the end of 9<sup>th</sup> block the following academic year.
    - a. In the case, where a Chair of Appropriations is appointed or elected after 9<sup>th</sup> block but before the next scheduled executive board election, the chair of the Finance Committee shall serve for the rest of the academic year.
  - v. The Chair of the Finance Committee shall be responsible for maintaining Student Senate ledgers and financial documents.
  - vi. The Chair of the Finance Committee shall be responsible for conducting account transfers.
  - vii. In the event that a Chair of the Finance Committee is not appointed or resigns from office, the Chair of Appropriations shall undertake all responsibilities of the Chair of the Finance Committee.
  
3. Chair of the Audit Committee
  - i. The Chair of the Audit Committee shall be responsible for chairing the Audit Committee.
  - ii. The Chair of the Audit Committee shall be a member of the Appropriations Committee.
  - iii. The Chair of the Audit Committee shall be appointed by the Chair of Appropriations, subject to a majority vote of the General Assembly.
  - iv. The Chair of the Audit Committee shall serve a term starting the day after the end of 9<sup>th</sup> block and serving until the end of 9<sup>th</sup> block the following academic year.
    - a. In the case, where a Chair of Appropriations is appointed or elected after 9<sup>th</sup> block but before the next scheduled executive board election, the Chair of the Audit Committee shall serve for the rest of the academic year.
  - v. The Chair of the Audit Committee shall be responsible for maintaining records of all audits conducted by the committee.
  - vi. In the event that a Chair of the Audit Committee is not appointed or resigns from office, the Chair of Appropriations shall undertake all responsibilities of the Chair of the Audit Committee.

## **Article III. Appropriations Procedures**

The purpose of the student activity fee is to encourage and support activities that are open to and/or could benefit the student population.

1. The appropriation request procedure for the approval of appropriation requests shall be as follows:
  - i. An appropriations request form must be completed in order for a request to be considered:
  - ii. Requests must be received by the Chair of Appropriations and the Chair of Finance by 6:00 p.m. on a Sunday to be considered at the Monday Finance meeting and subsequent General Assembly meeting. A representative must be present at the Finance and General Assembly meetings at which the request is considered for the request to be approved:
  - iii. The Finance Committee shall review all requests received by the Sunday deadline at the immediate Monday meeting:
  - iv. Upon approval by a simple majority of the Finance Committee, the proposal will be presented for consideration at the next General Assembly meeting.
2. The Appropriations Committee shall hold meetings on the first three Mondays of each block to consider requests and determine the Appropriation Committee's agenda presented before the General Assembly.
2. Student Senate reserves the right to refer to the Finance Committee any motion brought before the Senate body which has not been previously reviewed by the committee.
3. All requests for the funding of an event must be approved before the event occurs. Student Senate will not, under any circumstances, approve funding requests retroactively.
4. Prior Presentation of must be given for motions made on behalf of the Committee in the following instances:
  - i. Senate Resolutions.
  - ii. Activity fee recommendations.
  - iii. Appropriations exceeding \$1,000 with the exception of the spring budget process.

#### **Article IV. Basic Funding Requirements**

1. Student Senate will not fund events that have occurred or have been advertised (e.g. banners, radio, newspapers, signs, block planners, etc.) prior to their approval. Group or individual sponsors are solely responsible for any advertising of their events.
  - i. Advertisements prior to funding may only be permitted to gauge interest or acquire commitments in a possible event. The Chair of Appropriations must be notified and then approve these advertisements.
2. In order for student groups to receive funding from Student Senate, groups must have an approved and current constitution on file with Student Senate.
  - i. Individuals not sponsored by a Senate approved organization requesting funds must be able to demonstrate departmental or office support by having an accredited faculty or staff member write a statement demonstrating support for the students.
3. Student Senate will only approve funds for an activity deemed by Student Senate the Appropriations Committee to be adequately planned and organized.

4. Groups seeking Senate funds must demonstrate to the Appropriations Committee and Senate that they have made an effort to find the lowest cost.
5. A representative of the group requesting funds must attend the Appropriations Committee meeting and the Senate meetings at which the request is being presented. The representative may not be a member of Student Senate or the Appropriations Committee.
  - i. The representative may be a member of Student Senate if the request is for a Senate operational expense, a Senate sponsored event, or a constituent contact event.
6. Requests to Student Senate for honoraria must meet all requirements set forth in the Honoraria By-Laws.

#### **Article V. Conferences and Trips**

1. Student Senate may fund transportation for people to attend conferences. The maximum amount for grounded transportation is to be set according to the College's policy on college-owned and privately-owned vehicles.
2. The Appropriations Committee can request the group or individual report back to Senate, the Cornellian, or any other appropriate body. If the committee stipulates as such, the procedure for reporting is as follows:
  - i. Explain how they can utilize their experiences to benefit the campus.
  - ii. Present, at a Senate meeting within the next four Senate meetings after returning, a summary of activities at the conference, and a plan for implementation of any ideas acquired there. Groups are responsible for contacting the Senate Vice President about the presentation of such a summary.
  - iii. Within one month of return, set up an interview with The Cornellian regarding their experience. Groups are responsible for contacting The Cornellian about deadlines and procedures, but The Cornellian is not obligated to publish a report of attendees' experiences.
3. Student Senate may provide funding for lodging, however student organizations must demonstrate that they have found the lowest cost option.
4. Failure to comply with this section may result in the individual or group being ineligible to receive similar funds in the current or subsequent year.
5. Senate funding for trips and conferences may be supplemental, and not completely cover all the costs of the trip.

#### **Article VI. Speakers, Performers, Etc.**

1. In the event that a student organization spends for \$600 or greater in order to bring an individual or group to campus to perform any service (speaking, performance, etc.), that organization shall request a 1099 reporting form from the Business Office no later than two weeks before the date of the engagement unless such individuals or groups are contracted through a management firm or agency. The completed 1099 reporting form must be submitted to the Cashier's Window no later than two business days after the engagement. This is necessary to be compliant with federal laws.
2. No student organization may contract any service without an approved budget or appropriations request. Student organizations can request an early review of their budget request for the upcoming academic year in order to receive permission to contract services in advance, but only if such contracts would then be obtained at reduced rates, or if the event must be booked in advance of the budget approval

(Example: reserving a facility for the Homecoming dance). Senate must approve multi-year contracts, and both the organization and the Chair of Appropriations must keep a record of the approval.

3. Should a student organization not abide by this section, the Chair of Appropriations, with approval of the Student Senate advisor, may freeze the organization's account and turn the matter over to the Dean of Students for possible disciplinary action.

#### **Article VII. Equipment and Materials**

1. Student Senate may fund the purchase of equipment that will remain with a student organization over a period of time (i.e., games, furniture, climbing ropes, etc), but these items are the property of Student Senate.
2. All lease-to-own agreements and loans must be approved by the Appropriations Committee.
3. Any organization with possession of equipment purchased with Student Senate funds must keep a full inventory of these items and submit this inventory to the Chair of Appropriations to be stored in public files. All equipment must be accounted for at the end of the year and placed in on-campus storage for the summer. Stolen or "missing" items may be grounds for a decrease or termination in funding.
4. All equipment purchased with Student Senate funds must be available to the student body when it is not in use by the student organization which possesses said equipment. A written request must be submitted to an officer of the student organization at least one week prior to the date the equipment is to be used. Terms of the equipment loan are subject to agreement by both parties. The lending organization may require that a member of their organization accompany the equipment to insure that the equipment is properly used. If an organization disagrees or is not compliant with this By-Law, the Chair of Appropriations, with the assistance of the President and Vice-President, will maintain discretion over the matter.
5. If an organization wishes to dispose of unused or obsolete equipment, the Appropriations Committee must first approve the sale of any item and the allocation of any subsequently generated funds. Sale or disposal of equipment prior to approval will be considered a misuse of Student Senate property and may be subject to disciplinary action.
6. If an organization dissolves, all property purchased with the student activity fee returns to Student Senate to be disposed of or reallocated.
7. Materials used by student organizations that are defined as consumable supplies (office supplies, yarn, paint, etc.), will be reported with equipment inventories as long as they are still available.
8. Student Senate must maintain paper and paint for use in creating banners for the Commons.
9. Student Senate must maintain a supply of buttons for the button machine. The buttons will be granted to groups through the same process as funding outlined in section II except that requests for buttons need not be approved by the Senate general assembly.

#### **Article VIII. Reserve Accounts**

1. Any student organization may establish a reserve account, with the approval of the Appropriations Committee.

2. The purpose of a reserve account is to save money over a period of years for larger purchases, as to not put extreme stress on the budget of the student organization or of Senate in any given year. The specific purpose for each reserve account should be written out and kept on file by both the organization and Student Senate.
3. Funds in a reserve account are to be used for the purchase of lasting equipment for that organization (i.e. computers, climbing ropes, swords, etc.).
4. Reserve accounts will be maintained separately from the organization's general account, and will not be reclaimed by Senate at the end of the academic year.
5. Termination of a reserve account funded by Senate will be at the discretion of the Appropriations Committee, and will result from mismanagement of the reserve account or if the account is no longer needed.
6. Funds can be placed in a reserve account in two ways: a specific appropriation from Senate or through fundraising by the student organization deposited specifically in the account.

### **Article IX. Fundraising**

1. Fundraising money is defined as any funds from a non-Senate source, such as donations, fundraising projects, or profits from products sold.
2. Student Senate encourages fundraising by individual groups, as Student Senate is not meant to be a sole source of financial support for groups. Groups are eligible to request up to \$75 per academic year to support fundraising efforts.
3. Student organizations are responsible for reporting fundraising totals to the Chair of Appropriations and the Business Office (as outlined in Article VII, Section 3).
4. Student organizations have complete control over money fundraised by their group.
5. If a student organization does a substantial amount of fundraising, they can request to establish a fundraising account to keep their fundraising money separate from Senate-allocated money and to ensure there is no confusion about the source of the funds.

### **Article X. Funding Restrictions**

1. Student Senate funded groups may not charge a fee for rental of their equipment. The individual who checks out the equipment is responsible for loss or damage incurred while the equipment is checked out.
2. Student Senate will not fund organizations that require membership dues or fines. Senate will, however, co-sponsor campus-wide events with these organizations. Co-sponsorship will be left to the discretion of Student Senate.
3. Student Senate will not consider funding for the purchase of clothing apparel unless it is to be used for one of the following:
  - i. Fundraising.
  - ii. Purchase of uniforms for athletic organization not provided by the Athletic Department.
  - iii. Purchase of costumes by groups not provided by a Fine Arts Department.
  - iv. Other special projects subject to approval by the Appropriations committee (i.e. Clothesline project).
4. No Student Senate money will be awarded as a cash prize by any group. Gift certificates must be pre-approved by the Chair of Appropriations.
5. Films that are purchased with Student Senate money must be placed in the Cornell Library for public use. Therefore, all films being placed in the library must be pre-

approved by the College Librarian before purchase. All licensing requirements must be met and fulfilled regarding the rental or purchase of any films funded by Student Senate.

6. Student Senate funds may not be used to purchase alcoholic beverages unless the organization making the request for funding provides with their request the endorsement of the Dean of Students.
7. Student Senate will not fund the purchase of food or beverages for general or regular meetings of any organization.
8. Any deviation from approved budgets and requests by any organization must be approved by the Student Senate. If deviations are made without approval, the Appropriations Committee may consider this a mismanagement of funds. Disciplinary actions concerning the mismanagement of funds will be recommended to the General Assembly, by the Appropriations Committee.
9. Student Senate funds may not be used to pay Cornell College student performers.
10. Student Senate will not provide funding for student activities that would offer or result in the receipt of academic credit, award or distinction.
11. Student Senate may not appropriate funds to groups for the purpose of gifts or donations. Student Senate reserves the right to donate money in the name of the entire Cornell College student body.

#### **Article XI. Records**

1. All groups funded by Student Senate are responsible for maintaining accurate financial records. This includes holding budgets, ledgers and receipts (for each and every credit and debit) for four years.
  - i. Student organizations must maintain a copy of financial records in electronic form.
2. Senate funds will be returned to the Senate General Account after the completion of each academic year. Funds will not be carried over into following academic year, with the exception of fundraised money and reserve account funds.
3. Student groups are responsible for turning in complete ledgers, equipment, inventories, and receipts by the end of 9<sup>th</sup> Block.
  - i. Student groups failing to turn in requested materials by the stated deadline may be subject to a loss or decrease of funding the following academic year.
4. The Appropriations Committee reserves the right to examine, at any time, all records for any Senate-funded expenses of a student organization. If discrepancies are found, The Committee also reserves the right to turn the matter over to the General Assembly and/or the Dean of Students for investigation. Student Senate reserves the right to audit organizations at any time, headed by the Chair of Appropriations.
5. Student Organizations failing to comply or cooperate during audits may be subject to a loss or decrease in funding for the following academic year.
6. All Senate funded groups must keep a separate sub-account in their ledgers for money raised through fundraising. Groups must also present to the Appropriations Chair and the Business Office the balance of the sub-account at the end of the school year so that Senate does not remove money that rightfully belongs to the group. Groups should retain a copy of such a notice in their financial records.

#### **Article XII. Annual Budget Process**

1. Spring Budget Allocation Process:
  - i. The Appropriations Committee must provide groups with budget requests and procedure forms at an informational meeting no later than the first Monday of 8th block.

- a. Students groups must have a representative at this meeting in order to receive a budget for the subsequent academic year. If a group cannot send a representative, they must set up another date with the Chair of Appropriations prior to the mandatory meeting.
- ii. Budget requests must be returned to the Appropriations Committee by the stated deadline.
- iii. Budgets will be reviewed by Student Senate no later than 9th block..
- iv. Senate approval of the budget for the following year must occur before the end of 9th block.
- v. The Chair of Appropriations is responsible for scheduling and publicizing the exact dates, times, and locations of the above mentioned meetings and deadlines.
- vi. The Chair of Appropriations shall make a good-faith effort to provide budget requests to the Senate General Assembly in advance of budget night/s, and update those materials as necessary.

## 2. Fall Budget Process:

- i. The Chair of Appropriations must provide groups with a budget ledger and envelope(s) for keeping receipts for the current academic year no later than the third Friday of 1st Block.
  - a. Students groups must have a representative at this meeting in order to receive a budget for the academic year. If a group cannot send a representative, they must set up another date with the Chair of Appropriations prior to the mandatory meeting.
- ii. Should a student organization request a budget during first block, the Chair of Appropriations shall withhold its approval until it may be reviewed by the Appropriations Committee.

## **Article XIII. Exceptions**

Student Senate acknowledges that opportunities for events or activities can emerge spontaneously, at a time when it is not possible for the established appropriations procedures to be followed. Requests for the funding of such activities may be approved if they meet the following criteria:

1. The genesis of the event and the event itself occur between Student Senate meetings; and
2. The groups or activity requesting funds must submit a request to the Chair of Appropriations stating why the event could not have been approved through regular procedure; and
3. Groups requesting funds can prove that they did not know about the event in time to follow normal request procedure. If the request is \$100 or less, the Chair of Appropriations may approve the request unilaterally. If the request is more that \$100 and less than \$1000, the Chair of Appropriations, the President, and the Vice-President all must concur that the request should be approved.

If requests are approved through the exceptions procedure, the Chair of Appropriations will announce the approval at the next Appropriations Committee and Senate meeting.

#### **Article XIV. Ethics in Committee Members**

1. All members of the Appropriations Committee, including the Chair, shall fully disclose their involvement in campus activities and organizations, at the beginning of the academic year, and again following that year's Executive Board elections.
2. If an Appropriation or Budget Request is brought before the Committee by an organization with which a committee member is affiliated, they shall immediately disclose this to the Committee and they shall remove themselves from the discussion and abstain from voting.
  - i. If the committee member fails to remove themselves, the Appropriations Committee shall remove that member from the discussion and count their vote as an abstention, pending majority vote.
3. If a member of the Committee feels a personal conflict of interest during an appropriations or budget request, they shall disclose this to the Committee.

#### **Article XV. Violation**

If a student organization is found to be in violation of the Constitution of Student Senate, these by-laws, or other stipulations and requests made by the Appropriations Committee and/or Student Senate, the following consequences may occur at the discretion of the Chair of Appropriations and the Executive Council of Student Senate.

1. Freezing of funds: the Chair of Appropriations would instruct the Business Office not to approve any transactions after a said date, but will honor outstanding checks and debts already incurred by the offending organization.
2. Groups may be placed under review and may be susceptible to a loss of future funding for up to one full year.

#### **Article XVI. Temporary Override of this Document**

Any provision of these By-Laws may be temporarily overridden for a specific duration given a 2/3 majority vote of Senate

Approved by Senate: January 6, 2009