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CONSTITUTION
STUDENT GOVERNMENT ASSOCIATION
FROSTBURG STATE UNIVERSITY
FROSTBURG, MARYLAND 21532

PREAMBLE

We, the students of Frostburg State University at Frostburg, Maryland, in order to conduct student affairs in a democratic and judicious manner, to provide an effective means of self-government, to define and execute our rights and responsibilities, and to perpetuate the ideals of scholarship and leadership for which Frostburg State University stands, hereby submit to be governed by the following constitution.

The governing documents of the Student Government Association shall be held as the supreme student law in any legislative contradictions between Student Government Association and other student organizations. Furthermore, the precedence of the Student Government Association governing documents are from greatest to least as follows:

1. The Student Government Association Constitution and Bylaws
2. The Student Government Association Standing Rules of Order
3. Any other Student Government Association governing document
4. Roberts Rules of Order Newly Revised

ARTICLE I
NAME

The name of this association shall be the STUDENT GOVERNMENT ASSOCIATION OF FROSTBURG STATE UNIVERSITY; henceforth known as SGA.

ARTICLE II
FUNCTIONS

The functions of the SGA shall be:

1. To express constituents' opinions on university affairs as the Student Senate deems appropriate and necessary.
2. To budget and allocate the student activity fee.
3. To appoint students to university committees as required.
4. To develop and coordinate services and activities for the benefit of the student body.

5. To facilitate cooperation and communication among students, faculty members, administrators and others.
6. To help create and maintain a university environment conducive to the richest growth of scholarship, learning, teaching, research, service and respect for others.
7. To ensure the rights and responsibilities of students in accordance with the "University Standards of Personal and Group Conduct" as set forth in the student handbook THE PATHFINDER.

ARTICLE III MEMBERSHIP

1. Each undergraduate student registered at the main campus for at least one or more credits and who has paid a student activities fee shall be a member of the SGA of Frostburg State University.
2. Any registered undergraduate student at the Frostburg campus of FSU is eligible to participate in the election of the President, Vice-President, Treasurer and members who serve on the legislative body, the Student Senate, in accordance with the election procedures established by the Student Senate.

ARTICLE IV MEETINGS

Meetings of the SGA shall be held upon call by the President of the SGA, by petition of 100 or more members, or by petition of two-thirds of the Student Senate. A meeting shall be scheduled within one week of the date in which the petition is received.

ARTICLE V EXECUTIVE OFFICERS

Section A. The executive officers of the SGA shall be the President, Vice-President, Secretary, and Treasurer. They shall also serve as the officers of the Student Senate. The term of each officer shall begin in the spring semester, following installation, and end at the last meeting of the Senate of the following spring semester.

Section B. President

The Student Senate President shall be a regularly enrolled student from the junior or senior class who has an overall GPA of at least 3.0 and has completed a minimum of one semester within the Executive Board of the Student Government Association at Frostburg State University. The President shall run on a ticket with the Vice-President and must remain an undergraduate student for his/her entire term. The President shall be elected by the undergraduate student body.

1. The President shall serve as the presiding officer of the SGA and the Student Senate.
2. The President shall serve as the presiding officer at meetings of the Student Senate, and shall vote only in the event of a tie.
3. The President shall serve as the presiding officer of the Executive Council.
4. The President shall be an *ex officio* member of the Student Senate, and all committees.
5. The President shall oversee and be responsible for the operation of the SGA and Student Senate.
6. The President shall appoint the Student Senate Secretary with the advice and consent of the Student Senate.
7. The President shall appoint all committee chairpersons and all university committee student representatives with the approval of the Student Senate.
8. The President shall administer the oath of office to all elected and appointed members of Executive Council and Student Senate (see Article VI, Section F).
9. The President shall be responsible for maintaining SGA policies and shall have the power to initiate and determine Student Senate policies, subject to the advice and approval of the Student Senate.
10. The President shall be responsible for ensuring the smooth transition from one administration to the next, and shall be responsible for overseeing the installation of all new SGA officials elected in the spring.
11. The President shall have the power to veto any decision reached by the Student Senate. This action shall be taken within one week after Student Senate approval of the decision in question. The Student Senate may overturn the veto with a three-fourths vote of senators present at the next Student Senate meeting (See Article VI, Section E, Subsection 4)..
12. The President shall have the power to spend up to \$100 at any time from the Executive Account without an Executive Council vote, if it should become necessary because of time restraints. The President shall report all expenditures to the Executive Council.
13. The President shall produce the complete State of the SGA Report in the Spring of each year.

Section C. Vice-President

The Vice-President shall be a regularly enrolled student from the sophomore, junior or senior class who has an overall GPA of at least 3.0 and has completed a

minimum of one year on the Student Senate of the student Government Association or a minimum of one semester on the Executive Board of the Student Government Association at Frostburg State University. The Vice-President shall run on a ticket

with the President and must remain an undergraduate student for his/her entire term. The Vice-President shall be elected by the undergraduate student body.

1. The Vice-President shall serve as an *ex officio* member of the Senate and standing committees.
2. The Vice-President shall be responsible to the President and shall assist the President in the successful operation of SGA and the Student Senate.
3. The Vice-President shall be responsible to the President in developing programs and in coordinating research for consideration by the SGA.
4. The Vice-President shall be responsible for monitoring Senate committees.
5. The Vice-President shall serve as a student representative on the University's Student and Educational Services Committee.
6. The Vice-President, upon confirmation of the report of the Secretary, shall dismiss any official member who merits removal.
7. In the absence of the President, the Vice-President shall assume all duties of the President.
8. The Vice-President shall serve as the Chair of the Shuttle Bus Committee. The committee shall meet at least once during the Vice-President's term of office.

Section D. Treasurer

The Treasurer shall be a regularly enrolled student from the sophomore, junior or senior class with an overall GPA of at least 3.0 and has completed a minimum of one semester on the Senate Finance Committee. The Treasurer shall be elected by the undergraduate student body.

1. The Treasurer shall serve as an *ex officio* member of the Senate.
2. The Treasurer is a non-voting member of the Senate Finance Committee.
3. The Treasurer shall be responsible for all financial transactions of the SGA.
4. The Treasurer shall have the responsibility of implementing and executing the Senate Finance Committee's policies.
5. The Treasurer shall ensure that records submitted to him/her by funded organizations before and after an allocation are detailed and proper to determine the effectiveness of the organization's expenditure of the allocation.

6. The Treasurer shall deliver a State of the Treasury address at least once each semester, in which a summary of financial transactions is presented to the Student Senate.
7. The President of the SGA shall appoint a member of the Senate to the office of Treasurer, with approval by a 3/4 vote of the Senate, under the following conditions:
 - a. In the event that no Treasurer is elected for a new administration of the SGA; and
 - b. No member meeting the minimum requirement of serving one semester on the Senate Finance Committee has volunteered for the office of Treasurer within one month of the announcement of the SGA election results.

Section E. Secretary

The Secretary shall be a regularly enrolled student from any class rank who has an overall GPA of at least 3.0 and has completed a minimum of one semester within the Student Senate or Executive Board of the Student Government Association at Frostburg State University. The Secretary shall be appointed from among the elected Senators by the President with the approval of the Senate.

1. The Secretary shall serve as an *ex officio* member of the Student Senate.
2. The Secretary shall act as the recording and corresponding secretary of the Student Senate.
3. The Secretary shall keep up-to-date attendance records of all Student Senate members for all SGA functions and shall notify the Vice-President within two class days regarding any Student Senate member who merits removal.
4. The Secretary shall act as the recording secretary of the Senate Finance Committee upon the request of the committee's chairperson.
5. The Secretary shall take minutes at all Executive Council meetings.
6. The Secretary shall be responsible for the timely distribution of Senate committee minutes and reports.

ARTICLE VI
STUDENT SENATE

- Section A. The SGA representative body shall consist of a Student Senate. Eight off-campus students, eight on-campus students, six at-large students and one transfer student shall be elected by the undergraduate body. The Secretary shall be appointed from the Senate, reducing the total number of that Senator's constituency by one (1) seat and the total number of seats to twenty-five. Included in the twenty-five seats are

one non-traditional student, one transfer student, and two freshmen who shall be appointed by the SGA President, with the advice and consent of the Student Senate.. The composition of the Student Senate, before the appointment of the Secretary shall be as follows:

- Eight (8) on-campus students
- Eight (8) off-campus students
- Six (6) at-large students
- One (1) transfer student
- One (1) non-traditional student
- Two (2) freshmen students

The term of each Senate member, except those appointed in the fall, shall begin in the spring semester, following installation, and end at the last meeting of the Senate of the following spring semester.

Section B. Functions

1. To pass resolutions and act upon student concerns and issues.
2. To review, approve and/or modify the budgets of the operationally funded organizations as presented by the chair of the Senate Finance Committee.
3. To receive and initiate referendums for the purpose of gathering student opinion and recall.
4. To approve and confirm the creation and composition of *ad hoc* subcommittees proposed by the Executive Council or Senate committees.
5. To approve, reject, or amend the Student Activity Fee Allocation Report, which includes the annual ESAF Report, the budgets of the Operationally-Funded Organizations, the Reserve Account and the Event Funding Account.
6. To approve, reject, or amend Event Funding Request Proposals.

Section C. Eligibility of Student Senators

1. All senators shall maintain a minimum 2.7 cumulative grade point average throughout their term of service. Failure to maintain such an average shall result in automatic dismissal from office.
2. A senator shall remain an undergraduate at Frostburg State University for the entire duration of his/her term.
3. A student shall hold no more than one office in the Student Senate at one time.

Section D. Duties of Student Senators

Student Senators shall:

1. Take the Oath of Office of the Student Government Association (see Article VI, Section F).
2. Uphold all “University Standards of Personal and Group Conduct” as set forth in the student handbook THE PATHFINDER; act with sensitivity to and respect for the needs and wants of his/her constituency, the Student Government Association and the university community; and transmit ideas, proposals, interests and concerns to the Student Senate for consideration.
3. Serve on one committee of the Student Senate.
4. Serve a minimum of two hours per week helping staff the SGA office between the hours of 8:00 AM and 4:30 PM. These hours should be completed while physically present in the office unless approved by the SGA Administrative Assistant or SGA President.
5. Attend meetings of the Student Senate, major sponsored events if mandated, and any committees or training sessions.
6. Seek the opinions of their constituents. Having done so, they shall make decisions and vote on matters brought before the Student Senate according to their own reasoned judgment.
7. Act as an information liaison between, but not limited to, all organizations assigned by the Student Affairs Committee; this includes regular contact between the organization and SGA, but does not in any way bind a senator to vote or speak in favor of this organization.

Section E. Powers of the Student Senate

1. The Student Senate shall have the power and responsibility to initiate legislation concerning University policy.
2. The Student Senate shall have the sole power to impeach (formally accuse) by a simple majority. Upon successful impeachment the Senate shall have the power to remove an elected official by a 3/4 vote of the present members. The impeachment process shall be governed by policies and procedures defined in Article VIII, Section A, “Impeachment”.
3. The Student Senate shall have the power to allocate SGA funds from the Event Funding and Reserve Accounts.
4. A three-fourths vote of senators present at a regularly scheduled meeting shall override a President’s veto.
5. A three-fourths vote of senators present at a regularly scheduled meeting shall override the decisions of the Executive Council.

Section F. Oath of Office

All SGA officials, including members of the Student Senate, shall take the following oath or affirmation before entering their elected office:

“I (name) do hereby solemnly swear (or affirm) that I will support the Constitution and Bylaws of the Student Government Association of Frostburg State University, and will strive to fulfill the duties of my office to the best of my abilities.”

Section G. Student Senate Meetings

The Student Senate shall meet on a regular, predetermined schedule established by the Executive Council. Two-thirds of the voting members of the Student Senate shall constitute a quorum. Meetings will be governed under ROBERT’S RULES OF ORDER - NEWLY REVISED.

**ARTICLE VII
THE EXECUTIVE COUNCIL**

Section A. The Executive Council

The Executive Council shall consist of the officers and chairs of the Student Senate. The officers are the President, Vice-President, Treasurer, and Secretary. Chairs are appointed Senators on the Governance, Senate Finance, Student Affairs, Public Relations, and Liaison Committees.

Section B. Duties and Responsibilities of the Executive Council

1. The Executive Council shall act as a steering committee for the Student Senate in the proposal, implementation and administration of SGA policies.
2. The Executive Council shall act as a liaison between the university administration, the university faculty, the Student Senate and the SGA as a whole.
3. The Executive Council shall determine the nature of the Student Senate’s advisory system and shall have the sole power to appoint and remove SGA advisors.
4. The Executive Council, with approval of the Senate, shall establish goals and objectives for the Student Senate each year. The Executive Council shall organize its activities to work toward achieving these goals.

5. The Executive Council shall vote on all Executive Council account expenditures in excess of \$50. A simple majority vote shall pass a motion to be reported at the following student senate meeting. In the event of a tie, the presiding officer shall determine the result.
6. The Executive Council shall have the power to deem a program an initiative.
7. In any case where a standing committee is completely unpopulated the Executive Council shall assume the duties of that committee until such time as vacant positions in that standing committee can be filled.

Section C. Meetings of the Executive Council

1. The Executive Council shall normally meet at least once every two weeks.
2. The SGA Secretary shall take minutes and have them available within 2 class days of the meeting.

ARTICLE VIII
REPLACEMENT OF MEMBERS

Section A. Impeachment

1. Grounds for impeachment:
 - a. The motion to impeach shall make explicit reference to SGA policy and/or to “University Standards of Personal and Group Conduct” as set forth in the student handbook THE PATHFINDER; and
 - b. The motion to impeach shall allege specific nonfeasance, misfeasance of malfeasance with regard to a given policy or code.
2. The impeachment process shall not be initiated while a criminal, civil or judicial board investigation or proceeding is ongoing.
3. Any elected official impeached shall be subject to an investigation before a removal may take place.
4. After impeachment an Investigative Committee shall be created to investigate the indicted [see Bylaws, Article V].
 - a. The Governance Committee shall have the sole responsibility of appointing members to the Investigative Committee. The membership of the Investigative Committee is subject to Senate approval.
 - b. The committee shall consist of 6 members. (3 senators and 3 members from the student body).

- c. The chair shall be elected by the members of the newly formed Investigative Committee.
 - d. The sole purpose of this committee shall be to bring to the Senate a recommendation regarding the allegations, with evidence supporting its recommendation.
- 5. Upon the report by the committee the Senate shall have the power to remove the officer or Senator with a 3/4 vote.
 - 6. If the President has a conflict of interest with regard to the outcome of the impeachment process, the President shall recuse him-/herself from presiding over the removal hearing; in such a circumstance, the Vice-President shall preside.
 - 7. If the President is impeached and up for removal, the chair of the Investigative Committee shall preside over the removal hearing.

Section B. Other Bases for Removal from Office

- 1. A Student Senator's seat shall be automatically vacated when:
 - a. The Senator withdraws or is dismissed from the University.
 - b. The Senator fails to maintain a cumulative GPA of 2.7.
 - c. The Senator is no longer a member of his/her constituent community.
- 2. An officer's position shall be automatically vacated when:
 - a. The officer withdraws or is dismissed from the University.
 - b. The officer fails to maintain a cumulative GPA of 3.0.
- 3. Senators or officers of the SGA shall be dismissed on the basis of attendance in accordance with the Attendance Policy in the By-Laws, Article II.

Section C. Vacancies

- 1. Vacancies occurring in any term of office of a Senator shall be filled from the proper constituency by the Governance Committee, with the approval of the Student Senate. The appointed Senators shall have the same privileges and responsibilities as elected Senators.
- 2. Vacancies occurring in any term of office of the Secretary shall be filled by a Senator nominated by the President and approved by a majority vote of the Student Senate.
- 3. Vacancies occurring in any term of office of the Treasurer shall be filled by appointment by the President and approved by a majority of the Student Senate.

4. Vacancies occurring in any term of office of the President or Vice-President shall be filled in accordance with the following rules and guidelines:
 - a. A vacancy occurring in the office of President shall be filled by the Vice-President, who shall assume the office of President.
 - b. If the offices of President and Vice-President are simultaneously vacant, then the offices of President and Vice-President shall be filled by a special election of the undergraduate student population. Such election shall be held within twenty-one (21) calendar days of the occurrence of the vacancies.
 - c. Eligibility to run for either office in any special election shall remain the same as for regular elections.
 - d. Until the special election has been conducted, the Treasurer of the Student Senate shall assume all duties and responsibilities of the President of the SGA. If the Treasurer chooses to run for an office in this special election or is otherwise unavailable, the temporary vacancy shall be filled by a Senator elected by a majority of the Student Senate.
 - e. Once elected, the new President shall assume the title as well as all duties and responsibilities of the office of President.
 - f. A vacancy occurring in the office of Vice-President shall be filled by Presidential appointment and Senate approval.
 - g. Once elected, the new Vice-President shall assume the title as well as all duties and responsibilities of the office of Vice-President.

Section D. Resignation

An Executive or Senator of the Student Senate shall resign from office by presenting written notice to the Vice-President.

ARTICLE IX
STUDENT SENATE COMMITTEES

The Student Senate shall be comprised of the following committees: Governance Committee, Senate Finance Committee, Student Affairs Committee, and the Public Relations Committee.

Section A. The membership of all committees of the Student Senate shall consist of members of the Student Senate. The President and Vice-President shall be non-voting, *ex officio* members of all committees.

1. After each senate committee meeting, a written report shall be submitted to the Senate by the chair of the committee or his or her designee.

2. After each university committee meeting, a report or committee minutes shall be submitted to the Senate by a designated member of that committee.
3. Each committee chair shall be able to spend at his/her discretion up to, but not exceeding, \$50 per academic year for any expenditures that they see as beneficial to the committee. All expenditures shall be reported to the Executive Board. Expenditures shall be voted on in Executive Board prior to the purchase and shall not deplete the \$50 committee fund.
4. The membership of each committee shall be proportionate to the composition of the Student Senate in order to have equal distribution and representation among the committees.
5. At no time shall a committee be disbanded in the event that its membership falls below the number prescribed in the following passages.

Section B. Governance Committee

The Governance Committee shall be composed of an appointed Student Senator, who shall serve as chair, and at least five Senate members.

The Governance Committee shall have the following responsibilities:

1. To study and make recommendations to the Senate regarding any proposed amendments to the Constitution.
2. To appoint an Elections Sub-Committee which shall organize and manage the elections of all SGA officials in accordance with election procedures approved by the Senate.
3. To appoint an Investigative Committee following impeachment of any Officer or Student Senator. Refer to the SGA Bylaws, Article V.
4. To fill any vacant Student Senate positions from the proper constituency, with the approval of the Student Senate.
5. To schedule, run, and provide all materials for any organization or group of people to call for a referendum vote.
6. To be responsible for the training of new senators in parliamentary procedure according to ROBERT'S RULES OF ORDER - NEWLY REVISED.
7. To investigate all structural Sounding Board concerns and suggestions referred by the Student Senate.
8. To establish other sub-committees when necessary to work with other matters concerning student life.
9. To perform other duties deemed necessary and assigned by the Executive Council and approved by the Student Senate.

10. To prepare minutes to be submitted to the Secretary.
11. To oversee the appointment and success of Senators on Campus Wide Committees, Taskforces, Administrative Advisory Groups, and any form of shared governance while also collecting committee reports

Section C. Senate Finance Committee

The membership of the Senate Finance Committee shall consist of an appointed Student Senator, who shall serve as chair, and 5 other appointed Senators. All appointments shall be made by the Executive Council and are subject to the approval of the Student Senate.

The Senate Finance Committee shall have the following responsibilities:

1. To prepare a recommended budget for operationally funded organizations for consideration by the Senate and supervise the administration of these budgets.
2. To receive requests for event funding and to prepare recommendations for consideration by the Senate.
3. To investigate all financial Sounding Board concerns and suggestions referred by the Student Senate.
4. To establish other sub-committees when necessary to work with other matters concerning student life.
5. To perform other duties deemed necessary and assigned by the Executive Council and approved by the Student Senate.
6. To prepare minutes to be submitted to the Secretary.

Section D. Student Affairs Committee

The Student Affairs Committee shall consist of an appointed Student Senator who shall serve as chair, and at least 5 Senate members.

The Student Affairs Committee shall have the following responsibilities:

1. To establish, develop, and facilitate open channels of communication between the Student Senate, the Student Body and FSU Clubs/Organizations.
2. To conduct all SGA surveys and polls in conjunction with the Public Relations Committee.
3. To facilitate two meetings per month, one with the major student programming organizations, and the second with student special interest groups.

- a. Major student programming bodies shall be defined as groups actively involved in organizing, sponsoring, or executing extra-curricular activities open to the undergraduate body and shall include representatives of the following organizations by invitation of the co-chairs: Black Student Alliance, BURG Peer Education Network, Greek Council, Residence Hall Association, The BottomLine, and the University Programming Council.
 - b. Special Interest student bodies shall be defined as any recognized student group that is not considered to be a programming body.
4. To investigate all student-oriented Sounding Board concerns and suggestions referred by the Student Senate, and aid in addressing clubs/organization's concerns and needs through SGA's official channels and means.
 5. To coordinate the following: SGA receptions, Outstanding Senior Service Awards, SGA sponsored lectures, workshops and symposiums.
 6. To advertise, organize and maintain a liaison program between Student Senators and any recognized student organization that wishes to participate by registering with SGA.
 7. To coordinate Student Senators for the daily upkeep of the campus kiosks in accordance with the SGA policies on campus kiosks.
 8. To assist organizations in event planning, funding and execution.
 9. To establish other sub-committees when necessary to work with other matters concerning student life.
 10. To apprise the Executive Council and Student Senate of items discussed at meetings.
 11. To perform other duties dealing with the student body as deemed necessary and assigned by the Executive Council and approved by the Student Senate.
 12. To prepare minutes to be submitted to the Secretary.

Section E. Public Relations Committee

The Public Relations Committee shall consist of an appointed Student Senator, who shall serve as chair, and at least 5 Senate members.

The Public Relations Committee shall have the following responsibilities:

1. To supervise the production of all SGA publications, including on and off-campus phone directory.

2. To conduct all SGA surveys and polls in conjunction with the Student Affairs Committee.
3. To facilitate all general communication between the SGA and the student body through maximum usage of all campus media.
4. To facilitate all communication between the SGA and the surrounding community.
5. To facilitate all communication between the SGA and other schools.
6. To advise and coordinate the SGA on all State matters.
7. To investigate all Sounding Board complaints, suggestions or compliments concerning matters other than student life, including maintenance and security problems.
8. To establish other sub-committees dealing with publicity requests or other matters concerning student life.
9. To perform other duties deemed necessary and assigned by the Executive Council and approved by the Student Senate.
10. To prepare minutes to be submitted to the Secretary.

ARTICLE X AMENDMENTS

A proposed amendment shall be presented by any member(s) of the SGA at a regular meeting of the Student Senate, one week prior to the voting on said amendment. The amendment shall be posted outside the SGA office, and a copy presented to each member of the Senate to review one meeting prior to voting. A three-fourths vote of the Student Senate is needed to pass an amendment. Final approval of amendments and/or changes to the Constitution and/or Bylaws shall be given to the University President or designee.

Before any amendment is presented to the Student Senate for consideration, the sponsor(s) shall ensure the following:

1. That the intent of the amendment is clear.
2. That the provisions of the amendment are examined in the context of the entire Constitution and Bylaws; and that the provisions are determined to be consistent with, and in no way contradictory of, the remainder of the document.
3. That cross-references are included when appropriate, and that provisions for action are accompanied with guidelines and directives for implementation.

4. That the amendment has been reviewed by a skilled editor with attention to logic and consistency in organization and terminology, grammatical correctness, usage and style.

ARTICLE XI BYLAWS

All policies and procedures of the Frostburg State University SGA shall be made part of the Bylaws. The Bylaws shall be approved once a term at a regular meeting of the Student Senate by a 3/4 vote of the Student Senate.

ARTICLE XII RIGHTS OF MEMBERS OF THE STUDENT GOVERNMENT ASSOCIATION

Section A. Actions

All members of the SGA shall be able to bring an issue to popular vote by submitting to the chair of the Governance Committee a petition bearing the signatures of at least five percent of the undergraduate student population.

Action on such a request shall be forthcoming within twenty-one calendar days from the date said request is received by the chair of the Governance Committee. Any Student Senator or Executive Council member of the Student Senate may bring about a referendum vote for any issue discussed at a Senate meeting. The

Senator/Executive Council member shall be the sponsor of the referendum, and all referendum materials shall be turned in within fourteen (14) calendar days from asking for the petitions. At that time, the Governance Committee shall schedule the referendum twenty-one (21) calendar days from the date materials are turned in.

The referendum shall include:

1. Signatures of 5% of the undergraduate student body.
2. All signatures shall be placed on sheets provided by the Governance Committee. These sheets shall describe briefly what is being contested in the referendum vote.
3. These signatures shall be turned in to the SGA Administrative Assistant by 3:00 P.M. on the 14th calendar day after the referendum was initiated by the group or organization.

If signatures are completed:

1. One member serving as proxy for the organization/group and the SGA shall sit at the voting booth on voting day.

2. All voting shall take place for a period of one (1) class day, and only in the Lane Center. No literature, campaigning or posting shall occur by SGA or the organization/group within the Lane Center during the time of voting.
3. The referendum vote shall be by simple majority of the voting registered undergraduate students of Frostburg State University.
4. In case of a tie, a re-vote shall be held within 14 calendar days.
5. The referendum vote shall be final.

Section B. Recall of Elected Officials

The members of the SGA shall request a recall election of any Student Senator or Executive Council member by submitting to the chair of the Governance Committee a petition bearing the signatures of at least five percent of the undergraduate student population. Action on said request shall be forthcoming within twenty-one calendar days from the date the request is received by the chair of the Governance Committee.

BYLAWS
STUDENT GOVERNMENT ASSOCIATION
FROSTBURG STATE UNIVERSITY
FROSTBURG, MARYLAND 21532

ARTICLE I
ELECTION PROCEDURES

Section A. Qualification

Any registered undergraduate student at the Frostburg campus shall be eligible to vote in SGA elections. In the spring, elections shall be held for positions of President, Vice-President, Treasurer and Student Senate positions. The election procedures are approved by the Student Senate and elections are conducted under the administration of an appointed Elections Committee. The Elections Committee shall be appointed by the Governance Committee, approved by the Student Senate, and composed of 4 non-office seeking students and one faculty member or administrator. The Elections Committee has the authority to disqualify candidates if any election procedure is violated.

Section B. Time of Election

Elections for the purpose of selecting the new SGA President, Vice-President, Treasurer and Student Senators for the next administration shall be held no earlier than February 1 and shall be completed prior to March 31.

Section C. Responsibility for Elections

The Governance Committee shall appoint an Elections Committee comprised of four students and one faculty member or administrator who does not serve as an advisor to the SGA. The members of the Elections Committee shall be approved by the Student Senate. Members of the Elections Committee shall not be candidates for any office. The Elections Committee shall organize and manage the elections of all SGA officials in accordance with election procedures approved by the Senate.

Section D. Candidacy/Petitioning

1. All candidates for Student Senate offices shall meet all eligibility requirements for membership in the Student Senate.
2. As indicated in Article V of the SGA Constitution, the Vice-President must have completed a minimum of one year on the Student Senate of the Student Government Association or a minimum of one semester on the Executive Board of the Student Government Association at Frostburg State University and the President must have completed a minimum of one semester within the Executive Board of the Student Government Association at Frostburg State University. Questions regarding qualifications for candidacy shall be resolved by the Elections Committee.

3. Fifty (50) signatures are required in support of each senatorial candidacy, while 200 signatures shall be required on the petition of any candidate for the Executive Council. Candidates wishing to double-run and accept the higher elected position must submit 250 signatures.
4. Signatures shall be those of regularly enrolled undergraduate students of Frostburg State University from their proposed constituency (i.e., on-campus, off-campus).
5. The period of petitioning shall be between one and two calendar weeks at the discretion of the Elections Committee.
6. At the end of the petitioning period, all petitions shall be validated by the Elections Committee for eligibility.
7. At least one calendar week prior to the first day of the petitioning period, the Elections Committee shall publicize all information including the dates of the petitioning period, petitioning procedures, the dates of the campaign period, and a list of all available offices.
8. The election committee shall have the final say in determining whether a potential candidate's name shall appear on the ballot.

Section E. Electronic Ballots

1. Whether or not a seat is contested, the name of a candidate shall appear on the ballot.
2. All ballots shall be drawn up with the candidates' names placed in alpha order.
3. All ballots shall be sectioned according to office and display precise voting instructions.
4. A specimen ballot shall be displayed in a prominent location.

Section F. Campaigning

1. The period of campaigning shall commence after the petitioning period ends and shall extend for a period of one-to-two calendar weeks. The actual duration of the campaign period shall be determined by the Elections Committee and announced at least one calendar week prior to the first day of the petitioning period.
2. No student organization office or University office shall be used for campaign purposes, except for Central Duplicating, WFWM, The Bottom Line, the University Television Channel, and the SGA Office. Duplicating and poster making shall be the only services rendered by the SGA Office. All candidates shall follow the procedure established by these offices for their use and pay the established rates for services if applicable.

3. There shall be no political signs displayed on election days within public rooms where voting takes place. In places without defined rooms, but in public areas, no political signs shall be placed within 25 feet of a polling device.
4. There shall be no campaigning on election days within public rooms where voting takes place. In places without defined rooms, but in public areas, no campaigning shall be conducted within 50 feet of a polling device.

Section G. Voting

1. The period of voting shall be no more than 7 calendar days. The amount of time allotted for voting shall be decided by the Elections Committee prior to the beginning of the election process. Once this time period is set, the time period shall not be changed. If electronic balloting is being used, no absentee ballots shall be provided or considered valid. Electronic balloting through Bobcat Connect is the format used for voting.
2. Only those individuals authorized by the Elections Committee shall supervise the election procedures. No person running for a position shall be so authorized.
3. When elections are conducted through Bobcat Connect, voters shall log in with FSU credentials to validate enrollment.

Elections conducted electronically shall include a security procedure to prevent voter fraud.
4. No person supervising the voting procedures shall attempt to influence any voter. Persons in violation of this stipulation shall be subject to removal by the Elections Committee.
5. If paper ballots are used, the Chair of the Elections Committee shall be responsible for locking the ballots in a secure location at the end of each voting day.

Section H. Tallying Ballots

1. Only Elections Committee members and those individuals authorized by that committee shall count ballots. The faculty member or administrator serving on the committee shall be present when ballots are counted. If electronic ballots are used, the tally shall be conducted by an outside contractor. The Elections Committee shall be responsible for obtaining the election results.
2. If paper ballots are used, tallies and vote counts shall be checked at least twice before announcements. After announcements have been made, the ballots shall not be recounted unless a formal protest is filed. Paper ballots shall be kept locked in a secure location for at least five (5) calendar days or until the results, including the resolution of any protests, have been made official.

3. In the event of a tie, resulting in more than the allotted number of positions being filled, a run-off election shall be held.

Section I. Posting Results

The Elections Committee shall officially notify candidates of the election results within twenty-four (24) hours of the official tabulation. Notification shall include who won, who lost and the number of votes received by each.

Section J. Protest Procedures

1. A formal written protest, signed by the protesting student, shall be submitted to the chairperson of the Elections Committee no later than twenty-four (24) hours after the posting of the election results and shall be acted on no later than seventy-two (72) hours after the posting of such results.
2. The protest shall be investigated by the Appeals Committee. The Appeals Committee shall be appointed by the Student and Educational Services Committee and shall be composed of three students, one faculty member, and one administrator or staff member. It shall be the responsibility of the Appeals Committee to make the decision regarding all protests of any election.
3. Should a violation occur at any time during the election, the Elections Committee reserves the right to void the election and immediately schedule a new election at the earliest possible date.

Section K. Oath of Office

The incumbent SGA President shall administer the oath to incoming elected officials. The elected officials shall be inducted at least a week prior to the end of classes in the spring semester and their duties and training shall begin on the first class day thereafter.

**ARTICLE II
ATTENDANCE POLICY**

Section A. Dismissal for Attendance

A Senator or Officer of the SGA shall be dismissed on the basis of attendance upon accumulating four demerit points over the course of a term of office. An absence may be excused due to illness, an exam, a review held by a professional for an exam, or any other extraordinary circumstance as authorized by the Secretary or President. Senators are expected to arrive on time and stay for the entire duration of the meeting, unless prior arrangements have been made with the Secretary via email. Non-compliance to this policy will result in an unexcused absence. The Secretary shall retain discretion in determining if an excuse merits excusal of the absence. The Secretary shall make the official notation of arrival times for all members during meetings. Officers are excused from committee meetings and

office hours unless otherwise stated in a governing document. The breakdown of attendance demerits are specified below:

Unexcused absences from Senate Meeting.....	2 points
Unexcused absences from Fall or Spring retreat	2 points
Unexcused Late Arrival or Early Departure from Senate Meetings (Greater than 5 minutes)	1 point
Unexcused Late arrival or early departure from Events deemed Mandatory (Greater than 15 minutes).....	1 point
Non-completion of Office Hour (On a per hour basis).....	1 point
Failure to be dressed in appropriate attire for a Senate Meeting	1 point
Non-completion of Mandatory Obligations	1 point

Section B. Procedures

1. Senators shall verify their attendance by signing an office hour sign-in sheet maintained by the Secretary of SGA. Failure to sign in shall be recorded as failure to complete the obligation.
2. Senators shall verify their attendance at a Mandatory event by signing a sign in sheet. Failure to sign in shall be recorded as failure to complete the obligation.
3. Committee chairs shall submit a copy of attendance from all meetings to the Secretary within two class days of the meeting.
4. The Secretary shall keep up-to-date attendance records of all Student Senate members for all Student Senate functions and shall notify the Vice-President within two class days of any Student Senate member who merits dismissal according to the attendance policy.
5. The Vice-President, upon confirmation of the report from the Secretary, shall dismiss any Student Senate member or Officer who merits removal according to the attendance policy.
6. Any member who is dismissed on the basis of attendance shall have one (1) full school week to submit his/her justifications for the incurred absences. It shall then be the duty of the Vice-President to decide (within 3 calendar days) whether it is justifiable.
7. If the Vice-President decides to dismiss the member and the member wishes to appeal, the matter shall be taken to the Governance Committee. If the majority of the committee votes to dismiss the member, the decision is effective immediately. If the majority does not vote to dismiss the member, he/she shall be permitted to remain. Both the Vice-President and the Governance Committee shall submit a written justification in support of a decision to dismiss.

ARTICLE III
DUTIES AND RESPONSIBILITIES OF A CHAIR

A Committee Chair shall:

1. Serve one (1) hour a week in the SGA Office, or as deemed necessary by the SGA President.
2. Call a meeting of the committee at least once a month.
3. Submit minutes to the SGA Secretary within 2 class days of a committee meeting.
4. Meet with the Vice-President of SGA at least once a month.
5. Give an oral report of a committee meeting at each Senate meeting.

ARTICLE IV
CO-SPONSORSHIP OF EVENTS

SGA shall not co-sponsor any activity with an organization that is not officially recognized by the University in accordance with policies and procedures established by the University.

ARTICLE V
CREATION OF AN INVESTIGATIVE COMMITTEE

Article VIII of the SGA Constitution provides that upon a vote to impeach an Officer or a member of the Student Senate, an Investigative Committee shall be created. It is further provided that:

Section A. Creation of the Committee

1. The Governance Committee shall have the sole responsibility of appointing members to the Investigative Committee. The membership of the Investigative Committee is subject to Senate approval;
2. The committee shall consist of 6 members. (3 senators and 3 members from the student body); and
3. The chair shall be elected by the members of the newly-formed Investigative Committee.

Section B. Purpose

The sole purpose of this committee shall be to bring to the Senate a recommendation regarding the allegations, with evidence supporting its recommendation.

Section C. Method of Selection

1. Three (3) Student Senators, no one of whom has a special interest in the substance of the impeachment allegations or a significant relationship to any party to the conflict surrounding impeachment.
2. Three (3) students from the University's Judicial Board hearing pool. No student selected shall have a special interest in the substance of the impeachment allegations or a significant relationship to any party to the conflict surrounding impeachment; and no student selected shall have served in any Judicial Board proceeding regarding the impeachment allegations in question.

ARTICLE VI
SGA ADMINISTRATIVE ASSISTANT

Section A. Description

The SGA Administrative Assistant shall provide administrative and clerical support to the Student Government Association. He/she is responsible for office operations and functions.

Section B. Duties

1. The SGA Administrative Assistant shall adhere to all duties set forth in the

Position Information Form (PIF). Each member of the Executive Board shall have a copy of this form.
3. While school is out of session for Winter Break and Summer Break, the SGA Administrative Assistant shall send a weekly e-mail to the

Executive Board including:
 - a. a brief description of tasks completed during the week
 - b. a brief description of tasks undertaken during the week in addition to those already "completed"
 - c. progress on any major projects assigned by the Executive Board;
and
 - d. any other information the SGA Administrative Assistant might deem pertinent

3. If any duties are requested of or by the SGA Administrative Assistant requiring a change in the PIF, the SGA Administrative Assistant shall obtain a vote from the Executive Board to approve the change. Once the approval is obtained, the SGA Administrative Assistant shall update the PIF.

Section C. Performance Management Plan

1. Before each Administrative Year begins on April 1st, The Executive Board, one or both SGA Advisors, the Director of Student Activities, and the SGA Administrative Assistant shall hold a meeting regarding the SGA Administrative Assistant's Performance Management Plan. All parties present shall collaborate to:
 - a. perform an evaluation of the SGA Administrative Assistant's performance over the Fiscal year
 - b. create a Performance Management Plan for the next Fiscal Year
 - c. establish "Summer Break Goals" for the SGA Administrative Assistant; the Summer Break Goals shall include major projects the Executive Board deems pertinent to their success; and the Summer Break Goals shall be very specific and listed in order of importance. Any questions about the Summer Break Goals shall be addressed at this time
 - d. address any other issues pertinent to the relationship between the SGA Administrative Assistant and the SGA; and
 - e. distribute the completed Performance Management Plan and Summer Break Goals
2. Before each Winter Break in December, The Executive board, one or both SGA Advisors, the Director of Student Activities, and the SGA Administrative Assistant shall hold a meeting for a Mid-Year Review. All parties present shall collaborate to:
 - a. review the Performance Management Plan
 - b. evaluate the SGA Administrative Assistant's performance to date; and
 - c. establish Winter Break goals for the SGA Administrative Assistant
 - i. the Winter Break Goals shall include major projects the Executive Board deems pertinent to their success.

- ii. the Winter Break Goals shall be very specific and be listed in order of importance. Any questions about the Winter Break Goals shall be addressed at this time.
3. The SGA shall follow all University policies for appointment and removal of the SGA Administrative Assistant. For guidance on these issues, they shall speak with the Office of Human Resources.

ARTICLE VII SGA INITIATIVES

Section A. Frostburg Saferide

1. Description

Frostburg Saferide is an SGA Initiative which offers a complimentary ride to students from events to their homes on Thursday, Friday, and Saturday nights.

2. Other provisions

- a. the Student Senate and Treasurer shall ensure that for each Fiscal Year, the "Frostburg Saferide", an SGA initiative, shall be funded for full operation (i.e., to complement available resources, such as "in-kind" contributions) in the SGA Budget.
- b. the SGA Treasurer shall collaborate with the "Frostburg Saferide" Treasurer throughout this process.

3. Oversight

- a. The Student Senate reserves the right to override a decision by "Frostburg Saferide", an SGA initiative, by a $\frac{3}{4}$ vote of the Senate.
- b. The "Frostburg Saferide" will be notified in writing by the SGA President within five (5) academic days of the override vote.
- c. Should the SGA President fail to notify the "Frostburg Saferide" within five (5) academic days, the decision of the vote shall be considered null and void.

4. Bylaws

- a. The "Frostburg Saferide" will adopt bylaws by a simple majority vote of the SGA Executive Board.

b. These bylaws will be governing documents for the
“Frostburg Saferide.”

Section B. Other SGA Initiatives

1. Other SGA Initiatives shall receive the same treatment if deemed as an “initiative” by the Executive Committee of the Student Senate.
2. Designating an “SGA Initiative” requires a majority vote of Executive Committee members present at an Executive Meeting.

**STUDENT GOVERNMENT ASSOCIATION
SENATE FINANCE
POLICIES AND PROCEDURES
FOR THE
EVENT FUNDING ACCOUNT**

**ARTICLE I
POLICIES**

A. Purpose of the Account

1. The Event Funding Account shall serve primarily to fund on-campus events that are to be held by recognized student organizations. Preference shall be given to student organizations that are not operationally-funded organizations.
2. The Event Funding Account shall serve, to a lesser degree, to fund off-campus events that are to be held by recognized student organizations. Preference shall be given to student organizations that are not operationally-funded organizations.
3. The policies and procedures of this account shall govern the allocation of the campus police hours that are granted to the Student Government Association (SGA) by the administration of Frostburg State University.

B. Spring Allocations

1. All applicable policies and procedures of the Senate Finance Committee (SFC) for Spring Allocations shall govern SGA administration of the Event Funding Account.
2. Notably, the Event Funding Account shall receive Spring Allocations of at least 12% but no more than 35% of the Estimated Student Activity Fee, with funds distributed among the following five line items:
 - a. *Fall Off-Campus Funds*: which shall be used for any Off-Campus Events up until the date of January 1st of the following year.
 - b. *Fall On-Campus Funds*: which shall consist of at least 25% of the Event Funding Account's Spring Allocations, and shall be used for any On-Campus Events up until the date of January 1st of the following year.

- c. *Spring Off-Campus Funds*: which shall be used for any Off-Campus Events up until the date of July 1st of that year.
- d. *Spring On-Campus Funds*: which shall consist of at least 25% of the Event Funding Account's spring allocations, and shall be used for any on-campus events up until the date of July 1st of that year.
- e. *General Rollover Funds*: which shall receive those funds not allocated in the Fall, and which shall be used either for Spring On-Campus or for Spring Off-Campus Events up until the date of July 1st of that year, if the appropriate line item does not contain sufficient funds for the event requested.

C. Event Funding Eligibility

- 1. An "event" shall be defined as an extra-curricular activity that does not violate policies of Frostburg State University.
 - a. An "On-Campus event" shall be defined as an event open to any FSU undergraduate student — without regard for race, creed, color, or gender — and which takes place at Frostburg State University campus or grounds owned by the institution.
 - b. An "Off-Campus event" shall be defined as an event that takes place off Frostburg State University's campus or grounds owned by the institution.
- 2. A recognized student organization must sponsor or cosponsor the event in order to be eligible to receive any funds from the Event Funding Account; an event sponsored or cosponsored by an unrecognized or unregistered student organizations shall be ineligible for funds from the Event Funding Account.

D. Profits

- 1. Events which generate a profit shall be eligible for funding.
- 2. Organizations sponsoring events using funds allocated from the Event Funding Account shall return to the SGA that portion of their event's proceeds which is equal to the amount allocated by SGA.
- 3. Organizations wishing to donate all proceeds of an event to charity shall not be required to render any portion of their proceeds to SGA if the

income was donated voluntarily by those attending the event, and was not required in order to participate in the event.

E. Criteria for Allocations

1. Events must benefit Frostburg State University undergraduate students, either directly or indirectly.
2. Any student organization receiving funding from the SGA must include the SGA name on any and all publicized materials that are printed after funds are approved by the Student Senate.
3. Previous compliance by a requesting organization with the policies and procedures stated herein shall be considered by the SGA when determining the allocation of any amount of funding.
4. Events that are provided without charge shall only be eligible to receive funding if attendance is limited to student activity fee paying students except as noted below:
 - a. When admission is free for students but there is a fee for guests.
 - b. When the guest is a presenter or other professional around which the event is organized.
 - c. When the guest is an advisor to the organization(s) sponsoring the event.
5. The following requests shall be given PRIORITY:
 - a. The SFC, in most cases, will not recommend funding 100% of any event. Organizations are expected to provide themselves with other sources of financing through dues, fees, and appropriate fundraising activities. However, in the case of co-sponsored events, the SFC reserves the right to recommend 100% funding as deemed appropriate.
 - b. Requests for funds required to perform events that will be co-sponsored with another recognized campus organization or co-sponsored with a charitable organization, or events that benefit such parties in addition to the undergraduate population, directly or indirectly.

- i. “Sponsorship” entails partial funding of an event by the requesting organization.
 - ii. “Co-sponsorship” entails partial funding of an event by at least one of two or more requesting organizations.
 - i. Funds allocated by SGA shall not be counted among funds required to qualify for co-sponsorship such that SGA itself becomes a *de facto* co-sponsor of the event.
 - c. Requests for funds required to produce/perform/attend educational events.
- 6. The following requests shall be DENIED:
 - a. Requests by the SGA for funds that will be given directly to charitable organizations.
 - b. Requests by the SGA for funds that will be used toward capital purchases.
 - c. Requests by the SGA for funds that will be used for personal amusement, group dinners, parties, personal gifts, and similar expenditures.
 - d. Requests by the SGA for funds from the Event Funding Account to be used for line items budgeted to an Operationally-Funded Organization (OFO). An exception shall be made when funds from the Event Funding Account are to be used for events that are co-sponsored by the OFO and a non-operationally-funded student organization.
 - e. Requests by the SGA for funds that will be used for food and entertainment while attending an Off-Campus event, unless required by the event’s sponsor.

F. Post Allocation

- 1. Payments for allocations to organizations will be made on a reimbursement basis only; the exception to this rule shall be payment of contractual services for on-campus events; these payments may be made by other means available to the SGA that are not in conflict with any other governing document of the SGA.
- 2. Proper documentation of expenditures, including receipts and approvals, shall be required of all organizations that are allocated funds from the

Event Funding Account. In addition, at the conclusion of each event the organization must submit the “Event Funding Summary” Form within ten (10) business days.

3. An organization shall sponsor one On-Campus event for each and every Off-Campus event for which the organization has received Event Funding.

G. Freezing/Suspending Allocations

1. Fraudulent spending and/or documentation, or other misuse of budget allocations, violates Senate Finance Policies and Procedures and shall not be tolerated.
2. The SGA Treasurer shall freeze/suspend any funds as deemed appropriate for any substantiated breach of SFC Policies and Procedures committed by a requesting organization.

**ARTICLE II
PROCEDURES**

A. General Procedures

1. The SGA Treasurer shall be responsible, early each Fall, for notifying all recognized student organizations of deadlines, required forms and procedures necessary for making funding requests.
2. The SGA Treasurer or the SFC Chair shall have the authority to edit Event Funding Request Forms without approval of the Student Senate, but the Event Funding Request Forms shall always include a space for certain information:
 - a. the identification of the organization(s) making request
 - b. the listing of fund-raisers and other sources of income for the requesting organization(s)
 - c. the anticipated total expenses
 - d. the total funds requested
 - e. the Statement of Rationale for the request

3. Funds from the Event Funding Account shall be allocated within the stated provisions of the five line items of the Event Funding Account, and with the following stipulations:
 - a. a requesting organization shall be allocated no more than 15% of the line-item event budget for that semester
 - b. the 15% ceiling shall be exceeded by adding to the total possible allocation 3% of the dollar-limit for each “priority” fulfilled by a proposed event
4. Maximum gas reimbursement shall be set at the same rate as the State of Maryland (mileage records required).
 - a. Mileage traveled shall be determined by using an online mileage calculator.

B. Allocation Process

1. Event Funding Request Form
 - a. The SGA shall provide an electronic (via Bobcat Connect) and/or a physical version of the Event Funding Request Form to anyone who requests it; the form shall conform to all policies and procedures as stated herein.
 - b. The Allocation Process shall begin for each event when an Event Funding Request Form is submitted to the SGA Office by a representative of the requesting organization.
 - i. The Event Funding Request Form shall be submitted during the regular business hours of the SGA office and initialed by the SGA administrative assistant, or the SGA Treasurer, or the SFC Chair.
 - ii. Seven physical copies, of the Event Funding Request Form shall be submitted for review by the SFC; these shall be either typewritten or computer printed.

- iii. The Event Funding Request Form shall be submitted three weeks prior to the beginning of the event in question except when the event is to take place within the first three weeks of an academic semester; in the event of an unscheduled campus-wide cancellation of class, a temporary extension may be made by the SGA Treasurer.
 - c. Additional supporting documentation shall be submitted along with the funding request if deemed appropriate by the requesting organization or specifically and reasonably requested by the SFC Chair.
- 2. Funding Hearing
 - a. The SFC shall review the request at a budget hearing on a date, time, and place to which both the SFC Chair and a representative of the requesting organization consent.
 - b. The SFC shall consider funding requests at the scheduled time; any organization whose representative does not appear at a scheduled funding hearing, and who has not provided appropriate prior notification to the SFC Chair, shall be denied funding automatically.
 - i. Requests denied in this manner shall not be posted or recommended to the Student Senate.
 - ii. An organization shall not be required to provide “appropriate prior notification” more than twenty-four hours in advance; the SFC Chair shall make the final determination of what is deemed “appropriate”, however.
 - c. Amendments to the Event Funding Request Form shall be made no later than the time of the SFC funding hearing and only at the discretion of the SFC Chair; any amendment to a request shall be provided to the SFC Chair in the form of seven typed or computer-printed physical documents.
 - d. The SFC shall vote on Event Funding Request Forms by line item.
 - i. A majority vote is required to approve each line item; the SFC Chair shall not vote except in the case of a tie.

- ii. Line items that do not meet the policies herein shall be denied and deleted by the SFC Chair; such action shall not require a vote.
 - e. The SFC Chair shall be responsible for keeping minutes of all of its funding hearings; minutes shall include amounts requested, amounts recommended by the SFC, and a rationale for the recommendation.
 - f. The SFC Chair shall be responsible for making the minutes and recommendations available to the undergraduate student body at least 48 hours before the general body meeting of the Student Senate at which they are to be submitted and considered for approval.
- 3. Recommendation to the Student Senate
 - a. Once a funding request has been reviewed, the SFC Chair shall be responsible for submitting the SFC recommendation at the next general body meeting of the Student Senate.
 - b. The Student Senate shall vote upon each SFC recommendation.
 - i. A simple majority vote shall be required to approve each SFC recommendation.
 - ii. The Student Senate shall have the authority to make amendments to the SFC recommendation by line item; amendments shall not violate the policies and procedures stated herein.

C. Post Allocation

- 1. An organization shall sponsor one On-Campus event for each Off-Campus event for which the organization has received Event Funding.
 - a. The On-Campus event to be held shall be open to any individual – regardless of race, creed, color, or sex.
 - b. No fee shall be required of undergraduate students in order to participate in the On-Campus event.

- c. Proof, in the form of a written physical document from the faculty advisor of the organization, shall be presented to the SGA Treasurer once the On-Campus event has been held.
 - d. The On-Campus event shall occur before more funds are allocated to an organization from the Event Funding account, except when such funds are allocated for the purposes of holding yet another On-Campus event.
 - e. A previously-held On-Campus event shall fulfill this requirement under certain conditions:
 - i. The previous event shall have taken place during the current academic year.
 - ii. The previous event shall have met all aforementioned policies regarding the sponsoring of On-Campus events as a condition for receiving funding for an Off-Campus event.
 - f. An organization receiving only 10% or less of expected total costs from the Event Funding account, and so stating on the request, shall be exempt from holding an On-Campus event as a condition for receiving funding for an Off-Campus event.
2. Payment of contractual services for On-Campus events shall be made by any means available to the SGA once a request is approved by the Student Senate.
3. Payment by reimbursement shall require the submission of a receipt from the person/company billing the organization to the SGA Office; receipts shall be submitted during regular business hours within ten business days after the end of a funded event; the SGA Treasurer shall be responsible for collecting the receipts.
- a. Receipts shall state certain information:
 - i. The date of issuance
 - ii. The source of issuance (i.e. payee, address, authorization)
 - iii. The property or service rendered
 - iv. The amount due

- b. Receipts shall be acceptable only in certain formats:
 - i. On printed stationery with the signatures of the person or company billing the organization and of an officer of the organization.
 - ii. By computer-generated bills from a company.
 - iii. By a receipt pad/book with appropriate signatures of the person or company billing the organization and of an officer of the organization.
 - c. Receipts for reimbursement from SGA shall be signed into the SGA Office.
 - c. The name, address, and Federal Employer Identification Number of the organization for whom the check(s) will be written shall be required for reimbursement.
 - d. Organizations failing to submit proper receipts shall not be reimbursed for events until proper receipts are submitted; the deadline for receipts shall be extended, at the discretion of the SGA Treasurer, if a need for an extension is demonstrated before the deadline.
4. Organizations shall submit a typed report to the SGA Office during regular business hours after a funded event; the report shall include attendance, income, and expenses.
- a. The SGA Treasurer shall be responsible for the collection and review of reports.
 - b. Organizations failing to submit a report shall not be reimbursed for the events; reimbursement shall be permitted once the report is submitted and reviewed by the SGA Treasurer.
5. Organizations shall return to the SGA a portion of their net profits as defined within the policies and procedures stated herein. [see Article I. D.]
- a. The organization shall render such funds in the form of cash, a certified check, or the equivalent thereof.
 - c. The SGA Treasurer shall be responsible for the collection of net profits from an organization; refusal by an organization to return

- d. funds under this provision shall result in a denial of funding from the Event Funding Account for one year.

D. Freezing/Suspending Allocations

1. The SGA Treasurer shall freeze/suspend any funds as deemed appropriate for any substantiated breach of SFC Policies and Procedures committed by a requesting organization.
 - a. The SGA Treasurer shall inform the Executive Committee and the Student Senate of such action(s).
 - b. The SGA Treasurer shall determine the condition(s) under which the funds shall be released.
 - e. The Student Senate shall have the authority to override a decision of the SGA Treasurer to freeze funds; a $\frac{3}{4}$ majority vote of senators present shall be required.
 - f. The Student Senate shall have the authority to establish additional or alternative conditions to those determined by the SGA Treasurer regarding the release of funds; a $\frac{3}{4}$ majority vote of senators present shall be required.
 - e. The SGA Treasurer shall decide whether to recommend to the Student Senate that OFO status be revoked from an organization in question for any substantiated breach of SFC Policies and Procedures.
2. Fraudulent spending and/or documentation, or other misuse of budget allocations, violates Senate Finance Policies and Procedures and shall not be tolerated.
 - e. Should such misuse occur, the SGA Treasurer shall recommend to the Student Senate that OFO status be revoked from the organization, in addition to freezing/suspending the appropriate funds.
 - b. The Student Senate shall consider and approve the recommendation of the SGA Treasurer, or it shall propose and approve an alternative action.

**STUDENT GOVERNMENT ASSOCIATION
SENATE FINANCE
POLICIES AND PROCEDURES
ON
SPRING ALLOCATIONS**

**ARTICLE I
POLICIES**

A. Estimated Student Activity Fees

1. The Treasurer of the Student Government Association (SGA) in consultation with the Vice-President for Administration and Finance or a designee, shall determine an Estimate of Student Activity Fees (ESAF) each spring; the ESAF shall be based upon projected undergraduate enrollments and projected per capita student activity fees for the next academic year.
2. The ESAF shall be the basis for Spring Allocations to be made for the next fiscal year.

B. Actual Student Activity Fees

1. The SGA Treasurer, in consultation with the Vice-President for Administration and Finance or a designee, shall determine the Actual Student Activity Fees (ASAF).
2. Any discrepancy between the ASAF and the ESAF shall be resolved by taking funds from the Reserve Account first; funds shall then be taken from the Event Funding Account if necessary; and should any additional source be needed, funds shall be taken from the Operating Accounts, in amounts proportionate to the budget allocation of each of the Operationally-Funded Organizations (OFOs).

C. Criteria for the Monetary Disbursement of Spring Allocations

3. OFOs which have met the requirements set forth in the Senate Finance Bylaws shall receive altogether — not individually — Spring Allocations of no less than 58%, but no more than 85%, of the ESAF for allocation to operating budgets.
 - a. Any eligible OFO which does not or which cannot submit a budget request for Spring Allocations shall not be considered for funding.

- b. There shall be no expectation that all budget requests by eligible OFOs will be approved, assuming that Senate Finance Policies and Procedures are followed.
 - c. It shall not be required that OFO allocations be equal.
 2. The Event Funding Account shall receive Spring Allocations of no less than 12%, but no more than 35%, of the ESAF, with funds distributed among the following five line items:
 - a. *Fall Off-Campus Funds* shall be used for any Off-Campus Events up until the date of January 1st of the following year.
 - b. *Fall On-Campus Funds* shall consist of at least 25% of the Event Funding Account's Spring Allocations, and shall be used for any On-Campus Events up until the date of January 1st of the following year.
 - c. *Spring Off-Campus Funds* shall be used for any Off-Campus Events up until the date of July 1st of that year.
 - d. *Spring On-Campus Funds* shall consist of at least 25% of the Event Funding Account's spring allocations, and shall be used for any on-campus events up until the date of July 1st of that year.
 - e. *General Rollover Funds* shall receive those funds not allocated in the Fall, and shall be used for either Spring On-Campus or Spring Off-Campus Events up until the date of July 1st of that year if the appropriate line item does not contain sufficient funds for the event requested.
 3. The Reserve Account shall receive Spring Allocations so that the Reserve Account is maintained at a level of no less than 5%, but no more than 10%, of the current ESAF.

D. Criteria for Budget Requests

1. The mission/purpose of the OFO, as stated in its constitution and in University documents, shall be taken into consideration when reviewing budget requests.
2. The following requests shall be given PRIORITY:
 - a. requests for funds required to fulfill the mission/purpose of the organization

- b. requests for funds required to produce events that will be co-sponsored with another recognized campus organization, or co-sponsored with a charitable organization, or for events which benefit such parties in addition to the undergraduate population, whether directly or indirectly.
 - i. “Sponsorship” entails partial funding of an event by the requesting organization.
 - ii. “Co-sponsorship” entails partial funding of an event by at least one of two or more requesting organizations.
 - iii. Funds allocated by SGA shall not be counted among funds required to qualify for co-sponsorship such that SGA itself becomes a *de facto* co-sponsor of the event.
 - c. requests for funds required to produce educational events.
3. The following requests shall be DENIED:
- a. requests by the SGA for funds that will not benefit the undergraduate population either directly or indirectly.
 - b. requests by the SGA for funds that will be used for monetary compensation either for Frostburg State University faculty or students who perform services for the organization; special exceptions shall be made on a case by case basis, for professional contractual services provided (e.g. administrative assistants).
 - c. requests by the SGA for funds that will be used for personal amusement, group dinners, private parties, personal gifts, party favors, or similar expenditures.
 - d. requests by the SGA for funds that will be used as donation(s) to other organizations, parties, charities, or the like; this exclusion does not pertain to fundraisers.
4. The University Bookstore Account shall not exceed an allocation of \$199.00.
5. Previous compliance with these policies and procedures shall be considered when determining allocations for future years.

ARTICLE II PROCEDURES

A. Planning Process for Spring Allocations

1. The SGA Treasurer shall determine during the Fall semester the deadlines necessary to receive, review, and approve all requested and proposed budgets for the following Spring Semester.
 - a. Every deadline must be scheduled for a weekday during the Spring Semester on which classes are scheduled to take place.
 - b. Should classes be canceled or delayed for the day of a scheduled deadline, the deadline must be postponed to the next week day on which classes are scheduled to take place.
 - c. Should the SGA office open later or close earlier than at the regularly scheduled time by more than ten minutes, a scheduled deadline must be postponed to the next week day on which classes are scheduled to take place.
 - d. A deadline may be extended by the SGA Treasurer in the event of an unanticipated closing affecting the main campus of Frostburg State University.
 - e. An eligible OFO shall not be permitted to pursue the Spring Allocation process if it fails to meet deadlines established by the SGA Treasurer.
 - i. The Student Senate shall be empowered to overturn the action of the Treasurer by a $\frac{3}{4}$ majority vote of senators present.
 - ii. The Executive Committee shall be empowered to overturn the action of the Treasurer with a unanimous vote with all members participating.
2. The SGA Treasurer shall send notice(s) to all eligible OFOs three weeks prior to each of the approaching deadlines for the Spring Allocation process.

- a. Each notice shall be in the form of a computer-printed physical document placed in a sealed envelope and addressed to the president of the student organization (or equivalent thereof) in care of the eligible OFO.
- b. Each notice shall be sent to the corresponding campus mailbox of the eligible OFO.
- c. Each notice shall state clearly what is required by the deadline as well as indicate the exact date and time of the deadline.
- d. Other action(s) to notify or to provide proper information to an eligible OFO shall be taken at the discretion of the SGA Treasurer.

B. Request Process for Spring Allocations

1. An eligible OFO shall be required to submit a budget request in order to receive Spring Allocations for its operating account(s) and before any funds are distributed.
 - a. All budget requests shall be in the form of a typed or computer-printed physical document.
 - b. All budget requests must meet the deadline(s) determined by the Treasurer and stated in a notice to the eligible OFO.
 - c. The SGA Treasurer shall be responsible for drafting and submitting budget requests for the Event Funding Account, the Reserve Account, and the SGA Operating Account.
 - e. Budget requests shall include several items of information that are necessary for proper review:
 - i. identification of the organization making the request
 - ii. any and all regular and anticipated sources of income for the operating account and for any other account of the OFO.
 - iii. anticipated total expenses, listed by line item, and categorized, preferably, according to state “account codes” (formerly known as “object codes”).

- iv. statement of rationale for the request of funds, with primary emphasis given to the mission/purpose of the OFO.
2. The Chair of the Senate Finance Committee (SFC) shall be responsible for collecting budget requests in accordance with deadlines established by the SGA Treasurer.

C. Review Process for Budget Requests

1. The SFC shall be responsible for the review of all budget requests that are submitted by the deadlines established by the SGA Treasurer.
 - a. The SFC shall review a budget request at a budget hearing; the hearing shall occur at a date, time, and place to which both the SFC Chair and the President (or appropriate representative) of the OFO consent.
 - b. Failure to attend this hearing shall not render the OFO ineligible from continuing in the process of Spring Allocations; it shall be duly noted, however, and it might affect adversely the review and recommendations of the SFC.
 - c. The budget hearing shall be the last possible time to submit any amendments with regard to additional line items or requests of funds.
2. The SFC shall not vote on a budget request until it has reviewed the request.
 - a. Budgets shall be approved on a line-item basis.
 - i. A majority vote shall be required to approve each line item; the SFC Chair shall not vote except in the case of a tie.
 - ii. Line items that do not meet the policies herein shall be denied and deleted by the SFC Chair; such action shall not require a vote.
 - iii. A ceiling shall be placed on funds that can be allocated to line items for things or events that do not receive “priority”, as established in the policies herein; this ceiling is calculated by deducting at least 5% of the total from the requested line item for each priority that is not met.

- b. All votes shall be closed to those who are not members of the SFC, as well as to *ex officio* and non-voting committee members.
3. The SFC shall be responsible for drafting a budget proposal for the next fiscal year that is based on the review(s) and vote(s) held by the SFC concerning all OFO budget requests.
 - a. The proposed budget shall be in the form of a typed or computer-printed physical document.
 - b. The budget proposed by the SFC to the Student Senate shall be stated by line item.
 - c. OFO budget requests shall also be stated by line item and shall be included with the budget proposed for review by the Student Senate.
 - d. The proposed budget shall include a rationale for each line item.

D. Approval Process for the Proposed Budget

1. The SFC Chair shall be responsible for submitting the proposed budget and rationale at a general body meeting of the Student Senate in order for the proposed budget to be approved by that body.
 - a. The proposed budget shall be tabled for one meeting before it is considered for approval by the Student Senate.
 - b. The Student Senate whose term ends in the current year shall be the one to vote on the proposed budget for the following year.
 - c. A simple majority vote by the Student Senate shall be required to approve the proposed budget as drafted by the SFC.
 - e. A $\frac{3}{4}$ majority vote of senators present shall be required to approve any amendment to the proposed budget as drafted by the SFC.
 - i. This provision does not apply to friendly amendments (e.g., correction of typos).
 - ii. An amendment calling for addition of one or more line items to the proposed budget shall require the review of the SFC.

- f. It is recommended that a representative from each OFO that is proposed to receive funds attend the meeting when the proposed budget is to be considered by the Student Senate.
 - i. While attendance is not required, failure to attend reflects poorly on the OFO and might affect adversely decisions made by the Student Senate.
 - ii. Notification of action by the Student Senate on the proposed budget shall be sent by the SGA Treasurer to the campus mailbox of the affected OFOs; notification shall take the form of a typed or computer-printed physical document.
2. At the first general body meeting of every Student Senate the proposed budget approved by the previous Student Senate shall be submitted by the Chair of the Senate to be considered for approval.
 - a. The proposed budget shall not be tabled at this time.
 - b. Student Senate shall act on the proposed budget before the beginning of the new fiscal year (July 1).
 - c. A simple majority vote shall be required to approve the proposed budget including any amendments.
 - d. Once approved, the proposed budget shall become the official operating budget for all OFOs for the next fiscal year.

**STUDENT GOVERNMENT ASSOCIATION
SENATE FINANCE
POLICIES AND PROCEDURES
FOR
OPERATIONALLY-FUNDED ORGANIZATIONS**

**ARTICLE I
POLICIES**

A. Designation

1. No Organization may apply or otherwise be granted the status of an Operationally Funded Organization (OFO) except as noted in Section two of this Article.
2. The policies and procedures in this section shall continue to exist only to govern the SGA Operating Account as noted in Senate Finance Policies and Procedures for the SGA Operating Account Article 1, Section B.

B. Spring Allocations

1. OFOs shall be governed by all applicable policies and procedures of the Senate Finance Policies and Procedures for Spring Allocations.
2. OFOs which have met the requirements set forth in the Senate Finance Bylaws shall receive altogether — not individually — Spring Allocations of no less than 58%, but no more than 85%, of the Estimated Student Activity Fee for allocation to operating budgets.
 - a. Any eligible OFO which does not or which cannot submit a budget request for Spring Allocations shall not be considered for funding.
 - b. A budget request shall be reviewed if it is to be considered further for approval
 - c. There shall be no expectation that all budget requests by eligible OFOs will be approved, assuming that Senate Finance Policies and Procedures are followed.
 - d. It shall not be required that OFO allocations be equal.

3. Spring Allocations shall serve to provide funds for the operating costs of OFOs.
4. OFO operating accounts shall be the only accounts receiving Spring Allocations from the SGA, with the exception of SGA accounts.
5. OFOs shall only receive Spring Allocations by line item.
6. Spring Allocations shall serve to provide funds for events held by OFOs.
 - a. OFOs shall seek to sponsor events that support goals reflective of their constituencies and the students of Frostburg State University as a whole.
 - b. Events held by OFOs shall be open to all students without regard for race, creed, color, gender, or sexual orientation.
 - c. OFOs shall not be allocated funds from the Event Funding Account when line items are funded for that purpose in the budget at the beginning of the fiscal year; an exception to this provision occurs when the funds requested are for events co-sponsored with other, non-operationally funded organizations.

C. Revenue

1. All revenue shall be deposited into the operating account of the OFO, or into a revenue account within the state of Maryland's financial system; "revenue" shall be defined as funds earned from rendering services and/or from producing goods.
2. Excess revenue allocated to a revenue account shall accumulate from year to year.
3. Funds allocated to an operating account shall not be reallocated or transferred to a revenue account, even if they are "revenue" funds.
4. Each OFO shall develop its own financial policies and procedures for revenue and submit copy for review by the SGA Treasurer; the SGA Treasurer shall determine that these do not contradict university policies or applicable policies of the SGA.
5. The establishment of revenue accounts shall be performed by the SGA Treasurer with the approval of Vice-President Administration and Finance or a designee.

D. Operating Accounts

1. Each OFO shall have an operating account
2. Operating accounts shall be monitored by the SGA by at least two methods:
 - a. A report to the SGA Treasurer pertaining to the financial transactions of the OFO.
 - b. An audit performed by the SFC.
3. Unencumbered funds in an operating account shall not accumulate from year to year.
4. A budget revision, such as a transfer of funds between line items, shall be approved by a simple majority vote of the Senate Finance Committee (SFC) with the following exceptions:
 - a. the funds transferred are the excess of funds that have already been spent for that which they were originally budgeted; and
 - b. these excess funds are allocated to an event previously approved by the SGA/SFC (e.g. events funded through the event funding account, line items funded by the budget approved by SGA, etc.);
 - c. the SGA Operating Account is exempt from these stipulations.
5. Expenditures from Operating Accounts shall not violate any University policy or any of the Senate Finance policies and procedures under which they were allocated.

E. Documentation of Financial Transactions

1. All documents containing financial information shall be kept by the OFO for a period of at least a five years.
2. OFOs shall document all financial transactions by using appropriate state forms for the collection and disbursement of funds.
3. All documents authorizing expenditures, except for direct charges, shall carry the signatures of the Treasurer and Advisor of the organization.

F. Freezing/Suspending Allocations

1. Fraudulent spending and/or documentation, or other misuse of budget allocations, violates Senate Finance Policies and Procedures and shall not be tolerated.
2. The SGA Treasurer shall freeze/suspend any funds as deemed appropriate for any substantiated breach of SFC Policies and Procedures committed by a requesting organization.

**ARTICLE II
PROCEDURES**

A. Revocation of OFO Designation

1. The Student Senate shall have the authority to revoke the designation of OFO from an organization.
 - a. A recommendation to revoke the designation of OFO shall have been received from the Senate Finance Committee.
 - i. A recommendation to revoke the designation of OFO Shall require a majority vote by the SFC before it is brought to the Student Senate.
 - ii. The SGA Treasurer shall approve the SFC recommendation to revoke the designation of OFO before bringing it to the Student Senate.
 - b. Revoking the designation of OFO requires a $\frac{3}{4}$ vote of senators present.
 - c. Once the designation of OFO is revoked by the Student Senate, funds allocated to the former OFO shall be placed into the SGA Reserve Account.
 - d. The former OFO shall wait until the next academic year before it is allowed to reapply to be designated anew as an OFO, as is stipulated in the Senate Finance Policies and Procedures for Organizations Seeking Operational Funding.

2. The designation of OFO shall be revoked by the SGA Treasurer in the event that the OFO loses the official recognition of Frostburg State University.
 - a. The former OFO shall have its designation of OFO restored by the SGA Treasurer if it should regain the official recognition of Frostburg State University within the same academic year.
 - b. The SGA Treasurer shall reallocate previously frozen funds should the designation of OFO be restored .
 - c. If the former OFO does not regain the official recognition of Frostburg State University within the same academic year in which it was lost, then the former OFO shall be subject to the application process stipulated in the Senate Finance Policies and Procedures for Organizations Seeking Operational Funding.
 - d. Frozen funds shall be placed in the SGA Reserve Account in the next fiscal year when former OFOs do not regain the official recognition of Frostburg State University within the same academic year.

B. Spring Allocations

1. OFOs shall understand and comply with the Senate Finance Policies and Procedures on Spring Allocations.
2. OFOs shall be required to prepare a budget request for review and approval by the SGA, as stated in the Senate Finance Policies and Procedures on Spring Allocations.
3. It is recommended that a representative of an OFO who is familiar with the budget request attend both the SFC budget hearing and the SGA general body meeting when the budget will be considered; while attendance is not required, failure to do so reflects poorly on the OFO and might affect the review and recommendations of the SFC and of the Student Senate.

C. Operating Accounts

1. Operating accounts shall be monitored by the SGA.

- a. A report from all OFOs, excluding SGA, shall be submitted to the SGA Treasurer by the fifth business day of each academic month documenting all expenditures.
 - i. This report shall state all amounts spent, how funds were used, and from which line item the funds came.
 - ii. The report shall indicate any and all transfers of funds between line items.
 - iii. This report shall indicate any deposits or transfers of funds to the account.
 - b. The SFC shall retain the right to perform an audit.
 - i. The SFC Chair shall be the sole person to invoke this right; and there shall be no provision for appeal or override of the decision to perform an audit.
 - ii. All OFOs, including SGA, shall be audited if this right is invoked.
 - iii. The audit shall consist of taking a sample of receipts from the OFOs and checking them against the monthly reports received by the SGA Treasurer or, in the case of SGA, the financial records kept by the SGA Treasurer.
2. Unencumbered funds in an operating account shall not accumulate from year to year.
 - a. These funds shall be allocated automatically to the Reserve Account at the close of the fiscal year.
 - b. Funds in an operating account shall be exempt from this provision if they were not originally allocated by the SGA; “revenue” funds should be allocated to a revenue account in order to avoid their reallocation to the Reserve Account.
 3. Budget Revisions
 - a. Requests for budget revisions shall be made during the current fiscal year and they shall consist of one or both of the following types:

- i. Increase or decrease to an initial request for operating costs; and/or
 - ii. Reallocation or transfer funds between “accounts” (formerly known as “objects” by the state) if required by the policies stated herein; funds shall not be transferred between “departments” (formerly known as “accounts” by the State of Maryland).
- b. Seven typed or computer-printed copies of the Budget Revision Form and Statement of Rationale shall be provided to the SFC for review and recommendation.
- c. The SFC shall hold a Budget Revision Hearing at a date, time, and place agreed between the SFC Chair and representative(s) of the OFO making the request for a budget revision .
- d. The SFC shall approve a budget revision request with a simple majority vote and present its recommendation to the Student Senate for consideration.
 - i. A simple majority vote by the Student Senate shall be required to approve the SFC recommendation.
 - ii. A $\frac{3}{4}$ majority vote of senators present shall be required in order to approve an amendment to a budget revision recommended by the SFC; this requirement shall not apply to friendly amendments.
 - iii. Notification of an SFC recommendation to the Student Senate for a budget revision shall be sent by the SFC Chair to the OFO at least three weeks prior to the meeting at which the Student Senate is scheduled to take up the recommendation; such notification shall take the form of a typed or computer-printed physical document sent to the campus mailbox of the OFO.

D. Freezing/Suspending Allocations

1. The SGA Treasurer shall freeze/suspend any funds as deemed appropriate for any substantiated breach of SFC Policies and Procedures committed by a requesting organization.
 - a. The SGA Treasurer shall inform the Executive Council and the Student Senate of such action(s).
 - b. The SGA Treasurer shall determine the condition(s) under which the funds shall be released.
 - c. The Student Senate shall have the authority to override a decision of the SGA Treasurer to freeze funds; a $\frac{3}{4}$ majority vote of senators present shall be required.
 - d. The Student Senate shall have the authority to establish additional or alternative conditions to those determined by the SGA Treasurer regarding the release of funds; a $\frac{3}{4}$ majority vote of senators present shall be required.
 - e. The SGA Treasurer shall decide whether to recommend to the Student Senate that OFO status be revoked from an organization in question for any substantiated breach of SFC Policies and Procedures.
2. Fraudulent spending and/or documentation, or other misuse of budget allocations, violates Senate Finance Policies and Procedures and shall not be tolerated.
 - a. Should such misuse occur, the SGA Treasurer shall recommend to the Student Senate that OFO status be revoked from the organization, in addition to freezing/suspending the appropriate funds.
 - b. The Student Senate shall consider and approve the recommendation of the SGA Treasurer, or it shall propose and approve an alternative action.

**STUDENT GOVERNMENT ASSOCIATION
SENATE FINANCE
POLICIES AND PROCEDURES
FOR THE
SGA OPERATING ACCOUNT**

**ARTICLE I
POLICIES**

A. Purpose

1. The Operating Account of the Student Government Association (SGA) shall serve as the primary account for the funding of all regular operating costs (e.g., supplies, maintenance, employee salary).
2. The Operating Account shall serve to fund, at least in part, any regular event or program sponsored by the SGA that benefits the undergraduate population of Frostburg State University, either directly or indirectly (e.g., campus mixers, training conferences, Spring Olympics).
3. The Operating Account shall serve as an account used to test new funding programs that benefit other student organizations (whether they are operationally-funded or not). [see Article I. C.]

B. Use of Funds

1. The Operating Account shall be governed by the Senate Finance Policies and Procedures for Operationally-Funded Organizations and for Spring Allocations.
2. Funds allocated for contractual services shall be held harmless during times of budget crisis, financial mismanagement, or the like.
3. The Operating Account shall not receive any revenue deposits.
4. Funds in the Operating Account shall not be used for the direct funding of events, except for those sponsored by the SGA or those that are the result of a test program that is certified to conform to the policies and procedures stated herein.
5. Funds in the Operating Account shall not be allocated for the purpose of SGA fundraising.

C. Test Programs

1. Test programs shall be presented in the form of legislation.
 - a. The legislation shall state the rules governing the test program
 - b. The legislation shall not propose to amend any governing document of the SGA for the sake of the test program.
2. Test programs shall not contradict any governing document of the SGA.
3. Test programs shall not exist for more than one year.
4. Test programs shall not be allocated more than 5% of the Estimated Student Activity Fees (ESAF) if proposed for the coming fiscal years, or more than 15% of the current Operating-Account Balance if proposed for the current fiscal year.

D. Preventing Expenditures

1. Any expenditure of funds that would result in a breach of Senate Finance Policies and Procedures shall not be allowed.
2. Any expenditure of funds that are not previously allocated shall not be allowed.

**ARTICLE II
PROCEDURES**

A. Access to Funds

1. The Senate Finance Committee (SFC) shall retain the right to review and make recommendation(s) regarding any expenditure of funds, re-allocation of funds, creation of line items, or similar action not provided for in the approved budget before any vote shall be taken by the Student Senate; the SFC Chair shall invoke this right at the time a motion is made.
2. The Executive Council shall have the authority, by a simple majority vote, to allocate funds from the Operating Account for each expenditure proposed.

3. The Student Senate shall have the authority, by a simple majority vote and with the consent of the SGA Treasurer, to allocate funds from the Operating Account for each expenditure proposed.
4. Transfer of funds between line items shall occur only at the discretion of the SGA Treasurer.

C. Test Programs

1. The SFC shall retain the right to review and make recommendation(s) about legislation regarding test programs before any vote shall be taken by the Student Senate or the Executive Council; the SFC Chair shall invoke this right at the time a motion is made.
2. The Executive Council and the Student Senate shall both approve, by a simple majority vote, all test programs requiring the use of funds in the Operating Account before a test program is enacted

D. Preventing Expenditures

1. The SGA Treasurer shall have the right to veto any decision regarding the expenditure of funds that would result in a breach of Senate Finance Policies and Procedures.
2. The SGA Treasurer shall have the right to veto any expenditure of funds that are not previously allocated.
3. A veto of the SGA Treasurer cannot be overridden.

**STUDENT GOVERNMENT ASSOCIATION
SENATE FINANCE
POLICIES AND PROCEDURES
FOR THE
RESERVE ACCOUNT**

**ARTICLE I
POLICIES**

A. Purpose and Intent of the Account

1. Unspent funds of the Operating Account and the Event Funding Account from the previous fiscal year shall be transferred to the Reserve Account.
2. The Reserve Account shall serve as a buffer for those occasions when the Actual Student Activity Fees (ASAF), are lower than those anticipated in the Estimated Student Activity Fees (ESAF).
3. The Reserve Account shall serve as a safeguard in the event that the budget of the Student Government Association (SGA) is exceeded.
4. The Reserve Account shall serve as a source of funding as defined in section I.C.

B. Allocating Funds to the Account

1. The Reserve Account shall not receive Spring Allocations if funds exceed 10% of the ESAF for the coming fiscal year.
2. Spring Allocations shall be made in order to replace the difference if funds held in the Reserve Account are below 10% of the ESAF for the coming fiscal year.
3. Unspent funds allocated by SGA remaining in the Operating Account of an OFO shall be returned automatically to the Reserve Account.
4. 25% of unspent funds of the Operating Account and the Event Funding Account from the previous fiscal year shall be transferred to the Experiential Learning: Alternative Break Account.
 1. The Experiential Learning: Alternative Break Account shall serve as a source of funding as defined Experiential Learning at FSU shall be defined as those supervised experiential activities (curricular and co-curricular) incorporating NSEE's 8 Principals

Of Good Practice for All Experiential Learning Activities:
Intention, Preparedness and Planning, Authenticity, Reflection,
Orientation and Training, Monitoring and Continuous
Improvement, Assessment and Evaluation, and Acknowledgment.
(<http://www.nsee.org/8-principles>)

2. Alternative Breaks shall be defined as “a trip where a group of college students engage in direct service, typically for a week. Each trip has a focus on a particular social issue, and immersion in that issue begins long before the trip itself. Students educate themselves and each other, then do hands-on work with relevant organizations. These experiences challenge them to think critically and compassionately – and to understand that there is no such thing as “not my problem.” Upon return, participants are empowered to make more informed decisions and to take meaningful action that supports a greater good.” – Break Away

C. Allocating Funds from the Account

1. Funds from the Reserve Account shall be used to close any discrepancy occurring between the ESAF and the ASAF, making available funds lower than was originally budgeted by the SGA; no legislative process shall be required to enact this provision.
2. Funds from the Reserve Account shall be used to close any discrepancy created in the event that SGA should overspend the Operating Account; no legislative process shall be required to enact this provision.
3. Funds shall also be allocated from the Reserve Account if all of the following conditions are met:
 - a. The policies and procedures, stated herein, are followed.
 - b. The Reserve Account is in an “open” state, and not a “closed” state.
 - c. Funds are not allocated for an event.
 - d. Funds are not used as a donation to a charity.
 - e. They meet a need or desire deemed beneficial by the Student Senate to the undergraduate student body or to the facilities and grounds of Frostburg State University.

- i. The above-mentioned “recipient of funds” shall be defined as any person or entity which has received an allocation of funds in any amount from the SGA, including the the SGA itself, from any of its accounts; exceptions to this provision shall be the SGA Executive Account and the SGA Reserve Account.
 - ii. These funds shall be transferred to the Reserve Account on the first day of the new fiscal year.
 - iii. Transfer of these funds shall be mandatory and automatic; and there shall be no exception to this provision.
 - iv. Once these funds have been transferred to the Reserve Account, they shall not be treated in any manner different from other funds held in the Reserve Account, and they shall be subject to the policies and procedures stated herein.
 - b. Funds allocated to a student organization by the SGA shall be transferred to the Reserve Account immediately and automatically in the event that the organization is disbanded.
 - c. Funds allocated from the Reserve Account which have remained unspent after a period of six months shall be transferred to the Reserve Account immediately and automatically.
 - d. Funds may always be allocated to the Reserve Account, whether it is “closed” or not.
3. Experiential Learning: Alternative Break Account funds shall be calculated and held separate from funds in the general Reserve account at the beginning of each fiscal year.

B. Allocating Funds from the Account

1. The General Reserve Account shall be considered “closed” until opened by the SGA through the proper procedures.
 - a. No funds shall be allocated from the General Reserve Account for any purpose while it is “closed”, with two exceptions: when funds are needed to close any discrepancy between the ESAF and the ASAF, or to compensate for any over-withdrawal by the SGA.

- ii. The letter shall state the deadline for requests.
 - iii. The letter shall include any other information deemed pertinent by the SGA Treasurer.
- b. Requests for allocation of funds from the General Reserve Account shall have as a deadline twenty business days from the mailing of the notification letter.
 - i. The SGA Treasurer shall decide the time of day for the deadline.
 - ii. Only unanticipated closing affecting the main campus of Frostburg State University shall justify an extension of this deadline.
 - iii. Requests received after the deadline shall be accepted, but shall be reviewed only after those requests received by the deadline.
- c. All requests for allocation of funds from the General Reserve Account shall be heard for as long as the General Reserve Account remains open.
- d. The Senate Finance Committee (SFC) shall hold review meetings where requests for allocation of funds from the General Reserve Account are reviewed.
 - i. The date, time, and place of the review of each request shall be agreed between the SFC Chair and the person identified on the request as representing the requesting entity.
 - ii. All requests received by the deadline shall be reviewed within fourteen days of the deadline, unless two or more of these days fall during a period of vacation/break or final examinations at Frostburg State University; in such cases the fourteen days shall commence at the end of such a period; and two-day weekends are not considered a vacation/break.
 - iii. Should a requesting entity fail to have representation at the scheduled SFC review meeting, the request shall not be heard nor shall it be reviewed along with the remainder of requests that do meet the deadline.
 - iv. Requests which do not meet the deadline, or which lack a representative at the SFC review meeting, shall be heard at a separate time, and at the discretion of the SFC Chair.

- e. After the SFC review meetings have taken place, a member of the committee shall present its recommendations at the next scheduled general body meeting of the Student Senate.
 - i. All SFC recommendations for requests that did meet the deadline, and which did have representation at the SFC review meeting, shall be heard for action by the Student Senate.
 - ii. A $\frac{3}{4}$ majority vote of senators present shall be required to approve any and all allocations of funds from the General Reserve Account.
 - iii. Any SFC recommendations regarding requests which failed to meet the deadline, or which failed to have representation at the SFC review meeting, shall be heard by the Student Senate only at the discretion of the Chair of the Student Senate.
 - iv. A representative of a requesting entity need not be present for the Student Senate to approve or deny a request.
- 4. The Experiential Learning: Alternative Break Account funds shall be allocated by the completion of the Event Funding Request Form
- 5. The request form for Experiential Learning: Alternative Break Account funds shall be submitted for recommendation to the Senate Finance Committee at least 3 weeks prior to the beginning of the trip.
- 6. Upon recommendation by the SFC at a senate meeting, the senate shall vote by simple majority to approve the funding for the Experiential Learning: Alternative Break Account request.

APPENDIX A
RESERVE ACCOUNT TRANSMITTAL SHEET

Name of Requesting Party: _____

Federal Employee Identification Number: _____

Check each item included:

____ 7 typed copies of Reserve Account Request Form

____ 7 typed copies of Statement of Rationale

Important Information:

1. Each item listed above, in the quantity stated, must be included or the Senate Finance Committee will **NOT** accept the Reserve Account Request Form.
2. One copy of this sheet must be included with the Reserve Account Request Form. This Transmittal Sheet is to be turned in with the above listed items to the SGA office during regular business and initialed by either the SGA Treasurer or our Administrative Assistant. The SGA is not responsible for any Reserve Account Request Form if the Transmittal Sheet is not properly submitted.
3. The statement of rationale for each of the amounts requested must accompany the Reserve Account Request Form. Rationale statements should be brief, but must include explanations of how total costs were determined and how the requested amounts are justified as benefiting the undergraduate student body.
4. Please refer to the notification letter sent out by the SGA Treasurer for any additional pertinent information that may affect your funding request. Failure to meet any additional stipulations mentioned in the notification letter may result in the suspension of your request.

Date Submitted

__/__/__

Initials of appropriate SGA official

APPENDIX A
RESERVE ACCOUNT POLICY AGREEMENT

To: All Organizations Receiving Reserve Account Request Forms
From: _____, Student Government Association Treasurer
& the Senate Finance Committee
Re: Policy for Reimbursements for Expenses Incurred with
Funding Allocations

Greetings:

I hope that you have found the funding process to be thus far reasonable yet simple. Included with this Reserve Account Request Form is a copy of the Student Government Association Senate Finance Policies and Procedures for the Reserve Account. A copy of the notification letter, and any addendums, that was sent out by the SGA Treasurer should also be found with this request form as it may contain pertinent information to completing and submitting the Reserve Account Request Form. I advise you to thoroughly read both documents as they are binding documents once you properly submit these forms. If for any reason the aforementioned documents were not included with your request form please notify the SGA Office as soon as possible, as requesting funds from the Reserve Account is a time sensitive document. Thank you for your time and consideration.

Regards,

SGA Treasurer

I have read, understand, and will – along with the entity I represent – comply with these policies and procedures wherever and whenever applicable. I understand that if I, and/or the entity I represent, does not comply with these policies, we may lose the ability to receive funding.

Signature of Organization Representative

APPENDIX A
RESERVE ACCOUNT REQUEST FORM

I. GENERAL INFORMATION

Requesting Entity Type: ___ Undergraduate Student Organization
 ___ Graduate Student Organization
 ___ University Dept., Faculty, or Staff
 ___ Other: _____

Name of Requesting Party: _____

Contact Person: _____ Daytime Phone #: _____

Address: _____

Position/Rank of Contact Person (if applicable): _____

Advisor (if applicable): _____ Office Phone #: _____

Office Address: _____

Lane Center Mail Box (if applicable): _____

II. SOURCES OF AVAILABLE FUNDING

(including fundraisers, dues, donations, sponsors, and other budgetary access - attach additional sheets if necessary)

Date (Actual or Planned)	Description of Funding Source	Net Income (Actual or Anticipated)
___/___/___	_____	_____
___/___/___	_____	_____
___/___/___	_____	_____
___/___/___	_____	_____
___/___/___	_____	_____
___/___/___	_____	_____

