

ALBION COLLEGE STUDENT SENATE
APPROPRIATIONS COMMITTEE

STUDENT ACTIVITY FEE (SAF) GUIDELINES

LAST REVISED FALL 2023

Statement of Purpose

As defined in the Albion College Student Senate constitution: “The purpose of the Appropriations Committee... [is] distribution of funds collected from the Student Activity Fee to the student body for purposes beneficial to the welfare and satisfaction of Albion College students.”

The Appropriations Committee (hereinafter referred to as “the Committee”) of the Albion College Student Senate (hereinafter referred to as “the Senate”) sets forth in this document those guidelines concerning the disbursement of the Student Activity Fee (hereinafter referred to as “the SAF”) of Albion College (hereinafter referred to as “the College”) to recognized student organizations. The first and foremost concern of the Senate is optimizing the SAF by promoting programming that includes all aspects of the College and greater Albion community. The Senate is committed to promoting programming that is educationally and culturally enriching, entertaining, and beneficial to the whole of campus.

Article I: The SAF and the Appropriations Committee

A. The SAF

1. The SAF shall be collected from every student enrolled in an undergraduate program at the College, according to College policy, every Fall and Spring semester.
2. The SAF shall be used to fund recognized student organizations as specified by the Office of Campus Life (hereinafter referred to as “Campus Life”) for the College.
3. The SAF shall be disbursed in accordance with these Student Activity Fee Guidelines (hereinafter referred to as “the Guidelines”) unless the Committee or the Senate grants an exception (see Article VII of the Guidelines).

B. The Appropriations Committee

1. Membership

- a. The Committee shall be chaired by the Senate Chief Financial Officer (hereinafter referred to as “the CFO”), as specified in Article IV, Section 10 of the Albion College Student Senate Constitution.
- b. The Committee shall be vice-chaired by the Senate Appropriations Vice-chairperson (hereinafter referred to as “the Vice-Chair”), as specified in Article IV, Section 11 of the Albion College Student Senate Constitution.
- c. The Senate shall appoint up to six (6) Senators, excluding the CFO and the Vice-Chair, to the Committee at the beginning of each semester to serve as voting members.

2. The Committee shall derive its authority to create and enforce the Guidelines as specified in Article V, Section 2 of the Albion College Student Senate Constitution.

3. Votes of the Committee require a quorum of four (4) voting members, not including the CFO.

- a. The Vice-Chair shall be considered a voting member of the Committee.
- b. Acts of the Committee shall be approved by a majority of the members present, with a quorum present.
- c. The CFO shall vote only in the case of a tie.
- d. Votes of the Committee may be held electronically through virtual meeting spaces but must still include a quorum, as defined above.

4. The Committee shall be advised by the Vice President for Student Development and Dean of Students or their designee from within the Division of Student Development.

Article II: Eligibility for Allocation of the SAF

A. Existing Organization Eligibility

1. Eligible organizations are defined as those that have been officially recognized and authorized by the Vice President for Student Development.
2. In order to maintain eligibility, organizations must be Registered every semester. The Registration process involves submitting the following to Campus Life:
 - a. A listed president, as defined by Campus Life.
 1. This person cannot also be the treasurer.
 - b. A listed treasurer, as defined by Campus Life.
 1. This person cannot also be the president.
 - c. A listed Advisor, as defined by Campus Life.
 1. This person must be a current faculty or staff member at Albion College.
 - d. An updated constitution and/or by-laws must be submitted at every registration.
 1. Constitutions and/or by-laws shall be revised not less than every 2 years.
 - e. A membership roster containing no less than (5) members.
 1. This roster can include the president and/or the treasurer in the necessary (5).
 2. The advisor cannot be considered a member and is not counted in the necessary (5).
3. Organizations must be fully registered and recognized at the time a request for an allocation of the SAF is submitted.
 - a. No requests will be considered for recognized organizations that have not registered at the time of the request for an allocation of the SAF.
4. Organizations must attend a budget workshop at the beginning of each semester.
 - a. It is the duty of Campus Life, with assistance from the CFO, to organize a budget workshop, including its time, location, and to inform all known student leadership and advisors of its occurrence.
 - b. The workshop shall contain any information relevant to requesting a budget for SAF funding, appropriately accessing funding once it has been approved, and any other information deemed relevant by Campus Life or the CFO.
 - c. The president and/or treasurer of each organization who plans to request a budget shall attend this workshop in order to be eligible for SAF funding.
 1. No funding will be approved without prior attendance by the president and/or treasurer.
5. Organizations must be in good standing with Senate, including the CFO and the Committee, Campus Life, and the College.
 - a. Organizations are representatives of Albion College and are expected to conduct themselves accordingly.
 1. Any organizations found to be misrepresenting the College will be subject to loss of funding privileges and/or loss of recognition status
 2. This expectation applies to all social media and/or electronic accounts held by the organization

B. New Organization Eligibility

1. New organizations that become officially recognized and authorized by the Vice President for Student Development and registered as a student organization with Campus Life and have attended a budget workshop are eligible to request a budget (See Article II, Section A, Subsection 4)

Article III: Types of Student Organizations

A. General Clubs & Organizations

1. Any registered student organization shall be considered an organization of General Clubs & Organizations, except for the student organizations listed under Other Types of Organizations.

B. Greek Life

1. Any organization represented by the Interfraternity Council or Panhellenic Council.
 - a. Any organization represented by the Interfraternity Council or Panhellenic Council shall be defined as a Greek Life organization.
 - i. Except for those organizations that are affiliate members of either council.
 1. This may encompass organizations referred to as "cultural Greek organizations.
 - b. All Greek Life organizations shall comply with the process for requesting allocations of the SAF as specified in Article IV, Section A of the Guidelines.

C. Other Types of Organizations

1. Student Senate
 - a. The Senate shall be defined as the sole representative body of the students of the College.
2. Student Volunteer Bureau
 - a. Student Volunteer Bureau shall be defined as the student organization charged with promoting student volunteerism and community service.
3. Union Board
 - a. Union Board shall be defined as the student organization charged with the planning, executing, and promotion of student programming on and off the College campus.

Article IV: Requesting an Allocation of the SAF

A. General Clubs & Organizations

1. Eligible registered student organizations may request SAF funding from the allocation of General Clubs & Organizations by submitting a budget request electronically through the Engage platform (albion.campuslabs.com) through the process defined in the budget workshop.
 - a. Budget Requests shall include the following:
 - i. Name of the organization submitting the request.
 - ii. Number of active members.
 - a. This number should be an accurate count of the students who are active participants in the organization, according to the parameters set in the organization's constitution.
 - iii. The President's contact information (name, email, cell phone number).
 - iv. The Treasurer's contact information (name, email, cell phone number).
 - v. The Advisor's contact information (name, email, cellphone number).
 - vi. Any Co-Sponsorships
 - a. Co-Sponsor section should have detailed information about what each sponsor will be contributing.
 - i. This could include monetary funds, physical help before/during/after event, or other assistance that would deem them a valid co-sponsor.
 - vii. Detailed list of requested items
 - a. This includes quantity, location of purchase (website if online purchases), reason for

of the Committee and the Senate per semester.

a. Appeals shall only be heard if they pertain to an issue regarding interpretation of the Guidelines.

b. Appeals shall not be heard if they pertain to an issue regarding the limitation of funding on the basis of funding availability.

2. The Appeal Process

a. The president or treasurer of the registered student organization requesting an appeal shall notify the CFO via email within 72 hours of receiving their approved budget request.

b. The CFO shall organize a meeting between the president and/or treasurer of the organization and the Committee, including the CFO, the Vice-Chair, and at least three (3) other voting members.

i. The CFO shall open the meeting by explaining how the Committee came to the conclusion that the line-item(s) in question violated the rules and regulations applicable to that organization as specified in the Guidelines and were therefore not approved by the Committee and the Senate.

ii. The president and/or treasurer of the organization appealing the decision shall attend the meeting prepared to verify that the line item(s) in question do in fact abide by the rules and regulations applicable to that organization as specified in the Guidelines.

iii. After the meeting, the Committee shall deliberate and vote to decide whether to overturn their previous decision.

c. If overturned, the new decision shall be subject to approval by the Senate at its next regular meeting

3. Any decision by the Committee and/or Senate following an appeal is final.

Article V: Funding Guidelines and Restrictions

A. All Student Organizations

1. Supplies

a. Supplies shall be defined as those items that are essential to an organization's function.

i. This includes PR/advertising materials, office supplies, required uniforms, and other miscellaneous items not included in equipment, programs, or co-sponsorships.

ii. Required uniforms are defined at the discretion of Senate and/or Campus Life.

2. Clothing Policy

a. An organization may request funding for one clothing item per semester.

i. Clothing funding shall be limited to one item per active member of the organization, as defined in the organization's constitution.

b. Those organizations that use local print shops, rather than online retailers, shall have the ability to request two clothing items per semester.

i. The Committee shall retain the ability to subvert this in the case of limited remaining funds .

3. Equipment

a. Equipment shall be defined as any piece of equipment or machinery not included in supplies, programs, or co-sponsorships.

b. An organization may request funding for equipment, not to exceed a total of \$800 per semester.

i. Requests for equipment exceeding \$250 per item shall be accompanied by an explanation of how that equipment is essential to the organization's ability to function.

c. All equipment purchased with SAF-allocated funds shall inherently be the property of the College.

i. The College retains the right to seize, revoke, sell, or otherwise utilize outside of the organization's wishes all equipment purchased with SAF-allocated funds.

ii. Equipment-purchased with SAF funds are not to leave the College without express permission or in the event of the equipment's necessity to the organization's function.

iii. No student shall remove items purchased under the allocation of equipment upon graduation or otherwise take into their possession outside of organization functions.

iv. Any organization found to be disbursing equipment to students as personal possessions will have all equipment seized and will be subject to a ban on budget requests

i.Length of ban to be determined at the discretion of Senate and/or Campus Life

v. Equipment shall be stored on campus in an area that is easily accessible to all members of the organization, not including residence hall rooms or other private locations

i. In the event of a lack of storage space, organizations shall declare to Campus Life and their applicable advisor the location of the item(s) and a plan for transferring the item(s) upon transition of leadership.

d. Equipment shall serve a vital function that the organization cannot attain through the use of College-owned equipment.

i. Prioritization will be given to equipment requests for items deemed essential to an organization ii. Senate and/or Campus Life reserves the right to deny equipment funding for any piece of equipment or machinery that is deemed not essential to the function of the organization

ii. Senate and/or Campus Life will provide alternative routes the organization can take to access necessary pieces of equipment or machinery.

4. Programs

a. Programs shall be defined as events/activities, trips, or conferences composed of one (1) or more expenses not included in supplies, equipment, or co-sponsorships

b. Programs with Co-Sponsorships (Article V, Section 5) shall have priority over single organization programs

c. All general clubs & organizations may request funding for programs

d. Funding for programs can include, but is not limited to:

i. Supplies required to organize and/or hold an event

ii. Registration fees or tickets

iii. Contracted services

i. Performers, including artists, speakers, comedians, etc., hired for a fee of \$600 or more shall be required to submit an IRS Form W-9 to the Business Office in order to be paid for services rendered

iv. Travel (see Article V, Section A, Subsection 5 of the Guidelines)

v. Lodging

i. Lodging requests for two or more people must include shared rooms

vi. Food/ingredients, not to exceed a total of \$200 per semester

i. Requests for food/ingredients exceeding the \$200 limit per semester may be submitted with an accompanying explanation of how the food/ingredients are a critical part of a cultural program and are vital to the function of the organization

e. Programs shall comply with or be vital to the function of the organization

f. Programs that are available to all members of the College community will be given highest priority over programs closed to all members of the College community

g. Fundraisers shall be classified as programs

i. Funding for fundraisers is limited to supplies necessary to organize and/or hold an event.

ii. SAF funding shall not be used to purchase any goods, including food, or services that are re-sold to raise funding for the sponsoring organization or for donation (see Article V, Section A, Subsection 7, Subsubsection xi)

5. Co-Sponsorships

a. Co-Sponsorships shall be defined as on-campus events sponsored by more than one eligible student organization

b. Co-sponsorships shall hold the highest priority.

c. All organizations participating in a co-sponsorship shall include information pertaining to the event in

their budget request, including:

- i. The name of the organization acting as the primary sponsor of the event
 - ii. An itemized list of expenses for which funding is being requested
 - iii. The total amount each organization is contributing to the event
- d. The primary sponsor shall be responsible for filing all check requests and other budget forms related to the event
- e. Co-sponsors are not limited to monetarily supporting an event.
- i. This could include monetary funds, physical help before/during/after event, or other assistance that would deem them a valid co-sponsor

6. Travel

- a. An organization may request funding for travel expenses related to a program for travel by plane, train, or automobile
- i. Organizations traveling by train or automobile will have highest priority
 - i. For travel by any mode, documentation shall be provided, which includes travel dates, destinations, and costs
 - ii. For travel in an automobile, documentation shall be provided which includes travel dates, number of passengers, designated drivers, destinations, and exact mileage driven
 - i Organizations are limited to use of college-owned vehicles
 - 1 In the event a college-owned vehicle is not available, a vehicle from Enterprise will be considered
 - a For travel in a rental vehicle, documentation shall be provided which includes travel dates, destinations, and costs
 - ii Those organizations that choose to use personal vehicles for organization travel will be responsible for any costs associated with an accident and will not be subject to the College's insurance, liability, or other accident-related costs
 - iii. Mileage reimbursements shall be in accordance with rates set by the IRS
 - i Travel shall only be reimbursed after travel has occurred, and not prior

7. General Exclusions

- a. SAF funding may not be requested for any of the follow, except as specified:
- i. Salaries, wages, and honoraria, except as part of a contracted obligation for performance or professional service
 - i. Express permission must be granted by Campus Life and any other necessary entities before such contracts will be considered
 - ii. Programs or activities for which academic credit is awarded
 - iii. Closed programs or activities that are not open to campus
 - iv. Any item purchased through an organization's international or national headquarters v. Luxury items, trophies, prizes, or gifts
 - vi. Alcohol, drugs, or other illegal substances and related paraphernalia
 - vii. Items or substances banned by the Albion College Student Handbook
 - viii. Rush shipping of any kind
 - ix. Graduation-associated articles, including but not limited to cords, stoles, serapes, caps, gowns, or other necessary graduation materials
 - x. Reimbursements of any kind, except mileage reimbursements
 - xi. Direct or indirect donations
 - i. Direct donations shall be defined as SAF funding, including goods and services purchased with SAF funding, given directly to individuals, non-profit organizations, charities, other student organizations, or other non-College affiliated organizations
 - ii. Indirect donations shall be defined as SAF funding used to purchase goods or services, including food, that is later sold to raise funds that are given to individuals, non-profit

organizations, charities, other student organizations, or other non-college affiliated organizations

iii. Any form of off-campus PR/advertising, except paper flyers

iv. Pledging, ritual, and initiation activities

v. International or national dues

b. Campus Life and/or Senate and/or The Committee shall reserve the right to deny funding for any item(s) of a questionable nature or that are deemed an inappropriate use of the SAF

Article VI: Spending and Accounting for SAF Funding

A. Check Requests

1. Check Requests shall only be granted with prior permission from Campus Life and any other relevant departments first
2. Checks shall be written and issued for organizations upon submission and approval of a Check Request or Mileage Check Request form
 - a. Forms shall be created and distributed by Campus Life
 - b. Forms must be turned in before the date of the use of funds
 - i. No check requests will considered for events, activities, etc., that occurred before the form was turned in
 - c. Forms shall be completed in full and signed by the appropriate officer(s)
 - d. Appropriate documentation shall be delivered to Campus Life for all Check Request and Mileage Check Request forms
 - i. Appropriate documentation shall include but is not limited to receipts, contracts, quotes, or invoices
 - a. All receipts are to be surrendered to Campus Life within 3 days of purchase
 - i After 3 failures to provide necessary receipts within 3 days of purchase organizations will lose purchasing abilities for the rest of the semester
 - b Any check requests or mileage check requests missing any of the above appropriate documentation will be subject to rejection and the inability to request a check or mileage reimbursement
 - e. In order to have a check written directly to a vendor, appropriate documentation shall be delivered to Campus Life
 - i. Appropriate documentation shall include but is not limited to an IRS Form W-9, an itemized invoice, quote, or contract proving the cost, the name of the vendor, or the goods or services being purchased
 - f. Check requests or mileage reimbursements will only be distributed upon approval of funds by the process as defined in Article IV
 - g. Documentation will not be returned to the organization submitting the request, so copies are acceptable
3. All approved checks shall be distributed by Campus Life
 - a. Approved officer(s) shall receive an email from Campus Life when a check is available for pickup.
4. If a request is not approved, the authorized officer(s) shall be notified with an explanation of the denial and how to remedy the request, if applicable

B. Campus Life P-Card

1. General Clubs & Organizations and other types of organizations, including Senate, are eligible in using the P-card in making online purchases
2. Qualified Purchases
 - a. Only certain items are allowed in using the P-card card and must fulfill the mission of the club or

- organization
 - i. Airfare
 - ii. Associated taxes and check/uncheck baggage fees are permitted when purchasing airfare tickets
 - iii. Hotel Reservations
 - a. Only the hotel room(s) and associated fees are permitted
 - i. Pay Per View, room service, and mini fridge/in room purchases of any kind are prohibited
 - iv. Recreational/concert/event tickets
 - a. Concerts and other tickets are only permitted for those events that are deemed essential to an organization
 - b. Associated taxes and fees are permitted when purchasing tickets
 - v. Large ticket equipment/supplies
 - a. The purchase of equipment and/or supplies which have a high price tag and are not easily purchased through other means/channels are eligible
 - vi. Amtrak Tickets
 - a. Associated taxes and fees are permitted when purchasing Amtrak tickets
 - vii. Any online purchases
 - a. Purchases through Amazon.com must go through the College's Amazon account
- b. Student Senate is not bound solely to the above-qualified purchases
- i. Due to the varied nature of operations of Student Senate, Student Senate may use the card for online purchases other than the ones listed above with the approval of the Appropriations Committee
3. Making purchases on the P-Card
- i. The P-Card shall remain in the sole possession of Campus Life and be used at the office's discretion
 - ii. The treasurer or the president of the group/organization can use the P-card as a means to make online purchases by setting up an appointment with Campus Life, who will, in turn, make the actual purchase for the group using the P-card
 - iii. Prior approval of purchases through a budget request is required before use of the P-card, or an appointment for the P-card will be granted
 - iv. At no time will the P-card number or the card itself be given to individuals of a group/organization to be used to make purchases.
 - v. Any unauthorized use of the P-card, its numbers or the actual purchases in any way other than what was approved by Senate and Campus Life is subject to sanctions by the Appropriations Committee and/or student conduct.
 - vi. Any purchases made on the P-card shall not interfere with the Guidelines as specified in Article V, section six.

C. Line-Item Change Requests

1. Funding may be transferred between existing, approved line items upon submission and approval of a Line-Item Change Request
 - a. A new budget request shall be created in Engage, stating the need for a line-item change
 - b. Reasoning shall be given for the necessity of a line-item change
2. No funding can be transferred to a line item if doing so will cause it to exceed any limitations specified by the Guidelines
3. Organizations will receive notice of approval or denial upon the next specified budget approval date.
4. If a request is not approved, the authorized officer(s) shall be notified with an explanation of the denial

and how to remedy the request

D. Tracking Spending

1. Organizations must account for their SAF funding using Engage
 - a. Accounting for all allocated SAF money spent is critical for organizations to stay in good standing b. All items should be accounted for exactly as they are submitted on Engage, providing the organization with a current running total of remaining funding
2. Organizations may request an official, updated copy of their budget spreadsheet from the Committee at any time during the semester by notifying the CFO by email

E. Spending Requirements

1. All organizations are expected to use Tax-Exempt status wherever possible
 - a. Tax-Exempt numbers or clarification of process can be requested from Campus Life
2. All organizations that are allocated SAF funding by the Committee shall spend at least 70% of their approved funding in the semester for which it is allocated
 - a. Organizations that fail to spend at least 70% of their allocated funding by the end of the semester for two (2) consecutive semesters shall be placed on probation by the Committee
 - i. Probationary actions are at the discretion of the CFO and the Committee
 - a. Actions may include but are not limited to funding limits, a required meeting with the CFO and/or the Committee, and suspension of funding privileges
 - b. Organizations that fail to spend at least 70% of their allocated funding by the end of the semester for one (1) semester shall be notified by the Committee with a warning that failure to spend 70% of their allocated funding for the subsequent semester will result in their organizations being placed on probation by the Committee
3. All organizations that are allocated SAF funding by the Committee shall spend it according to their approved budget unless a Line-Item Change Request is submitted and approved

G. Rollover

1. Approved funding may only be used during the semester in which it is allocated
2. Organizations may not roll over their allocated funding to a subsequent semester.
3. All unspent funding shall be designated as Rollover and allocated to General Clubs & Organizations for the subsequent semester

H. Audits

1. The CFO and the Committee shall reserve the right to conduct an audit of any student organization to ensure that SAF funding is being spent in accordance with the Guidelines
2. If it is found that an organization has inappropriately used or spent allocated funding, a recommendation for sanctions shall be presented to the Committee for debate and approval
 - a. Sanctions may include but are not limited to funding limits, a required meeting with the CFO and/or the Committee, suspension of funding privileges, loss of recognition as a student organization, and/or forwarded for student conduct
3. If sanctions are approved by the Committee, they shall be presented to the Senate for final review and approval

Article VII: Applying for Exception to the SAF Guidelines

- A. Any organization shall have the right to apply for exception to the Guidelines by submitting, in writing, a request to the CFO and the Committee.

B. Requests for exception shall be considered at the next regular meeting of the Committee, and are subject to approval by the Committee

Article IX: Interpretation of the SAF Guidelines

A. The Guidelines shall be at the interpretation of the CFO and the Committee

1. The Senate Advisor(s) are the only entities that supersede this when deemed necessary
 - i. Advisors will ultimately differ to Senate rulings except in extreme circumstances

Article X: Review/Revision of the SAF Guidelines

A. The CFO and the Committee shall conduct a review of the Guidelines:

1. Not less than every two (2) years
2. At the discretion of the CFO and/or the Committee

B. Any revisions of the Guidelines shall be subject to approval by the Committee, Campus Life, and the Dean of Students