

# Student Government at Utica Financial Policy

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10<sup>th</sup> Edition

Developed for all entities who deal fiscally with the Student Government at Utica.

# Introduction

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This Financial Policy is developed for all entities who deal fiscally with the Student Government at Utica. It is the governing document on the guidelines, responsibilities, requirements, limitations, and policies for any fiscal transactions concerning any part of the Student Government at Utica.

This document will be formatted into the separation of: parts, articles, sections, subsections, and divisions. The broader areas of concern introduced by parts and more specific areas of concern described in divisions.

The Student Government at Utica shall be herein called SGU.

The State University of New York Polytechnic Institute shall be herein called SUNY Poly.

This section contains the past Financial Policy passed by the legislation.

Financial Policy 2015	Bill# 1516-03	2015 - 2016
Financial Policy 4 <sup>th</sup> Edition	Bill# 1516-81	2016 - 2016
Financial Policy 5 <sup>th</sup> Edition	Bill# 1617-29	2016 - 2017
Financial Policy 6 <sup>th</sup> Edition	Bill# 1617-72	2017 - 2019
Financial Policy 7 <sup>th</sup> Edition	Bill# 1920-12	2019 - 2021
Financial Policy 8 <sup>th</sup> Edition	Bill# 2021-56	2021 - 2022
Financial Policy 9 <sup>th</sup> Edition	Bill# 2122-38	Tabled Indefinitely
Financial Policy 10 <sup>th</sup> Edition	Bill# 2223-13	2022 - 2023

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# Part A: Treasury Duties

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The policy entitled “Treasury Duties” shall be used to govern all responsibilities, restrictions, and powers granted to the Treasurer and Vice Treasurer.

## **Article I Responsibilities of the Treasurer**

### Section 1.

The Treasurer shall be responsible for tracking the current fiscal standing of its respective organization and all subsequent student organizations/clubs under it. It is their responsibility to enforce all procedures, policies, requirements, and limitations for any financial transactions as described within this document. In the absence of the Treasurer, the President has the responsibility of enforcing the SGU Financial Policy.

### Section 2.

The Treasurer is responsible for preserving compliance with the State University of New York Board of Trustees Policies for the disbursement of the Student Activity Fee from the students of SUNY Poly at all times.

### Section 3.

The Treasurer shall have the responsibility of ruling on the validity and feasibility of any and all financial transactions with the advice and criticism of the respective Executive Board. The Treasurer shall be empowered to authorize or deny any transaction through signature, unless required by legislation.

#### Subsection a.

The Treasurer shall have the authority to decline any Purchase Voucher submitted by an organization/club if they do not have an adequate amount of funds in their account, if it is not properly documented, or if it does not conform to the Purchase Voucher Policy as further defined within Part B of this document.

#### Subsection b.

The Treasurer shall have the authority to decline any Line Transfer submitted by an organization/club if funds are not available, if it is not properly documented, or if it does not conform to the Line Transfer Policy as further defined within Part C of this document.

### Section 4.

The Treasurer shall have the responsibility of chairing the Budget Committee. This shall be further defined within Part D of this document.

### Section 5.

The Treasurer in some situations shall be responsible to put a temporary and immediate freeze on an organization/club budget. Representatives with voting power shall have the final decision when an account is in the process of being frozen. This shall be further defined within Part E of this document.

### Section 6.

The Treasurer shall be responsible to purchase tickets and receipts for the disbursement of the sale of goods and tickets for admission as further defined within Part F of this document.

Section 7.

The Treasurer shall have the responsibility of maintaining an accurate and current inventory of SGU assets. This shall be further defined within Part H of this document.

Section 8.

The Treasurer shall have the responsibility of reviewing and providing feedback to the Executive Board and the representatives with voting power for all proposed amendments to this document. The Treasurer shall have the responsibility of adding any amendments to this policy if approved by a two-thirds or greater vote in favor by the Senate. It shall be the responsibility of the Treasurer, with the assistance of the Vice Treasurer, if available, to maintain a distributable form of the SGU Financial Policy for any SGU member to view.

## **Article II The Vice Treasurer**

Section 1.

The Vice Treasurer shall have the responsibility to take over any duties in the absence of the Treasurer with the exception of authorizing financial transactions through signature.

Section 2.

The Vice Treasurer is appointed by the Treasurer and this appointment does not excuse the Treasurer from any of his/her duties.

Section 3.

Any expected duties are to be clearly assigned to them by the current Treasurer.

## **Article III Restrictions of Authority**

Section 1.

The SGU President, Vice President, Treasurer, and Secretary shall not hold any executive position in any other club or organization at any time.

Section 2.

The Treasurer does not have the authority to initiate student organization/club expenditures that are not approved by that student organization, or budget amendments that are not approved by the Senate.

# Part B: Purchase Voucher Policy

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The Policy entitled “Purchase Voucher Policy” shall be used to govern the acceptable policies and practices dealing the use of a Purchase Voucher for financial transactions and purchases.

**Article I**  
**Purpose of the Purchase Voucher**

Section 1.

The Purchase Voucher is the only official document that authorizes a representative of the SGU to purchase goods or services on behalf of their organization/club.

Section 2.

Purchase Vouchers may be used for payment of bills, purchases, travel expenses, and reimbursements.

**Article II Purchase Voucher Policy**

Section 1.

When purchasing goods or services, organizations/clubs are required to complete a purchase voucher. Purchase vouchers need to be completed 2 weeks in advance via the SGU approved online service. Should an online service not be available or with the SGU Treasurer's permission, a physical purchase voucher is to be typed and submitted to the site office. A completed purchase voucher must be approved by the sponsoring group's treasurer/president, the site treasurer, and the site advisor. In the case of an organization, the organization's advisor's approval must follow the sponsoring group's treasurer or president approval. In the event of a physical purchase voucher, the appropriate parties signatures must be present on the purchase voucher. The rationale is expressed below:

Subsection a.

The signature of the sponsoring group's treasurer shows that your organization/club has agreed to pay this expense and there is enough money in the account in accordance with their records.

Subsection b.

The signature of the sponsoring group's advisor shows that the advisor agrees that the proposed transaction is in accordance with the group's purpose or the group's student oriented activities.

Subsection c.

The signature of the site Treasurer assures there is enough money in the account in accordance with their records and the transaction is in line with the SGU Financial Policy.



Subsection d.

The signature of the site Advisor assures the transaction is within SUNY's financially related guidelines, indicating that the purpose of the fiscal commitment is in compliance with the provisions of the SUNY Board of Trustees policies governing Student Activity Fees (per document number 3900 Student Activity Fee Programs – Mandatory, Fiscal and Accounting Procedures), and that the commitment does not constitute a financial obligation of the state of New York.

Subsection e.

No individual with their name in the payee field on a purchase voucher may sign the voucher in either of the two treasurer fields. Advisors may sign in the appropriate field in this scenario.

Subsection f.

No student signature shall appear more than once on a purchase voucher

Subsection g.

A purchase voucher that contracts multiple years of services from a company must receive senate approval, in addition to the approvals previously stated.

### **Article III Travel, Lodging, and Reimbursement**

Section 1.

An advance payment of travel may be given under the following conditions as described in these Subsections.

Subsection a.

A properly completed Purchase Voucher must be submitted at least two weeks prior to the event date.

Subsection b.

Receipts of all expenditures are to be turned in to Auxiliary Services immediately following the trip.

Subsection c.

If the total of the receipts is less than the advance payment then the remaining balance must be re-deposited into the organization/club account.

## Section 2.

Per diems are allowed for students going to collegiate conferences or competitions where meals will not be provided. If allocated in the respective organization/club's budget, the amount an individual student or advisor is to receive during a school-sponsored trip will match the per diem in the U.S. General Services Administration (GSA) website for the Utica region, including lower rates for first and last day of travel. All per diem requests are approved at the discretion of the SGU Treasurer. Funds remaining from per diem need to be redeposited and receipts need to be turned in. In instances where a formal receipt is not issued, a picture of the item and cost must be provided in lieu of a receipt. Students must tell the treasurer and Auxiliary Services which meals are provided so they may plan accordingly.

## Section 3.

For reimbursement on travel expenditures, rates for the vehicle must be matched in the U.S. General Services Administration (GSA) website for the Utica region. Proof of mileage must be provided via a picture of the odometer before/after the trip and start/end address of the trip must be provided. Insurance, gas, wear and tear, and other travel expenses are included in the rates provided.

## Section 4.

An advisor of an organization/club shall only be reimbursed for expenses if at least one student that is a current SGU member is present during the event to which the reimbursement is requested.

## Section 5.

There shall be absolutely no alcoholic beverages paid for on any Purchase. Tax may be paid for/reimbursed if it is an unavoidable expense.

### Subsection a.

Tax-exempt cards/certificates are available at Auxiliary Services for organization/club purchases.

## Section 6.

Students are required to get prior authorization from the SGU Treasurer before they purchase anything online or intend to spend \$250 on one item or more in-store for their club/organization to a single payee within a 24/h time period.

### Subsection a.

This pre-authorization will happen in the form of the SGU Treasurer receiving the completed purchase voucher prior to the student purchase and then after the student purchases the item when they bring the receipt to the SGU Treasurer, they will then process the voucher.

### Subsection b.

Items must be delivered to SUNY Poly with attention to the Student Government at Utica.

Subsection c.

Once an invoice/receipt is given to the SGU treasurer, the purchase voucher will be processed and the items may be picked up.

Subsection d.

The SGU Treasurer reserves the right to deny authorization and require items to be purchased through Auxiliary Services. If this is disregarded, reimbursement will not be granted under any circumstance.

Subsection e.

The SGU Executive Board reserves the right to approve any reimbursement over \$250 after purchase.

Section 7.

Lodging via Airbnb and/or comparable other home renting services (VRBO, FlipKey, HomeToGo, HouseTrips, Bed and Breakfasts, etc) shall be non-permissible. In the event, the student organization feels that there is a circumstance that is out of its control, a decision to override can be made in collaboration with the SGU Treasurer, SGU President, SGU advisor, and Auxiliary Services.

## **Article IV Prizes**

An organization/club must submit a “Gift/Prize Acceptance Acknowledgement” form to Auxiliary Services within five business days after the event at which a prize was awarded.

### **Section 2.**

Prizes will only be awarded to current SUNY Poly students unless an entry fee has been paid by an outside party. No individual prize shall exceed the limit of more than \$400 and each person may only claim one raffle or giveaway prize during an event. Prizes won through skill shall not be limited in quantity.

### **Section 3.**

If you are an active member of a club/organization, you may only receive one prize from that Group per academic semester unless an entry fee is paid.

### **Section 4.**

Events must be advertised through flyers or through SGU’s approved online digital advertising portal, at least two weeks in advance. If an event is not advertised for at least that duration, prizes may not be awarded at that event.

## **Article V: Additional Expenses**

### Section 1.

SGU will pay \$250 per month in printing for organizations, excluding the Factory Times newspaper.

### Section 2.

Organizations/clubs will pay for 50% of legal expenses they accrue. SGU will pay for the other 50%.

### Section 3.

Organizations/clubs shall be limited to 8 ½" x 11" flyers unless the flyer advertises multiple events, or the total cost of the event exceeds \$10,000. A maximum of 1 flyer design per event is allowed.

### Section 4.

Any promotional apparel purchase for an organization/club must be ordered before the end of the fourth week of the spring semester. One exclusion to this policy is specific event promotional apparel, for example: Apocalypse Week. All apparel orders must also gain prior approval from the SGU Treasurer.

#### Subsection a.

In special circumstances, the SGU Executive Board may vote to approve a purchase of promotional apparel after the fourth week of the Spring semester.

#### Subsection b.

Approval of purchases of officer promotional material needs to be pitched to and approved by the Executive Board.

#### Subsection c.

Appeal Process - If denied by the Executive Board they may present it to both the Budget Committee and the SGU Advisor for approval; both parties must approve the purchase.

## **Article VI Reconciliation**

An organization/club treasurer has the right to approach the Treasurer to check on the status of a Purchase Voucher at any time they feel the need to, so long as the office is open. If the transaction has stopped advancement in processing, they may ask at that time for the reason.

### **Section 2.**

If an organization/club member or advisor feels that they have been dealt with unfairly, they may appeal to the respective meeting of the senate/representative immediately following the misconduct.

# Part C: Line Transfer Policy

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The Policy titled “Line Transfer Policy” shall be used to govern the acceptable policies and practices dealing the use of reallocation of funds for financial transactions.

## **Article I Purpose of a Line Transfer**

### Section 1.

A Line Transfer form is the only official document that authorizes transfers of specific amounts from a source to a destination within the SGU budget.

### Section 2.

Line transfers shall be categorized in the following ways: organization line to organization line; organization book to organization book; organization book to club; club to organization book; club to club.

## **Article II Line Transfer Policy**

### Section 1.

When reallocating funds, organizations/clubs are required to complete a “Line Transfer.” The form must be typed and submitted to the site Office two weeks prior to the event. A completed Line Transfer must contain the signature of the sponsoring and the source group’s treasurer or president, the site Treasurer, and finally the site Advisor.

#### Subsection a.

In the event the desired Line Transfer involves a group that is inactive, the Treasurer may sign in place for those inactive groups.

### Section 2.

Line transfers of \$250 or greater are considered budget amendments and shall be proposed as legislation to be voted on by the voting representatives before the Line Transfer form is to be filled out, unless they are funds being given out by the Club Funding Board. The Club Funding Board Policies and Procedures shall be referenced to determine the correct amount based on activation level and date.

### Section 3.

Funds transferred to clubs are considered spent from the budget. Funds transferred from a club to an organization become part of the budget.

## **Article III Requesting Funds from SGU**

### Section 1.

Requesting funds of \$250 or greater are considered budget amendments and shall be proposed as legislation to be voted on by the site Senate. Funds requested less than \$250 can be approved by a majority vote in favor by the site Executive Board. These requests can only be made once per semester per group. In the scenario that the funds are denied, the organization/club may re-request for funds with new criteria. However, all the requirements listed in the subsections below must be fulfilled by clubs before requesting any additional funding from the SGU.



Subsection a.

Prior to requesting additional funds, clubs must request and be granted the maximum allowed additional funds from CFB by following all the guidelines stated in the CFB Policies and Procedures.

Subsection b.

The maximum fund allocation a club can receive each academic year from CFB and SGU sources combined is \$8,000.

Subsection c.

Clubs must be active for the current semester to request funds.

Subsection d.

Any funds that are awarded and remain unused after an event will be returned to the source line.

Subsection e.

Any request of extra funds through SGU will require the requesting entity to have fundraised 10% of the requested amount at any point throughout the academic year. This amount is to be verified with the CFB Chair or SGU Treasurer prior to requesting funds from SGU.

Subsection f.

The deadline for requesting additional funding from the SGU during the academic year is April 1<sup>st</sup>.

## **Article IV Reconciliation**

### **Section 1.**

An organization/club treasurer has the right to approach the Treasurer to check on the status of a Line Transfer at any time they feel the need to, so long as the office is open. If the transaction has stopped advancement in processing, they may ask at that time for the reason.

### **Section 2.**

If an advisor or organization/club member feels that they have been dealt with unfairly, they may appeal to the respective meeting of the senate/representative immediately following the misconduct.

# Part D: Budget Policy

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The policy entitled 'Budget Policy' shall be used to govern acceptable policies and practices dealing with allocation of the SGU Budget.

## **Article I Budget Policy**

### **Section 1.**

The SGU shall have a budget that is approved through legislation, in the spring semester, for the following year. This budget shall be approved by the governing bodies President and Treasurer, as well as the SGU Advisor and the President of SUNY Poly. This budget will declare what lines exist for the SGU and the organizations under them and what purpose each line exists for.

#### **Subsection a.**

Prior to the approval of the budget, each organization will submit its budget request for the following academic year. Open hearings will be scheduled by the budget committee at each site at which the respective organization president/treasurer can explain their budget requests.

#### **Subsection b.**

If the budget of an organization is rejected or amended and there is no representative present at the budget committee meeting, the organization's president/treasurer will be notified of the reason and will have until the next regularly scheduled budget committee meeting to submit a revised budget for approval.

#### **Subsection c.**

This budget shall be formed around the projected allocation of the Student Activities Fee (SAF) for the following academic year.

### **Section 2.**

Any organization wishing to receive an allocation from the SGU budget must submit a budget request to the Treasurer no later than the deadline set by the SGU Budget Committee.

#### **Subsection a.**

Organizations must have an approved constitution on file with the SGU and their membership must be open to the entire student body.

#### **Subsection b.**

Organizations must have approved contracts for every member that is presented a stipend each semester. They must sign their contract when they are sworn in and it shall last the remainder of the academic year, unless they resign or are terminated from their position.

#### **Subsection c.**

All organizations must have an active membership with meetings scheduled weekly.

#### **Subsection d.**

A representative from each organization must attend the mandatory meetings, as set forth in the site Constitution.

Section 3.

Funds remaining in an organization's budget that are not disbursed by June 30th will be automatically transferred into reserves.

Section 4.

All SGU clubs' year-end balances will be rolled over into the next fiscal year at 100 percent.

Section 5.

Money given to a club shall only be reclaimed if they have not been activated in the previous two semesters. If a club is frozen, their funds will be reclaimed after not being active for one full semester.

Subsection a.

The process to reclaim the funds of these student clubs will be done through a resolution in the first few weeks of the semester and deposited into the SGU reserves.

Section 6.

Major changes to the SGU Budget after approval, either prior to or after the collection of the Student Activity fee, shall be considered a budget amendment.

Subsection a.

Requests for additional funds from the site reserves shall be treated as a budget amendment.

Subsection b.

The Treasurer can only access the reserves and distribute the surplus once a fiscal year. All organizations at the site at which reserves are being pulled from deserves a chance to present to the Budget Committee any requests they may have for additional funds. They shall be given a one week notice of when they shall appear in front of the committee if their respective organization needs additional funding. Reserves can be pulled more than once only in times of emergency action.

Subsection c.

Minor changes to the SGU budget can be done by the SGU Treasurer with the approval of the SGU Advisor and Auxiliary Services. Minor changes consist of reallocation of funds within SGU or a subsequent organizations budget if requested.

Subsection D. Reserve pulls in this time period must abide by the Emergency Reserve Pull policy outlined in the Article XIX of the SGU Policies and Procedures

## Section 7.

A reduction of funds may occur due to failure to meet income projections because of a student enrollment that is less than estimated. In this case, each organization will be notified of their respective adjustment. Reduction shall be made by adjusting each organization a calculated percentage. This percentage will be the same percentage of the **total** SGU Budget that the organization has been allocated in their budget. The decision of where the reduction shall be made and will be left to the discretion of that organization.

### Subsection a.

If no decision of reduction has been made within a stated date set by the Treasurer by any organization, the Treasurer will then make appropriate reductions within the guidelines of the SGU Financial Policies for that organization.

## **Article II Use of Fees**

### Section 1.

The Student Activity Fee funds may only be used for the following:

#### Subsection a.

Programs of educational/cultural enrichment and recreational/social activities.

#### Subsection b.

Student publications and other media that benefits the students.

#### Subsection c.

Assistance to recognized student organizations provided that the purpose and activities of the organization are of educational, cultural, recreational or social in nature.

#### Subsection d.

Insurance related to the conduct of programs provided by clubs and organizations.

#### Subsection e.

Administration of programs as required by documents that supersede this one.

#### Subsection f.

Transportation in support of programs.

#### Subsection g.

Student services that supplement or add to those provided by SUNY Poly Student Association.

Subsection h.

Salaries for employed positions, or stipends to student officers.

Section 2.

The student activity fees cannot be used for donations or funding capstone projects.

# Part E: Freezing Policy

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The policy entitled “Freezing Policy” shall be used to govern the acceptable policies and practices dealing with the freezing of a budget.

## **Article I Definition of a Frozen Budget**

### Section 1.

Violations of any SGU financial policy, procedure, or regulation will be seen as grounds for freezing or dissolving of an organization/club budget. Specific guidelines are further defined in Article II of this Freezing Policy.

### Section 2.

A frozen budget means no further purchases can be made from that budget, from any line; deposits to that budget are allowable.

#### Subsection a.

The only expenditures allowable while an organization/club is frozen are those made prior to that budget.

### Section 3.

All expenditures or debts incurred between the freezing and unfreezing of a budget or account are strictly the liability of the individuals involved and **not** the organization/club, Auxiliary Services, SGU, or SUNY Poly.

## **Article II Freezing Policy**

### Section 1.

An organization/club will be frozen under the following situations:

#### Subsection a.

The Treasurer position of that organization being vacant for more than five business days.

#### Subsection b.

The spending of funds contrary to the intended use of those funds.

#### Subsection c.

If the Treasurer is not satisfied with the inventory report submitted by an organization/club due to them not being up-to-date, accurate, or complete.

#### Subsection d.

Having a total balance less than zero.

#### Subsection e.

Any student organization/club not depositing all generated income to Auxiliary Services.



Subsection f.

Clubs not completing the requirements as stated by the Club Funding Board Policies and Procedures.

Subsection g.

Organization/club President and Treasurer not attending club training.

Subsection h.

Failure to submit the “Prize Acceptance Acknowledgement form” or any supporting documentation within five business days after the event shall result in freezing of the organization/club.

Section 2.

The voting representatives at each site shall have the final decision when an account is in the process of being frozen.

Subsection a.

The Treasurer can put a temporary and immediate freeze on a budget if the organization/club meets any situation that is further described in Section 1 of this article.

In addition, the Treasurer shall present legislation with valid reasons for a temporary freeze.

Subsection b.

The Treasurer will provide a written document to the organization/club treasurer and president within a day after the temporary freeze and the final decision of the senate.

### **Article III Unfreezing a budget**

Section 1.

The legislation that is presented while freezing a budget shall contain proper procedures for an organization/club budget to unfreeze.

# Part F: Revenue

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The policy entitled “Revenue” shall be used to govern the acceptable policies and practices dealing with deposit and collection of funds for student organizations/clubs.

## **Article I Revenue Definition**

### Section 1.

Funds collected for any purpose by organizations/clubs are considered revenue.

## **Article II Revenue Control Policy**

### Section 1.

All Revenue collected by an organization/club for any purpose must be deposited by an executive member from that group at Auxiliary Services immediately after the event ends that day in a sealed bag. If the Auxiliary Services office is not open at the time of the collection the revenue must be placed in a sealed envelope labeled with the group name and given to University Police to be delivered by that same executive member during the next business day.

### Section 2.

When depositing revenue at Auxiliary Services, a line of an organization's book or a club account shall be designated for the credit. Auxiliary Services will provide them with a receipt designating the budget line/account credited and will provide a copy of the receipt to the Treasurer.

### Section 3.

No person shall be permitted to hold on to revenue on behalf of an organization/club.

### Section 4.

The revenue generated during an event must not be used to cover any expenses prior to the deposit of at Auxiliary Services.

#### Subsection a.

Personal Banking Accounts shall not be used by an individual to collect revenue during fundraising events.

### Section 6.

Any events in which an organization/club collects cash revenue, bills larger than \$20 shall not be accepted.

#### Subsection a.

If bills larger than \$20 are collected as revenue during an event, they must be marked by the "Counterfeit Detector Pen", issued by the site Office.

### **Article III Mandatory Student Activities Fee**

Each full-time and part-time student pays a predetermined fee per academic semester, collected in total by the Business Office on or before registration. This Student Activity fee shall be nonrefundable.

#### Section 1.

Auxiliary Services shall be the disbursing and custodial agent of the student activity funds. All policies pertaining to the collection, refunding, and management of all the Student Activity Fee funds shall be subject to State University policies (as stated in Document Number 3900) and State and Federal statutes.

### **Article IV Reconciliation**

#### Section 1.

An organization/club treasurer has the right to approach the Treasurer to check on the status of a deposit at any time they feel the need to, so long as the office is open. If the transaction has stopped advancement in processing, they may ask at that time for the reason.

#### Section 2.

If an organization/club member or advisor feels that they have been dealt with unfairly, they may appeal to the respective meeting of the senate/representative immediately following the misconduct.

# Part G: SGU Stipend Policy

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The policy entitled “SGU Stipend Policy” shall be used to govern the acceptable policies and practices dealing the definition of, method of review, and methods of reduction of stipends.

## Article I Stipend Eligibility

### Section 1

Stipended positions at SUNY Polytechnic Institute Student Government at Utica are eligible to all students who hold a position within the Student Government at Utica.

## Article II Stipend Allocation

Each semester, an individual's stipend is adjusted to reflect the percentage based on the below diagram of when they were sworn in.

Week	Percentage
1-4	100%
5-7	75%
8-11	50%
12-15	25%

### Section 1.

If an individual resigns or is released from their position, they will receive a stipend for the number of weeks they served based on the chart below.

#### Subsection a.

All stipends are paid out at the end of each semester regardless of when you vacate a position.

Weeks	Percentage
1-4	0%
5-7	25%
8-11	50%
12-15	75%

### Section 2.

A stipend will not be paid out if an individual is sworn in at the last SGU meeting of the current semester.

Section 3.

Exception to Stipend allocation when the election is extended ONE WEEK; incoming stipend members are allowed to receive their full stipends. This will ONLY apply to the Fall elections of each academic year with no exceptions.

Subsection a.

This applies to elected senators and executives and does not apply to appointed members.

Subsection b.

This does not apply to special elections.

# Part H: Inventory and Asset Control Policy

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The policy entitled 'Inventory and Asset Control Policy' shall be used to govern acceptable policies and practices dealing with the Student Association's Inventory.



## **Article I Inventory Purpose and Definition**

This policy shall be used to govern ownership of an asset.

### Section 1.

All purchases made with funds from any organization/club line shall be considered co-owned property of the organization/club purchasing the item and the SGU.

## **Article II Inventory Control**

### Section 1.

Property of a group shall be kept in a designated storage place when not in use. The Treasurer shall be notified by the organization/club where this location is and what is located there.

### Section 2.

The treasurer of each respective organization/club shall have control over assets purchased with funds from their budgets.

### Section 3.

If any organization/club ceases to exist, that organization/club shall immediately forfeit all assets to the SGU.

### Section 4.

The Treasurer may withhold the stipend of an individual who has not returned a borrowed asset, aka SGU property.

## **Article III Inventory Lending and Donations**

### Section 1.

Requests of an organization/club/student to use equipment from an organization/club should be made by both requesting and lending organization/club presidents or treasurers and submitted in writing. The official form is depicted in Appendix B.

#### Subsection a.

The Treasurer must receive the form referred to in this section before the item can be lent to the receiving organization/club.

#### Subsection b.

There is no need for anything in writing for individuals of that organization/club using items for events that the organization/club already owns.

## Section 2.

Assets of an organization/club shall be officially given to a student, organization, or club when the Treasurer receives documentation from the respective organization/club.

Section 3. At the start of the Fall and Spring semesters, within the community mailer will be a form that must be accessible to all students, for students who require certain technology for academic success.

Subsection a. Students will define their need and which class the device will be used for. A representative from SGU will confirm that the device is needed with the professor. The SGU Executive Board will then approve or deny the request.

Subsection b. At the end of the semester, they will be required to mail back their rented equipment. SGU will incur all costs associated with shipping equipment back.

Subsection c. Equipment must be returned to SGU within 2 weeks upon the completion of the semester in which the student has received the technology unless instructed otherwise. SGU reserves the right to request the return of equipment at any time.

Subsection d. The equipment must be returned in a comparable condition to which it was issued without any internal or external modifications. If any equipment is damaged upon return, the student requesting the equipment will lose the ability to request equipment from SGU in the future.

## **Article IV Inventory Record Keeping**

### Section 1.

The Treasurer's duties to keep accurate asset records shall include any information that is pertinent to the description of that asset's uniqueness. Assets should be tagged with approved pre-numbered asset tags and recorded in the asset listing until disposal.

### Section 2.

Assets considered immaterial shall be ignored, and include: perishable food, non-perishable food with an expiration date that is less than 6 months away, and assets that are individually valued at less than \$20.

#### Subsection a.

Assets with a purchase value of 100 USD or more are required to have an asset tag and be inventoried. Assets of lesser value can receive an asset tag.

#### Subsection b.

All purchase values must be rounded to the nearest whole dollar for inventorying and asset tag purposes.

# Part I: Student Activity Fee Waiver Policy

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The policy entitled “Student Activity Fee Waiver Policy” shall be used to govern all policies surrounding the student activity fee waiver.

## **Article I Purpose of the Student Activity Fee Waiver**

### Section 1.

The purpose of the Student Activity Fee waiver is to provide an opportunity for students to opt out of the mandatory student activities fee based on specific criteria outlined by SGU Financial Policy.

### Section 2.

Students reserve the right to request to opt out of the student activity fee for a given semester. They may request to waive the fee during each semester in which they are enrolled at SUNY Poly unless they have attended an SGU or SGU-sponsored event during a previously waived semester.

### Section 3.

Exceptions for this fee will be considered for students admitted to programs that are 100% online and who live more than 50 miles from campus. Extraordinary requests for the student activity fee can be directed to the Student Government for consideration.

## **Article II Student Activity Fee Waiver Procedure**

### Section 1.

The SGU Treasurer must ensure the Student Activity Fee waiver is available when the first day of class starts until the end of the second week of the semester. This will align with the last day to withdraw from classes.

### Section 2.

The Student Activity fees collected by the Student Accounts office, are remitted to the SGU on a regular basis. Any adjustments for waivers paid and refunded will be made in the next scheduled payment. Any waivers applied to the student's account prior to payment of a SUNY Poly billing statement, will not be adjusted in the remittance process and are only reflected as an adjustment on the students' billing statements.

## **Article III Outcome of Waiving the Student Activity Fee Waiver**

### Section 1.

The following outcomes pertaining to the Student Activity Fee waiver shall only pertain to the semester in which the fee waiver is waived for those individual students.

### Section 2.

Students who are granted a fee waiver will not be allowed to attend any Student Activity Fee hosted or sponsored by SGU or any of its subsidiaries.

#### Subsection a.

The Student Activities Fee is reinstated in full if a student who is granted a fee waiver attends any events hosted or sponsored by SGU or any of its subsidiaries.

Subsection b.

Attending an event hosted or sponsored by SGU or any of its subsidiaries will result in the student losing the right to submit a fee waiver in the following semester.

Section 3.

Students who are granted a fee waiver shall not have access to SGU equipment and resources.

Section 4.

Students who are granted a fee waiver may not run for a position in SGU.

Section 5.

Students who are granted a fee waiver may not hold a position in SGU or any of its subsidiaries.

Subsection a.

Should a current member of SGU or any of its subsidiaries be granted a fee waiver, they must resign from their position.

Section 6.

Students who have been granted a fee waiver reserve the right to submit issues pertaining to their experience at SUNY Poly to any member of SGU.

Section 7.

The Budget Committee shall perform a yearly audit on the Student Activity Fee Waiver Form.

#### **Article IV Signatures on Student Activities Fee Waiver**

Section 1.

Signatures on the Student Activities Fee Waiver shall consist of the student submitting the fee waiver, the site Treasurer, and the site Advisor.

Section 2.

The signature of the student applying for the fee waiver signifies that the student applying for the fee waiver agrees to all of the terms and conditions outlined in the Student Activity Fee Waiver found in the appendix of the SGU Financial Policy.

Section 3.

The signature of the site Advisor assures the transaction is within SUNY's financially related guidelines, indicating that the purpose of the fiscal commitment is in compliance with the provisions of the SUNY Board of Trustees policies governing Student Activity Fees (per document number 3900 Student Activity Fee Programs – Mandatory, Fiscal and Accounting Procedures), and that the commitment does not constitute a financial obligation of the state of New York.

# Appendix

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This policy entitled 'Appendix' shall be used to govern acceptable policies and practices dealing with official forms.

**Appendix A**  
Fundraiser Letter

All Fundraiser letters that are submitted to the site Treasurer must be in this format:

Club/Org. Name - Title of Fundraiser

Location:

Date(s):

Time(s):

Description of Event (Paragraph):

- Please include information that is important to the event, such as admission price, prizes, anyone sponsoring the event, where more info can be found, and anything else you feel is necessary.

Club/Org. Exec. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SGU Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**  
Inventory Lending and Donations Letter

All inventory lending and donation letters that are submitted to the site Treasurer must be in this format:

Date:

Source Organization/Club Name:

Destination Organization/Club Name:

Item Name(s):

Description (Paragraph):

- Please include information on why you are lending or donating an item to another/club, time frame for lending, any specific event that the item might be useful.

Source Club/Org. Exec. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Destination Club/Org. Exec. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SGU Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix C**  
SGU Equipment Rental Policy

All inventory lending letters must be sent to the SGU Executive Board in this format:

Date:

SGU Equipment #:

Destination: (Recipients Name, Address and SUNY Poly Email)

Item Name(s):

Description (Paragraph):

**Signature of Recipient:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of SGU Treasurer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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For Office Use only:

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Student Affairs Notification Date: \_\_\_\_\_

Exec. Board Approval Date: \_\_\_\_\_

Asset Tag(s) # \_\_\_\_\_

Condition: \_\_\_\_\_

Mailing Date: \_\_\_\_\_

Distributed by: \_\_\_\_\_

Receiving Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Returned condition: \_\_\_\_\_

**Appendix D**  
Student Activities Fee Waiver  
*(next page*



# STUDENT GOVERNMENT at UTICA

STATE UNIVERSITY OF NEW YORK POLYTECHNIC INSTITUTE

100 SEYMOUR ROAD, UTICA NY 13501 | SGU@SUNYPOLY.EDU | 315-792-7135



## Student Activities Fee Waiver

*The student's activities fee is used to cover many of the events and programs that happen both on and off-campus as well as online. The fee fully supports Student Government at Utica, its Organizations, and Clubs.*

I, \_\_\_\_\_, U# \_\_\_\_\_,

Am a graduate student and will **not** be utilizing any Student Government at Utica events during the \_\_\_\_\_ of \_\_\_\_\_ semester and request that the student activities fee be removed from my account. I understand that if I attend any SGU-sponsored events this semester, the fee will be reinstated and I will be responsible for paying the balance before the end of the semester. I understand that if I choose to waive the student activity fee and I attend an SGU event in the waived semester, I will not be eligible to submit the fee waiver the following semester.

I also understand that this waiver does not guarantee that the fee will be removed from my bill.

This form must be submitted no later than the end of the last day to add/register for the course period as noted on the academic calendar in order to be considered for a waiver.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### *For SGU office use only*

- I acknowledge that the student above will not be utilizing the student activities fee, and the SGU budget allows for the reduction of the following student's fee and will not have a major impact on the SGU budget for that academic year. I give permission to the bursar to remove the fee from the student's bill.
  - I understand that the student is applying for the Student Activity Fee waiver, however, they do not qualify for the waiver because

\_\_\_\_\_  
SGU Treasurer Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
SGU Advisor Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date