

Bates College Student Government
Budget Committee Guidelines

Article I: Duties and Responsibilities of the Budget Committee:

The Budget Committee shall be responsible for the disbursement and oversight of the Student Activities Fund and the Student Government Co-sponsorship Fund. In its role as the overseer of the Student Activities Fund, the Budget Committee is required to present to the RA for approval annual budgets for student organizations. The Budget Committee shall also have sole jurisdiction over investigation, through the process of audit, of any violations of the Budget Committee guidelines or any matter which might come under its stated duties and responsibilities. The Budget Committee shall also reserve the right to take action on said investigation.

Article II: Membership of the Bates College Student Government Budget Committee

- 1) The Budget Committee will be chaired by the Treasurer of the Bates College Student Government who will be appointed by Executive appointment. The Treasurer shall track the expenditures of the Student Government, student clubs and organizations, and advise the student body on financial matters dealing with the student clubs and organizations. The Treasurer shall assume all powers and responsibilities granted in the BCSG Constitution, its Bylaws, and the Budget Committee Guidelines.
- 2) The Budget Committee must be seated latest by the second Monday in November.
- 3) The membership of the Budget Committee will be seated by the Committee on Committees in accordance with provisions for such seating in the Budget Committee Guidelines and the Committee on Committee guidelines in that order of precedence.
- 4) The Student Committee on Committees will select six (6) members plus one (1) alternate member to sit on the Budget Committee. Members will be selected based on an at-large application and interview process.
- 5) The Treasurer shall be a full voting member of the Student Committee on Committees during the interview process for the Budget Committee.
- 6) The Committee on Committees shall select members to the Budget Committee based upon the following criteria:
 - a) Knowledge of the budgetary process.
 - b) Knowledge of campus clubs and organizations.
 - c) Ability to be objective.
 - d) Ability to keep matters confidential.
 - e) Ability to handle responsibility.
 - f) Ability to recognize conflicts of interest.
 - g) Ability to make difficult decisions and weigh information.
 - h) Ability to complete term and attend all Budget Committee meetings.
 - i) Ability to communicate clearly.

- 7) Students wishing to serve on the Budget Committee will be asked to not take a direct part in the finances of any specific student club or organization. As such, no student will be allowed to serve on the Budget Committee and be the treasurer or financial advisor of any student club or organization funded by the Bates College Student Government.
- 8) The Representative Assembly must ratify the nominated slate for the Budget Committee. If the RA chooses, it may send the slate back to the Committee on Committees, and the entire process must be repeated.
- 9) The Budget Committee Members, including the BCSG Treasurer, will each have one vote in budget proceedings. The alternate member will vote in the absence of one of the Budget Committee Members.
- 10) The minimum number of budget committee members required to have a budget committee meeting is 4, excluding the Treasurer.

Article III: Training and Duties

- 1) Training of the Budget Committee and BCSG officers shall consist of:
 - a) Thorough explanation of budget process by the Treasurer.
 - b) Reviewing past budgets.
 - c) Mock budget hearings with actual organizations.
 - d) Participating in Co-Sponsorship hearings.
- 2) Training of the Budget Committee shall be completed before February I.
- 3) Each Budget Committee Member, including the Treasurer and alternate, will be assigned an equal number of clubs and organizations to be responsible for during their term as Budget Committee Member.
- 4) Their responsibilities include:
 - a. Having an open dialogue with their assigned clubs and organizations starting at the beginning of their term as Budget Committee Member.
 - b. Informing the Budget Committee as to the status of the budgets of each of their assigned clubs and organizations during the Budget Allocation Process in March.

Article IV: Budget Committee Chair Powers and Responsibilities

- 1) The BCSG Treasurer, serving as Chair of the Budget Committee, shall be required to speak on any legislation regarding or pertaining to the Budget Committee's duties and responsibilities as laid out in the BCSG constitution and its bylaws as well as the Budget Committee guidelines. If the Treasurer is not the author of that legislation, he/she shall immediately ask to speak after its author.
- 2) The Treasurer is delegated the responsibility to train the Budget Committee on budgetary issues that affect any or all clubs and organizations. The Budget Committee members should have ample time to have any and all questions answered by the Treasurer.

- 3) The Treasurer is delegated the responsibility to train all other BCSG officers on budgetary issues that affect any or all clubs and organizations. The BCSG officers should have ample time to have any and all questions answered by the Treasurer.
- 4) The Treasurer, as Chair of the Budget Committee, may request that another officer sit ex-officio on the Budget Committee so that quorum may be met. Said officer must have undergone Budget Committee training. BCSG officers may not sit ex-officio on the Budget Committee unless requested to do so by the Chair.
- 5) The Treasurer may step down from his/her position temporarily for reasons of scheduling. The Treasurer may assign another member of the Budget Committee ahead of time to act as Treasurer for said duration. However, it is required that the Treasurer act as Chair of the Budget Committee during the March budget allocation period.
- 6) The Chair of the Budget Committee is expected to be familiar with the Budget Committee Guidelines, act as advisor to all in and outside the BCSG concerning the Budget Process of the BCSG, and facilitate the proper Budget Committee operation, as outlined in these Guidelines.

Article V: Committee Operation and General Timeline

- 1) The budget allocation process shall begin no later than the week prior to February Break.
- 2) The budget process shall commence by the sending of information to all organization leaders about the budget process. This information shall include current guidelines, a time frame of the Budget Committee operation and office-hours, and any other information pertinent to writing, submitting, and defending budget proposals.
- 3) Beginning the first Monday after February Break, the Budget Committee members shall hold office hours until the budget due date. This will be done in the following manner:
 - a) Each Budget Committee Member (including the alternate and the Treasurer) shall be responsible for holding at least two (2) office hours.
 - b) Office hours will entail a Budget Committee member sitting in the RA office and making him/herself available to answer any questions an organization may have.
 - c) The last office hour must be conducted by the Treasurer of the RA the day the budgets are due, at a time that is most accessible to the general public.
- 4) Spring exemption applications must be submitted by the first Wednesday after February Break.
- 5) The Budget Committee will hold hearings with all clubs and organizations applying for exemptions and will deliberate on exemptions the first weekend after February Break. Their decisions will be delivered to organizational leaders the following Monday.
- 6) The Treasurer will make an exemption application available by the first Monday before February Break.

- 7) Organizations may appeal the exemption decision to the Grievance Mediator by submitting their grievance by the Thursday following notification of allocations. The Grievance Mediator will deliberate with the RA Treasurer and one (1) student member/officer of the grieving organization the following weekend (the same weekend that the Grievance Mediator does hearings for clubs and organizations grieving for additional funds). Notification will be given the following Monday.
- 8) Budgets shall be due to the Budget Committee on the third Tuesday after February Break.
- 9) There shall be a meeting of the Budget Committee to review the budget requests that have been reviewed in detail by a designated member of the Budget Committee.
- 10) Budget hearings shall begin on the third Friday after February Break and continue ~ through the Saturday and Sunday of the third week after February Break.
- 11) Final decisions shall be made on the last day of budget hearings (Sunday).
- 12) Notification of the organization's treasurer or president of their budget allocation shall be sent out on the Tuesday following Budget Weekend. Said notifications shall include allocation amount, the Grievance Process information and deadlines. Notification of exactly where cuts were made to a budget will be provided in Grievance meeting or upon request from the RA Treasurer.
- 13) At the discretion of the Budget Committee, the Budget Committee may request second hearing of a particular organization to further clarify the budget proposal of that organization. The Budget Committee reserves the right to deduct from the club's final allocation if the second hearing is a result of inadequacies in the club's budget proposal.
- 14) Grievance proposals shall be due the Thursday after the Tuesday of notification.
- 15) The Grievance Process shall be the Saturday and Sunday of the week of notification.
- 16) Notification of the results of the Grievance Process shall be sent out on the Monday following the Grievance Process.
- 17) The slate of budgets shall be presented to the RA on the Monday that Grievance meeting results are sent out. The slate shall be voted on for approval at this meeting.
- 18) Should the slate of recommendations not be ratified by the RA, the Budget Committee shall reconvene to reconsider the proposed allocations.
- 19) A minimum number of Budget Committee members are required to do hearings for the budget process and co-sponsorships. The minimum number of Budget Committee members must be present to continue with hearings:
 - a) In budget allocation hearings, the Treasurer of the RA and at least five (5) other members of the Budget Committee (the alternate may sit in place of one member) must be present.
 - b) In Co-Sponsorship hearings at least three (3) members of the Budget Committee (the alternate may sit in place of one member) must be present.
 - c) If the minimum number of Budget Committee members are not present for any hearing (and an adequate number of members can not be reached or will

be unavailable for a reasonable amount of time) the Budget Committee members present will reschedule the hearing(s) in question.

- 20) The timeline set by the clauses under this article are subject to change at the discretion of the Treasurer, upon consultation with the Budget Committee. However, it is expected that the clauses laid out herein be adhered to as closely as possible.

Article VI: Tardiness

- 1) An extension of the budget due date may be granted by the BCSG Treasurer if advance notification is given by the leadership of the particular organization.
- 2) The latest a budget proposal can possibly be handed in, even with an extension, shall be 4:00 p.m. the Thursday before Budget Weekend.
- 3) There shall be no penalties if an extension is granted by the BCSG Treasurer and the organization in question submits their budget by the extension due date.
- 4) If an organization is late in submitting their budget without a granted extension from the BCSG Treasurer, the said organization shall forfeit 2,5% of their allocation request.
- 5) If an organization has an extension from the BCSG Treasurer and the said organization submits their budget past the extension date and time, then the said organization shall forfeit 25% of their allocation request.
- 6) If an organization misses their hearing without rescheduling by speaking directly to the BCSG Treasurer, then the Budget Committee is under no obligation to allocate any funds to that particular organization.
- 7) If an organization is late by five (5) minutes or more to their budget hearing, then said organization shall forfeit at least 5% of their final allocation, according to the Budget Committee's discretion.
- 8) All percentage cuts will be deducted in order of occurrence. Said cuts will be made ~ before, and without any regard for, any other cuts made by the Budget Committee for reasons stated in Article VII: Criteria for Evaluating Budget and Co-sponsorship Requests.

Article VII: Criteria for Evaluating Budget and Co-sponsorship Requests

- 1) Upon review of a student organizations previous year's allocation and the present budget proposal, the Budget Committee shall have the authority, to subtract (cut) any amount it feels necessary from an organizations budget proposal.
 - a) An organization shall not be permitted to use their allocation for the following:
 - i. Promotional merchandise (only if the merchandise is part of a fund-raising effort and the money spent on the merchandise is put back into the club's budget, will it be allowed). If costs are not covered by sale of merchandise, the difference will be cut from proposed budget request.
 - ii. Alcohol.

- iii. Events and/or resources which are not open to members of the Bates community for attendance and/or use. This includes events and/or resources in which no concerted effort was made to get the campus community involved and/or informed of its availability.
 - iv. Community Service Projects.
 - v. Donations: Gifts or handouts, which are not: in place of payment for services, traditional advertising/information, or regular food items (does not include prepared/snack foods)
 - vi. Payment to students and student professionals for services rendered.
 - vii. Debt incurred before March of the prior year.
- b) An organization may only use up to 15% of their allocation for travel and conference or competition fees. An organization may not sponsor an individual's travel. This "travel" cost includes all costs incurred off campus, including hotel reservations and meals.
- c) An RA funded club or organization may not co-sponsor any club or organization that is not RA-funded (i.e. the Multi-Cultural Center or Economics Department). Clubs or organizations can sponsor an individual. The individual sponsored may not be given money for an academic endeavor (i.e. Senior Thesis). Clubs and organizations can, themselves, be co-sponsored by any Bates club, organization or department.
- d) An organization may use its allocation for any type of speaker, performer, workshop as long as it is open to the entire Bates community and well publicized. The cost to bring these speakers to Bates does not count toward the 15% travel allocation (if a travel allocation is requested).
- e) An organization may not request funds for co-sponsorships in their proposed budget.
- f) Student clubs and organizations may not raise funds from outside Bates College, without specific permission from the BCSG Treasurer, who will make his/her decision in consultation with the Development office and Office of the Treasurer.
 - i. If a club or organization has been authorized to raise funds outside Bates College, said club or organization must report its fundraising activities during its annual budget review in March to the Budget Committee or during any random audit by the Budget Committee.
 - ii. If a club or organization is raising funds outside Bates College, the Budget Committee retains the power to allocate less to said club or organization in consideration of potential fund raising, although the Budget Committee is under no obligation to do so.
 - iii. Student clubs or organizations, funded by the Budget Committee may not spend into debt. If any organization spends into debt at any time, the financial officer of said organization must immediately report this to the BCSG Treasurer. The Budget Committee shall then meet to determine a course of action in order to resolve the situation.

- iv. A student club or organization which is funded or has the potential to be funded by any department on campus is not eligible to receive funding from the Student Activities Fund. This clause is subject to change at the discretion of the Treasurer or the Vice President of Student Clubs.

Article VIII: Exemptions

- 1) An organization may apply for an exemption from any clause under Article VII.
- 2) An organization needs to provide the reasons why such an exemption would be appropriate. For example, if the organization's mission, constitution, legal requirements, and/or past activities are not consistent with current Budget Guidelines.
- 3) To aid the Budget Committee in the exemption process, each club or organization applying for an exemption should provide the committee with a written application, provided by the BCSG Treasurer, and a copy of their club or organization's constitution, as approved by the ORB.
- 4) The standard (Spring) exemption time will be the weekend immediately following February break, as outlined under Section IV: Committee Operation and General Timeline. However, if a club or organization either misses this deadline or changes its plans in a way which requires an exemption, they may apply for the second round of exemptions, in the Fall.
- 5) The BCSG Treasurer shall make an application for Fall exemptions available by the first Monday in November.
- 6) Applications for the Fall exemption must include all information listed above for Spring exemptions and will be due at the BCSG office no later than the second Tuesday in November.
- 7) The Budget Committee shall hear requests for Fall exemptions the weekend following the due date. Notification will be sent to club and organization leaders the following Monday.
- 8) There will be no grievance process for Fall exemptions.
- 9) Spring exemptions, if granted by the Budget Committee, shall allow the club or organization in question to operate without regard for the specific rule or guideline throughout the following academic year. Fall exemptions, if granted by the Budget Committee, shall allow the club or organization in question to operate without regard for the specific rule or guideline throughout that academic year.
- 10) In addition to the above detailed exemption process, the budget committee will entertain exemption requests on an ad-hoc basis as and when the need for arises.
- 11) The calendar for exemption hearings is subject to change at the discretion of the Treasurer. However, it is expected that the calendar be adhered to as closely as possible.

Article IX: Budget Writing

- 1) A club or organization's budget will consist of the following elements:

- a) Membership
- b) Goals
- c) Use of current allocation from March of previous academic year to March of current academic year.
- d) Anticipated spending from March of current academic year to the end of current academic year.
- e) Proposed budget for entire following academic year.

Article X: Grievance Mediator and the Grievance Process

- 1) The Grievance Process shall involve the BCSG Treasurer, one member of the organization grieving, and the Grievance Mediator.
- 2) The Grievance Mediator shall be selected by the Committee on Committees.
- 3) The Grievance Mediator will be selected at the same time as the Budget Committee and based upon the same criteria as the Budget Committee members.
- 4) The role of the Grievance Mediator shall be to hear where cuts from that budget were made and why organizations need more money.
- 5) The Grievance Fund shall be allocated 1.5% of the base amount allocated by the College for student organization funding. This amount shall be set aside at the beginning of the budget allocation process.
- 6) Any funds not used in the Grievance Fund shall be given to the BCSG Co-Sponsorship Fund to be accessible to all organizations through the BCSG Co-Sponsorship process.

Article XI: Audit Process

- 1) Any club/organization that is funded by the RA may be audited at any time.
- 2) The club/organization, which will be audited will be chosen by the BCSG Treasurer, under one of three possible processes:
 - a) Information or suspicion of violations of budget guidelines.
 - b) Information or suspicion of fiscal irresponsibility.
 - c) A randomized process that shows no bias.
- 3) The Audit Team will be comprised at the very least of the BCSG Treasurer and two Budget Committee members.
- 4) The Audit Team will notify the club/organization's president of the impending audit ~ before it starts.
- 5) The Audit Team will then collect all necessary data pertinent to the investigation.
- 6) If questions arise from the data obtained then the student club or organizations president and treasurer will be asked to attend a hearing to provide clarifications and answers to the questions the Audit Team may have.

- 7) If questions of possible improprieties remain and/or the Audit Team feels that there is evidence of violation of the Budget Committee guidelines or there is evidence of fiscal irresponsibility then the Budget Committee is authorized to take whatever action it may feel necessary. The action should be designed so as to facilitate three goals.
 - a) To determine whether the situation arose due to intentional fiscal irresponsibility on the part of the student club or organization.
 - b) To determine and enforce a suitable penalty for such an infraction.
 - c) To provide a reasonable solution so as to ensure that there are no repetitions of such infractions.
- 8) When the process is completed the Audit Team will submit report of their findings to the RA and the Executive Council.

Article XII: BCSG Officer Spending

- 1) All the BCSG officers are authorized to spend the BCSG Budget Allocation. To avoid future complications the BCSG officers are only the President, the Vice President of Student Committees, the Vice President of Student Clubs, the Treasurer, The Chair of the RA, the Secretary of the RA. The Parliamentarian is not an officer of the BCSG.
- 2) The BCSG Bylaws stipulate:

"Article X: Budget and Expenses

“Section I: Any officer of the Student Government, either the Representative Assembly or the Executive Council, may authorize expenditures up to seventy-five dollars (\$75). Any expenditures, for any purpose or any amount, must be reported in writing to the Treasurer.

“Section 2: Any expenditure over seventy-five dollars (\$75) must have the approval of the Budget Committee. The Budget Committee may authorize any officer to spend up to ten percent (10%) of the Student Government's final allocation for the academic year in question. Any such expenditures must be reported in writing to the Treasurer.”

- 3) The Budget Committee grants BCSG Officers blanket approval to spend up to, and including, one hundred dollars (\$100) without consulting the Budget Committee.
- 4) BCSG officers may spend above one hundred dollars (\$100) after consultation with the Budget Committee. The Budget Committee retains the power to limit the amount any officer can spend upon a specific project.

Article XIII: Co-Sponsorship

- 1) The BCSG co-sponsorship fund shall be administered by the Budget Committee and can only be allocated at the Budget Committee's recommendation and the RA's authorization.
- 2) Any student club or organization funded by the Student Government may request additional funds from the co-sponsorship fund.

- 3) Upon receipt of a co-sponsorship request, the BCSG Treasurer shall organize the Budget Committee and the requesting organization must meet with the Budget Committee for a short interview process. The requesting organization must attend the following RA meeting for the approval of the co-sponsorship.

Article XIV: Inactivity

- 1) Clubs will be deemed financially inactive if no transactions have been recorded in their account for an entire academic year. A club can be deemed financially inactive only by the BCSG Treasurer after instruction by the Budget Committee.
- 2) When a club or organization is deemed to be financially inactive, all funds currently in their account will be reallocated to the BCSG co-sponsorship fund.
- 3) The procedure to deem clubs financially inactive will be as follows:
 - a) The Treasurer will send out an email to the Bates student body informing them of the fact that a student club/organization is under suspicion of being financially inactive.
 - b) If there is a response from the student body to this effect then a meeting will be scheduled for the respondent and the Budget Committee by the Treasurer. If there is no response then it will be assumed that the club is financially inactive and that the student club/organization is no longer in need of the resources allocated to the student club/organization by the RA.
 - c) In the above scheduled meeting the respondent will have to demonstrate the need for resources by the student club/organization. This will entail presenting a budget and a plan for discharging the funds already allocated to the student club/organization.
 - d) If the respondent is unable to demonstrate the need or present any coherent plans for discharging the funds then the Treasurer may upon the instruction of the Budget Committee deem the club financially inactive.
 - e) The RA will have to ratify the Budget Committee's decision to deem a particular club/clubs financially inactive.

Article XV: Amendments

- 1) This document may be amended by the BCSG Budget Committee if the amendment is ratified by a simple majority vote of the Representative Assembly. An individual other than the members of the BCSG Budget Committee may amend this document after having discussed the proposed amendment with the Budget Committee. An amendment in this form must be ratified by a three-quarters (3/4) vote of the entire RA membership.
- 2) Each fall semester the Budget Committee Guidelines shall be subject to review by the RA.