



Shippensburg University of Pennsylvania  
**STUDENT ASSOCIATION**

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Shippensburg University Student Services,  
Incorporated – (SUSSI)  
**BUDGET & FINANCE COMMITTEE STANDING RULES**  
(As amended August 2024)

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## **A. Standing Rules**

Standing Rules for the Student Association Budget & Finance Committee are established to provide guidelines for the allocation, disbursement, and administration of student activity fees by the Student Association for Shippensburg University Student Services Inc. (SUSSI), to facilitate the maintenance and review of permanent fiscal and property records, and to provide the Budget & Finance Committee with guidelines for conducting meetings and the fiscal business of the Student Association. Shippensburg University Student Services Inc. hereinafter will be noted by SUSSI. The Executive Leadership Committee, hereinafter referred to as the ELC is comprised of the Student Government Association President, Student Government Association Vice-President of Internal Affairs, Student Government Association Vice-President of External Affairs, Student Government Association Vice-President of Student Groups, and Student Government Association Vice-President of Finance. Student Government Association hereinafter will be noted as SGA. Any Forms mentioned in these standing rules are available at <https://ship.campusgroups.com/sga/budget-forms/>

### Student Association SUSSI Budget Process Summary

The SGA Vice President of Finance shall hold several Budget Training meetings to educate student groups about SUSSI and their operating budget, explain how to request a budget, and answer any questions Student Groups may have. The budget requests are to be submitted no later than the date set at the discretion of the SGA Vice President of Finance for the following fiscal period... July 1<sup>st</sup> thru June 30th. The Budget and Finance Committee shall review each Budget Request Form and make recommendations after reviewing requests line by line, looking at past spending habits, transactions, and supporting documentation as requested. The SGA Vice President of Finance shall then have a meeting with the President of the University, Vice-President of Student Affairs, SUSSI Executive Director, Executive Leadership Committee (ELC), and members of the Budget and Finance Committee, to present the proposed budget and get approval. The president of the University shall have the right to veto with written explanation the total budget or any line-item expenditure he/she considers to be an improper use of student activity funds. The final decision on the allocation of student activity funds rests with the president. Once approved by the President of the University, the SGA Vice President of Finance presents the budget via motion to the Student Government Association for action during the SGA Transition meeting; this must take place before the end of April of each year. Any change in the activity fee must be approved by the Budget and Finance Committee, University President, SGA, and SUSSI Board of Directors in this order. The activity fee budget is presented last to the SUSSI Board of Directors for final approval and spending level.

## **B. Eligibility**

Student group membership shall be limited to persons who are members of the Student Association, as defined in the Student Government Association Constitution and By-Laws. Typically, only undergraduate students can participate in student group activities sponsored by the Student Association, however there are some exceptions. Any exceptions need to be brought to the SUSSI Executive Director, SGA Vice President of Finance, and SGA President's attention at the beginning of each semester by email.

1. For a student group to request an allocation it must first have a valid and approved charter by the Student Groups Committee. New groups may submit an operating budget request for the next fiscal year if their charter has been recognized by the date the budget request form is due. The budget request form is due no later than the date set by the SGA Vice President of Finance.
2. Only eligible student groups may receive an allocation. Any student group which is determined by the Student Groups Committee and the Budget & Finance Committee to be eligible for an allocation does not automatically receive an allocation. Eligible groups which could receive money shall be placed in one of the seven budgetary categories that are defined in Section C of these Standing Rules.
  - a. Political Campaigning Student Groups, as stated in section L-13 of these standing rules, may not

- receive any allocation of any kind if their Student Group's purpose is for partisan political endorsement or partisan campaign fundraising.
- b. Student Groups whose primary objective is to perform the work of an office of the University generally will not receive an operating budget, unless specifically provided an exemption, via motion, by the Budget and Finance Committee.
3. The Student Group (Type 1-6) must properly complete and submit to the Budget & Finance Committee of the Student Association a Budget Request Form. This form must be submitted to the SUSSI Office (CUB 204 on or before the deadline date to be considered for an operating budget. The deadline date shall be determined annually by the SGA Vice President of Finance.

### **C. Budgetary Categories**

#### **1. Clubs**

- a. Associations of persons for the purpose or the promotion of some common interest whose general activities are internally directed.
- b. Category 1 Clubs will be considered for appropriations from Student Association funds.
- c. Academic Greek groups shall be placed in this budgetary category.

#### **2. Organizations**

- a. Associations of persons for the purpose or the promotion of some common interest whose general activities are externally directed.
- b. Category 2 Student Groups will be considered for allocations from Student Association funds, and requests for funds to support trips may be granted if the trip will benefit the entire campus community.
- c. Budget Category 2 shall also have two sub-groups defined as:
  - i. Performing Arts
  - ii. Campus Media

#### **3. Boards**

- a. Group 3 Student Groups are authorized under the Student Government Association Constitution.
- b. Boards will be considered for allocations from Student Association funds and may be provided with funds for travel at the discretion of the Budget & Finance Committee with SGA approval.

#### **4. Club Sports**

- a. Club sports must be approved and recognized by the Athletic Committee of the Shippensburg University Athletic Department. The charter must be approved by the Student Groups Committee of the Student Association. The SGA must give final approval for a club sport to be officially recognized.
- b. Club Sports must follow all the guidelines in the Club Sports Handbook and have completed all the Club Sport Compliance Documents as stated in the Club Sports Handbook, SGAC Guidelines, or any forms distributed by the Department of Recreation, the SGA Vice President of Finance, or the SUSSI Executive Director.
- c. All members of a club sport must have a Club Sport Release and Indemnity Agreement, providing evidence of medical insurance coverage, completed and approved by the Department of Recreation each academic year through the Ship Link portal.
- d. Any budget requests, including Post Season Tournament requests and special funding requests, must be submitted to the Department of Recreation for review before being forwarded to the Budget and Finance Committee. Approval from the Department of Recreation is required on all Post Season Tournament requests.
- e. Any club sport expenditures, including expenditure requests, special funding expenditures, and capital budget funding expenditures, must be approved by the Department of Recreation, or their liaisons as approved by the SUSSI Executive Director, before being submitted to the SUSSI Fiscal Office for reimbursement or to the Budget and Finance committee as necessary.

- f. Expenditure Requests-Any expenditure request form requires a signature of approval from the club sport's advisor and the Department of Recreation prior to submitting the form to Sussi.
- g. Club Sport Line-Item Funding
  - i. Permissible Operating Budget line items funded are the following: Supplies and Equipment (normal expendable items lasting only one season: balls, pucks, etc.), uniforms (on an as needed basis), Officials and contracted support (EMS or external athletic trainers), League Dues, Entry Fees. No funding shall be provided for meals, lodging, general travel, transportation, medical needs or club advisors/staff/volunteer coaches in their operating budgets. Supplies and equipment purchased with operating budget funds must be turned into the Department of Recreation for inventory and storage prior to the end of the academic year.
  - ii. Capital Budget Funding – One-time, long-term supplies/equipment purchases over \$1,000 are considered capital budget items that must be submitted alongside each year's annual operating budget. Funding for such items is at the discretion of the Department of Recreation, the Budget & Finance Committee, and SGA. Capital purchases must be turned into the department of recreation at each season's end.
  - iii. Post Season Tournament funding – may be provided for meals, lodging, entry fees and public transportation. Funding may be denied if any penalties have been imposed on the club during the regular season. Refer to the Club Sports Handbook for penalty structure. Student Groups must submit to the SGA Vice President of Finance and the Department of Recreation the results of the tournament.
- 5. Sussi, Student Association, and SU Operations
  - a. All general budgets needed for the operation of the Student Association and Sussi shall be categorized here.
  - b. Specific Budgets Shall Include:
    - i. Memorial Auditorium Maintenance
    - ii. CUB Operating
    - iii. Scholarships
    - iv. Van Expenses
    - v. Management & General Student Services
    - vi. Summer Expenses
    - vii. Computer Department
    - viii. Student Group Services
  - c. All budgets to be placed in this category must be approved by the Budget and Finance Committee
- 6. Intercollegiate Teams (NCAA Sanctioned)
  - a. Funding for Intercollegiate Athletics will be administered according to the Budget and Finance Committee Standing Rules, including rules specifically agreed to between the Student Association and the Shippensburg University Intercollegiate Athletics Department as set forth in the current Sussi- University Athletic Agreement. When in conflict or doubt, the rules agreed to in the attached agreement will supersede those found in other sections of the Budget and Finance Committee Standing Rules.
- 7. Social Fraternities & Sororities
  - a. Individual Fraternities and Sororities governed by Inter-Fraternity Council (IFC), Panhellenic Council (Panhel), and National Pan-Hellenic Council (NPHC) cannot receive an Operating budget. Funds for Social Greek Councils must be used to benefit the students as a whole and not just their Student Group or member Student Groups. Funds may not under any circumstance be allocated from one of the three councils to an individual fraternity or sorority. Individual social fraternities and sororities may not receive any Student Association funds.

#### **D. Budget Process Detailed**

1. The Budget & Finance Committee shall review each Student Groups' Budget Request Forms and make recommendations to the SGA. The SGA may accept, modify, or reject the recommendation of the Budget & Finance Committee as it deems necessary. Recommendations of the Budget & Finance Committee are not final until approved by the President of the University, the SGA, and then by the SUSSI Board.
2. The Budgeting Process is defined below:
  - a. The student activity fee is approved by the Budget and Finance Committee, The President of the University, SGA, and the SUSSI Board of Directors.
  - b. The SGA Vice President of Finance shall hold several mandatory Budget Training meetings to educate student groups about SUSSI and their operating budget, explain how to request a budget, and answer any questions Student Groups may have. A minimum of two Student Group officers, to include the Treasurer should attend these meetings. A representative from each department that receives a budget also should be in attendance.
  - c. The SGA Vice President of Finance and several of the Budget and Finance Committee members will hold several office hours in the SGA Office (CUB 201) for Student Groups to stop by and have their budget reviewed to make sure the forms are properly filled out before they submit their budget. These office hours will be specified by the SGA Vice President of Finance at the mandatory Budget Training Meeting.
  - d. Student Groups submit Budget Request Forms. All forms should be submitted to the fiscal office at the date set by the Vice President of Finance. Documentation should be provided with each budget that lists the general projected usage of each budget line as well as documentation showing active membership in the Student Group as well as documentation showing active membership in the group. Supporting documentation could include previous attendance lists, meeting minutes, and Ship Link check-in data. Student groups should keep their membership updates in Ship-Link. It is recommended that student groups track their attendance at events using Ship-Link.
  - e. Budget requests must be broken down as to the amount needed for each specific item or activity, and must include any anticipated income from an activity, if any. Refer to the Description of Accounts found on SGA's website to correctly categorize budget request accounts.
  - f. Budget requests which are vague, incomplete or improperly prepared shall be returned to the Student Group or department submitting the request, and that Student Group shall not be considered for an allocation until said request is properly prepared and resubmitted within a time specified by the SGA Vice President of Finance.
  - g. The Budget & Finance Committee must be furnished with a listing of all club officers and advisor(s) of each Student Group, including their email addresses, telephone numbers, and the total number of active members in that Student Group. Support for a Student Group's membership and event attendance should be provided through Ship-Link.
  - h. The Budget and Finance Committee shall review each Student Group's Budget Request Form and make recommendations. The Budget and Finance Committee will review budget requests by going line by line, looking at any reasoning for increases, decreases or new line items with the proper forms filled out, and by looking at past spending habits and transactions.
  - i. The SGA Vice President of Finance may request a meeting with a Student Group's officers to have questions answered concerning a budget request. Such a request must be made to the Student Group at least 48 hours prior to the time of the meeting in question. Failure of a Student Group to comply with this provision may result in penalties at the discretion of the committee.
  - j. After the Activity Fee Budget has been reviewed and recommendations have been made by an affirmative vote by the Budget and Finance Committee and the President of the University, budgets will be available for pick up. This notification will also include the date, time, and place of the SGA meeting for which their allocation will be acted upon.
  - k. The SGA Vice President of Finance shall have a meeting with the President of the University, Vice- President of Student Affairs, SUSSI Executive Director, Executive Leadership Committee

(ELC), and members of the Budget and Finance Committee, to present the proposed budget and get approval by the President of the University. The President of the University shall have the right to veto with written explanation the total budget or any line-item expenditure he/she considers to be an improper use of student activity funds, as stated in PASSHE Board of Governors Policy 1983-03-A: Student Activity Fees. The final decision on the allocation of student activity funds, as part of the Activity Fee Budget, rests with the University President.

- I. Once approved by the President of the University; the SGA Vice President of Finance presents the budget via motion by category to the Student Government Association (SGA) for action during the SGA Transition meeting; this must take place before the end of April of each year.
  - m. The Activity Fee Budget will then be presented to the SUSSI Board of Directors for final approval.
3. The Budget and Finance Committee will not award a budget of more than 60% of the expected student activity fee to any budget category.

#### **E. Income Commitments**

1. Each student group intending to bring in additional income using their operating budget shall make a commitment as to the amount of estimated income when submitting their budget.
2. Allocations will be given based upon need, previous allocation, and projected income.
  - a. Income will accrue to the SUSSI General Fund, since the Student Group's allocation will reflect the commitment.
  - b. The Student Group will be required to make every effort to collect amounts due and will report to the Budget & Finance Committee when such efforts fail to bring results.
3. Income which falls short of the projection must be adjusted for in one of the following ways:
  - a. Expenditures from the operating budget allocation must be reduced by the amount that income falls short of the commitment.
  - b. The difference in income commitment that a student group does not fulfill in a given fiscal year, must be automatically deducted from any budget request increase in the next fiscal year, unless otherwise specifically exempted, via motion, by the Budget and Finance Committee.
  - c. Student Groups MAY NOT use the reasoning that the previous officers and/or group members were at fault and that the present officers and members should not be penalized. (See Penalties, Section J.)
4. Income which exceeds the commitment will accrue to the SUSSI General Fund, unless some alternative is authorized by Budget and Finance and then with SGA approval. If the Student Group exceeds their income commitment and wants to use the excess amount for programming, a request must be made immediately rather than at the end of the fiscal year.
  - a. Excess income commitment may not be transferred to another line item within the student group's operating budget.
  - b. The use of excess income commitment may be requested by submitting a completed Special Funding Request Form to the SGA Vice President of Finance, and the SUSSI Executive Director. The request may not exceed the amount of the excess income commitment.
5. For such a system to work, fiscal responsibility by all parties is absolutely essential.
  - a. Complete records MUST be kept of all sources of income by the Student Group involved.
  - b. Income should be submitted to the Fiscal Office (CUB 204) along with the funds to be deposited within 48 hours after the event was charged for.
6. All income generated by clubs/Student Groups must be deposited in the Fiscal Office (CUB 204).

#### **F. Capital Budget Funding**

1. In general, capital items shall be considered items that are essentially nonrecurring; that may

be expected to last a number of years, and with an expenditure of more than one thousand dollars (\$1,000.00) per item.

2. Student groups will use a Special Funding Request form to request funding for their capital budget.
3. Requests for capital items should include a detailed explanation of what is desired and a justification for the purchase. Requests must include the maximum possible cost and the name and address of any firm which gives a quoted price. Groups should try to solicit at least three quotations. If three quotations are not possible, the student group should submit their request and notify the budget and finance committee that three quotations are not possible.
4. The Budget & Finance Committee shall make recommendations to the SGA, which may then accept, reject, or modify the recommendations before giving final approval. Allocations shall be entered in the official minutes of the SGA.
5. It should be understood that the SGA allocation represents the maximum purchase price allowable, and it then becomes the responsibility of the Student Group to obtain the best price commensurate with their needs.
6. All such purchases become the property of SUSSI, and NOT of the Student Group requesting them. Student Groups and athletic teams possessing capital items owned by SUSSI shall be expected to turn in all pertinent data concerning equipment purchases to the Fiscal Office and shall be responsible for the proper security and maintenance of such items. SUSSI and the Budget and Finance committee reserve the right to penalize a Student Group's operating budget for capital items that are lost or damaged.
7. If a vendor requires a purchase order for a capital item, you need to see the Accounts Payable Clerk in the Fiscal Office (CUB 204).
8. Operating budget funds cannot be used or transferred to be used for capital expenses.

#### **G. Special Funding Requests**

Special funding requests are meant for clubs and Student Groups requesting special funds to supplement their current fiscal year's operating budget. If awarded, the special funding requests, along with the group's spending history and other criteria listed in section D will be considered by the committee for future fiscal year's operating budget allocations.

1. The Special Funding Request Form should be submitted to the SGA Vice President of Finance and the SUSSI Executive Director. The request should state the reason, a well written justification and the date by which funds are needed.
2. The budget and finance committee will consider the requests on a case-by-case basis. Except when used as a capital expenditure request, club sports, and clubs maximum special request award will be \$1,000. Except for when used as a capital expenditure request, maximum special requests award for Organization, Boards, Performing Arts and Media will be \$2,000. See section F for rules and criteria on capital budget requests.
3. Any new group or group that was ineligible to request an operating budget because they didn't meet the membership requirements will be allowed a maximum award of \$500.
4. If a Student Group desires to have a representative present when the request is being considered, this should be clearly stated on the request. If a Student Group, once having been notified of the time, date, and place, of the meeting at which the request will be considered, does not have a representative/officer present, the Budget & Finance Committee may proceed to act on the request without the Student Group being represented.
5. Acceptance or rejection of the special funding request shall be based upon the need of the student group, the strength of the justification, the number of people which the use of the funds will involve, the benefit the funds will have to campus, any income commitment or funds raised by the group, and the overall status of the SA Budget as determined by the Budget & Finance Committee.
6. If approved by the Budget and Finance committee, the request shall be recommended to the SGA by the SGA Vice President of Finance.

## **L. Administration and Disbursement of Student Association Funds**

1. The Board of Directors of SUSSI must approve the Student Association Activity Fee Budget each year at the April/May meeting.
2. All Student Groups which receive an allocation from the Student Association must keep an account book in which all transactions involving Student Association funds shall be recorded. All Student Association funded group expenditures must not exceed their total approved allocations. (See Sect. J.1 for penalties.) All accounts are subject to audit upon request of the SGA Vice President of Finance, and/or the SUSSI Executive Director, and/or the President of the University, and/or members of the Budget and Finance Committee.
3. Funds are allocated on the basis of items listed on the Budget Request Form as approved by the Budget and Finance Committee, the President of the University, the SGA, and the SUSSI Board.
4. A Student Group and/or its members that make an expenditure prior to having an approved allocation from the Student Association is solely responsible for such an expenditure.
5. No allocations will be granted under broad, generalized terms i.e. miscellaneous or other, unless accompanied by a detailed explanation for the request, as well as supporting documentation showing active membership.
6. Proceeds derived from events for a SGA funded Student Group must be returned to the Fiscal Office (CUB204), unless specific permission is given by the Budget & Finance Committee to use such funds to help offset the cost of a particular program or activity.
7. No Student Group shall be allowed to spend allocated funds to pay their own members to speak or to pay their own members compensation for work towards their student group, unless specifically approved via motion, by the Budget & Finance Committee.
8. Authority to make payments must be completed on the most recent versions of the SUSSI "Expenditure Request Form" or "Petty Cash Expenditure Form" or as listed through Ship Link to access funds from approved budget allocations Expenditure forms must be turned in online or to the SUSSI office manager in the Fiscal Office in the Ceddia Union Building (CUB 204).
  - a. All student groups or departments receiving an operating budget must have two authorized individuals approve cash advances, invoices/receipts and expenditure request form.
  - b. For Student Groups authorized members consist of the Treasurer and another officer, preferably the President.
  - c. For the Department of Athletics, authorized members consist of coaches and administrative personnel.
  - d. For all other non-student groups, authorized members must consist of the individual responsible for the budget and another administrative personnel. All Non-Student Groups must provide the Accounts Payable Clerk with a list of individuals who are authorized to sign.
9. Expenditure requests must be supported by invoices, receipts, contracts or signed statements which indicate that the money is due and owing, what the payment is for, and the amount.
10. Expenditure requests should be presented to the SUSSI Office Manager in the Fiscal Office (CUB 204) by 1:00 PM Monday for check to be picked up or mailed out on Thursday of each week.
11. All bills must be presented and paid before the end of the Fiscal Year. Where this cannot be done, a properly signed voucher must be left with the SUSSI Executive Director, with instructions as to what to do when the related bills arrive. Failure to do so usually results in late bills being charged to the following fiscal year's allocation. Penalties may be recommended to the SGA in cases where the Budget & Finance Committee determines that bills were deliberately held back in order to avoid going over an allocation.
12. Any expenditure which is not in full compliance with the procedures and requirements set forth in these Standing Rules is the obligation of the person(s) and/or student groups making such an expenditure.
13. PA State System of Higher Education Guidelines Policy 1983-03-A - Student Activity Fees, Section F - Guidelines for Expenditures.



- a. No direct contributions may be made from student activity funds from a student group's Operating Budgets for individual charities, but nothing in the foregoing shall prohibit SAs or student groups from engaging in fund-raising activities for charities.
- b. Student activity fee monies shall not be used for any type of partisan political endorsement nor for contributions to the campaign fund of any candidate for elective office.

14. Any Intercollegiate Athletic Team which participates in post-season competitions may have income in excess of expenses which are refunded by the NCAA, refunded to the athletic team by the SA upon written request to the Budget & Finance Committee.

15. Any Intercollegiate Athletic Team that qualifies for post season competition will be permitted to obtain funds when requested by the Director of Athletics from the Tournament Invitations Budget Account upon approval of the Executive Leadership Committee (ELC) that is comprised of the five officers of the SGA when the SGA does not have a meeting before the scheduled event or over the summer.

16. In the event of an emergency, Student Association funds may be allocated to a student group by obtaining the signatures (or e-mail approvals) of at least four of the SGA ELC.

- a. The signature of the SUSSI Executive Director and of the SGA Vice President of Finance will be required to determine if such expenditure will be defined as an emergency.
- b. An emergency will be defined as any need for funding in which the need precedes the next regularly scheduled SGA public meeting.
- c. If a request is approved by the Executive Leadership Committee, a vote count of the motion must be stated on the next agenda of the Budget and Finance Committee following said vote, as well as at the next public meeting of the SGA.

17. No Student Association funded student group is permitted to use their operating budget to purchase awards.

- a. Exceptions will be granted only by the Budget and Finance Committee, via an affirmative motion, on an annual basis.

18. No Student Association funds can be requested to purchase clothing or other personal items (i.e., jewelry, bags, etc.).

- a. An exception is allowed for Groups in Budget Categories (2, 3, and 5) for the use of promotion. The group must have a budget line item for Advertising in their operating budget.
- b. An exception is allowed for necessary uniforms. Necessary uniforms include apparel required for athletics and clubs sports to compete and apparel required for organizations and board members staffing programming events in order to distinguish staff from attendees at the event.

19. Shippensburg University Student Services, Inc. (SUSSI) Student Association, student groups and groups guidelines for expenditures for food.

- a. Budget category types 2, 3, 5 and 6 are permitted to use funds for food for programming events and have them in their operating budgets.
- b. SUSSI Intercollegiate Athletic Teams and Performing Arts student groups are allowed per diem for food and meal allowances when traveling away from campus. Student groups on conferences, workshops, and leadership/training retreats are permitted funding for food but must not exceed per diem per person allowances.
- c. The Activities Program Board (APB) and CUB/Fiscal operations budgets can utilize Food/Catering line items for scheduled special events (concerts, performers/guests or food expenditures required in a contract).
- d. Expenditures for food are not permitted for general meetings or internal student member benefit.

Expenditures for food are not permitted for any socials, parties or awards banquets.

e. All individuals must sign Meal Allowance Forms upon receipt of cash for meals.

f. Student Clubs under the Budget category 1 are not permitted line items for food expenditures nor can they purchase food from Programming lines in their operating budgets. Clubs may use their AFA account for food.

g. Student groups in the budget category 2, are permitted line items for food, mostly when traveling off campus. They must have line items in Operating Budgets for food expenditures (titled Food, Catering or Meals) and cannot use their Programming line item.

## **J. Penalties**

Any student group whose expenditures exceed the allocated amount for the Fiscal Year will receive no increase in its net allocation for the following Fiscal Year, and will, in addition, be penalized the amount of the overage from the next Fiscal Year's allocation. Any student group whose allocation is overspent by the end of the Fiscal Year may receive a penalty from the Budget and Finance Committee for the next Fiscal Year.

a. Student groups MAY NOT use the reasoning that previous leadership was at fault and that the present members should not be penalized.

1. Student groups failing to comply with any of the procedures set forth in the standing rules may be subject to such penalties as recommended by Budget & Finance Committee and later approved by the SGA unless already sanctioned under these Standing Rules.

2. Any student/athlete at any away competition who receives a punishment for a violation of the Shippensburg University Code of Conduct and is prohibited from participating in the competition may be responsible for a full reimbursement to the SA for expenditures incurred on his/her behalf.

3. Club Sport Penalty Schedule: Penalties assessed will be taken from the student group's operating budget. A penalty notice will be sent via email to the club Treasurer, President and Advisor from the Department of Recreation. The penalty schedule to be assessed is listed in the Club Sports Handbook as provided annually by the Department of Recreation. If a student group has a fully spent budget when a penalty occurs, payment must be made within two weeks, or a club may be suspended from recognition for the rest of the year. If a penalty is not paid by the end of the fiscal year (June 30), the penalty will be taken out of the club's next year's operating budget on July 1.

a. If a Club Sport is penalized more than two times, they may lose their recognition and be suspended from action for the remainder of the semester or school year by a 2/3 vote of the SGA. Sports Clubs cannot incur expenses under Shippensburg University without a SA Operating Budget.

b. Clubs Sports are required to submit all competition results to the Department of Recreation by the prior determined deadline by the Department of Recreation. Failure to do this shall result in a temporary freezing of the club sport's operating budget.

4. The Budget and Finance Committee in conjunction with SUSSI shall enforce all budget penalties stated in these Standing Rules and any penalty authorized by the SGA.

5. All penalties involving an operating budget shall be decided on by the SGA, if the SGA cannot meet then by the ELC.

6. All penalties tied to an student group's budget shall fall into one of the following budget penalty categories:

a. Freezing of a Student Association Operating Budget until a specified date

b. Removal of Student Association operating Budget for the Current Fiscal Year

c. A one-time percentage or set amount reduction of a Student Association Budget.

## **K. Contracts**

1. Any Standing Committee, or board of the Student Association may present to SUSSI a contract for

which SUSSI is a party to. Prior to presenting the contract to SUSSI, the signatures of the chairperson for the committee and the committee advisor should be obtained, evidencing their approval of the contract as written. Under no circumstances should they execute the contract.

2. A properly signed and executed contract bearing the necessary signatures shall be deemed to be a binding contract of the Student Association. All contracts must be signed by the SUSSI Executive Director.

3. If a third-party vendor does not have a contract for a service, they are to provide to a student group, then the student group needs to use a Student Service Agreement as listed on Ship Link.

#### **L. Authorization for Utilization of Funds**

1. Authorized signatures for all checks shall consist of the SUSSI Executive Director, and an approved appointee designated by the SUSSI Board of Directors. This assures that since at least two signatures are required for each check, at least two people will be authorized at all times to properly conduct the business of SUSSI/SA.

2. In cases where an invoice must be paid and the person responsible for signing the Expenditure Request is not available, authorization is given to the individual members of the ELC and the SUSSI Executive Director to sign such expenditure requests.

#### **M. The Budget & Finance Committee**

1. The SGA Vice President of Finance shall be the chair of the Budget and Finance Committee, and count as a member of the committee with full voting rights.

2. The Budget and Finance Committee shall have two advisors, SUSSI Executive Director and a SUSSI Staff member.

3. The Budget and Finance Committee will meet weekly at a time agreed upon by a majority of the Budget and Finance Committee. The location of such meetings shall be determined by the SGA Vice President of Finance.

4. Membership of the Budget and Finance Committee shall contain:

a. A minimum of at least 6 total members, but no more than 20 total members, including the chair.

b. A mixture of at-large members and SGA members are to be included on the Budget and Finance Committee.

c. Membership shall represent as much diversity as possible and include individuals from all aspects of campus life.

5. All voting members of the Budget and Finance Committee must be granted voting rights every Fiscal Year. To receive voting rights, the SGA Vice President of Finance must make a formal motion at a SGA meeting to grant said approval.

6. The SGA Vice President of Finance is encouraged to obtain representation from groups not already represented in the Budget & Finance Committee.

7. Members must notify the SGA Vice President of Finance, in writing or via email, at least 24 hours in advance of an absence. In extreme emergency situations this requirement may be waived. A member may be terminated from the committee after the second unexcused absence per semester. Members present, members excused from attending, and members unexcused from attending, must be documented on the meeting minutes.

8. Quorum shall be defined as at least 6 voting members, including the chair.

9. All motions need a simple majority to pass of the total votes cast.

#### **N. Amending the Standing Rules**

1. These Standing Rules may be amended at any meeting of the Budget & Finance Committee by a majority vote of the members present. Such amendments are not final until approved at a SGA meeting

by a majority vote of the members present. Any proposed amendment must be made at a scheduled Budget and Finance meeting and at least 5 days' notice must be given of the changes prior to such meeting. Notifications should be sent to all groups funded by the Student Association making them aware of the change. Such notification should be done within 7 days of SGA approval.

Amended April 2014 Amended September 2015 Amended May 2017 Amended September 2018  
Amended October 2020 Amended April 2022 Amended August 2024