ARTICLE I: NAME, DEFINITION, AND FUNCTION

Section 1. Name
A. The name of the committee shall be the Student Government Association Allocation Committee, hereafter referred to as “the Committee.”

Section 2. Definition
A. The Allocation Committee is a Student Government Association (SGA) committee which has primary jurisdiction over SGA funds. The Committee also serves as a finance review board and therefore is responsible for reviewing all SGA finance expenditures.

Section 3. Function
A. The primary function of the Committee is to approve or disapprove of the distribution of funds from the co-sponsorship, conference scholarship and student organization event and conference funds and to establish criteria for the distribution of such funds.
B. The Committee is also responsible for reviewing the spending of allocated SGA funds and to alert the Senate of any possible mismanagement of those funds.

ARTICLE II: MEMBERSHIP

Section 1. Permanent members of the Committee shall be six duly sworn Senators, one who shall serve in the capacity of Chair. Two of the six Senators shall be Student Organization Senators and one must be a college senator, who shall not serve as chair. Should the chair of the committee be a college senator, then there shall be two academic senators on the committee. The SGA Director of Finance shall serve on the Committee as a non-voting, ex-officio member.

Section 2. Any member of the committee who misses two meetings a semester without a valid written excuse will automatically be brought up for discussion before the next who senate, and may have his/her committee position revoked.

ARTICLE III: ADMINISTRATIVE OFFICERS OF THE COMMITTEE AND THEIR RESPONSIBILITIES

Section 1. The Chair
A. Shall be selected according to Article IV, Section 4 of the SGA By-laws;
B. Shall preside at all meetings of the Committee;
C. Shall appoint a Committee recorder;
D. Shall have the power to call emergency meetings or special sessions of the Committee;
E. shall be responsible for scheduling and distributing agendas and minutes appropriate to each meeting;
F. shall have voting power in the event of a tie and veto power over any Committee legislation that he/she deems inappropriate, subject to the existing channels of appeal;

Section 2. The Members
A. shall be appointed to the Committee by a simple majority vote of the Senate;
B. shall be responsible for attending all meetings or notifying the chair, in writing, at least 24 hours before any allocations meeting if they will not be present.
C. shall be responsible for appropriately reviewing applications for funding;
D. shall be responsible for abstaining from voting when bias is present.

Article IV: Quorum and Voting

Section 1. The chair and three other Senators shall constitute quorum.

Section 2. A simple majority shall constitute appropriate voting procedures of the Committee meeting which has quorum.

Section 3. The Committee shall have the power to override the veto of the Chair by a three-fourths vote of its entire membership.

Section 4. Funding requests over $700 must first be approved by a simple majority of the Committee and then require a simple majority approval of the Senate.

Article V: Meetings

Section 1. The Committee shall meet weekly during the regular semesters, except it shall not be required to meet during finals and spring break. Meeting dates shall be posted on the SGA website.

Section 2. The Committee shall hold a minimum of one meeting in the Spring semester after taking office to consider funding applications for the summer and the first month of the fall semester.

Section 3. A meeting between the incoming and outgoing Chairs shall take place prior to the Spring Allocation meeting to ensure proper exchange of information regarding areas of responsibility.

Section 4. All meetings of the Committee shall be open to any member of the SGA. Any member of the SGA may speak upon recognition but shall not have the right to vote or make any motions.

Section 5. No member of the Student Government Association who receives a fellowship may request funds for an event to the Committee.
ARTICLE VI. REQUIREMENTS AND REGULATIONS FOR FUNDING AND REVIEW

Section 1. All funding shall, in some way, benefit undergraduate students.

Section 2. All funding requests are subject to review of the University and use of funds must be in accordance with all University fiscal policies. Approval from the Committee does not necessarily guarantee reimbursement.

Section 3. Any individual, department or organization requesting funding from the Committee must submit an application for funding no less than two academic days prior to the next Committee meeting.

Section 4. Requests for funding from the student organization event or co-sponsorship funds must be received at least two weeks before the event date.

Section 5. Advertising for any event receiving funds from the Committee shall bear the SGA logo or be otherwise approved by the Director of Public Relations.

Section 6. Any student organization who receives funding must be recognized by and in good standing with the Department of Student & Campus Life, Fish Interfaith Center, and/or the Athletic Department.

Section 7. Organizations are required to comply with university event policies as noted in the Event Planning Guide. Failure to do so will result in the loss of the right to request funding until additional training has been received from Student & Campus Life.

Section 8. The co-sponsorship fund is limited to university departments and organizations that do not have access to the student organization fund.

Section 9. The Academic Organization Fund is limited to academic organizations and honors societies as defined by the Department of Student and Campus Life.

Section 10. All students approved for conference scholarship funding must be undergraduate students.

Section 11. For travel approved in the conference scholarship fund, the travel must occur in the current fiscal year (between the dates of June 1 – May 31). If travel overlaps two fiscal years, the SGA Advisor and Financial Services must be consulted prior to funds being granted.

Section 12. The Committee shall not approve the funding of alcohol.

Section 13. The Committee shall not approve fundraisers unless the funds raised are to stay in an on-campus student organization account.
Section 14. The Committee shall not approve funding sent to non-Chapman non-profit groups or to any political campaign, candidate, or organization.

Section 15. Funds that are granted to an organization and are not used by that organization shall revert back to the fund from which they came.

Section 16. The Committee reserves the right to deny any organization financial assistance or funding.

Section 17. When notifying an individual or organization that a funding request has not been approved, the Director of Finance shall include the Committee’s reasoning for not approving the request.

Section 18. The individual or organization may appeal to the Committee for funding after addressing the Committee’s concerns as listed in the funding request response. The individual or organization may appeal only once and the appeal must be made at least two weeks prior to the event.

Section 19. Should a student organization request funding for student travel to a conference and the total request is over $2,500 or there are more than 5 members of an organization attending said conference, the funds shall be taken from the academic student organization fund or the general student organization fund as appropriate. Funding per student for conference travel shall not exceed $700 per student.

Article VII: Reimbursement Request Submission Deadlines

Section 1. All check requests and receipts for monies paid out are to be turned in to the SGA Director of Finance within two weeks of the funded event. Failure to do so may result in the removal of funding privileges.

Section 2. Any spring semester requests for reimbursement that are not received by the last business day prior to May 31 will not be accepted.

Article VIII: Reallocation of Previously Budgeted and New Funds

Section 1. Reallocation of Student Organization Funds
   A. Should a student organization wish to utilize previously allocated funds for a different event or purpose, the organization must file a request with the Committee.
   B. Reallocation of funds is subject to Committee and/or Senate approval.
   C. The organization must first obtain approval from Student & Campus Life before appealing to the Committee.
   D. The organization shall submit a written memorandum to the Chair.
   E. The Committee shall review the request and either approve or deny the request.
   F. Requests must be submitted no later than three weeks before the event.
Section 2. Reallocation of the SGA Budget
A. All financial requests to reallocate funds must first receive approval from the SGA Advisor to ensure the reallocation would not violate any standing agreements and/or contracts, or university policy.
B. After Advisor approval, the request for allocation must be submitted in a written memorandum to the Chair of the Allocation Committee.
C. The Committee shall review the request and either approve or deny the request.
D. The decision of the Committee may be appealed to the full Senate.

Article IX: Reserve Fund

A. At the end of each fiscal year, any unused Student Government Association funds shall be considered part of the Student Government Association Reserve Fund, hereby called the reserve fund.
B. Funds may be allocated from the reserve fund through a simple majority vote of Senate and the approval of the president.
C. Use of the reserve fund is still subject to university fiscal policy and other SGA rules governing funding.
D. Senate may override a president’s veto through a two-thirds majority vote.

Article X Amendments

Section 1. These operating procedures may be amended in the following ways:
A. Any member of the Committee or member of the Senate who is entitled to full participation in its activities may, at any regular meeting of this Committee or Senate, submit a proposed amendment.
B. The Senate must approve the proposed amendment no later than the next scheduled meeting of the Committee.
C. The Chair of the Committee must then keep the amendment publically posted for a period of five academic days.
D. If there are less than 3 committee members eligible to vote for any funding request, the request will be presented to the whole senate and require a majority vote.
E. A two-thirds majority vote of the Senate shall be necessary for the adoption of an amendment to these operating procedures.