

January 26, 2012

## Student Activities Fee policies manual

Student Government Association, Northeastern University

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## IV. STUDENT ACTIVITY FEE (SAF)

APPROVAL AUTHORITY: Finance Board

REQUIRED VOTE: Simple Majority

ALTERNATE APPROVAL AUTHORITY: Senate

REQUIRED VOTE: Two-Thirds Majority

CHANGES TAKE EFFECT: Upon Adjournment of Meeting

The Student Activity Fee (SAF) was created in 1983 by a Student Government referendum with the intent to create an activity fee that would be allocated by students for students. Following its collection at the beginning of each academic year, the SAF is pooled into a University Fund where it awaits allocation; the Director of the Student Activities Business Office (SABO) has oversight of this fund.

The fee may be increased each year no more than the Consumer Price Index plus 2% at the discretion of the Comptroller and with the approval of the Finance Board. If the students wish to increase the fee beyond this amount, a student-wide referendum may be initiated. Any adjustment to the fee must be approved by the administration of the Division of Student Affairs before it receives final approval by the University's Board of Trustees Finance Committee.

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### 1 Funding Vision

In order to allocate the Student Activity Fee in a way that maximizes the benefit for all undergraduate students, who pay the annual fee, the Finance Board looks to promote an environment where

- 1.1 Collaboration is emphasized in the interest of promoting campus unity and higher quality events,
- 1.2 Events catering to large groups of students are balanced with those which cater to a smaller number,
- 1.3 Funding shall be spread out among a variety of organizations to ensure quality events in all facets of campus life,
- 1.4 Funding shall be distributed to promote long-lasting and sustainable operations that are in keeping with modern technology.

### 2 Overriding the Manual

While it is important to note that this Manual holds true for the majority of cases when utilizing the Student Activity Fee, it is also important to recognize that exceptions may be needed on occasion.

- 2.1 The Board may override any portion of this Manual on a case-by-case basis with a 2/3 majority vote.
- 2.2 Any override of the Manual should be specifically documented in the decision memo.
- 2.3 Overrides are considered on a case-by-case basis and do not set precedent for future decisions.

### 3 Eligibility for Funding

- 3.1 Only organizations fully recognized by the Campus Activities Office and the Student Involvement Board are eligible to receive Student Activity Fee funding. Greek organizations that are fully recognized by the Campus Activities Office and their respective national organization are also eligible to receive funding.
- 3.2 Organizations must be in good standing with the Campus Activities Office and the Student Activities Business Office at the time of request, including meeting all re-registration deadlines.

- 3.3 Before requesting, a representative from the organization's executive board must attend a Student Activity Fee Workshop within the current fiscal year.
  - 3.3.1 Student Activity Fee Workshops serve to educate students and organizations on the policies & procedures of using SAF funds.
  - 3.3.2 The Board holds a minimum of two workshops within the first month of each semester.
  - 3.3.3 At the discretion of the chair, mandatory workshops may be called if necessary.
- 3.4 Organizations must have completed all obligations (i.e. spending reports) for previous events funded by the SAF as set by the Board
- 3.5 To signify agreement with the Student Activity Fee Procedures Manual, an organization's president, treasurer, and advisor must complete the Policies Agreement Form.

#### 4 Budgeting

- 4.1 The request pool will be derived from the Student Activity Fee after the Board has allocated funds for annual budgets.
- 4.2 The request pool will be budgeted by month and request amount according to a breakdown approved by the Board, made available to all organizations at the start of the fiscal year on the Finance Board's website.
  - 4.2.1 Small requests will be defined as those equal to or below \$5,000.
  - 4.2.2 Medium requests will be defined as those equal to or below \$15,000, but above \$5,000.
  - 4.2.3 Large requests will be defined as those above \$15,000.
  - 4.2.4 Major events will be defined as any event which meets all of the following criteria and has been approved as such by the Finance Board in advance of the Fiscal Year.
    - 4.2.4.1 The event is annually occurring and has occurred the past two years;
    - 4.2.4.2 The event has had a cost of over \$50,000 in the previous Fiscal Year.
  - 4.2.5 Events occurring from May to August will be considered during one funding period before the end of the current fiscal year. This period will constitute one full semester.

- 5 In the case that there are funds remaining in a given pool after all requests have been heard for that pool, half of those funds will be placed in the reserve budget and half will remain in the given month, rolling over from large to medium to small pools. After all requests have been heard for that month, any remaining funds will be placed into the reserve budget. **Non-Fundable Items**

- 5.1 Items, events, or trips purchased prior to authorization by the Board/Comptroller cannot be funded.
- 5.2 Expenses for personal or private use cannot and will not be funded and will be regarded as larceny.
- 5.3 The following cannot be funded for any expenditures from the SAF:
  - 5.3.1 Alcohol, drugs, and tobacco products
    - 5.3.1.1 Events where alcohol may be present, provided there is an environment where equal entertainment is provided for both of-age and underage students, may be funded.
    - 5.3.1.2 Additional costs associated with the presence of alcohol will not be funded.
  - 5.3.2 Charitable contributions/donations
  - 5.3.3 Class projects
  - 5.3.4 Cleaning and/or alterations of any costume or prop
  - 5.3.5 Deposits/security fees
  - 5.3.6 Designers/design fees
  - 5.3.7 Film and photo development/photographers/videographers
  - 5.3.8 Fundraisers or any items that generate revenue for the organization's cash index
  - 5.3.9 Jewelry, personal items, or other body decorations

- 5.3.10 Late fees/expediting charges/penalties of any types
- 5.3.11 Loans
- 5.3.12 Payments for services provided by Northeastern students
- 5.3.13 Plaques, trophies, prizes, gifts
- 5.3.14 Scholarships/awards
- 5.4 The following cannot be funded for any events, but can be considered for non-event requests, such as annual budgets, conferences, and competitions, on a case-by-case basis:
  - 5.4.1 Activities exclusive to the membership of one organization
  - 5.4.2 Human resources dedicated to an organization (coaches, secretaries, employees, etc.)
  - 5.4.3 Stipends
  - 5.4.4 Student organization recruitment initiatives
  - 5.4.5 Media subscriptions

## 6 Major Event Requests:

- 6.1 Organizations wishing to pre-approve event status must submit a Major Event Request. Major Events will be budgeted for in the upcoming Fiscal Year budget, however funds will not be allocated until an organization submits an Event Request Form to the Finance Board. A completed Major Event Request must include the following:
  - 6.1.1.1 A Completed Major Event Request Form, including all required fields and signatures
  - 6.1.1.2 At least two **comparable** quotes for all items to be requested or a documented explanation as to why providing two **comparable** quotes is not feasible.
  - 6.1.1.3 A copy of the Spending Report for the most recent iteration of the event.
- 6.2 Major Event Requests will be submitted in the Spring prior to the Fiscal Year in which the status is requested, at a date to be set by the Comptroller.
- 6.3 The Finance Board will hear a request, and if granted, will assign the group Major Event status.
- 6.4 Groups that receive Major Event status for an event will be able to submit an Event Request Form at any time during the next Fiscal Year to procure funding, in accordance with the guidelines in Section 7.
  - 6.4.1 Completed Event Requests must adhere to the restrictions on non fundable items in Section 8.
- 6.5 Being granted Major Event status is **NOT** a guarantee of funding.

## 7 Event Requests

- 7.1 An Event Request must include the following:
  - 7.1.1 A completed Event Request Form, including all required fields and signatures
  - 7.1.2 At least two **comparable** quotes for all items to be requested or a documented explanation as to why providing two **comparable** quotes is not feasible.
  - 7.1.3 In addition, groups submitting an Event Request Form that contains a costume portion must include an up-to-date costume inventory in order to be considered complete.
- 7.2 A calendar of submission deadlines will be set by the Comptroller, approved by the Board, and made public to all student organizations at the beginning of each fiscal year.
  - 7.2.1 Any organization may petition the Comptroller to submit an Event Request after the set deadlines have passed, provided there is justification that the request could not have been submitted prior to the appropriate deadlines. This request to present late must be accompanied by a completed Event Request Form.
  - 7.2.2 Organizations that require extensive preparation time for a event may petition the Comptroller to submit an Event Request earlier than the set deadlines, provided the organization provides

justification for the additional time. This request to present early must be accompanied by a completed Event Request Form.

- 7.3 Organizations submitting an Event Request Form completed and on-time will be scheduled for a fifteen (15) minute period to present their event request. Organization contacts listed on the Event Request Form will receive an email with the specific date and time of the presentation no later than 24 hours prior to the presentation.
- 7.4 At least one member of the organization's executive board, or designee is expected to give a thorough presentation to the Board. The representatives should introduce themselves and their positions and present the details of the event. During the presentation, students should clearly state the purpose of the event and how it benefits the undergraduate community as a whole. The presentation is an opportunity for the organization to clearly define the reasons for each line item in their request. All groups should be prepared to identify which part(s) of their request are absolutely necessary for the intent of the event to be successful. Groups should be prepared to rank line items in order of importance to the success of the event.

## **8 Event Expenditure Restrictions**

The Board will impose the following limitations on the use of the SAF in order to best-utilize the funding.

- 8.1 Events should not exceed a cost of \$45 per attendee from the SAF.
- 8.2 The following types of events will be funded according to these restrictions:
  - 8.2.1 Community service events may only be funded if the event is held on campus, relates to the sponsoring organization's mission, and includes NU undergraduate students as the primary participants.
  - 8.2.2 Political events and activities may only be funded when they are educational in nature. Events that support, in whole or in part, the campaign of an individual candidate or party for political office cannot be funded.
  - 8.2.3 Religious-themed events and activities may only be funded when they are educational in nature. Events that are exclusive in attendance to one religion cannot be funded.
  - 8.2.4 Transportation for off-campus events may only be funded for day trips that are open to all undergraduate students.
- 8.3 Costumes and props may be funded on a case-by-case basis. Organizations are encouraged to rent all costumes and props unless the items can be reused on an annual basis. Should the Board fund costume and/or prop purchases, the following stipulations are required:
  - 8.3.1 Items must be reusable and be maintained at the expense of the organization.
  - 8.3.2 Items must be appropriately stored by the organization in a location where they will be secure from damage and theft, and be accessible for similar events in future years.
  - 8.3.3 Organizations must keep an inventory of any and all costumes and/or props purchased, detailing the specific items purchased, the cost of each item, and the condition of each item. Inventories must be submitted to the Board at the start of each year.
  - 8.3.4 Annual requests for additional costume and/or prop purchases for similar events may be funded, so long as the group is able to produce the current inventory lists for all previous funding allocations made by the Board for costume and/or prop purchases for similar events hosted by the organization.
  - 8.3.5 A program request containing costumes or props must include an up to date inventory to be considered complete.
- 8.4 Equipment rentals for events may be funded if the following can be proven:
  - 8.4.1 The event cannot occur without the requested equipment,

- 8.4.2 The current equipment of the venue cannot meet the requirements of the performer or planned event, and
- 8.4.3 The organization has explored all on-campus options for obtaining adequate equipment.
- 8.5 Giveaways/Food:
  - 8.5.1 Food and giveaways for an event should not total more than \$15 per person, with food not exceeding \$10 per person
  - 8.5.2 A maximum of one food event per group, per semester may be funded.
  - 8.5.3 For multi-day programs, food may be funded for one event only.
  - 8.5.4 Food for organization events, such as that banquets, receptions, ceremonies, and general meetings may not be funded.
  - 8.5.5 Giveaways will be considered as promotional items and should not exceed more than \$5 per item.
  - 8.5.6 T-shirts will be considered as giveaways and should not exceed \$5 per item. T-shirts will be considered on a case-by-case basis.
    - 8.5.6.1 T-shirts should not be funded when the purpose is solely for the distribution amongst group members.
  - 8.5.7 The number of t-shirts funded should not exceed half the anticipated attendance or 500 t-shirts, whichever is less.
  - 8.5.8 Program hand-outs, such as those outlining the cast or sequence of a performance, are limited to expected attendance and should not exceed \$1 per program.
- 8.6 Marketing is critical to the success and openness of SAF-funded events. All events funded by the SAF must be listed on the Campus Calendar through OrgSync. The following restrictions will be in place for marketing expenditures.
  - 8.6.1 All advertising and program hand-outs must bear the official SAF logo, available on the Finance Board website. All logos should be of sufficient size. OrgSync postings should state "Supported by the SAF."
  - 8.6.2 All advertisements for an SAF Funded event shall bare the phrase and logo "Supported by the SAF," regardless of if that specific form of advertising was funded with SAF Funds. This includes online advertising such as Facebook Events.
  - 8.6.3 Events are limited on promotional funding based on the program duration:
    - 8.6.3.1 One-day events may be funded up to \$400 for marketing.
    - 8.6.3.2 Week-long events may be funded up to \$600 for marketing.
    - 8.6.3.3 Month-long events may be funded up to \$900 for marketing.
  - 8.6.4 Facebook ads may be funded, according to the following stipulations:
    - 8.6.4.1 Ads must be restricted to only Northeastern, undergraduate students, both male and female, and all ages.
    - 8.6.4.2 One-day events may be funded up to \$40 for Facebook ads.
    - 8.6.4.3 Week-long events may be funded up to \$80 for Facebook ads.
    - 8.6.4.4 Month-long events may be funded up to \$100 for Facebook ads.
  - 8.6.5 Marketing should be within reason and may be restricted if it is excessive in relation to the duration or anticipated attendance of an event.
  - 8.6.6 Advertising on non-Northeastern affiliated websites and publications may not be funded.
  - 8.6.7 Advertising off-campus or to non-Northeastern students is prohibited.
- 8.7 Northeastern University Police Department costs will be funded out of the SAF Safety Fund.
  - 8.7.1 Only SAF-funded events are eligible to receive NUPD funding.
  - 8.7.2 An organization's Campus Activities Office Program Manager must fill out the Safety Fund Request Form and turn it into the Director of SABO.

- 8.7.3 If an organization is directly responsible for an increase in officers or cost (based on an NUPD report), the group will be required to cover the extra cost through their cash index.
- 8.8 Supplies/Decorations
  - 8.8.1 The Campus Activities Resource Room has an annual budget from the SAF to supply organizations with materials for day-to-day operations and events. Only supplies and decorations not available in the Resource Room may be funded.
  - 8.8.2 The Board may mandate that supplies be returned to the Resource Room following completion of the event.
  - 8.8.3 Only decorations integral to the event may be funded.
- 8.9 Tickets/Entry Charges
  - 8.9.1 All ticketed SAF-funded events must be ticketed through the University Box Office or online ticketing system.
  - 8.9.2 The Board has authority to set ticket pricing for any SAF-funded event. This price will include any university mandated service fees. Only the authorized ticket pricing may be used.
  - 8.9.3 Organizations cannot require donations at events.
  - 8.9.4 All ticket revenue will be returned to the Student Activity Fee to cover costs allocated by the Finance Board. If the revenue generated is in excess of the amount allocated, the organization may retain the difference.
  - 8.9.5 Complimentary tickets should be petitioned to the Comptroller via email at least five business days in advance of ticket sales and may only be approved for contracted performers (as required by a rider) and people integral to the logistics of the event. This deadline can be waived by the Comptroller in extenuating circumstances.
    - 8.9.5.1 Complimentary tickets for non-mandated (university staff and contract/rider requirements) should not exceed 1.5% of the venue capacity, or 10 tickets, whichever is greater.
    - 8.9.5.2 Complimentary ticket regulations are in place regardless of whether tickets have a cost to attendees.

## 9 Event Funding Decisions

The Finance Board is responsible for funding events to the undergraduate student body. All student groups should keep in mind that funding is limited and not all events will be able to be funded.

- 9.1 The Board will consider funding for events that are open to all undergraduate students at Northeastern University and do not appear to be excessive in nature.
- 9.2 The Board will consider the following factors to determine an event's benefit and priority to the undergraduate student body:
  - 9.2.1 Student appeal
  - 9.2.2 Experiential value (e.g. educational, cultural, awareness)
  - 9.2.3 Cost per student
  - 9.2.4 Correlation to the university or student organization mission statement
  - 9.2.5 Strength of promotional plan
  - 9.2.6 Anticipated attendance
  - 9.2.7 Co-sponsorship
  - 9.2.8 Presentation to the Board
  - 9.2.9 Completeness of Program Request
  - 9.2.10 Submission of Program Request in accordance with deadlines
  - 9.2.11 Group experience in event planning
  - 9.2.12 Spending report history

- 9.3 The Board has the authority to mandate events be limited in audience to one of the following, to give priority to undergraduate students due to their contribution to the Student Activity Fee
  - 9.3.1 Undergraduate only (“NU only”)
  - 9.3.2 Undergraduate students + one guest per student (“NU+1”)
  - 9.3.3 Northeastern Community only (all students, faculty, staff, alumni, and parents)
  - 9.3.4 Undergraduate students + one guest per student + Northeastern Community
  - 9.3.5 Northeastern Community + one guest per member of the Community
  - 9.3.6 General public
- 9.4 Events may be fully funded, partially funded, or not funded.
  - 9.4.1 Any organization that requests funding for an event and receives less-than-full funding will be provided with the Board’s rationale for its decision.
- 9.5 Allocation decisions of the Board will be communicated electronically within six business days of the Board’s decision. A violation of this clause is only grounds for an appeal when such a delay has specifically affected the request.
  - 9.5.1 If the Board is unable to fully fund the request within the budget and the organization states that everything in the request is necessary for the event to remain successful, then the event will not be funded.
  - 9.5.2 The Board may reduce allocations based on any information given during the presentation or request.
  - 9.5.3 Once an event has been funded, an organization cannot request additional funds from the SAF for that event.

## 10 Event Spending Reports

- 10.1 The Board requires every organization that receives funding to provide a detailed spending report no later than one month after the event concluded.
- 10.2 Event Spending Reports must include the following:
  - 10.2.1 A completed Event Spending Report Form, found in the allocation workbook provided with the funding allocation memo,
  - 10.2.2 A detailed accounting for all expenditures,
  - 10.2.3 An explanation of any spending variance of 10% or more,
  - 10.2.4 Any information requested by the Board or the Comptroller in the allocation memorandum,
  - 10.2.5 Advertising samples
  - 10.2.6 The pink copy or copies of all Direct Pay Request and IAF forms
- 10.3 The Comptroller or designee will review all Event Spending Reports and will either approve, approve with an educational letter, or disapprove a report based on the following criteria:
  - 10.3.1 Failure to submit report by the deadline,
  - 10.3.2 Misrepresentation of information,
  - 10.3.3 Failure to adequately explain variances of 10% or more,
  - 10.3.4 Failure to complete all sections of the Event Spending Report Form,
  - 10.3.5 Failure to follow spending guidelines of the SAF Manual or those indicated in the allocation memo and/or subsequent communications,
  - 10.3.6 Failure to submit all documentation,
  - 10.3.7 Usage of logo in a way that renders “Supported by the SAF” unreadable
  - 10.3.8 Failure to include advertising samples with SAF logo
- 10.4 Organizations may be subjected to sanctions as a result of a disapproved spending report.
- 10.5 Additionally, following a disapproved spending report, an organization’s next request will be limited to a maximum of \$5,000, which is a small event.

10.6 Student organizations may not request funding while any previous spending reports are past due.

## 11 Equipment

### 11.1 Equipment

11.1.1 Equipment being requested must have a minimum life of one year.

11.1.2 Organizations may not request more than \$1,500 for equipment per semester; Summer I and Summer II will be jointly considered as a semester.

### 11.2 Capital Equipment

11.2.1 Capital equipment is defined as equipment that has a life of at least two years and has a cost-per-unit of at least \$1,500

11.2.2 Organizations may be funded for one Capital Equipment Request per semester. Summer 1 and Summer II will be considered jointly as a semester. A request not utilized during one semester may not be submitted during any following semester.

11.2.3 A Capital Equipment Request will be defined as a single piece of equipment accompanied by the minimum auxiliary equipment necessary to complete the functions for which the requesting groups has justified necessity to purchase the equipment.

11.3 A group that wishes to purchase equipment should provide a detailed inventory of the equipment that is already in the group's possession along with the equipment request. This must include, but is not limited to year of purchase, any repairs that have been made, and the current condition of the equipment.

11.4 The Board may request an inventory report at any time, as well as any additional information it deems necessary.

11.5 All requests should include the following documentation:

11.5.1 A strong justification indicating the necessity to purchase the equipment,

11.5.2 A justification of how this equipment will benefit the Northeastern University community as a whole,

11.5.3 Complete specification of the item(s) to be purchased,

11.5.4 Price quotations from three or more vendors,

11.5.5 Methods of providing upkeep/maintenance services and supplies consumed in the use of the equipment,

11.5.6 Evidence that the equipment will remain stored in a secure, on-campus, non-residential office or other location, and

11.5.7 Affirmation from the organization's advisor verifying the need for the purchase of the equipment.

11.6 Any equipment funded by the Student Activity Fee is encouraged to bear the sticker "Supported by the Student Activity Fee," provided by the Comptroller upon request.

## 12 Conference/Competition/Organization Fee Funding

12.1 Organizations may be funded for a maximum of one conference, competition, or organization fee per fiscal year.

12.1.1 Conferences – organizations will be funded for a maximum of \$500 in registration fees for any one conference. In the case that the registration fee exceeds \$250, organizations will be funded for a maximum of two registration fees for that conference, up to \$500 per registration fee.

12.1.2 Competitions – organizations will be funded for the registration fees for the minimum number of participants necessary for entry.

12.1.3 Organization Fees – organization fees will be funded up to \$750 provided that paying the fee and/or the benefits it provides are imperative to the existence of the organization.

12.2 Transportation and/or lodging will not be funded for these requests.

### 13 Budgeted Organizations

- 13.1 In order to be considered eligible for an annual budget, an organization must meet the following requirements
  - 13.1.1 Provide a service to the entire undergraduate student body, specifically to serve a function that enables a student or student organization to operate, maintain their status in the University, or serve the greater enrichment of student life,
  - 13.1.2 Ensure their services are available year-round,
  - 13.1.3 Be unable to function on an event by event basis,
  - 13.1.4 Demonstrate proper spending habits, as evidenced through requests from the past year,
  - 13.1.5 Have not been sanctioned/on probation within the past year,
- 13.2 If funded, funding for an annual major concert is placed into the Major Concert Fund and Homecoming is placed into the Homecoming Fund. Both funds are administered by the Campus Activities Office in conjunction with an open committee of students, the chair of which must approve all spending.
- 13.3 For an organization to be eligible to receive a new annual budget, they must have been a fully recognized student organization and eligible to request funds for one full year. Organizations must complete a one-year trial period during which they must successfully submit and have approved a projected annual spending report with the following year's request.
- 13.4 Budgeted organizations must follow the restrictions on Non-Fundable Items for all spending and the Event Expenditure Restrictions for all events put on by the organization through the annual budget.
- 13.5 Budgeted organizations will be reviewed each year during a time specified by the request calendar. Organizations must provide a quote of past expenditure and justified need for each item request in the budget. The Board will reconsider all budgets, and may increase or decrease individual budgets based on their current need.
- 13.6 All budgeted organizations must submit the following reports on spending throughout the fiscal year. Deadlines for these submissions will be communicated according to the request calendar.
  - 13.6.1 Mid-year Spending Report – outlines a budgeted organization's spending through the first half of the fiscal year (July through December)
  - 13.6.2 Projected Annual Spending Report – due at a point in the Spring at which an organization is eligible to submit a budget request for the upcoming fiscal year; the organization must detail spending through that point and project spending for the remainder of the year
  - 13.6.3 Actual Annual Spending Report – due following the completion of the fiscal year, and must include actual spending for the full year where spending was only previously projected
  - 13.6.4 Any budget that is approved for the following fiscal year is done so pending the approval of an Actual Annual Spending Report for the current fiscal year. An incomplete spending report may jeopardize the approved annual budget.
  - 13.6.5 Failure to meet deadlines will be considered during budgetary deliberations by the Board.
- 13.7 Budgeted organizations are eligible to request additional funding from the SAF for events, capital equipment, and conferences not previously proposed in their annual budget request. Budgeted organizations may only be funded for one event per semester.
- 13.8 Budgeted organizations, although given more freedom in spending, may not use the SAF to support activities or events that are contrary to the mission or purpose of the organization, as stated in its Constitution, or that of the University.

### 14 Reallocations

- 14.1 When allocating funding, the Board designates specific amounts to specific purposes through assigned account numbers. If a need arises for additional funds in one account, an organization may reallocate

unused money from another account to cover the unexpected costs, subject to approval of the Comptroller.

- 14.2 Reallocation requests should be submitted prior to the anticipated expense. Special circumstances of a reallocation received as soon as possible after a purchase will be reviewed on a case-by-case basis, provided there is justification as to why the expense could not have been foreseen. Requests for reallocations may be denied for the following reasons:
  - 14.2.1 Items requested exceed limitations in or are restricted per the Event Funding Restrictions section of this Manual,
  - 14.2.2 Items are not integral to the success of the event,
  - 14.2.3 Funds requested have been previously spent,
  - 14.2.4 Items requested were previously denied funding by the Board,
  - 14.2.5 The Board restricted the prior amount due to excessiveness,
- 14.3 If a reallocation is received after the purchase of any items for which the reallocation is requested, sanctions may be imposed. This may include, but is not limited to, the return of SAF funds from the organization's cash index.

## 15 Audits

The Board, to determine the overall SAF utilization, reserves the right to perform random and targeted audits of organizations accounts. If an audit reveals evidence of misspending of funds, the student group may be subject to sanctions outlined in Section 13 of this manual.

## 16 Sanctions

The Board is responsible for managing the contributed funds of all undergraduate students at Northeastern University. Organizations awarded funding through the Student Activity Fee are held accountable for appropriate spending to the undergraduate student body. Sanctions help regulate the funds awarded to all organizations, and are not meant to hinder an organization's operations.

- 16.1 Sanctions may be imposed upon an organization for the following:
  - 16.1.1 Failure to submit a spending report by the deadline
  - 16.1.2 Disapproval of a spending report
  - 16.1.3 Unauthorized spending of SAF funds
  - 16.1.4 Spending which violates any clause of this Manual
  - 16.1.5 Unauthorized distribution of complimentary tickets
  - 16.1.6 Failure to return unutilized SAF funds or event revenue to SABO
  - 16.1.7 Inappropriate storage or record-keeping of equipment, costumes, or props
  - 16.1.8 Falsifying information on any submissions to the Board
- 16.2 Sanctions that may be implemented upon an organization include but are not limited to:
  - 16.2.1 Loss of eligibility to request funding for a specified time period
  - 16.2.2 Requirement to co-sponsor events for a specified time period or number of events
  - 16.2.3 Return of SAF funds for money spent or complimentary tickets distributed inappropriately
  - 16.2.4 Required weekly meetings with Comptroller or Board liaison
  - 16.2.5 Referral to the Student Involvement Board for status review
  - 16.2.6 Referral to the Office of Student Conduct and Conflict Resolution
  - 16.2.7 For annual budgets, required submission of monthly spending reports
- 16.3 Student organizations may be subjected to more than one sanction per offense.

- 16.4 Additional action may be taken depending on the circumstances.
- 16.5 All sanctions with specified time periods will be imposed from spending report due dates.
- 16.6 Sanctions imposed upon organizations will be detailed and outlined in a written memorandum to the organization, program manager, and organization advisor.
- 16.7 Appeals on sanctions may be submitted on any decision made by the Board or the Comptroller. Appeals should follow the guidelines set forth in the Appealing a Decision section of this Manual.

## 17 Appealing a Decision

The following appeals process will allow student organizations to request that decisions made by the Finance Board be reconsidered.

- 17.1 An appeal may only be based upon the following criteria:
  - 17.1.1 Established policies and procedures were not followed, and/or
  - 17.1.2 The funding allocation decision was arbitrary or capricious, and/or
  - 17.1.3 The severity of imposed sanctions was unnecessarily harsh in nature compared to the severity of the infraction.
  - 17.1.4 The fact that the Board did not fund a request in its entirety does not in itself constitute grounds for an appeal.
- 17.2 An organization must submit a written appeal request to the Student Body President within seven days of funding decision notification including the following, when applicable:
  - 17.2.1 The request for which the decision was made, along with all supporting materials,
  - 17.2.2 The funding decision,
  - 17.2.3 The allocation and spending workbook,
  - 17.2.4 Spending report submitted,
  - 17.2.5 Sanction decision,
  - 17.2.6 Any other memorandums from the Finance Board related to the matter,
  - 17.2.7 The criteria on which the appeal is based, noting the specific policies within the SAF Manual that were violated (see section 16.1)
- 17.3 The President will receive the appeal and determine if the appeal has merit based on criteria established in this Manual. An appeal that has been found to have merit will be considered by the Appeals Board within five business days of receipt.
- 17.4 The Appeals Board will consist of the following members:
  - 17.4.1 Comptroller,
  - 17.4.2 Student Body President, and
  - 17.4.3 The university's Vice President for Student Affairs, or designee
  - 17.4.4 In the event that the Student Government Association is the appealing organization, the university's Vice President for Student Affairs, or designee, will make the decision on the appeal.
- 17.5 The Appeals Board will consider all aspects of an appeal, including but not limited to:
  - 17.5.1 Criteria on which the appeal is based
  - 17.5.2 SAF Manual policies that were or were not followed
  - 17.5.3 The ability of the event to succeed without the items that were not funded, if applicable
- 17.6 The Appeals Board may make one of the following decisions:
  - 17.6.1 Uphold the original decision of the Board
  - 17.6.2 Amend the decision to allocate funding for items not originally funded (the Board may not allocate funding above the originally requested amount)

- 17.7 Once a decision has been made, the Appeals Board must provide the rationale of the decision within three business days in a memorandum to the student organization, the organization's advisor, program manager, and the Finance Board.
- 17.8 Decisions made by the Appeals Board will not have precedent on future appeals, and all appeals will be considered independently.
- 17.9 The decision of the Appeals Board is final.

## **18 Confidentiality**

- 18.1 The Board is committed to keeping personal and organizational financial information private. All Board decisions will be conveyed in writing according to timing specified in this Manual. Decisions will be distributed to the President and Treasurer of the organization, the organization's Advisor and Program Manager, the Director of the Student Activities Business Office and the Director of the Campus Activities Office (when applicable).
- 18.2 The Board will make meeting notes available on the Finance Board website that will be limited to include the following information:
  - 18.2.1 Event category
  - 18.2.2 Event sponsoring organization
  - 18.2.3 Amount requested
  - 18.2.4 Amount funded
  - 18.2.5 Reason for denial or reduction of funding
- 18.3 Further details will be released only after the event has occurred. Actual spending and revenue data will be made available on the Finance Board website when it is known.