

Student Finance Committee BY-LAWS
Bryn Mawr College Self Government Association, Est. 1892
Student Finance Committee
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Who Can Apply?

In order to be considered for SGA Funding each semester a club must have the following items:

- i. **A membership base of at least three members.**
- ii. **A Constitution indicating the name of the organization, statement of purpose, membership, officers and their duties, timeline of election of officers and meetings.**
- iii. **Meetings open to the general membership of the club are to be held at least twice a semester.**
- iv. **Have an unique purpose for the community of Bryn Mawr College**
 - a. If a new club wishes to fulfill the same purpose of an existing club, they must demonstrate how their club fundamentally differs from the existing club to the Student Finance Committee. If they fail to do so, they may continue as a non-funded club or present an appeal to the SGA Executive Board. If a new club wishes to appeal the decision made by the SGA Executive board, they may appeal to the SGA Representative Council before the approval of the budget. The Representative Council may overrule the Executive Board's decision by a 2/3 vote.
 - b. **All Bi-College club funding will be determined in accordance with the current terms of the **Bi-College Club Funding Agreement**.**
 - c. ****Should a club or committee seek to change their name, notification sent to the SGA Treasurer will assure continuation of regular funding as opposed to being identified for new club budgeting.**

How Does One Apply For Funding?

1. Budget Workshop

The President(s) and Treasurer(s) of each organization must attend the Leadership Orientation and Budget Workshop at the beginning of each semester in order to receive budget information.

One member of each organization shall pick up a proof of attendance slip to be attached to the written copy of budget.

2. Creating a Budget

Budget Submission

- Submit an electronic copy in a Microsoft Word file format to the SFC Moodle under Submit Budget
- Submit a hard paper copy of the budget based on the template provided on the SFC Moodle page. Budgets NOT following the template will NOT be accepted.
- Sample Budget will be on the SFC Moodle as reference.

What can be requested?

- Funding requested may increase by a maximum of 50% of the previous semester's allocated budget. This is not a guaranteed increase.
 - New Clubs budgeting for the first time with SGA will receive a maximum of 250 dollars. More may be requested from Mid-Semester Review.
 - Exceptions: Committee budgets will be awarded at the SFC's discretion.
- Budgets should allocate funds for events during that semester as well as for the first 3 weeks of the following semester.
- As per the spirit of the Honor Code, budgeting must be done honestly and truthfully. Events falling under SGA funding must follow State and Federal Laws as well as community expectations as described in the Honor Code.
- Clubs having community service or activi

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The SFC will award the cost of the speaker based on estimated attendance provided by the request.

Contract guidelines must be strictly adhered to.

- o Penalties

At the start of the budgeting process, clubs who have more than 25% remaining of their original SGA approved budget from last semester will be allocated only that 25%. This applies to clubs who have more than 250 dollars of leftover funds. Clubs and committees may return allocated money back to the SGA fund before the start of the next semester to avoid

- Requests may include additional funds to events already funded or additional events.
- Additional funds will be awarded at the discretion of the SFC.
- Money for Mid-Semester Review will be set aside from the operating budget before the beginning of club budgeting. Additional funds may be added at the discretion of the SGA Treasurer.
- Given the tight timeline, it is the club's responsibility to justify the request adequately. The SGA treasurer may request additional information.

4. After Finalized Budgets

Each organization is assigned an SFC Representative. All questions/problems are to be directed toward your SFC representative. The SFC representative will in turn contact the SGA Treasurer if necessary.

- The SFC Representative will answer questions outside of just budgeting, including the use of resources on campus.

The President(s) and Treasurer(s) of clubs and committees, as well as any member of the Association may request access to the SFC Moodle, which allows access to view approved club budgets.

The Treasurer may request the checks from the SFC. Notify the assigned SFC representative if there is a change in any leadership positions. All club treasurers are advised to have "unofficial assistants" (another club executive or member) who should be able to carry out transactions with the SFC when the treasurer is away. All treasurers should keep and refer to these guidelines throughout the semester.

Submitting Forms for Reimbursement and Reallocation

- The SFC Moodle and the Student Activities website, will have reimbursement, advance request, and reallocation forms that are to be filled out in order receive funds.
- Select the appropriate form, fill it out completely, attach all pertinent receipts and turn everything into the SFC requests box adjacent to the SGA Treasurer's Office on the second floor of the SGA House at Cambrian Row or the drop box in the Campus Center across from the Information Desk.
Original receipts need to be submitted within 30 days after the purchase date. If they are not submitted within that time period, clubs will not be reimbursed for the amount of the receipt. SFC will only accept original receipts or invoices.

- Reimbursements to speakers or performers
 - In order to obtain reimbursements for speakers or performers (or any third-party individual not associated

- SGA will set aside 10,000 dollars for this fund.
- What events can be funded?
 - Any annual event that has happened at least twice consecutively in the past 2 years
 - A minimum of 2,000 dollars must be requested with a minimum of at least 100 people in attendance. The event must be an on campus event and open to the Bryn Mawr campus.
 - A reservation in Conference and Events must be presented with the application.
 - Any annual events under 2,000 dollars will go through regular club budgeting.
- Who may not apply?
 - Traditions
- What is the procedure?
 - A preliminary interview will be held with the SFC before presenting before the Representative Council.
 - Clubs will present before the Representative Council before the final budget has been voted upon.
 - If any annual event is not funded, then requests will be transferred to the regular club budgeting procedure.
 - Requests will be due 3 days after the Leadership Orientation Workshops and be voted on before Interviews for budgeting.

7. Other On-Campus Resources for Funding

- Career and Professional Development Office
- Deans' Office
- Presidents Office
- Civic Engagement Office
- Bryn Mawr College/Haverford College academic departments
- Student Activities Office
- Pensby Center
- Office for the Arts
- Co-Sponsoring with other clubs
- Katharine Houghton Hepburn Center
- Center for Peace and Global Citizenship
- The Center for Social Science

Academic and Administrative Departments on campus may also be a funding source for student clubs. Please keep in mind that every

department has guidelines by which you must abide in order to request funding and funding from any department is contingent on availability and is not guaranteed. Funding inquiries to any academic or administrative department at Bryn Mawr or Haverford should include details such as date, location, and purpose of the event, information on the event itself (i.e., who is the speaker, artist, etc), the amount of money desired, and what the funds will be used for (i.e., to pay for the speaker, food, transportation, etc).

**A proposal should be submitted to the academic and administrative department to increase probability of obtaining funds.