

Westminster College Student Government Association

The purpose of the Finance Committee is to steward student resources effectively and fairly. It is our goal to provide a vibrant campus community, and allocate resources that benefit the greatest possible number of students. Funding requests must articulate the overall benefit to the student body, and possess a substantial impact on our students' Westminster experience. Requests for off campus conferences, trips, or programs that are limited to a smaller group of students or individual students may still be approved, pending the review of the completed conference application and budget.

Finance Committee Rules and By-Laws Contents:

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I. Section I: Funding Requirements

- A.** Academic departments, Campus Offices, Class Officers, Clubs and Organizations, Individual Students, and Faculty/Staff are eligible to request and receive funds from the Finance Committee
 - 1. Westminster clubs and organizations must be recognized and in good standing with SGA/Student Life, this includes having an approved constitution and being registered on MyWC
 - 2. Finance Committee will only fund current students and Faculty/staff
 - 3. Students must be in good standing with SGA/Student Life and have communicated with the current Director of Res and Greek Life or Dean of Student Life.
- B.** Organizations may submit an itemized budget for a single event, conference, as well as a full itemized semester budget to fund multiple events or programs.
 - 1. Organizations should obtain price estimates for goods whenever possible. Organizations must articulate the purpose of the funding request and how the event or program will benefit the campus.
 - 2. Finance committee will not approve any requests for weekly meetings - this applies to all requests.
 - 3. Finance Committee will not pay for T-shirts, hoodies, shorts, sweatshirts, or any other clothing that is used exclusively to promote or reward members of a Westminster club or organization.
 - a)** With the exception of costumes or uniforms that are to be kept by the club/organization and can be reused, or for T-shirts, hoodies, sweatshirts, etc. for a club event where they will be given away as prizes

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4. Reimbursements may not exceed the amounts listed in the itemized request. The approved Finance Committee request form must be attached to the reimbursement form.
 5. Excess funds that were approved and not used cannot be used for another event or expense
- C. All Westminster College policies must be followed. If you are unsure of a requirement, ask the Business Office for clarification.
1. All transactions using Finance Committee approved funds must include an **itemized** receipt, it is the organizations responsibility to collect all necessary receipts
 2. If a request exceeds \$500, it must also be approved by the SGA Senate prior to allocated funds being spent. It is the responsibility of the requestor to be aware of when the next SGA Senate meeting is.
 - a) This applies to multiple requests by the same organization as well as to requests for the same/similar event by multiple organizations
 - b) The Finance Committee can require any request be approved by the SGA Senate, with a majority vote, at their discretion
 3. Finance Committee cannot allocate funds for Alcohol.
 - a) Organizations who wish to have an event where alcohol is present (purchased with funds other than Westminster/SGA) must present a completed Social Event Registration Form signed by the Office of Residential & Greek Life or the Office of Student Involvement.
 4. Requests for prepared food must include a comparative estimate from Fresh Ideas
- D. Requests must be emailed to FinanceCommittee@westminster-mo.edu 24 hours prior to the scheduled weekly meeting time, as directed in the weekly email announcements.
1. Finance Committee will not allocate funds for school events for which SGA already provides recreation. This includes, but is not excluded to Rock The Hill, Homecoming, etc. Funds may be approved if the organization or office is co-sponsoring the event with SGA.
- E. If request is being emailed by a student representative, the organization/club advisor must be CC'd on the email. Any request that does not include the club/organization advisor will not be reviewed.
- F. A fully completed allocation form must be filled out. If any section is incomplete the Finance Committee will not review the request
- G. With the exception of class specific events, any group that requests funds for an event must make the event open to the entire campus. Closed or exclusive events will not receive Finance Committee funding.
- H. Finance Committee will not retroactively approve funding requests. Organizations who submit a request after they have paid for the items listed on the request form will not receive funding.

II. Section II: Request Process

- A. Requests should be submitted **at least** two weeks before the event

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- B. A weekly e-mail will serve as a reminder for request deadlines, cancellations/reschedulings as well as Finance Committee time and location
 - 1. A regularly scheduled meeting may be canceled with a minimum of 24 hours notice upon the agreement of the SGA Treasurer, Finance Committee Advisor and the Finance Committee Chair. However, a new meeting time must be emailed out with a notice.
- C. A representative must be present at the time of the meeting, Finance Committee reserves the right to deny funding requests if the representative attending is not able to adequately answer necessary questions regarding the funding request.
- D. Finance Committee will review each request to ensure it follows the bylaws outlined herein, and discuss the funding decision with the organization. Requests may be adjusted or reduced to fit maximum spending limits outlined in the by-laws.
- E. The members of the Finance Committee will discuss each request. The Finance Committee Chair may speak at any time to regulate discussion and add any appropriate comments. Discussion will proceed until a motion and second are made for a vote. If the motion fails, discussion may continue.
 - 1. Minutes will be taken by the Finance Committee Chair
- F. All matters before the Finance committee shall be decided by a simple majority vote.
- G. Allocations that are approved by the committee can be withdrawn at any time with a unanimous vote of the committee.
- H. If a request is denied, the organization/individual will be presented with a form outlining the reason why. The request can be modified and presented to the Finance Committee at the next regularly scheduled meeting.

III. Section III: Travel/Conference Requests

- A. In addition to the Allocation Request Form, a completed Conference Application must be submitted for review by the Finance Committee if applicable
- B. Off-campus conference requests will not be approved unless the committee receives an email from the applicable faculty/staff advisor confirming the conference attendees are active members of the club and that all application materials are correct
- C. As a guideline, the Finance Committee will reimburse:
 - 1. Up to three meals per day will be reimbursed per attendee
 - 2. It is expected that travelers utilize the most efficient means - any up-charges will not be approved
 - a) Request mileage: if an organization is planning to use personal vehicle(s) for college business, the organization must include mileage in their itemized request at a rate of \$0.51 per mile. Once the organization has returned, submit a mileage reimbursement request and attach a map with round trip miles totaled. Mileage reimbursements will not be processed if the appropriate documentation is missing. Mileage reimbursements may not exceed \$500 for

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the group, or any lesser amount approved by Finance Committee, regardless of the number of drivers.

- b) Request a rental fee: if an organization is planning to rent a vehicle for college business, the organization must request the amount for the rental vehicle and an estimate for roundtrip fuel expenses. When processing a reimbursement, attach gas receipt and a receipt or invoice for the rental vehicle to the reimbursement request along with a copy of the approved request.
- c) Request airfare: If an organization is planning to fly, due diligence must be shown by including estimates from two airports (commonly St. Louis, Kansas City, or Columbia) with justification as to why a specific flight was chosen

D. Within two school weeks of returning from a conference, students must present in open forum about what they've learned and the significance it has on Westminster College

1. The Conference Application must include the date for the open forum

IV. Section IV: Funding/Reimbursement

- A. Credit Card: Present the approval form to Residential Life Office to check out the SGA credit card. Organizations may check out the card Monday-Friday between 8AM-4:45PM. Organizations who do not return the card by 5 PM will not be allowed to use the card for the remainder of the semester. No exceptions. Write the name of the organization AND a title/description of the event on the receipt when you turn it in.
- B. Check Request: Obtain a check requisition form from Residential Life and fill it out so the totals/vendor match your itemized receipts. Make sure to include your receipts when you turn the completed form in to Residential Life
- C. Organizations may request funding for prizes and giveaways, however the total budget for prizes may not exceed \$200.

V. Section V: Misuse of Allocated Funds

- A. Students who submit funding requests, or use the SGA card while fraudulently misrepresenting a club or organization of which they are not a member will be subject to sanctions imposed at the discretion of Westminster College/Student Life
- B. Organizations and/or individuals misusing or misrepresenting the amount or use of allocated funds will have all current and future allocations revoked for the organization they represent
 1. The organization will be put on probation for a period of at least one semester
 2. Overspent or misused funds must be paid back to the SGA by the end of the semester
 3. Failure to reimburse the SGA will result in sanctions imposed at the discretion of Westminster College/Student Life

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- C. The Finance Committee Chairman has the authority to remand clubs or organizations that have violated Finance Committee bylaws, and call for the club's recognition status to be suspended before the SGA Senate. The motion must pass the Senate with a two-thirds majority closed ballot vote.

VI. Section VI: Composition and Internal Procedures

- A. The Finance Committee shall be composed of seven voting members: the Finance Committee Chair, the SGA Executive Treasurer, and five members at large. All members serve a term of one calendar year, January-December. If a vacancy exists at any time and a voting member is not able to complete their term, the Finance Committee Chair, Finance Committee Advisor, and the SGA Treasurer, will select a candidate to fill the vacancy for the remainder of the term.
- B. Students may apply to be a part of Finance Committee by submitting an application and completing an interview process with the SGA Executive Board. Once selections have been made, members will be sworn into office at the next SGA Senate meeting. Finance Committee members are required to complete training with the SGA Executive Board and SGA Adviser prior to leading their first meeting.
- C. Finance Committee shall convene to review funding requests for a minimum of once per week during the academic term. The first meeting of each term must take place within the first seven days classes are in session. The last meeting of each term must take place prior to the first day of final exams.
- D. In the event that class is not in session during a regularly scheduled meeting time, the SGA Treasurer and Finance Committee Chair may unanimously agree to delay that meeting until the next scheduled time when class is in session.
- E. Funds cannot be requested for the following semester *unless* the event takes place within the first three weeks (21 days) from the first day of class.
- F. A quorum of four voting members must be present in order to have transaction of business.
- G. The Finance Committee shall meet with the representatives of the organization and explain the funding decision. In the event a request is denied or not approved in full, the Finance Committee Chair and SGA Treasurer will explain how the allocation does not align with the bylaws and explain how the budget might be adjusted to comply with the bylaws.
- H. Finance Committee has the authority to amend their bylaws at any time, pending a two-thirds majority vote of all members.
- I. Two unexcused absences will result in member evaluation by Finance Committee Chair, Finance Committee Advisor, and SGA treasurer.
- J. The Finance Committee Chair and the SGA Treasurer are required to meet at least once every calendar month that school is in session and compare the amount of funds that have been allocated