

Budget Request Rules Fiscal Year 2023-2024

Section I. The Student Senate, receiving funds through the Concord University SGA Discretionary Fund, will appropriate funds to recognized organizations among the Concord University community as voted by the Budgetary Commission and Student Senate.

Section II. The Business Manager shall oversee all appropriations of funds. The Business Manager has the right to freeze or temporarily stop all funding and allocations to preserve the total balance for SGA if the account falls below \$3,000, due to purchase delays and rollover. The Business Manager shall have a vote in any matter that deals with financial obligations.

Section III. Student Senate Funding Policy

A. Application Procedure

- a. The Budget Request form must include, but is not limited to, the following plus any other pertinent information the organization deems necessary.
 - i. An itemized list of the activities and its cost for which funding is being requested.
 - ii. All fundraising attempts and profits and losses.
 - iii. Total number of organizational members.
 - iv. A statement of how the activity will or could impact the Concord Community.
 - v. Funding received from departmental or other resources.
 - vi. There shall be no items listed as “miscellaneous”.
 - vii. Budgets shall be as specific as possible, avoiding general terms (i. e. hardware, building materials, etc.)
 - viii. There shall be no funds allocated for shipping and handling.
- b. If any information is incorrect or missing, your request will not be accepted until fully corrected.
- c. The organization must turn in receipts within 2 weeks of the passing of the budget, or by the last week of classes of the semester, whichever comes first.

- d. Only those organizations that have submitted their updated roster form and constitution to the Office of Student Activities on time and are recognized with voting right by the Student Senate will be eligible for receiving funds.
- e. All budgets must be received by the Business Manager or the SGA Office in their absence.

Section IV. Guidelines for Receiving Funding

- A. Organizations should not depend on SGA as their primary source of funding. The Student Senate may deny funding if it believes such dependency is developing.
- B. Organizations must show an attempt to acquire funds through fundraiser, departments, etc. If no fundraising attempts are evident, you may be denied funding.
- C. Organizations that receive funding through SGA shall not spend any portion on homecoming.
- D. Banquets, food costs, awards, travel costs, and dances shall not be considered a valid reason for receiving funding.
- E. Organizations may only submit one budget request per academic semester.
- F. The benefit and importance of the event to Concord University and the requesting organization shall be critically evaluated.
- G. The Budgetary Process, including the Budgetary Commission meeting, Budgetary Hearing Procedure, recommendations, allocations, and appeals must be completed no later than four weeks prior to the end of the semester.

Section V. Amount of Funding

- A. No organization may receive more than \$1,500 per fiscal year budget allowing.
- B. The above maximum allocation may not be exceeded.

Section VI. Definition of the Budgetary Commission

- A. The Budgetary Commission shall hold hearings on requests for funding and allow organizations to express its opinions concerning its request.

- B. Any and all instances not expressly covered in these Budgetary Rules are to be determined by the Budgetary Commission, Business Manager, and SGA Advisors in accordance with the Constitution and Bylaws.

Section VII. Budgetary Commission Meeting

- A. The Budgetary Commission shall hold hearings on request for funding and allow organizations to express its opinions concerning its request.
- B. The Budgetary Commission reserves the right to refuse any request for funding, while retaining the right to recommend partial funding.
- C. Any member of an organization who can best present the request may represent the organization at the Budgetary Commission Meeting. Faculty sponsors may also attend the meeting.
- D. Members of the Budgetary Commission must abstain from voting in any case in which they are also a member of the requesting organization.

Section VIII. The Budgetary Hearing Procedure

- A. The Presentation of the proposed budget will be presented during the regular weekly SGA meeting.
- B. The members that represented the individual organization at the Budgetary Commission Meeting should be present at the hearing, when the allocation of funding shall be conducted.
- C. Generally, Delegates will abstain during the vote to consider allocation to an organization of which they are members. Delegates making a motion or debating for allocation of funds to an organization of which they belong, must make that membership known to the Student Senate.
- D. The Business Manager shall report on all Budget Requests reviewed. If the committee is recommending allocations of funding, that report should include a motion to allocate those funds. If the committee is recommending zero recommendation, no motion should be presented. However, an explanation for zero recommendation shall be given.
- E. To overturn a recommendation made by the Budgetary Commission will require a 2/3 vote of the Student Senate,

Section IX. Appealing Budgetary Allocations

- A. Allocations for funding by the Student Senate may be appealed. Organizations may appeal any allocation, including a zero allocation.
- B. Appeals of allocations must be made the week after the Budgetary Commission Hearing Procedure. No appeals will be considered more than a week after the Budgetary Commission Hearing Procedure.
- C. The organization appealing may address the Budgetary Commission to present the appeal.
- D. The Budgetary Commission will present a recommendation the week following the appeal. Therefore, the appeal process can be no longer than two weeks.

Section X. Organizations Not Otherwise Recognized

- A. Any Concord University organization, beneficial to students and involving them in the decision-making process of the organization, may request funds from the SGA.
- B. To qualify for funding, an organization must submit a Budget Request form as any other organization under Section IV, as stated in the Budgetary Rules. The exception being:
 - a. Such an organization cannot submit a Budget Request as legislation.
- C. 2/3 of those delegates currently holding office must sign a petition showing their support for the budget. One Delegate must also agree to act as the organization's representative during the Budgetary Process.
- D. An organization must have voting rights for the previous semester before requesting a budget unless senatorial sponsorship is completed.