

I. Name and Purpose

- a. The name of this committee shall be the Student Activity Budget Committee and may be abbreviated as SABC.
- b. The Purpose of this committee shall be to oversee and manage the allocation and use of the student activity fee funds as an advisory board to the University President. The student activity fee includes general activity fees designated for campus green initiatives.

II. Background

- a. According to Board of Regents Policy, all student activity fees shall be budgeted and administered by the university president, using proper administrative procedures, which shall include the advice and counsel of a mandatory fee advisory committee composed of at least fifty percent (50%) students and shall include at least four students.
- b. All payments from student activity fee funds shall be made according to the appropriate business practices of Georgia College & State University. All payments from student activity fee funds shall be made by the chief business officer of Georgia College & State University upon receipt of a properly approved invoice or contract.
- c. Georgia College & State University shall recommend to the Board of Regents the amount of student activity fees to be charged. The Board, after investigation by its staff, shall approve or disapprove the recommendation. When approved by the Board, such fees are mandatory and the fees are subject to the control and audit of the Board of Regents, and the institution concerned.
- d. To ensure the legal expenditures of such funds, the president and the chief business officer of Georgia College & State University shall annually review the budget for the proposed use of such fees, and the president shall certify to the Board of Regents that the proposed expenditures for such fees are for educational, cultural, recreational, or social purposes for the benefit of the students.
- e. Title to all property purchased from student activity funds shall vest in the Board of Regents of the University System of Georgia. (BR Minutes; 1948 -49, pp. 291-92; 1981-82, pp. 92-83, pp. 124-25; 1982, p. 303.)
- f. All groups which request student activity fees must follow these guidelines in order to be eligible for budgetary consideration, as well as to comply with the current Board of Regents policy on student activity fees.

III. Membership of Committee

- a. SABC shall be comprised of five voting members. The seven members of the executive board of the Student Government Association shall serve as the voting members of SABC who shall assume this role when elected in the spring semester. The members of this board are defined as the Outgoing President, President-Elect, Vice President, Secretary, and Treasurer. Each of these positions will work in this committee in the following manner:

- i. The Outgoing President will serve as the Committee Chair and shall call and preside over all SABC meetings and hearings. The Committee Chair will also handle all official communication regarding the activities and decisions of the committee. The Committee Chair shall be charged with the power to break a tie vote of the committee.
    1. For annual allocations made in the spring semester, and hearings thereof, this position will be held by the incumbent President, and the President-Elect will serve as the Vice Chair. The incumbent President shall have no voting rights on the spring annual allocations unless it is to break a tie vote by the remainder of the Committee. The incoming President will have voting rights for this process only, prior to assuming the role of Chairman. Because the President Pro Tempore has not been duly elected at this time nor has the Chief of Staff been appointed, those positions will remain vacant during this process.
  - ii. The President-Elect will serve as the Committee Vice Chair and shall preside over all SABC meetings and hearings where the Committee Chair is absent.
  - iii. The Secretary will serve as the Committee Secretary and shall keep the records and minutes of the committee meetings and hearings.
  - iv. The Treasurer will serve as the Committee Treasurer and shall keep a balanced and accurate budget of the Student Activity Fees and will provide upon request accurate statements regarding the balance of student activity fee funded accounts, including the unallocated reserve account.
- b. The Committee must have a quorum to conduct business. Quorum is defined as of two thirds (2/3) of the committee's voting members.

#### IV. Allocation Eligibility Requirements

- a. To be a candidate for funding, an organization must meet the following eligibility requirements:
  - i. The group or activity must be officially registered with the Office of Student Engagement. The group or activity must have a faculty or staff advisor. The organization must exist purely to serve or represent the student body as a whole.
  - ii. Programs and participation in the organization must be open to all students.
  - iii. The organization must not discriminate on the basis of race, color, sex, sexual orientation, religion, natural origin, age, disability, veteran status, or genetic information.
  - iv. Only activities, services, physical items, or programs that are necessary for the organization's basic functions and goals should be funded. Any

physical item, service, or activity bought or funded by student funds must be available to all members of the organization.

v. Areas currently funded by the SABC shall have access to equipment purchased by student activities fees unless specific equipment is necessary for the daily operation of an area's business. Such equipment use is restricted, except in extenuating circumstances as determined by the Office of Student Engagement.

vi. Operators of technical equipment (projectors, amplifiers, various PA systems) purchased with student activity funds must be certified by the Office of Student Engagement.

V. Allocation Process

- a. In the spring semester of each year, the university budget office will issue a student activity fee budget based on forecasted fall enrollment to the Office of Student Engagement and SABC chairman to make annual allocations.
- b. Upon receipt of the budget from the university budget office, the SABC Treasurer will allocate student activity fee funds based on the following set fees and percentages:
  - i. Contingency Funds – Ten Percent (10.0%)
    1. Unallocated Reserve Contribution – Ten Percent (10.0%)
      - a. If the current unallocated reserve balance, as provided from the university budget office before the spring allocation process, meets the 10% required reserve level, the Committee Chair can commit the full or partial portion of the unallocated reserve contribution to any of the pre-approved allocations with a two thirds (2/3) majority vote of voting committee members.
  - ii. Departmental Funds – 45.4%
  - iii. Student Organization and Formula-Funded Allocations – 26.2%
    1. Student Government Association – 6.3%
    2. Community Engagement – 6.1%
    3. Homecoming Activities – 8.5%
    4. Campus Activities Board – 5.3%
  - iv. Recognized Student Organizations (RSO) – 18.4%
- c. Upon allocation of the above budgets, the Recognized Student Organizations budget (Article V, Part B, Section iv) will be available to SABC for allocation amongst other organizations or activities.
  - i. Budget Preparation Statements and Budget Requests will be accepted at this time.
  - ii. Hearings will be conducted allowing each applicant 10 minutes to present their application to the committee and 5 minutes to answer questions that may arise about their application.

- d. The Committee Treasurer will be charged with tracking the allocations during the yearly allocation process.
- e. SABC will convene and make a final decision on the allocations for the year and will submit a budget to the Associate Dean of Students for Student Engagement, Vice President of Student Life and University President for consideration and approval.

VI. SABC Procedure for SABC Mid-year Review

- a. To ensure good stewardship of these allocated funds, SABC maintains the right to review RSOs' budgets at the end of the fall semester and make changes as deemed appropriate and necessary.
- b. The committee may reallocate RSO budgets as noted in "Recognized Student Organizations" in Article V, Part B, Section iv.
- c. While SABC may review budgets as needed throughout the year, SABC maintain the right to convene formally to examine the use of fall semester allocations.
- d. If SABC deems a hearing necessary, the committee shall notify the RSO president and advisor of a budget hearing regarding the funds allocated.
  - i. If neither the president of the RSO or advisor contacts the committee within two (2) weeks, SABC may change the organization's allocation.
- e. After any fall budget hearings, SABC may distribute any unallocated funds as deemed necessary and appropriate.

VII. Fund Request Procedure for Yearly Allocations

- a. Purpose
  - i. The purpose of yearly allocations is to provide organizations or activities a yearly operating budget with which to conduct normal operations or activities. The yearly allocation hearings are held in the spring semester prior to the beginning of the fiscal year.
    - 1. Normal operations or activities include, but are not limited to, the following:
      - a. Supplies
      - b. Memberships (1-year only)
      - c. Subscriptions (1-year only)
      - d. Registrations
      - e. Food and beverages (non-alcoholic)
      - f. Student travel when deemed necessary
- b. Yearly Allocation Process
  - i. Prior to April 1 of each year, all areas currently receiving student activities funds will be sent an email from the Committee Chair requesting applications for funds desired for the coming fiscal year and justification for the uses of those funds.
  - ii. SGA will hold a spring meeting for new RSOs who desire funding to learn about the process.

- iii. In addition to written requests for funds, area representatives will be asked to appear before the committee to justify or clarify their requests. The SABC should have in its possession, on the published date, all requests for funding for the ensuing fiscal year.
  - iv. The Associate Dean of Student Engagement will review all budget requests and provide guidelines to the areas not currently being funded to ensure that each meets the established guidelines. Those requests not meeting funding guidelines will be returned to the requesting area. Areas involved may appeal this decision to the chairman of the SABC within five (5) business days.
  - v. The SABC will review all requests from new areas forwarded to it from the Office of Student Engagement during its regular meetings during the spring semester.
  - vi. The SABC will take necessary action on budget requests and inform the areas involved of its decision.
- c. Submission for Consideration
- i. Budget Preparation Statement
    1. Each student activity fee funded group must submit a Budget Preparation Statement stating the overall purpose and objectives of the group, justification for funding of the group, budgetary explanations for the next fiscal year, and the latest computer printout of the current fiscal year budget (if currently receiving funds). These documents can be uploaded on the online application form through GC Connect.
    2. Groups are encouraged to provide any comments or information that may assist the SABC in evaluating the budget request.
    3. The following are specific questions that must be answered in the development of the budget preparation statement:
      - a. What is the purpose of the organization or activity?
      - b. What are the goals and objectives of the organization or activity?
      - c. What are the expected learning outcomes of the organization and how will student activity fees be used to support these outcomes?
      - d. How does the organization or activity support the educational purpose of Georgia College & State University?
      - e. How many students and others are involved in the services provided by the organization or activity?
      - f. What other sources of funding does the organization or activity receive?
      - g. How can additional budget expenditures be justified?
      - h. What services would be curtailed and/or deleted if the budget allocation were lower than this year's level?
      - i. What additional services would be provided if additional funds were given?

- ii. Budget Request
  - 1. The budget request should reflect all proposed expenditures for the next fiscal year. Electronic submission is required. Groups should indicate who prepared the budget request and obtain a faculty/staff adviser's signature (if appropriate.)
  - 2. An electronic submission of the latest computer printout of the budget should also be submitted if the organization is returning.
- iii. Allocation
  - 1. Each student activity fee funded organization will receive notification no later than the start of the fall semester:
    - a. Allocations may be less than what the RSO requested
    - b. SABC will consider high, medium and low priority items on each RSO proposal
    - c. All allocated RSOs must provide an updated proposal of how they plan to spend their allocation to the Office of Student Engagement within 30 days
    - d. The Office of Student will reach out to the RSO if their updated proposal is not within guidelines of appropriate expenditures.
    - e. Failure to submit an update proposal may result in the loss of the RSO allocation

#### VIII. Fund Request Procedure for Special Allocations

- a. Purpose
  - i. The purpose of special allocations is to provide organizations or activities a one- time budget in which to conduct a special operation or activity. Special allocations are not common and will only be considered in extenuating circumstances.
- b. Special Allocation Process
  - i. Special applications for onetime allocations will be accepted during the academic year until ten (10) business days prior to the end of classes of the spring semester.
  - ii. The SABC will review all requests at specially scheduled hearings where area representatives will be asked to appear before the committee to justify or clarify their requests.
  - iii. The SABC will take necessary action on budget requests and inform the areas involved of its decision.
- c. Please refer to Article VII, Part C for consideration

#### IX. Use of Allocations for Travel

- a. Funds for travel may be allocated when members of the organization meet the following criteria:
  - i. Represent the institution and thereby enhance the prestige of the institution and the organization or activity.
  - ii. Gain knowledge or experience for the student body and/or the individual's organization or activity

- b. Students who request travel must follow the official University System travel regulations and Georgia College & State University travel clearance procedures, specifically each student must submit for individual travel and/or group travel:
    - i. A Travel Expense Statement must be submitted upon completion of travel, as well as a conference agenda, itemized receipts and a W9. Individual and group student travel must be approved by the Office of Student Engagement.
  - c. Faculty/staff travel expenses are NOT a permitted expense under SABC guidelines. Under no circumstance can an advisor use SABC funds to cover their travel, even if it relates to the RSO. Faculty/staff advisors must use an alternate source of funding to cover their organization-related travel expenses.
- X. Payment to Students
- a. Only organizations approved by SABC are authorized to issue stipends or compensation to students. Student stipends or compensation have been approved for the following organizations:
    - i. Campus Activities Board
    - ii. WGUR FM Radio Station
    - iii. The Colonnade
    - iv. The Peacock's Feet
    - v. GC 360
    - vi. Student Government Association
  - b. If a RSO would like to be considered to use SABC funds to provide compensation to students, they must reach out to the Office of Student Engagement to obtain information on that process.
- XI. Restrictions
- a. The following restrictions govern the payment of student activity funds:
    - i. No speaker who is a member of the Georgia College & State University faculty, staff, or student body may receive payment or honorarium for a personal appearance.
    - ii. No student activities funds may be used for any personal purposes, sectarian religious activities, or partisan political purposes, on any level. Any organization receiving funds from SABC is also prohibited from using any funds, regardless of source, for these purposes.
    - iii. Faculty/staff travel may not be covered by SABC funds
- XII. Unallocated Reserve
- a. An unallocated reserve shall be established for the purpose of protecting against an enrollment shortfall. The following provisions pertain to that reserve:
    - i. Unallocated reserve may be allocated by the Vice President of Student Life or the SABC at the end of midyear budget review if the fall semester enrollment sustains enrollment projections. This reserve may be used to fund emergency needs of existing student activity budgetary units throughout the fiscal year. In each case above, funds will be transferred from the reserve to the particular budgetary unit.

- ii. The remaining unallocated reserve may be used toward the purchase or replacement of student activity special equipment.
- iii. Any unexpected fund balance remaining in any of the student activity budget units shall be transferred into the unallocated reserve

XIII. Amendment

- a. Amendments to all the foregoing guidelines must be presented in writing to the Committee Chairman and voted upon at a special meeting by the entire Student Activity Budget Committee.
- b. Changes to the percentages in the pre-approved allocation section, “Allocation Process” (V, b, i-iii), are subject to a one (1) year waiting period. Should the Committee vote to change a pre-approved allocation, the change will go into effect during the next spring allocation process only following a complete cycle of one calendar year. This restriction can only be overridden by consent of the Student Senate, with a two-thirds (2/3) vote, and the University President.