

**IPSGA**

**FINANCIAL**

**GUIDELINES**



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## 1. PURPOSE

### a. Rationale

The purpose of these guidelines shall be to govern the distribution of funds by the Indiana Purdue Student Government Association (IPSGA). This document shall be binding to all of IPSGA.

### b. Viewpoint Neutral

All financial decisions made by IPSGA and its members shall be viewpoint neutral, and this position shall reflect, but not be limited to, the policies included in the Non-discrimination clause as stated in the IPFW Code of Student Rights, Responsibilities, and Conduct in Part I, Section A, Items 3 and 4.

## 2. ADHERENCE TO UNIVERSITY GUIDELINES AND PROCEDURES

### a. Student Activity Fee Manual

All expenditures of IPSGA shall be subject to the pertinent guidelines and rules of the University, first and foremost, the guidelines contained in the Student Activity Fee Manual.

### b. Business Office Procedures

No expenditure of IPSGA funds may be allowed unless the procedures and paperwork required by the IPFW Business Office and these IPSGA Financial Guidelines are handled accurately in accordance with the rules and processes stipulated in this document or with any other relevant University document or policy.

### c. Supplemental Use

This documents is intended solely as a supplement to other University manuals and shall not take precedence in any case where there is a conflict with other University Guidelines. This document is meant only to outline the proper procedures for funding that IPSGA has adopted in governing the distribution of funds.

## 3. DEFINITIONS

**a. Allocations Committee:** The committee that hears annual budget requests and presents a budget proposal to the Student Senate for consideration.

**b. Event:** A program or activity that is open to the student body.

**c. Fiscal Year:** The period from July 1 through June 30 of the following year, which is used for accounting purposes.

**d. Funding Probation:** A condition whereby a student, student organization or other University entity is prohibited from receiving funding from IPSGA as a result of violating an IPSGA funding policy.

**e. IPSGA Funds:** All funds assigned to any branch of IPSGA through the annual budget.

**f. Signature Authority:** The authority to authorize expenditures from an IPSGA account.

- g. Student Organization:** A student group that is currently chartered by IPSGA and recognized by the IPFW Student Life office. Student organizations are not eligible to receive budget lines through the annual allocations process.
- h. Ways and Means Committee:** The Student Senate committee which oversees the financial aspects of the Student Senate.

#### **4. ALLOCATIONS COMMITTEE**

##### **a. Purpose**

The Allocations Committee shall conduct budget hearings and prepare and present a balanced annual budget proposal to the Student Senate for consideration. The committee shall follow the guidelines contained in these Financial Guidelines and use the best interest of the student body in making its recommendations to the Student Senate.

##### **b. Membership**

- i. The voting membership of the Allocations Committee shall consist of: the Vice President of Finance; the Chair of the Senate Ways and Means Committee or a Senator serving on the Ways and Means Committee nominated by the Vice President of Legislation and confirmed by the Student Senate, if the Chair is unable or unwilling to serve; one additional Student Senator recommended by the Vice President of Legislation, nominated by the Student Body President, and confirmed by the Student Senate; two Student Activities Board members recommended by the Vice President of Programming, nominated by the Student Body President, and confirmed by the Student Activities Board; and two IPFW students, who are not members or employees of IPSGA, nominated by the Student Body President and confirmed by the Student Senate.
- ii. In the event a voting member of the Allocations Committee fails to serve his or her obligations, a replacement may be named and confirmed according to the procedure in Section 4.b.i.
- iii. The IPSGA Advisor and the Student Affairs Business Manager shall serve as non-voting ex officio members of the Allocations Committee.
- iv. The Vice President of Finance shall chair the Allocations Committee. The Chair of the Senate Ways and Means Committee, or a member of that Committee in the absence of the Chair, shall serve as Vice Chair of the Allocations Committee and shall assume the duties of the Chair in the absence of the Chair or in the Chair's failure to perform any respective duties. If the Chair of the Senate Ways and Means Committee is unable or unwilling to serve as Vice Chair of the Allocations Committee, a different member of the Allocations Committee shall be appointed Vice Chair by the Vice President of Finance.

##### **c. Timeline**

- i. The Vice President of Finance shall establish and publish the official Allocations Committee Timeline by the end of normal business hours of the first week of the spring

semester, unless circumstances beyond the control of the Vice President of Finance limit him or her from reasonably doing so.

- ii. The official Allocations Committee Timeline shall include the following activities and deadlines:
  1. Date by which all nominated voting committee members shall be approved by the Student Senate
  2. Week during which the first official meeting of the Allocations Committee is to occur
  3. Initiation of electronic budget request submissions from organizations eligible to receive funding through the annual allocations process
  4. Date by which all budget requests must be received by the Vice President of Finance for consideration by the Allocations Committee
  5. Period of time for budget presentations to occur
  6. Period of time for budget deliberations to occur
  7. Deadline for final budget recommendation to be approved by the Allocations Committee
- iii. Changes to the official Allocations Committee Timeline may be made as needed by the Vice President of Finance or a majority vote of the Allocations Committee.
- iv. The Vice President of Finance shall make every reasonable effort to present the balanced line-item budget recommendation prepared by the Allocations Committee to the Student Senate before the IPSGA elections are to occur.
- v. The Allocations Committee shall automatically disband one day following the Chancellor's final approval of the annual budget.

**d. Responsibilities**

- i. The Vice President of Finance shall establish rules of order for Allocations Committee meetings, hearings, and deliberations. These rules shall not violate the fundamental principles of a democratically-operated deliberative body.
- ii. The Vice President of Finance shall regularly communicate with all members of the Allocations Committee to alert them of upcoming meetings, schedule changes, deadlines, and any other information relevant to the proper functioning of the Allocations Committee.
- iii. The Vice President of Finance shall make every reasonable effort to ensure that the schedules of Allocations Committee members and presenters are taken into careful consideration when establishing meeting times, dates, and locations.
- iv. The Allocations Committee shall maintain records of all Allocations Committee hearings and meetings, except for the committee's internal deliberations of the budget requests. Records of the committee shall become part of the public record of IPSGA immediately upon the disbanding of the committee.

**e. Budget Requests and Presentations**

- i. The Allocations Committee shall hold public budget hearings at which petitioners for student activity fee funds will make presentations explaining their budget requests and answer questions from the committee members.
- ii. Petitioners are entitled up to fifteen (15) minutes of presentation time followed immediately by up to five (5) minutes of time in which questions asked by Allocations Committee members may ask questions of the presenters.
- iii. Requests by petitioners to have more than twenty minutes of presentation time may be granted by the Vice President of Finance on a case-by-case basis.

**f. IPSGA Budget Requests**

- i. The Student Body President and the Vice President of Finance shall determine the budget request for the IPSGA office and the Student Body President will present this budget request to the Allocations Committee.
- ii. The Vice President of Legislation shall determine the budget request for the Student Senate and present the budget request to the Allocations Committee.
- iii. The Vice President of Programming shall determine the budget request for the Student Activities Board and present the budget request to the Allocations Committee.

**g. Deliberations**

- i. Deliberations shall be closed to the public.
- ii. During the deliberation process, Allocations Committee members may begin to form recommendations for each of the requested line items based on the total budget and the information provided during public budget hearings.
- iii. After deliberations have ended and the Allocations Committee has agreed on a recommended budget, the Vice President of Finance shall present the budget recommendation at the next meeting of the Student Senate.

**h. Budget Approval**

- i. The Student Senate may make any adjustments to the budget submitted by the Allocations Committee judged to be in the best interests of the student body. Upon Student Senate approval, by a majority vote, the budget shall be forwarded to the Student Body President for consideration.
- ii. If the budget is vetoed by the Student Body President, it will return to the Student Senate for reconsideration. The Senate may override the veto with a 2/3 majority vote of members present or send a revised budget to the Student Body President for consideration.
- iii. Upon approval by the Student Senate and the Student Body President or a Student Senate veto override, the budget shall be submitted to the Vice Chancellor for Student Affairs (VCSA) for review and approval. If the VCSA disagrees with the budget as presented, a meeting will be held between the VCSA and the IPSGA Executive Officers to resolve the differences, and upon agreement, the proposed budget shall be forwarded to the Chancellor and Vice Chancellor for Financial Affairs for review.

**i. Exceptions**

In special cases resulting from IPFW contracts, the Allocations Committee and IPSGA may be required to allocate funds for certain organizations, events, or other purposes.

**5. SENATE DISCRETIONARY FUND**

**a. Funding Available**

- i. The Senate Discretionary Fund shall be allocated through the annual budgeting process in accordance with these guidelines.
- ii. Funding shall be made available to recognized student organizations for events or activities open to the entire student body, student organization or individual travel that benefits the University, and for other purposes that seek to benefit the student body and advance the goals and interests of IPSGA. Individual students may submit a request for travel award funding only if officially sponsored by a recognized student organization or the student's enrolled IPFW academic department.
- iii. Requests for funding from the Senate Discretionary Fund are not guaranteed and should not be assumed to be. Payments for approved activities or events are not guaranteed to be available before the start of the activity or event.

**b. Event Funding Criteria**

- i. Requests for Student Senate event funding shall include a detailed line-item breakdown of expenses and potential income, the logistics of the event, the purpose for holding the event, the reason why IPSGA should be a financial partner in the event, the date, time, and location of the event, and any other information that enhances the detailed understanding of the event.
- ii. Requests for event funding must be submitted no later than 45 calendar days before the event is to occur.
- iii. Permissible activities shall include, but not be limited to: lectures, awareness events, musical performances, cultural events, formal or informal meals, fundraisers, ceremonies, carnival-style attractions, debates, public hearings, rallies, and conventions. Student Senate funds shall not be used for the regular operations or business of student organizations.
- iv. Student Senate funds may be used for food, disposable wears, speaking fees, entertainment costs, venue fees, security, rentals, and travel costs for entertainers, lecturers, or other event-focused guests coming to the University, and other goods or services deemed appropriate.
- v. Any event funded by the Student Senate shall be reasonably open and accessible to all current IPFW students.

**c. Travel Award Funding Criteria**

- i. Requests for Student Senate travel award funding shall include a detailed line-item breakdown of expenses, the logistics and itinerary of the trip, the purpose for traveling,

the reason why IPSGA should be a financial partner in the trip, the date(s) and destination of the trip, and any other information that enhances the detailed understanding of the trip.

- ii. Requests for travel award funding must be submitted no later than 45 calendar days before the date of departure for the trip.
- iii. Permissible activities shall include, but not be limited to: conferences, conventions, tours, training sessions, workshops, competitions, and humanitarian activities organized by recognized not-for-profit organizations.
- iv. Travel awards shall not be used to fund activities that are required:
  1. To receive course credits from any educational institution.
  2. For the proper completion of any IPFW programs, courses, certificates, or degrees.
  3. To meet criteria established for membership in any organization.
- v. Student Senate travel awards may be used for transportation costs, lodging expenses, and registration and admission fees for permissible activities taking place outside of Allen County in the State of Indiana.
- vi. All requests for travel awards must comply with IPFW student travel policies. The coordinator of the travel award request is responsible for understanding and adhering to these policies.

**d. All Other Funding**

- i. Requests for Student Senate funding not designated for events or trips may be requested through procedures similar to those for event funding and travel awards. These requests shall include detailed line-item breakdown of expenses and income, the purpose of the request, the reason why IPSGA should be a financial partner in the endeavor, and any other information that enhances the detailed understanding of the request.
- ii. Requests for endeavors not considered events or travel shall be submitted no later than 45 calendar days before the funds are needed.
- iii. These requests shall be subject to the funding rules outlined in the Student Activity Fee manual and the discretion of the Student Senate.

**e. Bill Process**

- i. All requests for Senate funding shall be handled in the form of a bill.
- ii. All requests for Senate funding shall be submitted electronically to the Vice President of Legislation. The Vice President of Legislation shall deny any submitted request that does not meet these Financial Guidelines.
- iii. Only requests submitted by recognized IPFW student organizations or individuals sponsored by a recognized student organization or academic department shall be considered for funding by the Student Senate.
- iv. Requests must be presented using standard forms and templates provided in electronic form on the IPSGA website.
- v. All standard forms and templates used for funding requests shall be established, amended, and managed by the Vice President of Finance.

- vi. After receipt of a funding request, the Vice President of Legislation shall ensure that all funding rules and criteria have been followed by the requestor. If the request is found to be incomplete or in violation of IPSGA or IPFW guidelines, the Vice President of Legislation shall contact the requestor and explain the changes and resubmission will be necessary for consideration. Once a funding request has been checked over by the Vice President of Legislation and found to be in accordance with all IPSGA guidelines, the request shall be referred to the Senate Ways and Means Committee for consideration, upon which time the bill will move through the legislative process in accordance with the Student Senate Bylaws and any other legislation pertinent to the funding request process.
- vii. Once a bill has been approved by the Student Senate and the Student Body President, the Vice President of Finance shall manage the paperwork and procedures necessary for the proper payment of approved funds.

**f. Obligations of Recipients**

- i. The Vice President of Finance shall be responsible for establishing, amending, and managing standard forms and procedures to ensure that all obligations of Senate funding recipients are being met in a reasonable and timely manner.
- ii. Obligations of Recipients of Funds for an Event
  - 1. Any revenue generated from an IPSGA sponsored event must be returned to IPSGA, up to the amount allocated.
  - 2. Once funds have been allocated, those funds can only be used for the specified items that were designated in the approved bill.
  - 3. To acknowledge IPSGA sponsorship, organizations that have received funding from the Student Senate shall advertise the IPSGA sponsorship of the event through the use of the IPSGA or other approved means.
  - 4. The student organization must provide detailed receipts of income and expenses, attendance figures, and any other relevant follow-up information to IPSGA no later than ten (10) business days after the IPSGA sponsored event has concluded or within ten (10) business days of receipt of the funding check if not received before the event.
  - 5. The student organization must return any unspent IPSGA funds to IPSGA no later than ten (10) business days after the IPSGA sponsored event has concluded or within ten (10) business days of receipt of the funding check if not received before the event. The organization must also contact the Business Manager for Student Affairs to complete the process.
- iii. Obligations of Recipients of Travel Awards
  - 1. All participants in travel funded in whole or in part by IPSGA are required to act in good faith to engage in the entire itinerary proposed to the Student Senate. Participants must also abide by the IPFW Code of Student Rights, Responsibilities, and Conduct, all other IPFW policies and regulations, and all applicable laws while traveling on behalf of the University.

2. The University and IPSGA shall not be liable for any loss, damage, injury, or other consequence resulting to any participant or their property for any reason while traveling on behalf of the University.
3. The student organization or individual must provide detailed receipts of expenses, names of students who actually went on the trip, and any other relevant follow-up information to IPSGA no later than ten (10) business days after the date of return from the trip or within ten (10) business days of receipt of the funding check if not received before the trip. The organization or individual must also contact the Business Manager for Student Affairs to complete the process.
4. The student organization must return any unspent IPSGA funds to IPSGA no later than ten (10) business days after the date of return from the trip or within ten (10) business days of receipt of the funding check if not received before the trip.

**g. Funding Limitations**

**i. Funding Probation**

1. Individual students and student organizations may be placed on funding probation for misuse of IPSGA funds, violations of IPSGA or IPFW policies or local, state, or federal laws, failure to comply with necessary funding processes or procedures or for any actions or behaviors that would cause significant negative impacts on IPSGA or the student body.
2. The Vice President of Finance, in consultation with the IPSGA Advisor and Business Manager for Student Affairs, shall have the power to place individual students and student organizations on funding probation and determine the length of time and terms of the probation.
3. Individuals and organizations on funding probation shall receive no funding from any IPSGA accounts.
4. Funding probation shall last no longer than two calendar years.
5. Any appeal of funding probation can be made by the individual or organization to the Senate Ways and Means Committee. If the Ways and Means Committee's decision is unacceptable to the appellant or the Vice President of Finance, the case may be appealed to the IPSGA Judicial Court. If the Judicial Court's decision is unacceptable to either party, the case may be appealed to the Campus Appeals Board for final review and decision.

**ii. Probation Guidelines**

1. Recipients of IPSGA funds shall be allowed reasonable flexibility within the scope of these guidelines provided they operate in good faith when utilizing IPSGA funds.
2. Any student organization that hosts an IPSGA-funded event that is not reasonably open to all current IPFW students shall be placed on funding probation for six (6) months.

3. Any student organization that fails to return any revenue generated from an IPSGA sponsored event back to IPSGA up to the total amount of funding allocated shall be placed on funding probation for the longer of six (6) months or until the revenue generated is returned to IPSGA, up to two (2) calendar years.
4. Any student or student organization that fails to use IPSGA funds for the specified items designated in the approved bill may be placed on funding probation for no less than two (2) months, but no more than twelve (12) months, depending on the severity as determined by the Vice President of Finance.
5. Any student organization that fails to acknowledge IPSGA sponsorship through the use of the IPSGA logo or any other approved means shall be placed on funding probation for no less than three (3) months, but no more than nine (9) months, depending on the frequency of the violation.
6. Any student or student organization that fails to provide detailed receipts of income and expenses to IPSGA no later than ten (10) business days after the event or return date of a trip or within ten (10) days upon receiving the funding check if funds are not received before the event or trip shall be placed on funding probation for no less than two (2) months, but no more than twelve (12) months, depending on the severity as determined by the Vice President of Finance.
7. Any student or student organization that uses travel award funds to meet a requirement outlawed under Section 5(c)(iv) of these guidelines shall be placed on funding probation for eighteen (18) months.
8. Any student or student organization that violates any University policies or applicable laws while hosting an IPSGA sponsored event or while on an IPSGA sponsored trip shall be placed on funding probation for two (2) calendar years.

## **6. STUDENT ACTIVITIES BOARD DISCRETIONARY FUND**

### **a. Allowable Expenses**

The Student Activities Board shall have the power to spend its funds within the limitations outlined in IPSGA binding documents and the IPFW Student Activity Fee Manual.

### **b. Process**

- i. All spending from the Student Activities Board Discretionary Fund shall be presented and voted on by the Student Activities Board in the form of a bill.
- ii. Upon passing the Student Activities Board by a majority vote, all spending bills must be submitted to the Student Body President for signature or veto.
- iii. If a bill is vetoed by the Student Body President, the Student Activities Board may override the veto by a 2/3 vote.

## **7. IPSGA OFFICE BUDGET**

### **a. Budget Line Items**

- i. The Vice President of Finance and IPSGA Advisor shall be responsible for ensuring that the IPSGA office budget is balanced and as current as reasonably possible.
- ii. Money may be moved between line items in the IPSGA office budget to allow for the proper and reasonable operations of the IPSGA office.
  1. Money movements shall be conducted only after a formal vote in which all Executive Officers vote in favor of the money movement.
  2. Money shall not be moved to increase the wages or overall compensation of any member of the Executive Branch.
  3. Money movements shall not violate the overall intent of the IPSGA office budget.
  4. The Vice President of Finance and IPSGA Advisor shall keep official records of all line item movements within the IPSGA office budget.

### **b. Signature Authority**

- i. Executive Officer signature authority is only valid internally to IPSGA.
- ii. IPSGA Advisor signature authority shall be valid to IPFW.
- iii. Misuse of this signature authority is grounds for impeachment from any IPSGA office.
- iv. The IPSGA Advisor must sign off on all expenditures from IPSGA accounts.

### **c. Oversight**

Expenses from the IPSGA Office Budget in excess of \$5,000 shall be subject to approval by a simple majority vote of the Student Senate.

## **8. JUDICIAL COURT DISCRETIONARY FUND**

### **a. Allowable Expenses**

The IPSGA Judicial Court shall have the power to spend its funds within the limitations outlined in IPSGA binding documents and the IPFW Student Activity Fee Manual.

**b. Process**

- i. The Judicial Court shall make purchases for goods and services in accordance with the rules and procedures outlined in the Judicial Court Bylaws.
- ii. The IPSGA Advisor shall sign off on all spending proposed by the Judicial Court.
- iii. If the funds allocated to the Judicial Court through the annual budget process are insufficient, the Court may petition the Student Senate for additional funds through the same manner as recognized student organizations.

**9. FUNDING CAPS**

**a. Funding Caps**

- i. Student organizations may receive up to \$10,000 from IPSGA per fiscal year. This cap shall exclude amounts granted to individual travel awards sponsored by a recognized student organization. This cap shall exclude amounts granted to recognized student organizations if IPSGA is a co-sponsor.
- ii. Individual travel awards shall be capped at \$5,000.

- b.** Requests for funding by student organizations that have already met funding caps for the fiscal year shall be automatically rejected by the Vice President of Legislation.

**10. FINANCIAL RECORDS**

**a. Record Maintenance**

The Vice President of Finance and IPSGA Advisor, along with other necessary University officials, shall manage all financial records for IPSGA.

**b. Public Information**

Official requests for public information will be referred by IPSGA officials to the Vice Chancellor for Financial Affairs or the Purdue Public Records Office for further action.

**11. AMENDMENTS**

- a.** This document may be amended via a 3/5 vote of the total Student Senate membership during a regularly scheduled Student Senate meeting. Amendments shall take effect upon receiving approval by the Student Body President or veto override in accordance with the process outlined in the IPSGA Constitution.
- b.** No amendments shall be made that significantly eliminate the rights or flexibilities of any branch of IPSGA.