Policy of the Joint Finance Committee  
of the Student Government Association  
of the Georgia Institute of Technology

**Article I - PREAMBLE**

The allocation of Student Activity Fee (SAF) funds at the Georgia Institute of Technology is administered by the Student Government Association (SGA) through the Undergraduate House of Representatives (UHR) and the Graduate Student Senate (GSS), which will collectively be referred to as the legislature or legislative bodies, with the advice of the Joint Finance Committee. The Joint Finance Committee shall make recommendations to the Student Government Association in accordance with these policies.

**Article II - DEFINITIONS**

- **Capital expenditures** shall be any payment for durable goods with an expected useful life of three or more years.
- **Categorical budget** shall mean a budget in which individual item expenses may be grouped together into a larger category. For example, copier paper, toner cartridges, and phone charges may be grouped as “Office Supplies.”
- **Competitive organization** shall mean any organization that routinely competes with other schools in a particular activity or activities and/or is a member of a conference, league, or association that regularly organizes interscholastic competitions.
- **Detailed budget** shall mean a budget that contains a line item for each individual expenditure.
- **Political activities** shall be activities, including the development and dissemination of information, the primary purpose of which is to support the election or defeat of a candidate for public office or to provide a monetary contribution to a political party.
- **“Emergency capital expenditure” shall mean any capital expenditure that an organization cannot reasonably anticipate needing to make during a fiscal year. Emergency capital expenditures shall include, but not be limited to, capital expenditures required due to damage or theft beyond the control of the organization. Capital expenditures for periodic replacement of equipment due to normal wear and tear shall not be considered emergency capital expenditures. All capital expenditures not considered emergency capital expenditures shall be referred to as non-emergency capital expenditures.”
- **Recruitment activities** shall be any event or publicity campaign whose sole purpose is the recruitment of new members to an organization.
- **Religion** shall mean the service and worship of a god, a supreme being(s), or the supernatural.
- **Religious activities** shall be activities which support religious worship and proselytizing.
- **School day** shall mean any day on which Institute classes are in session on the Atlanta campus.
- **Week of a specified semester** shall mean any week of the specified semester during which Institute classes are in session on the Atlanta campus for at least four days.
- **Written request**, unless specified otherwise, shall include communication via electronic mail, facsimile transmission, or submission through an electronic system established by the JFC.

**Article III - TYPES OF FUNDING ALLOCATIONS**

**Section 1. Equal access.** Allocations of the Student Activity Fee shall be considered by the Joint Finance Committee in an unbiased and consistent manner.

**Section 2. Joint SAF Allocations.** There shall be two classes of joint SAF allocations. The primary allocations will be made as part of budgets, which will be submitted and approved in the fiscal year prior to that for which the funds are to be used. Organizations may also seek funding for a particular fiscal year during that fiscal year through the submission of bills, which fall into two categories—capital expenditures, which shall draw from the Capital Outlay account, and non-capital expenditures, which shall draw from the Prior Year account.
Section 3. **Non-joint SAF Allocations.** As provided in the Undergraduate and Graduate SGA Constitutions and By-Laws, a limited amount of funds shall annually be allocated to the Undergraduate Legislative Reserve (ULR) account and the Graduate Legislative Reserve (GLR) account. Because of the limited nature of these funds, the ULR shall be used for special projects and initiatives of the Undergraduate SGA as approved by the UHR; and the GLR shall be used for special projects and initiatives of the Graduate SGA as approved by the GSS.

**Article IV - Tier System**

Section 1. **Purpose.** A tier system will be used in determining SAF allocations. Different policies may be applied to organizations based on their tier status in order to provide organizations serving the largest number of students with the greatest access to SAF funds.

Section 2. **Assignments.** Every organization shall be assigned to a tier, and tier assignments will be determined by two-thirds (2/3) majority vote of the JFC. If an organization wishes to have its tier assignment changed, the organization’s president shall submit a written request to the Vice President of Finance, who shall present the organization’s request to the committee for consideration. The committee may, by two-thirds (2/3) majority vote, reclassify the organization for future allocation requests effective upon approval by the legislative bodies. Following any change in tier status by the JFC, the Vice President of Finance shall submit the change to the UHR and GSS for approval by an enactment ratio of at least 0.60.

Section 3. **List maintenance.** The Vice President of Finance shall maintain a list of all organizations having Tier I or Tier II status for use by the committee and shall keep a current copy of the list on the SGA website. Any organization not appearing on the list of Tier I and Tier II organizations shall have Tier III status.

Section 4. **Tier descriptions.** The JFC shall recognize three tiers as described below.

a. **Tier I** organizations are the highest priority organizations and will receive first access to the funds of the Student Activity Fee. Tier I organizations provide major services to a substantial portion of the campus, employ at least ten (10) full-time staff members, have an annual operating budget of at least $500,000, and operate a facility valued in excess of $5 million. These organizations may create new, funded positions and eliminate vacant positions with the joint approval of the legislature via a joint bill adopted by an enactment ratio of at least 0.60. These organizations are required to submit detailed line item budgets, although they may be funded categorically.

b. **Tier II** organizations are the next priority of student organizations. Tier II organizations provide information or services that substantially impact the student body and may have staff but are primarily student driven. Joint Governing Boards as defined by the SGA By-Laws may be considered for Tier II status but are not automatically granted it. These organizations may create new, funded positions and eliminate vacant positions with the joint approval of the legislature via a joint bill adopted with an enactment ratio of at least 0.60. Any student organization paying salary or benefits out of Student Activity Fee funds that is not classified as a Tier I organization shall be a Tier II organization. These organizations may also create funded positions for students. Tier II organizations will submit detailed line item budgets.

c. **Tier III** organizations are the final priority. Tier III organizations represent groups of students that focus primarily on common interests, backgrounds, and activities. Tier III organizations must submit a detailed budget. Tier III organizations may pay outside personnel (e.g., coaches), but not as Georgia Tech employees. Tier III organizations may not have funded positions for staff or students.

**Article V - Membership Fees**

Because of their nature, Tier I and II organizations are not required to charge membership fees. In order to receive SAF funding in a budget, Tier III organizations must charge membership fees. Noncompetitive Tier III organizations are required to have a membership fee of at least $10 per semester and competitive organizations are required to have a membership fee of at least $35 per semester. Non-students who are members of these organizations shall be charged a membership fee not less than 1.5 times the student rate.

**Article VI - Budgets**

Section 1. **Eligibility.** Any pending or chartered student organization in good standing as determined by the Student Involvement Office and in compliance with Article V of this policy, any Tier I organization, and any Tier II organization may submit a budget request.
Section 2. Submission. The Vice President of Finance shall, prior to the first day of fall semester of each academic year, publish the required format for organizational budget requests and may designate differing formats based on tier status. At a minimum, Tier III organizations must:

a. Clearly and succinctly state the primary goals of the organization;

b. Clearly explain how the funding will aid the organization in accomplishing its goals;

c. Clearly describe each expense for which funding is sought;

d. Show that the organization has sought or plans to seek other funding support;

e. State the current membership fee per semester and any anticipated changes to that fee for the next fiscal year;

f. State the current number of members, distinguishing between graduate student members, undergraduate student members, and non-student members; and

g. If travel is requested, show that travel is necessary in order to attain one of the primary goals of the organization.

Prior to the budget application deadline, the JFC shall hold at least two budget orientation sessions for student organizations. Any organization submitting a budget request must do so in person to the SGA Office in the required format by 5:00 P.M. on Friday of the eighth week of fall semester. Applications will not be accepted by email or mail. The Vice President of Finance may extend this deadline for a period of at most one week. After this deadline, no additional budget applications or amendments to budget applications will be accepted, regardless of circumstances.

Section 3. Initial review. No later than Tuesday of the twelfth week of fall semester, the committee shall present to the legislature an initial summary of the total budget requests broken down by tier status and compared to the requests of the previous fiscal year. The committee may recommend changes to the item maximum allocations and funding formulas specified below for approval by the legislature. The legislature shall consider the committee’s recommendation and may establish the item maximum allocations, prohibited allocations, tier-specific additional budget restrictions, and funding formulas to be used by the committee in preparing the budget via a Joint Resolution as described in Article XIV of this policy.

Section 4. Detailed review. After approval of the item maximum allocations and funding formulas, the committee shall schedule a hearing for each organization requesting a budget to ask questions regarding the budget requests. The schedule shall be published on the SGA website and emailed to all budget applicants and to all presidents of student organizations no later than the twelfth week of fall semester. The committee shall determine each organization’s recommended budget consistent with its tier status, budget submission (including organizational goals, reasonableness of proposed expenses, and necessity of expenditures to the organization’s mission), applicable item maximum allocations, prohibited allocations, tier-specific additional budget restrictions, and funding formulas. If an organization fails to meet with the committee, the organization may not be granted a budget.

Section 5. Legislative approval. No later than Tuesday of the seventh week of spring semester, the committee shall submit a full budget to the legislature for its approval in the form of a Joint Bill authored by the undergraduate and graduate SGA Presidents. The adoption of this bill shall require an enactment ratio of at least 0.60. In the event that no budget is adopted by the legislature prior to the end of spring semester, the Vice President of Finance shall submit the budget as recommended by the JFC to SAC. The legislature may then make amendments during the following fall semester as outlined in Section 7 below.

Section 6. SAC approval. After the budget is passed by the UHR and GSS, the Vice President of Finance shall submit the budget to the Student Activities Committee of the Academic Senate (SAC) for final approval. If the SAC disapproves of any portion of the budget, the entire budget shall be reintroduced under Unfinished Business in the legislature. It shall be reintroduced in the form recommended by SAC and continue through the process as before. In the event that the SAC disapproves of a portion of the budget and spring semester has already concluded, the Undergraduate and Graduate SGA Presidents may, at their individual discretion, submit the SAC version of the budget to a special meeting or mail/electronic mail vote of the appropriate legislative body as provided by the Constitution and By-Laws or defer action by the legislature until fall semester. Until a final version of the budget has been adopted, the SAC-recommended budget shall be used, in order to comply with Board of Regents budget submission policies. Amendments may be made during the following fall semester as outlined in Section 7 below.
Section 7. *Fall budget amendments.* If a budget is implemented that has not been approved by the legislature, the legislature may consider additional amendments to the budget during the first four weeks of the fall semester for which the budget is effective. Such budget amendments shall be submitted in the form of a Joint Bill which shall be considered as prescribed in the By-Laws and will be subject to the funding formulas and funding levels of the policy of the fiscal year in which the budget was initially submitted. Any such budget amendments shall be subject to the same appeal and approval process as the budget.

Section 8. *Item maximum allocations.*

a. Periodical subscriptions: $100 and must be stored at the Georgia Tech Library.
b. Meeting agendas: Shall not be funded in excess of the rate charged the Student Involvement Office for one page per meeting per dues-paying member.
c. Postage: $50.
d. Decorations: $50.
e. The hourly rates of hired student staff:
   i. Office Assistant: $6.00 per hour
   ii. Partially Skilled Assistant: $6.50 per hour
   iii. Skilled Assistant: $7.00 per hour
   iv. Night Building Managers: $7.00 per hour
   v. Holiday Rate: $7.00 per hour

The classification of staff into the categories listed above shall be recommended by the Joint Finance Committee.

Section 9. *Prohibited allocations.* No budget may include any allocation for

a. Any resources that are available through equivalent campus facilities or could have been available if requested within an appropriate amount of time prior to the event.
b. Any event with alcohol present;
c. Any event not open to the entire campus;
d. Any event intended as a fundraiser for the organization or an outside party or organization;
e. Loans;
f. Inflated requests;
g. Any first-time event;
h. Capital expenditures with the exception of regularly purchased items or installment plan purchases;
i. Expenses that will not be incurred during the fiscal year for which the allocation is requested, except for installment plan purchases;
j. Dues for state, regional, or national associations or organizations unless such dues are required to compete;
k. Any expense described by the organization as “miscellaneous;”
l. Newsletter printing;
m. Awards or gifts of any kind;
n. Benefits for part-time employees working less than twenty (20) hours per week;
o. Phone directory entries;
p. Off-season competitions;
q. Items unrelated to the primary purpose of the organization;
r. FASET materials;
s. Any food or food-related items;
t. Guest Speaker Fees or honoraria;
.u. Any lodging;
v. Recruitment activities (as defined in Article II);
w. Religious activities (as defined in Article II);
x. Political activities (as defined in Article II);
y. Costs in which the primary purpose is seeking, gaining, or acknowledging sponsors (corporate or otherwise) for the organization;
z. Costs associated with professional development activities or conferences for non-student personnel (including travel, lodging, food, and/or registration expenses);
aa. Costs associated with internal organizational retreats; or
Section 10. Tier-specific Additional Budget Restrictions

Tier I and Tier II organizations are subject to the following additional budget restrictions:

a. Only a total of two conferences shall be funded per year.
b. Non-event-specific publicity shall not exceed a total of $200.

Tier II organizations are subject to the following additional budget restriction:

a. General office supplies shall not be funded in excess of $2,500.

Tier III organizations are subject to the following additional budget restrictions:

a. Liability insurance shall not be funded in excess of $2,000 per organization. Other types of insurance will not be funded.
b. No office supplies or postage expenses shall be funded.
c. Any expenses associated with publicity for a Tier III organization shall be considered to belong to one of the two following categories:
   i. Technique publicity: No more than 2 half-page Technique advertisements (not to exceed the current student organization rate) shall be funded.
   ii. Non-Technique publicity: Money shall not be allocated in excess of a sum of $200 for items considered “non-Technique publicity.”
d. Copying expenses shall be considered “non-Technique publicity” unless they are intended for meeting agendas.
e. No personal items shall be funded, including but not limited to nametags, photo albums, scrapbooks, and business cards.
f. No apparel shall be funded that does not remain with the organization.
g. An organization may not receive funding for any event or tournament for which it has not yet qualified.
h. Competitive organizations may receive funding for no more than one coach at a maximum of $1000. Trainers, consultants, etc. shall not be funded.
i. Competitive organizations shall not receive funding in a budget for expenses associated with more than six away competitions/conferences/tournaments at a maximum of $1000 each.
j. Noncompetitive organizations shall not receive funding for more than two conferences in a budget. Conference fees shall be funded at no more than a combined total for both conferences of $600 in a budget.
k. No more than two events shall be funded in a budget. For each event, the following limitations are imposed:
   i. Any form of social entertainment, such as a DJ or band, shall be funded at $80/event.
   ii. Sound equipment shall be funded at $40/event.
   iii. Projection equipment shall be funded at $25/event.
l. Intramural teams shall be funded at a maximum of six (6) teams per organization in a budget.
m. No expenses associated with computer or website maintenance shall be funded.
n. Initiation fees shall not be funded.

Section 11. Funding formulas.

a. No Tier III organization may receive more than three times its annual revenue in a budget. Revenue shall include all funds collected through fundraising, donations and sponsorships, and membership fees/dues.
b. Travel. Travel shall not be funded to locations within a 150-mile radius of Georgia Tech’s Atlanta campus. Mileage shall be calculated according to a website designated annually by the Vice President of Finance. This website shall be linked from the SGA website and its address shall be provided in the application packet. Essential equipment transportation shall not be factored into these restrictions.
Round-trip mileage shall be considered when using the methodology below. International travel is subject to these restrictions as well.

<table>
<thead>
<tr>
<th># of Students Traveling</th>
<th>Rate per Mile</th>
<th>Maximum Mileage</th>
<th>Maximum Funding</th>
</tr>
</thead>
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<tr>
<td>5 – 8</td>
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<td>1333.3</td>
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<td>&gt; 45</td>
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**Article VII - Bills for Non-Capital Expenditures**

Section 1. **Eligibility.** Any student or any pending or chartered organization with Tier II or Tier III status and in good standing as determined by the Student Involvement Office may submit a request for a bill for a non-capital expenditure.

Section 2. **Submission.** The Vice President of Finance shall, prior to the first day of the fall semester, publish the required format for eligible organizations to request funding for that fiscal year through a bill for non-capital expenditures. Any such request must:

- a. Identify a member of the UHR and a member of the GSS who have agreed to serve as authors of a bill making the allocation;
- b. Clearly and succinctly state the primary goals of the organization;
- c. Clearly explain how the funding will aid the organization in accomplishing its goals;
- d. Clearly describe each expense for which funding is sought;
- e. For Tier III organizations, show that the organization has sought or plans to seek other funding support;
- f. For Tier III organizations, state the current membership fee per semester;
- g. For Tier III organizations, state the current number of members, distinguishing between graduate student members, undergraduate student members, and non-student members;
- h. Disclose any amount of funding for the event that is being provided through an existing SAF budget allocation; and
- i. If travel is requested, show that travel is necessary in order to attain one of the primary goals of the organization.

Unless impossible due to events beyond the control of the organization, requests for bills for non-capital expenditures must include information on the event for which funding is requested in the format published by the Vice President of Finance and be submitted via the online bill system with both a UHR and GSS author at least two weeks prior to the event or activity for which funding is sought. In cases where this deadline cannot be met due to events beyond the control of the organization, the request shall be submitted as soon as is practical. A bill for a non-capital expenditure shall not be deemed submitted until all information required by the Vice President of Finance’s designated format is received.

Section 3. **Review.** The JFC shall review each request submitted under this article and determine the appropriate level of funding under this policy and applicable precedent. In matters where this policy neither guarantees nor prohibits funding, the committee shall consider how the event or activity contributes to the mission and goals of the organization in determining an appropriate allocation, and a record of the decision of the legislative bodies shall be kept by the committee as precedent for future requests. The Vice President of Finance shall provide a written report of this information to the legislature.

Section 4. **Legislative consideration and approval.** The legislative bodies and undergraduate and graduate SGA Presidents shall consider any Joint Bill submitted under the provisions of this article following the established process for Joint Bills.
Section 5. *Re-encumbering of funds.* Six weeks after any non-capital expenditure bill receives final approval, the Vice President of Finance may, at his/her discretion, author a Joint Bill to re-encumber any unspent funds. The Vice President of Finance is required to contact any parties affected before submitting such a bill. The Vice President of Finance may also author a bill at any time to re-encumber funds due to inappropriate use of allocation and or substantial deviations from event/activity details initially submitted to SGA.

Section 6. *Item maximum allocations.*

| a. Conferences: | $800 per conference for up to four (4) individuals, not to exceed $200 per individual |
| b. Tournaments: | $1000 per tournament, not to exceed $200 per individual |
| c. Decorations: | $50 |
| d. Speaker Fees and Honoraria: | Organizations may receive up to $5000 per year for speaker fees and 50% of all requests after the initial $5000 is allocated. |
| e. Publicity: |
| i. Copies, banners, and fliers shall be funded at the current rates of the Student Involvement Office. |
| ii. Fliers shall not be provided in excess of one-third of current campus enrollment rounded to the nearest thousand. |
| iii. Programs shall not be funded in excess of the event venue capacity. |
| iv. No more than four posters shall be funded for one event. |
| v. No more than two banners shall be funded for one event. |
| vi. No more than one half-page Technique advertisement, at the current student organization rate, shall be funded for one event. |
| vii. No more than one bucket of sidewalk chalk shall be funded for one event. |

Section 7. *Prohibited allocations.* No bill for a non-capital expenditure shall allocate any funds for

| a. Any resources that are available through equivalent campus facilities or could have been available if requested within an appropriate amount of time prior to the event; |
| b. Religious activities (as defined in Article II); |
| c. Political activities (as defined in Article II); |
| d. Any event intended as a fundraiser for the organization or an outside party or organization; |
| e. Loans; |
| f. Awards or gifts of any kind; |
| g. Any food; |
| h. Any food-related items, unless for an event involving at least 500 attendees, in which case the total allocation for food-related items for a single event may not exceed $1,500; |
| i. Any lodging; |
| j. Any travel expense for a non-student; |
| k. Recruitment activities (as defined in Article II); |
| l. Any expenditure occurring in the past, unless consideration by SGA is delayed through no fault of the organization (an organization may receive funding for an expense that it prepaid for an event or activity occurring in the future); |
| m. Costs associated with hosting intercollegiate competitions and tournaments; |
| n. Costs in which the primary purpose is seeking, gaining, or acknowledging sponsors (corporate or otherwise) for the organization; |
| o. Costs associated with professional development activities or conferences for non-student personnel (including travel, lodging, food, and/or registration expenses); |
| p. Costs associated with retreats, unless open to non-members; or |
| q. Clothing, excepting athletic uniforms for competitive organizations, unless intended for operational use or safety. |

Section 8. *Funding formulas.*

| a. **Ticket prices.** When Georgia Tech students are charged admission to an event funded in part through a bill for non-capital expenditures, the ticket price charged to an individual who is not a Georgia Tech student must be at least the sum of the per-student allocation for the event from all bills for non-capital expenditures (i.e., total Student Activity Fee allocation to the event from all bills for non-capital |
expenditures divided by anticipated student attendance) and the admission cost charged to a Georgia Tech student.\(^1\) There shall be no ticket cost requirement imposed upon events to which Georgia Tech students are not charged admission. The organization(s) planning the event may, at their sole discretion, allow Georgia Tech students to purchase a guest ticket for an individual who is not a Georgia Tech student at a rate lower than that required by this provision for non-students but no lower than that charged to Georgia Tech students.

b. **Travel.** Travel shall not be funded to locations within a 150-mile radius of Georgia Tech’s Atlanta campus. Mileage shall be calculated according to a website designated annually by the Vice President of Finance. This website shall be linked from the SGA website and its address shall be provided in the application packet. Essential equipment transportation shall not be factored into these restrictions. Round-trip mileage shall be considered when using the methodology below. International travel is subject to these restrictions as well.

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**Article VIII - Bills for Capital Expenditures**

Section 1. **Eligibility.** A capital expenditure shall be any expenditure meeting the definition of stated in Article II. Any chartered organization in good standing as determined by the Student Involvement Office may submit a request for a bill for a capital expenditure.

Section 2. **Restrictions.** Capital improvements to existing buildings or property are prohibited. The disposal of any items purchased through a bill for a capital expenditure must have the conditions of its disposal approved by the committee.

Section 3. **Submission.** The Vice President of Finance shall, prior to the first day of fall semester, publish the required format for eligible organizations to request funding for that fiscal year through a bill for capital expenditures. Any such request must:

a. Clearly and succinctly state the primary goals of the organization;
b. Clearly explain how the funding will aid the organization in accomplishing its goals;
c. Clearly describe each expense for which funding is sought;
d. For capital expenditures for Tier III organizations, show that the organization has secured or plans to seek other funding support for the purchase cost for each item for which funding is requested;
e. For Tier III organizations, state the current membership fee per semester; and
f. For Tier III organizations, state the current number of members, distinguishing between graduate student members, undergraduate student members, and non-student members.

Section 4. **Review.** The committee shall schedule a hearing for each organization requesting a capital allocation to ask questions regarding the request. The committee shall recommend to the legislative bodies each organization’s capital allocation consistent with its tier status, request submission (including organizational goals, reasonableness
of proposed expenditure, and necessity of the expenditure to the organization’s mission), and applicable prohibited allocations and funding formulas.

Section 5. Legislative consideration and approval. The legislative bodies and undergraduate and graduate SGA Presidents shall consider any Joint Bill submitted under the provisions of this article following the established process for Joint Bills.

Section 6. Prohibited allocations. No bill for a capital expenditure shall allocate any funds for

- Anything which can be had at a lower cost or free through existing campus facilities;
- Religious activities (as defined in Article II);
- Political activities (as defined in Article II);
- Loans;
- Any expenditure occurring in the past, unless consideration by SGA is delayed through no fault of the organization.

Section 7. Funding formulas. All allocations for capital expenditures shall be subject to the requirements of this section.

a. SGA may fund at most two-thirds of the total cost of each item that is part of a non-emergency capital expenditure by any Tier III organization. Organizations must submit receipts for each item purchased as an authorized non-emergency capital expenditure and they shall be reimbursed for more than two-thirds of the cost of each individual item.

b. For any Tier III organization, the one-year allocation from the capital outlay account shall not exceed ten (10) percent of the funds available in this account at the start of the academic year.”

Article IX - Rollover

The ability of an organization to carry funds from one fiscal year forward into the next (“rollover”) is determined by the organization’s tier status.

a. Tier I and Tier II organizations may submit a request to roll over their unspent Student Activity Fee funds at the end of the fiscal year. Such a request shall include a detailed explanation of why the funds were not spent in the fiscal year for which they were allocated, the anticipated uses of the funds to be rolled over, and the expected benefit to the student body of rolling over the funds. The Vice President of Finance may grant Tier I and Tier II rollover requests in whole or in part, at his/her discretion, based on the demonstrated need of the organization to roll over the funds and the anticipated benefit to the student body of rolling over the funds.

b. Tier III organizations cannot have rollovers of budget allocations, but may request that unspent bill allocations be rolled over to the next fiscal year. Such requests are restricted to instances in which the organization was unable to spend the funds during the fiscal year for which they were allocated due to circumstances beyond its control and shall include a detailed explanation of why the funds were not spent during the fiscal year for which they were allocated. The Vice President of Finance may, at his/her discretion, grant Tier III rollover requests in whole or in part based on the organization’s explanation of why it was unable to spend the funds during the fiscal year for which they were allocated. Rolled over Tier III funds may only be used for the purpose for which they were originally allocated.

Article X - Financial Managers

Tier I and II organizations with financial managers will have the full sum of their budgeted funds disbursed directly to them. All other organizations will receive their funds as reimbursements through the Student Involvement Office. The Vice President of Finance shall maintain the list of organizations with financial managers.

Article XI - Organizational Accountability
Section 1. Reimbursement timing. It is recommended that all requests for reimbursement from SAF funds be submitted within thirty (30) days of the date on the receipt or invoice. Reimbursement requests must be submitted within sixty (60) days of the date on the receipt or invoice. In exceptional circumstances, the Vice President of Finance may approve reimbursement requests submitted after this deadline, solely at his/her discretion.

Section 2. Annual reports. An annual report will be issued at the end of each fiscal year comparing the budget plan and actual expenditures over the fiscal year. Organizations with financial managers will have this report prepared by their financial managers. All other organizations who received a Student Activity Fee budget allocation shall be responsible for preparing their own reports. The Vice President of Finance shall annually establish the format for the reports and a deadline for their submission. Failure to submit a report by this deadline shall constitute a major infraction (see Section 4 below).

Section 3. Investigations. Either the undergraduate or graduate SGA President may issue an Executive Order forming an ad hoc committee to investigate the finances of any student organization. A review can also be formed by a Joint Resolution or at the request of the Vice President of Finance. Such an ad hoc committee shall include at least one undergraduate student, at least one graduate student, and precisely one member of the Joint Finance Committee. The JFC member of the ad hoc committee shall not be the Vice President of Finance. The Vice President of Finance shall serve as a nonvoting, ex-officio member of the ad hoc committee.

Section 4. Sanctions. If a review finds any misuses of funds, the following steps can be taken at the discretion of the Vice President of Finance and subject to review by the Undergraduate and Graduate SGA Presidents:

a. For minor infractions involving less than $1,000, an equal amount of funds shall be re-encumbered and an equivalent amount deducted from the organization’s next budget.

b. For repeated minor infractions involving less than $1,000, an amount equal to the total amount involved in the infractions shall be re-encumbered and an equivalent amount deducted from the organization’s next budget. The organization shall also be referred to the Joint Campus Organizations Committee (JCOC) for consideration of possible charter suspension or revocation, and the organization may not access its budget allocation until deemed in good standing by JCOC.

c. For major infractions involving more than $1,000, the organization shall be prohibited from using its budget for the remainder of the fiscal year, shall be ineligible to request or receive budget funding in the following one (1) fiscal year, and the organization shall be referred to JCOC for consideration of possible charter suspension or revocation.

d. For repeated major infractions involving more than $1,000, the organization shall be prohibited from using its budget for the remainder of the fiscal year, shall be ineligible to request or receive budget funding for the following four (4) fiscal years, and shall be referred to JCOC for consideration of possible charter suspension or revocation.

Article XII - Appeals

The process for appeals may be found in the Bylaws of each respective legislative chamber. Persons wishing to file an appeal or seeking information concerning the legislative appeals process shall contact the Undergraduate and Graduate Executive Vice Presidents.

Article XIII - Adherence to Policy

Bills allocating Student Activity Fee funds that do not conform to this policy shall not be adopted except by an enactment ratio of at least prior to 0.60 with a minimum of one-quarter affirmative votes in each chamber.

Article XIV - Ratification and Amendment

Section 1. Ratification. This policy shall not become effective unless ratified by the UHR and GSS with an enactment ratio of at least 0.60 and simple majority approval in each legislative body.

Section 2. Amendment. Unless specified otherwise in this policy, any amendment to this policy shall require approval of the UHR and GSS with an enactment ratio of at least 0.60 and simple majority approval in each legislative body. The item maximum allocations, prohibited allocations, tier-specific additional budget restrictions, and funding formulas in Article VI may be amended once per fiscal year, as specified therein. The item maximum allocations, prohibited allocations, and funding formulas in Article VII may be amended once per fiscal year, no
later than the fifth week of fall semester. The prohibited allocations and funding formulas in Article VIII may be amended once per fiscal year, as specified therein.
Tier Statuses

Tier I: Campus Recreation Center and Student Center Operations Board.
Tier II: DramaTech, Graduate Student Government Association, intramurals, MOVE Office, Musicians Network, Outdoor Recreation Georgia Tech (ORGT), Presidents’ Council, Student Center Programs Board, Student Publications, Undergraduate Student Government Association, and WREK.
Tier III: All other student organizations.

Financial Managers

Organizations with financial managers are the Campus Recreation Center, Student Center Operations Board, Student Center Programs Board, Student Publications, intramurals, and WREK.

NOTE: This page is not formally part of the policy. It is two lists described in the policy that are to be maintained by the Vice President of Finance. It is provided here solely for information and comparison with the existing policy.