

**BOSTON UNIVERSITY COLLEGE OF ARTS AND SCIENCES STUDENT**  
**GOVERNMENT**  
**FINANCIAL POLICIES**

\_\_\_MAJOR REVISION 11/2022 APPROVED\_\_\_

**Section I – Authority**

The CAS Student Government Financial Policies define the policies and procedures of the CAS Student Government budget distribution and processes as stated in the CAS Student Government Constitution.

**Section II – The Annual CAS Student Government Budget**

- a. The CAS Student Government budget has 3 expenditure categories:
  - i. *Funding for Internal Spending*
  - ii. *Funding for Student Organizations*
  - iii. *Funding for Student Services and Innovation*

**Section III – Definitions**

- a. *CAS Student Government Annual Operating Budget* – Revenues from the CAS Student Government portion of the Student Activity Fee for distribution during the academic year.
- b. *Qualifying Student Service* – Any service, event or activity open to the entire membership of CAS, which is primarily beneficial to the CAS community.
- c. *Capital Purchase* – Office or office-related equipment whose useful life is greater than one year that the organization retains.
- d. *Misuse of Funds* – Use of funds for reasons other than those stated during application or failure to maintain transparent dialogue with CAS Student Government regarding the use of funds.
- e. *Recognized Student Organization* – Student organizations that are fully recognized by the Boston University Student Activities Office.
- f. *Quorum* – the minimum number of Financial Affairs members (7) that must be present at any of its meetings to make the proceedings of that meeting valid.

**Section IV – Funding for Internal Spending**

- a. Funding for internal spending shall be overseen by the 5 members of the CAS Student Government Executive Board.
- b. A supermajority (4/5) vote with the entire Executive Board being present, is required to approve any internal spending.
- c. Funding shall be utilized towards:
  - i. Annual mandatory expenditures, including campaign expenses;
  - ii. Materials and advertising for CAS Student Government initiatives and events;
  - iii. Office supplies for CAS Student Government;
- d. All spending considered by the Executive Board must be for a qualifying student service.
- e. Students wishing to appeal decisions made by the Executive Board must present a petition of at

least 5 signatures and a brief explanation of the reasoning for the appeal to the Vice President of Financial Affairs.

- i. All appeals will be heard; and, upheld or overturned by a supermajority ( $\frac{2}{3}$ ) vote of the Financial Affairs committee at the next meeting where a quorum is present & within a reasonable timeframe.

## **Section V – Financial Affairs Committee**

- a. The Financial Affairs Committee will oversee funding for student organizations, services, and innovation.
- b. All considerations must be made to have at least one representative and at most 3 representatives from each of the 4 CAS demographic areas: social science, humanities, natural science, and mathematics/computer science.
- c. This Committee will be responsible for:
  - i. Advertising funding for student organizations;
  - ii. Advertising funding for student services and innovation;
  - iii. Communicating with students and student organizations who apply for funds;
  - iv. Considering all funding requests in accordance with the CAS Student Government Financial Policies.
- d. Members of the Financial Affairs Committee are expected to:
  - i. Uphold good-standing within the CAS Student Government as defined by the constitution;
  - ii. Abstain from voting for any funding request involving an organization in which they are directly or indirectly involved;
  - iii. Participate in advertising events and activities;
  - iv. Attend voting meetings to consider funding for recognized student organizations and services and innovation.
  - v. Failure to uphold these standards could result in a hearing. The hearing will be chaired by the Executive Board; and, a member's position may be upheld or overturned by a 4/5 vote of the Executive Board at the next meeting.

## **Section VI – Funding for Student Organizations**

- a. All student organizations interested in receiving funding from CAS Student Government must submit a request with the CAS Student Government Financial Affairs Committee.
- b. It is the responsibility of the Vice President of Financial Affairs to ensure that the request form is available by midnight of the first day of the fall semester.
- c. The Vice President of Financial Affairs is responsible for establishing contact with all organizations who submit a funding request within 3 business days of submission and communicating a timeline for the funding consideration.
- d. Submissions will be accepted on a rolling basis.
  - i. A brief review period will occur before the vote to ensure that the request is compliant with the CAS Student Government Financial Policies.
  - ii. Funding requests will be approved by a supermajority ( $\frac{2}{3}$ ) vote (with at least one vote from each demographic) of the Financial Affairs Committee; a quorum and the Chair must be present.
- e. Funding is reserved for qualifying student services and capital purchases.
  - i. Funding will not be granted for:

1. Personal expenses of any sort;
  2. Food that is not central to the mission of the student organization or event at which it will be served;
  3. Travel expenses, lodging, or personal meals of any type;
  4. Events that have already happened;
  5. Requests for events that have already been denied;
  6. Additional requests for funding for a single event **after funding has already been approved for the same event;**
  7. Events that take place during the summer sessions of any year.
- ii. CAS Student Government reserves the right to request the financial records of a recognized student organization prior to the allocation of funds. Failure to do so may result in denial of the request/consideration.
  - iii. Student Organizations who misuse funds will not be eligible to reapply for CAS Student Government funding for the remainder of the academic year and will not be reimbursed.
  - iv. Any funds that are not utilized at the conclusion of the approved service or purchase shall be returned to the CAS Student Government.
  - v. Any publicity for qualifying student services sponsored by CAS Student Government must include some indication of collaboration or support from CAS Student Government (i.e. "Supported by/In collaboration with the CAS Student Government" accompanied by the CAS Student Government logo). Failure to do so may result in denial of the reimbursement.
  - vi. Student Organizations are eligible to appeal denied funding requests that are not considered according to the posted dates.
    1. Student Organizations wishing to appeal a decision must contact the Vice President of Financial Affairs within 1 week of notification of the funding decision with a brief explanation regarding the nature of the appeal.
    2. Appeals will be considered by the CAS Student Government Executive Board and upheld or overturned by a supermajority ( $\frac{2}{3}$ ) vote; all members of the Executive Board must be present.
- f. The Vice President of Financial Affairs will communicate all funding decisions within 1 week of the corresponding vote. Notification will be accompanied by a brief explanation for the reasoning behind the decision and the blind vote breakdown.

## **Section VII – Funding for Student Services and Innovation**

- a. All students and CAS Student Government Committees interested in receiving funding from CAS Student Government must submit a request with the CAS Student Government Financial Affairs Committee.
- b. It is the responsibility of the Vice President of Financial Affairs to ensure that the request is available at the beginning of each school year.
- c. There will be an annual informational and advertising event to solicit submissions for this process.
  - i. Members of the Financial Affairs committee will be available to answer questions and advise regarding proposals that students bring forth.
- d. Submissions will be accepted on a rolling basis.
  - i. A brief review period will occur before the vote to ensure that the request is compliant with the CAS Student Government Financial Policies.
  - ii. Funding requests will be approved by a supermajority ( $\frac{2}{3}$ ) vote (with at least one vote from each demographic) of the Financial Affairs Committee; a quorum and the Chair must

- be present.
- e. Ideas and requests that will not be considered for funding:
    - i. Personal expenses of any sort, including compensation for the time of a student;
    - ii. Requests that have already been denied;
    - iii. Additional requests for funding for a single service or idea.
  - f. Any funds that are not utilized for the requested purpose shall be returned to CAS Student Government.
  - g. Any publicity for qualifying student services sponsored by CAS Student Government must include some indication of collaboration or support from CAS Student Government (i.e. "Supported by/In collaboration with the CAS Student Government," materials accompanied by the CAS Student Government logo). Failure to do so may result in denial of the reimbursement.
  - h. Student Organizations are eligible to appeal denied funding requests that are not considered according to the posted dates.
    - i. Student Organizations wishing to appeal a decision must contact the Vice President of Financial Affairs within 1 week of notification of the funding decision with a brief explanation regarding the nature of the appeal.
    - ii. Appeals will be considered by the CAS Student Government Executive Board and upheld or overturned by a supermajority (%) vote; all members of the Executive Board must be present.
  - i. The Vice President of Financial Affairs will communicate all funding decisions within 1 week of the corresponding vote. Notification will be accompanied by a brief explanation for the reasoning behind the decision and the blind vote breakdown.

### **Section VIII - Transparency**

- a. A portion of the CAS Student Government website will be dedicated to transparency and publicity regarding the CAS Student Government Financial Processes.
- b. This portion of the website will be managed by the Vice President of Financial Affairs and will include:
  - i. The application forms and approval considerations as outlined by this document for all student driven parts of the budget process.
  - ii. Contact information and brief bios for all 8 members of the Financial Affairs Committee.
  - iii. Documentation of all events and services that CAS Student Government sponsors.
  - iv. The appeals processes outlined by this document stated explicitly.
  - v. An updated copy of the full CAS Student Government Financial Policies.

### **Section IX – Amendments of the CAS Student Government Financial Policies**

- a. These policies may be amended by a two-thirds vote of the organization's active membership. The amendment shall become effective after approval by the CAS Student Government President and the Advisor.