Student Government Association FINANCE BOARD
ILLINOIS INSTITUTE OF TECHNOLOGY

Guidelines
Version 3.1 | October 13, 2018

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i.   MISSION

Finance Board aims to fairly allocate the Student Activity Fund (SAF) to promote student life and increase student involvement at Illinois Tech.

ii.   INTRODUCTION

The guidelines held within this document are the governing rules of Finance Board. Finance Board has the right to alter this document and/or their decisions at anytime, in order to better achieve the Finance Board and Student Activity Fund Mission in a fair and consistent manner. To formally alter this document, an amendment must be proposed and voted on as a Board; a two-thirds vote is required for any change to the Guidelines.

Within this document, all text displayed in standard black on white are governing guidelines. All text appearing in boxes such as these are provided as commentary to add further explanation on specific policies and provide context to Finance Board decisions to better aid student organization treasurers and presidents.

A. BOARD COMPOSITION

The Student Government Association (SGA) Finance Board shall consist of ten members, including the Chair, Vice Chair, Director, Editor, three Recorders, and three Advisors. All Board Members must be current Illinois Institute of Technology or Vandercook students and in good standing with the university.

1. POSITION SELECTION & TERM

(a) Finance Board Chair shall be elected at large during Student Government Association Executive Board Elections every spring. Incoming Finance Board Chairs shall assume duty at the first Hearing of the Fall Semester. Each Finance Board Chair shall serve a term of one academic year; there is no overall limit on number of terms. In the event that the Chair resigns or is removed mid-term, the Vice Chair shall take their place, following confirmation by the SGA Senate.

(b) Finance Board Vice Chair, Director, Editor, Recorders, and Advisors are appointed by the current Finance Board Chair. All appointed members must first be confirmed by the Student Government Association Senate before assuming duty. Incoming Finance Board Members shall assume duty at any point, in any semester, following Senate confirmation. There is no limit on length of service once a member is appointed and confirmed.

2. POSITION DUTIES

All Board Members are required to advise student organizations during Advising Week. In addition, all Board Members (with the exception of the Chair) hold a vote in all Board decisions.

(a) Finance Board Chair shall preside over all Finance Board Hearings and Internal Meetings. The Chair will also act as the Finance Board liaison to the Office of Campus Life (OCL) and meet with the SGA Advisor on a regular basis to discuss Finance Board matters. Additionally, the Chair shall attend all bi-weekly SGA Senate Meetings and SGA Judicial Board Hearings.

(b) Finance Board Vice Chair shall act as an aid and a main correspondent to the Chair and take the place of the Chair in the case of an absence at a Hearing or Internal Meeting. The Vice Chair shall also schedule all advising times and Internal Meetings.

(c) Finance Board Director shall act as the facilitator for all Finance Board Hearings. The Director will schedule all Hearings, including room reservations and procurement of food. The Director shall also assist the Editor in managing the Finance Board website as needed.

(d) Finance Board Editor shall act as the main public correspondent for Finance Board. The Editor is responsible for managing the Board's email account, calendar, and website.

(e) Finance Board Recorders shall act as the record-keepers of all decisions made during Finance Board Hearings and Internal Meetings. Recorders will keep a record of the reasoning for all Finance Board decisions and note these as required with budget deposits. Recorders will document meeting minutes during internal meetings. Recorders shall also be responsible for depositing all approved budget requests into student organization accounts in a timely manner.

(f)   Finance Board Advisors are voting members of the Board; however, hold no other duties aside from those assigned to all Board Members.

> Although only the Chair is required to attend SGA Senate meetings, all Finance Board members are encouraged to attend.

B.   BOARD PROCEDURES

The Student Government Association (SGA) Finance Board shall conduct six Hearings per year (three Hearings per semester). The last Hearing of each semester is limited to budget proposals for the following semester (with the exception of conferences/competitions). The Board shall review requests of all budget types at every Hearing.

1.   ADVISING PROCEDURE

(a)   Finance Board will hold Advising Week two weeks prior to each Hearing. Every organization is required to sign-up for a time to meet with an Advisor for Advising Week, by 11:59 p.m. the Sunday before Advising Week begins. Prior to attending advising, all organization budgets must be submitted online via the CollegiateLink budgeting system. Information on how to use the budgeting system is available on the Finance Board page of the SGA website.

(b)   During advising, a Finance Board Member will review said budgets with the organization representative. At this time, the budget submission will be reviewed for its adherence to the Finance Board Guidelines and that all required information is provided. Additionally, questions on the impact to students may be asked, and inclusion of supporting documents will be verified.

2.   HEARING PROCEDURE

(a)   Finance Board Hearings are open for any interested members of the Illinois Tech community to attend and observe. Student organizations are not permitted to present at Finance Board Hearings unless their appearance is requested by the Finance Board Chair. In the event they are asked to appear, organizations will be given no more than fifteen minutes to present their budget, unless the Chair allows more time for questions from the Board.

(b)   The Board will not deliberate on any organization's proposal unless a quorum of four voting members and the Chair (or acting Chair) are present. Each Board Member (with the exception of the Chair) shall have one vote. All decisions (unless otherwise stated in this document) shall require a simple majority vote. In the event of a tie, the Chair will cast the deciding vote.

(c)   Finance Board decisions will be made based on the policies listed within this document. Decisions of the Board will be made available on Hawklink within two days of the Hearing. If an organization does not receive their decision on Hawklink within two days of a Hearing, it is their responsibility to notify Finance Board of the delay.

(d)   In the event that a Finance Board advisor is to be affected by a conflict of interest in association with a student organization's budget, the Finance Board advisor shall excuse themselves temporarily while the remainder of Finance Board deliberates on the student organization's budget.

3.   SPECIAL HEARING PROCEDURE

Organizations may request a Special Hearing to propose for funds if situations exist that prevented them from proposing at a standard Hearing or to request

a transfer of funds from one event to another. Organizations are not permitted to attend Special Hearings.

    (a)   In order to request a Special Hearing for new funds, organizations must send a detailed email to Finance Board outlining the circumstances of the request and supporting documents justifying the cost. Such circumstances include but are not limited to: exact prices were not available at the time of the last Hearing, prices changed since when funds were allocated, or previously unforeseen items are now needed for an event.

    (b)   In order to transfer allocated funds from one purpose to another, organizations must complete a Change of Event Request (located on the SGA Hawklink page). Finance Board will review all Change of Event Requests in a Special Hearing, and directly contact the organizations with their decision.

4.   APPEAL PROCEDURE

Student organizations have two methods for appealing a Finance Board decision. They may either reach out to Finance Board directly to reconsider via an Appeal Hearing or file a Judicial Board appeal.

    (a)   Finance Board will review all appeals to their decisions sent to the Finance Board via email. If found to be a valid appeal, the Finance Board Chair may elect to hold, at their own discretion, an Appeal Hearing to further review the situation and as a Board will provide a response to the organization.

    (b)   If a Finance Board decision appears to violate these Guidelines, the SGA Bylaws, or SGA Constitution, an organization may file a formal appeal through the SGA Judicial Board, in accordance with Article LII, Section 5 of the SGA By-laws. To file an appeal, email SGA Judicial Board with the concern, or complete the form on the SGA Hawklink page. Any appeal to the Judicial Board must be made within one week of receiving a decision. Finance Board shall not review any proposals related to an ongoing Judicial Board Appeal.

> Although both methods serve similar purposes, a simple appeal to Finance Board with further clarifying information is preferred and often sufficient. Appeals through Judicial Board are geared toward organizations that feel Finance Board has gone against the Guidelines or is unfairly hearing their organization.

C.   ORGANIZATION REQUIREMENTS

Before any student organization may request funds from the Student Activity Fund, they must be in good standing with both the Office of Campus Life and SGA Finance Board. Organizations must be in good standing prior to Advising. Organizations removed from probation status between Advising and a Hearing must wait until the following Hearing to request funds. New organizations also carry additional requirements for funding.

1.   OFFICE OF CAMPUS LIFE PROBATION

    (a)   In order to stay in good standing with the Office of Campus Life, organizations must meet all yearly and semesterly requirements of registered organizations. Such requirements include, but may not be limited to: an approved

organization constitution, a President and Treasurer in good standing with the university (see Illinois Tech Student Handbook), a faculty advisor, and attendance of the organization President and Treasurer at a Student Organization LEAD @ Tech each semester. For full requirements of student organizations, visit the Office of Campus Life website or speak to a Campus Life professional staff member.

(b)   Failure to meet all requirements of student organizations, set forth by the Office of Campus Life, may result in probation (freeze of funds and travel ban) of the student organization whereby no organization funds can be spent or proposed for, or in extreme situations may result in dissolution of the organization.

2.   FINANCE BOARD PROBATION

(a)   In order to stay in good standing with the Student Government Association Finance Board, all uses of funding must adhere to the requirements within this document. Such requirements include, but are not limited to: stipulations associated with funding must be followed (i.e. if a conference is passed at 75% for 8 students, one may not take 6 students at 100% funding), funding must be used for items in original budget proposal (i.e. a lump sum of $1000 is passed for Project X, one may not use any of that money on Project Y without an approved Change of Event Request), funding must be used only for items open to all students (i.e. $600 is passed for a bus for an organization field trip, one may not use said funding for a field trip for a specific class). For full requirements, read the section on Limitations of Funding in this document, speak to a Finance Board Advisor, or email Finance Board at fb@iit.edu.

(b)   Failure to adhere to all requirements and limitations of funding may result in probation from the Student Activity Fund. The terms and length of probation shall be dealt with on a case-by-case basis depending on the offense and must be determined by a minimum 3/4 majority vote of the Finance Board. Terms of probation shall be carried out and monitored by the Office of Campus Life.

Cases of Finance Board Probation are exceedingly rare and should not be a concern for most organizations. This clause is only in place to prevent organizations from abusing the system and making it unfair for those that abide the rules.

3.   NEW ORGANIZATION STATUS

(a)   Organizations shall be considered "New" to Finance Board for the time they are recognized by the Student Government Association Senate. The "New" organization status shall remain for the student organization for up to one year set from the moment of recognition of Senate. The "New" organization status does not apply to organizations that existed for over 2 consecutive semester, were dissolved, and are now reinstated.

(b)   Organizations under New Organization Status shall be limited to a maximum funding of $4,000 per semester.

New Organization Status is not a punishment, it is a limitation put in place for organizations until they are able to prove a genuine need and place within the university.

D.   CATEGORIES & LIMITATIONS OF FUNDING

The following limitations on funding, although not a requirement for Finance Board, shall act as the standard, and for all intents and purposes be considered the maximum amount possible to be received in any given category. In the case of limited SAF funds, the Board, at its own discretion, may prioritize requests based on impact to student body, previous allocation, or organization spending history. All funds must be spent during the semester they were proposed for. Conferences & Competitions is the only type of funding able to be used during the summer.

1.   CAPITAL ITEMS

   (a)   Capital item funding is exclusively for reusable items that will be purchased and held within the MTCC basement (unless otherwise approved) and shall be available for use by any and all student organizations.
   (b)   Funding shall be determined on a case-by-case basis and may be funded as a total lump sum for items in the budget, at a certain percentage, or specific items individually funded.

2.   CAREER FAIRS & NETWORKING EVENTS

   (a)   Career fair and networking event funding is for any expenses associated with hosting such an event that immediately affect the Illinois Tech student body.
   (b)   Items that may be requested include, but are not limited to, food for students, Event Services fees for hosting the event.
   (c)   Career fair and networking event funding has additional requirements; see the section Career Fair & Networking Event Policies.

3.   CONFERENCES & COMPETITIONS

   (a)   Conference and competition funding is for expenses associated with attending conferences, competitions, workshops, or seminars. This category also includes uniforms required for competitions.
   (b)   Funding for near conferences/competitions (defined as within 50 miles) may only cover transportation expenses or lodging, whichever is the lesser, and registration fees.
   (c)   Funding for far conferences/competitions (defined as outside 50 miles) may cover transportation expenses, lodging, and registration fees.
   (d)   For either near or far conferences/competitions, transportation expenses and lodging may be funded at up to 75%, registration may be funded at up to 100%.
   (e)   Uniforms required for competitions shall be funded at up to 75% of the total cost.
   (f)   Food and ground transportation (i.e. hotel shuttle, taxi) shall not be funded while on conferences/competitions.
   (g)   Allocations for conferences/competitions shall be granted at a fixed per person percentage allocation, not a lump sum. Organizations shall be responsible for funding/charging/fundraising any remaining costs associated with transportation.
   (h)   A decrease to the number of attendees shall not result in an increase in the per person dollar amount funding. Additionally, a reduction in travel costs

shall not result in an increase in the per person percentage funding.

(i)   Conference and competition funding has additional requirements, see the section Conferences & Competitions Policies.

> When funds are limited, the Board may elect to either reduce the percentage funded per person or reduce the number of persons funded to travel. Additionally, the Board standard for funding lodging is at a rate of four persons per room.

4.   OPERATIONS

(a)   Operations funding is for operational costs associated with general printing.

(b)   General operational printing shall be funded at a maximum of $120 per semester.

5.   PRIZES & GIVEAWAYS

(a)   Prizes and giveaways funding is for expenses associated with prizes for competitions, organizational giveaways, and organization t-shirts.

(b)   Finance Board does not fund personal giveaways (i.e. bracelets, goody bags, stickers, buttons, organization paraphernalia) unless the success of an event is dependent upon it. In such cases, explicit per person funding will be specified.

(c)   Prizes for competitions shall be funded at a maximum of $200 per semester, per organization. Prizes may be physical items or Amazon Wishlists. Giftcards and TechCash will not be funded.

(d)   Organizational t-shirts may be funded at up to 50% of the total cost, once per academic year.

6.   PROGRAMMING

(a)   Programming funding is for all expenses associated with hosting on or off campus events that do not otherwise fall under the Career Fair or Conferences & Competitions categories.

(b)   Funding food for general body Meetings or other reoccurring events shall be funded at a maximum of $300 per semester.

(c)   Food for non-reoccurring events (i.e. barbecue or meet and greet) shall be funded at a maximum of $200 per event.

(d)   Food and other funds for movie events shall not be funded unless written proof of attainment of said movie license is provided, or written cost of movie license is provided and is requested at the same Hearing. All organizations must purchase the rights to any film to be shown. Organizations must work with the Office of Campus Life to obtain the license or a quote prior to Advising.

(e)   Honorariums for speakers shall be funded at a maximum of $50 per speaker. Speakers requesting further compensation must contract through the Office of Campus Life and request Finance Board funding via contract specifications.

(f)   All ticketed events must have tickets sold through the Office of Campus Life. Finance Board will provide stipulations as to ticket prices and number of tickets funded.

(g)   Field trips or similar events will generally be passed as a ticket sale in order

to offset the cost of the event. In cases where admission is free, and the only expense is transportation, Finance Board may elect to fund transportation in full, without a charge to students.

(h) Any events occurring in the Bog will not be funded at Finance Board Hearings. SAF funds have already been allocated for Bog events. Contact the Union Board Bog Vice President at bogevents@ubiit.org to schedule a Bog event.

(i) Finance Board shall not fund fundraising events unless the event is shown to have a positive impact on students regardless of the fundraising aspect. Additionally, any such event must be open to all students, funds may only directly benefit students, and students shall not be charged a fee to access the event or program.

(j) Food and other funds for speaker person events shall be funded at 50% of the cost and the remainder of the funds may be distributed once the student organization can provide speaker person confirmation both to SGA Finance Board and the Office of Campus Life. Food and other funds for speaker person events shall not be purchased until the student organization has secured 100% of funding for the speaker person event.

> Rarely will the Board fund any aspect of a fundraiser-based event; so, in such requests, it is suggested to fully detail how such an event benefits the student body, aside from the merely the fundraiser recipient.

7. PROJECTS

(a) Projects funding is for all expenses associated with developing and maintaining projects for competitions, organization projects, or university improvement projects.

(b) Projects that are coupled with a competition shall be funded under the Projects category, whereas transport of project or travel to said competition shall fall under the Conferences & Competitions category.

(c) Projects may be funded as a total lump sum for items in the budget, at a certain percentage, or specific items individually funded.

(d) It is suggested that projects be requested no more than once per semester, preferably at the third Hearing of the semester.

> The Board openly welcomes project updates directly via email, and to the entire student body via advertising, throughout the semester to see where funds are being spent.

8. OTHER

(a) Other funding is open-ended for expenses that do not fall under any other category of funding.

(b) Organizational dues (not individual dues) may be funded if it is a necessity for the organization to remain an official charter of their national organization.

(c) Other funding shall be granted on a case-by-case basis and may be funded in any manner that the Board sees fit.

E. CAREER FAIR & NETWORKING EVENT POLICIES

Proposed career fairs and networking events should target the largest subset of students possible, spanning multiple colleges and majors to ensure maximum impact on the student body. Proposed events should also differ from other yearly events and offer a variety of connections to students.

1.   OFFICE OF CAREER SERVICES

  (a)   Prior to seeking Student Activity Fund funding, organizations must reach out
         to the Office or Career Services and confirm administration cooperation.

2.   DELIVERABLES

  (a)   A bulleted list, including date of event, location of event, all associated organizations, expected
         number of students, colleges/majors represented, and price per person.
  (b)   Proof of company interest (written proof or prior successful event).
  (c)   Written proof of Career Services involvement.

> The Office of Career Services is a powerful aid for Career Fairs and has vast resources for putting on
> such events. Many organizations will find that funding through this office is sufficient and may not
> even need to request SAF funds.

F.   CONFERENCES & COMPETITIONS POLICIES

Events to be categorized as conferences or competitions are of the following types: national/regional
organizational conferences/conventions, symposiums, research seminars, and off-campus skills/training and
leadership workshops.

1.   TIMING

  (a)   Requests for funding for travel to domestic conferences and competitions must occur a
         minimum of 6 weeks prior to the start of said conference or competition (therefore, allow a
         minimum of 6 weeks after a Hearing, minimum 8 weeks after Advising).
  (b)   Requests for funding for travel to international conferences and competitions must occur a
         minimum of 1 semester prior to the start of said conference or competition.

2.   DELIVERABLES

  (a)   Proof of interest by a large portion of the student body must be provided/ proved during
         Advising. An example of this can be a written document/presentation with goals of what to be
         gained and how it will affect the student body.
  (b)   A plan to spread the information gained at the conference must be provided. Suggestions
         include but are not limited to: a workshop teaching skills that were gained, a presentation
         focusing on the knowledge gained at the conference, or another event/activity to inform the
         student body as a whole.

> Although eight weeks is the only time requirement for domestic conferences, preference is typically
> given to organizations that plan in advance, as they are often more cost effective and result in a lower
> price per person.

G.   CUTS & DENIALS OF FUNDING

When an event or request is reduced to $0 funding, it may have been "Cut" or "Denied". The specific verbiage is correlated to the possibility of future funding of such a proposal.

1.   CUT ITEMS

(a)   Items that are considered "Cut" will simply not been funded at this time. This could occur for a variety of reasons, as outlined in section G.3. Items listed as "Cut" may be re-proposed for at anytime, including at a later Hearing or a Special Hearing.
(b)   Organizations retain the right to file a SGA Judicial Board appeal for Cut items.

2.   DENIED ITEMS

(a)   Items that are considered "Denied" explicitly go against Finance Board Guidelines or have otherwise been considered especially inappropriate of SAF funding. Items listed as "Denied" may not be re-proposed for again, at any future Hearing or a Special Hearing.
(b)   Organizations retain the right to a SGA Judicial Board appeal for Denied items.

3.   POSSIBLE REASONS FOR REDUCTION TO ZERO

(a)   The request is for individual membership fees (organizational fees may be funded in accordance with Section D.8(b) however).
(b)   A lack of diversity of events proposed during this Hearing or overlapping events due to similar proposals.
(c)   The event lacks aspects which would enhance the student body or further the mission of the Student Activity Fund.
(d)   The request is for food that is not essential to the success of the event.
(e)   The request is for alcohol or a bartender (regardless if for students or outside guests)
(f)   Lack of organizational effort to receive sources of outside funding.
(g)   Missing or incomplete supporting documents.
(h)   The event proposed for is not in line with the mission of the organization.
(i)   The proposal is for an amount greater than that which was discussed during Advising.
(j)   The event is to occur in the Bog. See Section D.6(h) for information on Bog funding.
(k)   The proposal is for the reimbursement of funds already spent.
(l)   The proposal is requesting funds that will be spent on individuals besides Illinois Tech or Vandercook.
(m)   The event is fiscally irresponsible, such as too high cost per person or there is nothing to gain from the event.

H.   SUPPORTING DOCUMENTS

All SAF budget requests submitted to Finance Board must include supporting documents. Supporting documents may include screenshots from a website exhibiting item cost, scans

of vendor proposals or quotes, or receipts from previous years as an estimation for current cost. Only one supporting document should be submitted per organization (include all re- quested items on the same document).

> The preferred method for submitting supporting documents is via a Google Doc publicly shared on the web. All screenshots should be in list form and follow the same order of the budget.

I.   CONTACT INFORMATION

When in doubt of information surrounding Finance Board and their procedures, visit the Illinois Tech Student Government website (sga.iit.edu). If concerns persist, utilize the following contacts.

1.   FINANCE BOARD

    (a)   General Finance Board: fb@iit.edu
    (b)   Finance Board Chair: fbchair@iit.edu

2.   JUDICIAL BOARD

    (a)   General Judicial Board: sgajboard@iit.edu

3.   STUDENT GOVERNMENT ASSOCIATION

    (a)   General Student Government: sga@iit.edu

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