



# ALLOCATIONS OPERATING PROCEDURES

## **ARTICLE I. NAME, DEFINITION, AND FUNCTION**

### **Section 1. Name**

**A.** The name of these committees shall be the Student Government Association Allocations Committees, hereinafter referred to as “the Committees.”

### **Section 2. Definition**

**A.** The Allocations Committees are Student Government Association (SGA) internal committees that have primary jurisdiction over SGA funds. The Committees also serve as a finance review board and are therefore responsible for reviewing all SGA expenditures. The Committees are also responsible for updating the governing documents as they pertain to the function of the Allocations Committees on an as-needed basis.

### **Section 3. Function**

**A.** The primary function of the Committees is to approve and disapprove of the distribution of funds from the co-sponsorship, conference sponsorship, academic, and student organization funds, and to establish criteria for the distribution of such funds.

## **ARTICLE II. MEMBERSHIP**

**Section 1.** Each Committee shall consist of at least four (4) duly sworn Senators.

**Section 2.** At least one (1) member of each Committee must be a returning Senator if there are enough returning members.

**Section 3.** The SGA Director of Finance and one designated finance team member shall serve on the Committees as non-voting, ex-officio members.

## **ARTICLE III. ADMINISTRATIVE OFFICERS OF THE COMMITTEE AND RESPONSIBILITIES**

### **Section 1. The Director of Finance**

**A.** The Director of Finance shall serve as Chair to the Allocations Committees;

- B.** Shall preside at all meetings of the Committees;
- C.** Shall advise the Committees on matters pertaining to the SGA budget and fiscal policy;
- D.** Shall have the power to call emergency meetings or special sessions of the Committees;
- E.** Shall notify all individuals, organizations, and departments as to the decisions made by SGA within three (3) academic days of the vote;
- F.** Shall be responsible for informing applicants of all funding decisions made by SGA;
- G.** Shall be responsible for identifying any issues with SGA Allocation Operating Procedures;
- H.** If deemed appropriate by the Chair, the decision of an Allocations Committee shall be brought before the Senate for review.

**Section 2.** The Finance Team Designee

- A.** Shall be responsible for scheduling and distributing agendas, funding request materials, and minutes appropriate to each meeting;
- B.** Shall record Committee minutes.
  - i.** Committee minutes include but are not limited to, attendance, motions and seconds made, voting, discussion points, or other information relevant to the meeting.

**Section 3.** The Members

- A.** Shall be appointed to each Committee by a recommendation from the SGA Vice President and a simple majority vote of the Senate;
- B.** Shall be responsible for the knowledge of SGA Allocation policies;
- C.** Shall be responsible for attending all meetings or notifying the chair and Vice President, in writing, at least twenty-four (24) hours before any allocations meeting if they will not be present;
- D.** Shall be responsible for thoroughly reviewing applications for funding;
- E.** Shall be responsible for abstaining from voting when bias is present;
- F.** Shall be responsible for addressing any issues with the Allocations Operating Procedures, and proposing any necessary amendments to the Senate.

**ARTICLE IV. QUORUM AND VOTING**

**Section 1.** The chair and four (4) members of the Committee shall constitute a quorum.

- A.** If quorum is unable to be met at a given meeting, a Senator of SGA on an alternative Committee may serve as a voting member for the specified meeting, with the approval of the Chair.

**Section 2.** Proposing and Officializing Decisions

- A. In order to introduce new business or to propose a decision, a Committee member must make a motion;
- B. A second motion must also be made to officialize the primary motion;
- C. Any member of the Committee has the power to make a motion or a second;
- D. When making decisions, the Committee shall adhere to Robert’s Rules of Order.

**Section 3.** A simple majority shall constitute appropriate voting procedures of the Committee meeting which has quorum.

**Section 4.** The Vice President shall cast the deciding vote in the event of a tie. The Committee shall have the power to override the vote of the Vice President by a three-fourths ( $\frac{3}{4}$ ) vote of its entire membership.

**Section 5.** Funding requests of \$5,000 and over require a simple majority vote of the Senate.

**ARTICLE V. MEETINGS**

**Section 1.** Each Committee shall meet weekly during the regular semesters; however, it shall not be required to meet during finals week, Thanksgiving break, or Spring break. Meeting dates shall be posted on the SGA website and shall be open to the public.

**Section 2.** Each Committee will meet as needed over the Summer and twice over the Interterm for any applicable funding requests.

**Section 3.** All meetings of the Committees shall be open to any member of the Student Government Association. Any member of the SGA may speak upon recognition but shall not have the right to vote or make motions.

**Section 4.** Meetings of the Committees shall be held in person. Exceptions can be made during Summer and Interterm meetings.

**ARTICLE VI. REQUIREMENTS**

**Section 1.** General Requirements and Regulations

- A. All funding shall, in some way, benefit undergraduate students;
- B. All funding requests are subject to review by the university and the use of funds must be in accordance with all university fiscal policies. Approval from the Committee does not necessarily guarantee reimbursement;

- C.** Requests for funding must be received at least two (2) weeks before the event or desired purchase date. Any requests submitted with less than two (2) weeks before the event shall be denied;
- D.** SGA shall only review requests made before 5 PM on the day prior to the weekly Committee meeting. Any requests made after said deadline will be considered at the next weekly meeting;
- E.** Advertising for any event receiving funds from SGA shall be in accordance with the SGA Media Guide or be otherwise approved by the Director of Public Relations before funding can be awarded;
- F.** Any student organization that receives funding must be a recognized organization in good standing with the Department of Student Engagement;
- G.** Organizations are required to comply with university policies and regulations. Failure to do so may mean that payment or reimbursement is not possible within university procedure;
- H.** Funding applications and payment requests will be denied for purchases that were made prior to receiving funding approval from SGA;
- I.** Funds that are granted to an organization and are not used by that organization for the approved event or purpose shall revert back to the fund from which they came;
- J.** SGA reserves the right to deny any individual or organization funding if deemed an unjustifiable use of student funds;
- K.** When notifying an individual or organization that a funding request has not been approved, the Director of Finance shall include the Committee's or Senate's reasoning for not approving the request;
- L.** Undergraduate students who received funding from SGA for recognized events occurring until May 31st following their graduation shall have equal opportunity to be reimbursed for all relevant and approved items.
- M.** Funding requests submitted by members of the Executive Board, Judicial Branch, or the Senate shall automatically be reviewed by the full Senate;
- N.** No item(s) funded by the Student Government Association shall be sold for a profit without the prior written approval of the Director of Finance. Items must be sold in accordance with Article VI Section 4 of this document.

**Section 2.** Requirements and Regulations Related to Specific Funds

- A.** The co-sponsorship fund is limited to university departments and organizations that do not have access to the student organization or academic fund;
- B.** The academic fund is limited to academic organizations and honors societies as defined by the Department of Student Engagement, attendance and

participation at academic conferences for groups and individuals, and career and graduate testing;

**i.** Funding for any of the aforementioned items may also come from the general budget if the academic fund is unavailable.

**C.** “Conference travel” funding shall be defined as any funding involving but not limited to the travel and attendance of any event hosted or organized by a non-Chapman entity;

**D.** Funding for all conference travel may not exceed \$750 per student per term; **i.** A fiscal year consists of three (3) terms: the Summer session, the Fall semester, and the Interterm/Spring semester(s). The beginning and end dates of each term shall be defined by the university academic calendar.

**E.** For travel funding approved, the travel must occur in the current fiscal year (between the dates of June 1 - May 31). If travel overlaps two fiscal years, the SGA Advisor(s) and Financial Services must be consulted prior to funds being granted;

**F.** Should a recognized student organization request funding for student travel to a conference and the total amount approved is over \$2,250 or there are more than five (5) members of an organization approved to attend said conference, the funds shall be taken from the academic fund or the general student organization fund as appropriate;

**G.** Should a university department and/or organization that does not have access to the student organization or academic fund request funding for student travel to a conference and the total amount approved is over \$2,250 or there are more than five (5) members of an organization approved to attend said conference, the funds shall be taken from the co-sponsorship fund;

**H.** Funding for Career and Graduate tests must be submitted as a payment request at least two (2) weeks prior to the test date. Undergraduate students are eligible for up to \$250 of funding per fiscal year.

### **Section 3. Restricted Items and Events**

**A.** SGA shall not approve the funding of alcohol;

**B.** SGA shall not approve fundraisers unless the funds raised are to stay in an on-campus student organization account;

**C.** SGA shall not approve funding sent to non-Chapman, non-profit groups, or to any political campaign, candidate, or organization;

**D.** SGA shall not approve the funding of gift cards or similar cash equivalents in accordance with the university’s fiscal policy;

**E.** Funding for non-Sodexo food at on-campus events shall not exceed \$250 per event in accordance with Sodexo Catering policies. Any food funding in excess of \$250 requires purchase or approval through Sodexo;

**F.** Those organizations requesting funding for organizational t-shirts shall be limited to \$18 per item. Those organizations requesting funding for organizational wearable merchandise shall be limited to \$25 per item. Organizational wearable merchandise is included but not limited to, long-sleeve shirts, polos, sweatshirts, sweatpants, hats, etc.

**i.** Equipment and uniform apparel that maintains the integrity of the organization’s purpose will not be included in “wearable merchandise” definitions. Funding requests for such will not be considered with the same restrictions.

**ii.** Merchandise with academic years or other single-use annual designs shall not be funded.

**G.** SGA shall not approve funding for any event or activity that is required for graduation and/or course credit to be received, or for any materials or supplies relating to such an event or activity;

**H.** SGA shall not approve funding for any single-use graduation items. These items include, but are not limited to, cords, stoles, and medallions.;

**I.** SGA shall not approve funding for the compensation of student employees of the University;

#### **Section 4.** Items and Events Marketed and Sold for Profit

**A.** Any items or events for which a club or department is requesting funds, and for which the funds are intended to be used to generate a profit, shall be subject to the rules and regulations of this section;

**B.** Definitions;

**i.** A “profit” is any amount raised above cost.

**ii.** An “event” is any organized gathering on or off campus.

**iii.** A “sale” is the exchange of a good or service for any form of consideration.

**C.** Applying;

**i.** An organization must declare that it intends to use SGA funds to generate a profit when the initial application is filed with the Director of Finance.

**ii.** The organization must provide clear and coherent projections for both the revenues and costs associated with the event or sale of items. These shall include:

**1.** Revenue based on some form of metric(s) relevant to the customer base.

**2.** Costs based on actual documentation gleaned from the vendor(s) from which the items or event supplies are being purchased.

**iii.** The organization must provide a clear and concise explanation for how the event or items are relevant to the organization’s stated mission and goals.

**iv.** The organization must provide the date on which sales will end. **v.** The organization is not eligible if they maintain a cash fund or bank account off of Chapman’s campus.

**D. Purchasing of Items and Reimbursement;**

**i.** SGA will reimburse the cost of the items to be sold, or supplies necessary to put on the event once the organization has sufficiently demonstrated proof of purchase.

**ii.** The organization shall have fourteen (14) days from the stated end of sales to return the full cost of items to SGA.

**1.** When the return of funds is made, the organization must provide a full and complete record of all sales transactions listing the date, name of the customer, the ID number of the customer (if applicable), the amount of the sale, and any other relevant transaction details.

**2.** Transactions made via Venmo, PayPal, Snapcash, or any other 3rd party payment method shall not be eligible for reimbursement.

**3.** If the organization fails to return the full cost by the end of the fiscal year in which funding was granted, a written statement as to why signed by both the President and Treasurer of the organization must be submitted to the Director of Finance and President of SGA.

**a.** The organization’s President and Treasurer must meet with the President and Director of Finance of SGA to discuss the shortfall and prevention in the future.

**E. Penalties.**

**i.** If the organization fails to disclose that items will be sold at the onset of the application process, the Allocations Committees and the Senate, depending on the amount of the application, may reserve the right to deny the application at the point of discovery.

**1.** If the omission is found to be intentional, the Director of Finance may recommend to the Senate that the organization be suspended from applying for SGA funding for up to one (1) year.

**a.** The recommendation shall pass with a simple majority vote of the Senate.

**ii.** If the organization fails to reimburse SGA for the cost of the items or supplies funded by SGA, the President and Director of Finance may

recommend to the Senate that the organization be suspended from applying for SGA funding for up to one (1) year.

**1.** The recommendation shall pass with a simple majority vote of the Senate.

**iii.** If the organization is found to have intentionally misrepresented revenues from sales, they shall be suspended from applying for SGA funding for a minimum of one (1) year or up to five (5) years as recommended by the Director of Finance and voted on by the Senate. **1.** The recommendation shall pass with a simple majority vote of the Senate.

## **ARTICLE VII. THE APPEALS PROCESS**

**Section 1.** Any denial of funding or partial funding emails sent by the Director of Finance shall outline the Committee or Senate's reasoning for the decision and formal appeals process as described below.

**Section 2.** The individual or organization may appeal for funding after addressing the Committee's or SGA's concerns as listed in the funding request response. Appeals without additional reasoning or documentation for the individual or organization's need for SGA funding or that do not follow the outlined appeals process will not be considered.

**Section 3.** The individual or organization may appeal only once and the appeal must be made within one (1) week from the date of the decision email being sent.

**Section 4.** Any appeals on the basis of insufficient documentation or event date shall be formally brought up in the Committee for a vote as would any other funding request.

**Section 5.** Any other appeals regarding funding decisions made by SGA shall be formally brought to the Senate for a re-vote.

**Section 6.** Any appeals made by a member of the Executive Council or the Senate shall be brought to a vote of the full Senate.

## **ARTICLE VIII. PAYMENT REQUEST SUBMISSION REQUIREMENTS**

**Section 1.** Payment requests will be denied for purchases that were made prior to receiving funding approval from the Director of Finance.

**Section 2.** All approved purchases must be made using a debit or credit card-no cash.



**Section 3.** All payment requests and receipts for monies paid out are to be turned into the SGA Director of Finance within four (4) weeks of the funded event and/or purchase. Failure to do so may result in the removal of funding and reimbursement privileges.

**Section 4.** If the allocated funds include the use of a contract (including for movie screenings or theater performances), speaker agreement, or other legal documents as required by university policy or procedure, this needs to be sent, along with relevant invoices, to the Director of Finance within two (2) business days of receipt. Failure to send documents may result in a delay in payment to any necessary vendors.

**Section 5.** All receipts from purchases made using the SGA PCard must be turned in to the SGA Director of Finance within two (2) business days. Failure to do so may result in the removal of future funding and reimbursement privileges.

**Section 6.** Any requests for reimbursement that are not received within two (2) weeks after the closing of the fiscal year will not be accepted.

## **ARTICLE IX. REALLOCATION OF PREVIOUSLY BUDGETED AND NEW FUNDS**

### **Section 1.** Section 1. Reallocation of Approved Funds

**A.** Should a group or individual wish to utilize previously allocated funds for a related purpose to the approved event or expense, the group or individual must file a request with an Allocations Committee. New events or unrelated expenses will require a new application;

**B.** Reallocation of funds is subject to Committee and/or Senate review and approval;

**C.** Requests must be submitted no later than one (1) week before the event;

**D.** Funds allocated but not spent will be returned to the fund from which they were allocated.

### **Section 2.** Reallocation of the SGA Budget

**A.** All financial requests to reallocate funds must be reviewed to ensure the reallocation would not violate any standing agreements and/or contracts, or university policy;

**B.** The request for reallocation must be brought before the full Senate and passed by a simple majority vote.

## **ARTICLE X. ACCOUNTABILITY**

**Section 1.** All students and groups who receive funding from SGA are required to abide by the applicable rules and regulations laid out by SGA, the Student Conduct Code, Chapman's Fiscal Policies, the State of California, and the Federal Government.

**Section 2. Definitions**

**A.** An infraction shall be defined as having violated an SGA rule or regulation, the Student Conduct Code, Chapman’s Fiscal Policies, state law, local law, or federal law through the use or abuse of any portion of the SGA funding process. An intentional misrepresentation of the facts surrounding a funding request and its subsequent payment shall also constitute an infraction.

**Section 3.** Upon discovery of the infraction(s), the party made aware of the incident shall immediately report it to the SGA President, Director of Finance, Director of Justice, and SGA Advisor(s).

**A.** The Director of Finance will schedule a meeting between the SGA Executive Council, the Director of Justice, the SGA Advisor(s), and the party suspected of committing the infraction;

**B.** The Director of Finance shall freeze any applications or allocations that have not yet been reimbursed relating to the student(s) or student organization involved in the suspected infraction;

**C.** After the Executive Council, Director of Justice, and SGA Advisor(s) have met with the student(s), they will determine a proper course of action based on the severity of the situation. The Director of Finance will deliver a formal report on the potential financial impact on SGA to the Executive Council, the Review Board, and the Senate;

**D.** The Executive Council shall recommend the decided-upon course of action to the Senate.

**Section 4. Consequences Based on the Severity of the Infraction**

**A.** The party is found to have not committed an infraction;

**i.** The Senate shall discuss the matter and vote on the Executive Council’s recommendation.

**1.** The Senate may amend the recommendation within the aforementioned parameters.

**2.** The motion shall pass with a simple majority vote.

**B.** The party is found to have committed an unintentional or inadvertent infraction;

**i.** The Executive Council may recommend to the Senate that the student or student organization be suspended for up to one (1) semester from SGA funding. The Executive Council may also recommend to the Advisor(s) that the matter be brought to student conduct if applicable.

**ii.** The Senate shall discuss the matter and vote on the Executive Council’s recommendation.

1. The Senate may amend the recommendation within the aforementioned parameters.
  2. The motion shall pass with a simple majority vote.
- C. The party is found to have intentionally committed an infraction.
- i. The Executive Council may recommend to the Senate that the student or student organization be suspended for up to one (1) year from SGA funding. The Executive Council will automatically recommend to the Advisor(s) that the matter be brought to student conduct if applicable.
    1. The Senate may amend the recommendation within the aforementioned parameters.
    2. The motion shall pass with a simple majority vote.

**Section 5. The Appeal Process**

- A. A party found to have committed an infraction may appeal the decision to the Director of Justice.
- i. The appeal must be filed within five (5) business days of having been notified of the decision and shall consist of a written statement clarifying any new or misrepresented information, as well as reasoning as to why the decision is being appealed.
  - ii. The Review Board will convene to review the appeal and formulate a recommendation to the Senate.
  - iii. The Senate shall discuss the matter and vote on the Review Board’s recommendation.
    1. The Senate may amend the recommendation.
    2. The motion shall pass with a simple majority vote.

**ARTICLE XI. RESERVE FUND**

**Section 1.** At the end of each fiscal year, any unused Student Government Association funds shall be considered part of the Student Government Association Reserve Fund, hereby referred to as the “reserve fund.”

- A. Any funds within the general budget which are specifically earmarked for a particular purpose by the university shall flow into a sub-account within the reserve.
- i. Such funds shall retain the same rules, regulations, and restrictions that applied when they were a part of the general budget.
  - ii. All changes in percentage allocation within the general budget are forward-looking, and may not be applied to funds already accounted for within the reserve fund.
  - iii. If the university maintains a separate account for the funds, they must be reconciled with SGA’s records on a yearly basis.

**Section 2.** The General Budget Reserves shall not drop below \$450,000 to ensure sufficient funds for one (1) fiscal year in which no student activity fees are collected.

**A.** Funds exceeding \$450,000 may be used in the following fiscal year as deemed appropriate by first the President, Executive Council, and a two-thirds ( $\frac{2}{3}$ ) majority vote of the Senate.

**Section 3.** Use of the reserve fund is still subject to university fiscal policy and other SGA rules governing funding.

**Section 4.** The Senate may override the President’s veto through a two-thirds ( $\frac{2}{3}$ ) majority vote.

## **ARTICLE XII. AMENDMENTS**

**Section 1.** These operating procedures may be amended in the following ways.

**A.** Any member of the Senate who is entitled to full participation in its activities may, at any regular meeting of a Committee or Senate, submit a proposed amendment to the Director of Finance and Director of Justice;

**B.** A two-thirds ( $\frac{2}{3}$ ) majority vote of the Senate shall be necessary for the adoption of an amendment to these operating procedures.

**C.** The approved amendment(s) must then be publicized as appropriate in conjunction with the Director of Public Relations.



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**SGA Director of Justice**  
Sarah Mohareb



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**SGA President**  
Eric Hall