

BOSTON UNIVERSITY COLLEGE OF ARTS AND SCIENCES STUDENT
GOVERNMENT
FINANCIAL POLICIES

___ MAJOR REVISION 9/2015 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 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.

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 super majority (4/5) vote, the entire Executive Board being present, is required to approve any internal spending.
- c. Funding shall be utilized towards:
 - i. Annual mandatory expenditures, including Dean's Host allotment and campaign expenses
 - ii. Materials and advertising for CAS Student Government initiatives and events
 - iii. Office supplies for CAS Student Government
 - iv. All spending considered by the Executive Board must be for a qualifying student service.

- v. 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.
- vi. All appeals will be heard and upheld or overturned by a 2/3 vote of the Financial Affairs committee at the next meeting where a quorum is present.

Section V- Financial Affairs Committee

- a. The Financial Affairs Committee will oversee funding for student organizations, services, and innovation.
- b. The committee will consist of 8 members in addition to the Vice President of Financial Affairs, who will serve as chair.
- c. There must be at least one representative and at most 3 representatives from each of the 4 CAS demographics: social science, humanities, natural science, and math/computer science.
- d. 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
- e. 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 involved
 - iii. Participate in advertising events and activities
 - iv. Attend voting meetings to consider funding for recognized student organizations and services and innovation

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. Requests will be considered twice per semester. Once approximately 3 weeks into the semester, and once more approximately 6 weeks thereafter.
- e. Funding requests will be approved by a 2/3 supermajority vote (with at least one vote from each demographic) of the financial affairs committee, a 7/8 quorum and the chair being present following a brief review period ensuring that the request is compliant with the CAS Student Government Financial Policies.
- f. Funding is reserved for qualifying student services and capital purchases.
- g. Funding will not be granted for:
 - i. Personal expenses of any sort
 - ii. Food that is not central to the mission of the student organization or event at which it will be served

- iii. Travel expenses, lodging, or personal meals of any type
- iv. Events that have already happened
- v. Requests for events that have already been denied
- vi. Additional requests for funding for a single event
- vii. Events that take place during the summer sessions of any year
- viii. 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.
- ix. 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.
- x. 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.
- xi. Any funds that are not utilized at the conclusion of the approved service or purchase shall be returned to the CAS Student Government.
- xii. Any publicity for qualifying student services sponsored by CAS Student Government must include the phrase "Supported by the CAS Student Government" accompanied by the CAS Student Government logo. Failure to do so may result in denial of the reimbursement.
- xiii. 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. Appeals will be considered by the CAS Student Government Executive Board and upheld or overturned by a 4/5 super majority, all members of the Executive Board being present.
- xiv. Student Organizations are eligible to appeal denied funding requests that are not considered according to the posted dates.

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.
- d. Members of the financial affairs committee will be available to answer questions and advise regarding proposals that students bring forth.
 - i. Submissions will be accepted on a rolling basis and will be approved by a 2/3 supermajority vote (with at least one vote from each demographic) of the financial affairs committee, a 7/8 quorum and the chair being present following a brief review period ensuring that the request is compliant with the CAS Student Government Financial Policies.
 - ii. Funding is reserved for qualifying student services and capital purchases.
- 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 the phrase “Supported by the CAS Student Government” accompanied by the CAS Student Government logo. Failure to do so may result in denial of the reimbursement
- h. Students wishing to appeal a decision must contact the Advisor within 1 week of notification of the funding decision with a brief explanation regarding the nature of the appeal. Appeals will be considered by the CAS OSPL.

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.