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Mansfield University of Pennsylvania

Student Government Association’s

Committee on Finance

Policy Manual

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Committee on Finance
Policy Manual

# Article I. Purpose and Definitions

## Section 1: Purpose.

1. The purpose of this policy manual is to serve as a resource and guide for student leaders and advisors for organizations funded through the student activity fee. These policies should be used for the purposes of making financial requests, preparing organization budgets, and making expenditures of allocated monies. The policies herein are used by the Committee on Finance to determine approval of financial and budget requests.

## Section 2: Definition of terms and acronyms.

1. The Student Government Association, henceforth referred to as SGA, is a group of representatives from the student body who pay the Student Activity Fee. SGA, in cooperation with the President of the University, sets the Student Activity Fees and supervises the collection, retention, and expenditure thereof along with developing and implementing policies and procedures by which student organizations may be created and operated.
2. The Committee on Finance, henceforth referred to as COF, is a subcommittee of the Student Government Association which is in charge of allocating and monitoring the funds collected from the student activity fees. The purpose of COF is to ensure the promotion of the general academic, social, and cultural welfare of Mansfield University by funding various student activities. These activities include Athletics, Music Ensembles, the Kelchner Fitness Center, programming events and travel opportunities.
3. College Community Services Inc., henceforth referred to as CCSI, has been charged by SGA to operate a student organization bank and accounting office.  CCSI receives all budget information and works to ensure that all of the SGA rules and regulations are followed when Student Activity Fee funds are spent.  The purpose of CCSI, according to the Articles of Incorporation, is to promote and cultivate educational and social relations among members of the college community of Mansfield University and to aid the students and faculty of the University by assisting them in every possible way in their education and in their study, work, living and extracurricular activities incidental thereto.  The University community as defined by the Corporation includes students, faculty, administration, alumni, trustees and all employees. Students are the only voting members sitting on the CCSI Board of Directors.
4. Organization refers to any student organization, professional organization department, group, or program that receives funding through the student activity fee.

# Article II. Eligibility for Funding

## Section 1: Requirements.

1. Organization must be recognized by the Student Government Association.
2. Organization must have a CCSI Account.
3. Organization must submit an Active Student Organization Recognition Form, copies of the organization’s Constitution, Roster and Attendance records, inventory records, and current ledgers to SGA by the date and time set forth by SGA (date/time changes each semester, at the discretion of SGA).
4. Organization must submit a CCSI Account Signature Form to the CCSI office at the beginning of each semester.
5. Organization must have a constitution, which has been approved by SGA, that indicates the organization’s mission and purposeor be hosting an official activity of the University that is generally considered to be a student activity.
	1. Such activities include programs andevents planned for entertainment, education, or the betterment of the campus body.
6. Organization must have an active faculty/staff advisor at all times while considered an active organization.
7. Organization must have an accurate and updated running ledger of their overall allocated and non-allocated CCSI accounts.
8. Organization must have an accurate and updated inventory list of all equipment and reusable items purchased with Student Activity Fees.
9. Must be in compliance with all appropriate rules and regulations of the Pennsylvania State System of Higher Education.
10. Must be in compliance with all appropriate local, state, and federal laws.
11. Must comply with all SGA and COF Policies.
12. Organization meetings and membership must be open to all students who pay the student activity fee.
13. Organizations that require members to pay mandatory dues or membership fees are not eligible for funding from COF/SGA.
	1. This does not include organizations who have dues to a regional or national affiliate group.
14. As a note of caution, providing false information to SGA/COF will result in a loss of your organization’s current budget and ineligibility for a budget for the next year.

## Section 2: Failure to Comply.

1. Organizations who fail to meet all the above requirements in Article II, Section 1 will have their CCSI account immediately frozen until the requirements are met.
2. Organizations who fail to meet all of the above requirements tin Article II, Section 1 by the time of budget hearings each spring will not be eligible for a budget for the following year.

# Article III. Restrictions

## Section 1: Student Activity Fees may not be allocated to:

1. Any organization which is in violation of the state and federal laws including amendments of 1972 and section 504 of the rehabilitation act of 1973 which assures equal opportunity to all persons regardless of race, color, affection, or sexual preferences, handicap, ancestry, national origin, union membership, age, sex, or requires officers or members to subscribe to any political beliefs.
2. Any organization that has members who have not paid the Student Activity Fee or do not possess a valid student identification card.
3. Any individual who has not paid the Student Activity Fee, including advisors, unless an exemption is granted by COF. Funding for advisors must be approved by COF through written request and verbal presentation at a COF meeting.
4. Any organization whose Treasurer serves simultaneously as either President or Vice President.

## Section 2: Specific Restrictions.

1. All non-student-activity-fee-paying individuals will be charged for admittance to all student activity fee funded events. The amount charged will be proportional to the cost of the event and to the discretion of COF based upon whether or not it is reasonable to charge a given amount for admittance.
2. All non-student-activity-fee-paying individuals will be charged full retail price for items purchased with student activity fee money.
3. Allocated monies will not pay for personal membership dues or personal registration fees for clubs.
4. Alcoholic beverages, drugs, weapons, and any other illegal items may not be purchased with student activity fee money.

## Section 3: First Year and Inactive Organizations.

1. Organizations being recognized for the first time or being reactivated may only be allocated a maximum of $1,000.00 during their first year being recognized by SGA as an active organization.
	1. The first year of recognition will be considered from the time that the organization is recognized by SGA until one full calendar year has passed.
2. Previously funded organizations that become inactive shall have the balance of all monies in their Allocated CCSI account returned to the COF emergency account.
3. If an organization is inactive for two consecutive semesters, it must go through the recognition process again. It cannot simply apply for COF funding.
4. See the SGA Constitution for information on reactivating an organization and becoming a recognized organization.

# Article IV. Expenditure Guidelines

## Section 1: Programming.

1. General programs include any on-campus event that is funded by student activity fees that is open to all students who pay the student activity fee.
	1. General programs must be open to all students who pay the student activity fee.
	2. Non-student activity fee paying participants will be required to pay an entrance fee.
	3. Social programming (events/activities not open to all students) are prohibited.
2. All programs must benefit the students and campus community by providing either an educational, enriching, entertaining, or cultural experience that students are interested in.
3. Food.
	1. All food purchases for on-campus programs must be in accordance with the Sodexo contract with the university.
4. Use of copyrighted materials.
	1. Organizations seeking to use any copyrighted materials (ie: video games, movies) must purchase the appropriate rights for the materials.

## Section 2: Travel.

1. Conference and Travel Funding.
	1. Conference registration fees may be funded.
	2. The Committee on Finance recommends that student organizations require students who participate in travel related events to give a presentation to their respective organization upon return reporting on their travel experience.
	3. The number of conferences or trips may be changed at the discretion of COF based on the cost of each conference, number of student participants, educational, and professional value.
2. Food Expenses.
	1. All funding for food for travel must come from the students attending or from the organization’s non-allocated account. Student activity fees cannot be allocated for food for travel.
		1. This does not apply to food which is included in a conference fee (ie: lunch provided by the host university) or hotel cost (ie: continental breakfast).
3. Lodging Expenses.
	1. Lodging expenses cannot exceed $75.00 per person per night unless approved by COF in advance of the travel.
	2. Organizations are required to have four students per room at hotels unless an exception is granted by COF.
4. Airfare Expenses.
	1. Airfare expenses are left to the discretion of COF.
5. Advisor Expenses.
	1. Use of student activity fees to fund advisors is at the discretion of COF.
6. COF reserves the right to limit hotel and travel expenditures based on student participation in the event and perceived need, and will notify organizations of the approved amount.

## Section 3: Capital Expenditures.

1. Capital Items are defined as any item or piece of equipment that will last and may be used for multiple years.
2. All purchases become the property of the student body. They are not the property of the organization requesting them or individuals using them.
3. Organizations in possession of capital items owned by the student body shall be expected to maintain an inventory record of each item, and shall be responsible for the proper security and maintenance of such items.
4. Organizations in possession of capital items owned by the student body, must submit an annual inventory record of such items on the papers forms provided by COF, which includes a name/description and location of each item.
5. Organizations profiting from the use of student activity fee purchased property will automatically have their funds deposited into their allocated account. This includes fundraising activities that are funded through the student activity fee.
6. If purchasing a capital expense item that has a cost greater than $200.00, bids must be solicited from at least three sources. Purchases must be approved in advance by COF.
7. Purchases being sent through the mail must be mailed to the CCSI office during CCSI operating hours.
	1. CCSI Address:

CCSI at Mansfield University

203 Alumni Hall

Mansfield, PA 16933

1. All purchases must be physically brought to the CCSI office so that they may be recorded and receipt of the purchase may be verified.
2. CCSI will document and maintain a list of Capital Items purchased at a value of $200.00 or more.
3. Capital items purchased with student activity fees must be stored with the advisor or at a generally accessible location on campus. Capital items may not be stored with individual students.
4. Textbook purchases are at the discretion of COF and any textbook purchases must go through the campus bookstore.

## Section 4: Uniform Funding.

1. Uniforms are defined as official club/organization required apparel for competitions or performances and must have the MU logo or “Mansfield University” on it.
2. Uniforms can be funded when required for an official organization event or conference and must be retained by the club or organization.
	1. Uniforms cannot be retained by individual students.
	2. Uniforms must be reused for future students.
3. Organization members may purchase uniforms and other organization related apparel for the full retail value the items were purchased for from CCSI.

## Section 5: T-Shirts and Spirit Giveaway Items.

1. Spirit Giveaway items shall include items that are purchased to be given away in order to promote university programs, events, and organizations.
2. Spirit items may only be given to current students who pay the student activity fee.
3. Spirit items must be purchased from the campus bookstore.
4. Spirit items may only be given away at general programs.
5. Approval of spirit requests will be based on the organization’s stated purpose of the giveaway and its ability to promote the organization, University, or activity.
6. T-shirts may be purchased by an organization and given away to members of that organization.
	1. SGA will grant $10.00 of student activity fee money—per student within a given organization based on the organization’s submitted roster and attendance records—to purchase t-shirts for the organization.
	2. Organization members may use their own money in addition to the $10.00 in order to acquire t-shirts that cost more than the amount granted by SGA.
	3. T-shirts must have the Mansfield University logo or “Mansfield University” plainly visible.
	4. T-shirts must be purchased from the campus bookstore.
	5. T-shirt design must be approved by the campus bookstore.
	6. T-shirt design must not include offensive or discriminatory language or images.
	7. Organizations must conduct one general program per school year in order to be eligible for t-shirt funding.

# Article V. Expenditure Procedures

## Section 1: CCSI Vouchers.

1. CCSI Vouchers will list the detailed and specific nature of the expenditure.
2. Request for payment vouchers will originate with each organization’s authorized representative as shown on the CCSI Signature Sheet.
3. In all cases, the final authorization for voucher requests will be granted by the Chief Officer for Student Affairs, or his/her designee.

## Section 2: Transfer of Funds.

1. All transfers of funds (reallocations) of student activity fees must be approved by COF.
	1. Transfers include moving funds from one budgeted line item to a different item or activity.

## Section 3: Expenditure Verification Procedures.

1. Request for payment vouchers must be supported by receipts in all cases where practical and include:
2. Itemized receipts for purchases made.
3. Itemized receipts for transportation costs (includes meals, lodging, travel expenses – gas, tolls, van rental, etc.).
4. Itemized receipts for all services received.
5. When requesting cash before the fact, requests for cash advance forms must be used.
6. For payment requests after the fact, receipts for all expenditures must be turned into CCSI within ten days of the expenditure.
7. Failure to follow expenditure verification procedures will result in the freezing of an organization’s CCSI account.
8. Any function that requires ticket sales will be conducted in such a way as to make each ticket accountable. Tickets must be purchased by CCSI and, prior to sales, there are a known number of tickets and after sales there will be an amount of money equal to the price per ticket multiplied by the number of tickets sold.

## Section 4: Overspending.

1. Any organization that overspends its budget must repay 100% of the amount overspent to CCSI.
2. Organizations may not purchase or reserve items, performances, or travel accommodations without prior funding approval from COF
	1. Organizations which spend money which it does not have will not be permitted to submit an allocation or reallocation request after the fact to pay for items and services already used or reserved.
	2. Organizations which spend money which it does not have will have their accounts immediately frozen until the necessary non-allocated funds are present to pay for the overspending.

# Article VI. Activity Promotions

## Section 1: Promotional Requirements.

1. General programs must be advertised to campus using at least three of the following options:
	1. Student activities office.
	2. Mountie Minute.
	3. Campus radio.
	4. Campus television.
	5. Campus newspaper.
	6. SGA student broadcast.
	7. Posters/signs.
	8. Social media postings.
	9. Other available advertising methods.
2. Organizations which do not advertise appropriately for all general programs will have their CCSI account immediately frozen.
3. All activities funded by student activity fees must be identified as such in all printed and promotional materials (i.e. posters, programs, radio promotions).
	1. Example: This activity funded by Student Activity Fees.

# Article VII. Financial Requests

## Section 1: Allocation decisions will be based on the following:

1. Whether the organization meets the eligibility requirements.
2. Whether the organization actively recruits members and has an active roster with attendance records.
3. Whether the programs and services sponsored by the organization are effective and meet campus needs.
4. Whether the organization effectively conducts fund-raising activities to supplement their allocated budget.
5. Whether the organization actively participates in community service events.
6. Whether the funding request is vague, incomplete, or improperly prepared.

## Section 2: General Funding Request Procedures.

1. Requests shall be submitted through the COF Financial Request Form. Requests will not be entertained otherwise.
2. Allocation requests need to be submitted on the required online form at least one week prior to the date of the activity, function, and/or trip. Allocations and reallocations will not be granted after an event has already taken place.
3. Only student officers of the organization are permitted to submit any type of funding requests.
4. Only student officers or members of the organization are permitted to make any presentations pertaining to their organizations funding request. Advisors of the respected organization may attend presentations in order to advise their students or answer questions from COF, but they are not to give the presentation for them.

## Section 3: Allocation Requests.

1. Allocation requests pertain to general financial requests pertaining to programming, travel, or capital purchases.

## Section 4: Reallocation Requests.

1. Reallocation requests entail requesting to have allocated money re-designated to fund a different program, travel event, or capital purchase.

## Section 5: Emergency Allocation Requests.

1. Emergency allocation requests pertain to financial requests pertaining to programming, travel, or capital purchases that are needed in a time sensitive manner.
2. Emergency allocation requests are only to be used for emergencies and cannot be used due to lack of proper planning.

# Article VIII. Budgets for Student Organizations

## Section 1: Budget Request Procedures.

1. Budgets must be created on the two standardized mandatory forms provided by COF: the Budget Spreadsheet, and the Detailed Budget Sheet.
2. Budget submission requirements will be at the discretion of the COF chair and will be announced during annual budget workshops.
3. Budgets must be submitted by the deadline announced by COF in order to avoid penalty.
4. Any budget that is received late will not be considered and the organization will have no budget approved.
5. In order to be eligible to receive a budget, at least one executive board member of each organization must attend at least one budget workshop.
6. If an organization wishes to present a budget request, the organization shall be allotted no more than ten minutes for a proposal. There will be an additional ten minute time period allotted for questions from COF. Organizations wishing to present their budget during budget hearings must request this to the COF chair one full calendar week prior to the first day of budget hearings.
7. Any organization that misses their scheduled budget hearing appointment will automatically have a 50% deduction taken from their total request. Failure to communicate in order to reschedule the organization’s appointment may result in no budget being allocated for the next year. Final decisions are left up to the discretion of COF based on the circumstances regarding the missed hearing appointment.
8. A copy of the approved line item budget and allocation memo will be made available online to all organizations once it has been approved by SGA and by the President of Mansfield University.
9. When budgets are reviewed during budget hearings, funding decisions will be made based off of the submitted requested breakdowns on the Budget Worksheet. The accompanying Detailed Budget Sheet will be used as necessary to determine whether the request is reasonable/necessary.
10. Only student officers or members of the respective organization are permitted to submit budget requests. Advisors are not permitted to submit budget requests.
11. Only student officers or members of the respective organization are permitted to make the optional budget hearing presentation pertaining to their organization’s budget request. Advisors may attend budget hearings in order to advise their students but they are not permitted to give the presentation for them.

# Article IX. Appeal Process

## Section 1: Appeal Rights.

1. Any organization is granted the right to appeal any funding request decision. Thereafter, COF’s decision on that organization’s request is binding

## Section 2: Appeal Process.

1. Organizations appealing a funding request decision must present an appeal via email to the COF email account at cof@mansfield.edu within one week of being informed of the original decision.
2. A member of the appealing organization will be required to attend the next available COF meeting in order to explain the reasoning for the appeal. Advisors may attend the appeal meeting but may not present the appeal for the organization.
3. COF will review the written appeal at the next available COF meeting and have deliberation as well as vote on a decision.
4. Thereafter, COF’s decision on that organization’s request is binding.

# Article X. Audits

## Section 1: Audit Procedures.

1. COF will periodically conduct a systematic review of student budgeted accounts for possible violations of SGA and/or COF policies.
2. Audit Procedure:
3. The COF Audit and Inventory Committees will notify all organizations selected to undergo an audit via e-mail.
4. The notified organization must respond within 7 calendar days of the date the notification was sent. Failing to do so will result in the organization’s allocated CCSI account being frozen.
5. Organizations being audited will have 7 calendar days after responding to the COF Audit and Inventory Committees’ initial email to hold a meeting with the COF Audit and Inventory Committees in order to begin the audit process.
6. During the period of audits, control of ledgers and vouchers of the respective organization will be checked for accuracy in CCSI. This must be completed within 2 weeks of the initial meeting.
7. After records and inventory have been checked, organizations have 2 weeks to make the proper corrections, if necessary.
8. Once corrections have been made, the Audit and Inventory Committees will meet with the organization for one final meeting to close the process.
9. Any violations found will be listed and presented to the appropriate organization and COF.
10. Organizations that fail to meet the requirements in Article2, Section 1, and all other rules and regulations stated in the SGA and COF polices will be granted a probation period for two weeks to have all violations fixed. If, by the end of the two week probation period the organization has not remedied the violations, their CCSI account will be frozen immediately until the requirements are met. Further penalties may be inflicted upon the account at the discretion of COF.

# Article XI. Theft or Loss of Inventory Items or Student Activity Fee Money

## Section 1: Reporting Theft.

1. Report instances of theft of items purchased with student activity fee money by emailing the Theft Report to cof@mansfield.edu or deliver a physical copy to the SGA office in the Alumni Hall Student Center Room 134.
	1. The Theft Report may be found on the SGA website.
	2. Instances of reported theft will be documented and reported to SGA prior to being reported to the University Conduct Officer.
	3. Instances of reported theft will be turned over to the University Conduct Officer by the SGA Treasurer or the SGA President.

## Section 2: Reporting Lost or Damaged Items.

1. Report lost or damaged items purchased with student activity fee money by emailing a completed copy of the Lost/Damaged Item Report to cof@mansfield.edu.
	1. The Lost/Damaged Item Report may be found on the SGA website.
	2. Record of the lost or damaged item must be made and kept via the organization’s inventory records. The record should indicate the date along with a description of the loss or damage.
	3. For legal (tax) purposes, lost or damaged items must be reported for seven years after the initial loss or damage. After seven years the item may be removed from the inventory record.

# Article XII. Exceptions

## Section 1: Special Funding.

 All organization listed below will be funded based on an MOU with Mansfield University signed by the President of Mansfield University and the President of SGA with the approval of the SGA body.

1. Sayre will receive 75% of the total activity fee collected for the student attending Sayre Campus. The total student activity fee budget used to calculate the budget for B-K will be reduced by the budget given to Sayre.
2. The Athletics Department will receive 35% of the Student Activity Fee Budget.
3. Music Ensembles receive 10% of the Student Activity Fee Budget.
4. The Student Activities Office (SAO) will receive 7.5% of the Student Activity Fee Budget.
5. Kelchner Fitness Center will receive 6% of the Student Activity Fee Budget.
6. Residence Life will receive 2.5% of the Student Activity Fee Budget.
7. The Martin Luther King Center will receive 0.5% of the Student Activity Fee Budget.
8. The Women’s Center will receive 0.5% of the Student Activity Fee Budget.
9. United Campus Ministries will receive 0.25% of the Student Activity Fee Budget.
10. The Loomis Gallery will receive 0.75% of the Student Activity Fee Budget.
11. The International Center will receive 0.25% of the Student Activity Fee Budget.
12. The SAO will receive an amount necessary for operation of the Mountie Bus, as it is only able to operate at a fixed rate. (This amount will be determined annually by M.U.)
13. CCSI will receive 5% of the Student Activity Fee Budget as an accounting charge.
14. The Athletics Department will receive $400,000.00.
15. Music Ensembles receive $125,000.00.
16. The Student Activities Office (SAO) will receive $110,000.00.
17. Student Capital Project will receive $30,000.00.
18. Project Textbook will receive $25,000.00. Any unused funding will return to COF at the end of the academic year.
19. Student Research will receive $10,000.00. Any unused funding will return to COF at the end of the academic year.
20. International Travel will receive $30,000.00. Any unused funding will return to COF at the end of the academic year.
21. Kelchner Fitness Center will receive $70,000.00.
22. Residence Life will receive $25,000.00.
23. The Martin Luther King Center will receive $25,000.00.
24. The Women’s Center will receive $3,000.00.
25. United Campus Ministries will receive $3,000.00.
26. The Loomis Gallery will receive $7,000.00.
27. The International Center will receive $3,000.00.
28. The SAO will receive an amount necessary for operation of the Mountie Bus, as it is only able to operate at a fixed rate, which is $70,000.00. (This amount will be determined annually by M.U.)
29. CCSI will receive $60,000.00 as an accounting charge.

## Section 2: SGA and COF Policy Exemptions.

1. MOU departments will be exempt from attending budget hearings.
2. MOU departments will be exempt from advisor travel restrictions.
3. MOU departments will be exempt from submitting rosters and attendance records to SGA.
4. MOU departments will be exempt from turning in a Constitution.
5. Unless a specific request is made by SGA for the records, Athletics, Music Ensembles, Sports Medicine, and the Kelchner Fitness Center will be exempt from submitting inventory records to SGA
6. Items purchased by Athletics, Music Ensembles, Sports Medicine, and the Kelchner Fitness Center with student activity fee money becomes the property of Mansfield University.
7. The respective organization, department, group, or program will be accountable for all items purchased with student activity fee money.
8. MOU departments will be exempt from having their allocated CCSI account balances returned to the COF Emergency Account at the end of the fiscal school year.
9. Athletics and Music Ensembles must indicate how the non-returned student money will be designated, earmarked, or allocated for in their annual budget submission.
10. Non-designated money will be returned to the COF Emergency Account.

## Section 3: Specific Requirements for Exempt Organizations.

1. MOU departments will be required to submit a completed budget at the beginning of each fall semester detailing how student activity fee monies will be spent.
2. MOU departments will be required to maintain updated ledgers indicating current CCSI allocated and non-allocated account balances.
3. MOU departments will be required to submit a copy of their updated ledgers to SGA at the beginning of the fall semester by the date set forth by SGA.
4. MOU departments will be required to document and maintain an inventory of all Capital Items purchased with Student Activity Fee money.
5. SAO is responsible for documenting and maintaining an inventory of all Capital Items kept in the Mountie Chalet (The Hut).
6. MOU departments will submit their inventory and budget records to their respective departments as designated by the University.
7. SAO and Robert Packer Nursing Program MOU departments will be required to submit a copy of their inventory to SGA at the beginning of the fall semester by the date set forth by SGA.
8. The Robert Packer Nursing Program is required to submit a constitution to SGA at the beginning of the fall semester by the date set forth by SGA.
9. MOU departments will be required to submit a budget during Budget Hearings.
10. Failure to adhere to all policies listed above will result in the CCSI account being immediately frozen.

# Article XIII. Revisions and Amendments

## Section 1: Revision Procedures.

1. Revisions to the COF Policy Manual may be made during new business via specific motion at either a COF or SGA meeting.
2. If the motion is made at a COF meeting, then revisions must be approved via a 2/3 majority vote by COF before being forwarded to SGA.
3. Revisions must be approved by a simple majority vote by SGA.
4. Policy Revisions will take effect at the next COF business meeting after the initial change is made.
5. Revisions must be presented and explained to the President of the University. This is required by Act 188 of 1982 Section 20-2010-A.6., which indicates the Power and Duties of Institution Presidents: “In cooperation with the student association, to fix student activity fees and supervise the collection, retention, and expenditure thereof.”
6. Revision and amendment changes must be documented in the COF Policy Manual under Article 14: Revisions Record. Documentation must include the date and specific nature of the revision made.

## Section 2: Revisions Record.

1. Revised 2/5/13 —Complete revision.
2. Revised 2/12/13—Revisions to Articles II, VIII, and IX. Article II, Section 1: addition of item K. Article VIII: change of budgeting process due to elimination of mandatory budget hearings. Article IX, Section 2: addition of item B.
3. Revised 3/12/13—Revisions to Articles II, II, III, VIII, X, XI, XII, and XIII.
4. Revised 7/10/13—Revisions to Article IV, Section 2: deletion of the COF travel policy.
5. Revised 10/8/13—Revisions to Article VII, Section 2, B regarding general funding request procedures.
6. Revise 10/29/13—Revisions to Article X, Section 1, B regarding audit procedures.
7. Revised 04/20/17 – Revisions as follows:
	1. Article II, Section 1, Subsection J - Added
	2. Article II, Section 1, Subsection M, Point 1 - Added point 1
	3. Article II, Section 2, Subsection B - Added
	4. Article III, Section 2, Subsection E - Removed
	5. Article III, Section 3, Subsection A, Point 1 - Added for clarification
	6. Article IV, Section 1, Subsection A, Point 2 - Added
	7. Article IV, Section 1, Subsection A, Point 3 - Added
	8. Article IV, Section 1, Subsection B - Removed and replaced with what was previously subsection C
	9. Article IV Section 1, Subsection C - Added
	10. Article IV, Section 1, Subsection D - Added
	11. Article IV, Section 2, Subsection B, Point 1 - Removed and replaced with new Point 1
	12. Article IV, Section 2, Subsection C, Point 2 - Added
	13. Article IV, Section 2, Subsection E - Added
	14. Article IV, Section 2, Subsection F - Revised language
	15. Article IV, Section 3, Subsection F - Amended to $200.00
	16. Article IV, Section 3, Subsection I - Amended to $200.00
	17. Article IV, Section 3, Subsection J - Added
	18. Article IV, Section K, Subsection K - Added
	19. Article IV, Section 4, Subsection B, Point 1 - Added
	20. Article IV, Section 4, Subsection B, Point 2 - Added
	21. Article IV, Section 5, Subsection F, Point 6 - Added
	22. Article V, Section 4, Subsection B - Added
	23. Article VI, Section 1, Subsection A - Revised
	24. Article VII, Section 2, Subsection B - Amended to include reallocations
	25. Article VII, Section 2, Subsection C - Revised language
	26. Article VII, Section 2, Subsection D - Revised Language
	27. Article VII, Section 5, Subsection B - Added
	28. Article VIII, Section 1, Subsection B - Revised
	29. Article VIII, Section 1, Subsection D - Added
	30. Article VIII, Section 1, Subsection E - Removed and new rule added
	31. Article VIII, Section 1, Subsection F - Removed
	32. Article VIII, Section 1, Subsection G - Removed
	33. Article VIII, Section 1, Subsection I - Revised language
	34. Article VIII, Section 1, Subsection J - Amended to prohibit advisors from submitting budget
	35. Article IX, Section 2, Subsection B - Amended to prohibit advisors from presenting
	36. Article XI, Section 1, Subsection A - Amended to reflect new SGA office location
	37. Article XII, Section 1 - Revised language
	38. Article XII, Section 2, Subsection A - Amended to "MOU departments"
	39. Article XII, Section 2, Subsection B - Amended to "MOU departments"
	40. Article XII, Section 2, Subsection C - Amended to "MOU departments"
	41. Article XII, Section 2, Subsection D - Amended to "MOU departments"
	42. Article XII, Section 2, Subsection E - Amended to "MOU departments"
	43. Article XII, Section 2, Subsection F - Amended to "MOU departments"
	44. Article XII, Section 3, Subsection A - Amended to "MOU departments"
	45. Article XII, Section 3, Subsection B - Amended to "MOU departments"
	46. Article XII, Section 3, Subsection C - Amended to "MOU departments"
	47. Article XII, Section 3, Subsection D - Amended to "MOU departments"
	48. Article XII, Section 3, Subsection E - Amended to "MOU departments"
	49. Article XII, Section 3, Subsection I - Added