ARTICLE I

GENERAL PROCESS

Section 1

Allocation of Student Activity Fee Money

The Student Association (SA) is charged with the responsibility of allocating money from the Student Activity Fee, which is generated from Northern Illinois University (NIU) fee-paying students, to SA-recognized organizations and certain university departments in a manner which best serves the interests of the NIU student body. Fee-supported activities, programs, and services shall be available to all NIU students. The Finance Policy shall explain all of the responsibilities of both the SA and SA-funded organizations in handling Student Activity Fee money. The SA Treasurer has the primary responsibility for the administration of this policy.
Section 2

General Requirements for Funding

In order to receive and maintain any funding from the SA, organizations must meet all requirements listed in this policy. Any organization which does not meet these requirements will not be eligible to receive funding, and any SA-funded organization not abiding by these requirements will face corrective action, including but not limited to freezing or loss of funds, or suspension or permanent revocation of recognition in accordance with the Student Association Constitution and Bylaws.

Section 3

Viewpoint Neutrality

All SA officials involved in the budget processes must make all decisions in a viewpoint-neutral fashion. Viewpoint-neutral fashion is defined as a decision made in accordance with any procedural requirements for making that decision and without consideration of the viewpoint being expressed by the recipient of the funds.

Section 4

Fiscal Year

The fiscal year of the SA and of all organizations and departments which receive SA funding will run from July 1 until June 30 of the following year.

ARTICLE II

FINANCE COMMITTEE

Section 1

Finance Committee Membership and Structure

A. The Finance Committee will assist the SA Treasurer with the oversight of all financial matters of the Student Association, including the allocation and oversight of Student Activity Fee money.

B. The Finance Committee will consist of seven (7) voting members, including the SA Treasurer and Deputy Treasurer. The remaining five (5) members will be the chairman of each of the Finance Subcommittees. The SA Advisor or his or her designee will serve as a non-voting, ex-officio member.
C. The SA Treasurer shall serve as chair of the committee, but shall only vote to break a tie. The SA Deputy Treasurer shall serve as the vice-chair of the committee and preside over the committee in the absence of the SA Treasurer. A secretary, who is responsible for keeping records for the committee, shall be appointed by the SA Treasurer with the consent of the committee.

D. The Finance Committee shall have the following duties and responsibilities:

1. Review budget requests from student organizations for Campus Transportation Fund monies.

2. Review the Annual Budget recommendations from each of the Finance Subcommittees and consolidating each subcommittee budget recommendation into one omnibus funding bill to be introduced to the Senate no later than the second Senate meeting in April.

3. Assign SA-recognized organizations requesting funding to a specific Finance subcommittee for the purposes of hearing Annual Budget presentations.

4. Establish and enforce policies and procedures for the allocation of Student Activity Fee funds.

5. May review any expenditures and financial approvals within the Executive Branch, including Campus Security Fund and Executive Allocations.

6. Introduce to the Senate fiscal policies and recommendations coming from the Committee.

Section 2

Finance Subcommittees

A. The Finance Committee will consist of five (5) permanent subcommittees. The subcommittees will review Annual Budget requests for SA-recognized organizations and certain university departments and offices as assigned by the SA Finance Committee. Subcommittees will work within funding levels set by the SA Senate in the fall as to how much funding each subcommittee is allowed to divide between the organizations under their purview.

B. Each subcommittee will consist of five (5) voting members, including a chairman, two (2) Senators selected by the Speaker of the Senate and confirmed by the Senate, and two (2) students selected by Treasurer and confirmed by the Senate. The two (2) students shall be members of organizations under consideration for funding under each subcommittee. The SA Advisor or his or her designee will serve as a non-voting, ex-officio member. Subcommittee chairman will only vote to break a tie. Each subcommittee will appoint a vice-chair, who may preside over the committee in the absence of the chair, and a secretary, who is responsible for keeping records of the committee. These officers shall be appointed by the SA Treasurer with the consent of each subcommittee.

C. Any individual on the SA Finance Committee or any subcommittee must disclose any current or previous involvement in organizations requesting any SA funding. Furthermore, individuals currently serving in organizations requesting funding must abstain from voting on the consideration of that organization’s budget request.
D. The individual subcommittees are as follows:

1. The University Services Finance Subcommittee will be responsible for considering budget requests from any university offices or services, as well as the Student Association, Campus Activities Board, and Event Production Services. The SA Director of Student Life will chair this committee.

2. The Sports and Recreation Finance Subcommittee will be responsible for considering budget requests from any athletic or recreation organization, including club sports. The SA Director of Athletics and Recreation will chair this committee.

3. The Greek and Cultural Finance Subcommittee will be responsible for considering budget requests from Greek councils and cultural organizations. The SA Director of Cultural Affairs will chair this committee.

4. The Academic and Professional Finance Subcommittee will be responsible for considering budget requests from any academic or pre-professional organizations. The SA Director of Academic Affairs will chair this committee.

5. The General Programming and Activities Finance Subcommittee will be responsible for considering budget requests from all remaining student organizations, including but not limited to social and service organizations. The SA Director of Organizational Development will chair this committee.

E. Assignment to these subcommittees are simply based on the necessary distribution of workloads within the SA and not based on the viewpoints of the particular organization.

F. Subcommittees may not hear any more than fifty (50) budget requests from organizations. Any subcommittee whose normal purview requires more than fifty (50) budget presentations in one (1) academic year will trigger the creation of a second subcommittee in that area to consider half of the total requests. The SA Treasurer will select the chair of this committee and the make-up of the remainder of the subcommittee will follow the provisions outlined in Clause B of this section.

ARTICLE III

ANNUAL BUDGET PROCESS

The following sections detail the timeline, process, and eligibility for submitting a budget proposal to the SA for Annual Funding. All parties involved, including the SA and organizations and departments requesting funding, must abide by the procedures and timelines set in this process.

Section 1

General Timeline for Funding

The general timeline for the consideration and submission of budgets for SA Annual Funding:

1. Mandatory Budget Meeting - third week of September
2. Annual Budget Proposal due- third week of October  
3. Senate vote on subcommittee funding levels- last Senate meeting in October  
4. Subcommittees begin meeting to consider proposals- second week of November  
5. Final Annual Budget recommendation completed- first week in April  
6. Final Senate approval of Annual Budget- last Senate meeting in Spring semester

Section 2

Eligibility for Funding

A. General Eligibility for SA-Recognized Organizations

Any organization that has been officially recognized by the SA Senate for at least two (2) calendar years as of the date budget requests are due will be eligible for annual funding. Organizations with restrictive membership shall be ineligible for funding except for governing council organizations. Organizations cannot be denied funding due to the nature or classification of their organization. Greek chapters recognized by the SA may request funding from their Greek umbrella council (Interfraternity Council, College Pan-Hellenic Council, National Pan-Hellenic Council, and Multicultural Greek Council).

B. An organization which has been officially recognized after going over a calendar year without recognition must also follow this guideline.

C. Eligibility of University Departments and Services

Certain university departments and services may also be funded by the SA Annual Budget process if it is determined that their functions serve a critical need of the student body.

D. Eligibility of Organizations with Competitive Teams

Any student organizations must clearly state in both their budget proposal and budget presentation if their organizations has a travel or competitive team with limited membership and also explain how the organization’s regular membership is provided ample opportunity for involvement.

E. If, a recognized student organization disbands or ceases to exist on campus in an official capacity either voluntarily or involuntarily for a period of greater than one academic year, that group must go through the recognition process again to gain full recognition

Section 3

Mandatory Budget Meeting

The SA Treasurer must host at least two mandatory budget meetings prior to the submission of budget proposals by student organizations. These meetings must be held no later than the third week of September each year. Organizations requesting funding must have their president, treasurer, and NIU advisor attend at least one (1) of these meetings. Failure to attend these meetings shall automatically result in the organization or office losing eligibility to receive funding for the upcoming fiscal year. Budget meeting dates must be announced by the SA at least one (1) month in advance.

Section 4
Budget Proposals

Following the budget meeting, organizations must prepare and submit a budget proposal to the SA by a date set by the Treasurer and announced no later than the date of the first mandatory budget meeting. This date must not be later than the first business day of the third week of October. Budget proposal packets must be made available by the SA both in hard copy and online via the SA’s website. 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 have attended one of the mandatory budget meetings.

Section 5

Late Budgets

Organizations that turn in budgets up to fourteen (14) calendar days late will face a reduction in their allocation by the SA Finance Committee of 5% for each calendar day the budget is late. Finance Committee and Subcommittee members deliberating budget requests will not be told in advance that groups turned in paperwork late. Deductions shall be made once the Finance Subcommittee has determined the organization’s budget recommendation. Any organization that turns in a budget more than fourteen (14) calendar days late is automatically ineligible to receive SA annual funding under any circumstance.

Section 6

Senate Apportionment of Subcommittee Funding Levels

The SA Senate will vote by the last regularly-scheduled meeting each October as to how much of the Student Activity Fee each of the SA Finance Subcommittees is allowed to recommend for distribution to organizations and officers under their purview. The recommendations from each of the Finance Subcommittees each spring shall not exceed this level set by the Senate.

Section 7

Presentation of Budgets

A. Organizations and departments requesting annual funding must present their budget request before their assigned SA Finance subcommittee. The SA Finance subcommittees will begin hearing budget presentations no later than the second week of November each fall.

B. Each organization is required to present their budget on the assigned date and time. Organizations must contact the SA Main Office to schedule a meeting appointment at least three (3) weeks in advance. At least one member of the organization who helped to prepare the budget request should be in attendance at this meeting.

C. If the organization has no members able to attend the assigned meeting and does not contact the SA in advance, then the SA Finance Committee may proceed to act on the budget request without the organization being represented.
Section 8

Finance Committee Recommendation

Following all of the budget presentations, the SA Finance subcommittees will deliberate and set recommendations for funding for each organization. These recommendations must be forwarded to the SA Senate for its consideration no later than the first week in April.

Section 9

Final Senate Approval

The final Annual Budget must be approved by the Senate by the end of the spring semester annually. The Annual Budget must either be a balanced budget or a budget with a surplus.

Section 10

Notification and Distribution of Budget Allocation

The SA Treasurer must notify the president, treasurer, and NIU advisor of each student organization requesting SA Annual Funding within two (2) weeks of the final approval of the Annual Budget by the Senate, how much, if any, of their budget was approved by the SA Senate, as well as the breakdown of which line-items are funded for the next fiscal year. However, it is important to note that allocations are based on the Student Activity Fee and budgets may be changed if fees collected are significantly different than projections indicate. Final budget notification will come from the SA Office in August. All allocations will be placed in the organization’s university cost center in two distributions, the first being in the Fall semester and the second being in the Spring semester.

ARTICLE IV

USE OF SA FUNDING

Section 1

General Funding Use

SA funding, including but not limited to Annual and Supplemental Funding, may be used for the financial needs of an organization to exist, program, operate, function, and expand, including but not limited to conferences, competitions, concerts, events, and promotions. This section will detail which line items may and may not be funded by the SA and how student organizations are to use funds approved for such purposes. Decisions on funding will be based on, but not limited to, the following:

A. Administrative items, including but not limited to mail, flyers, stationary, printing, phones, faxes, on-campus room reservations and expenses related to on-campus room reservations (such as audio-visual equipment) may be funded by the SA and the Finance Committee and Subcommittees.
B. Conference expenses, including but not limited to registration fees, lodging, food, or other expenses related to attending conferences or hosting conferences, but shall not be funded through Annual Funding. These expenses, excluding transportation costs, may be funded through Supplemental Funding.

C. Travel expenses, for both organizations traveling or for bringing an individual, such as a speaker, to campus, through NIU transportation, airfare, or public transportation, may be funded through the Campus Transportation Fund as provided in Article V, Section 3 of this policy. Travel expenses shall not be funded through Annual Funding.

D. Food and beverages may be funded by SA and the Finance Committee and Subcommittees. Organizations must follow University guidelines on the purchase of products for both on-campus and off-campus events.

E. Equipment items may be funded by the SA and Finance Committee and Subcommittees. For non-durable items, or items projected to last less than two (2) years, equipment is defined as an expense over $100. For durable items, or items projected to last more than two (2) years, equipment is defined as an expense over $500. Any such purchases must follow all applicable university policies.

F. Speakers or performers may be funded at the discretion of the SA and Finance Committee and Subcommittees.

G. Security for events, which shall be defined as security provided by the NIU Department of Public Safety and Police as required by the NIU Social Events Policy, shall be funded only through the Campus Security Fund as provided in Article V, Section 2 of this policy. The SA shall not fund any other security.

H. All other line-items not detailed above in this section shall be funded at the discretion of the SA and Finance Committee and Subcommittees.

Section 2

Expenditures

All expenditures by an organization must be approved in the organization’s annual budget or approved as a change by the Treasurer. All expenditures must be pre-approved and expenditure forms must be submitted to the SA prior to any and all purchases. Any purchases or obligating money for services or items that have not been previously approved will leave the individual(s) personally responsible for covering those expenses. Northern Illinois University, nor the SA, will cover expenditures that were not pre-approved through the funding and expenditure process. The NIU Advisor and the organization’s president and treasurer must sign the SA Expenditure Form.

Section 3

Raffles
Organizations wishing to host a raffle must file and register with the city of DeKalb in advance. Once approved by the city of DeKalb, the organization must submit the following information to the SA Treasurer to receive approval for the raffle: a list of the prizes and who is holding them, a list of the individuals selling the tickets, all ticket information (including but not limited to price and distribution information), the date of the raffle drawing, and who will be drawing to declare the winner. All information must be submitted to the SA Treasurer at least three (3) weeks prior to the raffle taking place.

Section 4

Contracts

NIU students and student organizations are not allowed to solely or independently enter into, agree to verbally or in writing, or sign any form of contract with any party outside of Northern Illinois University. All student organization contracts must be reviewed, approved, and signed by the Director of Student Involvement & Leadership Development. All critical information and documents related to a desired contractual service must be submitted to the SA office with an expenditure form no less than one (1) month in advance of the date of the desired contractual service.

Section 5

Event Admissions Costs

If an organization is having an event where it will be charging for attendance, the event must be submitted to both the office of Student Involvement & Leadership Development and the SA Treasurer. Tickets are also required for events if a charge is required. Ticket pricing must be a two-tiered system, with one being for NIU students and the other for non-NIU students. All prices for the event must be displayed at the event location, at any ticket sales, and on any and all advertising, including but not limited to handbills, posters, and flyers.

ARTICLE V

ADDITIONAL FUNDING SOURCES

Section 1

Supplemental Funding

A. Supplemental Funding is defined as funding made available to SA-funded organizations for unexpected or emergency circumstances, as well as for conferences. Unexpected circumstances shall be defined as any item not in the organization’s Annual Funding request, and emergency circumstances shall be defined as those in which the cost of a particular item exceed the amount approved in Annual Funding. Organizations may not ask for Supplemental Funding for items requested though Annual Funding but not approved by the SA Senate. Only organizations currently receiving SA funding are eligible to receive supplemental funding.
B. The total Supplemental Funding budget each year will be divided evenly between each semester, with the funds remaining from the fall semester rolling over to the spring semester. Any remaining money in the Supplemental Funding budget at the end of the Fiscal Year shall remain in the General Reserve.

C. Organizations requesting supplemental funding must follow the following process:

1. An application form, including reasoning for funding request and breakdown of anticipated budget, must be submitted to the SA Main Office.

2. The application form will be forwarded to the SA Speaker of the Senate, who will then review the form and schedule a date with the organization to present the request to the SA Senate for full approval, partial approval, or rejection. This meeting must take place within two (2) weeks of the submission of the application to the SA office.

3. If a committee review of the Supplemental Funding request is deemed necessary by the Speaker of the Senate or the SA Senate, the SA Finance Committee may hear the request prior to SA Senate approval. The Supplemental Funding request must be heard by the SA Finance Committee within (2) weeks of the decision of referral.

D. Organizations receiving Supplemental Funding shall use such funding only for the purposes approved by the SA Senate. It is the responsibility of the Senate to ensure that Supplemental Funding legislation contains provisions for how the money is to be spent. The regular expenditure process is to be followed to ensure that such funding is being used in accordance with the specific Senate legislation, as well as all other SA and University guidelines.

Section 2

Campus Security Fund

A. The Campus Security Fund is funding for student organizations which helps in covering the cost of security from the Department of Public Safety for events as required in NIU’s Social Events Policy. Organizations which receive Annual Funding from the SA or organizations recognized by one of the four Greek Councils are eligible to receive Campus Security Fund money.

B. All applications for the fund shall go to a special Campus Security Fund Committee within a week of the application being received. If the committee has not been formed within that time, the decision will automatically go to the Treasurer and the Finance Committee. The committee shall decide approval or denial of the application and how much will be allocated by majority vote. The committee shall decide approval or denial of the application and how much will be allocated by a majority vote. The Director of Student Life shall serve as a non-voting, tie breaking Chair. The membership shall be composed of the Director of Greek Affairs, Director of Cultural Affairs, the Treasurer or a representative, one Senator from the University Services Subcommittee, and one Senator from the General Programming Subcommittee. When Senate is not in session, the Speaker of the Senate shall appoint two representatives.

C. The Campus Security Fund shall be funded in the SA Annual Budget. Any funding remaining in the Campus Security Fund at the end of the Fiscal Year shall remain in the General Reserve.

D. All other policies and procedures for the Campus Security Fund and the Campus Security Fund committee shall be included in a policy drafted by the SA President. This policy must be made available no later than beginning of the fall semester each academic year.
Section 3

Campus Transportation Fund

A. The Campus Transportation Fund is funding for student organizations which helps in covering the cost of transportation for various events and efforts, including but not limited to conferences. Any organization on campus which receives Annual Funding from the SA is eligible to receive Campus Transportation Fund money.

B. All requests for Campus Transportation Fund money shall be submitted to the SA Treasurer. The SA Finance Committee shall hear all requests for this funding.

C. The Campus Transportation Fund shall be funded in the SA Annual Budget. Any funding remaining in the Campus Transportation Fund at the end of the Fiscal Year shall remain in the General Reserve.

D. All other policies and procedures for the Campus Transportation Fund shall be included in a policy drafted by the SA Treasurer. This policy must be made available no later than beginning of the fall semester each academic year.

Section 4

Dues

No SA-funded organization may charge mandatory dues or require payment of individuals in order to obtain and/or maintain membership in the organization.

Section 5

Generated Revenues

All money generated by an SA-funded organization or its events shall be considered Student Activity Fee money if the event where the money is generated from is funded in whole or in part by the SA. Sources of income may include, but are not limited to, fundraisers, parties, social events, or any even where individuals are charged to attend. Any money generated by an SA-recognized organization must be deposited into the organization’s account within the guidelines of the University’s accounting policy. Any generated funds that an organization does not use within the fiscal year will remain in the organization’s cost center for following fiscal year(s) until the funds are used or until the organization is no longer active. If an organization remains inactive for two semesters in a row, those funds may be moved to the General Reserve.

Section 6

Rollover of Remaining Funds
At the end of each Fiscal Year, if an organization does not use all of their allocated funds (this does not include generated funds), then those funds roll back to the SA. Organizations may request part or all of their remaining allocation as a rollover request. Rollover requests will be granted if the General Reserve level is high enough to support those requests. A maximum amount of 5% of the organization’s annual budget will be considered. Anything over 5% will go to the general reserve. To request rollover funds, a memo or email must be sent to the SA Treasurer within the same fiscal year in which the funds are from. Notification of rollover fund allocations will be sent via email from the SA office at the beginning of the fall semester of the following fiscal year.

ARTICLE VI
FUNDING OVERSIGHT

Section 1
General Oversight

All organizations using SA allocated funds must obey all SA Treasurer rulings, SA policies, NIU policies, and related laws. Failure to do so will result in the organization being placed on suspended status.

Section 2
Equipment Oversight and Control

A. The organization’s president is responsible to the SA for all supplies, materials, and equipment purchases with SA funds in the organization’s name. The organization’s president is responsible for seeing that the approved equipment control procedures are implemented to protect such material from theft and abuse and that the records on equipment for proper identification and location are maintained and a copy submitted to the SA at the end of each semester. Should theft or abuse of the equipment occur as a result of a member’s failure to follow the organization’s approved procedures, that member shall be personally liable for replacement of the property.

B. Controllable equipment shall be identified with a numbered NIU Property Control decal. The inventory records on controllable equipment will contain the full description, model and serial number, cost, and location of the item. Copies of the inventory records shall be kept by the SA Treasurer and the organization.

C. Should a piece of controllable equipment be reassigned to a new location, it is the responsibility of the organization’s president to notify the SA prior to relocating the equipment so that the inventory can be accurately maintained.

D. Disposition of all equipment shall follow NIU Property Control policies.

E. Should an organization liquidate, ownership of all equipment purchased with SA-allocated funds shall lie solely with the SA. Organization officers or members shall not sell or otherwise dispose of equipment purchased with SA-allocated funds when liquidating the organization’s assets.
F. Material and equipment purchased with SA funds are the property of the SA and are not for personal use, either on-campus or off-campus. Organizations misusing materials and equipment are subject to loss of the use of the equipment and suspension by the SA.

G. The loaning of equipment to any individuals or non-student organizations is prohibited. Equipment may be leased or loaned to other SA-recognized organizations with the approval of the SA office. In this instance, the SA Treasurer shall ensure that the organizations outline procedures for proper care and liability of the equipment.

Section 3

Ledger of Expenses

Each SA-funded organization must keep a general ledger, which should keep track of all expenses, revenues, and transactions. The organization’s general ledger must match the financial reports generated by the NIU Accounting Office. Organizations may receive copies of these reports as requested from the SA. Organizations will be held liable for any over-expenditures that occur and will remain in a suspended status until all debts and deficits are cleared.

Section 4

Auditing

The SA Treasurer or designee will conduct at least one audit each academic year and has the right to audit the general ledger of any SA-funded organization at any time. The SA Office Manager and Accountant reserve the right to audit any SA-funded organization at any time. The SA Treasurer shall submit a report to the Finance Committee at the end of each semester listing what organizations were audited and briefly elaborating on any findings from each audit.

Section 5

Outside Bank Accounts

A. SA-funded organizations may have outside bank accounts for funds that are not Student Activity Fee monies or for funding not generated using Student Activity Fee monies.

B. SA-recognized organizations with outside bank accounts must disclose the existence of these accounts and provide activity statements with their Annual Funding requests and explain what the account is used for and how the funding for the account is generated.

C. SA-recognized organizations must provide documentation, including but not limited to monthly statements and receipts, to the SA Treasurer at any point if the SA Treasurer has reason to believe that funding from the outside bank account is being used for purposes in violation of any Student Association or NIU policies, as well as any applicable laws.

D. Organizations found to be using outside bank accounts and related funding for purposes in violation of Student Association or NIU policies, as well as any applicable laws, are subject to suspension or revocation of SA recognition, as provided in the SA Constitution and Bylaws.
Section 6

Unauthorized Charges

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

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

B. If after seven (7) days from this contact the bill remains unpaid, the organization will be suspended until the bill is settled. If the organization has funds remaining in their account with the university, the funds will be removed and the bill will be paid by the SA Treasurer.

C. In the event that no money can be found 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.

Section 7

Suspension of Student Organizations

Organization may be suspended for violations of this policy. Any organization which is suspended for violation of this Finance Policy shall not be allowed to conduct any events, except for business meetings. Suspended organizations may not sponsor or co-sponsor any events, nor shall they be allowed to access SA funds or receive Supplemental Funding, Campus Security Fund money, Executive Allocation, or Campus Activities Board (CAB) funding. Multiple violations of this Finance Policy may result in an organization losing SA recognition as provided in the SA Constitution.

ARTICLE VII

APPEAL OF DISCRETIONARY DECISIONS

All discretionary decisions made by the SA Treasurer or a Finance Subcommittee may be appealed to the Finance Committee when it is 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 decisions by the Treasurer in the event the SA Finance Committee is unable to hear the appeal. These appeals require a two-thirds majority vote to pass. Organizations may not appeal decisions that are enforcement or enactment of SA or NIU policies.