Westminster Choir College
of Rider University

Student Finance Board
CONSTITUTION & BY-LAWS

Drafted by Joshua A. Kennon
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THE CONSTITUTION

Article I. History, Function and Guiding Principles of the Student Finance Board

During the 2003-2004 academic year, the Executive Board recommended the creation of a Student Finance Board (“SFB”). The purpose of this restructuring was two-fold: 1.) it allowed the Student Government Association to focus more intensely on its primary duties, and 2.) it ensured a more effective use of capital by requiring organizations to give an account of their finances to an independent board of trustees.

Upon its creation, the Student Government Association transferred all financial, monetary, and budgetary power to the Student Finance Board. The SFB operates as a separate and independent entity within SGA and is responsible for the appropriation and management of the monetary and fiscal resources of the Westminster Choir College Student Government Association.

The Student Finance Board is guided by the following principles:

1.) Funds are limited and should be allocated to the most deserving activities, functions, programs, projects, and events, taking into account the percentage of the Student Body affected and projected length of benefit.

2.) The primary beneficiaries of SFB funds are currently enrolled students of Westminster Choir College.

Article II. Composition and Structure

Section A: Composition and Membership

The SFB is a seven member body composed of the Student Body Treasurer (“SBT”) and six independent trustees.

At the beginning of his/her term, the SBT shall nominate to the Senate six currently-enrolled, full-time matriculated students of Westminster Choir College. The SBT has complete discretion in choosing nominees subject to the following qualifications:

1.) The nominee must have a minimum cumulative GPA of 3.0.

2.) The nominee must not serve on the Executive Board (including the office of President, Vice President, Treasurer or Secretary) of any Recognized Student Organization or Subordinate Council.

The SBT shall nominate one member from each academic class (Freshman, Sophomore, Junior, Senior, Graduate) and one member “at-large”. Upon a simple majority vote of the Senate, each nominee shall be appointed as a trustee for a term of one year from May 15th to May 14th of the following year. The Senate does not have the authority to appoint trustees to the Student Finance Board that have not been nominated by the Student Body Treasurer.

Section B: Appointment of Vice Chairman

The SBT shall name one of the six trustees Vice Chairman. The responsibilities of the Vice Chairman include presiding over SFB meetings in the event of the SBT’s absence and aiding with the maintenance and preparation of accounting records. In the event the office of the Student Body Treasurer is vacated prior the end of its term, the Vice Chairman shall perform all duties and responsibilities of the SBT until the Senate has formally appointed a replacement.

Section C: Advisor

The Student Finance Board shall be advised by an Assistant Dean of Students. The advisor does not receive a vote. The SFB Advisor is required to attend every third meeting and must review the minutes of each weekly meeting.
Article III. Meetings and Voting

Section A: Meetings of the Student Finance Board

1. Presiding Officer (“Chair“): The Student Body Treasurer shall Chair all meetings of the Student Finance Board. If the Student Body Treasurer is unable to attend a meeting, the Vice Chairman shall preside.

2. Attendance: Trustees are expected to attend every meeting. If a trustee cannot attend, it is his/her responsibility to contact the Student Body Treasurer or Vice Chairman, who may or may not excuse the absence. Any trustee accumulating more than one (1) unexcused absence per semester may be removed from the Student Finance Board at the discretion of the Student Body Treasurer.

3. Special Meetings: Special meetings can be called by the Student Body Treasurer, Vice Chairman, Senate, or a simple majority of the Student Finance Board. Except in cases of emergency, at least three (3) days notice shall be given.

4. Public Accessibility: In addition to meetings being open to the public, all meeting dates, times, agendas, and minutes shall be kept as a manner of public record. Any documentation, or portion of said document, deemed confidential will not be released the public, which includes minutes of private portions of meetings.

5. Procedure: All meetings shall be run by the rules of parliamentary procedure outlined in Robert’s Rules of Order.

6. Parliamentary Body: The Student Body Treasurer, Vice Chairman and Advisor shall serve as the Parliamentary Body for all meetings. The body shall resolve any and all disputes regarding the interpretation of the Constitution and By-Laws, any Standing Rules, or any Rules of Order.

Section B: Voting

1. Voting: All members receive one (1) vote. No other individual will receive a vote, nor will one person receive two votes.

2. Quorum: Quorum shall be defined as five members of the Student Finance Board, one of whom must be the Student Body Treasurer or Vice Chairman. If a quorum is not present, the presiding officer can call the meeting to order at his/her discretion. Voting cannot take place if a quorum is not present.

3. Non-Voting Guests: All meetings may be attended by any student or faculty belonging to the University or College. Any guest outside of the University or College must be approved by the Chair. Guests will not receive a vote in any matters and cannot speak unless addressed by the Chair. The Chair or a simple majority of the Board may deem any portion of the agenda of the meeting private, whereas guests would be asked to leave.

4. Unless stated otherwise in this Constitution, all Student Finance Board decisions are binding upon a simple majority vote of a quorum.

5. If the Student Body Treasurer or Vice Chairman puts a matter before the members of the Student Finance Board via electronic mail or other means, the members have the right to vote via electronic proxy. The vote shall be binding on the condition that at least five members of the SFB respond, one of whom must be the SBT or Vice Chairman. The responses must be kept as a matter of record.

Article IV. Powers and Eligibility

The Student Finance Board and the Student Body Treasurer are the only entities with the authority to approve the disbursement and allocation of SGA funds subject to any exceptions set forth in the Westminster Student Government Association Constitution and By-Laws.

Section A: Eligibility and Restrictions
Recognized Student Organizations, Subordinate Councils, individuals and other entities within the structure of the Student Government Association in good standing with the SFB and Executive Board are eligible to request discretionary funds and budgets. The SFB may allot discretionary funds to other organizations, individuals, college departments or faculty members not a part of SGA if it believes the programs or events these entities wish to sponsor are worthwhile and beneficial to the Westminster Student Body.

Unless a specific exception has been made, the SFB will only approve expenditures for organizations and events that do not restrict membership or admission for reasons of race, color, creed, sexual orientation, religion, gender, disability, ethnicity, or academic class. The funds entrusted to the Board are for the benefit of the entire Westminster student community and hence membership to any event or group that is not open to all current full-time and part-time undergraduate and graduate students is not permitted. Exclusion or hindrance of interested students can and will result in a loss of funding.

**Article V. Fraudulent or Unethical Use of Funds Freezees and Appeals**

**Section A: Fraudulent or Unethical Use of Funds Freezees and Appeals**

If the Student Finance Board believes an individual or organization is dealing unethically or fraudulently with funds (such as engaging in unapproved purchases or falsifying receipts or documents), it reserves the right to freeze the respective account(s) and/or immediately discontinue funding, including previously appropriated and approved budgets. Until the Student Finance Board determines that the problem has been properly dealt with by voting to unfreeze the account(s), the organization in question will lose access to SGA assets, inventory, supplies and funding. The SFB and SBT reserve the right to place a stop payment on checks issued to or on behalf of the individual or organization in question. The Student Finance Board may, at its discretion, refer the case to the Community Standards Board (“CSB”) or the appropriate authorities if the situation warrants.

If an individual or organization disputes any wrong-doing and wishes to appeal the SFB’s decision, it can request a hearing between the Executive Board and the SFB. If the Executive Board finds in favor of the organization by a three-fourths majority vote, the Student Finance Board will respect its decision and unfreeze the account.

**Article VI. Due Process and Appeal**

All decisions made by the Student Finance Board are final. The Board can, at its discretion, revisit a specific funding issue if a simple majority of its members or the SBT wishes to do so.

If an organization believes the capital allotted to it during budget appropriations is not sufficient, it can appeal by filing a request for budget reconsideration with the Student Body Treasurer. In order for this request to be accepted, the appealing group must outline in one hundred words or less why it believes its budget is inappropriate or insufficient. The SFB must then vote on whether to reconsider the organization’s budget; a simple majority of a quorum determines the outcome. If the appeal is denied, the group cannot file another until the following semester. If the appeal is accepted, the SFB will meet with representatives from the organization and try to agree on a more appropriate figure.

**Article VII. Removal of a Trustee**

Any member of the Student Government Association that believes a trustee of the Student Finance Board has breached his/her fiduciary duties shall provide a written statement to the Executive Board detailing perceived grievances. The Executive Board and the SGA Advisor may meet with the trustee privately to discuss the allegations; it may not, however, disclose the identity of the statement’s author if he/she has requested to remain anonymous. The trustee may be removed from his/her position by a three-fourths vote of the Executive Board and a two-thirds vote of the Senate.
Any trustee accumulating more than one (1) unexcused absence per semester may be removed from the Student Finance Board at the discretion of the Student Body Treasurer.

If and when a trustee is removed, the Student Finance Board cannot vote on any matter until a replacement has been nominated by the SBT and appointed by the Senate.

This article does not apply to the Chairman and Vice Chairman, both of whom shall be bound by the Removal of Office Proceedings found in the Student Government Association Constitution and By-Laws.

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**Article VIII. By-Laws and Statements of Policy and Opinion**

**Section A: Enabling Clause**
The Student Finance Board is hereby granted the authority to create and maintain a set of By-Laws and Statements of Policy and Opinion in order to properly and effective execute the provisions of this Constitution.

**Section B: Authority and Amendments**
The powers to adopt, reject, or modify the By-Laws rests with the Senate and the Executive Board. A simple majority vote of the Senate as well as a three-fourth majority vote of the Executive Board is required to adopt or reject any By-Law, or amend a previously adopted By-Law. Amendments may be proposed by the Executive Board, Presidents’ Council, Senate, or by a currently-enrolled, full-time matriculated students of Westminster Choir College with a petition of fifty (50) College students’ signatures.

The powers to adopt, reject, or modify the Statements of Policy and Opinion rests with the Student Finance Board. Statements may include the SFB’s official position on a variety of topics such as, but not limited to, travel reimbursement and sales tax policy. The SBT or a majority of the SFB may waive or make exception to any and all Statements of Policy and Opinion at his/her/its discretion.

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**Article IX. Executive Approval, Veto and Appeal**

**Section A: Executive Approvals and Budget Reallocations**
The Student Body Treasurer has the authority to approve requests for discretionary funds in amounts not to exceed $250 per request, per event. The Student Body Treasurer has the authority to approve withdrawals from organization budgets, cash advances and the like in amounts not to exceed the appropriated limit set forth by the Student Finance Board. The SBT has the authority to approve requests for reallocations of previously approved funds provided that the reallocations do not differ materially in the intent of the original approval and do not amount to over five percent of the SGA’s annual revenue from the mandatory student activity fee. The SBT shall notify the SFB of his/her executive approvals and reallocations at the next regularly scheduled meeting. If five or more of the trustees believe the SBT is abusing his/her executive approval and / or budget reallocation powers, they may elect to temporarily suspend or restrict said powers in whole or part.

**Section B: Executive Veto and Appeal**
The Student Body Treasurer has the authority to veto decisions or rulings made by the Student Finance Board including, but not limited to: budgetary allotments, requests for discretionary funds, and interpretation of statements of policy and opinion. The Student Finance Board may over-ride the Student Body Treasurer by a vote of five or more.

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**Article X. Compensation**
The Student Body President, Vice President, Secretary and Treasurer shall each be compensated in the amount of $250 per semester. In the event the University extends the twenty-five to fifty percent tuition remissions granted to the Lawrenceville campus Executive Board to the officers of the Princeton campus, this article shall be suspended.

Article XI. Endowment Fund
Fifteen percent of all revenue from the mandatory student activity fee must be invested in the endowment fund. The terms, conditions, logistics, stipulations, uses and restrictions of this fund can be found in the SGA Endowment Prospectus and are incorporated herein by reference.

Article XII. Financial Shutdowns
The Student Finance Board has the authority, when and if it believes the Student Government Association faces a significant financial or liquidity crisis, to close and deny any and all requests for funds including, but not limited to, previously appropriated and approved budgets. Financial Shutdowns must be approved by at least five members of the Student Finance Board. The Student Body Treasurer or Vice Chairman must inform the Executive Board, President’s Council and Senate of the shutdown immediately after it has been approved by the SFB. Shutdowns may be ended by a vote of five or more members of the SFB.

Article XIII. Freedom of Information
Copies of the Student Finance Board Constitution, By-Laws, Statements of Policy and Opinion, and Budgets must be made available to any currently-enrolled, full-time, matriculated student of Westminster Choir College of Rider University upon written request.

Upon appointment, financial statements and records shall be made available for inspection to any currently-enrolled, full-time, matriculated student of Westminster Choir College of Rider University under the supervision of the Student Body Treasurer and / or Assistant Dean of Students

Article XIV. Modification of the Student Finance Board Constitution
Due to the significant impact the allocation of funds has on the quality of life at Westminster, the Constitution of the Student Finance Board can only be altered by a three-fourths majority vote of both the Senate and Executive Board. The purpose of this provision is to guarantee that any and all changes to financial policy are approved by a substantial portion of the duly elected officers of the Westminster community.
THE BY-LAWS

Article I. Purpose

These By-Laws shall describe all matters of procedure, concern, and policy of the Student Finance Board. All Standing Orders, Rules, Guidelines, and Forms are hereby set into motion and governed by these By-Laws.

Article II. Policies and Procedures

Section A: Weekly Meetings and Attendance Procedures
1. The weekly meeting of the Student Finance Board will take place on Sunday evenings at 8:00 p.m. in the SGA office.
2. If trustees are given a change of meeting date at least three (3) weeks in advance, the meeting is considered a regularly scheduled meeting.
3. All training sessions will be regarded as regularly scheduled meetings. Failure to attend any training session may result in the removal of a trustee.
4. Meeting guidelines will be adhered to by all in attendance. If a member is in violation of the guidelines, they will be asked to leave the meeting.
5. Any non-regularly scheduled meetings declared an “emergency” meeting shall not follow attendance rules.

Section B: Funding
Organizations within the structure of the Student Government Association have access to two forms of funding: 1.) budget allocations and 2.) discretionary fund requests.

Section C: Budgets
1. Submission
   Eligible entities (see Constitution, Article IV, §A) that wish to receive a budget must submit the appropriate paperwork to the Student Body Treasurer’s Box in the Dean of Students Office on or before May 5th and December 10th for the subsequent semester. Budget requests must contain specific, itemized projected expenses and comply with any requirements the SFB or SBT may set forth from time to time. The budget proposal must contain the signature of both the organization’s treasurer and advisor.

2. Meeting and Evaluation of Budget Requests
   The SFB will meet to evaluate and discuss each budget request. The SFB may compare requested amounts to actual expenditures for each organization over the previous accounting period. These allocations may be more or less than the requested amount. The group will be informed in writing of their actual budget for the upcoming semester no later than two (2) weeks after budgets have been approved.

3. Failure to Submit a Budget
   If an organization does not submit the necessary paperwork by the deadline, it is ineligible to receive a budget. The Student Body Treasurer or Student Finance Board may waive this provision at his/her discretion.

4. Considerations
   It is important for each organization to understand the primary determinant of budget allocation is the guiding principles set forth in Article I of the Constitution. Groups that have consistently shown themselves faithful, responsible and effective can rightfully expect a larger budget. This is consistent with the Student Finance Board’s belief that funds are limited and should be allocated to the most deserving activities, functions, programs, projects, and events.
Section D: Discretionary Funds

1. Organizations, college departments, faculty members, and individual students are eligible to request discretionary funds for activities, functions, programs, projects, and events they believe are beneficial to the Student Body.

2. Discretionary fund requests submitted to the SBT’s box prior to the close of the DOS office on Friday shall be placed on the SFB agenda for the following Sunday. Discretionary fund requests must contain itemized, projected expenses, an approximate estimate of the number of students expected to attend or benefit, the length of the event or program, location, and any other requirements the SFB or SBT may set forth from time to time.

3. The individual or organization requesting discretionary funds should attend the SFB’s weekly meeting to answer questions and concerns posed by the trustees or SBT. If a representative is not able to attend to discuss the request, the SFB reserves the right to vote on or table the matter.

Article III. Reimbursement, Payment of Bill, Cash Advances, AMEX Program, and Receipt Documentation

Section A: Reimbursements

Once funds have been approved either in a budget or discretionary funds request, members of an organization may purchase the items and services. The receipts may then be attached to a completed Reimbursement or Payment of Bill form (form RE-PB) and submitted to the Student Body Treasurer’s Box in the Office of the Dean of Students.

_Unless expenses have been approved beforehand, requests for reimbursement may not be honored._ Students, organizations, and advisors do not have the right to spend money that has not been allotted to them.

Section B: Payment of Bill

In order to have a bill paid in conjunction with an approved budget or discretionary funds request, an original copy of the bill must be attached to a completed Reimbursement or Payment of Bill form (form RE-PB) and submitted to the Student Body Treasurer’s Box in the Office of the Dean of Students.

Section C: Cash Advances

Expenses such as speaker fees, hotel booking deposits, catering, plane tickets, etc. often must be paid in advance. Once funds have been approved either in a budget or discretionary funds request, members may attach price quotes to a completed Request for Cash Advance form (form CA).

Cash advances may be written to the treasurer of an organization in conjunction with approved activities, functions, programs, projects, and events. It is the treasurer’s responsibility to submit acceptable receipts (see By-Laws Article 3, §E for clarification) and any unspent cash within ten days following the event. _If the amount of the receipts and unspent cash does not equal to the amount of the check original issued to the treasurer, or the receipt shows that funds were used in ways approved by the Student Finance Board, the treasurer of the organization may be held personally liable and billed accordingly. The Student Finance Board may take additional action against the organization including, but not limited to, freezing their account, denying cash advance requests for the remainder of the year, and cancellation of approved budget(s). Under no condition will cash advances be made out to “cash”. _

Section D: American Express Corporate Card Program

The American Express program offers a number of significant cost savings and benefits to the Student Government Association and, as such, is the preferred method of payment for all activities, functions, programs, projects, and events. The Student Finance Board or Student Body Treasurer has the right to revoke an organization or individual’s reimbursement or cash advance privileges if it feels that party in question has consistently failed to utilize the AMEX program when possible.
At the beginning of each academic year, the treasurer of various RSO’s, Subordinate Councils, etc., may be issued an American Express card. These cards must be kept in the SGA office when not in use. Each American Express card must be activated by the Student Body Treasurer or Assistant Dean of Students (“account administrator”) before each use. For this reason, organizations must submit a written explanation of the amount of requested budget or discretionary funds it plans on charging to the card at least one week prior to the expenditure. The account administrator will then assign a temporary credit limit to the organization’s card.

After the credit limit has been approved by the account administrator, the organization’s treasurer may sign out the card from the Student Government Association office during regularly posted office hours. Because each American Express card bears the name of an organization’s respective treasurer, no other officer or representative may sign out or use the card. The card must be returned to the SGA office within two business days with a completed AMEX Charge Report form (form AM-CR) and all related receipts (see By-Laws Article 3, §E for clarification).

If an organization’s American Express Card is used for unauthorized charges or in a manner not approved by the Student Finance Board, the treasurer of the organization may be held personally liable and billed accordingly. Failure to return a card on time will result in a fine to the treasurer amounting to no less than fifty (50) U.S. dollars, and a deduction of ten-percent (10%) of an organization’s semester budget, if applicable. The Student Body Treasurer or Student Finance Board has the authority to waive this provision at his/her discretion.

Section E: Receipt Documentation
In order for a receipt or other proof of payment to be accepted, it must adhere to the following guidelines:

1. All documents must be original. Photocopies or other reproductions are not acceptable proof of payment.
2. Receipts must include itemized totals. Credit card approval slips showing only the amount spent will not be accepted.
3. Unofficial documentation such as emails, phone calls, letters, pricing sheets, menus, invoices, online print-outs showing a balance due, etc. are not valid proof of payment and as such, are ineligible for reimbursement vouchers. These items are acceptable for requests for discretionary funds and budget proposals.

Article IV. Check Pickup and Policies

Section A: If the appropriate forms, documentation and receipts have been received by the Student Body Treasurer, check requests submitted by the close of DOS on Friday shall be available for pickup the following Thursday. Only the treasurer, payee, or previously approved representative can sign for and take delivery of a check.

Section B: Ninety Day Check Policy
All SFB checks become void ninety (90) days after printing (this is indicated on the face of each check). In the event the check is never picked up from the office of the Dean of Students, it will be destroyed upon its expiration and the organization will be fined a $20 service fee. If the check is picked up and has not been cashed after ninety days, the SFB will place a stop payment with the bank and charge the student organization at fault $30 to cover the fee. It is the responsibility of each organization’s treasurer to ensure this does not happen. Checks may be returned to the SFB through the box of the SBT before the ninety day period has elapsed without incurring any fee or penalty.

Cancelled, voided, or expired checks less any applicable fee(s) will be added back into the organization’s funds and reflected in the next month’s financial statement.

Article V. Meeting Structure
The weekly meetings of the Student Finance Board shall be divided into two sections, one public and one private.

**Section A: Public Session**
During the public session, each funding issue brought before the Student Finance Board shall be discussed with the representative of the requesting individual or organization.

Any visitors not directly involved in a funding request are not permitted to speak unless recognized by the Chair, who may impose time restraints. Members of the public may, however, submit a written statement of agreement or dissention to the Vice Chairman after a specific funding issue is brought to the floor but before the SFB moves to private session.

**Section B: Private Session**
Once all requests for funding have been heard, the Chair may motion to move to private session. The motion will be granted based on a majority vote.

During private session, the members of the Student Finance Board will close chambers to deliberate on each issue specifically as well as any other issues that the Student Body Treasurer or Vice Chairman wishes to discuss. Each member of the SFB has the right to vote one of the following: “approve”, “conditionally approve”, “deny”, “abstain”, or “table”. The SFB reserves the right to alter or partially approve a request. Private deliberations on a specific topic shall be limited to three minutes unless expanded by a majority vote of the Board or the Student Body Treasurer.

**Section C: Secret Ballot Vote**
Each member of the Student Finance Board has the right to request a secret ballot vote. Once requested, each SFB member will submit their decision in writing to the Vice Chairman, who will tabulate and announce the result.

**Section D: Decisions**
After the Student Finance Board has reached a decision, it shall inform requesting individual or organization of the outcome within two days. If an SFB approval was overturned by a veto of the Student Body Treasurer, the individual / organization and Senate must be informed.

**Article VI. Recognized Student Organization / Subordinate Council Treasurer and Advisor Responsibilities and Duties**
The Student Finance Board communicates primarily to and through the respective treasurers of each SGA sanctioned organization. Among other things, the following is a list of responsibilities and duties ascribed to each treasurer.

1. You must keep accurate and timely financial records, including all inflows and outflows of cash, copies of receipts, etc. In the event you believe a discrepancy exists between your records and those of the Student Finance Board, the burden of proof lies with you.
2. You must sign all requests and documents that come before the Student Finance Board.
3. You should attend Student Finance Board meetings to explain and discuss any requests made by your organization. In the event you cannot attend, it is your responsibility to find a knowledgeable representative capable of answering the SFB’s questions.
4. You must ensure checks cut on behalf of your organization are cashed promptly or returned to the SBT’s box before the end of ninety days (see By-Laws, Article IV, §B).
5. It is your responsibility to prepare a budget proposal and appear before the SFB to discuss said proposal each semester.
6. You must be knowledgeable of all policies, procedure and terminology found in the SFB Constitution, By-Laws, and Statements of Policy and Opinion. It is your responsibility to adhere
to the principles set forth therein. If you do not abide by these principles, your organization’s account may be frozen.

7. You are the only officer with the authority to approve expenditures of your organization.

Advisors, in turn, are primarily responsible for the following:

1. You must investigate any discrepancies or unethical financial dealing on the part of your organization or its members. In event you determine inappropriate or unethical behavior has occurred, you must inform the SFB.

Article VII. Student Body Treasurer Responsibilities

In addition to the responsibilities espoused in the Student Government Association Constitution and By-Laws, the Student Body Treasurer shall be responsible for providing the following to the members of the Student Finance Board at each regularly scheduled meeting:

1. A to-date Budget vs. Actual report detailing the amount of money remaining in each budget
2. A to-date copy of the check register
3. A to-date income statement and balance sheet
4. A current discretionary balance and projected end-of-year asset estimate
5. A list of executive approvals
6. A written statement detailing his/her frank and honest opinion of the SGA’s financial condition

Article VIII. Fundraising Policy and Procedure

Section A: Limitation of Power
The Student Finance Board does not have the authority to deny an organization any use of its fundraised assets as long as said use complies with University, College and SGA policy, regulations, rules and procedure.

Section B: Exclusive Events and Borrowing to Host Organized Fundraisers
Organizations that wish to hold events for the benefit of a particular group of students must provide for that event solely through their own fundraising efforts. This extends to capital allocated to the approved budgets of student organizations.

SFB funds may not be used to shoulder the cost of organized fundraising for any specific group, except for the SGA discretionary fund itself. When and if a group wishes to raise funds, it may borrow against a portion of its allotted budget or discretionary funds subject to the SFB’s approval. This loan must be repaid from the fundraising revenue. If a fundraiser is unsuccessful and the group cannot pay the outstanding balance, the amount will carry forward against future fundraisers and events. If the organization has not reimbursed the SFB by the end of the semester, the amount outstanding will be deducted from the group’s approved budget before the beginning of the next semester.

Section C: Ticket Price and Admissions Policy
If a fundraiser is supported in whole or part by the Student Activity Fee or the Student Finance Board, ticket prices, admissions policies, and agenda must be approved by the Student Finance Board or the Student Body Treasurer.

Article IX. Conditions for the Use of the Student Activity Fee

Section A: Disclosure
Any and all events that use SFB funds must include “Paid for by the Student Activity Fee” prominently displayed on publicity, flyers, and programs. Failure to comply with this policy means possible loss of funding for future projects. The SFB will reallocate ten-percent (10%) of an organization’s budget to the discretionary fund each time it deems an organization has not fulfilled its duty in this regard.

**Section B: Charitable Contributions**

Revenue from the Mandatory Student Activity Fee (“SAF”) may not be used to support charities or nonprofit organizations. The SAF is collected solely to benefit the students of Westminster Choir College. It is unethical for members of the student government to allocate these funds to a group or organization that does not directly benefit the college’s Student Body. All charitable giving should be done through the fundraising efforts of individual organizations.

**Article X. Other Considerations**

**Section A: Executive Account Freezes**

If the Student Finance Board receives a written request by the SGA Executive Board to freeze an organization’s account and it believes the Executive Board’s request is reasonable and well-founded, it will do so until it receives further written notification that the conflict between the organization and the Executive Board is resolved. This primarily serves to avoid supporting groups and organizations that do not send representation to Presidents’ Council yet still expect the benefits of funding.

**Section B: Trustee / Treasurer Liaison**

Each Recognized Student Organization (“RSO”) and Subordinate Council may be assigned to a trustee of the Student Finance Board, excluding the Student Body Treasurer and Vice Chairman, during the first meeting of the year. The primary purpose of this liaison relationship is to allow the respective treasurers of each student organization to ask questions about procedures / policies or inquire about account balances. It is strongly recommended that treasurers meet with their liaison at least once a semester to discuss upcoming projects, the group’s budget and any other topics of importance.

**Section C: Co-Sponsored Events**

The Student Finance Board strongly encourages campus organizations and academic classes to co-sponsor events. This allows costs to be spread among a number of budgets and invites a larger degree of involvement from the Student Body. Co-sponsored events are subject to the same limitations and rules as regular events.