CHAPTER 300 STUDENT TREASURY CODES

300.01 Sections 300.001 through 359.999 shall be known as the “Student Treasury Codes”.

300.02 The Student Treasury Codes shall be arranged by subject matter in 6 parts, each

composed of numerically designated sections, according to the following scheme:

Part 1 (Sections 300.001-309.999) General Provisions

Part 2 (Sections 310.001-319.999) Membership

Part 3 (Sections 320.001-329.999) Conduct of Business

Part 4 (Sections 330.001-339.999) Membership Responsibilities

Part 5 (Sections 340.001-349.999) Vacancy Guidelines

Part 6 (Sections 350.001-359.999) Budgeting Guidelines

300.03 The following words and phrases when used in 300.001 to 359.999 shall have the

meaning as ascribed to them in this section:

1. “Capital Expenditure Fund” is defined as a budget line available to Registered Student Organizations to fund unanticipated expenses or capital requests. Divisions’ unexpected purchases will be overseen by the current Executive Board.
2. “Executive Budget” is defined as a fund to be used for purposes of benefiting the student body through the sponsoring or cosponsoring of special projects, services, and investments. Forums, projects, and events coordinated by the Student Senate or Student Treasury are also approved from this fund by a 2/3 vote of the Student Treasury.
3. “Excess Revenue” is defined as revenue earned above the Division’s estimated revenue for that semester which can only be appropriated upon the justification by the Division and approved in a method chosen by the SGA Treasurer.
4. “Incentive” is defined as a reward for SGA members who have contributed to the SGA over the course of the semester.
5. “Professional Development Fund” is defined as a portion of the budget from SGA available to students attending conferences, looking for funding for professional attire, and/or career strengthening opportunities.
6. “Proposal” is defined as a formal presentation by a Division, Branch, Registered Student Organization, or any other individual to the executive board.
7. “Operating Costs” is defined as an account set up to pay for SGA office expenses every semester including, Salaries, Benefits, Rent, Telephone, Internet, Incentive, SGA Composite, SGA Banquet, SGA Shuttle, Student Assistant Wages, Printing, Coffee, Postage, Travel & Meetings, SGA Retreat, General Supplies, and Subscriptions.
8. “Registered Student Organizations (RSO) Fund” is defined as a budget fund to be used for allocations to all Registered Student Organizations (RSOs). This amount will be determined by the current Treasurer.
9. “Savings” is defined as the SGA savings account can only be used for special purchases or projects that were unanticipated, and/or were not or could not be budgeted for, and the expenditure must benefit the entire student body either directly or indirectly. Use of this fund may only be authorized by 2/3 vote of the Executive Board.

CHAPTER 310 – MEMBERSHIP

310.01 There will be six (6) members of the Student Treasury who shall be elected during the general SGA Election.

310.02 Any Student Treasury member shall be automatically dismissed from his/her position if he/she accrues three (3) unexcused absences from Student Treasury meetings during his/her tenure. To have an excused absence the Treasurer must be notified before the meeting is to commence. Any extenuating circumstances will be considered by the SGA Treasurer if notification is not given prior to the meeting for an absence.

310.03 There are no term limits for any Treasury position. Any persons holding elected office eligible for re-election provided eligibility requirements for said office have been met.

311.01 Eligibility requirements to serve on the Student Treasury are as follows:

1. Must have attended Embry-Riddle Aeronautical University, Daytona Beach Campus for one full semester prior to being a Treasury candidate.
2. Must have and maintain a CGPA of 2.50.
3. Must have and maintain a course load of no less than six (6) credit hours per each fall and spring semester.
4. Must be able to serve a full term of office as defined by Article VI, Section 8 of the SGA Constitution.

CHAPTER 320 – CONDUCT OF BUSINESS

320.01 The Student Treasury shall meet at the time and place specified by the SGA Treasurer and agreed upon by 2/3 of the Student Treasury.

320.02 No voting shall take place at any Student Treasury meeting unless 2/3 of the active voting members are present.

320.03 All Student Treasury meetings are closed sessions unless otherwise specified by the SGA Treasurer.

320.04 The first Student Treasury meeting of any semester shall be during the first full week of classes.

320.05 The last Student Treasury meeting of the Summer and Fall semesters shall be during the last full week before exams begin. The last Student Treasury meeting of the Spring semester shall be two full weeks before exams begin. The last full week before exams, the newly elected Board members shall meet with the SGA President elect, the SGA Vice-President elect, the SGA Treasurer elect and the SGA Advisor for the purpose of orientation.

321.01 All open and closed sessions minutes will be recorded.

321.02 Open minutes shall be made available to Embry-Riddle students upon request.

321.03 A copy of the open minutes shall be placed in a central file or location specified by the SGA Treasurer.

321.04 The Minutes of the Closed Session shall be retained by the SGA Treasurer for the remainder of his/her term. The Treasurer shall turn the Closed Session Minutes over to the SGA Advisor at the end of his/her term.

321.05 Releasing a copy of the Closed Session Minutes to anyone shall be determined by a 2/3 vote of the Student Treasury.

322.01 Only the SGA Treasurer, SGA Advisor, voting members and pertinent guests approved by the Treasurer shall be present during Closed Sessions.

322.02 Any Student Treasury Member may motion that any open meeting be called into Closed Session.

323.01 The Student Treasury shall conduct business under the most current version of Robert’s Rules of Order, as a guide only and utilized as necessary to facilitate the orderly conduct of the meetings.

323.02 Any allocation of SGA funds must be approved by a 2/3 vote of the Student Treasury.

323.03 Any person, or group of persons, wishing to formally address the Student Treasury must submit a written request to the SGA Treasurer forty-eight (48) hours prior to the next regularly scheduled meeting.

CHAPTER 330 – MEMBER RESPONSIBILITES

330.01 The SGA Treasurer shall perform their duties as specified under Chapter 120 of the Student Body Statues.

330.02 Student Treasury Members are required to fulfill the following requirements to receive compensation from the University:

1. Serve three (3) office hours per week.
2. Visit fifteen (15) of the Registered Student Organizations (RSOs) assigned to them per semester.
3. Ensure in the proper management, distribution, and expenditure of funds of the SGA.
4. Submit a summary report at the end of their term of office.
5. Shall work with departments or organizations to hold a forum pertaining to an aspect or topic deemed appropriate by the board each semester.

330.03 Absences, tardiness, and removal from office shall be done according to Article IV of the SGA Constitution.

CHAPTER 340 – VACANCY GUIDELINES

340.01 The Student Treasury shall advertise all vacancies and make every effort to maximize the number of applicants.

340.02 The advertising period for vacancy periods shall be five (5) days.

340.03 The SGA Treasurer shall set a deadline for applications that will be advertised to the student body. Active advertising shall continue until the deadline.

340.04 The Student Treasury shall advertise all vacancies and the deadline for applications on SGA social media.

340.05 The Student Treasury shall accept applications until the advertising deadline has been reached.

340.06 All applications received after the deadline shall be marked with the date and time received by the SGA Treasurer until the positions are filled so that they may be reviewed should none other candidate qualify.

341.01 After the conclusion of the advertising period, the Student Treasury shall determine whether enough applications have been received through the following criteria:

1. If only one (1) vacant position exists, a minimum of three (3) applications for that position must be received.
2. If more than one (1) vacant position exists, a minimum of two (2) applications per vacancy must be received.

341.02 If the required number of applicants has not been reached, the Student Treasury will begin a new advertising period. All applicants that have already submitted their applications are to be notified that their application is still valid and will be reviewed at the end of the new advertising period.

342.01 The SGA Treasurer shall make available all applications that were received during the advertising period to the Student Treasury. The Student Treasury shall review these applications and then select the most qualified candidates for interview by the Student Treasury.

342.02 Three (3) candidates shall be selected for the position unless two (2) vacancies exist. If there is more than one (1) position available, two (2) candidates per position shall be selected.

342.03 Applications must remain available for review for a minimum period of twenty-four (24) hours.

343.01 The Student Treasury shall interview all selected candidates.

343.02 The Student Treasury shall vote and whichever candidate(s) receive a plurality vote shall be appointed to fill the vacant seat(s) until the next election period.

343.03 If a tie should exist and a plurality cannot be reached, the SGA Treasurer shall break the tie.

344.01 Applicants must be notified by the SGA Treasurer of their selection for an interview at least two (2) days prior to the scheduled interview time.

344.02 Applicants must be informed of the time and place of their interview.

344.03 Applicants must be informed that they must confirm their appointed interview time with the SGA Treasurer. Failure to confirm their interview will result in forfeiture of their interview.

344.04 If an interview is forfeited, the SGA Vice President or the Vacancy Committee Chairperson will select and notify an alternate as soon as practicable.

344.05 Applicants may only interview for only one position within the Student Senate or Student Treasury.

345.01 All candidates selected for interviews shall answer questions deemed appropriate by the Student Treasury.

345.02 All interviews shall be the same length of time to promote equal opportunity for all candidates.

CHAPTER 350 – BUDGETING GUIDELINES

350.01 Any student organization that is registered and recognized by the office of Student Engagement and the Student Union, also called a Registered Student Organization (RSO), can apply for funding from the Student Government RSO Fund and Capital Expenditures Fund. No money can be spent without the SGA’s approval. The Student Treasury, by order of the SGA Constitution and with direction from these Budget Guidelines, oversees the expenditure of the SGA funds to ensure that they are spent only in the following areas:

1. Programs of cultural and educational enrichment
2. Recreational and social activities
3. Tutorial programs
4. Club athletics
5. Assistance for student-run programming
6. (purpose and activities of the organization must be educational, cultural, recreation or social)
7. Administration of student-run programming
8. Transportation costs (\*COVID-19 Policies may affect this)
9. Student services to supplement or add to those provided by the college
10. Safety precautions (preventative safety measures)
11. Storage facilities to protect the longevity of item(s) belonging to RSOs

350.02 The SGA reserves the right to deny funding for the following items:

1. Gift certificates
2. Food for organization meetings/events/trips
3. Gifts, travel, and/or lodging for speakers/seniors etc.
4. Shirts, uniforms, jerseys or other personal items (not staying with the organization)
5. Dues (membership or organization)
6. Salaries, scholarships and money for other organizations officers and members
7. Politically associated costs
8. Other expenditures deemed inappropriate by the Student Treasury
9. Travel without proof of approval from Student Engagement and Student Union
10. Not in accordance with the University COVID-19 Policies

350.03 The SGA ensures that no SGA fee money will be used in any matter that will discriminate on the basis of race, religion, national orientation, sex, or sexual orientation. It is the responsibility of the Student Treasury to ensure that all SGA funds are used for the betterment of the student body. Operating budgets are subject to review at any time by the SGA Treasurer or SGA Advisor. The Student Treasury has the right to withhold allocations if it feels it will not be used for the set forth budget. In order to ensure that the money allotted by the SGA will be distributed in an ethical and impartial manner, all SGA money will be allotted based on the following criteria:

1. Costs/Benefits
2. Activity History
3. Financial History
4. Historical/Future Fundraising
5. Potential benefit to the student body
6. Organization’s potential growth/current membership size

351.01 Each RSO is eligible to receive funds to subsidize their operating budgets through the semesterly allocation of money from the SGA RSO Fund obtained from SGA fees and income earned during that academic year. These funds are requested by the RSO through the submission of a proposed Budget Request for the semester (fall and/or spring).

351.02 Proposed Budget Requests will be submitted via CampusGroups at the deadline determined by the SGA Treasurer.

351.03 The request will contain an itemized listing of all operating expenses and expected revenue for the semester. All proposed Funding Requests shall indicate the intended use of money and shall be organized by line item. The line item format will be provided by the Student Treasury. Additional information about the submission for Funding Requests can be found in the Treasurer’s Resource Manual located on CampusGroups.

351.04 Each semester the Student Treasury will hosts Treasurer Training. Specified dates will be sent out to Treasurers and Presidents on CampusGroups in advance. It is the organizations responsibility to ensure their officers are up to date on CampusGroups.

351.05 This is mandatory attendance for RSO Treasurers. In the event that an organizations treasurer is unable to attend, they may elect another officer on their board to take their place at the training or schedule a one-on-one appointment with the SGA Treasurer. This one-on-one appointment should be arranged prior to the end of the treasurer training sessions.

351.06 If an organization does not send an officer to Treasurer Training or attend a one-on-one appointment, the organization will be ineligible for SGA funding for the semester.

351.07 If an organization did not attend Treasurer Training due to not receiving the email regarding Treasurer Training and has never previously held an RSO executive board position, but communicated with the SGA Treasurer or Student Treasury their circumstances while showing initiative toward receiving funding, the organization will receive a 25% penalty from the allocated amount decided by the Student Treasury.

351.08 All penalties shall be decided by the Student Treasury at the beginning of each semester. The Student Treasury reserves the right to deem certain situations to be a special circumstance in which these penalties can be reduced or modified.

352.01 All requests must be submitted on CampusGroups by the organization treasurer no later than the date specified by the SGA Treasurer. The proposed Budget Request will be submitted to the Student Treasury for review.

352.02 Failure to submit Budget Requests on time may result in a penalty to the organization’s allocation. Failure to receive President, Treasurer, and Advisor approval on time may result in a penalty to the organization’s allocation. The penalties shall be decided by the Student Treasury at the beginning of each semester.

352.03 The Student Treasury will set aside blocks of time for allocation sessions for which RSO’s may sign up to discuss their budget with the Student Treasury. There is a limit of one allocation session per organization.

352.03 Allocation Sessions are to occur no later than five (5) full weeks into the semester.

352.04 The voting on all proposals will take place after each organization has spoken to the Student Treasury, unless there is a motion to table. The Student Treasury shall approve the budgets within two (2) weeks of its Allocation Session.

352.05 Organizations that sign up for an allocation session, but do not show will receive a penalty to their organization’s allocation as determined by the Student Treasury. If the Student Treasury feels that the late submission and/or approvals could not have been avoided by the organization due to unexpected circumstances, a penalty may be reduced or repealed.

352.06 Each RSO must submit a Payment Request via CampusGroups in order to obtain reimbursement from the SGA. The Payment Request must be completed as requested on Campus Groups and a hard copy of the receipt(s) must be submitted to the SGA Office before the Payment Request is complete. Due dates for submission of Payment Requests and the hard copy receipts will be determined by the SGA Treasurer at the beginning of the semester. All receipts must be itemized or reimbursement for the item can be denied. Reimbursement will be denied for all items not approved on the budget packet, through a reallocation, or Capital Expenditure. Check processing will occur within two to four weeks of approval.

352.07 Late submissions of Payment Requests will not be accepted unless previously approved by the SGA Treasurer and/or Student Treasury through an extension. If the Student Treasury feels that the late submission and/or approvals could not have been avoided by the organization due to unexpected circumstances, a penalty may be reduced or repealed.

352.08 Capital Expenditure submissions will only be accepted during the posted time. If the submission is submitted before or after the designated time frame it will not be reviewed. Submissions are viewed in order of submission until the fund has been depleted.

353.01 Allocations for SGA Divisions shall be prepared in the following way:

1. *The Avion* – *The Avion* Editor-in-Chief and Business Manager shall prepare the budgets for *The Avion*. *The Avion* shall be allotted 3.5% of the SGA’s Budget.
2. WIKD 102.5 – The WIKD 102.5 General Manager and Business Director shall prepare the budgets for the Campus Radio Station. WIKD 102.5 shall be allotted 4% of the SGA’s Budget.
3. Touch-N-Go Productions – The Touch-N-Go Productions’ Chairperson and Administrative Coordinator shall prepare the budgets according to these estimations. Touch-N-Go Productions shall be allotted 20% of the SGA’s Budget.
4. Emergency Response Team – The Emergency Response Team Chief and Financial Officer shall prepare the budgets according to these estimations. The Emergency Response Team shall be allotted 4% of the SGA’s Budget.

353.02 Divisions have additional Student Services funds which they can access only for use on programs that directly benefit the student body. These funds cannot be used for equipment purchases, incentives, conferences, or internal spending. The Student Services fund amounts are as follows:

1. *The Avion* can access 0.5% of the SGA Budget for Student Services events.
2. WIKD 102.5 can access 0.75% of the SGA Budget for Student Services events.
3. Touch-N-Go Productions can access 6% of the SGA Budget for Student Services events.
4. Emergency Response Team can access 0.75% of the SGA Budget for Student Services events.

353.03 All Division funding requests must be approved by a majority vote of the Student Treasury.

353.04 Divisions will submit to the SGA Treasurer a semester budget that is as itemized as possible at the time of submission. This proposal must include the estimated price for events, equipment and incentives.

353.05 An estimated total must be on each budget stating the amount of funding going directly to the student body i.e. (Programming, giveaways, food, and events).

353.06 Fall Division budgets must be submitted by the second week of April during the Spring semester. Spring Division budgets must be submitted by the second week of November during the Fall semester. The SGA Treasurer should notify the Divisions of the due date three weeks before the due date.

353.07 Divisions will present their proposed budgets to the Executive Board. The Executive Board will make comments to the SGA Treasurer with their recommendations and concerns. These comments will then be brought to the Student Treasury by the SGA Treasurer.

353.08 Divisions will present their proposed budgets to the Student Treasury. The SGA Treasurer will share the comments of the Executive Board. Any items that the Student Treasury is uncomfortable funding will be removed, altered, or restricted until the Student Treasury passes a majority vote in favor of the division budget.

353.09 Each item on a division budget will be evaluated based on the following criteria:

1. Impact on the student body.
2. Number of impacted students.
3. Feasibility of Success (if applicable)
4. Lifetime of Equipment (if applicable)

353.10 Divisions will be allowed to spend more than their Student Services budget under special circumstances. These circumstances will be deemed beneficial to the student body by the Student Treasury.

354.01 Any division who wishes to purchase items not originally on their budget packet must submit a reallocation to the SGA Treasurer for review and approval.

354.02 Items not originally on the budget must be approved by this process before they can be purchased. Any increase of $500 or more in an item from the initial approved budget must be submitted as a reallocation and approved by the Student Treasury. Any other reallocation must be submitted to the SGA Treasurer and approved by the SGA Treasurer. Any reallocation must be submitted through a reallocation form to the SGA Treasurer.

354.03 A reallocation does not change the amount that the Division has been approved for by the Student Treasury.

354.04 Incentive amounts cannot be increased in a reallocation.

354.05 Unspent allocations will not be rolled over to subsequent semesters except under extenuating circumstances or a case of saving for a large purchase deemed appropriate by the Student Treasury.

355.01 Each member of a division, (general member, executive board member, staff member) is allocated a $50 incentive every Fall and Spring semester. This incentive can be spent on member merchandise, group events, or group meals.

355.02 Each member of a division will be allowed one Division Polo per year. Any additional polos will come out of the incentive budget.

355.03 Event volunteer food will be limited to $12 per person per 6 hour volunteer period. This volunteer food is not considered an incentive. Food is not to be provided for members at normally scheduled meeting times that do not meet this event volunteer criteria. Events that have food for the Student Body need to be advertised through social media and is not to occur during normally scheduled meeting times.

355.04 Giveaways to the student body do not come from the incentive budget.

355.05 Division budget managers will submit weekly updates on internal spending to the SGA Treasurer. The SGA Treasurer will keep track of each division’s internal spending. Any overspending will be subtracted from the following semester’s incentive.

355.06 Division Advisors must approve all internal purchases before they are made. Advisors should follow these guidelines when approving internal spending:

1. Is this purchase a good use of student money?
2. Do these purchases benefit the members who will receive them?
3. Are these purchases within the approved incentive budget?
4. Is this purchase part of the approved budget and within spending amounts?

355.07 When a division member spends personal funds for the use of the division, they may request reimbursement through a Request for Fund form (RFF), found at the front desk of the SLS Suite.

355.08 Each division must submit a separate Request for Funds for each check they wish to have written. Multiple invoices from the same company may be added together for one check to that company.

355.09 Request for Funds must be given to the SGA Treasurer and/or the SGA Office Coordinator. Check processing will occur within two to four weeks of RFF approval.

355.10 Requests for gas reimbursement must have documentation for the purpose of the trip attached and requests for food reimbursement must have the purpose of the food and a list of those who received food attached.

356.01 Each Division may accumulate revenue through the sale of advertisement and/or services.

356.02 All revenue collected by Divisions, either in part or full payment, shall be deposited into the University’s Daytona Beach SGA account where said funds will be held. Divisions are responsible for keeping track of their excess revenue, and all documentation to confirm that to be accurate, in conjunction with the SGA Services Coordinator.

356.03 A meeting should be held at the end of every semester with the SGA Services Coordinator and SGA Treasurer to update the excess revenue being held for the Division. If asked for record of their excess revenue by the Executive Board or SGA Treasurer this documentation should be provided.

356.04 Excess revenue should either be rolled over to the next semester’s budget or saved for a large purchase for the Division.

356.06 Excess Revenue may be used for capital purchases or any other SGA related expenses deemed appropriate by the Student Treasury. All expenditures from Excess Revenue must be presented to the Student Treasury for approval prior to purchase.

356.07 No monies may be spent on personal items of any kind for members or non-members, nor can Excess Revenue be used for parties or any other incentive-related expenses.

356.08 If Excess Revenue is over-spent, the difference will be deducted from the following semester’s Excess Revenue. If the Division has no Excess Revenue to deduct it from, the over-spent amount will be deducted from that Division’s allocation the next semester.

356.09 All advertising in *The Avion*, Touch-N-Go, and WIKD 102.5 Campus Radio must be paid by the advertiser in cash or by check. Trade-outs will be allowed in exchange for advertising or services rendered in accordance with prudent business practices as directed by each respective division manager and adequate documentation of said transactions are provided to the SGA Treasurer.

356.10 All commissions shall be via student employment time sheets in accordance with each respective Division’s governing documents.

356.11 Any UNAUTHORIZED purchases may be billed to the Division’s Executive Board members who approved the unauthorized purchase. This will be determined by the Student Treasury. If the Student Treasury decides that the Division’s Executive Board members are responsible for payment of the merchandise, those members will be the owners of said merchandise and the company from which it was purchased will be notified that it was an unauthorized purchase and that the SGA will not be responsible for payment of the merchandise.

357.01 The SGA savings account can only be used for special purchases or projects that were unanticipated, and/or were not or could not be budgeted for, and the expenditure must benefit the entire student body either directly or indirectly. Requests for this fund should be viewed by the Student Treasury before being sent to the Executive Board for a vote. Use of this fund may only be authorized by a 2/3 vote of the Executive Board.

357.02 The SGA will maintain a semesterly Capital Expenditures Fund in the amount of at least 3% of the total revenue, for unanticipated expenses, special requests, or capital expenditures for RSO’s. The fund may only be used through submission of a properly completed proposal to the Student Treasury for consideration and approval by two- thirds (2/3) vote. The priority of submitted requests shall be determined by the order in which they were received. Should the Student Treasury decide that the minimum Capital Expenditures Fund be increased to a larger percentage, they may do so with a majority vote. The Capital Expenditures Fund can start being allocated for additional club funding no earlier than seven (7) weeks into the semester at a date determined by the SGA Treasurer. Submissions will only be accepted during the posted time. If the submission is submitted before or after the designated time frame it will not be reviewed.

357.03 The SGA will budget for a scholarship fund (known as the Conference Scholarship Fund) for individual students attending conferences in the amount of at least 1% of total revenue. The fund may only be used through submission of a properly completed proposal to the Student Treasury for consideration and approval by two-thirds (2/3) vote. The priority of submitted requests shall be determined by the order in which they are received and submissions will be rolling throughout the spring and fall semesters. The deadline to apply for any student will be two weeks before their conference. This fund will work on a reimbursement basis.

357.04 The SGA will maintain a semesterly Professional Development Fund in the amount of $30,000 for students that seek monetary support specifically for professional events or attire to help advance themselves in their careers by providing the tools for success in a professional environment. The fund may only be used through submission of a properly completed request to the Student Treasury for consideration and approval by two-thirds (2/3) vote. The priority of submitted requests shall be determined by the order in which they were received. Each request for conferences will be capped at $1,500. Each request for clothing will be capped at $300 per student per year. This meaning, if students request and receive the fund from the first semester of the academic year, they may only be approved a total of cap amount. For example, if in the first semester said student, who requested professional attire, has received $170 in support, he/she/they may only receive $130 during the spring semester. Any remaining funds from each semester will be placed in either the reserve budget or the operational budget.

357.05 The SGA will budget for and maintain a budget to account for all operating costs for the office of the SGA. Operating costs include student assistant wages, administrative salaries, benefits, training, printing, polo shirts, general services (i.e. water, coffee, candy), subscriptions and periodicals, travel and meetings, awards, gifts, donations, SGA retreat, SGA Composite, SGA Banquet, postage, general supplies, and other items the Student Engagement and Student Union Office Manager deems necessary for serving students.

357.06 The purpose of incentive is to build a team atmosphere within a division, branch, or auxiliary and the Student Government Association as a whole. Incentive will be budgeted by the SGA each semester and will be determined by the SGA Treasurer and SGA Advisor. The incentives shall be $25 per person per semester for the appointed or elected SGA officials, and $50 per person per semester for members of divisions. There will be a $25 per person incentive for any SGA member who holds their office hours during the summer.

357.07 Incentive cannot be paid to individuals and must be spent as a group, as determined and approved by a majority of the Division/Branch members. Incentive does not have to be spent in its entirety at one time (may be used for two or more events) but must be used within the academic year. All receipts must be turned in to SGA Services Coordinator within five (5) business days of the event. No incentive money can be disbursed to a Division/Branch who has outstanding receipts or monies due to the SGA or pending judicial matters before the Student Court. Incentive may not be used for the purchase of alcohol or items paid to individuals (i.e. gift certificates, prizes or any other items deemed inappropriate by the Student Treasury). Any unspent monies will be transferred to SGA Savings and cannot be carried over to the next academic year.

357.08 The Student Facilities Fee is a mandatory fee of $150.00 per student per semester that was set up to fund the construction of a new Student Union. The fee is being used to pay off half of the Student Union, the other half of the building being funded by the University. After this has been completed the fee will still stay intact and its continuing use will be for the upkeep of the building and other student capital projects.

357.09 The SGA Treasurer and the Director of Student Leadership and Engagement for Student Government shall budget for the Registered Student Organization Fund each semester. This account shall be allocated to RSO’s by the Student Treasury according to the guidelines presented in this document.

357.10 Changes in Chapter 350 of the Student Body Statues will be taken to the SGA Chief Justice for consultation. A two-thirds (2/3) by the Student Treasury vote is required for approval.

358.01 Any Division or entity which fails to follow these codes will be required to appear before the Student Treasury for investigation and determination of action to be taken. The Student Treasury may ask for recommendations from the Student Court, SGA Chief Justice or the Office of Student Services if they feel it would be appropriate

358.02 The Student Treasury reserves the right to deny all requests that fall under the following categories:

1. Failure to attend a Treasurer Training Meeting at the beginning of the semester.
2. Treasurer submission, President Approval, Advisor Approval, and Treasurer Approval are not complete by the deadline.
3. Hard copy itemized receipts are not submitted to the SGA office by the deadline.
4. Original itemized receipts are not digitally scanned and submitted through CampusGroups.
5. Purchase request is submitted after the deadline set by the current SGA Treasurer.

358.03 Should the Student Treasury deny a request submitted by a Division, Branch, Club, Organization, or individual, a written appeal can be submitted to the Student Treasury within five (5) working days following the denial. Appeals must be submitted to the SGA Treasurer to be distributed to the Student Treasury. Appeals will be discussed by the Student Treasury in the next regularly scheduled Student Treasury meeting. The Chairperson of the Division/Branch making the appeal may be present for the meeting in which it will be discussed. Clubs and organizations appealing may have an executive officer present during the Student Treasury meeting in which the appeal will be discussed. Should the Student Treasury deny the request for the second time, the Division, Branch, Club, Organization, or individual may submit a written appeal to the Student Court within five (5) working days following the second denial if they feel that their rights were violated. The Student Court shall hold a meeting within two (2) weeks following receipt of the appeal and invite the appropriate parties to attend to offer testimony or other information requested by the court. If the Student Court is to grant an appeal, a new allocation amount will be determined by the SGA Treasurer and Student Government Association Advisor. This decision will be final.