

**NORTHERN ILLINOIS  
UNIVERSITY**

**STUDENT ASSOCIATION**

**BYLAWS, PART IV**

**FINANCE POLICY**

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## **SA Finance Policy**

### **1.1**

Funding for recognized student organization and service unit budgets is allocated from money collected from Student Activity Fees, which are generated from Northern Illinois University fee-paying students. Usually, the funds that are available are allocated in a manner by which the interest of the NIU student body will be best served. Funds are distributed in a way that encourages the growth of educational, cultural, social, recreational, and other co-curricular activities on the NIU campus. Student Association funding is allocated for innovated services that will benefit students, as a whole and in areas that are not well served by campus wide programming. Additionally, centralized funding is provided to university service units that will improve the quality of life on campus.

### **1.2**

A Student Association recognized organization must be determined to be eligible to receive funding by the SA Senate or have been recognized for the past two years. The beginning of this two year recognition will be initiated starting with the date the organization is confirmed by the SA Senate. The following types of organizations and purposes are not eligible to receive funding under any conditions: a religious organization (or an organization with a religious purpose), a political organization, an individual Greek chapter, an organization for which its members receive academic credit for participation, pre-professional development organizations, or having restricted membership (this includes certain GPA requirements or declared major requirements). The SA Finance Committee will be responsible to judge an organizations functions in order to ensure that they are abiding by all necessary requirements. Greek umbrella councils are not to be considered to have restricted membership. Student organizations may have a travel or competition team with limited or competitive membership and still receive funding, if the organization's regular membership is open to all students.

First year SA recognized organizations are not eligible to receive funding. Organizations that duplicate the efforts of another organization, in the opinion of the SA Finance Committee, will not receive funding. During the second year, organizations may receive an allocation from the Supplemental Fund. In addition, a second year organization, may ask for funding as an annual budget for next fiscal year, if they have been granted permission to do so by the SA Senate. The budget for this year may exceed four hundred dollars (\$400), but this will be the recommended amount that the SA Finance committee should consider.

### **1.3**

Student Association funding may be used for the financial needs of an organization to exist, program, operate, function, and expand. Some examples include conferences, competitions, equipment, concerts, and events. (If you are unsure of whether the Student Association will fund a particular line item, contact the Student Association Treasurer.) Student organization funds from the SA or generated from programs supported by SA

funding may belong to the organization and may not be used as the property of individuals.

#### **1.4**

Student Association funding may not be used for the purchase of items that will be for the personal use of an organization's members, political backing or campaign use, charity efforts, overseas travel or religious benefits. Whenever possible, Pepsi soft drinks products must be purchased when spending any SA funding, including both on-campus and off-campus events. The Student Association Treasurer will have final approval of what can and cannot be funded.

#### **2.1**

The following timetable is a rough guideline for the Fiscal Year:

Mandatory Budget Meetings..... 1<sup>st</sup> Week of September (Two Meetings)  
Budgets Due.....2<sup>nd</sup> Monday Business Day of October by 3:30 pm  
Budget Presentations Start..... 1<sup>st</sup> Tuesday of November or earlier  
Senate Consideration of Allocations.....2<sup>nd</sup> Sunday of April

#### **2.2**

To apply for an annual budget or Supplemental Funding, an organization must be eligible in accordance with the Student Organization Policy and the Finance Policy, must not be serving a suspension issued by NIU or the SA Treasurer, and must attend one of the Mandatory Budget Meetings. Then the organization must complete the "Annual Budget Application" which is available on the Student Association website. The budget application must be turned in by the specified deadline. For each calendar day that the budget application is late or incomplete, the organization's budget for the same fiscal year will be reduced five percent (5%). Under extreme circumstances, an organization may arrange to have an extension, if approved by the Treasurer and a majority of the Finance Committee.

An organization will present its budget request before the Finance Committee at a predetermined date. Each organization must contact the SA Office Manager to schedule the meeting appointment. Every organization is required to present their budget on the date and time assigned, unless arrangements are made in advance with the SA Treasurer. Each organization meeting with the Finance Committee will have a slot of 15 minutes, in which you will be able to explain your budget proposal. At least one organizational representative who helped to prepare the budget request should be present at the Finance Committee Meeting during which the organization's budget will be up for consideration. If an organization fails to have a representative present, the Finance Committee will proceed to act on the budget request without the organization being represented.

#### **2.3**

It is the responsibility of the Treasurer to notify each organization via email or the groupwise network of their final budget allocation when available. Notification should occur before the end of the spring semester.

## **2.4**

All organizations and university units using SA funding must obey all relevant Treasurer rulings, SA policies, NIU policies, and related laws. Failure to do so will result in suspension by the SA Treasurer or NIU. Suspension will result in no access or use of SA funds until the suspension is lifted. A suspended organization may still apply for funding, but may not access current or future funds until the suspension is lifted.

## **3.1**

An organization may purchase equipment for their organization's use. All equipment must be purchased using a Purchase Order Requisition. The form is available through the NIU Accounting Office, or the SA website. All equipment purchased by student organizations using SA funds is the property of the Northern Illinois University Student Association. The student organization or its officers will be held accountable for any equipment purchased.

Equipment purchased with student activity fees may only be loaned to another recognized organization or university department. The receiving organization will be liable for any repairs and/ or replacement in the event the equipment is damaged or lost while on loan. All such loans must be made using a written agreement between both organizations.

## **3.2**

Organizations wishing to have a raffle must file and register with the City of DeKalb before the event takes place. The SA Treasurer also needs to be informed of all raffles. The following must be submitted to the SA Treasurer: a list of the prizes, and who is holding them, a list of the individuals selling the tickets, all ticket information (including price), the date of the raffle drawing, and who will be drawing to declare the winner. Raffles must be approved by the SA Treasurer in advance.

## **4.1**

If an organization is having an event where it will be charging for attendance, the following must be adhered to: The event must be submitted to both Student Involvement and Leadership Development (if required) and the Student Association, including price, location, etc. Tickets are required for an event if a charge is required. Student organizations must have at least a two-tier pricing system. One price will be established for NIU students and the other for non-NIU student attendees. All prices for events need to be displayed on all advertisements, handbills, posters, fliers, and at the event location.

For information on the Campus Security Fund, please consult the executive policy relating to the fund.

## **4.2**

The money that an event generates shall be considered activity fee money, if the organization or the event is funded wholly or in part by the S.A. This includes all generated income. Raffles, fundraisers, parties, social events, dues, or any event where individuals are charged can be a source of income. The organization shall be responsible

for depositing the money into their cost center no later than 5 business days or when receipts amount to \$500, whichever comes first.

### 4.3

Organizations that must have contracts for services provided must read the following: Students may not solely enter into or agree to any contracts for speakers, speaker's agency, entertainment groups, etc. Only an authorized University Official can enter into a contract. If proper approval was not granted for a speaker, speaker's agency, entertainment groups, etc., the organization and/or its officers will be held personally liable for the contract fees. All student organization contracts must be approved through the office of Student Involvement & Leadership Development, in accordance with procedures approved by the NIU Office of Legal Services. Contracts must be attached to a completed Purchase Order Requisition and submitted to the SA Accountant for processing.

The Faculty Advisor and the organization's President and Treasurer must sign the SA Expenditure Form and the Advisor's signature is required on the purchase order requisition. Only the office of Student Involvement & Leadership Development can enter into a contract. The Faculty Advisor and/ or the organization's President, or any other organization member, must **not** sign any contracts.

Members may only make purchases on behalf of your organization that were approved in the organization's annual budget or approved as a change by the SA Treasurer. Purchasing items or obligating monies for services that have not been previously approved may leave individuals personally responsible for the bill, not the SA or the organization.

### 5.1

Additional funding, known as "Supplemental Funding" may be available to SA funded organizations when the amount budgeted for a unique or unexpected expense is not sufficient or an emergency arises. Supplemental Funding can also be used for unique, unexpected instances that may occur. The Senate must approve all Supplemental Funding. Applications for Supplemental Funding are available on the SA website and from the SA Treasurer. To receive Supplemental Funding, an organization must submit the application to the SA Treasurer then appear before the finance committee at a scheduled time. After that meeting, the request will go on to the Senate, where the full body will vote on the request.

After the Senate has adjourned for the year, an e-mail request for Supplemental Funding should be sent to the SA Treasurer, copying the SA Accountant. The SA Treasurer will respond to the organization and let them know that the request will be held until the SA Senate reconvenes the next fall.

### 5.2

During the Fiscal Year, each organization must keep a general ledger (keep track of their money). The organization should have documented who, what, where, when, and why

money was spent or received. The organization's records must match the financial reports generated by the NIU Accounting Office. The organization may receive a copy of these reports by an email request to the SA Accountant. An organization will be held liable for any over-expenditure that occurs, so be sure to balance the organization's account often. The SA has the right to audit all general ledgers based upon problems, complaints, or general inquiries.

### 5.3

Student organizations that are SA funded are not permitted to have any outside accounts. Outside accounts are accounts established with institutions other than the University. If an organization is found to have any outside accounts appropriate measures will be taken against the organization at the discretion of the SA Finance committee.

### 5.4

If an organization that receives funding from the Student Association, or has gained recognition from the Student Association, is found to have outstanding bills or unauthorized charges the following steps will occur:

#### *Stage #1*

A bill made for a service should be settled no more than 30 days after the event or after the receipt of the bill has been received. If the bill has not been paid and the Student Association is contacted or is aware that a bill exists, the organization must submit proof of why the bill was not paid.

#### *Stage #2*

If the bill remains unpaid even after contact, the organization's account(s) will be unavailable to the organization and the organization will be suspended until the bill is settled. However, if another account established by the organization outside of the University has been setup then the organization will be required to pay the money owed using funds from that account first. If there is only one existing account, which would be an organization's allocation, then the funds will be removed and the bill will be paid by the SA Treasurer.

#### *Stage #3*

If no money can be found in an outside account or in your current SA budget to settle the bill, the funds will be extracted from your next year's allocation. The remaining funds, if any, will be frozen and the organization will be suspended until the next set of officers are elected and the money is repaid.

An organization being suspended by the SA means the following:

There shall be no events conducted by your organization except for business meetings. You are restricted from co-sponsorship, receiving CAB funding, Supplemental Funding, parties, entertainment of any kind, socials, social events, programs. No organizational events will take place until the funds have been raised and the bill is paid in full.

## 5.5

At the end of the fiscal year, if an organization has a positive balance in their account and the amount of the balance is less than the income generated that year or carried over from previous years, the SA Accountant will rollover the generated funds amount to the new fiscal year's account.

At the end of the fiscal year, if an organization has a positive balance in their account that is not from generated income, the organization may request from the SA Treasurer that part or all of the balance be rolled over into their account for the new fiscal year. The typical reasons for this action include, but are not limited to the following: rewarding an organization for proper management of funds; payment of pending bills; conducting events that are contracted for, but have not occurred; purchasing of equipment important to the organization; etc.

All requests for rollovers must be submitted in writing to the Treasurer. The SA Treasurer is responsible for determining if the rollover is appropriate for the organization and the needs of the NIU student body. If approved the funds will be rolled over immediately. If not approved, the organization may appeal to the SA Finance committee. If an acceptable resolution is not met, the appeal will be sent up to the SA Senate for final review.

## 5.6

All discretionary decisions made by the SA Treasurer may be appealed to the Finance Committee when in session. All discretionary decisions of the Finance Committee may be appealed to the SA Senate when in session. The SA Senate will hear appeals on Treasurer decisions, if the Finance Committee is unable to hear or decide the issue. These appeals require a two-thirds majority vote to pass.

Organizations may not appeal decisions that are enforcement or enacting of SA or NIU policies. The normal process of amending those policies must be used.