

SBA POLICIES

1. Only organizational events open to the entire student body may be funded by the SBA.
2. All budgets and organizational expenditures must be approved by the SBA Board and signed off on by the SBA President, Treasurer, and Faculty Advisor.
3. Budgets are due on August 1. If an organization fails to meet this deadline, without an approved extension, the budget will not be reviewed until after the commencement of the next SBA fiscal year. Extensions for budget submission are at the discretion of and must be approved by both the SBA President and Treasurer.
4. Budget awards are discretionary. Money is not guaranteed. Any monies approved must be allocated to an approved event and/or expense.
5. Any approved monies not used by an organization can be reallocated to a different event or expense if such a request is made before the end of the current year, by way of an *amendment form* being filled out and given to the SBA Treasurer, and approved by the SBA.
6. Organizational funds not used by the end of the SBA fiscal year¹ shall be re-deposited into the SBA General Fund and rolled-over into the next year's SBA budget.
7. Newly created organizations will receive \$500. These organizations are still required to submit a detailed budget so that the allocation of these funds can be approved.
8. Dormant organizations² must reestablish a constitution, an officer list, and must submit a budget in order to be recognized and funded by the SBA during the current year.
9. Honorariums will be capped at \$50 unless good cause can be shown for allocating additional funds. Honorariums will not be paid to faculty and are discouraged for alumni.
10. Multi-organizational events³ are encouraged and will be given deference in the allocation of budget awards. Organizations may split costs however they choose, but each organization must include the co-sponsored event in their individual budget and an explanation of what portion of the total event expense(s) they are requesting. Monies approved for a multi-organizational event, but not used may **not** be reallocated.
11. Organizational fundraising is encouraged to provide for those events not supported by the SBA Constitution, By-Laws, or Budget awards, but must be approved by the SBA. The organization must use supplies provided by the SBA, such as raffle tickets or entrance tickets, for fundraising and must submit all proceeds gained from the fundraiser to the SBA Treasurer for deposit into the organization's general account. These fundraiser proceeds will roll-over from year to year, but must receive approval from the SBA for spending.

¹ August before the upcoming school year to the following August.

² A "dormant organization" is one that was not recognized or funded by the SBA during the previous academic year.

³ An event monetarily sponsored by two or more organizations; such an event may not be in name only.

SBA Budget Policies

12. Travel expenses should not exceed 50 percent of any organization's budget for the current year. Travel expense requests will always be subject to a higher level of scrutiny.
 - travel must be open to all members of the organization;
 - the organization President or Vice President must submit a statement to the SBA identifying how those who travel were selected;
 - only reasonable travel and lodging will be provided or reimbursed;
 - no food costs will be reimbursed;
 - events attended must have a legitimate and reasonable relationship to the mission and purpose of the organization;
 - preference will be given to those organizations who attend regional events;
 - car pooling and sharing hotel rooms is encouraged.
13. If an organization has appropriately used all the monies allocated to it, it may apply for more funds via an addendum form. Approval of such funds is subject to SBA approval.
14. No organization is permitted to request and/or require membership dues.⁴
15. Penalties for failure to follow the policies and instructions in this handbook may include freezing the organization's budget, reduction of an organization's budget, or revocation of their recognition by the SBA. Upon a request, organizations may appeal to the SBA
16. No current treasurer of an organization can serve as a member of the Finance Committee.
17. Starting in 2006, budgets will be maintained by the SBA Treasurer for five years and can be available for review upon the request of an organization to the SBA Treasurer.
18. These policies are not exhaustive. They supply general guidelines for SBA disbursements.
19. These policies may be added to, amended or revoked as necessary upon a two-thirds majority vote of the SBA Board and approval of the SBA Advisor.

⁴ Phi Alpha Delta is exempt from this provision because its permission to collect dues has been grandfathered in.