

**Student Finance Committee BY-LAWS**  
**Bryn Mawr College Self Government Association, Est. 1892**  
**Student Finance Committee**  
**101 North Merion Avenue**  
**Bryn Mawr, PA 19010-2899**  
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**Who Can Apply?**

In order to be considered for SGA Funding each semester a club must have the following items:

- i. **A membership base of at least three members.**
- ii. **A Constitution indicating the name of the organization, statement of purpose, membership, officers and their duties, timeline of election of officers and meetings.**
- iii. **Meetings open to the general membership of the club are to be held at least twice a semester.**
- iv. **Have an unique purpose for the community of Bryn Mawr College**
  - a. **If a new club wishes to fulfill the same purpose of an existing club, they must demonstrate how their club fundamentally differs from the existing club to the Student Finance Committee. If they fail to do so, they may continue as a non-funded club or present an appeal to the SGA Executive Board. If a new club wishes to appeal the decision made by the SGA Executive board, they may appeal to the SGA Representative Council before the approval of the budget. The Representative Council may overrule the Executive Board's decision by a 2/3 vote.**
- v. **All Heads of clubs, e.g. Presidents and Treasurers, are required to have read and must abide by the SFC bylaws.**

In order to be considered for SGA Funding each semester a committee, class, and Traditions must have the following items:

- i. **Have members appointed or elected by the Appointment Committee or the Self-Governance Association**
- ii. **All Heads are expected to have read the SFC bylaws.**

In order to be considered for Bi-Co Funding each semester a club must have the following items:

- iii. **All Bi-College clubs funding will be determined in accordance with the current terms of the Bi-College Club Funding Agreement.**

\*\*Should a club or committee seek to change their name, notification sent to the SGA Treasurer will assure continuation of regular funding as opposed to being identified for new club budgeting.

## How Does One Apply For Funding?

### 1. Budget Workshop

- The President(s) and Treasurer(s) of each organization must attend the Leadership Orientation and Budget Workshop at the beginning of each semester in order to receive budget information.
- One member of each organization shall pick up a proof of attendance slip to be attached to the written copy of budget.

### 2. Creating a Budget

- **Budget Submission**
  - Submit an electronic copy in a Microsoft Word file format to the SFC Moodle under Submit Budget
  - Submit a hard paper copy of the budget based on the template provided on the SFC Moodle page. Budgets NOT following the template will NOT be accepted.
  - Sample Budget will be on the SFC Moodle as reference.
- **What can be requested?**
  - Funding requested may increase by a maximum of 50% of the previous semester's allocated budget. This is not a guaranteed increase.
    - New Clubs budgeting for the first time with SGA will receive a maximum of 250 dollars. More may be requested from Mid-Semester Review.
      - *Exceptions:* Committee budgets will be awarded at the SFC's discretion.
  - Budgets should allocate funds for events during that semester as well as for the first 3 weeks of the following semester.
  - As per the spirit of the Honor Code, budgeting must be done honestly and truthfully. Events falling under SGA funding must follow State and Federal Laws as well as community expectations as described in the Honor Code.
  - Clubs having community service or activism as a component of their semester activities may request funding for transportation to these activities from the Civic Engagement Office according to the guidelines laid out by the CEO. The

SFC will not award money for such expenses.

- *Fundraising*
  - Clubs may request funds for reusable materials for fundraisers. This clause does not cover materials to be sold.
  - Example of what is covered: Baking Pans.
  - Example of what isn't covered: Baking supplies
  - Exceptions: Traditions
  
- *Food for General Meetings*
  - Money requested for food for regularly scheduled meetings can be no more than 50 dollars or 10% of the semester budgeted total, whichever is lower. This rule applies only to regularly scheduled meetings and not to large events such as culture shows.
  
- *Publicity*
  - Budgeted amount for posters for regularly scheduled meetings should not exceed 10 dollars.
  - For large campus-wide events, standardization for posters will be decided at the discretion of the SFC based on the overall requested by clubs.
  - Other materials for publicity, i.e. stickers, will not exceed a maximum of 50 dollars and will be awarded at the discretion of the SFC.
  
- *Gratuity*
  - Tips and gratuity will be reimbursed for up to 18% of the total bill. This is for delivery charges, not for off-campus dining.
  
- *Off-campus events/Transportation*
  - No funds are allocated for meals, SEPTA tickets, and airfare for students.
  - If traveling off-campus is integral to a club's activities (Example: MUN and Debate Club), then funds will be allocated at the discretion of the SFC.
  
- *On-campus events*
  - Clubs must budget for DJ's, party costs and any teas in the semester's budget.
  - The awarded amount for a DJ will be same for all clubs requesting in that semester, regardless of the number of clubs sponsoring the party.

- *Exceptions:* Traditions, Classes, Social Committee
- Before hiring a DJ or other outside performer, clubs MUST submit a contract request form to the Student Activities office.
- Organizations are not permitted to charge community members for events that have been funded by the SGA. Moreover, these events need to be advertised to the whole undergraduate community.
- If an event is not widely advertised to the campus (i.e. closed events), these events will be capped at 100 dollars. Should the club seek to request more, they will present on the Sunday SGA Meeting before budget interviews. The SGA Representative Council will vote the request at the meeting. The budget will go through a preliminary review through the SGA Treasurer before presenting before the Representative Council.
- Estimated attendance should be included.
- Each event on the budget form should be listed as either open or closed (closed being only open and advertised to members of the club through club holdings such as listserv and Facebook groups).
- *Apparel*
  - Funds will be allocated only to clubs who wish to buy costumes as a part of a performance or act, not as group sweatshirts, T-shirts, or pants.
  - Group performance t-shirts will be limited to a maximum of 125 dollars.
    - Performance t-shirts include t-shirts for A cappella groups
  - Performance group costumes will be allocated on a per person basis. The maximum per person will be 250 dollars.
    - Performance costumes include costuming for dance troupes
    - *Exception:* Theatre performance groups will be allocated at the SFC's discretion.
- *Speakers/Performers*
  - A well-estimated, itemized list of every expense associated with speakers and invited guests must be submitted in the budget form.

- The SFC will award the cost of the speaker based on estimated attendance provided by the request.
- Contract guidelines must be strictly adhered to.
- *Penalties*
  - At the start of the budgeting process, clubs who have more than 25% remaining of their original SGA approved budget from last semester will be allocated only that 25%. This applies to clubs who have more than 250 dollars of leftover funds. Clubs and committees may return allocated money back to the SGA fund before the start of the next semester to avoid penalization.
- *Funds for Large Events*
  - For annual events having already happened twice consecutively, costing more than 2,000 dollars, see the Annual Fund section.
  - For new events costing more than 1,000, see the Special Events Fund section.
- *Gifts*
  - Gifts will be limited to 18 dollars per person, including seniors and welcome bags

### 3. Securing the Funds

- Upon submitting a budget at the appropriate time and place as designated by the SFC, all clubs are required to sign-up for a scheduled 10-minute long budgeting interview. SFC retains the right to refuse funding for any club that does not follow proper budgeting procedures.
  - **INTERVIEWS ARE MANDATORY FOR ALL CLUBS, CLASSES, COMMITTEES, AND TRADITIONS.**
  - During the interview process, questions will be asked about the budget to help determine of the final budget.
- The final budget will be sent by e-mail to the SFC Moodle listserv and posted to the SFC Moodle after the Representative Council has voted on it. The budget may not be spent until that time.
- ***Outside Accounts***
  - Clubs are not allowed to have accounts outside the SGA.
- ***Mid-semester Review***
  - On the week before Fall Break, requests for additional funds to the finalized budget should be sent to the SGA Treasurer. Notification on the status of the request will be given by the first week of classes after Fall Break.

- Requests may include additional funds to events already funded or additional events.
- Additional funds will be awarded at the discretion of the SFC.
- Money for Mid-Semester Review will be set aside from the operating budget before the beginning of club budgeting. Additional funds may be added at the discretion of the SGA Treasurer.
- Given the tight timeline, it is the club's responsibility to justify the request adequately. The SGA treasurer may request additional information.

#### **4. After Finalized Budgets**

- Each organization is assigned an SFC Representative. All questions/problems are to be directed toward your SFC representative. The SFC representative will in turn contact the SGA Treasurer if necessary.
  - The SFC Representative will answer questions outside of just budgeting, including the use of resources on campus.
- The President(s) and Treasurer(s) of clubs and committees, as well as any member of the Association may request access to the SFC Moodle, which allows access to view approved club budgets.
- The Treasurer may request the checks from the SFC. Notify the assigned SFC representative if there is a change in any leadership positions. All club treasurers are advised to have "unofficial assistants" (another club executive or member) who should be able to carry out transactions with the SFC when the treasurer is away. All treasurers should keep and refer to these guidelines throughout the semester.
- ***Submitting Forms for Reimbursement and Reallocation***
  - The SFC Moodle and the Student Activities website, will have reimbursement, advance request, and reallocation forms that are to be filled out in order receive funds.
  - Select the appropriate form, fill it out completely, attach all pertinent receipts and turn everything into the SFC requests box adjacent to the SGA Treasurer's Office on the second floor of the SGA House at Cambrian Row or the drop box in the Campus Center across from the Information Desk.
    - Original receipts need to be submitted within 30 days after the purchase date. If they are not submitted within that time period, clubs will not be reimbursed for the amount of the receipt. SFC will only accept original receipts or invoices.

- For online packages, the packing slip is required.
  - The receipts must have the Student Payee's ID and name on it.
  - Reallocation forms should be submitted **a week in advance** and get approved by the SFC before funds are used.
- *Getting Reimbursed*
  - SFC will submit the requests to the Controller's Office who will send the checks to the designated persons within **two weeks** after the request was made to SFC. The week before breaks will lead to delays to reimbursements.
  - If a check is not received **within three weeks** of the request, please contact SFC. Do not contact the Controller's Office.
  - Monies are not guaranteed if funds are used before the budgeting process is complete. Reimbursement and advance requests will not be accepted until the SGA Representative Council approves the semester budget.
- *Varieties of Reimbursement*
  - *Reimbursement to a student payee*
    - If a student representative for a club or organization needs to be *reimbursed* (the money has already been spent) for an activity or supplies, fill out a reimbursement form, including the student payee's pertinent information (full name, box number, and student ID number) and submit to SFC along with the appropriate receipts.
  - *Reimbursement to a Bryn Mawr College Department*
    - Checks are not written inter-departmentally within the College. For example, checks are not written to BMCDS, the Transportation department, the Dean's Office, Wyndham, or academic departments. Inter-department reimbursement requests should include an invoice or proof of payment and the budget number to which the reimbursement should be credited. When obtaining goods or services from BMC Departments, make sure to ask for their budget numbers.
  - *Reimbursement to an outside vendor*
    - Vendors include *outside* providers of goods and services, for example, printing companies, bus companies, or suppliers of materials / food. Vendor reimbursement request should include an *invoice* as opposed to a receipt as well as the vendor address to where the check should be sent from the Comptroller's Office.

- *Reimbursements to speakers or performers*
    - In order to obtain reimbursements for speakers or performers (or any third-party individual not associated with the College) a contract (please see below for more details) and a completed W-9 form must be submitted with the request. In this instance, the signed contract acts as a receipt of payment. **Note: Organizations are NOT permitted to have a check written out to a student payee if funds will then be turned over to a speaker or performer** in order to avoid creating a contract / signing a W-9 form. This opens up the possibility for evasion of income taxes as well as student liability of a bounced check.
  - The reimbursement request form should be filled out appropriately in accordance with type of reimbursement being secured.
- **Advances**
    - You must complete and submit an advance authorization form to be considered for an advance.
    - Third parties should be notified in advance that they will not necessarily be paid on-site for goods and services (as is the standard for colleges and universities). Students who intend on making large purchases from an outside vendor should request an invoice addressed to “Bryn Mawr College” to be turned in as a reimbursement (Please see above regarding reimbursements). Invoices can be requested from Staples, Acme, and other local vendors.
    - Check requests over 500 dollars will be approved at the discretion of the SGA Treasurer.
    - Advances are given at the discretion of the SFC and the Controller’s Office.
    - If a club fails to return the advance to the SGA operating fund, the money will subtracted from the club’s current operating budget.
    - If the amount to be paid exceeds the amount the club currently possess in their operating budget, the remaining money will then be subtracted from the following semester’s budget.)
    - Receipts must be turned in to the Controller’s Office within three weeks of the date of your advance request. No future advances will be granted until you account for your current. Failure to turn in receipts by the following semester will result in a repayment by the organization to the SGA of



those funds that cannot be properly accounted for with a receipt.

- There will be no punitive actions taken against a club that does not spend the full amount of the advance. The remaining should be returned in check form to the Controller's Office.

- **Reallocations**

- After budgets are finalized, an organization may make further changes to their budget by requesting a reallocation of funds. Reallocations are not request for more funds, but for changes to the club's existing budget.
- The club treasurer must complete and submit a reallocation request form to her SFC representative for approval. Therefore, all reallocation requests must occur before the expenditure; otherwise the club will not be reimbursed the full amount. Please allow adequate time for approval.
  - At least a week's notice is required.

- **Contract Policy for Speakers/Performers and Coaches**

- With at least one month's notice visit [www.brynmawr.edu/activities/contracts](http://www.brynmawr.edu/activities/contracts). Submit the Contract Request Form and follow the guidelines listed on the page.
- Once the contract and its necessary forms are acquired the original contract will then be submitted to the SGA Treasurer.

## **5. Special Events Funding**

- All applications for Special Events funding will be available on the activities website at the beginning of the fall semester.
- A minimum of 1,000 dollars must be allocated for any one event. There must be a minimum of at least 100 people in attendance. The event must be an on campus event.
- Preliminary Decision of the proposal will be decided by the SGA Executive Board based on prior event experience and well as overall relevance to the entire student body.
- A maximum of 40,000 dollars will be allocated each year for Special Events. It is up to the SGA Treasurer to allocate to the budget taking into account the SGA overall budget and requests.
- Voting on the Funding will be held before the Representative Council after voting on the overall budget has happened.

## **6. Annual Funds Funding**

- All applications for Annual Fund will be available on the SFC Moodle at the beginning of each semester.

- SGA will set aside 10,000 dollars for this fund.
- *What events can be funded?*
  - Any annual event that has happened at least twice consecutively in the past 2 years
  - A minimum of 2,000 dollars must be requested with a minimum of at least 100 people in attendance. The event must be an on campus event and open to the Bryn Mawr campus.
  - A reservation in Conference and Events must be presented with the application.
  - Any annual events under 2,000 dollars will go through regular club budgeting.
- *Who may not apply?*
  - Traditions
- *What is the procedure?*
  - A preliminary interview will be held with the SFC before presenting before the Representative Council.
  - Clubs will present before the Representative Council before the final budget has been voted upon.
  - If any annual event is not funded, then requests will be transferred to the regular club budgeting procedure.
  - Requests will be due 3 days after the Leadership Orientation Workshops and be voted on before Interviews for budgeting.

## **7. Other On-Campus Resources for Funding**

- Career and Professional Development Office
- Deans' Office
- Presidents Office
- Civic Engagement Office
- Bryn Mawr College/Haverford College academic departments
- Student Activities Office
- Pensby Center
- Office for the Arts
- Co-Sponsoring with other clubs
- Katharine Houghton Hepburn Center
- Center for Peace and Global Citizenship
- The Center for Social Science

Academic and Administrative Departments on campus may also be a funding source for student clubs. Please keep in mind that every

department has guidelines by which you must abide in order to request funding and funding from any department is contingent on availability and is not guaranteed. Funding inquiries to any academic or administrative department at Bryn Mawr or Haverford should include details such as date, location, and purpose of the event, information on the event itself (i.e., who is the speaker, artist, etc), the amount of money desired, and what the funds will be used for (i.e., to pay for the speaker, food, transportation, etc).

\*\*A proposal should be submitted to the academic and administrative department to increase probability of obtaining funds.