

## **North Central Missouri College Student Senate**

# **Financial Guidelines**

Adopted by NCMC Student Senate, March, 2008

One of the duties of the Student Senate at NCMC is to assist student leaders in fulfilling their responsibilities. To achieve this all recognized organizations and groups are asked to attend a monthly meeting with the Student Senate executive officers. Each semester the Student Senate will host a leadership conference for planning purposes and programming development. The Student is promoting communication and teamwork between the Senate and other groups on campus to make all more effective. The Senate Sponsor and Activities Supervisor will be available for assistance with any questions or problems that may arise. In addition, it is critical to contact the Student Senate and/or Activities Supervisor when an event and a tentative date, have been selected. A team approach is essential so that organizations do not compete with or duplicate programs.

## **1. Purpose**

### **1.1 Rationale**

The purpose of these guidelines shall be to govern the distribution of funds by North Central Missouri College Student Senate.

### **1.2 Viewpoint Neutral**

All financial decisions made by Student Senate and its members shall be viewpoint neutral, and this position shall reflect, but not be limited to, those policies included in the Non-discrimination policy.

## **2. Adherence to College Guidelines and Procedures**

### **2.1 Business Office Procedures**

No expenditures of Student Senate funds may be allowed unless the procedures and paperwork required by the Business Office are handled accurately and timely.

### **2.2 Supplemental Use**

This document is intended solely as a supplement to other College manuals and shall not take precedence in any case where there is conflict with other College guidelines. This document is meant only to outline the proper procedures for funding that Student Senate has adopted in governing the distribution of funds.

## **3. Definitions**

**3.1 Executive Committee:** Consists of President, Vice President, Treasurer, and Secretary. This committee will hear budget requests from Campus Wide Organizations and presents a budget to the Student Senate for approval.

**3.2 Campus Wide Organization:** An organization that has been recognized and designated as an official student organization, eligible to receive funds from Student Senate.

**3.3 Event:** A program or activity that is open to the student body.

**3.4 Fiscal Year:** The period from July 1, to the next calendar year's June 30, which is used for accounting purposes.

**3.5 Funding Probation:** A condition whereby an organization or department is limited, or prohibited, for up to twelve months, in the funding it receives from Student Senate, as a result of violation of any Student Senate funding policy or failure to meet any Student Senate funding criteria.

**3.6 Funding Restriction:** A condition whereby a newly recognized (six months or less) organization or department is limited in the funding it receives from Student Senate.

**3.7 Student Senate Funds:** All funds assigned to Student Senate that are in the yearly budget.

**3.8 Joint Venture:** An event that is sponsored by two or more organizations.

**3.9 Signature Authority:** The authority to authorize expenditures from a Student Senate-controlled account.

#### **4. Allocation Committee**

##### **4.1 Purpose of Allocation Meetings**

The Executive Committee shall prepare and present a budget recommendation to the Student Senate. The committee shall follow the guidelines contained in these Financial Guidelines, conduct budget request hearings, and use the best interest of the student body in making its recommendations to the Student Senate.

##### **4.2 Facilitation of Allocation Meetings**

4.2.1 Membership will include all elected/appointed Executive members of Student Senate, which include: The President, Vice President, Secretary and Treasurer.

4.2.2 The President shall chair deliberations. The Vice President shall serve as Vice-Chair and will assume any duties of the Chair in the absence of the Chair or in the Chair's failure to perform any respective duties.

4.2.3 The Dean of Student Services shall serve as non-voting ex officio members of the committee.

##### **4.3 Responsibilities**

4.3.1 The Executive Committee will initiate collection of funding requests from eligible campus wide organizations within the first three (3) weeks of the committee's first meeting.

4.3.2 The budget request must be made annually and submitted, in writing, to the Student Senate office or other location deemed by the Executive Committee at an established date.

4.3.3 The Executive Committee may hold public budget hearings at which petitioners for funds will make presentations explaining their budget requests and answer questions from the committee.

4.3.4 The Executive Committee will meet privately, in order to finalize budget recommendations that will be presented to the Student Senate, based on the total funds available.

4.3.5 The Executive Committee will maintain records of all allocation hearings and meetings, except for the committee's internal deliberations of the budget requests.

4.3.6 The Executive Committee will submit a balanced line-item budget recommendation to the entire Student Senate by a committee-established date.

4.3.7 The President shall be present and prepared to explain the proposed budget to Student Senate by a committee-established date.

## **5. Student Senate Budgets**

5.1 The President of Student Senate, Vice President of Student Senate and Advisor shall determine the budget for Student Senate, and the President of Student Senate will present this budget request to Student Senate.

## **6. Budget Approval**

### **6.1 Process**

6.1.1 The Student Senate may make any corrections, additions, or deletions to the budget submitted by the Executive Committee judged to be in the best interests of the student body.

6.1.2 Upon Senate approval, by a majority vote of those in attendance at the meeting, the budget shall be forwarded to the Dean of Student Services for review and approval.

6.1.3 If the Dean disagrees with the budget as presented, a meeting will be held between the Dean and the Executive Committee to resolve the differences and, upon agreement, the budget will be resubmitted to Student Senate for approval.

6.1.4 If budget issues remain, only the disputed line items shall remain unapproved, and the remaining undisputed items will be considered passed and approved, and forwarded to the Dean, in accordance with these guidelines.

### **6.2 Eligibility**

6.2.1 Only those student organizations that are officially recognized by NCMC Student Senate are eligible to receive funding.

6.2.2 Funding requests must be made at the beginning of the academic year, at a date determined by the Executive Committee.

6.2.3 Attendance at the fall leadership retreat will be mandatory for all fall organizational and event funding requests.

6.2.4 All funding requests are approved, contingent upon attendance during the previous semester.

6.2.5 In order to receive fully approved funding, the organization must be represented at all open-session Student Senate meetings held during that semester, with the exception of 2 excused absences. An excused absence includes notifying the Student Senate Secretary prior to the meeting.

### **6.3. Funding Restriction Due to Attendance**

6.3.1 Recognized organizations that have between 2-4 unexcused absences from Student Senate

meetings will have their previously approved funding for the following semester cut by 25%.

6.3.2 Recognized organizations that have between 5-6 unexcused absences from Student Senate meetings will have their previously approved funding for the following semester cut by 50%.

6.3.3 Recognized organizations that have 7 or more unexcused absences from Student Senate meetings will have not receive funding for the following semester.

6.3.4 All allocations will be determined by NCMC Student Senate meeting attendance in the prior semester. If attendance requirements are not met in the spring semester, any organizations approved budget allocations for the following fall semester will be subject to the same penalties, i.e. 25% , 50% or 100% cut for the fall semester. To regain funding, attendance must be increased accordingly in the semester prior.

#### **6.4 Newly Recognized Organizations**

6.4.1 Those organizations who have not been recognized at the beginning of the fall semester, will be eligible for funding in the spring.

6.4.2 All requests must be made, in writing, to the Vice President by the second Student Senate meeting.

6.4.3 Newly recognized organizations will be eligible for up to \$250 in funding for the spring semester.

### **7. Funding for Special Events**

#### **7.1 Requests for Funding**

7.1.1 Requests for financial sponsorship of an event from a recognized student organization shall be handled in the Student Senate.

7.1.2 The event in question must have a demonstrable benefit to the campus or the student body.

7.1.3 Funds for an event sponsored by an organization or department are limited to \$250.00 per event.

7.1.4 Membership must be open to all NCMC students.

7.1.5 Events cannot be used for political campaigns or cash prizes.

#### **7.2. Proposal**

7.2.1 All organizations and departments desiring financial sponsorship from NCMC must present a proposal, that meets standard criteria, to the Vice President, at least, seven (7) calendar days before the event.

7.2.2 A detailed, written plan is to accompany the proposal. The plan should include the date, time, location, logistics and expected attendance of the event.

7.2.3 Each proposal is to include a detailed breakdown of expenses and projected income. Expenses should be divided into major categories such as: speaking fees, advertising, supplies, etc.

7.2.4 All organizations that wish to receive NCMC funding must have attended at least two Student Senate meetings, immediately prior to the meeting they want to introduce the request.

7.2.5 Proposals for events that involve any paid services of \$250.00 or greater must include quotes from three different service providers. No funding will be given to events that have been previously held.

7.2.6 Proof of additional self-sponsorship and fund-raising efforts must be provided.

### **7.3. Joint Venture Events**

7.3.1 Groups sponsoring Joint Venture events shall receive a bonus of \$100, to be spent only on the event.

7.3.2 Joint Venture events, and the organizations sponsoring them, must still meet all other requirements of an NCMC Student Senate funded event.

### **7.4 Process for Event Funding by the Senate**

7.4.1 Organizations and departments must fill out a Student Organization Funding Request Form provided by Students' Senate, which is to be signed by the President or Treasurer of the organization AND the advisor.

7.4.2 The Vice President will ask the Secretary to place the event on the agenda for discussion and will forward a copy to each member of the Executive Committee.

7.4.3 The Vice President will present the request to the Student Senate outlining the proposed event and the recommended allocation.

7.4.4 A majority vote of those represented at the meeting will be required in order to have event funding approved.

### **7.5 Approval**

7.5.1 If the proposal is approved, the Treasurer will notify the Dean of Student Services, who will have the money transferred into the respective student organizations account. All monies must be kept in the on-campus account.

7.5.2 Any revenue generated from a Student Senate sponsored event must have 50% returned to Student Senate, up to the total amount allocated.

7.5.3 Once funds have been allocated, those funds can only be used for the specified items that were designated in the approved request.

7.5.4 To acknowledge Student Senate sponsorship, the organization or department that has received funding will agree to advertise NCMC Student Senate through designation on all marketing/advertisement pieces.

7.5.5 The organization or department must provide detailed receipts of expenses to the Business Office and to Student Senate no later than ten (10) business days after the event. The organization or department must also provide attendance figures to Student Senate no later than ten (10) business days after the event.

7.5.6 The organization or department must return the balance of any unspent Student Senate funds no later than ten (10) business days after the event by contacting the Student Senate Treasurer.

## **7.6 Not Approved**

7.6.1 If the proposal is not approved, the organization will be given one more opportunity to re-submit the request for that particular event.

## **8. Student Organization Accounts**

8.1 Signature authority is given to the President, Vice President, and Treasurer. Signature Authority is only valid internally to NCMC Student Senate.

8.2 Only the Senate, by majority vote and in the form of a bill, can authorize expenditures from the Senate Contingency Fund. The Treasurer and Advisor must review all Student Senate contingency fund expenditures.

8.3 Misuse of this signature authority granted above is grounds for impeachment from Student Senate office.

