



## Policies, Rules and Regulations

Drafting Authority	<b>Student Government Association</b>
Title	<b>Student Activities Fee Guidelines</b>
Classification	<b>University Policy</b>
PRR Subject	<b>University Funding</b>
Contact Info	<b>Student Government Association 770-720-5861</b>

**History:** First Issued: May 3, 2005  
 Revised: May 3, 2007  
 May 3, 2012  
 March 18, 2013  
 April 8, 2014

### **Related Policies:**

The Constitution of the Student Government Association  
 The Bylaws of the Student Government Association

## **I. Introduction**

The Reinhardt University Student Activities Fee Guidelines are designed to provide guidance in the form of procedural directives that will be used for clarification, establishment of operational procedures and internal compliance regarding the allocation and use of funds generated through the Student Activities Fee. The purpose of the Student Activities Fee Guidelines is to define a transparent operating practice that governs the distribution, use and expenditure of the Student Activities Fee. The guidelines are designed to endorse student involvement, define business practices, establish internal controls and ensure accountability of funds.

## **II. History**

The Student Activities Fee (SAF) was created in 2005 by a Student Government referendum with the intent to create an activities fee of a \$100 per semester for all main-campus traditional students that would be allocated by students for students. During Spring 2005 Student Government Election, the student body approved the referendum with a majority support (51% +) of the participating voters. The University Board of Trustees then approved the fee and the fee was introduced in the Fall of 2006. Following its collection at the beginning of each academic semester, the SAF is pooled into a University Fund where it awaits allocation; the Student Government Association has oversight of this fund.

### III. Mission Statement

It is the mission of the Student Activities Fee to provide funds to student organizations, programs, projects and services that will enhance student life and the out-of-class experience of students as well as improve the educational climate of Reinhardt University with the ultimate goal of fostering student success and a strong University community.

### IV. Purpose

The purpose of the fee is to provide funds to improve the co-curricular and extracurricular environment for undergraduate traditional main campus students. As part of this action, the University has agreed to the following guiding principles:

- A. Revenue raised will remain at the campus in which it is generated.
- B. Revenue should not replace current Student Activities general operational funds.
- C. Money generated by the fee should be used to support student activities and programs.
- D. The student activity fee will not be folded into general tuition funds.
- E. The funds raised should be allocated by the Student Government Association. It will be a student run Executive Board under the auspices of the Vice President for Student Affairs and/or Director of Student Activities.
- F. The use of this fee should be public knowledge and made available to students.
- G. The funds generated through the Student Activities Fee should be applied to areas that will:
  - a. Improve the overall quality of the campus experience including enhancing student life and the overall student experience from the student's perspective.
  - b. Increase opportunities for student involvement in the educational process, particularly the out-of-class experience.
  - c. Enhance the appropriate out-of-class services and programs at the campuses based on identified student needs.
  - d. Improve the educational climate by maximizing opportunities for academic success supported by out-of-class student experiences.
- H. The primary goals of the fee will include:
  - a. Working with the campus strategic planning process to enhance the campus environment and improve the co-curricular activities and programs offered at the main campus.
  - b. Improving student activities designated to increase student satisfaction and retention.
  - c. Assisting in providing specialized services and programs for diverse populations on a student needs basis.
  - d. Enriching the campus environment and encouraging the involvement of students, thereby promoting academic achievement and the development of student potential.
  - e. Activities and programs that enrich and improve the out-of-class environment both qualitatively and quantitatively should be fostered. Program enhancements should be highly visible and thereby improve the satisfaction of students.

## **V. Oversight and Governance**

- A. The Student Government Association shall have the responsibility for the oversight and allocation of the funds generated by the Student Activities Fee.
- B. The Student Government Association is to fairly and equitably assist the Office of Student Activities, student organizations and clubs in implementing and developing programs to benefit the Reinhardt University student body through monetary contributions as well as professional consultation. The Student Government Association shall appropriate moneys to student organizations and clubs as well as to the Office of Student Activities for programs, events and activities in accordance with the SAF Guidelines.
- C. The SAF budget (including allocation and expenditure) shall be developed by the Treasurer in consultation with the Executive Board and the SGA Advisor(s). The Executive Board must review and endorse by majority vote the SAF budget and then present the endorsed SAF budget to the Student Senate at its first meeting each semester after the drop/add date has passed for final review and approval. The SAF budget requires a majority approval of the Student Senate members present and voting for the SAF budget to take effect.
- D. The Student Senate votes on the allocation of the SAF to fund recognized clubs and sponsored projects, programs, and services that benefit students.

## **VI. Authority and Responsibilities**

- A. The Treasurer shall:
  - 1. Perform all duties outlined in the Reinhardt University Student Constitution and Bylaws.
  - 2. Understand and carry out these Guidelines.
  - 3. Ensure that all allocation decisions are made in a fair, equitable and timely manner, in accordance with these Guidelines.
  - 4. Call and conduct all meetings when needed, to accommodate the allocations process.
  - 5. Develop procedures and forms for executing the responsibilities as outlined in these Guidelines.
  - 6. Provide the student organizations with a copy of the guidelines and explanation of the procedures of the SAF Guidelines and additional information on how and when decisions are made, as well as how they are communicated.
  - 7. Maintain allocation history records of all organizations to be kept in the SGA office.
  - 8. Have executive authority, as given by the SGA Constitution and these Guidelines, to act on behalf of the SGA in consultation with the Advisor during the Fall, Spring and Summer semesters.
  - 9. Represent the SGA to the Student Senate, the Office of Student Activities, student organizations and clubs, and all other University entities.
  - 10. Be responsible for coordinating and delegating financial duties of the SGA.

11. Developed the SAF budget each semester (including allocation and expenditure) in consultation with the Executive Board and the SGA Advisor(s).
12. Submit written reports to the SGA, including, but not limited to: Financial & Budget requests.
13. Present the SAF budget as endorsed by the Executive Board to the Student Senate at its first meeting each semester after the drop/add date as passed for final review and approval.
14. Finalize all allocations decisions of the SGA by filing the necessary paperwork with the Office of Student Activities.
15. Never have the authority to veto any decision of the SGA.
16. Provide training opportunities to promote program and leadership development with the assistance of the Advisor on a monthly basis.
17. Have the responsibility to ensure the fiscal solvency of the SGA.
18. Attend all meetings of the SGA, except in the case of an emergency.
19. Carry out other tasks related to the purpose and goals of the SGA.
20. Monitor expenditures of the SAF monies distributed to various student organizations, projects, programs and services.
21. In the event that the Treasurer position is vacated, the Chief of Staff will voluntarily fulfill the duties of the Treasurer on an interim basis until the Student Government Association President chooses a replacement in consultation with the executive board and advisors.

B. The Executive Board Members shall:

1. Participate in the allocations procedures and decide on the distribution of the SAF funds in an objective and impartial manner in accordance with these Guidelines.
2. Participate in the review and updating of the SAF Guidelines when the need presents itself.
3. Be present for meetings in which allocations decisions are made.
4. Participate in the review and endorsement of the SAF budget presented by the Treasurer
5. Have one vote per member, with a majority of those present determining the outcome of an allocation decision.
6. Abstain from discussion and relinquish voting privileges on matters that are of a conflict of interest.
7. Alter the allocations timetable if necessary.

C. Student Senate Members shall:

1. Participate in the allocations procedures and decide on the distribution of the SAF funds in an objective and impartial manner in accordance with these Guidelines.
2. Participate in the review and updating of the SAF Guidelines when the need presents itself.
3. Be present for meetings in which allocations decisions are made.
4. Participate in the review and approve of the endorsed SAF during the first meeting each semester after the drop/add date has passed.

5. The SAF budget requires a majority approval of the Student Senate members present and voting for the SAF budget to take effect.
  6. Have one vote per member, with a majority of those present determining the outcome of an allocation decision.
  7. Abstain from discussion and relinquish voting privileges on matters that are of a conflict of interest.
- D. The SGA Advisor(s) Shall:
1. Assist the Treasurer in providing training programs.
  2. Be available for consultation on matters concerning the SGA.
  3. Attend meetings of the Executive Board, with the exception of an emergency.
  4. Be an ex-officio member of the Executive Board.
  5. Ensure that all SGA members are, and continue to remain, currently enrolled Reinhardt University students in good academic, financial and disciplinary standing.

## **VII. Budgets for Fall and Spring**

- A. Funding will be allocated to the Office of Student Activities, the Student Activities Council, Student Senate, recognized student organizations, and sponsored projects, programs and services at the beginning of the each Fall and Spring semester based on available funding, funding requests and audit of previous semester.
- B. The SGA receives its funding from the Student Activities Fee. The fee is distributed at the beginning of each semester to the SGA and is subsequently allocated by the SGA to the appropriate bodies at that time.
- C. Funds that are available for distribution by the SGA are entirely dependent upon the number of students that attend Reinhardt University in a particular semester, since the source of funds is all of the Student Activities Fee that every main campus full time student contributes. Due to that, the actual total figure that is available for the SGA to allocate varies and fluctuates.
- D. The SGA reserves the right to deny any request for reasons that do not fulfill the Eligibility Requirements as outlined in these Guidelines.
- E. It is the duty of the SGA and its Treasurer to ensure that allocations are made from funds that are available for distribution. If at any point the financial realities of the SGA do not allow for further allocations, or allocations at the minimum limit, the SGA has the ability to no longer consider, or consider with limited funding options, allocation requests.

## **VIII. Allocations Eligibility**

- A. Any student, faculty, staff, department, program, organization or club can request SAF funding.
  1. Any student organization or club seeking SAF funding must be registered with the University through the Office of Student Activities and approved by the Student Government Association.
- B. Funding requests must enrich the lives of Reinhardt University students.

- C. SAF funds cannot be used to pay debts incurred by an individual or organization. Any organization in debt at the time of a given allocation meeting is ineligible for funding.
- D. SAF cannot be used to fund:
1. Organizations/entities whose account balances fall below zero.
  2. Events that have occurred prior to the submission and SGA consideration of an allocation request.
  3. Any property or supplies that can be obtained from the University at no charge or any items that are deemed unnecessary to the organization, students, and/or University as determined by the Executive Board.
  4. Political campaigns or publicly declared candidates.
  5. Donations for charities, or any other similar entities or causes. However, funds can be used to sponsor events that are held to raise funds for charities, or any other similar entity or causes.
  6. Events, programs and services with the intended purpose of making a profit; if an event were to charge for admission, the funds would only be able to go toward paying off the costs for that event.
  7. Salaries for individuals other than Reinhardt University facilities and security staff that are required to be present at an event due to University policies. However, funds can be used for stipends for student program assistants who assist in the coordination and oversight of sponsored programs, services and projects.
  8. Off campus activities, unless the event fulfills the following requirements:
    - a. Officially sponsored/sanctioned by Reinhardt University
    - b. Helps fulfill the purpose of the organization or entity.
    - c. Will enrich the Reinhardt University community.
    - d. Cannot be feasibly conducted on Reinhardt University property.
  9. Funds cannot be used as contributions to organizations or activities which discriminate on the basis of race, color, creed, sex, age, religion, disability or national origin.
  10. Funds can not be used in the hiring of legal services or providing bail bond funds.
  11. Funds can not be used as a financial support for personal non-contractual gain of any student, faculty member, or other person. [However, services may be compensated for rendered services (does not include fees for contractual services)].
  12. Funds can not be used at any event that involves consumption of alcohol or illegal drugs.
  13. Funds cannot fund scholarships in that they reward individuals and not the student body as a whole.
  14. Allocated monies can not be transferred to an account at a bank.
- E. An entity requesting funds shall acknowledge that the SGA shall have the authority to:
1. Require that all allocation forms be correctly completed and in a timely manner.
  2. Request additional information if needed.
  3. Request that an organization resubmit or appeal an allocation request.
  4. Approve or deny any allocation request.

5. Accept or refuse any late allocation requests. Late allocation requests are those that are not turned in to the Treasurer by the posted deadline.
6. Reserve the authority to review and audit all books and records to determine whether a given organization is using its allocated funds appropriately. In accordance with the policy and procedures of the SGA and University, should a question of impropriety arise, the Executive Board may respond with a number of possible actions.
  - a. The Treasurer may hold or freeze all spending of the allocated monies by the student organization or entity. The account will remain frozen until such time as either a more thorough investigation or an adjustment in the activities of the organization yields a satisfactory resolution of the problem as determined by the Executive Board. The particular amount of funding that was subject to abuse being revoked, with the incurred cost placed on the student organization, is a potential result following an investigation and/or adjustment.
  - b. If substantial misuse of the Executive Board funding process is discovered, the Executive Board reserves the right to refuse consideration of the offending organization's allocation requests for such a time that is deemed reasonable. Examples of impropriety include, but are not limited to:
    - i. Falsifying numbers or documents presented to the Executive Board.
    - ii. Utilizing approved funds for items other than for what they were approved.
    - iii. Dishonestly representing the nature of an event and its activities and hiding what would have rendered it ineligible for funding if the true nature of the event had been known.
    - iv. Creating illegitimate student organizations for the purpose of submitting allocation requests to circumvent the funding constraints put in place by the Executive Board.
  - c. Organizations that have been determined guilty of such offenses will have due process afforded to them to defend their activities and appeal their suspension from the allocations process.

## **IX. Allocations Procedure**

- A. All officially recognized University entities have the privilege of applying for funding each semester from the SGA.
  1. Students, faculty, staff, department or program seeking funding to support an event, project, program or service can request funding from the SGA.
  2. All recognized student organizations that request funding from the Student Government Association will receive an initial start-up amount each Fall and Spring semester.
    - i. To be eligible to receive funding, student organization advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop prior to submitting their funding request.

- ii. Student organization seeking additional funding beyond the initial start-up funds offered by the SGA, can request funding from the SGA through their respective representative on the SGA.
  - iii. Student Organization should refer to funding related policies and procedures found in the Policy Handbook for Student Organization.
  - iv. In order to receive and sustain funding for the academic year, all of the following requirements must be met:
    - a. Each student organization must have a current registration form on file.
    - b. Each student organization must have and maintain at least ten active student members.
    - c. Each student organization must maintain a status of “active.”
    - d. Each student organization must maintain a faculty/staff advisor.
    - e. Each student organization must maintain a president at all times.
    - f. Each student organization president or substitute as appointed by the club president must serve as a representative to the Student Government Association.
    - g. Each student organization is required to participate in Fall Festival and Spring Day.
    - h. Submit a list of active members and officers before the withdrawal date each semester.
    - i. Student organizations must serve the student body as a whole and must not have any policies or affiliations which discourage otherwise interested students from joining.
    - j. The student organization’s membership and programs must be open to all Reinhardt University students in accordance with other guiding policies.
    - k. Funding must relate to the mission of the student organization and the student organization and its programs must support the mission of the institution.
    - l. Advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop.
- B. The SGA will review and consider all funding requests.
- C. Funding from the SGA is not intended to fund all operation and programming needs of student organizations.
- D. Funding can be requested by recognized university entities through the form of a proposal presented to the SGA throughout the academic year.
- E. Entities seeking funding shall submit a Funding Request Form to the Treasurer.
- 1. In a case of multiple allocation requests being submitted per entity, for each submission, the respective entity shall make use of the appropriate coversheet provided so that order shall be maintained for all documents turned in for review.
  - 2. A Funding Request Form must include the following supporting documents:
    - i. A narrative describing the proposal and how the funds are to be used. In addition, include in the narrative how the funding proposal supports

- the mission of University, the University's Learning Outcomes and purpose of your organization or department.
- ii. A detailed expenditure breakdown for how the funds are to be used.
  - F. Once the Funding Request Form and related documentation have been received, the entity must then present their proposal to the Student Senate for consideration. The Student Senate will use this material to help determine justifiable and appropriate funding.
  - G. The Treasurer handles the process of payments and reimbursement resulting from allocations.
  - H. Receipts for the items that are being reimbursed must be kept and provided upon request of reimbursement.
  - I. Entities that do not adhere to these Guidelines and eligibility requirements for hearing and appeals processes will be subject to loss of funding.
  - J. Any further expenditure incurred beyond what is allocated by the SGA is to be handled at the expense of the entity.
  - K. The Executive Board does not transfer funds into entity budgets. Rather, the SGA pays bills for the funded event, service, project, etc.
  - L. Funds do not carry over from year to year. All unused funds must be returned/reallocated to the SGA on April 15 of current academic year. Funds not used by the end of the academic year will be returned to the SGA account. However, monies that have been raised by student organizations through dues or fundraising efforts and placed in an University Agency account will be carried over from year to year.
  - M. The SGA is not obligated to allocate monies each semester to all organizations. Consideration will be given to organizations that contribute to the quality of student life on campus. All organizations are expected to have several activities each year and contribute to University sponsored activities.
  - N. Requests for expenditures must be approved by the student organization's advisor, the SGA Treasurer, and the Office of Student Activities before the forms are submitted to the Business Office (forms are available in the Business Office, Student Affairs Print Room, and through the SGA Treasurer). All original receipts must be retained and returned to the SGA Treasurer for record keeping purposes.
  - O. The SGA Treasurer may make financial inquiries at any time. The SGA Treasurer may request that an organization receiving funds be able to document expenditures.
  - P. If the Student Government Association feels that monies are not being spent for the benefit of Reinhardt University and its students, it may withhold or deny future funding to a student organization.
  - Q. The Student Government Association will review all conference fees or travel money requests.
  - R. The Student Government Association expects that all organizations, which receive funds, conduct its activities in a consistent and fair manner, and that all financial decisions be made by the majority of the membership.
  - S. Funding requests will be reviewed by deadline dates set up by the Student Government Association. All requests received after those deadlines will be reviewed at a designated time by the Student Government Association.

- T. Student Organizations that do not adhere to these Guidelines and eligibility requirements for hearing and appeals processes will be subject to loss of funding.
- U. Any further expenditure incurred beyond what is allocated by the Student Government Association is to be handled at the expense of the club or organization.

#### **X. Allocations Procedure**

- A. Following the posting of allocation results on the SGA website, an entity has a maximum of five business days to indicate their desire to appeal the SGA's decision and turn in the requisite information that the SGA needs to adequately consider the appeal which will be communicated by the Treasurer.
- B. If the five business day period passes without an appeal request, yet an organization would still like funds allocated for the event which has yet to occur, the entity may submit a new allocation request.
- C. To request an appeal, verifiable contact must be made with the Treasurer. A written letter submitted to the SGA office or an e-mail sent to the Treasurer's designated address would be sufficient notification.
- D. Hearings for an entity that is appealing a SGA decision will be held based on need. If the Executive Board deems it necessary and appropriate to hold a hearing to clarify the nature and aspects of the request, then the Treasurer will schedule a hearing with representatives of the entity upon their request for an appeal within additional five business days from receiving the appeal request.
- E. An entity may not appeal a decision from a previous semester.

#### **XI. Re-Categorization**

- A. A re-categorization of funds entails the determination that the funds allocated to a particular entity can be utilized for a purpose other than what that entity was originally allocated for.
- B. A complete explanation of the proposed changes should accompany any re-categorization request in the end of the semester Audit Form
- C. The Executive Board may request that a representative of the entity be present at an Executive Board meeting to clarify any re-categorization request.

#### **XII. Policies on Billing and Purchasing**

- A. Expenditures
  - 1. All expenditures over \$300.00 must be approved in writing prior to purchase. When the approved expenditure is made, the SGA TREASURER ONLY must send the bills/invoices to the Business Office, along with the approval form, for payment. All student organizations must have its advisor, SGA Treasurer, and Director of Student Activities sign and approve all expenditures and purchases before they are submitted by the SGA Treasurer to the Business Office. Buying equipment, ordering equipment, etc., must be approved by the Student Government Association Treasurer, the Office of Student Activities and the Business Office before final arrangements are made on an order. Student organizations may make their purchasing/expenditure request through

the use of Check Request Forms, Purchase Order Request Forms, and Reimbursement Request Forms.

B. Budget Check Requests

1. If an organization wishes a check prepared in advance for an event (i.e. for a speakers' honorarium), a Budget Check Request, signed by the organization's advisor, must be submitted to the Student Government Association Treasurer a minimum of fourteen days in advance of that event. The Budget Check Request must be signed and approved by the organization's advisor, the SGA Treasurer, and the Office of Student Activities. When preparing a check for a speakers' honorarium, the University must have a contract.

C. Purchase Order Requests

1. For purchases or expenditures of \$500.00 or more, the student organization must submit a completed Purchase Order Request, signed by the organization's advisor, to the Student Government Association Treasurer a minimum of fourteen days in advance of that event or before purchasing materials. The Purchase Order Request must be signed and approved by the organization's advisor, the SGA Treasurer, and the Office of Student Activities. Once the Purchase Order has been approved and assigned a Purchase Order Number, the Organization must submit a Budget Check Request form that indicates that number [see Check Request procedures listed above]. Payment can only be made when the Business Office has the original receipt and has received an approved Budget Check Request form. The Business Office cannot issue a check on a Purchase Order without a Budget Check Request.

D. Credit Card Requests

1. The University Credit Card(s) cannot be requested or used by students, only faculty and staff members.

E. Cash Advances

1. Students may request a cash advance through a Cash Advance form of no more than \$100 at a time as approved by the SGA Treasurer and the Office of Student Activities. Receipts must be returned to the Student Government Association Treasurer along with an expense report which the SGA Treasurer will send to the business office.

F. Reimbursements

1. Any entity with monies allocated by the Student Government Association can request to be reimbursed through a Reimbursement Request Form. However, no funds will be given without receipts and an advisor's signature. The Reimbursement Request must be signed and approved by the organization's advisor, the SGA Treasurer, and the Office of Student Activities. Reimbursement forms must be turned in no later than two weeks after purchase.

G. Loans

1. The University forbids any temporary or permanent loans. The University forbids any loans of SAF funds to any other organization or student.

H. Contracts

1. All contracts for services or purchases must be signed and approved by the organization's advisor, the SGA Treasurer, and the Office of Student

Activities, before submission to the University's Vice President for Finance & Administration for final approval.

### **XIII. Student Activities Fee Reserve Fund**

- A. The Student Activities Fee Reserve Fund account is established to ensure the continuous, safe, and efficient operation of Student Government Association.
- B. The Student Activities Free Reserve Fund will consent of all unspent and unallocated funds including:
  - 1. Funds left over in the SGA Budget at the end of the school year.
  - 2. Student Activities Fee revenue in excess of the amount allocated to the SGA budget.
  - 3. Funds specifically allocated for reserves.
- C. Accessing the Student Activities Fee Reserve Fund must be in accordance of the following procedures:
  - 1. Written Request must be submitted to the Student Government Student Activities committee.
  - 2. A SAF committee meeting will be held to hear justification of requests.
  - 3. Budget committee will prioritize with justification the releasing of reserve funds.
  - 4. Requests will be voted upon by the Student Government Senate and require a 2/3 majority vote for approval.
- D. Student Activities Fee Reserve Fund Liability:
  - 1. Those accessing the reserve fund are liable for proper use of funds. All funds must be spent in accordance to the proposal approved by Student Government and in accordance with Reinhardt University spending guidelines and procedures.
  - 2. Written Proposal must include a detailed budget and be presented to the SAF Committee.
  - 3. All receipts and expenditures must be submitted to Student Government Association.
  - 4. All funds left over are required to be placed back into Student Activities Fee Reserve Fund.
  - 5. If the project is larger than what was approved, the reserve fund will not cover any over budgets.
  - 6. Student Government Association has the right to pull left over funds after the end date of the written proposal.
  - 7. 5% of the total Student Government annual budget must remain in the reserved fund; only 95% is accessible annually.
- E. The Endowment Act
  - 1. At the end of the academic year, before any monies that are appropriated through the budget process and not used are placed in the Student Activities Fee Reserve Fund, any monies in the Student Activities Fee Reserve Fund in excess of \$50,000 shall be given to the A Day for Reinhardt Fund to be endowed to generate interest for the University in perpetuity.

**XIV. Guideline Amendments**

- A. Amendments to these Guidelines require a majority vote of the Senate. The amending process can occur at any point that the Treasurer deems it necessary and appropriate.
  - 1. It is recommended that the Executive Board be consulted before any change to these Guidelines is made.
- B. These Guidelines may be placed before the Student Senate for reconsideration at any point that the Executive Board deems it necessary and appropriate.
- C. These Guidelines remain in effect until the Student Senate approves new guidelines.