Students’ Association Appropriation Committee

Policy and Procedure Manual

Part 1. Relevant Bylaws

Part 2. Operations, Policies and Procedures

Responsibilities

1. Appropriations Committee
   A. The Appropriations Committee shall have the power and responsibility to:
      1. Accept, reject, or modify the financial proposals of any SA-funded group.
      2. Act as the sole bank for all SA-funded groups, responsible for the disbursement of all SA funds.
         a. Banking shall involve all transactions in relation to the payment of expenses according to the
            procedures outlined in this PPM.
         b. Banking shall not include loans of any kind.
      3. Ratify an Accountant’s decision to freeze the funds of any SA-recognized or SA-funded group.
      4. Act as an arbiter with any groups that bank with it.
      5. Work with the President, the Senate, the Policy and Review Committee, and the Student Government
         Advisor to establish and administer policies pertaining to the funding of student groups and activities.

2. Treasurer
   A. The Treasurer is responsible for all administrative and office decisions.
   B. The Treasurer is responsible for all personnel decisions and the organization of the committee.
   C. The Treasurer, along with the Policy Chair, must meet with the business manager of a group, as well as the
      group’s adviser, if that group is overspent by any amount greater than $500, in order to discuss the group’s
      future.
   D. The Treasurer shall represent the committee to all groups including but not limited: to student groups,
      Senate, Steering, the Student Activities Office, and to University Committees.
   E. The Treasurer shall convene and chair all Appropriations Committee meetings, or designate another student
      member of the Appropriations Committee to do so.
      1. The designee may only vote to break a tie.
      2. The Treasurer shall be a nonvoting member of the designee-chaired meeting.
   F. The Treasurer reserves the right to delegate their authority in any of the above to the deputy treasurer when
      necessary or appropriate.

3. Deputy Treasurer
   A. The Treasurer may appoint a Deputy Treasurer.
      1. Appointment process is at the discretion of the Treasurer.
   B. The Deputy Treasurer must be a member of the Appropriations Committee and may be a Senator.
   C. The Deputy Treasurer shall take minutes at all Committee meetings, including pro and con arguments.
   D. The Deputy Treasurer shall take attendance at all Committee meetings.
   E. The Deputy Treasurer shall record all vote totals.
   F. The Deputy Treasurer shall have voting privileges.
   G. The Deputy Treasurer shall represent the Treasurer when the Treasurer cannot attend.
   H. The Deputy Treasurer can sit on Policy & Review as a non-voting member to provide the committee with
      relevant background information on SA Funded Groups.
   I. The Deputy Treasurer shall be the Business Manager of the SA Government.

4. Accountants
A. Accountants shall oversee the day-to-day financial matters of one or more student organizations.
   1. One Accountant shall only manage club sports organizations.
      a. Club Sports Accountant is the Business Manager of Club Sports and is selected by the Club Sports Council.

B. Accountants shall certify all expenditures for groups.
   1. Accountants may disallow expenditures within reasonable doubt.
   2. If a group desires to reallocate some of its expenses from one event to another, the decision will be left to the discretion of that particular group’s student accountant. If there is any income meant to be generated from the initial event, the same amount must be transferred over to the event receiving the reallocated funds.

C. Accountants shall assist business managers in the preparation of their group’s budget.
   1. Accountants must meet with all business managers at least once a semester. If the business manager of a group remains inactive, the accountant may freeze the group’s account until a meeting with the business manager is arranged.

D. Accountants shall recommend freezing the funds of any group that they feel has been improperly spending their funds or are in arrears with the Appropriation Committee or their Accountant.

E. Accountants shall regularly maintain office hours in the SAAC office as required by the Treasurer.
   1. Repeated absences from office hours, as determined by the Treasurer, are grounds for removal.
   2. Accountants are required to hold office hours four times a week for one hour.

F. Accountants shall regularly attend weekly committee meetings.

G. Absences from office hours or committee meetings must be pre-approved by the Treasurer.
   1. Three unexcused absences constitute grounds for removal.

5. Senators
   A. Senators shall regularly attend all Committee meetings.
      1. Three unexcused absences constitute grounds for removal.
   B. Senators shall thoughtfully deliberate on all committee matters.
   C. Senators shall participate and aid in the work of the Committee.
   D. Senators shall be involved in the Final Budgeting process.
   E. All committee members may not bring discussions from Senate meetings (or any other meetings) during supplemental funding, which are not pertinent to the group presenting their case to the committee.

6. Policy Chair
   A. The Policy Chair or a designee may sit on the committee as a non-voting member to provide Policy related information.

7. Advisor
   A. The Advisor shall provide assistance and advice to the Treasurer and the Committee.
   B. The Advisor shall attend all Committee meetings or assign, in writing, a designee.
   C. The Advisor may be put on the Speaker’s List.
   D. The Advisor shall vote on supplemental requests, but not on Accountant appointments.

8. Outgoing Treasurer
   A. The outgoing Treasurer shall serve as a voting member and advisor to the Appropriations Committee for the remainder of the semester in which he or she left office, provided that he or she was not removed from office.

Section 9. New Accountants
   A. New Accountants shall not have group management responsibilities until designated by the Treasurer.
   B. New Accountants shall not receive voting privileges until designated by the Treasurer.
   C. Accountant representation from all class years, though not obligatory, is strongly recommended.

II. Meetings

1. Rules of Order
   A. The Appropriations Committee shall meet as necessary or as determined by the Treasurer.
   B. Meetings shall be run according to Robert’s Rules of Order or modified version as determined acceptable by the Treasurer.
C. The Treasurer shall have final authority to rule on all matters of interpretation of the Bylaws and PPMs that are directly or tangentially related to matters of the appropriation committee during meetings, unless overruled by a two-thirds vote of quorum of the Committee.

2. Attendance
   A. Rules of attendance shall be as follows:
      1. All members of the Committee shall attend every meeting unless excused by the Treasurer.
      2. Any Students’ Association member may attend Committee meetings unless specified in the rules of order.
      3. The Treasurer may direct an observer to leave the meeting if that observer is distracting or disturbing the business of the Committee.
      4. Any member of the Committee with two unexcused or a total of four absences during a term from scheduled SAAC meetings shall be automatically put on the next meetings agenda for consideration of removal.

3. Voting
   A. A quorum shall consist of two-thirds plus one of the members of the Appropriations Committee with at least two senator in attendance.
      1. New Accountants shall not count against quorum until designated by the Treasurer.
   B. All decisions on primary motions shall be arrived at by simple majority using a roll-call vote unless otherwise specified in the rules of order.
   C. All decisions on requests less than $300 may be made by the Treasurer in consultation with the Advisor and SA Staff Accountant.
   D. Only Student Accountants, SAAC Senators, and the Advisor or designee shall have voting rights.

4. Final Budgeting
   A. During Final Budgeting, a tentative budget shall be reviewed and/or amended by the committee members.
   B. The President shall have the ability to be on the speaker’s list during final budgeting. If the President cannot attend, then the Vice President shall be the only alternate.
   C. A Business Manager’s meeting must be held annually prior to beginning the final budgeting process.
      1. Newly formed SA recognized groups are limited to receiving initial funding of $0-$500 and are encouraged to request supplemental funding.

5. Appeals
   A. Any Students’ Association member may challenge the decision of the Appropriations Committee by first submitting an official appeal to the Treasurer. The Treasurer shall put the appeal on the agenda for the next committee meeting.
   B. Any Students’ Association member may then challenge the second decision of the Appropriations Committee by submitting an official appeal to the Speaker of the Senate. At the next meeting of the Steering Committee, the Speaker shall put the appeal on the agenda for the next Senate meeting.
   C. The Senate may request whatever additional material is needed to reach its decision.
   D. An override of the Appropriation Committee's decision requires a two-thirds majority vote of the Senate.

III. Selection Process

1. Treasurer
   A. The Treasurer shall be selected by the following process:
      1. The process for nominating and voting for candidates shall be as follows:
         a. The outgoing Treasurer shall open the floor for nominations.
         b. Candidates may make opening remarks, and are required to yield after ten minutes.
         c. They will then be interviewed by the Committee, who must also yield upon 10 minutes in the absence of the other candidates. The Committee will include both the speaker-elect and president-elect of the SA government.
         d. The Committee shall deliberate in Executive Session.
         e. All members of the Committee present, except the speaker-elect, the president-elect and current Treasurer, shall vote by secret ballot; the outgoing Treasurer and Advisor shall count the ballots.
         f. A candidate must receive a majority of votes of the Committee.
If no candidate receives a majority vote on the first vote, the Treasurer will open the floor for discussion followed by a re-voting between the top two remaining candidates. If an additional tie occurs, the Treasurer will open the floor for discussion one final time and there will be one more vote. If a tie re-occurs, the outgoing Treasurer shall cast the deciding vote.

2. In the event the Treasurer is seeking re-election, a designee shall chair the election.
3. The president-elect of SA government shall have a meeting with the Treasurer-elect to discuss administration goals. After which the president shall nominate the Treasurer-elect to the Senate for confirmation.
4. The Treasurer and the Treasurer’s selected Deputy shall be confirmed by a majority vote of the Senate.

The Treasurer shall remain in office until the completion of their term, removal or resignation.
1. Process of removal and resignation shall be found in the Bylaws.
2. If the Treasurer is removed or resigns, the selection process in this article shall be repeated.

2. Transfer of Power
A. Upon Senate confirmation, the outgoing Treasurer shall transfer all powers and responsibilities to the incoming Treasurer.
B. In the event that the incoming Treasurer is an Accountant, the outgoing Treasurer shall assume those Accountant’s responsibilities and shall be a full voting member of the Appropriations Committee.
C. The outgoing Treasurer is responsible for a quick and sufficient transition with the incoming Treasurer.

3. Accountants
A. Accountants shall be selected by the following process:
   1. The Committee shall convene in the Spring semester to make appointments for vacancies that will open in the Fall semester. Accountants will be appointed in accordance with the process outlined in the Student Accountant Selection Manual.
      a. The Committee may also convene at the start of the Fall semester to make appointments for vacancies.
      b. The Committee may also convene as necessary to fill mid-year vacancies.
   2. The voting process for Student Accountant Appointments should be as follows:
      a. The Treasurer shall indicate the number of appointments to be made.
      b. Committee members excluding the Advisor will vote to fill one vacancy at a time, the candidate that wins the most votes in each round of voting shall be the one selected to fill the vacancy.
      i. i.e. if there are 3 vacancies to be filled then the committee will vote three different times.
      c. After each round of voting Treasurer must announce the candidate with the most votes. This allows individual committee members if they wish, to adjust their vote in the second round if their first choice did not win the vote in the first round.
      d. If there is a tie in any round of voting the Treasurer will cast the deciding vote.
   3. One Accountant shall be the business manager for the Club Sports Council.
      a. The Club Sports Council business manager shall be selected in the same manner as the other officers of the Council.
   4. All Accountants shall be confirmed by a majority vote of the Senate.
B. Accountants shall remain in office until they graduate, resign, or are removed from office.
1. Process of removals and resignations shall be found in the Bylaws.

4. Senators
A. The Senate shall select three to five senators to serve on the Appropriation Committee.
   1. Selection procedure may be found in Senate’s PPM under “Selection Process.”

IV. Policies and Criteria
1. The Appropriations Committee shall follow the guidelines for funding groups as described in Article VI of the Bylaws and in accordance with the guidelines in the Business Manager’s handbook.
   A. Coaches – a maximum of \( \frac{1}{2} \) of the coaching and instructor fees will be covered by the Committee.
   B. Entrance Fees – events whose expenses exceed $1,000 must charge an entrance fee to the event.
   1. Exceptions:
      a. During a supplemental funding hearing or upon request the committee can decide to waive this rule for a student group.
i. During a supplemental funding hearing or upon request the committee can decide to waive
this rule for a student group.
ii. The group must strongly demonstrate that such a waiver is necessary
iii. The committee must agree by two-thirds vote of quorum of the Committee.

C. Intercolligate Teams – the committee shall only cover at most half of an intercollegiate team’s expenses, unless the team has demonstrated exceptional circumstances, and the committee agrees through majority vote.

D. Religious and Political Groups- A maximum of $60 will be allocated to each SA recognized religious and political group which is then placed in a supplemental account for requests.

E. Publications – SA-Funded publication groups must issue at least one and not more than two publications per academic year.
   1. Exceptions:
      a. Campus Times who publish weekly.

F. Travel – groups may receive up to half of the total cost of travel expenses, but gas reimbursements shall be calculated at the University rate.

G. Reimbursements—Reimbursements are only acceptable if the business manager of a group receives clearance from the student accountant prior to making the purchase. No reimbursement shall be granted without accountant clearance.

H. Overspending—If at the end of the year, a group is overspent without proper justification, the amount by which they are overspent will be taken out of their budget for the following year.

I. SA funds shall not be used for the following:
   1. Charitable Events
      a. Exceptions:
         i. If a national charitable organization demands that all proceeds from a charitable event must go to said organization, funding may be provided for costs and recouped via other sources of income for the group.
         ii. The Committee may decide to allow funding solely for advertising for these events.
   2. Community Service Programs
      a. Exceptions:
         i. Funds shall be allocated to groups under the Community Service Network or any SA-recognized group working in conjunction with the Community Service Network and its advisors.
   3. Food
      a. Exceptions:
         i. Funds ($30.00) shall be allocated to groups for two general interest meetings one per semester.
         ii. Funds shall be provided to cover the costs of speakers’ meals.
         iii. Funds may be provided for receptions in certain occasions, provided prior approval has been received from the Committee.
         iv. Funds shall be provided when food is an integral part of the program.
         v. Meliora Weekend Reunion Year Events (designated special years)
   4. Fundraisers
      a. Exceptions:
         i. The Committee may decide to allow funding solely for advertising for these events.
   5. Gifts
   6. Newsletters
   7. Prizes and Awards
      a. Exceptions:
         i. Small giveaways can be given out at events as a takeaway for attendees. These giveaways must be freely available to all attendees, cannot be in the form of food and must be relevant to the event.
   8. Testing and Certification
   9. T-Shirts and Uniforms
a. Exceptions:
   i. Funds shall be allocated for the purchase of costumes for performance groups.

2. Eight Principles of Funding: The Appropriations Committee shall use these principles as a guideline for the granting of funding to any student groups.
   A. A Clear and Focused Mission Statement
   B. Community-focused Spending
   C. Future Leadership Development
   D. Inclusion
   E. Uniqueness
   F. Programming and Spending Collaboration
   G. Spending Responsibility
   H. Membership

3. Groups Mid Year Report: Working with the SA Policy and Review Committee if necessary, this report, completed by each SA-funded group before final budgeting, shall help the Appropriations Committee gain necessary information on the group.
   A. Membership Data
   B. Clear and Focused Mission Statement
   C. Full Report of Financial Transactions (from previous year and proposed budget)
   D. Program evaluations from major event expenditures.
   E. Explanation of how the group has adhered to the Eight Principles
   F. Clarify how the proposed budget helps in fulfilling the Eight Principles.

4. Probation: the Appropriations Committee shall follow the following procedures regarding a probationary action.
   A. The Committee shall receive notification of probationary actions from the Policy and Review Committee.
   B. The Committee shall receive a briefing of the situation and recommendations for actions from the Policy and Review Committee.
   C. The Committee shall then vote on whether or not to freeze the specified groups funding for the length of the probationary period.
      1. Groups which overspent the previous fiscal year will be subjected to a period for which their account will be frozen until the student organization meets with both the SA Treasurer and their respective Student Accountant
   D. The Committee shall vote to reinstate a group’s funding upon the written request of the Policy and Review Committee, or at the conclusion of the probationary period.

V. Program/Travel Supplemental Fund

1. Purposes:
   A. The primary purpose of the Program Supplemental Fund is to support the programming and extracurricular activities of the students at the University of Rochester and the student groups of the Students’ Association.
   B. The program supplemental fund may also be allocated on a non-exclusive basis to any group of students, including those groups that do not receive a yearly budget from the Students' Association.
      1. Any SA recognized group shall be able to apply for supplemental funding.
   C. Alternative Programs
      1. Meliora Weekend-Reunion Year
         a. SA-recognized groups that have their -0th or -5th year reunion (as per the Alumni Advancement Office) will be eligible to request up to $200 through the Programming & Travel Supplemental to spend on a reception. These funds will exempt from the food restriction.

2. Requesting Funds Process
   A. To qualify for program supplemental funds, a student group must complete the following steps:
      1. The student group must meet certain eligibility requirements.
         a. To be eligible to receive supplemental funding, the student group must be either SA-recognized, SA-funded, registered with the Wilson Commons Student Activities Office on the Campus Club Connection or have the support of an office at the University.
         b. Any group without undergraduates shall not be eligible to receive supplemental funds.
2. The student group shall complete the Program Supplemental Fund Request form.
3. The request for funding must include a program proposal which shall include, but is not limited to:
   a. A program description
   b. A program marketing plan
   c. An explanation of how the program will contribute to the campus community.
   d. A program budget
4. The group or representative(s) of the group must stand before the Appropriations Committee to answer relevant questions with regard to the group's request for funding. The Committee shall vote on the proposal according to the rules of order.
5. The Appropriations Committee may request additional information from the group in order to reach a decision. This request may be made before or during the Committee's hearing, but the request shall be made before a final vote is taken. If a group refuses to disclose or fails to produce certain information, then the Committee may decide to deny the request for funding by a simple majority vote at the next meeting, or the request can be tabled for another meeting, if agreed upon by the committee by majority vote.
   a. Such additional information may include but is not limited to:
      i. The group's full programming budget.
      ii. A recommendation from the group's advisor or the equivalent.
      iii. A recommendation from the group's Student Accountant.
      iv. The contracts, invoices, or confirmation letters from the vendor(s).
6. After the event, the student group shall submit a detailed program evaluation to their Wilson Commons Student Activities advisor and provide a copy for the Committee, account for all money spent, and return all unspent monies to the Supplemental Fund.
   a. Evaluations must be received in one week's time from completion of program
      i. If an evaluation is not received, the club's business manager will be notified and account frozen until the submission of the evaluation.

VI. 

   Equipment Supplemental Fund

1. Purposes:
   A. The primary purpose of the Equipment Supplemental Fund is to provide equipment to Student Groups as the need arises.
2. Requesting Funds Process
   A. To qualify for equipment supplemental funds, a student group must complete the following steps:
      1. The student group must be a SA-recognized group.
         a. Any group without undergraduates shall not be eligible to receive equipment supplemental funds.
      2. The student group shall complete the Equipment Supplemental Fund Request form.
      3. The request for funding must include an equipment proposal which shall include, but is not limited to:
         a. A description of the equipment
         b. An explanation of the necessity of the purchase
         c. A price comparison of the good(s) being purchased
      4. The group (or representative of the group) must stand before the Appropriations Committee to answer relevant questions with regard to the group's request for funding. The Committee shall vote on the proposal according to the rules of order.
      5. Following the purchase the group shall submit an Inventory Update Form, in order to add the inventory to the tracking database.

VII. 

   Conference Supplemental Form

1. Purposes:
   A. The primary purpose of the Conference Supplemental is to support the attendance of students at the University of Rochester and the student groups of the Students' Association at a conference
2. Requesting Funds Process
   A. To qualify for conference supplemental funds, a student group must complete the following steps
1. The student group must be a SA-recognized group.
   a. Any group without undergraduates shall not be eligible to receive conference supplemental funds.
2. The student group shall complete the Conference Fund Request form.
3. The request for funding must include
   a. A description of the conference
   b. An explanation of the necessity of the conference
4. This request will be approved outside of a SAAC supplemental hearing. The committee is composed of Treasurer, Deputy Treasurer, WCSA Staff Accountant, and WCSA Director/Assistant Dean of Students
   a. Evaluations must be received in one week's time from return from the conference
      i. If an evaluation is not received, the clubs business manager will be notified and account frozen until the submission of the evaluation.
5. A group can only be eligible for this funding Bi-Annually from the last time they received it.

VIII. Post Season Play
1. Purposes:
   A. The primary purpose of the Post Season Play Fund is to provide additional funding to SA recognized groups who are eligible to compete in a competition for which they were not budgeted (generally after the normal season has ended, i.e. state or national tournament).
2. Requesting Funds Process
   A. To qualify for Post Season Play, a student group must complete the following steps:
      1. The student group must be a SA-recognized group.
      a. Any group without undergraduates shall not be eligible to receive equipment supplemental funds.
      2. The student group shall complete the Post Season Play Fund Request Form.
      3. The decision to release the funds is made by the Treasurer in consultation with the Advisor.
      4. The President, Speaker, and Chief Justice may also be involved in the decision process.

IX. Fan Buses
1. Purposes:
   A. The primary purpose of the Fan Bus Fund is to provide additional funding to SA recognized groups who would like to provide transportation for students to a competition that is not in the Rochester area.
2. Requesting Funds Process
   A. To qualify for Fan Bus Funds, a student group must complete the following steps:
      1. The student group must be a SA-recognized group.
      a. Any group without undergraduates shall not be eligible to receive equipment supplemental funds.
      2. The decision to release the funds is made by the Treasurer in consultation with the Advisor.
      a. The President, Speaker, and Chief Justice may also be involved in the decision process.

Part 3. Useful Information

I. Summer Expectations
1. In order to receive the agreed upon stipend, the Students’ Association Treasurer must work throughout the summer to ensure that the following list of duties is completed:
   1. Copy and update the coming year’s budgets for each group and their advisor.
   2. Update the Business Managers manual (as necessary) and make the appropriate amount of copies.
   3. Schedule a regular meeting time with Jen and Anne-Marie (on a weekly or bi-weekly basis).
   4. Formally schedule meetings, elections, etc., for the upcoming academic year.
   5. Back-up/save previous year’s budgets on the committee’s most current expenditure tracking database.
   6. Clear out accounts from the previous year and input expense, income and subsidy amounts for the coming year.
   7. Reserve any rooms necessary for the coming year. (Specifically Stackel for weekly meetings)
   8. Renew examples forms (Blue Req, IR, PO, etc) and replace the outdated ones on the file cabinet.
   9. Scan forms that groups use (Supplemental requests, Fund requests) and get them online.
10. Handle summer fund requests. It is also helpful to consult Anne-Marie, Debbie, the President and Speaker on these matters.
11. Towards the end of the summer, be in contact with the Student Accountants.
12. Any further requests from Staff Accountant or Assistant Dean of Students/Dean of WCSA

**II. Helpful Information**

1. **Meetings**
   A. SAAC Meetings are regularly held Tuesday evenings at 8pm in the Stackel Room.
   B. Senate Meetings are regularly held Monday evening at 8pm in the Gowen Room.
   C. Steering meetings shall be determined every semester by the SA government leadership.

2. **Selections**
   A. Treasurer selections are usually schedule to be completed by the first week of April
   B. Accountant Selections can be done as necessary, but the spring process should be completed the week after Treasurer is selected.

3. **Final Budgeting**
   A. Final Budgets should be due at the first week in March or two Fridays before Spring Break. This will give the Treasurer, Accountants and Advisors enough time for reports, etc.
   B. Final Budgeting should take place the last weekend in March or the weekend following Spring Break.
   C. When booking a room for final budgeting:
      1. Be sure to reserve it and to pay the deposit in advance.
      2. Make sure to reserve it for the whole day so as not to force Final Budgeting to end early on the first day.
   D. Make sure to plan in advance additional times to meet for final budgeting in case more time is needed.
   E. Ensure enough time for groups to make appeal final budgeting.
   F. Work closely with the Policy and Review Committee during the pre- and post- Final Budgeting time.
   G. The Final Budget should be presented to the Senate for their approval in mid-April with enough time for revisions to budget as necessary.