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## RESOURCES

## EVENTS AND PROGRAMMING

## GENERAL POLICIES

# Resources

## IMPORTANT PHONE NUMBERS

### Important Phone Numbers

Art Services .....	410-704-2276
Copy Center .....	410-704-3254
Event and Conference Services .....	410-704-2315
Housing and Residence Life .....	410-704-2516
Office of Student Activities.....	410-704-3307
SGA .....	410-704-2711
Technical Services.....	410-704-4187
Ticket Office .....	410-704-2244
Towerlight .....	410-704-2288
Fleet Services .....	410-704-2493



## PEOPLE TO KNOW

### People to Know

#### Professional Staff

John Adams, Assistant Director, Union Operations	UU 200D	410-704-3524
Dan Ashlock, Director, Student Activities	UU 217	410-704-3307
Corey Bailey, Coordinator, Student Activities	UU 217	410-704-3307
Pat Cutrell, SGA Accounts Manager	UU 226	410-704-2711
Dr. Teri Hall, Asst. Vice President, Campus Life	UU 232	410-704-2332
Jason Heiserman, Associate Director, Student Activities	UU 217	410-704-3307
Mary Leeper, Administrative Assistant, SGA	UU 226	410-704-2711
Dr. Deb Moriarty, Vice President, Student Affairs	AD 107	410-704-2055
Joanne Repasi, Manager, Ticket Office	UU TO	410-704-4033
Jerri Sumwalt, Administrative Asst., Campus Life	UU 232	410-704-2332
Trista Sikes, Assistant Director, Campus Life	UU 232	410-704-2332
John Fahres, Assistant Director, Technical Services	UU 212	410-704-4187
Beth Walsh, Manager, Facility Reservations	UU 212	410-704-2315

## Office of Student Activities (OSA)

The Office of Student Activities, part of the Campus Life area, is organized to meet the needs of students, their organizations and the university. The OSA is home to the Student Government Association, Student Organizations, Leadership Programs, Volunteer Programs, Greek Life and the Campus Activities Board. The office is open from 8:30 a.m. to 6 p.m., Monday through Thursday and 8:30–4:30 p.m. on Friday, throughout the academic year. The Office of Student Activities has a comprehensive Web site at [www.towson.edu/studentactivities](http://www.towson.edu/studentactivities).

## Student Government Association (SGA)

The Student Government Association is dedicated to improving students' academic, social and cultural environments. Each student contributes indirectly to these aims by payment of the student activity fee, a percentage of which goes to the SGA. Students participate directly by taking advantage of the services offered and by getting involved in SGA itself.

Upon enrolling in Towson University, all undergraduate students become a member of the SGA. This is the primary organization that represents all undergraduate students on planning, organizing and directing the student organizations and programs on campus. The SGA works jointly with the faculty and administration in areas of university governance.

SGA Executive positions include President, Vice-President, Treasurer and Attorney General. The rest of the SGA is comprised of Senators and Directors. Positions are often available to serve on a variety of university committees.

## Types of Organizations

- Academic and professional
- Cultural
- Greek
- Honor & recognition societies
- Media & publications
- Recreational
- Religious
- Service
- Special interest



## SGA vs. OSA Classification

### SGA Affiliated

These organizations have had their constitution passed by the SGA. They have an SGA senator and the privileges of affiliation as described below. They have at least eight active members and an adviser. They abide by the SGA community service requirement.

### Benefits:

- Assigned SGA senator as a liaison to SGA
- Mailbox (located in SGA Office)
- Advertising space in *The Towerlight*, kiosks and the campus electronic sign board
- Limited office space on application basis
- Room reservations
- Bulk mailings\*
- Copy services\*
- Table reservations in the University Union
- Use of university name
- Tax-exempt status

\*Charges may apply

### Regulations:

All SGA affiliated student organizations must adhere to the following:

- Complete contact form annually and change of information cards when applicable
- Complete the community service requirement

## OFFICE OF STUDENT ACTIVITIES

## STUDENT GOVERNMENT ASSOCIATION

## TYPES OF ORGANIZATIONS

## SGA VS. CLASSIFICATION

- The organization's most recent constitution must be on file with the SGA (constitutions should be updated at least every two academic years)
- Student officers, senators and directors must have and maintain a minimum 2.00 cumulative GPA through their term of office (more information listed under Academic Criteria for Student Leaders)

### SGA Budgeted

These groups receive all of the benefits and follow all of the regulations of SGA affiliated groups. Budgeted groups also receive a per-term budget. SGA budgeted organizations have at least 15 active members and an adviser. They abide by the SGA community service requirement and the SGA funding requirement. There is a term-long waiting period before a newly affiliated organization can apply for a budget. Budgets are voted on at the end of each term for money to be spent for the upcoming term.

\*No exclusive membership organization can be directly budgeted by the SGA.

### OSA Recognized

These are active organizations on campus that abide by the Towson University Code of Conduct, but are not governed by the SGA. Although recognized organizations do not receive the benefits of SGA affiliation, there are benefits associated with being recognized by the OSA including: listing in all OSA publications (directories, brochures and Web site), eligibility for grant money, and participation in the biannual student involvement fair.

## CLUBS / ORGANIZATIONS CHECKLIST

### Clubs/Organizations Checklist

Every Towson University student organization must complete or have on file:

- Contact form including accurate information on all officers and advisers
- Copy of this Student Organization Handbook
- Constitution (updated within the last two years) (SGA groups only)
- Organization roster (SGA groups only)
- Room reservation card (SGA groups only)
- Post office card (SGA groups only)
- Financial card (SGA-budgeted groups only)
- Organization service report form (Documenting Community Service Hours)



## ADVISER CHECKLIST

### Adviser Checklist

Successful student organization advisers...

- Attend all general body meetings of the organization
- Meet regularly with the organization's executive offices
- Assist the organization in the preparation and oversight of their budget
- Attend events and programs sponsored by the organization
- Assist in the ongoing training of student leaders within the organization
- Provide a historical perspective on the organization
- Mediate conflicts among members if absolutely necessary
- Ensure that the organization follows all state laws, university policies and SGA policies
- Do not serve as a spokesperson, voting member or primary decision maker of the organization

## SUPPORT PROGRAMS

### Support Programs

To assist each organization, the OSA and SGA have several support programs and resources readily available.

#### L.E.A.D. TU workshop series

These workshops provide student leaders with the necessary skills to be effective leaders on campus. L.E.A.D. TU consists of two learning tracks for Emerging and Progressing Leaders. Each learning track consists of various topics such as Building Community, Teamwork, Ethical Decision Making and Goal Setting. We have a variety of speakers, food and prizes to raffle off each week.

#### Leadership Retreats

Each term, a leadership retreat is planned to offer students an opportunity to leave campus, gather as a student body and develop new leadership skills and competencies. Different campgrounds/retreat sites and

presenters are chosen each year to provide for new experiences and learning opportunities.

### Leadership Listserv

The leadership listserv is an online opportunity for student leaders and advisers to openly discuss leadership-related topics, seek advice, share expertise and promote events. To subscribe, e-mail [majordomo@towson.edu](mailto:majordomo@towson.edu), and write "subscribe leaders-l" on the first line of text—that's leaders-lowercase "l." To post a message, address [leaders-l@lists.towson.edu](mailto:leaders-l@lists.towson.edu).

### Student Involvement Fair

The Student Involvement Fair is an enjoyable way to learn about the many student organizations on campus. Student organizations set up display tables and actively recruit new members. Two fairs are offered during the year; one takes place in September, while the second takes place in February.

### Resource Area

The Resource Area, located in UU 226, provides a workplace for students and organizations to meet and plan events. All of the necessary student organization paperwork is located on the resources racks on the wall. There is an extensive library of leadership books and training activities, as well as community service ideas and many hand-outs on leadership-related topics. Computers are also available for organizations to create flyers, prepare meeting agendas, and do organization work. Limited storage space is also available for organizational use.

### "REACH for the High 5" Community Service Program

Student Groups are required to complete mandatory service each term. This program provides a wealth of service opportunities to be completed in a fun and slightly competitive manner. The program challenges students to complete service in each of the five areas. Upon completion of the academic year an award ceremony takes place to honor students for their hard work.

### Volunteer Listserv

The volunteer listserv provides regular notification of community service opportunities for student organizations. It is a valuable resource for any group's community service representative. To subscribe, e-mail [majordomo@towson.edu](mailto:majordomo@towson.edu), and write "subscribe volunteer-l" on the first line of text—that's volunteer-lowercase "l." To post a message, address [volunteer-l@lists.towson.edu](mailto:volunteer-l@lists.towson.edu).

## Events and Programming

### Office of Student Activities Program Grants

These grants provide monetary assistance for student organization programs with an educational or community service emphasis. Programs must be open to all students, and grants are not to exceed \$100 per program. A student organization may receive up to \$100 in an academic year. This can come in the form of two \$50 grants. Grant money may be used for any of the following:

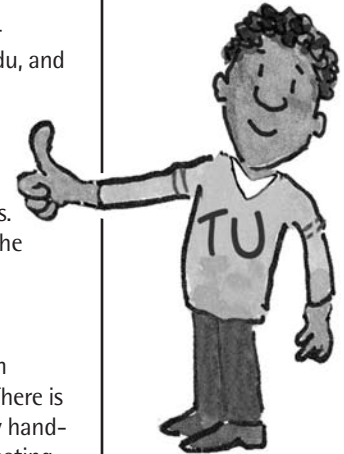
- Speakers and performers
- Technical support
- Promotional and advertising needs
- Transportation
- Supplies

Grant applications must be submitted at least three weeks prior to the event, and groups must provide invoices as to how the grant was spent.

### Programs and Activities on the Weekend (PAW) Grant

The purpose of the PAW Grant is to fund activities on campus that directly relate to and enhance weekend student life. Programs or events must be free to all TU students, open to the entire campus community and held between noon on Friday and Sunday evening. Programs are funded up to \$1,000. Applications are reviewed on a rolling basis and must be received at least two weeks prior to the event. An event evaluation must be completed within two weeks following the funded program.

\*Complete guidelines, regulations, and applications for all grants are available in the UU 226 or at [www.towson.edu/studentactivities](http://www.towson.edu/studentactivities).



OFFICE OF STUDENT  
ACTIVITIES PROGRAM  
GRANTS

PROGRAMS AND  
ACTIVITIES ON THE  
WEEKEND (PAW)  
GRANT

## PROGRAMMING CHECKLIST



## COMMUNITY SERVICE PROGRAMMING

### FOOD



## AVAILABLE FACILITIES AND RESERVATION CONTACTS

## Programming Checklist

To assist your organization in planning successful events, think about the following questions:

- What are the goals of the program/event?
- What is the budget?
- Who is the audience?
- Has a location/room/site been determined and reserved through the appropriate channels?
- What technical services are necessary?
- Have all contracts been signed and approved?
- How is the program/event going to be publicized? What are the requirements and restrictions for advertising?
- What special details need to be worked out? (food, transportation, payment processes, tickets, staffing)
- Have volunteers and staff been assigned specific tasks and responsibilities before and during the event/program? Are committee members and volunteers completing tasks and communicating problems?
- How will you evaluate your success?
- What information should you keep for future program planners?

## Community Service Programming

All SGA affiliated and budgeted student organizations are expected to initiate and implement a minimum of one community service project each academic school year. Community service projects must involve at least one-third of the student organization's active members over the course of the year.

Groups can come to the Office of Student Activities, UU 217, for help with planning and information regarding organizations they can contact for service opportunities. Many resources are available to students interested in volunteer opportunities including brochures and fliers in the Resource Room, the volunteer Web site ([www.towson.edu/volunteer](http://www.towson.edu/volunteer)), the Towson Volunteer Newsletter and the volunteer listserv.

### *Towson Volunteer Board*

Student organizations elect at least one of their members to serve on the Towson Volunteer (TV) Board. The TV Board members are responsible for implementing their group's volunteer projects. The TV Board meets once a term in order to discuss mandatory service obligations, service opportunities and forms that need to be completed. Organizations not fulfilling their service obligation may not reserve rooms. Once the obligation has been fulfilled, room reservation privileges are automatically reinstated.

## Food

The University Union and other campus facilities are limited to University Dining Services as the source for food service for all special activities. It is recommended that you meet at least two weeks prior to your event with a catering representative. They are located in UU 133 and they can provide answers to all your questions including prices and food selection.

The university has established a procedure that allows student organizations an opportunity to have that catering restriction "waived." A Food Waiver must be completed in order for your organization to provide food for your activity. These waivers are available in the Resource Room.

Typically a waiver is granted for refreshment items like chips, soft drinks, cookies, punch, etc. No cooking on premises or full-course meals are allowed. Pizza will not be approved under this policy. If you are found to have food without a waiver, the Union Building Manager will ask that you either remove the food or close down the event.

## Available Facilities and Reservation Contacts

All reservations begin with Events and Conference Services (410-704-2315).

### University Union

- Meeting rooms (the 300-level rooms)
- Banquet rooms (Chesapeake, Potomac)
- Dining halls (Severn, Susquehanna, Patuxent)
- Paws Lounge

## Alternative Event Sites

- Burdick Field - additional contact Beth Dishner (410-704-2037)
- Center for the Arts
  - Concert Hall
  - Mainstage Theatre
- Glen Dining Hall
- Glen Picnic Area
- Hawkins Hall Speaker's Circle
- Newell Dining Hall
- Newman Center
- Stephens Hall Theatre
- Towson Center- primary contact Bill Murphy (410-704-2763)



## Technical Services

Technical Services is the audio/visual support arm of Event and Conference Services. The department provides coordination of the technical requirements associated with events held on campus. Any event that is not part of a class is handled by Technical Services. Additionally, technical requests for events held in the Towson Center and on the outside areas of the campus are coordinated through Technical Services.

### Requests for Service

There are several key pieces of information required to request technical support for an event. These are the name of the event, the date(s) of the event, the location(s) of the event, the actual event time(s) and a contact name and phone number. This information may be communicated to the technical services manager via several methods. Two forms of telecommunications are available through telephone and e-mail for information. Requests for Technical Services must be placed **at least 14 working days prior to the day of the event**. After that period, no guarantee will be made that the service can be provided. Requests made three working days or fewer prior to the day of the event will incur a \$25 charge. This charge will be in addition to any equipment or labor charges associated with the event.

### Costs

The organization hosting an event will be charged for services provided. These charges are based on the rate sheet provided by Event and Conference Services. This information is also available on the Event and Conference Services Web site at [www.towson.edu/ecs](http://www.towson.edu/ecs). The two main components to charges incurred for an event are equipment and labor for technical services. Equipment costs for an event are charged at a per day rate.

### Labor

Labor is charged at an hourly rate. The University Union is staffed from 8 a.m. to 11 p.m., Monday through Friday. During these times there is a minimum two-hour labor charge assessed for the setup and breakdown of equipment, unless a technician is specifically requested to attend an event. Events held outside of the Union are charged labor at a per hour rate for the duration of the event and the setup and breakdown of equipment.

## Fleet Services

All SGA groups may request university cars or vans for their transportation needs. Requests are granted based on availability of vehicles. Mini-vans, vans and cars are billed based on mileage only. These vehicles may be driven by students who are cleared to drive through the University Union Financial Operations Office. Clearance should be done as early as possible and a minimum of three weeks before transportation is needed. No vehicles may be driven by non-cleared students. University buses can be obtained through Parking and Shuttle Services, 410-704-3514, UU 119.

### Procedures

1. Requests should be submitted at least three weeks before needed.
2. Obtain a "Fleet Services Request" from the OSA
3. Take completed request to Pat Cutrell who will initial that your organization has the funds available to rent a vehicle.
4. It is recommended that you call Fleet Services at 410-704-2493 a week before your trip to verify your vehicle.

## TECHNICAL SERVICES

## FLEET SERVICES



## DRIVER CLEARANCE

### Driver Clearance

**STEP 1.** Go to the University Union Financial Operations Office (UU112) to complete the Driver Clearance Forms

**STEP 2.** The form must be signed by department head, adviser, president, or other authorized signatures. Contact Environmental Health and Safety at 410-704-4421 to complete the Driver Improvement Program now online.

**STEP 3.** If you want to drive a large 10-passenger van, schedule an additional training session with the Director of Fleet Services at 410-704-2493 (GS 123A). No student will be allowed to drive a large van without this training.

**STEP 4.** When you are ready to request a vehicle, complete a Fleet Services Request form (available in the Resource Area) and gather all authorized signatures.

The staff will then send your Fleet Services Request form to the Department of Fleet Services for processing, or you can deliver it yourself to GS 123, Towsontown Boulevard.

## PROCEDURES FOR EVENTS WITH ALCOHOL

### Procedures for Events with Alcohol

Persons of legal age shall be permitted to consume alcoholic beverages at any university-approved function where alcohol use approval has been obtained by the reserving party. Alternative beverages and food must be made available during the hours of the event or activity. All persons using alcoholic beverages on campus must comply with the procedures for alcohol events, university policy and state/local laws. Contact OSA for all information about alcohol.

#### Locations

Approval may be granted for the consumption of alcoholic beverages in the following areas:

- University Union
- Burdick fields
- Johnny Unitas® Stadium - parking areas only

Several of these areas have time and seasonal restrictions, and alcoholic beverages are prohibited in Johnny Unitas® Stadium and the Towson Center during university intercollegiate athletic games.

Approval for the consumption of alcohol at student group events will not be granted for academic areas of the campus, specifically academic buildings, the library, and common areas surrounding academic buildings.

#### Hours

All events where alcoholic beverages are dispensed must end by 11 p.m. on Sunday through Wednesday, by 1 a.m. on Thursday, and 2 a.m. on Friday and Saturday. Sales will be discontinued one hour prior to the end of the event, regardless of the event ending time. The dispensing and consumption of alcoholic beverages will be allowed after 5 p.m. on Monday through Thursday, 3 p.m. on Friday and not before 11 a.m. on Saturday and Sunday. Student events including alcohol will be no longer than four hours in duration.

Special permission must be granted by the Assistant Vice President for Camps Life for student events during normal academic class hours. For complete details regarding events with alcohol and information on gaining permission, visit the OSA for the pamphlet titled *Procedures for Events with Alcohol*.

## Financial Information

### ACCESSING FUNDS FOR YOUR GROUP

#### Accessing Funds for Your Group

##### Expense Vouchers

Submit invoices immediately upon receipt. Payment processing through state treasury checks mailed to vendors takes two to four weeks. Process upon receipt so vendors are paid on a timely basis.

##### University Visa Purchasing Card and Diner's Club

Purchasing card transactions take one to three days to complete.

##### Working Fund Checks

Submit voucher requests one week prior to need (up to two weeks is suggested during peak SGA activity months). In the case of working fund check advances, original invoices are due back to SGA within five days from date of check. Note that working fund checks are issued for expenses of an immediate nature, such as event related expenses. Working fund checks may not be issued for payment of invoices for normal operational expenses.

##### Contracts

*Contracts for less than \$1,000* must be submitted at least two weeks prior to event. *Contracts for more than*



**\$1,000** must be submitted at least one month prior to the event. There are no exceptions. A contract must be completed and signed by any person who is outside the university who is providing a service to an organization whether being paid or performing for free. The service could be a speech, musical entertainment or sound equipment use.

Standard contract forms can be obtained from the Office of Student Activities or SGA secretary.

Any contract negotiation that a student enters into should be done in consultation with an adviser. The Office of Student Activities, SGA, or Event and Conference Services are available to you for assistance.

No student officer can sign a contract for an organization.

### Procedure for SGA-Budgeted Groups

- Present contract to SGA Office, where it is initialed to verify that funds are available.
- Contract is forwarded and signed by SGA president, as these are SGA funds that are being spent.
- Contract is forwarded to director of Student Activities (the SGA adviser)
- Returned to SGA with a check request for payment by the organization.

### Procedure for Non-Budgeted Groups

- Present contract to the Office of Student Activities for signatures, after being initialed by the organization's president.

The procedure requires sufficient time for all parties to read the contract and either initial or sign it. Contracts must be presented to the SGA Office **no later than two full weeks before the event is scheduled to take place** and must be with the director of Student Activities **no later than one full week prior to the event**. **No contract will be signed unless presented according to this timetable.**

Student groups are responsible for seeing that their contracts have reached and been initialed or signed by all necessary parties. It is wise for a student group to keep check on the progress of its own contracts. If, for example, your event is to take place a week from a given Friday afternoon and Student Activities does not have the contract in hand, you probably should backtrack and find out why your contract has not reached them. **No advances will be given. No exceptions!**

## SGA-Budgeted Groups

### Budget Spending Period:

Fall Allocated July 1 to January 15

Spring Allocated February 1 to June 30 (expenses for spring will be honored from January 15)

## Fund Raising

SGA budgeted groups are required to raise funds to cover a percentage of their overall budgets. Some organizations may have to do more fund raising because of financial violations. There are many ways to raise funds, whether through individual or group activities. The Resource Room, located in the SGA complex, is a good source for ideas. If your group is interested in reserving a table in the Union for a fund-raiser, it must be booked at least two weeks in advance at the University Union Information Desk.

Note: If your organization wants to conduct a raffle, you must obtain a gaming permit from the Baltimore County Office of Licenses and Permits at 410-887-3616. The \$10 permit fee is waived for Towson University student organizations. You may be asked to provide your constitution to verify that you are a Towson University organization. The OSA can assist organizations with completing this form. A copy of the gaming permit must remain on file with the OSA until the raffle is concluded.

## General Policies

### Student Special Events Policies

#### Chalking Policy

Chalking has become a standard advertising and communication tool for student groups at Towson University. While the university supports student involvement, students, student groups or departments wishing to chalk on campus must adhere to the following established guidelines:

## SGA-BUDGETED GROUPS

## FUND RAISING



## STUDENT SPECIAL EVENTS POLICIES CHALKING POLICY



## DECORATIONS POLICY

Chalking must adhere to published university policy and guidelines.

Chalking is allowed on horizontal surfaces where rain or natural elements will wash it off (i.e., not under the Lecture Hall, under the back patio of the Union, sides of buildings, or on the vertical risers of stairs).

Chalking must be non-offensive language (No obscenities, profanity or hate speech). The university reserves the right to remove anything offensive and bill the responsible individual or group.

Chalking is prohibited from occurring in entryways, porches or overhangs of buildings.

Chalking must be done with water-soluble and non-permanent chalk. The university will clean any permanent material used and the individual or group responsible will be billed.

Students, student groups or departments found in violation of this policy will be asked to remove the writings within 24 hours and judicial action will be taken. If after 24 hours the chalking is not removed and Facilities Management cleans the surface, the group will be charged for the cost of their services.

Questions regarding this policy or alleged violations should be directed to Campus Life, 217 University Union, 410-704-3307.

### Decorations Policy

Assuring the safety of Towson University employees, student, visitors and facilities is paramount. Therefore, it is imperative that the campus community adheres to these guidelines at all times, regardless of the reason or season.

#### General Guidelines

- Only those materials labeled as non-combustible, flame resistant or flame retardant should be used.
- Do not block or obscure exits, passageways to exits, or exit and emergency lights.
- Keep all materials at least three (3) feet away from heat sources.
- Exit signs, fire extinguishers, smoke detectors, fire alarm pull stations, emergency lights and audible fire signals/strobe lights cannot be decorated, covered or obstructed in any way.

#### Open Flames, Candles and Lanterns

Except as specified below, the use of candles, incense or any type of open flame device for any purpose is strictly prohibited in university buildings.

- Open Flames: The use of open-flame devices (such as tiki lamps, oil lamps, torches, etc.) are absolutely prohibited in university buildings and must be approved for outdoor use by EHS on a case-to-case basis.
- Enclosed Flames: Devices using controlled or enclosed flames (such as candles and lanterns) are prohibited in university housing and may not normally be used for decoration anywhere. Limited use of open-flame devices may be permitted only under certain conditions when approved by EHS.
- Ceremonies: The use of candles, incense or any type of open-flame device for ceremonial purposes is strictly prohibited in university buildings.
- Moods & Scent Candles: Mood and scent candles are strictly prohibited in all university buildings.
- Incense: The use of incense is strictly prohibited in all university buildings.

#### Fire Permits

- TU Fire Permit: All outdoor ceremonies and outdoor cooking utilizing open fires or grills require a TU "Fire Permit," which is issued by EHS at no charge to campus organizations.
- Bonfire Permit: Bonfires (flame base > 5 feet in diameter) require a "Bonfire Permit" issued by the SFM. This permit must be acquired at least 10 business days prior to the date of the event. The SFM's Office charges a permit fee for a "Bonfire Permit."

All permits are weather dependent and may be affected by seasonal weather conditions such as droughts, etc. Contact the Department of Environmental Health and Safety at x2949 or at [safety@towson.edu](mailto:safety@towson.edu).

## POSTING POLICY

### Posting Policy

All advertisements to be posted in the University Union must be submitted to the University Union information desk for approval. Union staff will post the advertisements.

Posting on campus in academic buildings should only be on approved free posting boards in academic buildings. Contact Student Involvement and Transitions for a complete listing of these bulletin boards.

Posting is never allowed on doors, windows, trees, poles, benches, lampposts, walkways, etc.

Students or student groups found in violation of this policy will be asked to remove the postings within 24 hours

and judicial action will be taken. If after 24 hours the posting is not removed, and Facilities Management cleans the surface, the group will be charged for the service.

All materials for posting in buildings excluding Housing and Residence Life facilities should be brought to Student Involvement and Transitions. Questions regarding this policy or alleged violations should be directed to Student Involvement and Transitions, UU 217, 410-704-3307.

## Table Reservation Policy

The University Union currently signs out space for four tables a day: two in the first-floor lobby and two in the Susquehanna room lobby. In addition, the SGA accepts one outside, fee-paying vendor in the first-floor lobby.

The following policies are in effect.

- SGA affiliated groups and university departments may sign out tables at the University Union information desk.
- Outside vendors may sign up (for a fee) for a table with the receptionist in the SGA.
- A group may reserve a table for only two days in the same week. A third may be granted with permission from the facility manager.
- First -floor tables may include information, baked goods, candy grams and other like items. Those manning tables must be seated or standing behind their tables.
- Second-floor tables are for informational purposes only. No items for sale are permitted on the second floor.
- No credit card application tables are permitted.

## Housing and Residence Life Posting Policies and Procedures

### Posting Policies

- All posted materials must be in compliance with all university policies and guidelines.
- Materials may not be posted by anyone other than Housing and Residence Life Staff. See procedures below.
- Only materials from recognized university organizations or university departments will be accepted.
- Generally, the materials submitted should be no larger than 8" x 11" in size. Materials exceeding this size may not be posted depending on the availability of space.
- No items may be hung or displayed outside of a window or anywhere on a building or its adjacent structures (porch, rails, etc.).
- Items may not be distributed door-to-door except when written permission has been specifically granted by the director of Housing and Residence Life.
- Any item posted or distributed improperly will be removed, and the individual(s) or group responsible is subject to sanctions by Housing and Residence Life and/or the appropriate department/office.

### Procedures

- All items submitted must clearly state the sponsoring organization or department.
- All materials must be submitted to the Housing and Residence Life office (located in the lower level of Newell Hall x2516) during regular business hours, 8 a.m. to 5 p.m., Monday through Friday.
- The maximum number of fliers accepted is 110.
- In order to be posted in a timely manner, all materials should be submitted within five working days of the event or activity.
- Housing and Residence Life staff will post in authorized areas approved materials for a limited amount of time.

## Policy on Buses to Campus for Student Organizations

- I. (a) It is the policy of Towson University to prohibit bus transportation from the university's campus for off-campus activities that primarily involve the consumption of alcohol.  
(b) This policy does not prohibit student organizations from arranging bus transportation to or from the university's campus for off-campus organizational, educational and social activities that conform to university alcohol policies as well as the Code of Student Conduct and do not involve transportation to or from activities that primarily involve the consumption of alcohol.
- II. Student organizations that arrange bus transportation for permitted off-campus activities shall obtain approval from the Student Activities Office at least two weeks prior to the scheduled activity. No more than

## TABLE RESERVATION POLICY

## HOUSING AND RESIDENCE LIFE POSTING POLICIES AND PROCEDURES



## POLICY ON BUSES TO CAMPUS FOR STUDENT ORGANIZATIONS

## CODE OF CONDUCT



three buses shall be permitted on campus on any given evening for any one organization or event. No more than six buses will be approved for any given evening; no more than three at any given time. Appropriate parking tags will be issued for approved buses.

III. Students or student organizations that violate Section I of this policy shall be subject to discipline pursuant to the Code of Student Conduct.

\*Any group planning to use buses for off-campus transportation is required to complete an Approval Form which can be obtained from the Office of Student Activities.

### Code of Conduct

#### Rights and Responsibilities of Campus Organizations

1. Organizations, groups and NCAA teams may be established within the institution for any legal purpose. Their recognition will be in accordance with established guidelines.
2. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any fee-paying member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organization.
3. Individual members, as well as the organization, group, or team itself, can be charged with violations of the Code of Student Conduct, including those actions defined in the "Hazing, Pre-Initiation Activities" section of this document.
4. Use of university facilities shall be granted to recognized student organizations. Student organizations shall be given priority for use of space as outlined in procedures established by Event and Conference Services and the Student Government Association.
5. The authority to allocate institutional funds derived from student fees for use by organizations shall be delegated to a body in which student participation in the decision-making process is assured.
  - a. Approval of requests for funds is conditional upon submission of budgets to and approval by this body.
  - b. Financial accountability, in full accordance with university and state policies, regulations, procedures and practices, is required for all allocated funds, including statement of income and expenses on a regular basis.
  - c. Otherwise, organizations shall have independent control over the expenditure of allocated funds.
6. The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on institution-controlled and student-operated radio or television stations. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
7. All student communications shall explicitly state that the opinions expressed are not necessarily those of the institution or its student body.

#### Judicial Hearings for Student Organizations, Groups and NCAA Teams

1. Student organizations, groups and NCAA teams (referred to here collectively as "group") may be charged with violations of the Towson University Code of Student Conduct.
2. When one or more members of a group is charged with a violation of the Code of Student Conduct, the university may charge the group as well. A student group and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group have received the consent or encouragement of the group or of the group's leaders or officers.
3. A position of leadership in a student group entails responsibility. Student officers or leaders cannot knowingly permit, condone or acquiesce in any violation of this Code by the group. This section of the Code is designed, in part, to hold a group and its officers accountable for any act of hazing. The express or implied "consent" of the victim or participant is not a defense.
4. The officers, leaders or any identifiable spokesperson for a student group may be directed by the vice president for Student Affairs or designee to take appropriate action designed to prevent or end violations of this Code by the group. Failure to make reasonable efforts to comply with the vice president for Student Affairs' directive shall be considered a violation of this Code, both by the officers, leaders or spokesperson for the group, and by the group itself.
5. An informal investigation for student groups will be conducted in a manner similar to the procedures listed above. Conferences shall be conducted with one spokesperson representing the group, usually the president. Any sanction listed in the Code of Student Conduct may be imposed on a group and its individual members. If

individual members are subject to suspension or expulsion from the university for actions of the group, those individuals will be offered a judicial board hearing.

### **Academic Criteria for Student Leaders**

Involvement in campus clubs and organizations offers many opportunities for developing leadership skills; however, certain academic criteria are required of leaders. Be aware that leadership in an activity is a privilege and a responsibility, requiring commitment of time and energy. Therefore, student officers, senators and directors of any university-sanctioned activity must have and maintain through their term of office a minimum 2.00 cumulative GPA. (This excludes first-term students who do not have a TU GPA.) This policy covers all campus student organizations, including the Student Government Association. Students who do not have a cumulative 2.00 GPA will not be allowed to assume office; students whose cumulative GPA falls below 2.00 during their term of office must resign. In addition, students not regularly attending classes may be asked to relinquish their leadership positions. Regular attendance is based on regular faculty attendance policies. This policy applies only to undergraduate students. Because the Department of Athletics monitors the grades of student-athletes, students on institutionally sponsored athletic teams are exempted unless they also hold office in a student organization. Appeals for exceptions to this policy must be made to the Office of the Vice President for Student Affairs and will be considered only under extraordinary circumstances.

### **On-Campus Demonstration, Picketing and Protest Guidelines**

- The university seeks to maintain a safe environment for the free expression of ideas and ideals. Students, groups or student organizations do not need to reserve space. A notification that a demonstration or protest is going to occur is required.
- Students, groups or student organizations planning a protest or demonstration on campus must contact Campus Life, 410-704-2332, in advance to discuss applicable university policies.
- Demonstrators are required to assist in cleaning up any litter that might result from the demonstration.
- Printed material distributed must bear the name of the sponsoring organization or individuals.
- A demonstration with a noise level that disrupts other authorized activities occurring on the university campus violates the Code of Student Conduct and makes participants subject to disciplinary sanction.
- Those participating in counter-demonstrations are expected to respect the rights of other demonstrators and to observe all of the guidelines and policies noted above.
- Protests and demonstrations will be suspended upon threat of violation of university policies.
- Students, groups or student organizations may distribute written material on campus providing it conforms to university policies.
- Failure to notify Campus Life may result in suspension of the protest or demonstration and/or judicial action taken against the sponsoring students or student groups

Individuals or groups not affiliated with the university must adhere to the Distribution and Solicitation Policy, which is available at the University Union Information Desk, 410-704-4636.

## **Financial Operations for Student Organizations**

### **Policies and Procedures**

Student organizations, supported by student fees or affiliated with those supported by student fees, are governed by the rules and regulations of the University System of Maryland (Policy on Student Affairs, V-100) and Towson University (Policy on Student Government Financial Affairs - 11/91). In accordance with these documents, the financial policies and procedures outlined here have been established and approved by the university president or designee and administered through the university.

Student fees are collected by the university and deposited to the Student Government Association (SGA) and University Residence Government (URG). These organizations allocate those funds to affiliated, subsidiary organizations and projects through an established budgetary process.

Funds generated by student organizations through the use of or affiliation with the university name and self-generated funds of budgeted organizations are also administered through the university in compliance with this policy.

### **Student Government Association**

#### **Financial Process and Responsibility**

The SGA of Towson University is funded through the student activity fees of full-time undergraduate students in accordance with financial policies and procedures approved by the SGA Senate.

## **FINANCIAL OPERATIONS FOR STUDENT ORGANIZATIONS**

SGA funds are deposited by the university to a state account and are classified as agency funds in the university accounting system. The SGA is the sole distributor of these funds for SGA-sponsored projects and events and to its affiliated organizations. Expenditure of funds is subject to state and university rules and regulations and SGA policies and procedures. The university exercises fiduciary responsibility with respect to the fiscal controls and business practices for the administration of SGA funds.

As part of its fiduciary responsibility, the university will supervise all permanent full-time and part-time employees working with the SGA. SGA financial records will be routinely audited as part of the university audit schedule. The responsibility of the university extends to all funded areas of the SGA and includes funds derived as a result of association with Towson University or the SGA. The university is responsible for the establishment and maintenance of a system of internal accounting controls to safeguard assets and to assure that financial records are complete and accurate. The SGA is responsible for establishing and enforcing specific policies governing the allocation of the funds with which it is entrusted.

To determine the amount of the student activity fee, the SGA president submits a fee recommendation to the SGA Senate. The SGA Senate must approve the fee recommendation by a simple majority. If approved, the fee recommendation is submitted to the university president for approval. If the university president approves the recommendation, the revised fee is sent to the University System of Maryland. Once approved, the revised fee is enacted the following academic term.

## FINANCIAL HIERARCHY



### Financial Hierarchy

#### *The Senate*

The Senate is responsible for the allocation of all SGA funds. The SGA president may veto all bills and supplemental budgets passed by the Senate. The Senate may override a presidential veto, providing a two-third majority passes the measure.

#### *The President*

The president is empowered to veto any bills and supplemental budgets passed by the Senate.

The president is empowered to take appropriate action including suspension, against any organization not in compliance with financial policies and/or the constitution of the SGA.

The president must sign all contracts for the department. Binding contracts must also be signed by a designated Towson University administrator.

#### *The Treasurer*

The treasurer will, acting as an agent of the Senate, direct all financial affairs of the SGA and supervise the affairs of all SGA-affiliated organizations. The treasurer will convene the Financial Advisory Committees in accordance with the budgeting process at the appropriate times (see Budgeting Process). The treasurer is empowered to take appropriate action, including suspension, against any organization not in compliance with financial policies and/or the constitution of the SGA. The treasurer will issue comprehensive financial reports to the entire SGA organization two times a year. Financial Operations Office makes available monthly statements to student groups.

When any student group fails to comply with any aspect of policy, the treasurer's right to freeze the organization's funds supersedes the Senate's power to do so. Within four weeks of suspending/freezing an organization's funds, the treasurer will give a report to the Senate stating the reason for the action, the length of the suspension, and future actions. If the report is not presented within the four-week period, the funds will automatically become available to the organization again. The Senate will then act upon the treasurer's recommendation per Article 2, Section 9 of the SGA constitution. Groups with negative balances are suspended from SGA until their accounts have an appropriate balance.

## FINANCIAL POLICIES

### Financial Policies

Organizations budgeted by the SGA are prohibited from maintaining private bank accounts. Any funds generated by budgeted organizations, including those generated exclusive of SGA funds, must be deposited with Financial Operations. Organizational accounts are divided into two categories, line accounts and general accounts.

#### **Line Accounts**

Funds allocated for a specific purpose by the Senate will be posted to individual Line Accounts and may only be used for the purpose directed by the Senate. All balances remaining in Line Accounts at the end of each budget period will revert to the treasury for redistribution. Line Account funds may not, under any circumstances, be transferred to general accounts.

Line Accounts that are over-expended will be charged to the organizational General Account if one exists and accounts will be frozen. Line Accounts that are over-expended are considered a serious matter. The Financial Operations Office will notify the SGA president, the treasurer and the SGA adviser of such over-expenditures. The SGA may then consider punitive measures, including but not limited to refusal to accept a budget request the following budget period and the group will be billed for the total due SGA.

## General Accounts

Funds generated by student organizations without the use of SGA or university funds will be posted to a specific account with the organizational budget known as a General Account. General Account funds may be used at the discretion of the organization and are exempted from procurement procedures provided that:

Affiliation with and use of the name of the university were not primary factors in the generation of the funds. For example, media organizations derive revenue through paid advertising and fund-raising as a result of the use of university facilities and services and recognition of the university name in the community from which the advertisers are drawn. However, dances, speakers, bake sales, etc. generate revenue as a result of the nature and reputation of the organization or as a result of the event itself, exclusive of university affiliation.

Funds posted to the General Account do not exceed \$5,000 within one fiscal year. General Accounts that reflect a yearly revenue in excess of \$5,000 by fiscal year end become subject to procurement procedures the following fiscal year. Vouchers and invoices supporting the exempt expenditures will be clearly stamped as "General Fund" prior to submission to Accounts Payable.

All General Account funds, regardless of the source of the funds, will remain within the organization account and will not revert to the SGA treasury at the end of the fiscal year. Acceptable accounting principles and Financial Operations Office procedures will apply to the use of these funds. Vouchers must be signed by a previously designated member, and appropriate documentation (original invoice, travel form, etc.) must accompany the voucher, or in the case of advances, follow within five working days of receipt of the check. General Accounts that are over-expended will result in withholding of future budgeting until the organization reimburses the SGA for the over-expended amount. The SGA may also transfer the over-expended account to the State Central Collections Agency for recovery of the debt.

Organizations that are affiliated with the SGA but receive no SGA funding will be allowed to maintain private bank accounts and will be allowed use of meeting rooms and facilities for events. Such outside bank accounts will not be titled to imply that they are accounts of the university or the SGA. State employees will not be permitted as signatories or trustees of these outside private accounts.

Funds generated by the affiliated and/or associated organizations as a result of association with or under the auspices of the SGA or Towson University must be administered through the Financial Operations Office and will fall under the jurisdiction or the fiduciary responsibility of the university (The exception is *The Towerlight*). The affiliated/associated organization will be granted discretionary spending authority for these funds provided that fiscal controls and fair business practices, including employment policies, are observed as designated by the university.

The university reserves the right to audit the financial records of affiliated organizations, including the off-campus private accounts.

Before initiating any financial transactions, student organizations are required to submit a listing of current officers and authorized signatures for financial accounts. A contact form must be submitted to the SGA at the beginning of each term.

Organizational officers must maintain a current record of finances for their organization and should balance these records to the monthly statement issued to them.

Budgeted organizations may not be reimbursed for any funds spent without the prior consent of the Senate and/or treasurer, except as noted within the definition of General Accounts.

The funds of budgeted organizations may not be expended for the personal benefit of SGA members. Organization members or advisers may not be paid for any service or performance with funds budgeted through SGA. Organizations wishing to compensate members or advisers for services or performances must do so through General Account funds. Senate allocations for items within an organization budget may not be diverted to an organization General Account for any reason. Whenever an actual expense is less than the original allocation, or when the item is provided without cost, the resulting unused funds may not be used to benefit the organization's General Account, either by transfer or donation of those funds. In such cases, the unused funds belong to the SGA and should be reverted to the treasury or reallocated through budget change forms submitted to the SGA treasurer by the organization.

Budgeted organizations holding events off campus must fund those events through General Account funds. However, the SGA executive branch may hold events off campus. Educational and cultural trips, conferences and competitions can be funded provided that they fall within the constitutionally stated purpose of the sponsoring organization.

Student organizations, university departments and special projects receiving SGA funds must acknowledge such funding in their publicity and/or publication masthead. All Senate bills appropriating these funds must include a reminder that the organization, department or project will be reminded of this policy.



Funding received by organizations from sources outside the SGA must be disclosed immediately to the SGA Senate.

All expenditures by student organizations made with SGA funds must be within the organization constitutionally stated purpose. SGA will not subsidize private parties, trips or any activity that is restricted in function or participation, except on the grounds of objective merit in connection with competitive representation of the university.

No organization will transact any business with the Financial Operations Office until a copy of the current Policies and Procedures for Financial Operations has been received. All subsequent changes in the policies will be communicated by the SGA Office to student organizations.

Two classifications of organizations exist, affiliated and budgeted. All SGA organizations are designated as affiliated, but not all student organizations are budgeted.

#### **Budgeted Organizations**

Organizations budgeted by SGA must be open to all fee-paying students, but may allow others. A membership of at least 15 fee-paying students is required, and only fee-paying students may hold office. A contact form and authorized signature form must be submitted each term. Amendments to the organizational constitution must be approved by the SGA Senate, and the organization must be democratically structured. All organizational funds must be deposited with the Financial Operations Office, and all budgeted funds must be used to benefit the TU community. Budgeted organizations must follow department financial policies and events procedures. Budgeted organizations must also attach organizational roster to budget proposal.

#### **Affiliated Organizations**

Organizations affiliated with the SGA but not receiving SGA funding must be open to all fee-paying students, but may allow others. Membership must include at least eight fee-paying students and a majority of members registered at TU. Any TU student may hold office. A contact form and reservation authorization form must be submitted each term. Amendments to the organization constitution must be approved by the SGA Senate, and organizations must be democratically structured. Private federally insured bank accounts may be maintained in the organization's name, but state employees may not be signatories. The accounts may not infer the involvement of either the university or SGA. TU event procedures must be followed. Affiliated organizations must also submit an organizational roster.

Procedures are in place to deal with violations of financial policies. With the first infraction, the treasurer will notify the organization by letter of the nature of the violation and possible consequences of future infractions. In the event of a second violation, the budget of the organization will be frozen by the treasurer, and a Financial Standards Committee hearing will be scheduled. The organization will be notified by the SGA director of Financial Affairs of any punitive measures resulting from the hearing. At the third infraction, the organization will be disaffiliated and all SGA funds will be reverted to the SGA treasury. Reinstatement from suspended status may occur only when the organization comes into full and complete compliance with the financial policies. The SGA Senate must approve the reinstatement by a two-thirds majority. Organizations that are disaffiliated cannot reapply for affiliation for six weeks from the date of disaffiliation. Organizations must apply to re-affiliate at the next chartering process.

## **SGA Budget Process for Student Organizations**

### **Step 1: Attend Treasurer's Workshop**

- Any student organization requesting an SGA budget must send at least one representative to one of the mandatory treasurer's workshops held by the SGA treasurer.
- The purpose of this workshop is to provide organizations with the information they will need to be effective treasurers of their organizations. The meeting will include the distribution and overview of the SGA Funding Policy, information on working with financial operations and the announcement of essential budgeting deadlines. This workshop will provide elected treasurers with the opportunity to ask questions about their roles and working with the SGA.
- The treasurer's workshop will occur within the first month of each term.
- Organizations failing to attend the mandatory Treasurer's Workshop will be found in violation of the SGA Funding Policy.
- Contact forms must be on file in the SGA Office before the Treasurer's Workshop meetings; otherwise, the organization will be ineligible to turn in a budget request.
- At the Treasurer's Workshop, the deadline for budget requests and FAC meetings will be announced.

### **Step 2: Submit Budget Requests**

- All budget requests must be item specific within each account.

- All budget requests must be organized according to the Funding Account Guidelines distributed annually by the SGA Treasurer.
- All budget requests must be typed.
- All budget requests must be accompanied by the name, e-mail address and phone number of the organization's treasurer or designated representative attending the FAC meeting.
- All budget requests must be accompanied by the fundraising report sheet. All organizations must fundraise 15% of the total amount of their approved budget from the prior term before the FAC meeting.
- All requested funds must be accompanied by proper documentation including but not limited to proof of mileage, conference registration forms, invoices and estimates.
- All budget requests must be turned in on time or the organization will be found in violation of the SGA funding policy.

### Step 3: Attend FAC Meeting

- There will be four (4) FAC meetings each term. Each student organization submitting a budget request will select a meeting time and register with the SGA secretary upon turning in the first budget. A limited number of slots will be available for each FAC meeting.
- These Financial Advisory Committees will consist of at least two SGA representatives and a representative from each organization.
- Within this group the budgets are researched, reviewed and revised according to SGA Funding Policy.
- Groups failing to attend this mandatory meeting will be found in violation of SGA Funding Policy.
- Only one member of each organization will be permitted to speak on behalf of their organization at the FAC meeting. The adviser is not permitted to speak on behalf of a student organization.
- The organization's representative is required to remain present throughout the entire meeting or that organization will be found in violation of SGA Funding Policy.
- It is the duty of the designated organization representative to question and analyze the budgets of the other organizations within their FAC meeting.
- Following the FAC meeting, each organization has the opportunity to accept the FAC recommendations and revise their budget accordingly.
- The final budget is due by 4 p.m. on the Wednesday following the week of FAC meetings.

If the organization is found in violation of the SGA Funding Policy, the treasurer or designated organization representative must go before the Financial Standards Committee prior to the Senate Budget Hearing.

### Step 4: Senate Budget Hearing

- The budget request of each organization will go before the Senate.
- Final approval of each budget will be granted at the discretion of the senate according to the SGA Funding Policy.
- Attendance of student organization representatives is not mandatory, but strongly encouraged. If a student organization has failed to meet their 15% fundraising requirement from the previous term the amount not raised will be deducted from their current budget.

### Appeal Process

- According to the law of Viewpoint Neutrality, the process of reviewing and approving the distribution of student activity fees by the SGA must be done in a viewpoint-neutral fashion, that is, done without advocating a particular point of view or done in such a way that the process unfairly discriminates against unpopular student groups based on their viewpoint. The principle of Viewpoint Neutrality applies to any type of speech, including religious, political or ideological. If a student organization believes that the principle of viewpoint neutrality has been violated in the funding process, the organization may appeal by writing a letter to the Vice President for Student Affairs within one week of the Senate Budget Hearing.
- Appeals not falling under the category of Viewpoint Neutrality may be appealed to the president of the Student Government Association. Appeals must be submitted within one week of the Senate Budget Hearing. The SGA president reserves the right to uphold the Senate decision or find in favor of the student organization. The SGA president will make a final decision within one week of the appeal being submitted. The Senate reserves the right to override the decision of the president with a three-fourths majority vote.

## Expenditure Procedures

### Petty Cash

Authorized members of any budgeted organization may make petty cash purchases under \$50, provided that the



## EXPENDITURE PROCEDURES



expenditures have been approved by the SGA Senate and/or SGA treasurer. Petty cash purchases to be paid from General Account funds may also be made by an authorized representative of any budgeted organization. Petty cash vouchers will be charged to the appropriate account. In no instance may any expenditure exceed the balance in the account to be charged.

Reimbursement for petty cash expenditures may be obtained only upon presentation of an original receipt, indicating payment in full has been made. Reimbursement may be obtained from Financial Operations Office during normal working hours.

### Expense Vouchers

Expenditures over \$50 may be made by an authorized member of budgeted organizations, but may not be reimbursed through petty cash. Rather, an original invoice must be presented to the Financial Operations Office for payment. Expenditures over \$2,500 must be made through the Procurement Department and must comply with university procurement procedures. Organizations should check the status of their account balances prior to any expenditure. The SGA will not be responsible for over expenditure of any account. Infractions of these policies will be considered grounds for disciplinary action.

Before payment for purchases can be made, a voucher must be completed authorizing the purchase. The voucher requires the following information:

- Name of organization
- Brief description of expense
- Payee
- Original invoice or receipt
- Signature or authorized organization member
- Account name

The voucher must also be signed by an authorized person in the Financial Operations Office. Vouchers may not be signed by or made payable to advisers of organizations, however, exceptions may apply. A voucher for payment of an invoice is submitted to the state comptroller and a state treasury check is mailed directly to the payee. This process takes from three to five weeks to complete.

Vouchers for payment may also be processed using the University Purchasing Card Program (the ProCard). This program is designed to simplify the purchasing of goods and services from suppliers that accept the VISA credit card. Use of the card for travel, entertainment, food, cash advances and personal purchases is prohibited.

### Working Fund (Advances)

The working fund is a fixed sum of money, restricted in purpose, advanced by the state treasurer to a checking account in the name of Student Government Association. The fund is reimbursed from the SGA account. The purpose of the fund is to accommodate payment for expenses of a more immediate nature, such as travel and event related expenses. Working fund checks may not be issued for payment of invoices for normal operational expenses. Invoices other than those related to travel and events must be processed through Annapolis as previously stated.

It is imperative that sufficient time be given to process the paperwork involved in writing working fund checks. At least one week should be allowed normally, and up to three weeks during the peak activity months of September, October, February and May. If sufficient time is not given for payment by a working fund check, the organization will be responsible for making other arrangements.

Working fund checks must be signed by an authorized university administrator. Checks for over \$1,000 require two administrative signatures.

### Procurement

Purchases exceeding \$2,500 for supplies, equipment, or services require a purchase order and must follow university procurement procedures. The process usually takes four to six weeks for purchases under \$2,500 and 10 to 12 weeks for those over \$1,000.

To submit a purchase order, an organization representative must determine that funds are available, fill out a purchase requisition, submit it to the Financial Operations Office and obtain an adviser signature.

### SGA Supply Store

The SGA maintains an inventory of the most commonly used supplies that it buys in bulk and sells to affiliated organizations at cost. The charges are posted to the appropriate account for budgeted organizations.

## University Store

Supplies that are not available through SGA supply stores may be purchased in the University Store through the Secretary in the SGA complex. Charges for items purchased through the University Store will be posted against the organization Supplies or General Account.

## Travel

Only those organizations with travel accounts may request a travel advance. Other organizations may use General Account funds for travel or request supplemental allocation from the SGA Senate. (Refer to Appendix A, FAC).

## Scholar Aid

Scholar Aid is an SGA-funded program designed to compensate student organizational officers for their service to their respective organizations. The distribution of Scholar Aid will be given to the Financial Operations Office at the beginning of each administration.

Payment of scholar aid will be made at an interval determined by the SGA president. However, students are not expected to work during the summer.

Scholar Aid will be allocated in the annual SGA budget by the SGA Senate. The Senate may not alter Scholar Aid with regard to the formula, positions receiving funds or the amount of funds received for students currently in office or already elected to office. The purpose of this policy is to prevent students elected to positions of financial authority from using that authority to gain personal benefit for themselves or their associates.

The use of Scholar Aid funds will be at the discretion of the recipients.

Students occupying the following positions will receive Scholar Aid according to the designated percentages applied to the formula:

SGA President	70/100 percent for summer
SGA Vice President	55/70 percent for summer
SGA Treasurer	70 percent
SGA Directors	As directed by the previous Senate

## Special Funds Commitment

Commitment of SGA funds to special projects sponsored by university departments may be made by SGA officers provided that those funds have been made available by the SGA Senate.

## Contracts

### SGA Contracts

Negotiations for contractual services in excess of \$1,000, not subject to purchasing procedures, may be conducted by an SGA officer or designee according to the following policy:

The SGA president is the person authorized to enter into contracts on behalf of the SGA. The adviser to the CAB signs all contracts up to \$2,000. The adviser to the SGA signs all contracts up to \$10,000. The assistant vice president, Campus Life, signs contracts up to \$50,000.

The vice president, Student Affairs signs contracts over \$50,000.

Contracts must be received in the Financial Operations Office at least two weeks prior to the engagement date for contracts less than \$1,000 and one month ahead of time for those over \$1,000, unless other arrangements have been made.

Contracts must be initialed by authorized personnel to verify fund availability, the SGA president to approve payment, and the university president's designee for university approval.

### Budgeted Organizations

Contracts for budgeted organizations in excess of \$500, which are not covered by purchasing procedures, must follow the same policies as that specified for SGA contracts. In addition, the following procedures apply:

Contracts for less than \$500 may be handled by the organization, but require the initials of an authorized staff member from the Financial Operations Office to verify availability of funds, SGA president to authorize payment, and the university designee for university approval.

Contracts in excess of \$1,000 must be received by Financial Operations Office at least one month prior to the engagement date. Contracts for less than \$1,000 must be received by Financial Operations Office at least two weeks prior to engagement date, unless other arrangements have been made.



## CONTRACTS



**REVENUE  
PROCEDURES**

If contracts are not received within this time frame, no guarantee can be made that approval will be obtained in time for the payment to be processed. After the first occurrence of receiving a late contract for a group, the SGA treasurer will send a warning letter to the student organization. Groups that turn in a contract late the second time will have their accounts frozen for two weeks. If a contract is received the day of the event, the accounts will be automatically frozen for two weeks.

Prior to the contract by the Financial Operations office, payment will not be made for services or performances having already occurred.

**Revenue Procedures**

**Budgeted Organizations**

Revenue from the sale of tickets for an event budgeted by the SGA will be transferred from the Ticket Office and posted to the organization account. Profits from events may be used to fund other events pending approval by the SGA treasurer (under \$500) or Senate (over \$500). Revenue derived from events that do not involve SGA funds will be posted to the organization's General Account.

Revenue from fund-raisers, donations, dues or any other sources must be deposited immediately with the Cash Office, which will then transfer the funds to the SGA account. If SGA funds were not used to generate the revenue, the proceeds will be posted to the organization's General Account. If SGA funds were used, the revenue will be deposited to the Line Account from which the expenses were drawn.

**Non-Budgeted Organizations**

Revenue from the sale of tickets for events will be held by the Ticket Office. Within 10 days after the event, the organization will sign a settlement sheet prepared by the Ticket Office. Revenue for non-budgeted groups will be paid by check to the sponsoring organization.

**Monthly Statements**

Monthly statements will be issued by Financial Operations office during the second week of each month for all organizations having accounts with the office. Statements reflect expenses and revenue received by the end of the previous month. Each organization should maintain financial records independent of those maintained by Financial Operations office, and those records should then be reconciled monthly. Questions regarding any item posted to the organization account should be taken to the Financial Operations office.

**MISCELLANEOUS**

**Miscellaneous**

**Employment**

SGA, SGA-affiliated organizations, and organizations that generate revenue through the use of the university name or affiliation with the university or the SGA are required to comply with all university personnel procedures in connection with the hiring and continued employment of personnel.

**Non-Discrimination**

Rights of participation in SGA activities and programs will be in uniformity with all pertinent federal and state laws on non-discrimination.

**Sports Organizations**

SGA-approved organizations, which involve athletic sports groups or events, will require each member of the sports organizations to sign a Release of Liability Form. These forms may be obtained in the SGA office.