I. Alcohol
SFB funds may not be used to purchase alcohol (including “taps”) for any reason. Organizations found to be in violation of this policy will immediately forfeit their approved budget and lose access to any and all SFB funding for the remainder of the academic year.

II. Budget Clinic Attendance
Organization treasurers are required to attend the SFB Budget Clinic each semester. If the treasurer cannot attend or make alternate arrangements approved by the Board, his/her organization will not be eligible to receive a budget for the upcoming semester. The Board will attempt to make known the date of the Budget Clinic at least four weeks prior to the event.

III. Elections
SFB funds may not be used to sponsor any individual candidate for any election.

IV. Emergency Meetings and Quorum
The Student Body Treasurer or Vice Chairman may call an emergency meeting of the Student Finance Board at any time. Emergency meetings must have a quorum of five members as per the SFB Constitution, including the SBT him/herself.

V. Field Trips
Field trips or expenses required as part of the curriculum of an academic department may not be included in an organization’s budget.

VI. Publications and Student Activity Fee Disclosure
It is the Board’s interpretation that §VII, Note 3 of the Student Finance Board Constitution does not extend to print publications such as the New Westminster Journal of Music.

VII. Sales Tax
The Westminster Student Government Association is a non-profit entity registered under the laws of the State of New Jersey; as such, it is exempt from the payment of sales tax. For this reason, the Board will not reimburse or pay sales tax under any condition. Sales tax exemption forms are available upon request and may be used for purchases directly related to the operation or activities of the SGA.

VIII. SFB Representation and the Vice Chairman
The Vice Chairman is the official SFB representative at Senate and President Council meetings. The Student Body Treasurer acts as a voting member of the Executive Board at said events.

IX. Travel Reimbursement
Travel expense will be reimbursed at a rate not to exceed $0.36 per mile. In special cases, the Board may raise or lower the per-mile reimbursement rate at its discretion. Travel reimbursements must be approved by the SFB beforehand.

X. Weekly Meeting
The SFB meets once a week during each academic semester.

XI. Two Week Notice Policy
Requests for funds must be granted at least two weeks prior to date of the event.
XII. EDUCATIONAL ORGANIZATIONS
Organizations that the SFB deems to be primarily educational in nature cannot spend more than thirty percent (30%) of their budget on non-educational activities or items.