# The Student Government of Seattle University

# Finance Bylaws

**[Amended May 24th, 2023]**

## Preamble

The following are the rules governing the Student Government of Seattle University Finance Committee and appropriations process. These detailed rules are herein referred to as Finance Bylaws, which govern SGSU under the *Constitution of the Student Government of Seattle University*.

## Article I: Finance Committee

Section 1: The Finance Committee derives its authority from the SGSU Constitution and Bylaws. SGSU Senate Meeting shall have the power to overturn the decision of the Finance Committee as stated in Article V Section 1.

Section 2: The Finance Committee shall use the SGSU mission, Seattle University mission, and the approved guidelines by the Finance Committee members to guide their decisions.

## Article II: Membership

The membership of Finance Committee shall be as follows:

A. SGSU Chief Financial Officer, Chair.
B. Three to eight SGSU Senators.
C. Two to three Special Representatives, as assigned by the Vice President of Academic Affairs.
D. SGSU Advisor, ex-officio.

## Article III: Duties

Section 1: Finance Committee meetings shall be chaired by the SGSU Chief Financial Officer. Quorum shall be two-thirds of all official finance committee members, or a minimum of three committee members, whichever is least, as stated in Article II. Each member of the Seattle University undergraduate student body shall have an equal voice at Finance Committee meetings, except during deliberations. On all voting matters of a monetary basis, the Finance Bylaws shall be upheld by the official finance committee voting members. However, exceptions will be made at the discretion of the Finance Committee.

Section 2: The Finance Committee shall debate, deliberate, and declare appropriation request decisions in a closed meeting, with the discretion of the Chief Financial Officer. The presentation portion of the meeting shall be open to observers. However, the Chief Financial Officer will have the authority to remove any and all observers if they are deemed disruptive to the proceedings.

Section 3: The Chief Financial Officer shall select a Senator who serves on the Finance Committee to serve as the Pro Tempore. In the event that the Chief Financial Officer is absent from an Appropriations meeting the Pro Tempore shall lead the meetings.

A. In an instance where the Pro Tempore must lead a meeting, that person forgoes their right to a vote.

## Article IV: Funding Request Processes

Section 1: All forms and guidelines for the Finance Committee shall be available on ConnectSU.

Section 2: Appropriations requests need to be made in a timely manner. “Weeks” is defined as SGSU business weeks. SGSU is in session during normal weeks when classes are held. However, SGSU will not accept requests during Finals Week and quarter breaks (i.e. Summer Break, Winter Break, and Spring Break), as well as the week prior to Finals Week (i.e. Week 10 of a quarter).

> Example: For a request under $1,000, if an event will be held one week after a break ends, the request must be made two weeks (i.e. Week 9) before Finals Week of the quarter preceding the break.

A. Requests $2,000 and above shall be proposed at minimum six SGSU business weeks in advance of event date.
B. If the ask is between $1,000 and under $2,000, requests should be proposed at minimum four SGSU business weeks in advance of event date.
C. If the ask is under $1,000, requests should be proposed at minimum two SGSU business weeks in advance of event date.

Section 3: Request Review

A. Clubs can only submit one request on ConnectSU for each event.
    i. Under extenuating circumstances, exceptions to consider additional requests for the same event can be made on a case-by-case basis. In making the additional request, requesters must provide strong reasoning to justify their additional requests for them to be considered.
    ii. SGSU will not approve additional funding above the official request.
        1. The CFO shall confirm with the club what the official request amount is before the club presents.
B. Any appropriation request that is under $1,000 is reviewed and decided by the Chief Financial Officer. The Chief Financial Officer may consult with the Finance Committee on these decisions.
C. Any appropriation request that is between $1,000 and under $2,000 will give a presentation to the Finance Committee. The Committee will debate and decide on the final amount appropriated for the event. The

Finance Committee Senators will vote on the course of action, with the Chief Financial Officer serving as tiebreaker.

D. Any appropriation request $2,000 and above will first be reviewed and debated by the Finance Committee. The Committee shall provide feedback and policy information to the club. Once reviewed by the Committee, the request shall be debated and voted on in the Senate Meeting. The Finance Committee may provide recommendations to the Senate Meeting during debate.

Section 4: Finance Committee/Senate Assembly Presentation Process

A. It is required that a representative from the club attend the presentation.
B. Clubs will have a presentation that should be at maximum seven minutes long and should cover the reason SGSU should fund the event and the items they are seeking funding for. It is strongly suggested that the presentation shall contain the following information:
    i. History of the event
    ii. Event relevance and how event benefits SU and wider community
    iii. Date and time
    iv. Participants (who is attending and how many)
    v. If applicable, ticket sales information (cost of tickets per person and expected revenue)
    vi. Location
    vii. A detailed and clear budget outline. (Breaks down all the expenses as clearly as possible and indicates what particular expenses SGSU funds will be used towards.)
    viii. Fundraising efforts
C. After the presentation, there will be a maximum of fifteen minutes of Q&A for the club along with the finance committee or senate depending on the amount requested.
D. At the end of the Q&A the Club will leave the room but be provided a decision via email by the Chief Financial Officer.

Section 5: Notification of Approved Amount and Post-Appropriation Agreement

The Chief Financial Officer will notify the club/organization, project, or event of the approved amount and stipulations that may apply. After an appropriation is made,

the requestor must sign a binding post-appropriation agreement choosing one of the following three options:

A. Accept and agree with the appropriated amount.
B. Disagree with the appropriated amount and submit a new proposal to the Finance Committee.
C. Disagree with the appropriated amount and appeal the same proposal to the Senate Meeting.

Section 6: Summer/First 2 weeks of Fall Quarter Funding Procedure

A. Requests for all funding must be made during the academic year.
B. Funding requests for events which occur during the summer quarter or the first two weeks of fall quarter must be made before the end of the previous spring quarter in accordance with Article IV, Section 2.

## Article V: Terms & Policies

Section 1: Appropriations Eligibility

Finance Committee shall allocate money to university-recognized Clubs and Student Organizations. A member from each team/group requesting funding must be in attendance at an appropriations presentation (if requested). In addition to those guidelines, the Finance Committee does not fund:

A. Any requests that do not represent a club or organization or is individually based.
B. Events ran by club or organization where 50% of funding stems from a university department.
C. Clubs under UREC's jurisdiction.
D. Graduate students and graduate student organizations.
E. Clubs or organizations that are not in good financial standing with the University (i.e. club is in debt).
F. Clubs or organizations that have not submitted receipts from previous requests.
    i. If a club or organization has failed to submit receipts from previous requests, the CFO can deem the club/organization to be ineligible to receive funding from SGSU for up to an academic year.

Section 2: Fundraising Expectations

To encourage club financial independence and the continuity of SGSU Appropriations throughout the year, the following expectations are set.

A. It is expected that any club requesting funds from SGSU demonstrates that it has gone under significant fundraising efforts outside of approaching SGSU Appropriations.
B. Clubs requesting under $2000 may be granted up to the full cost of the event on a discretionary basis.
C. Clubs requesting $2000 or above must fund at least 50% of their event's total cost outside of SGSU Appropriations.
    i. If a club was unable to fundraise at least 50% of their event's total cost outside of SGSU Appropriations, SGSU may only match what the club has currently fundraised on the day of their presentation.
D. Organizations requesting $2000 or above must possess at least 50% of their event's total cost outside of SGSU Appropriations.
E. The CFO reserves the right to request proof of a club's fundraised amount.

Section 3: Protections from Liability

If these limitations are violated at any time, the club will be notified upon discovery and SGSU will determine the penalties issued to the infringing club on a case-by-case basis.

A. Clubs are not permitted to use crowd sourcing funding platforms (GoFundMe, etc.) or third party payment systems (Square, PayPal, etc.). Venmo may be used after special approval by CSI on a case-by-case basis.
B. Clubs are not permitted to create external bank accounts. Clubs with external bank accounts are not eligible for SGSU appropriations funding.
C. Due to Washington State law, Seattle University's clubs and organizations are not permitted to conduct gambling in any form (ex. door prizes and raffles to fundraise).
D. If a club is holding an event off campus and it involves signing a contract they must go through the University Council and have it approved before coming to SGSU.
E. Finance Committee encourages clubs to use Seattle University vehicles instead of personal vehicles due to liability concerns. Usage of personal

vehicles when SU vehicles are a possibility may cause a deduction in funding.

Section 4: Prohibited Items

Appropriations funds cannot be applied to the following items:

A. Events that have already taken place.
B. Food and drink for general club or organization meetings.
C. General club operating funds, including membership dues.
D. Requests to attend an event which will financially support (directly or indirectly) a political party or candidate.
E. Funding for alcohol at events.
F. Airfare.
G. Any form of international travel (including Airfare).
H. Petty cash, incidentals, spending money, tuition payments, or personal expenses.
I. Single-use printed materials (e.g. promotional materials).

Section 5: Deductions

The following deductions apply:

A. 10% deduction from total requested amount or full deduction of transportation costs, whichever is lower, if not using Seattle University vehicles.
B. 10% deduction for off-campus events that can be held on campus. If it is inevitable, then off-campus requests are permissible.
C. 15% deduction will be applied to clubs requesting under $2,000 if no fundraising efforts have been made.
D. 5% deduction will be applied if clubs do not provide their activity string within five (5) business days of the funding approval email.
E. Clubs failing to submit their event receipts within fourteen (14) days after the event will lose future funding eligibility from SGSU in accordance with Article V, Section 1, Part F.

Section 6: Funding Stipulations

A. All publicity for the event or program must include “Sponsored by SGSU” and/or include the SGSU logo.

B. It is SGSU's policy to not fund more than 10% of the Appropriations Budget to a single club or organization during the academic year.
    i. However, requesters may make a case in their presentations as to why an exception should be made for their specific request. Afterwards, SGSU shall use their discretion to decide whether the exception should be made.
C. Any amount of unused funds from SGSU that exceeds $20 will be returned to SGSU.
D. Additional stipulations may be added by the Finance Committee during the meeting and must be adhered to.

Section 7: Right of Refusal

The SGSU Finance Committee and Chief Financial Officer may terminate funding awards or requests at their discretion. You may appeal a termination to the SGSU Senate Meeting.

## Article VI: Appeal Process

Section 1:

All Seattle University undergraduate student body members shall have the right to appeal the decisions of the Chief Financial Officer and the Finance Committee. Information shall be made available to both committee members and interested SGSU members at-large before meetings concerning agendas, appeals, and requests.

A. Appeals shall be made and submitted directly to the Chief Financial Officer.
B. Appeals should be in accordance with our appeals process form.
C. Students may appeal appropriation decisions made by the Chief Financial Officer to the Finance Committee, within seven (7) days of the original decision email from the Chief Financial Officer.
    i. Students must submit an appeal to the SGSU Chief Financial Officer via electronic or hard copy.
D. Students may appeal appropriation decisions made by the Finance Committee to the Senate, within seven (7) days of the original decision email from the Chief Financial Officer.
    i. Students must submit an appeal to the SGSU Chief Financial Officer via electronic or hard copy.
E. The appropriating body should be present during the appealing process.

Section 2: Clubs can present and provide answers for up to ten (10) minutes on why they should be given the denied or full amount asked. Only after the club leaves is the appropriating body able to discuss why they made the decisions.

Section 3: All financial decisions made by the Senate are final as the Senate is the highest body of Student Government of Seattle University.

## Article VII: Amendments

Section 1: Amendments to the SGSU Finance Bylaws may be proposed by the Finance Committee or Chief Financial Officer. Amendments must be presented and approved by a ⅔ vote or majority of the Senate. Changes will go into effect at either the beginning of the following quarter or the following fall- whichever is sooner.

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