

## **SUNY CORTLAND STUDENT GOVERNMENT ASSOCIATION**

The membership of the Student Government Association (SGA) consists of all students who pay the Mandatory Activity Fee (MAF). MAF-paying students may participate in any SGA-sponsored activities. The Student Government Associations' purpose is:

1. To defend students' rights
2. To insure academic and social freedom
3. To provide an organization of self government that is both representative of and responsive to the students of SUNY Cortland.
4. To promote and manage programs and activities which enable students to further their educational and social experience while at SUNY Cortland.
5. To provide a forum for the exchange of ideas between students, faculty, and the surrounding community.

### **2006-2007**

#### **Student Government Officers and staff to the SGA Organizations**

Katie Boyes	SGA President	753-4817
Steve Rogers	SGA Vice President	555-5569
Christine Schacht	SGA Treasurer	753-4816
Dawn Palmiter	SGA Office Coordinator	753-4816
Dr. Raymond Franco	SGA Advisor	753-4721
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### **Introduction to Club Treasurer and Officers**

The Student Government staff, along with the ASC Bookkeeper, are constantly working for the SGA organizations to have the purchase order system run smoothly for all parties involved. In order to do this, the club Treasurer must follow the rules and regulations placed upon the organizations

There are policies and certain procedures that must be followed. This handbook will explain restrictions and penalties to the SGA Organizations when using the Mandatory Activity Fee Monies as outlined by the Board of Trustees.

It is important for the SGA organizations to realize that they are spending other student's mandatory student activity fee money. Take time to do the job properly and make sure that the expenditures the club makes are necessary.

Every organization that has been allocated funding must have a Treasurer elected to disburse any funds for the club. The Treasurer is responsible for keeping an accurate ledger when paying out or depositing any club monies. Failure to balance the ledger with ASC bookkeeper will result in the club budget being frozen.

This manual is designed to help all the SGA organization treasurers understand their responsibilities as an organization and as officers. The organizational Treasurer is the officer responsible for the expenditures of the club. An organizations advisor does not have the authority to charge or spend the organizations funding.

All club expenditures must have prior approval by the SGA Treasurer, ASC bookkeeper and Vice President of Student Affairs before anything may be purchased or anyone may be hired for any services.

### **Duties of the SGA Treasurer and Vice Treasurer**

Below is an excerpt of the SGA Constitution, which should be used as a resource.

1. To serve in the best interest of the SGA upholding the Constitution of SGA and to act in SGA's best interest.
2. To Serve as an Ex-officio, non-voting member of Senate.
3. To be custodian of all SGA funds.
4. To **scrutinize** the expenditures of all SGA funded organizations.
5. To provide all funded organizations with a uniform set of financial books with instructions for their use.
6. To be an advisor to all organization treasurers.
7. To serve as a student representative to ASC. (Treasurer)
8. To accept those additional responsibilities delegated by the President.
9. To appoint the Vice Treasurer with approval by the President and the Senate.
10. To work with the SGA President in planning and appropriating the office budget of SGA.

### **SGA Constitution Budgetary Bylaws**

1. The President and Treasurer will prepare and present a SGA office budget to the Financial Board no later than the third week in March. The office budget must be approved by Senate.
2. After approval from Senate, the Financial Board will hold Budget Hearings for all the SGA clubs and organizations. This should be completed no later than the first week of April. If the Spring recess starts and ends in March, then the budget must be completed by the second week of April.
3. After release of the recommended budget, each club and organization has five days to make an appeal.
4. After the appeal process (5 days) the budget is presented to the SGA President for consideration.

5. After review, and any necessary consultation, the SGA President will present the proposed SGA budget to Senate. The Senate may ratify the budget by Majority Vote. If the budget is not ratified, it will be sent back to the Financial Board with appropriate recommendations.
6. The Senate has two weeks to make a decision on the budget. If a decision is not made by two weeks, the budget becomes final and goes to the SUNY Cortland President as the official budget.
  
11. To serve as a voting member of the SGA Financial Board. (Vice Treasurer)
12. The club Treasurer and the SGA Treasurer signatures are to be placed on any and all contracts that legally obligate the association. All contracts must be reviewed by the Director of Corey Union, and may also be reviewed by the SGA insurance company and SGA Lawyer.
13. All other duties usually attributed to this office.
14. To serve as a voting member of the Executive Board.

### **Duties of Club Treasurers**

1. To handle all financial matters of the organization. This includes informing all members and officers of policies, as well as authorizing all purchases, keeping an accurate ledger (account), recording all expenditures and receipts, and the Purchase and Disbursing Orders for the club expenditures and seeing that the budget request is prepared and submitted on time.
2. To announce to the organization **and** its Advisor that the club Treasurer must authorize all expenditures before they occur and that any expenditures that are not approved will not be honored.
3. To keep an accurate accounting of the club budget at all times, which includes balancing the ledger with the ASC bookkeeper at the beginning of each month. A Club President/Treasurer may request a copy of their club ledger from the SGA Treasurer or Vice Treasurer.
4. To file a signature card with ASC in order to sign the Purchase Order forms. In cases of a club being without a Treasurer, the acting Treasurer must sign all forms for the club until a replacement is found.
5. To submit a complete annual inventory of all SGA/club-owned property each year by March 1.
6. To attend any Mandatory Budget meetings.

**ANY ORGANIZATION NOT FOLLOWING FINANCIAL POLICIES SET FORTH ARE  
SUBJECT TO FINES UP TO \$250.00 BY THE SGA FINANCIAL BOARD.**

**Senate Absences that are not excused prior to Senate meeting will be fined \$25.00 for first absence, \$50.00 for second absence and \$100 for a third and consecutive absences and will be subject to a budget freeze.**

## Duties of the Financial Board

The board will represent themselves in a professional manner at all times while in session.

1. To recommend to the SGA Student Senate policies and procedures for the administration of student funds. Any changes to the Financial Handbook must be passed by a majority vote of the Student Senate. When the Student Senate is not in session, the President, Vice President and the Treasurer may act for the Student Senate with such action to be reported to the Student Senate at the earliest possible time.
2. To make recommendations for the increases and/or decreases of the Mandatory Activity Fee and other such student fees as may be desired.
3. To annually prepare the budgets of the SGA clubs for the regular academic year and the summer sessions. These budgets must be completed by the first of April. If Spring Recess starts and ends in March, then the budget must be completed by the second week of April. These proposed budgets are then submitted to the Student Senate for approval.
4. To grant allocations from the SGA contingency fund and other funds according to the Financial Handbook.
5. To aid and encourage cooperation of organizations in programming.
6. All actions of the Financial Board shall be reported to the Executive Board and Student Senate to insure that there is not a violation of SGA Financial Policy or SUNY Board of Trustees Guidelines. If there is a violation of any of the above policies, the Student Senate shall discuss and possibly void the action.
7. No member of the SGA Financial Board may be a member of any Executive Board of any SGA organization. A Financial Board member must be in good academic standing with a minimum of 2.0 GPA. This requirement is waived for any student in their first semester at SUNY Cortland.
8. Before Budget allocations are made the Financial Board will set aside an amount of money they see fit for the appeals process.  
Any budgets received by SGA after the deadline stated by the Financial Board and/or any club that does attend their mandatory budget hearing will be defaulted into the appeals process.
9. All monetary referenda must be approved by the Financial Board before it goes to student wide vote.

## Purchase Order (P.O.)

SGA uses an encumbrance approval system when spending organization monies. This means that all purchases and persons employed by SGA organization must be approved in advance. Once the Purchase Order is approved, the cost of the item is set aside (encumbered) and withdrawn from the SGA organization account. Those funds are treated as if they have already been spent.

The purpose of the system is to provide the SGA Treasurer an opportunity to review the intended purchase, the appropriateness, and/or validity of the proposed expenditure if the purchase falls within the SUNY Trustee guidelines of the MAF.

A Purchase Order form (green) must be completed and filed **5 to 7** business days before any expenditure may be made. The Purchase Order form must be filled out completely or it may be returned in need of additional information.

After the Purchase Order form is submitted to the SGA Office, the following steps are taken:

1. The Office Manager types up the request on a SGA Purchase Order form.
2. The Purchase Order is approved or denied by the SGA Treasurer or Vice Treasurer and forwarded to the ASC bookkeeper.
3. The Purchase Order is reviewed by the ASC bookkeeper, in order to see if there is sufficient money in the account to cover the expense.
4. The Purchase Order is then reviewed by the Vice President of Student Affairs to insure that all organizations follow the SUNY Board of Trustee guidelines concerning spending MAF monies.

When the procedure is completed, the SGA organization may pick up the approved Purchase Order from the ASC office in Neubig Hall.

**No funds may be disbursed without following the Purchase Order process. Please be aware that this is the only process available for spending the MAF. All SGA clubs/organizations must follow this process in order for proper disbursements. Following SGA Financial policy will help SGA clubs/organizations avoid penalties and fines.**

Please remember the following when using Purchase Order forms:

1. Plan ahead. Make sure to allow adequate time for your club/organization when filling out forms or contracting with an artist/vendor.
2. Buy in quantity. When buying supplies, buy enough for several months.
3. If you foresee a problem or are finding it especially difficult to comply with the financial procedures, please discuss with the SGA Treasurer immediately.

**An example of the Purchase Order form is on the following page.**

## Disbursing Order (D.O)

The Disbursing Order is a pink form used to prepare a check in payment for an invoice. A check can not be prepared if a Disbursing Order is submitted without proper back up material such as a travel advance, contract, receipt, invoice, bill, or packing slip.

The backup material provides proof that the payment is against a legitimate invoice. The backup material must correspond with the information on the Disbursing Order. This must indicate a financial obligation on part of the organization. For example, if a copy of a contract is used as backup material, the contract must have the signatures of both the SGA Treasurer and the artist/vendor.

SGA Organization treasurers must indicate on the invoice that the item or service has been received. A D.O. must be completed as soon as the SGA organization receives an invoice from the vendor regarding the event and/or purchase.

SGA policy prohibits advance payments and/or deposits.

The club is responsible for turning the receipt in after the event or purchase. Future purchase orders would be delayed if this is not followed. Make sure any additional material to be sent out with payment is attached to the Disbursing Orders.

After the Disbursing Order is completed, the Treasurer should make the necessary adjustments to the ledger and in turn submit the D.O. to the ASC Bookkeeper. SGA checks are prepared on Tuesdays and Thursdays, and may be picked up after 8:00 a.m. on Wednesdays and Fridays in Neubig Hall. An organization should allow an additional 5 to 7 business days to prepare a check.

If the D.O. is not submitted, the vendor/artist may not receive the check for the service provided to the club for an additional period of time.

**An example of the Disbursing Order form is on the following page.**

## Fundraising

Profits from one fundraiser must go to the organizational budget and any additional fundraiser funds may go toward the organizations choice as long as the organizations are legitimate non-profit organizations with government tax exempt status.

Raising money is a means for organizations to supplement their other resources in meeting the goals of the organization. In order to do a fundraiser an organization should fill out a fundraiser request form and submit it to the SGA office no less than 2 weeks before the fundraising event. The SGA Treasurer will submit the form to the Financial Board and then to ASC for approval by the Executive Director. If the ASC Executive Director does not approve the request, the fundraiser can not occur, this is so no items being sold conflict with college policy.

When selling goods or merchandise for an organization the following must be filled out for SGA:

Fundraiser Request Form  
Fundraiser Report Form (after event)

SGA supports organizations fundraising efforts. But the campus is not a market place to be exploited. Fundraising is not the primary function of SGA recognized organizations. Organizations do not have an implicit right to use the campus or the community for fundraising activities. Fundraising through sales and solicitations on and off campus are governed by the SGA and SUNY Cortland. All SGA organizations must have prior approval in order to fundraise.

Raffle ticket sales must be done through SGA/ASC and tickets will be provided for the organization by SGA/ASC. These tickets are already numbered and must be signed out in order to sell after receiving approval. Club officers and Advisors can not win any raffles.

FUNDRAISING ACTIVITIES MAY NOT BE HELD IN ANY BARS OR NIGHTCLUBS THAT SERVE ALCOHOL. Alcoholic beverages may not be a component of any fundraising activity.

Fundraising money raised must replace the costs of the event first.  
The true profit money may then go to charity of choice.

**An example of the Fundraising form is on the following page.**

### Events/Programs

It is the policy of SGA that when there is a fee for an event or program which is sponsored in whole or part by the MAF, SUNY Cortland students shall be charged a lesser amount than the general public or other college related groups. For example, if the event is charging \$3.00 for SUNY Cortland students, it should be \$6.00 for community and non-Cortland students. Any ticket sales will be done through the SGA office, 217 Corey Union. Door sales to the event will need permission from the SGA Financial Board. **(An event form needs to be submitted to SGA Financial Board for all events and must receive approval.)**

All SUNY Cortland Students attending a SGA recognized organization trip must fill out an Event Permission slip before departure. Event Permission slips are available outside the SGA office.

### Out of State Travel

Any trip that is sponsored by a SGA organization may be attended only by SUNY Cortland students. This is because non-SUNY Cortland students and community members do not pay the MAF. The SGA Financial Board and the Vice President of Student Affairs may make exceptions to this policy.

### Travel Advance

SGA permits advancing funds for approved travel expenses. The blue colored Travel Advance form should be used to obtain funds for a trip for expenses including transportation, gas, tolls and meals. A P.O. must be filled out for hotels. In filling out the form, please use the rates established by SGA below.

Please note that these rates are intended to help defray costs, not cover them. Rates are per SUNY Cortland student for each day of the trip.

**\$7.00 for Breakfast**

**\$10.00 for Lunch**

**\$15.00 for Dinner**

**\$30.00 per night for lodging. .40 cents per mile for State vans (plus gas)**

**Registration Fees, Entry fees and Conference fees may only be 50% paid by a SGA organization budget**

All SUNY Cortland students attending a SGA recognized organization trip must fill out an Event Permission slip before departure. Event Permission slips are available outside the SGA office.

Once the Travel Advance form has been filled out, attach it to the pink Disbursing Order. The Disbursing Order should be made out to an Executive Board officer who will be handling the funds on the trip. After all forms are taken to the ASC office for processing, the Travel Advance check is prepared within **5 to 7 days**. This officer will receive a Travel Advance check made out in his or her own name and will be

responsible for all monies. The officer who the Travel Advance check is made out to should give him or herself adequate time to pick up the check and cash it for the trip.

When you receive the check, you will also receive a copy of the Travel Advance form and several tax-exempt certificates. The tax exempt certificates should be shown to vendors to avoid paying sales tax on meals and rooms. If you return receipts stating that sales tax was paid, it will not be reimbursed. Most restaurants and hotels in New York State will accept tax exempt certificates.

A receipt must be obtained for every expenditure of funds made on the trip. The receipt must be from the vendor.

When the organization has spent the money and returned from the trip, the club officer who received the Travel Advance check must give the ASC Bookkeeper a summary report, receipts, and any cash remaining for the amount of the advance within the first business day after the club's return.

If monies are spent inappropriately, financial sanctions may be incurred as deemed appropriate by the SGA Treasurer and/or Financial Board.

NOTE: Elected SGA officers and their designees are exempt from the rates established for travel when traveling for SGA business.

**An example of the Travel Advance form is on the following page.**

## Contracts

All services provided to a SGA organization must be formalized by a written contract prior to the event.

When an organization decides to hire an artist/vendor, it should check with the artist/vendor to see if he has his own contract. If the artist/vendor does not have his own contract, the SGA Entertainment/Speaker contract must be filled out. If the artist/vendor does have his own contract, the SGA Treasurer, as well as the Director of Corey Union, will review it to decide if it adequately protects SGA. If the SGA Treasurer and Director of Corey Union deem the artist/vendor's contract inadequate, an addendum will be provided by SGA to be added to the artist/vendor's contract. This addendum contains legal clauses that will protect SGA.

ALL contracts must be reviewed by the current SGA Insurance company to insure that there is adequate coverage. After review by the Insurance company, the Director of Corey Union will review the contract.

SGA reserves the right to have their legal representative review all contracts.

**Contracts must be handed in at least 15 business days before the event with a W-9 Form.**

If the SGA contract is being used, it should not be sent to the artist/vendor until the Purchase Order has been approved. A contract is not binding on SGA until the Purchase Order has been approved.

The following are some examples of activities that require contracts: This list is not exhaustive.

Lectures, speakers, bands, performers, professional fees,  
honorariums, comedians, instructors.

ONLY the SGA Treasurer is authorized to sign contracts. ANY contract between a SGA organization and an artist/vendor is binding only if signed by the SGA Treasurer and the Purchase Order has been approved.

A W-9 and Certificate of Insurance are to be submitted with contracts. The SGA organization should check with the ASC bookkeeper to see if there is a current W-9 and Certificate of Insurance on file.

No individual can be paid unless the ASC Bookkeeper has a W-9 on-file.

It is the responsibility of all SGA organizations to inform an artist/vendor that any agreement is with SGA and not the State of New York or SUNY Cortland.

## Rules for Organization Budget Spending

1. Capital Replacement Reserve and Stabilization Fund requests in an excess of \$2,000.00 must be taken to a student body referendum. Amounts less than \$2,000.00

must have the majority vote of the Financial Board and 2/3 vote of the SGA Executive Board and the approval of Student Senate.

2. Organizations may have socials and spend up to \$500.00 per semester for food. Socials include, but are not limited to: Restaurant outings, picnics, Faculty/Student mixers, bowling, club meetings or co-sponsorship of department events. **No events may be held in a bar/tavern or a venue that operates primarily as a bar/tavern.**

3. An organization may not hold funds in the status of PETTY CASH unless the SGA Financial Board gives approval.

4. The fiscal year of the SGA will correspond with that of ASC. At the close of the fiscal year, the money remaining in an organization budget will go into the Stabilization fund. In the event that the balance is overdrawn, any additional charges will be deducted from the following year's budget.

5. Honorariums for speakers are generally limited to under \$200.00. Any requests to exceed this limit need the approval of the SGA Financial Board. Any SUNY employee who is contracted by a SGA organization will be bound by the policies of the State of New York regarding honorarium limits. SUNY Cortland faculty members can not receive honorariums. The Financial Board will determine any requests if necessary.

6. No monies shall be allocated to any Honor Society, Fraternity, and/or Sorority. No organization may hire any family member to perform, cook, speak, or DJ. This list is not exhaustive.

7. SGA organization budgets are not allowed to make donations to any not-for-profit organization. The organization may participate in fundraising programs in an effort to make actual profit money, which may be donated to a not-for profit organization, with approval from the SGA Financial Board.

8. Decorations for each event or program may not exceed \$350.00. This includes any souvenirs that may be part of decorating a table.

9. Equipment purchases over \$500.00 must have Financial Board approval.

10. Clothing purchases may be subsidized by a club budget, up to a **\$15.00** per item.

11. All SGA Organizations must leave/deduct 4% of their total budget allocation in the account in order to pay for direct billing invoices in the second semester. (i.e. telephone, photocopies, faxes, motor pool, custodians, Campus Activities).

12. New student organizations that receive SGA recognition during an academic year may appear before the Financial Board for funding of events and programs. The Financial Board may not allocate more than \$1,000.00 to a newly recognized organization in total for the academic year. When the SGA organization enters the 2<sup>nd</sup> year of recognition by SGA, an allocation of \$1,500.00 may not be exceeded.

13. SGA recognized organizations holding dinners and/or banquets off campus are allocated the Travel Advance amounts. This only pays for SUNY Cortland students at \$15.00 each. The advisor is also allocated \$15.00 for dinner. The advisor must be the one listed on the officer sheet that is on file with SGA. Non-SUNY Cortland students must pay full price to participate in the banquet and/or dinner held.
14. SGA organizations may spend up to \$25.00 for a speaker *or* their guest for the dinner after a lecture.
15. MAF money may not purchase gifts, gift packs or survival kits for anyone or an event.
16. Organization offices with Telephones may not use PBN numbers outside of the office. Calls may not exceed 20 minutes. If found to be in violation, the PBN number may be revoked.
17. Only 10% of Club Budgets can be used to pay for formals and socials.

### **Request Procedures for Financial Board Contingency Funding**

When recognized organizations are in need of extra funds, they may propose requests to the SGA Financial Board.

1. Financial Board Contingency Forms are available outside the SGA office. Completed forms must be submitted by 3:00 p.m., the Friday before the next Financial Board meeting. Please submit 8 Copies of the completed form. After careful review, the proposal will be approved or denied.
2. The Financial Board will deliberate on the financial request. After the SGA Financial Board may review any additional information they feel would be pertinent.
3. Line Transfers: The Treasurer may authorize line transfers with the permission of the Financial Board.

**ADDITIONAL FUNDING:** SGA organizations may receive additional funding with an application form for a CALS lecture Grant. Interested organizations should call ext. 2321 for an application. ASC also allocates grants to organizations that show a need. Interested organizations should check with the ASC office for dates of grant requests.

### **Meeting Procedures of the Financial Board**

1. Meetings shall be governed by Robert's Rules of Order, except when Robert's conflicts with the SGA Constitution.

2. The standing motion on the floor will be to accept the request. The request may be changed before approval by amending the main motion. If the main motion is passed, the request is accepted; if it is defeated, the request is denied.

3. During Financial Board meetings, members of the requesting organization will make a presentation of their budget. Following the requesting group's presentation and questions period, the Financial Board will enter closed discussion where only Financial Board members may be present.

4. When a request is to be voted on by the members of the Financial Board, all others must leave the room during voting.

A financial request from a club/organization must be approved by the whole organization as documented by the minutes of the meeting and may not be a request from individual members of the organization.