

POLICY  
of the  
JOINT FINANCE COMMITTEE  
GEORGIA INSTITUTE OF TECHNOLOGY  
Revised Tuesday, September 24, 2019

**ARTICLE 1: PREAMBLE**

The Student Government Association (SGA), through the Undergraduate House of Representatives (UHR) and the Graduate Student Senate (GSS), administers the allocation of Student Activity Fee (SAF) funds at the Georgia Institute of Technology. The Joint Finance Committee (JFC) shall make recommendations to the House and Senate in accordance with these policies.

**ARTICLE 2: DEFINITIONS**

**Section 1. Abbreviations**

BOR: Board of Regents

CO: Capital Outlay

FY: Fiscal Year

GLR: Graduate Legislative Reserve

GSS: Graduate Student Senate

JCOC: Joint Campus Organizations Committee

JFC: Joint Finance Committee

PY: Prior Year

RES: Reserve

SAC: Student Activities Committee of the Academic Senate

SAF: Student Activity Fee

SGA: Student Government Association

SOFO: Student Organizations Finance Office

UHR: Undergraduate House of Representatives

ULR: Undergraduate Legislative Reserve

VPF: Vice President of Finance

**Section 2. Words and Phrases**

Away event shall mean any event happening outside of and not hosted at Georgia Tech's Atlanta campus.

Capital expenditure shall be any payment for durable goods with an expected life of three or more years under normal use and the costs associated with the initial installation of these goods. Normal use is to be considered based on the physical longevity of the item and the length of the manufacturer's limited warranty. Goods with a price of less than \$10 each shall not be considered capital expenditures.

Emergency capital expenditure shall mean any capital expenditure that an organization cannot reasonably anticipate needing to make during a FY. Emergency capital expenditures shall include, but not be limited to, capital expenditures required due to damage or theft beyond the control of the organization. The qualification of a capital expenditure as “emergency” shall be left to the discretion of the JFC.

Enactment ratio shall be defined as the sum of the percentage of yes votes in the UHR multiplied by the fraction of total SAF paid by undergraduate students and the percentage of yes votes in the GSS multiplied by the fraction of total SAF paid by graduate students:

$$\text{Ratio} = \frac{\text{Total Undergraduate SAF}}{\text{Total SAF}} \times \% \text{ UHR Yes Votes} + \frac{\text{Total Graduate SAF}}{\text{Total SAF}} \times \% \text{ GSS Yes Votes}$$

Fundraiser shall mean any event intended to generate more revenue than the cost of the event itself.

Joint allocation shall mean any allocation that must be voted on in both legislative bodies.

Joint governing board shall mean a committee specifically designated as such by a joint resolution of the legislative bodies.

Legislative bodies shall mean both the UHR and the GSS.

Lodging shall mean any hotel rooms, motel rooms, hostel rooms, residence rooms, campground fees, RV/camper fees, or similar accommodations.

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 public ballot initiative or candidate for public office or to provide a monetary contribution to a political party.

Recruitment activities shall be any event or publicity campaign whose sole purpose is the recruitment of new members to an organization.

Religious activities shall mean any activities that support the service or worship of a god, a supreme being or the supernatural, or the proselytizing thereof.

Retreat shall be any event held by an organization intended primarily for vacation or team-building purposes.

Speaker shall mean any person or group hired to speak or perform at an event. This includes (but is not limited to) professors, experts, public figures, celebrities, bands, and other artists, with the exception of WREK Radio.

Speaker fees and honoraria shall mean any costs associated with compensating or rewarding a speaker for their time and expertise, including costs related to travel and lodging. Employees of Georgia Tech are not eligible to be paid by speaker fees and honoraria per Institute policy.

Student shall mean any undergraduate or graduate student of the Georgia Institute of Technology who pays the Student Activity Fee.

## **ARTICLE 3: STUDENT ACTIVITY FEE**

### **Section 1. Mission**

The UHR and GSS shall have the responsibility of formulating an annual SAF allocation budget and for recommending changes in the amount of the SAF. In forming such a budget or recommending such changes, both legislative bodies shall consider the recommendations of the JFC.

### **Section 2. Budget**

The legislative bodies shall determine the annual SAF budget, dictating the allocations to each organization.

### **Section 3. Account Types**

There are five accounts from which the legislative bodies may allocate funding. The Undergraduate Legislative Reserve (ULR) and Graduate Legislative Reserve (GLR) accounts are to be used by the UHR and GSS, respectively, for special SGA initiatives. These accounts are not subject to JFC oversight. The Prior Year (PY) account is to be used to support general initiatives of student organizations. The Capital Outlay (CO) account is to be used to support capital expenditures for student organizations. The SAF Reserve (RES) account is to be used only in emergencies when sufficient funds are not present in other accounts to cover legislative allocations. PY, CO, and RES are subject to JFC policy.

### **Section 4. Account Formulas**

At the end of the fiscal year, any unspent funds from organizations receiving SAF funding and any unallocated PY, ULR, and GLR funds shall be allocated to five accounts. First, an amount sufficient to replenish the RES account to a balance of two hundred thousand dollars (\$200,000.00) shall be allocated to said account. The next thirty thousand dollars (\$30,000.00) shall be divided between the GLR and ULR according to the fraction of SAF paid by graduate and undergraduate students, respectively. Of the rest of the unspent monies, 60% shall be allocated to the PY account and 40% be allocated to the CO account. All approved rollovers shall be taken directly from the account in which they were originally allocated.

## **ARTICLE 4: TYPES OF FUNDING ALLOCATIONS**

### **Section 1. Equal Access**

Allocations of the SAF shall be considered by the JFC in an unbiased and consistent manner.

### **Section 2. Joint SAF Allocations**

Joint allocations shall be made primarily through the annual budget, which will be submitted and approved in the fiscal year (FY) prior to that for which the funds are to be used. Organizations may also seek funding during the FY through the submission of bills. Items considered capital expenditures will be funded from the CO account; all other items shall be funded from the PY account.

### **Section 3. GLR and ULR Allocations**

The GSS and UHR have sole authority to allocate funding from the GLR and ULR, respectively, by a simple majority vote. ULR and GLR are not subject to JFC oversight.

### **Section 4. Governing Boards**

The legislative bodies may defer appropriation authority of a fixed dollar amount to a Joint Governing Board. This appropriation authority must be included in the charter of the Joint Governing Board and is subject to JFC oversight. This deferment must occur through a bill passed with two-thirds approval in both legislative bodies.

## **Section 5. Conference Funds**

The Conference Funds, administered by the Joint Vice President of Conference Funds, shall provide monies to undergraduate and graduate students attending conferences to present their research. Policy regarding the awarding and distribution of these monies are described elsewhere, and this fund is not subject to JFC oversight. The Conference Funds are allocated in the yearly SAF allocation budget or in bills.

## **ARTICLE 5: TIER AND CATEGORY SYSTEM**

### **Section 1. Purpose**

A tier and category system shall be used in determining SAF allocations. Different policies may be applied to organizations based on their tier and category status. The tier and category system is designed to provide access to funding in such a way as to benefit the greatest number of students with limited SAF funds. The process for assigning and changing Tiers is defined in the Joint Campus Organization Committee Policy.

### **Section 2. Tier Specific Policies**

- A. Tier II organizations are the top priority of student organizations. Tier II 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 greater than 0.6. These organizations may also create funded positions for students. Tier II organizations will submit detailed line item budgets.
- B. Tier III organizations are the secondary priority of student organizations. Tier III organizations may not pay salary or benefits out of the SAF. Tier III organizations may not have funded positions for staff or students. Tier III organizations may submit a detailed line item budget.

### **Section 3. Categories**

Tier II and III organizations may be granted special exemptions, as dictated in Article VIII, Section 4, based on their category. JCOC shall be responsible for assigning and maintaining these categories. The JFC shall provide specific exemptions for Competitive, Cultural, and Community Service organizations.

### **Section 4. Multi-Disciplinary**

JCOC shall be responsible for granting and reviewing approved disciplines for multi-disciplinary organizations annually. Multi-disciplinary organization may be granted special exemptions as dictated in Article VIII, Section 4.

## **ARTICLE 6: BUDGETS**

### **Section 1. Eligibility**

Any registered student organization in good standing as determined by the Office of Student Engagement that meets the Membership Fee Requirements in Section 2 may submit a budget request.

### **Section 2. Membership Fee Requirements**

Membership Fee Requirements. In order to apply for and receive a budget for the following fiscal year, organizations must charge dues according to the following requirements:

1. Tier II organizations are not required to charge membership fees.
2. Tier III competitive organizations are required to charge a minimum of \$50 per semester per student member. Non-competitive members of Tier III Competitive organizations shall be charged a minimum of \$30 per semester per student member.
3. Other Tier III organizations are required to charge a minimum of \$10 per semester per student member.

4. Non-students who are members of Tier III organizations shall be charged a membership fee of no less than two times the student rate.

### **Section 3. Submission Documentation**

The VPF shall, prior to the end of the third week of the 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, organizations must:

1. Clearly describe each expense for which funding is sought;
2. State the current membership fee per semester and any anticipated changes to that fee for the next fiscal year; and
3. State the current number of members, distinguishing between graduate student members, undergraduate student members, and non-student members.
4. Provide Faculty Advisor approval of their budget submission

### **Section 4. Budget Orientation**

Prior to the budget application deadline, the JFC shall hold at least three budget orientation sessions for student organizations. At least one officer of each organization must attend one session. Failure to attend may result in the denial of a budget request, which will be left to the discretion of the VPF.

### **Section 5. Submission Timeline**

All budget requests must be submitted via the online budget system by 11:59 P.M. EST on Friday of the tenth week of the fall semester. The VPF may, at his or her discretion, extend this deadline for a period of at most one week. After the deadline has passed, no additional budget requests will be accepted, regardless of circumstance.

### **Section 6. Initial Review**

No later than Tuesday of the fourteenth week of fall semester, the JFC shall present to the legislature an initial summary of the total budget requests by tier status and compared to the requests of the previous fiscal year. The JFC may recommend changes to the item maximum allocations and funding formulas specified below for approval by the legislative bodies. The legislative bodies shall consider the committee's recommendation and may establish the item maximum allocations, prohibited allocations, tier-specific budget restrictions, and funding formulas to be used by the committee in preparing the budget via a Joint Resolution with an enactment ratio of greater than 0.6.

### **Section 7. Detailed Review**

After approval of the item maximum allocations and funding formulas, the JFC 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 no later than the twelfth week of fall semester. The JFC shall determine each organization's recommended budget consistent with its tier status, budget submission (including reasonableness of proposed expenses and necessity of expenditures to the organization's mission), applicable item maximum allocations, prohibited allocations, tier- and category-specific additional budget restrictions, and funding formulas. If an organization fails to meet with the JFC, the organization shall not be granted a budget.

### **Section 8. Legislative Approval**

No later than Tuesday of the eighth week of spring semester, the JFC 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 greater than 0.6. In the event that no budget is adopted by the legislature prior to the end of spring semester, the VPF shall submit the

budget as recommended by the JFC to the SAC. The legislature may then make amendments during the following fall semester as outlined in Section 10 below.

### **Section 9. SAC Approval**

After the legislative bodies pass the budget, the VPF shall submit the budget to the SAC for final approval. If the SAC disapproves of any portion of the budget, the entire budget shall be reintroduced to the legislature in the form recommended by SAC. In the event that the 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 of the appropriate 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 the budget submission policies of the Board of Regents (BOR) of the University System of Georgia. The legislature may then make amendments during the following fall semester as outlined in Section 10 below.

### **Section 10. 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 that shall be subject to 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 11. Amendment**

The VPF may, at the request of the sponsoring organization, amend the description of line items of a previously passed budget if the funding from that line item has not already been spent. Only the description may be amended; allocated amounts may not be changed. The description of the line item may only be changed if, at the discretion of the VPF, the change does not affect the original intention of the funding. For example, the destination of travel may be changed as long as the goal of the trip is the same.

## **ARTICLE 7: BILLS**

### **Section 1. Eligibility**

Any registered student organization in good standing as determined by the Office of Student Engagement may submit a request for SAF funds through a bill. Students seeking funding that are not affiliated with any registered student organization may petition SGA to submit a bill, however only registered student organizations may request funding for capital expenditures.

### **Section 2. Submission Documentation**

The VPF shall, prior to the first day of fall semester, publish the required format for eligible organizations to request funding for that FY through a bill. Any such request must:

1. Identify a member of the UHR and a member of the GSS who have agreed to serve as authors of the bill;
2. Clearly explain how the funding will aid the organization in accomplishing its goals;
3. Clearly describe each expense for which funding is sought;
4. For Tier II and Tier III organizations, show that the organization has sought or plans to seek other funding support and detail the amount of funding that has been received from other sources;
5. For Tier III organizations, state the current membership fee per semester;
6. For Tier III organizations, state the current number of members;
7. Disclose any amount of funding for the items requested that is currently being provided through an existing SAF allocation;
8. If event funding is requested, show how the organization plans to promote the event to the Undergraduate and Graduate student bodies; and

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

### **Section 3. Submission Timeline**

Unless impossible due to events beyond the control of the organization, requests for bills must be submitted via the online bill system with both a UHR and GSS author having accepted by the bill submission deadline<sup>[1]</sup> at least two legislative meetings prior to the need for funding to be available. In cases where this deadline cannot be met, the request shall be submitted as soon as is practical and will be heard per the discretion of JFC. A bill shall not be deemed submitted until all required information is received. Competitive organizations that are classified as “Sport Clubs” by the Joint Campus Organization Committee shall be expected to consult with the CRC Sport Club Coordinator beforehand in the case of purchased goods, to ensure coordination of receiving and availability of storage for said goods.

### **Section 4. Review**

The JFC shall review each request submitted under this article and determine the appropriate level of funding under this policy. The JFC shall schedule a meeting with at least one officer from the requesting organization before the request appears in old business. In the case that no organizational representatives are able to attend the scheduled JFC meeting, the VPF or the JFC may sufficiently correspond through email with no fewer than two officers, recommend zero funding, or recommend that the legislative bodies postpone the bill for another week to allow for a rescheduled meeting. The VPF shall provide a written report of the JFC’s recommendation to the legislature, including the relevant discussion or passage from JFC policy used to make the recommendation.

### **Section 5. Legislative Consideration and Approval**

The legislative bodies and undergraduate and graduate SGA presidents shall consider any Joint Bill submitted under this article following the established process for Joint Bills. Bills allocating SAF funds that conform to this policy shall be adopted by an enactment ratio greater than 0.6. Final versions of bills allocating SAF funds that do not conform to this policy shall not be adopted except by an enactment ratio greater than 0.75, with a minimum of one-half affirmative votes in each chamber.

### **Section 6. Re-encumbering of Funds**

Six weeks after any bill receives final approval, the VPF may, at his or her discretion, author a Joint Bill to re-encumber any unspent funds. The VPF must contact any parties affected before submitting such a bill. The VPF may also author a bill at any time to re-encumber funds due to inappropriate use of allocation or substantial deviations from the details initially submitted to SGA.

### **Section 7. Restrictions**

The disposal of any item purchased as a capital expenditure must have the conditions of its disposal approved by the JFC. All supplies, materials and equipment, regardless of value, purchased through the Institute are the property of the state. As such, they cannot be sold, surplused or transferred from Georgia Tech without the prior written approval of the Institute Surplus Property Officer.

### **Section 8. Amendment**

The VPF may, at the request of the sponsoring organization and both authors of the bill, amend the description of line items of a previously passed bill. Only the description may be amended, allocated amounts may not be changed. The description of the line item may only be changed if, at the discretion of the VPF, the change does not affect the original intention of the funding. For example, the destination of travel may be changed as long as the goal of the trip is the same.

## ARTICLE 8: ALLOCATION LIMITS AND RESTRICTIONS

### Section 1. Prohibited Allocations

- A. General Restrictions: No budget or bill shall allocate funding for
- a. Any resources that are available through equivalent campus facilities or could have been available if requested within an appropriate amount of time, unless a cheaper alternative is available per the discretion of JFC
  - b. Religious activities
  - c. Political activities
  - d. Loans
  - e. Any items whose purpose, as determined by JFC, is to be given out to individuals or organizations, including awards, gifts, and giveaways, with the exception of low-cost printed publicity items such as flyers and stickers. Low-cost publicity items shall not be funded in excess of \$50 total. Giveaways shall include any equipment that is to be used in any capacity on or with personal equipment at non-organizational events.
  - f. Any food or beverage intended for human consumption
  - g. Any food-related items such as plates, utensils, or napkins, unless for an event projected to involve at least 500 student attendees, in which case the total allocation for a single event may not exceed \$500 and none of the items may be composed of Styrofoam
  - h. Any alcoholic beverages or tobacco products
  - i. Any lodging
  - j. Any travel expense for a non-student
  - k. Any event intended as a fundraiser for the any individual, party, or organization
  - l. Recruitment activities
  - m. Any expenditure occurring in the past or any expenditure guaranteed by a contract entered into in the past, unless consideration by SGA is delayed through no fault of the organization.
  - n. Costs associated with hosting intercollegiate competitions and tournaments
  - o. Costs associated with hosting conferences in which more than 25% of attendees are not students of the Institute at the time of the event or conferences from which the organization will receive a portion of the profit
  - p. Costs associated with any event for which an organization has not yet qualified
  - q. Costs in which the primary purpose is seeking, gaining or acknowledging sponsors (corporate or otherwise) for the organization
  - r. Costs associated with professional development activities or conferences for non-student personnel
  - s. Costs associated with freight, shipping, delivery, or processing of any items
  - t. Costs associated with retreats, unless open to non-members
  - u. Clothing that does not remain with the organization
  - v. Items unrelated to the purpose of the organization, as determined by the JFC
  - w. Parking permits, fees and validations for road vehicles
  - x. Any costs for which the actual expenditures are not known or “miscellaneous” costs
  - y. Dues paid per individual through which students can compete outside of a Georgia Tech affiliated team
  - z. Any activities which violate the laws of the United States of America, the State of Georgia, the City of Atlanta, or the regulations of the Georgia Institute of Technology
- B. Budget Restrictions. No budget shall allocate funding for
- a. Any first-time event
  - b. Capital expenditures, except for regularly purchased items or installment plan purchases for Tier II organizations
  - c. Benefits for part-time employees working less than twenty (20) hours per week



- d. FASET materials
- e. Postage
- f. Costs associated with CRC-hosted intramurals
- C. Additional Budget Restrictions for Tier III
  - a. Personnel
  - b. Speaker fees or honoraria
  - c. Registration costs for Homecoming events
  - d. Office supplies
  - e. Personal items, including, but not limited to, nametags, photo albums, scrapbooks and business cards

**Section 2. Item Maximum Allocations**

- A. General Restrictions. No budget or bill shall allocate any funding in excess of:
  - a. Decorations
    - i. \$150 if the expected attendance is less than 500 Georgia Tech students
    - ii. \$300 if the expected attendance is 500 or more Georgia Tech students
  - b. Costs associated with renting the Ferst Theater shall only be funded for events with an expected attendance of greater than 300 students and if no cheaper alternative exists, as deemed by JFC.
- B. Budget Restrictions. No budget shall allocate any funding in excess of:
  - a. Hourly Rates of Hired Student Staff. The classification of student staff into these categories shall be recommended by JFC.
    - i. Office Assistant: \$8.25 per hour
    - ii. Skilled Assistant: \$9.00 per hour
    - iii. Managers: \$9.75 per hour
  - b. Tier II Additional Restrictions
    - i. Only a total of two conferences shall be funded per year.
    - ii. Non-event-specific publicity shall not exceed a total of \$200.
    - iii. General office supplies shall not exceed a total of \$1000.
  - c. Tier III Additional Restrictions
    - i. Liability insurance shall not exceed a total of \$2000.
    - ii. Publicity, including copying expenses, shall not exceed a total of \$250.
    - iii. No more than two away events at a maximum of \$1000 each, excluding travel. Travel costs shall only be funded for up to two away events.
    - iv. No more than two non-away events shall be funded in a budget. For each event, the following limitations are imposed:
      - 1. WREK Radio shall not be funded in excess of \$120.
      - 2. Sound equipment shall not be funded in excess of \$50.
      - 3. Projection equipment shall not be funded in excess of \$30.
      - 4. Lighting equipment shall not be funded in excess of \$100.
- C. Non-Capital Expenditures. No bill or budget shall allocate any funding for non-capital expenditures in excess of:
  - a. Conferences: \$1000 per conference, excluding travel, not to exceed \$100 per individual
  - b. Tournaments: \$1000 per tournament, excluding travel, not to exceed \$100 per individual
  - c. Program Fees for Off-Campus Activities: \$1000 per activity, not to exceed \$100 per individual, excluding travel
  - d. Speaker Fees and Honoraria:
    - i. \$500 per event if the expected attendance is fewer than 100 Georgia Tech students

- ii. \$2,500 per event if the expected attendance is fewer than 500 Georgia Tech students
- iii. \$5,000 per event if the expected attendance is fewer than 1000 Georgia Tech students
- iv. \$10,000 per event if the expected attendance is 1000 or more Georgia Tech students
- e. Publicity:
  - i. Copies, programs, and fliers shall be funded at the current rates of the Office of Student Engagement.
  - ii. Fliers shall not be provided in excess of one-third of current on-campus campus enrollment rounded to the nearest thousand.
  - iii. Programs shall not be funded in excess of the event venue capacity.
  - iv. Banners and posters shall not be funded in excess of \$180 total per event.
  - v. No more than one half-page Technique advertisement or equivalently priced Technique advertisement(s), at the current student organization black and white rate, shall be funded for one event.
  - vi. Social media advertisements (such as Facebook ads and Snapchat filters) shall not be funded in excess of \$25 total per event.
  - vii. No more than \$20 of sidewalk chalk shall be funded for one event.
- f. Food not intended for human consumption: Not to exceed \$50

### Section 3. Funding Formulas

- A. General Formulas: Travel shall not be funded to locations within a 150-mile radius of Georgia Tech's Atlanta campus. A travel subsidy calculator shall be provided by SGA, utilizing the formulas below. This website shall be linked from the SGA website, and its address shall be provided on JacketPages. Round-trip mileage shall be considered when using the methodology below. International travel is subject to these restrictions as well. Travel must exceed 350 geodesic miles one-way in order for the air travel formula to be used. Air Travel reimbursements shall be given at the lesser \$150 or 45% of the actual expense. The VPF shall, at the beginning of every fall semester, evaluate the coefficients of each travel formula to ensure they accurately reflect the initial intention of the formulas<sup>[2]</sup>. Only one type of travel shall be funded per person per event.
  - a. Automotive Travel Formula
    - i. R shall be the current IRS Business Mileage Rate, calculated at the start of the fiscal year.
    - ii. S shall be the number of students travelling.
    - iii. M shall be the number of round-trip miles between Georgia Tech and the destination.
    - iv.  $Allocation = 0.05 \times R \times S \times M$ ,  $Maximum = S \times \$75$ .
- B. Budget 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, sponsorships and membership fees.
  - b. Tier II organizations may fund certain student positions. The level of this funding is defined in Appendix A. The percentage of tuition shall be an amount calculated from the estimated in-state tuition and fees for undergraduates for the fall and spring semesters of the following academic year published by the Georgia Tech Office of Financial Aid. All personnel requests not governed by the table in Appendix A shall be considered individually.

C. Non-Capital Expenditure Formulas

- a. Ticket Prices: If Georgia Tech students are charged admission to an event funded through a bill, the ticket price charged to an individual who is not a Georgia Tech student must be at least the sum of the per-student SAF allocation for the event and the cost charged to a Georgia Tech student, as shown in the formula below. If Georgia Tech students are not charged admission, there shall be no ticket price restrictions.

$$\text{Non-Student Ticket Price} = \frac{\text{SAF Allocation for Event}}{\text{Expected Student Attendance}} + \text{Student Ticket Price}$$

D. Capital Expenditure Formulas

- a. For Tier III organizations, SGA may fund at most two-thirds of the total cost of each item that is part of a non-emergency capital expenditure.
- 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.

**Section 4. Funding Formulas**

A. Tier II

- a. Travel within a 150-mile radius of Georgia Tech may be funded in full if the following conditions are met:
- i. Travel involves 100 or more students.
  - ii. Travel is contracted through Georgia Tech Parking and Transportation Services or a Georgia Tech approved vendor.
  - iii. Travel is provided both to and from the event.

B. Tier II and Tier III

- a. Competitive
- i. Coaching stipends may be funded at a maximum of \$1000 total.
  - ii. Up to six away events may be funded in a budget or in bills at a maximum of \$1000 each, excluding travel. Travel costs shall only be funded for up to six away events.
  - iii. Costs associated with funding intercollegiate competitions may be funded if the following conditions are met:
    1. The competition consists of only the organization and one other team.
    2. The organization attends an equal or greater number of away competitions at which no registration fee is charged.
    3. The total fiscal year allocation for home competition costs and away tournament registrations does not exceed \$6000.
- b. Multi-Disciplinary Competitive
- i. Coaching stipends may be funded in a budget at a maximum of \$1000 total for each approved discipline. In order to qualify, each coach may be paid for only one discipline.
  - ii. Up to six away events per approved discipline may be funded in a budget or in bills at a maximum of \$1000 each, excluding travel. In order to qualify, events must be distinct to each discipline.
- c. Community Service
- i. Travel within a 150-mile radius of Georgia Tech's Atlanta campus may be funded only if the following conditions are met:
    1. Travel involves four or more students.

2. Travel occurs at least five different times per semester (not necessarily to the same location).
  3. Travel does not exceed 60 miles per round trip.
  4. The request is submitted in the budget or a single bill
- d. Cultural
- i. Cultural food shall only be funded through bills.
  - ii. Cultural food shall be funded up to two-thirds the total cost or \$5 per expected student attendee, whichever is the lesser value.
  - iii. Organizations that receive funding for cultural food for their events must track event attendance through BuzzCard reader or equivalent unique identifier for students and must submit a post event report within 4 weeks of the event date.
  - iv. At the event, the organization must clearly display the list of ingredients for the food.
  - v. Additionally, prior to the presentation of the bill to the legislative bodies, the following documentation must be provided:
    1. A description of how the food is included and important within a culture, including any historical significance
    2. An explanation of how the food is relevant to the specific event (if applicable)
    3. Sufficient evidence of a good faith effort to promote the event to non-members.
  - vi. The exceptions provided under Subsection d shall also apply to events hosted by non-cultural organizations that:
    1. Have been given the 'Cultural Event Host' designator by the JCOC , or
    2. Are working in collaboration with a registered cultural organization. In this case, the organizations involved must provide additional documentation to show that each of the hosting organizations contributed substantially to the planning and organization of the event.
  - vii. All conditions under subsections (ii) and (iii) still apply under both of these exceptions in vi, and the legislature must be made aware that that the organization is receiving funding under these specific exceptions, when respective bills are presented.
- e. Professional/ Departmental and Community Service
- i. Background checks for non-criminal justice purposes may be funded at a maximum of \$15 per student, up to 40 students per student organization for their first request, and up to 10 students for every year thereafter.
- f. Shipping Costs
- i. Costs associated with shipping and transportation of goods within a 150-mile radius of Georgia Tech's Atlanta campus may be funded up to \$100 per event that is projected to have an attendance of more than 500 students

## **Section 5. Spring Encumbrance**

- A. JFC shall oversee an encumbrance of all unspent SAF funds from the Fall semester. Rollovers to the spring semester can be approved by the VPF and/or the SGA treasurers if the organization provides a reasonable explanation of why the funds need to be spent in the Spring. Organizations submitting bills that anticipate spending a portion of the funds during the spring semester can obtain a pre-approved rollover with a majority vote of JFC during the initial bill review meeting, with a valid reason.

## **ARTICLE 9: STIPENDS**

### **Section 1. Student Stipends**

Stipends for student leaders of Tier II organizations are allocated as a lump sum to the organization. The amounts for these lump sums is dictated in Appendix A.

### **Section 2. Breakdown**

No later than the end of the fourth week of fall semester, the VPF shall make available a form for Presidents of Tier II organizations to complete dictating the breakdown of their stipend allocation per officer. This form shall include the amount to be allocated to each officer and a narrative on why this breakdown was selected, including a description of why any changes were made.

### **Section 3. Advisor Approval**

Once a President has determined the breakdown of their stipend allocation amongst the officers, he or she shall submit the breakdown to the organization's Advisor for approval.

### **Section 4. JFC Approval**

Upon approval of the Advisor, the breakdown shall be sent to JFC for approval. A majority vote of JFC shall be required to approve a stipend distribution. JFC may, at their discretion, schedule a meeting with the organization's President and Advisor for further review.

### **Section 5. Disbursement**

Upon approval of JFC, the distribution shall be sent to SOFO for disbursement in line with the approved breakdown of stipends.

### **Section 6. Transparency**

Within one week of approval by JFC, the approved distribution of stipends shall be communicated to GSS and UHR and made publicly available.

### **Section 7. Updates**

At any point prior to the disbursement of stipends in a semester, an organization may request to change their breakdown, following the process outlined above.

### **Section 8. Appeals**

If an organization wishes to appeal the decision of JFC regarding a stipend breakdown, they may request that GSS and UHR review their request. A two-thirds vote in each body shall be required to overturn the decision of JFC.

## **ARTICLE 10: ROLLOVER**

### **Section 1. Eligibility**

Organizations may, at the end of the FY, submit a request to roll over their unspent SAF funds. Such a request shall include a detailed explanation of why the funds were not spent in the FY 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 VPF may grant rollover requests in whole or in part, at their 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. Rolled over funds may only be used for the purpose for which they were originally allocated. All rollover requests must be received by the VPF before the deadline imposed by the Student Organization Finance Office.

### **Section 2. Accountability**

A comprehensive summary of all rollovers approved by the VPF must be presented to both the GSS and the UHR by each of their third meetings of the fall semester.

### **Section 3. Appeals**

If an organization wishes to appeal the decision of the VPF regarding a rollover request, they may request that the JFC review their request. A two-thirds vote of the JFC shall be required to override the decision of the VPF.

## **ARTICLE 11: FINANCIAL MANAGERS**

Tier 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 in accordance with the policy of the SOFO. The VPF shall maintain the list of organizations with financial managers.

## **ARTICLE 12: ORGANIZATIONAL ACCOUNTABILITY**

### **Section 1. Reimbursement Timing**

Reimbursement requests must be submitted within thirty (30) days of the date on the receipt or invoice. In exceptional circumstances, the VPF may approve reimbursement requests submitted after this deadline, solely at his/her discretion.

### **Section 2. Minor Violations**

In accordance with Article VI, sections 1, 3, 4, 5, and 7 of this policy, if an organization commits more than one minor violation including, but not limited to, failure to attend a budget orientation session, failure to update contact information by the appropriate date, or failure to attend scheduled budget meetings, it may be subject to penalty as determined by JFC. This penalty can include budget limitations and, in extreme cases, the prohibition of a budget request by the organization.

### **Section 3. Post-Event Reports**

Tier II and Tier III organizations that receive more than \$2,000 from the PY account for an event will be responsible for electronically submitting a post-event report to the VPF within four (4) weeks after the event. The report should include the event's total budget, how the funding from SGA was utilized, and the number of Georgia Tech students in attendance. Failure to submit a report within the specified period and with the required information may result in penalty.

### **Section 4. Semi-Annual Reports**

Tier II organizations with financial managers will have this report prepared by their financial managers. These reports are to be delivered to the VPF on or before January 31 and July 30 of each year. In addition to being turned in on the appropriate dates, these reports should clearly separate SAF funds used in the organization's budget from all other monies. Tier II organizations will need to be able to format these reports to show exactly where and to what their SAF allocation is going. Tier III organizations that receive an SAF budget allocation will have their reports created by SOFO. Failure to submit a report by the deadline and in the required format will result in penalty.

### **Section 5. 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 committee can also be formed by a joint resolution or at the request of the VPF. Such a committee shall include at least one undergraduate student, at least one graduate student, and precisely one member of JFC who is not the VPF. The VPF shall serve as a nonvoting, ex-officio member of the ad hoc committee.

### **Section 6. Sanctions**

- A. If a review finds any misuse of funds, the following steps can be taken at the discretion of the VPF and subject to review by the undergraduate and graduate SGA presidents:

- a. For 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.
  - i. For repeated infractions, the organization shall additionally be referred to JCOC for consideration of possible registration suspension or revocation, and the organization may not access its budget allocation until deemed in good standing by JCOC.
- b. For infractions involving more than \$1,000, the organization shall be prohibited from using its budget for the remainder of the FY, shall be ineligible to request or receive budget funding in the following FY, and shall be referred to JCOC for consideration of possible registration suspension or revocation.
  - i. For repeated infractions, the organization shall additionally be ineligible to request or receive budget funding in the following two (2) FYs.

### **Section 7. Annual Meetings**

The VPF shall hold meetings with Tier II financial managers before classes begin in August to review the expected expenses for the upcoming year and to establish communication between SGA and the organizations.

## **ARTICLE 13: APPEALS**

The process for appeals may be found in SGA bylaws. Persons wishing to file an appeal or seeking information concerning the appeals process shall contact the Speaker of the House and the Graduate Senate Chairperson.

## **ARTICLE 14: RATIFICATION AND AMENDMENT**

### **Section 1. Ratification**

This policy shall not become effective unless ratified by the legislature with an enactment ratio greater than 0.6 and a 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 legislature with an enactment ratio greater than 0.6 and simple majority approval in each legislative body. The item maximum allocations, prohibited allocations, tier-specific additional budget restrictions, and funding formulas in Article VII may be amended, no earlier than the tenth week of spring semester. Article VIII may be amended, no earlier than the tenth week of spring semester. Changes made to Articles VII or VIII will not take effect until the start of the following FY. The VPF may, with unanimous approval of JFC, correct clerical errors in this policy at any time.

**APPENDIX A: TIER II STIPENDS**

<b>PERCENTAGE OF TUITION AND FEES</b>	<b>ORGANIZATION</b>
295%	Undergraduate Student Government Association
235%	Graduate Student Government Association
215%	Technique
205%	WREK Radio
140%	Student Center Programs Council
45%	Blueprint
30%	ORGT
30%	Tower
20%	T-Book
20%	North Avenue Review
15%	Erato



## **APPENDIX B: OTHER INFORMATION**

*Note: This page is provided for informational purposes only and is not formally part of the policy*

### Organizations with Financial Officers

- Student Center Programs Council (SCPC)
- Student Publications
- WREK Radio
- Outdoor Recreation Georgia Tech (ORGT)

### Tier Assignments

- Tier II
  - DramaTech
  - Invention Studio
  - Graduate SGA
  - Greek Programming Board (GPB)
  - MOVE Office
  - Musicians Network
  - Outdoor Recreation Georgia Tech (ORGT)
  - Student Center Programs Council (SCPC)
  - Student Publications
  - Undergraduate SGA
  - WREK Radio
- Tier III: All other organizations

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1. The bill submission deadline is 5pm Monday evening
  2. The '0.05' coefficient is derived from the intention to fund 64.5% of average vehicle gas costs for a vehicle of carrying four people. The average MPG of a vehicle on the road in the U.S. (20 MPG) and the average price of a gallon of unleaded gasoline (\$3.47) are taken into consideration when calculating the coefficient. The '0.094' coefficient was derived from the intention to fund 35% of the average cost of a plane ticket when flying from the Atlanta area. The average cost of a plane ticket in the U.S. purchased at a reasonable time is \$0.27 per mile and is taken into consideration when calculating the coefficient.