

CHAPTER 5.

Finance.¹

Article 1. Finance Generally.

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§5-1.1. **Definitions and conventions.**

Within this Chapter, the following definitions and conventions shall apply:

- (a) “**Treasurer**” refers to the Student Body Treasurer.
- (b) “**Comptroller**” refers to the Student Body Comptroller.
- (c) “**Auditor**” refers to the Student Body Auditor.
- (d) “**Budget**” refers to the Student Government Budget as enacted by the Student Senate as provided in Article 4 of this Chapter.
- (e) “**Balance Sheet**” refers to the itemization of line item expenditures and remaining balances to date.
- (f) A “**student organization**” is any non-Student Government group that is registered with the Student Organization Resource Center.
- (g) The “**Student Body Funds**” are all the monies collected from student fees and made available to Student Government during a fiscal year.
- (h) A “**fiscal year**” commences on the first day of the month of July and ends on the last day of the month of June.

Part I. Financial Decision Making.

§5-1.2. **Allocation of line-items.**

- (a) As provided in SBS §5-4, each budget line-item shall have language governing authority to expend funds. When a line requires approval by the Treasurer, he or she can either approve each expense, or approval a budgetary spending plan.
- (b) The Treasurer shall ensure that every line-item is faithfully used for its intended purpose. Additionally, officials authorized to expend from a line-item must still comply with the procedure on reimbursement (SBS §5-1.8), policy on external debts (SBS §5-1.15), and all other Treasury Policies.

¹ As amended by: GB 86, 80th Session (2000-2001); GB 82, 85th Session (2005-2006); GB 47 & GB 53, 86th Session (2006-2007); GB 43, GB 44, GB 45, GB 46, GB 47, GB 56, GB 78 & GB 102, 87th Session (2007-2008); GB 60, 88th Session (2008-2009).

§5-1.3. Approval of Expenditures.

The Treasurer shall be vested with the general authority to determine if any proposed expenditure is permissible and a proper use of the Student Body Funds. However, the Treasurer shall consult with the Finance Committee prior to rendering decisions on proposals that either (i) represent significant departures from past practice, (ii) stand likely to become ongoing commitments, (iii) involve significant amounts of funds (greater than 5% of the budget), or (iv) are similar to past expenditures that become controversial.

§5-1.4. Contracts for services.

- (a) The Treasurer shall award contracts to the lowest qualified bidder for services that cannot practically be performed by any Student Government organization or agency.
- (b) The specific services which shall be contracted in this manner shall be at the decision of the Student Senate.
- (c) The Treasurer shall deem a bid qualified if he judges that the bidder has the ability to adequately perform the contracted service.

§5-1.4A. Contract Review.

- (a) Contracts must be submitted to University Student Legal for review and comment.
- (b) Student Body Officers must be given the opportunity to review and comment on all contracts.
- (c) The authorization of the Finance Committee and the Student Body Treasurer are the only authorizations required, and can be granted even if advice from (a) or (b) above has not been returned in a timely fashion.

Part II. Financial Management.**§5-1.5. Disbursement of Funds.**

The Comptroller shall execute disbursement of the Student Body Funds, provided such disbursement has been authorized as provided elsewhere in this chapter.

§5-1.6. Balance Sheet.

The Comptroller shall maintain a balance sheet for the current fiscal year that shall include: (i) the budgeted amount, (ii) the total expenditures to date, and (iii) the balance to date for each budget line-item.

§5-1.7. Non-fee Revenue.

All revenue coming to Student Government from sources other than student fees shall be collected by the Treasury, at which point they shall be considered part of the Student Body Funds. The Treasurer shall determine an appropriate budget line to credit the revenue.

§5-1.8. Reimbursements.

Expenses shall be eligible for reimbursement only when appropriate approval is sought and granted, as defined by Treasury Policy.

§5-1.9. Check Policy.

All checks issued from the Student Body Funds shall be null and void after a period of 90 days from the date of

issuance. Checks written internally shall include at least two authorized signatures to be valid, as defined by Treasury Policy.

§5-1.10. Submission of receipts.

- (a) For any external expenditure, receipts must be submitted to the Department of the Treasury within one (1) month of the date of the expenditure or event. Failure to submit receipts may result in the freezing of funds (SBS §5-1.18).
- (b) For any internal expenditure, receipts must be submitted to the Department of the Treasury within a period of two (2) weeks. Failure to do so will result in the individual(s) forfeiture of their right to be reimbursed, if applicable, or may, at the discretion of the Treasurer, result in freezing of the involved line item until completed receipts are submitted (SBS §5-1.17).

§5-1.11. Stipend Disbursement.

- (a) Upon their appointment to positions budgeted a stipend; all student government officials-designate shall be presented to the Senate for confirmation. The Comptroller shall dispense no funds to the aforementioned officials until notice of their confirmation is received. The aforementioned officials' dates of service shall be recorded, for payroll purposes, as the dates of their initial appointment.
- (b) All stipends shall be disbursed on a schedule as determined by the Treasurer. No salary/stipend advancements or loans to officials shall be made from the Student Body Funds without the consent of a two-thirds (2/3) majority of the Senate.
- (c) Officials appointed to a given position solely on an acting basis pursuant to SBS §3-2.7 may be disbursed a stipend budgeted for a given position, upon approval by both the appointing official and the Senate Standing Committee on Finance.

Part III. Reports.**§5-1.12. Balance Sheet Report.**

At each regular meeting of the Senate or its finance committee, the Treasurer shall provide a report on the current fiscal year's Balance Sheet. This report includes both the balance sheet itself and explicit note of any new nontrivial (greater than \$150) expense. The distributed Balance Sheet shall be accurate as of the close of the previous business day. A current copy of the Balance Sheet shall be posted at least bi-weekly in the Student Government Office. The Balance Sheet Report shall be signed by all individuals with ability to dispense funds, signifying that all transactions they are responsible for have been properly recorded.

§5-1.13. Semi-annual Report.

Once a semester, the Comptroller shall provide a comprehensive report on the state of all accounts and budgets under the jurisdiction of Student Government. A draft of this report shall be presented to the Finance Committee prior to its presentation to the entire Senate.

Part IV. Limits and Controls.

§5-1.14. Unauthorized Expenses.

Any expense not properly approved as provided by these statutes shall be considered unauthorized. Unauthorized expenses shall be cancelled when possible; otherwise, the Treasury shall recoup the lost funds from the offending party. Officials or units with authority to originally approve an expense may do so retroactively; however, such retroactive approval shall be noted in the balance sheet report.

§5-1.15. External Debts.

No official save the Treasurer or Comptroller, or their designees, acting in accordance with these statutes, may pledge the credit of Student Government. Claims of promised external allocations shall be honored only with written documentation of Treasury approval.

§5-1.16. Over Budget Line-items.

Amounts budgeted in line-items shall be enforced strictly, insomuch as possible. If expenditures exceed the amount available by more than 10%, the Finance Committee shall conduct an inquiry into the situation. No new expenses may be authorized from an over budget line.

§5-1.17. Freezing of Line-items.

Budget line-items may be frozen from expenditure by either the Treasurer or a majority vote of the Finance Committee when either believes immediate expenditure could be detrimental. Lines may be unfrozen by the freezing party, or by the Senate via simple majority vote.

§5-1.18. Freezing of allocated funds.

The Treasurer shall freeze the funds of any organization receiving Student Body Funds if:

- (a) an audit of the organization's accounting records, by the Auditor or the Treasury, finds a discrepancy in the management of funds; or
- (b) the organization is found to discriminate on the basis of race, sex, religion, creed, national origin, physical disability, or sexual orientation.

§5-1.18A. External Funding.

By June 30, all external groups receiving funds directly out of a budget line-item in the past fiscal year shall submit to the Treasurer a detailed breakdown of the use of those funds. All such organizations shall be barred from receiving any funds from Student Government until delinquent reports are submitted.

§5-1.18B. Internal Funding.

No Executive department, commission, or agency shall expend funds allocated in a budget line-item until a budget for that line-item has been approved by the Student Body Treasurer and by a majority vote of the Finance Committee.

- (a) Budgets shall be required to be submitted twice yearly at the beginning of each semester.
- (b) Upon approval, budgets must be submitted over the Student Government listserv.

- (c) Summer expenditures must be approved by the Finance Chairperson, the Student Body Treasurer, and the Student Body President and made available to all requesting parties.

§5-1.18C. Line Item Breakdown.

The Student Body Comptroller, in association with the Student Body Officers, shall be required to produce a beginning report with estimates for how each line item is to be spent with middle and ending semester updates.

- (a) Reports shall be submitted to the Student Government Finance Committee.
- (b) Failure to produce reports result in the immediate freezing of all line items lacking said report.
- (c) Reasons as to why frozen line items should be unfrozen shall be presented, considered and voted on at the next scheduled Student Government Finance Committee meeting.
- (d) Frozen line items may be unfrozen by a 2/3 positive vote of the committee.

§5-1.18D. Financial Reporting Procedures of Expenditures.

All persons in charge of a line item in the budget shall provide a written report to the Finance Committee by the first day of the month detailing expenditures for the previous month.

- (a) Failure to do so will result in the immediate freezing of that line item until the written report is provided.
- (b) Copies of these reports will be maintained by the Treasury after submission for record keeping purposes and copies made available to any and all requesting parties.

§5-1.19. Project Loans.

No unit within Student Government may expend funds in anticipation of future revenue except with the explicit written authorization of the Treasurer. Such authorization shall include the source of funds to use in the event of a revenue shortfall. Finance Committee approval shall be required if the backup funding involves at least \$1000 from a line not usually associated with the borrowing project. Backup funding from the General Trust shall be explicitly approved by the Finance Committee.

§5-1.20. Discretionary Allocations.

The Treasurer shall not discretionally fund organizations outside of the jurisdiction of Student Government without the prior approval of the Senate Finance Committee. If the Finance Committee does not approve the disbursement, the Treasurer or a Senator may then submit it to the whole Senate for approval in the form of a finance bill. If more than \$500 is appropriated to a single organization within one session, the Treasurer or a Senator must submit it to the whole Senate in the form of a finance bill for approval.

§5-1.21. Public Funding of Campaign Activities.

No portion of the Student Body Funds shall be allocated to a campaign for a Student Government elective office or to an organization supporting a campaign for a Student

Government Elective office.

§5-1.22. Student Body Auditor.

An Auditor may be appointed by the Student Body President, subject to the simple majority confirmation of the Senate, if it is believed that improprieties in the handling of the Student Body Funds exist. The Senate shall be empowered to, by Senate Resolution, determine the need for an Auditor and set a deadline for such appointment by the President. All accounting records must be made available to the Auditor at his or her request.

§5-1.23. Audit Board.

The activities of the Auditor shall be overseen by an Audit Board, to be composed of the chairs of the Senate standing committees.

§5-1.24. Duties of the Auditor.

The Auditor shall prepare an audit of the Treasurer and Comptroller for report to the Student Body President and the Senate, and upon the discovery of a discrepancy in the management of funds, bring allegations against the Treasurer or Comptroller.

§5-1.24B. External Audits.

The Student Body Treasurer shall request a university audit every two years. Results of the audit shall be made available to requesting parties and presented to the Student Senate Finance Committee. Within thirty (30) days of the completion of the audit, the Student Body Treasurer will create a plan of action to improve problem areas for presentation to the Finance Committee. If the Student Body Treasurer has not submitted a plan of action within thirty days, that responsibility shall fall to the Finance Committee. Upon completion, the Finance Committee shall report the plan of action to the Student Body President and the Student Senate. After review, the Student Body Treasurer shall be responsible for the implementation of the plan of action.

Part V. Non-budgeted Funds.

§5-1.25. General Trust.

Any monies in the Student Body Funds beyond those required to meet the commitments of the Student Government Budget shall be considered unencumbered and part of the General Trust. The General Trust shall be inclusive of monies in two distinct categories:

- (a) the University mandated reserve balance;
- (b) surplus funds not in the above category.

The Senate shall allocate funds in the budget as necessary to maintain the mandated reserve.

§5-1.26. General Trust Management.

By the end of September, the Comptroller shall determine the present balance of the General Trust as well as the quantity of money left unexpended from the previous fiscal year, and report such to the Senate. Should the reserve and/or contingency fund be below its respective required level, the Comptroller shall allocate such funds from the

unexpended balance required for replenishment. The remaining funds shall be considered the “net unexpended funds”.

§5-1.27. Unexpended Funds Budgeting.

Budget Bills allocating the net unexpended funds into the current Student Government Budget shall be in order for adoption after the report of the Comptroller, provided that:

- (a) between 50% and 100% of the net unexpended funds are allocated; and
- (b) at least 25% of the net unexpended funds are allocated to Student Organization Appropriations.

Such bills shall require a simple majority for adoption. Any net unexpended funds not budgeted by the close of a fiscal year shall be transferred into the General Trust.

§5-1.28. Expenditures from the General Trust.

Funds in the General Trust shall be dispensed only on explicit order. The Senate may authorize use of General Trust funds, either for direct expense or allocation into the budget, by a two-thirds vote on duly considered legislation. In cases of emergency, where direct harm could come to the Student Government, the three Executive Officers may order a disbursement by unanimous consent. Such emergency disbursements shall:

- (a) be authorized only in writing, with the signatures of the officers;
- (b) not be used when the Senate could be convened;
- (c) be announced to the Senate before the fact, and comments sought, unless such could further the emergency; and
- (d) be reported to the Senate.

§5-1.29. General Trust Ledger.

The Comptroller shall maintain a permanent record of expenses from and allocations into the General Trust. This document shall be reported to the Senate and its Finance Committee at least quarterly.

Part VI. Miscellaneous.

§5-1.30. Treasury Policies.

The Treasurer shall be empowered to set, with the majority approval of the Finance Committee, Treasury Policies regulating details of the financial process subordinate to this chapter. These policies shall be valid only if published to the public.

Article 2. Appropriations.

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§5-2.1. Definitions and Conventions.

Within this Article, the following definitions and conventions shall apply,

- (a) “**Appropriations**” refers to funds allocated by Student Senate to registered Student organizations.
- (b) “**Appropriations Bill**” refers to Finance Bills dealing with funds allocated through Appropriations Requests.
- (c) “**Appropriations Request**” is a formal document from a registered Student Organization requesting funds from the Student Senate through the appropriations process.
- (d) “**Committee**” refers to the Senate Committee on

Appropriations.

- (e) “**Interview Sessions**” refers to any scheduled meeting between the Appropriations Committee and a requesting group where the requesting group provides or clarifies information in regards to their funding request(s) that occurs prior to the introduction of the Appropriations Bill for first reading.

§5-2.2. Appropriations to Student Organizations.

Each semester, the Senate shall approve a bill that appropriates the available Student Body Funds to eligible student organizations (SBS §5-2.3) for projects that the Senate deems beneficial to the Student Body.

§5-2.3. Eligibility for Appropriations.

No student organization shall be eligible for the appropriation of Student Body funds unless

- (i) it is registered with the University, and
- (ii) it does not discriminate on the basis of race, sex, religion, creed, national origin, physical disability, or sexual orientation, and
- (iii) it is in good standing as described in these statutes or by the committee regulations.
- (iv) it meets such standards in the Appropriations Packet regarding non-dependency on appropriations funding.

§5-2.4. Matching Independently Generated Funds.

No requesting student organization shall be funded an amount in excess of revenues listed in a submitted budget (adhering to section 5-2.20). Student Organizations may not consider revenues from student fee funded departments in excess of \$700 as contributing to the total revenues.

Part I. Appropriations Committee

§5-2.5. Appropriations Committee.

The composition and basic duties of the Committee on Appropriations shall be defined by Senate Rule. At least the minimum membership of the committee shall be appointed no later than four (4) class days after the first Senate meeting of the fall.

§5-2.6. Committee Attendance.

In order to vote on the committee recommendation for the Appropriations Bill for first reading, a member of the committee must have attended a majority of the interview sessions regarding the bill during the Appropriations process.

§5-2.7. Ethical Responsibility of Committee Members.

Members of the Appropriations Committee shall be expected to:

- (a) abstain from voting on requests from student

- organizations they are a member of or would benefit directly from; and
- (b) refrain from sponsoring student organizations of which they are a member.

Part II. Process of Appropriations.

§5-2.8. Timetable for Appropriations.

- (a) All bills pertaining to appropriation shall be filed for introduced no later than (i) the second Senate meeting in October, for the fall semester, or (ii) the first Senate meeting in March, for the spring semester.
- (b) The Senate shall approve its appropriations to student organizations no later than (i) the first Senate meeting in November, for the fall semester, or (ii) the second Senate meeting in March.
- (c) The Appropriations Committee shall be authorized to set additional dates as needed for the appropriations process, including, but not limited to: (i) the opening and closing of submission system, at least two weeks apart, (ii) the close of request editing for sponsors, at least three (3) class days following close of organization submissions, (iii) interview notification and interview dates, and (iv) the appeals hearing.

§5-2.9. Fall-Spring Appropriations Division.

- (a) For fall appropriations, organization activities must take place after the tenth (10th) class day in the fall, but prior to spring break the following semester.
- (b) For spring appropriations, organization activities must take place after the tenth (10th) class day in the spring, but prior to fall break the following semester. When considering funding early fall events during the spring, the committee shall take steps to ensure the organization has viable continuity beyond the academic year.
- (c) In cases where an event is eligible for multiple sessions of appropriations, the committee shall fund it in the earlier session only if there is a clear need for expedience.
- (d) When considering funding for groups that have received funding in the previous semester, the Appropriations Committee shall take steps to ensure that the previously issued funds have been properly accounted for, if not returned.
- (e) In cases where an activity falls after the cut-off date, it may be considered, at the committee's discretion, in the earlier semester if the group provides documentation that failure to receive funding in the earlier semester will make the activity impossible.

§5-2.10. Online Appropriations Request System.

- (a) All Appropriation Requests shall be submitted through the online appropriations request system.
- (b) The online appropriations request system shall be operated and maintained solely by the Division of Web Development.
- (c) The online appropriations request system shall meet requirements as follows:
- (i) Shall accept submissions from organizations.

- (ii) Shall allow such submissions to be edited by the organization until such time as they are deemed to be due by the Appropriations Committee.
- (iii) Shall allow Student Government Office staff to directly print the Appropriation Requests without additional formatting for the Senate.
- (iv) Make all Appropriations Requests public upon their final submission.

§5-2.11. Sponsoring Senator.

Each Appropriations Request shall be sponsored by a Student Senator, selected either by the mutual consent of the organization and Senator prior to filing, or assigned by the Treasurer with the consent of the Senator once the request has been filed. The chair and vice-chair of the Appropriations Committee shall be ineligible to sponsor requests. Each sponsoring Senator shall:

- (a) Assure that the organization requesting funds is fully aware and meets all statutory and regulatory obligations of such a request.
- (b) Assist the organization in completion of their Appropriation Request.
- (c) Review and revise the Appropriations Request for correctness in such a time period provided by the Appropriations Committee following submission by the organization.
- (d) Attend all presentations of their organization to the Appropriations Committee.
- (e) Any Sponsoring Senator who fails to adhere to section (d) above without prior notice to both their respective Student Organization and the chair of the Appropriations Committee shall be given a half absence for each interview missed.

§5-2.12. Appropriations Help Session.

The committee shall organize at least one (1) open session where student organizations can seek help with completing appropriations requests, occurring prior to the close of online submissions.

§5-2.13. Appropriations Interviews.

Following the close the sponsors' request editing period, the committee shall interview such organizations submitting requests that have met all eligibility requirements. All interviews shall be conducted at a duly called meeting of the committee, and the organizations shall be notified of the time and place of their interview at least three (3) calendar days in advance.

§5-2.14. Appropriations Committee Review.

Following the conclusion of Appropriations Interviews, the Appropriations Committee shall meet and deliberate on their recommendations for dividing funding amongst requests. The committee shall then compile and cause the introduction for first reading of the appropriations bill stating the amount that has been requested and the amount that has been appropriated to each organization. On first reading, this bill shall be referred to the committee, which shall conduct at least one hearing to review concerns regarding the bill prior to reporting the bill for second

reading.

§5-2.15. Appropriations Bill.

The Appropriations Bill introduced by the committee shall contain a list of each and every Appropriations Request filed, the amount requested and appropriated, the type of request, and the basic purpose of the funding. The appropriations bill shall be introduced with a report including concise statements explaining the committee's decisions regarding the allocation of funds to each appropriations request.

§5-2.16. Senate Consideration of Appropriations Bill.

The Senate shall consider the appropriations bill on second reading only after it has been reported by the committee, and no motion to fast-track or action that effectively fast-tracks the Appropriations Bill shall be in order in the Student Senate. During consideration of the appropriations bill, at least three (3) complete copies of the appropriations requests shall be available for member review.

§5-2.17. Amendments to the Appropriations Bill.

Amendments to the Appropriations Bill shall require a two-thirds vote to be adopted. All amendments must be sent to all Senators via electronic mail 24 hours prior to the meeting at which the Appropriations Bill is to be considered for second reading, save by general consent. Secondary amendments on the Senate floor shall be limited to the request lines that are primarily amended.

Part III. Appropriations Requests.

§5-2.18. Appropriations Request.

All requests by Student Organizations for funds shall be in the form of an Appropriations Request, as submitted through the online system. These are not considered individual items of business of the Student Senate, and shall not be considered individually.

§5-2.19. Appropriations Request Content.

Each Appropriations Request shall contain responses to all Appropriations Packet questions for the particular type of request. These responses must include an explanation of the activity funding is sought for, a justification for the funding amount requested, and a complete budget, as further defined in this statute.

§5-2.20. Appropriations Request Budget.

Each Appropriations Request must include a complete, accurate, and detailed activity budget. Such a budget must include both expenses and revenues, and must include sufficient revenues (including the request itself) to cover expenses. The final budget must be submitted as part of the request, and an incomplete budget shall render the group ineligible for funding.

- (a) *Expense Section.* The itemized budget shall contain expense categories including, as appropriate, but not limited to:

- (i) Publicity

- (ii) Speaker Fees
 (iii) Travel Expenses
 (iv) Conference Registration
 (v) Programming
 (vi) Equipment
 (vii) Uniforms
 (viii) Start-Up Funds

Subcategories are allowed under the expense categories on the itemized budget.

- (b) *Revenue Section.* The Appropriations Request must include full disclosure of sources of revenue, if they have been received or are requests, and their amounts. This itemized revenue list shall include:
- (i) Member Dues & Specific Member Contributions
 (ii) Fundraisers
 (iii) Ticket Sales or Entry Fees
 (iv) Appropriations from other Fee Supported Units
 (v) Contributions from University Sources
 (vi) Corporate and Private Sponsorships/Donations.

§5-2.21. Funding Maximums.

No appropriation to a student organization may exceed half the total expenses for the activity or exceed the revenue from other sources. The committee may set other maximums in the Appropriations Packet.

§5-2.22. Request Types.

There shall be several distinct request types defined by the appropriations committee in the Appropriations Packet. Each type shall have specific relevant questions, and may have other specific limitations or requirements.

§5-2.23. Start-Up Funds.

Registered Student Organizations that are newly organized or reorganized after a significant period of inexistence may receive start-up funds for the purpose of promotion or initial activities. This is a one-time allocation that may be applied to organizational costs, and may not exceed \$300. The Appropriations Committee may impose additional rules regarding the start-up request type.

§5-2.24. Trip/Travel Funds.

Each Fall semester the committee will set a maximum amount that may be funded to each trip/travel request. This limit will be effective for the remainder of the session, unless altered by a 2/3rds majority vote of the Appropriations Committee.

§5-2.25. Consideration of Appropriation Requests.

The Appropriations Committee shall take the following factors into consideration during the appropriations process, in no particular order:

- (a) The benefits provided to the campus community;
 (b) The benefits provided to the surrounding community;
 (c) The number of students involved or impacted;
 (d) The diversity of funding sources explored;
 (e) The amount of fundraising provided by the organization;
 (f) The out-of-pocket contributions of students;
 (g) The effects on NC State's reputation;

- (h) The overall cost effectiveness of the project;
- (i) The benefits provided to individual students.

§5-2.26. Funding Restrictions.

- (a) *Items Ineligible For Funding.* The Senate shall not fund any of the following items as a component of an Appropriations Request:
 - (i) Salaries for advisors or student leaders;
 - (ii) Trips required by and/or for a class;
 - (iii) Clothing unless intended for a fund-raising activity;
 - (iv) Operational expenses (all reoccurring expenses, i.e. photo copying, phone calls, postage, etc.);
 - (v) Alcoholic beverages;
 - (vi) Events which are socially oriented;
- (b) *Funding Limitations.* The Senate shall not fund in excess the following items as a component of an Appropriations Request:
 - (i) Outside consultants: \$250.00;
 - (ii) Lodging: \$25.00 per person per night;
 - (iii) Funds for air travel if another method of transportation is practicable;
 - (iv) 10% of the total appropriations money allotted for the given semester.

§5-2.27. Issuance of Funds.

All checks for funds allocated to Student Organizations in the enacted Appropriations Bill must be made to the organization and not any individual.

§5-2.28. Submission of receipts from Student Organizations.

Organizations that fail to return requested receipts or return unexpended funds shall be denied future funding by Senate for a period of two fiscal years, or until such time as the return receipts detailing the expenditures proposed by the organization or funds are returned. Receipts and excess funds shall be due two (2) calendar weeks following occurrence of the funded activity, unless there is no date associated with the activity, in which case they shall be due four (4) months after check issue.

Part IV. Appropriations Packet.

§5-2.29. Appropriations Packet.

The Appropriations Packet shall be a document of information and regulations specific to a particular appropriations session. No portion of the packet may be in conflict with these statutes, but shall otherwise be binding on the process.

§5-2.30. Approval of Appropriations Packet.

Within ten (10) class days of the start of a semester, the Treasurer shall file a draft Appropriations Packet with the committee. The committee shall meet, review, amend, and approve this packet prior to opening the request submission system. Once the packet has been released, it cannot be amended for the current semester.

§5-2.31. Appropriations Packet Content.

The Appropriations Packet shall include at minimum a cover letter, appropriations timetable, a detailed explanation of all appropriations procedures, the Appropriations Questionnaire, sample answers to Appropriations Packet Questionnaire, and a historical breakdown of the past year's appropriations. The procedures and regulations section shall at minimum include:

- (a) Descriptions of the several request types;
- (b) Maximums allowed requests for groups;
- (c) All items ineligible for funding, both those set in statute and those defined by the committee;
- (d) Any ordering of funding priority from the committee;
- (e) Organization expectations for sponsoring Senators;
- (f) Details of the interview process;
- (g) A statement of the committee's objectives for the semester.

§5-2.32. Appropriations Packet Questionnaire.

The Appropriations Packet Questionnaire shall be set as part of the packet by the committee. At minimum, it shall include questions regarding:

- (a) the required budgetary information;
- (b) a one-line description of the activity;
- (c) details of the purpose of funds requested;
- (d) details on the nature of the activity proposed;
- (e) contact information for the group's representative(s).

Article 3. Department of the Treasury.²

Contents

§5-3.1. Definitions and Conventions.

§5-3.2. Name.

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§5-3.8. Student Body Comptroller.

§5-3.9. Appointment of the Comptroller.

§5-3.10. Treasury and Executive Office Distinction.

§5-3.11. Oversight.

§5-3.1. Definitions and Conventions.

Within this article, the following definitions and conventions shall apply:

- (a) The “**Department**” refers to the Department of the Treasury.
- (b) “**President**” refers to the Student Body President.
- (c) The “**Budget**” refers to the Student Government Budget of Student Body Funds.
- (d) “**Fee**” refers a student fee collected by the University.
- (e) “**Fee supported program**” includes all University bodies directly funded by fees and all programs funded by appropriations from the Student Government, the College Councils, the Student Media Authority, and the Union and University Student Centers and subordinate bodies.

§5-3.2. Name.

The name of this organization shall be the North Carolina State University Student Body Department of the Treasury and may be simply referred to as the Department of the Treasury.

Part I. Powers and Duties.

§5-3.3. Purpose.

The Department of the Treasury shall ensure sound fiscal policies and planning for all Student Government Bodies and Officials and promote the same for all external bodies supported by fee receipts.

§5-3.4. Principle Duties.

The Department shall:

- (a) support and enforce proper financial practices by all units of Student Governance under the Student Body and Union Constitutions;

- (b) provide for the faithful execution of the Budget and all Budget and Finance Bills;
- (c) monitor all expenditures of funds out of the Budget by external organizations;
- (d) account for all allocations and expenditures from the Budget;
- (e) advise the Senate Finance Committee on all such matters it deems necessary;
- (f) prepare the initial draft of an annual Student Body Budget in support of the Finance Committee’s SBS §5-1.3 budget recommendation;
- (g) coordinate use of the Student Government Office and other facilities, consistent with statute.

§5-3.5. External Fee Inspection.

The Department shall have the authority of the Student Body to investigate the usage of student fees by units external to Student Government. Such inspection may be on a recurring or complaint-driven basis, under such processes set forth by the Student Body Treasurer. All results from inspections shall be provided to the Senate Committee on Tuition and Fees.

Part II. Treasury Officials.

§5-3.6. General Organization.

The personnel in the department shall have the general organization and attributes as specified under SBS §3-1.12. **Departments and Divisions.**

§5-3.7. Student Body Treasurer.

The executive authority over the Department of the Treasury shall rest with the Student Body Treasurer, as duly elected by the Student Body. In addition to such duties assigned in the Constitution, the Treasurer shall:

- (a) Serve as the principle advisor to the heads of each branch, department, and agency on the finances of said body;
- (b) Coordinate the activities of the other officials and staff of the department;
- (c) Report on both departmental activities and Student Governmental fiscal status to the Student Senate and the Presidential Cabinet;
- (d) Provide impartial assistance to Student Senators drafting bills appropriating or allocating student body funds;
- (e) Award contracts for services, as permitted by statute;
- (f) Appoint officials and assistants into the department as provided by statute.

§5-3.8. Student Body Comptroller.

The Student Body Comptroller shall be considered a Student Body Officer and the senior appointed official of

² As amended by: GB 19, 82nd Session (2002-2003).

the Department. In addition to such duties assigned in the Constitution, the Comptroller shall:

- (a) Advise the Treasurer on all matters concerning accounting, banking, and transmittal of funds;
- (b) Provide semiannually a comprehensive written report to the Senate on the status of all accounts and budgets of Student Government and its subsidiaries;
- (c) Oversee all financial record keeping, including the management of receipts.

§5-3.9. Appointment of the Comptroller.

The Treasurer shall appoint, with the concurrence of the President, a Student Body Comptroller prior to the beginning of the fiscal year, subject to the majority confirmation of the Senate. In the event the Senate does not take up consideration of such confirmation within twelve business days, the appointee shall receive the full powers and duties of the office until such time the Senate begins said confirmation consideration. The Comptroller shall have passed ACC 210 with a grade of C or better by the effective date of appointment.

§5-3.10. Treasury and Executive Office

Distinction.

Both the Department of the Treasury and the Executive Office of the Treasurer have officials appointed by the Treasurer. Officials with duties related to financial matters or other Department duties shall be Assistant Treasurers in the Department. Officials with duties related to the Treasurer as a general executive officer shall be considered staff members in the Executive Office

Part III. Limits.

§5-3.11. Oversight.

Oversight power, which shall include the power to review the records of the department, compel report of its members, and to make recommendations to the Treasurer, President, or Senate regarding its improvement, shall rest with the Committee on Finance, except on matters related to the inspection of external use of fees, which shall rest with the Committee on Tuition and Fees.

Article 4. Budget Process.

Contents

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§5-4.13. **Limitations on Stipend Adjustment.**

§5-4.14. **Publication of Recommended Budget.**

§5-4.15. **Senate Consideration of the Budget.**

§5-4.1. **Definitions and conventions.**

Within this Article, the following definitions and conventions shall apply:

- (a) the “**annual budget bill**” refers to the budget bill that sets the budget for the following fiscal year;
- (b) a “**line-item**” shall refer to an itemized expense contained within the budget.

§5-4.2. **Article Scope.**

This article shall concern the processes related to setting and amending the Student Government Budget.

Part I. Budget Content and Amendment.

§5-4.3. **Student Government Budget.**

Each Student Government Budget shall apply for a single fiscal year, and shall be binding on Student Government. This budget shall be established and amended through the Senate’s legislative process.

§5-4.4. **Basic Budget Requirements.**

At all times, the Student Government Budget shall:

- (a) include all expenditures from the Student Body Funds;
- (b) not exceed the annual fee income of Student Government, unless other funds are explicitly allocated in accordance with this chapter; and
- (c) allocate at least thirty percent (30%) of the annual fee revenue for appropriations to student organizations (SBS §5-2).

§5-4.5. **Organization of Budget.**

The Budget shall be organized into line-items. These line-items shall be as specific and tightly construed as the Senate deems practical.

§5-4.6. **Personnel Budget.**

All positions, official and professional, paid a stipend or salary out of the Student Body Funds shall be explicitly included as an individual line-item in the budget. Such line items may also include benefits costs for professional staff.

§5-4.7. **Stipend Tier System.**

There shall be a stipend tier system to guide the pay of student government officials. The level of stipend paid to officials, as reflected in the budget, shall be set according to a tier system. In each tier, if one position is paid, all positions must be paid. Furthermore, each position in a tier must be paid at the same amount, except in the case of tier 10. No lower number tier shall have a stipend rate greater than a higher numbered tier. The tiers shall be as follows:

- (a) Tier 1. Student Government Officials not classified in a tier below.
- (b) Tier 2. Student Senators, Staff Directors, Associate Directors and confirmed Executive Branch positions-
- (c) Tier 3. Senate Standing and Permanent Committee Chairs, Judicial Assistants, Presidential Cabinet Members.
- (d) Tier 4. Student Government Elections Technical Administrator.
- (e) Tier 5. Elections Commission Chairman, Student Government Graphic Designer.
- (f) Tier 6. Student Senate Secretary, Senate Legislative Secretary.
- (g) Tier 7. Student Government Webmaster, Student Body Comptroller.
- (h) Tier 8. Executive Secretary, Judicial Executive Assistant(s).
- (i) Tier 9. Student Senate President *Pro Tempore*, Executive Chief of Staff.
- (j) Tier 10. Student Body President, Student Senate President, Student Body Treasurer, and Student Body Chief Justice. The same dollar amount shall be the difference between each stipend in the order listed, so that there is a linear pattern amongst the four stipends.

§5-4.8. **Line-item Purpose Definition.**

Each line-item shall include a description of its purpose and a statement of what official or group is authorized to expend its funds. Unless stated otherwise, the line shall be considered defined to be dispensed at the direction of the Treasurer.

§5-4.9. **Amendment of Budget.**

The Senate may amend the current fiscal year’s budget, including the transfer of funds from one account to another, by adopting legislation via a simple majority vote. Amendment of the current fiscal year budget shall be a concern of the Senate Finance Committee.

Part II. Annual Budget Process.**§5-4.10. Establishment of Budget.**

Each session of the Senate shall, no later than its final meeting of the session, set a Student Government Budget for the following fiscal year. To be in order for adoption, this budget must be compliance with all provisions of these statutes.

§5-4.11. Initiation of Budget Consideration.

The Student Body Treasurer shall file for introduction the annual budget bill no later than the second Sunday in February. In preparing this budget proposal, the Treasurer shall consult with the officers of the Budget and Finance Committees.

§5-4.12. Budget Committee Review.

The annual budget bill shall be referred on first reading to the Committee on the Budget. The Committee on the Budget shall conduct whatever public hearings it deems necessary for a thorough investigation of all budgetary options. Inasmuch as possible, the Committee on the Budget shall conduct multiple hearings on the budget, and provide opportunities for all units of the Student Government to suggest and respond to changes in their respective funding levels.

§5-4.13. Limitations on Stipend Adjustment.

At no point shall it be in order for the Committee on the Budget to propose increases to the stipend paid to a position greater in amount than ten percent (10%) rounded up to the hundred dollars. Previously uncompensated positions shall be initially compensated at a level within ten percent (10%) of the closest comparable position.

§5-4.14. Publication of Recommended Budget.

The annual budget bill as recommended by the Budget Committee must be published in full by 9 AM the Monday prior to its consideration for second reading. Such publication shall include transmission to all Senators by electronic mail.

§5-4.15. Senate Consideration of the Budget.

No motion to fast-track or action that effectively fast tracks the annual budget bill shall be in order in Student Senate. All amendments to the annual budget bill must be sent to all Senators via electronic mail twenty-four (24) hours prior to the meeting at which the bill is to be considered for second reading.