

STUDENT SENATE BUDGET GUIDELINES

General Guidelines:

1. Any organization funded by the Student Senate may not discriminate in any manner based on arbitrary criteria, including but not limited to: age, gender, sexual orientation, religion, handicap, economic status, or national/ethnic origin.
2. Because Student Senate money is collected from every NHTI student (the comprehensive fee), it is necessary that organizations funded by the Student Senate have unrestricted membership available to all NHTI students, or provide activities that benefit the entire NHTI community (except in circumstances where an equivalent gender restricted alternative exists, e.g. men's and women's sports teams).
3. In order for a student organization to receive a portion of the money that the Student Senate allocates, it must be recognized by the Student Senate and be in compliance with all recognition regulations. Any events paid for, in whole or in part, with funds provided by Student Senate, shall provide acknowledgement and recognition to Student Senate for that support in any publications or advertisements pertaining to that event. "**Funded in part by NHTI Student Senate**"
4. Budgets will be done on an annual basis and turned in to the Senate Treasurer to be reviewed by the Finance Committee on the next appointed committee meeting date. After that review, the Finance committee will then make their recommendation to the Senate concerning the proposed budget.
5. Organizations are completely responsible for meeting the specific deadlines and procedures for the budget process. All organizations must submit a budget by the second Tuesday in October for the academic year, or within 30 days of recognition, to be considered for funding. Any organization that fails to submit a budget request on time faces the potential exclusion from any funding for that budget year. Any organization may appeal to the Finance Committee for an extension.
6. It is **mandatory** that a member (**preferably the president and the treasurer**) of each organization be present with an advisor at the Finance Committee meeting when their budget is being considered to answer questions that may arise about that organization's budget. The organization will be notified when this meeting will occur by placing a notice in the club/organization's mailbox in the Senate Conference Room.
7. Once funded by the Senate, the organization is responsible for following proper procedures to access their funds. Senate funding must be spent on

budget-approved items. Organizational funds (from fundraising and other sources) should be used to supplement Senate funding.

8. Any funds that are needed, but not included in the original budget, must be submitted to the Senate in the form of a budget addendum. Each budget addendum will be looked at on a case by case basis.

9. Organizations may use up to 10% of their approved budget for expenses outside of those specifically requested, without prior approval of the Finance Committee. Requests to use more than 10% require the approval of the Finance Committee prior to the transfer.

10. Any Senate funds not expended prior to the last day of classes in the spring semester will revert to the Senate General account.

11. Any receipt not accompanying paperwork on a timely basis (7-10 days) may result in a freezing of the organization's Senate account until the receipt is turned in or other arrangements are made. Also, the individual whose name appears on the check will be held personally responsible for any missing money; also, the group account will be frozen until all funds are accounted for.

12. All organizations that are funded by the Senate should hand in a written report, within 7-10 days of the event, summarizing the outcome of the event being sponsored.

13. Any Senate funds used by an organization for a donation to trust funds shall have the Senate's name on the check along with the organization's name. Unless initiated by the Senate, Senate General's donations are limited to 50% of the total contribution, the remainder contributed by the club or organization.

14. The following items will be considered when evaluating requests and must be presented in the text of the budget:

- **Membership:** normally organizations with fewer than three active members will not be considered for funding. An exception can be granted to a club in the formative year; however this is normally a one-year exception. Each Club should include a definition of "active club members" with their budget request. Club attendance records may be requested. See #21, last paragraph.
- **Campus Involvement:** organizations will be expected to facilitate activities, events, or services that have an impact on the campus that is wider than just club membership. Examples could include participation in special events, open houses,

orientations, blood drives, etc. To qualify for funding in a given year, clubs MUST be represented at the fall and spring BBQ/Organization Fairs by having students present at their designated tables.

- **Fundraising:** all organizations are expected to fundraise for part of their budget and for all personal items.

15. Senate monies may not be used for the following:

- Illegal materials
- Personal items (clothing, jackets, banners, insignia, pins, etc.)
- Alcohol
- Salaries for advisors or officers
- Food (unless it is supportive of a larger event or part of a conference)

16. The Senate will cover 50% of the cost of student members attending off-campus banquets, as long as they are active members/participants in the club/organization. Groups must submit to the Senate Treasurer banquet estimates from no less than 3 facilities. The Senate reserves the right to confirm estimates.

17. The Senate will cover 100% of the cost of student members attending on-campus banquets, as long as they are active members/participants in the club/organization.

18. After the Senate has voted on the organization's budget, the organization's president and advisor will be notified; attached to the award letter will be a copy of the finalized list of appropriations. This vote will be considered final.

19. The Senate reserves the right to audit all organizations that receive Senate funding.

20. Requests for name changes must be submitted to the Vice President of Student Affairs. If approved, the new name would be effective with the following academic year to minimize changes in print material. The club would be charged up to 100% of the cost of their new table banner.

Conference Guidelines:

21. The Senate will fund **conferences** as follows:

- 100% of registration fees for active club members
- 50% of remaining costs (transportation, food)

- Plus 30% of funds raised by club that academic year (**club must provide documentation of last years fundraising in order to receive the 30%**)

There is a limit of one conference per club per year. The conference must be directly related to the mission of the club. When choosing the geographic location (where applicable), the club's choice should reflect providing the best use of funds for the largest number of students. Attendees must be willing to speak to others upon their return. Club must have active fundraising ongoing. The club/organization budget may include funding for one (1) advisor; additional advisors attending should be funded **either** through "Org" (fundraising) monies **or professional development**. Food allowances shall follow the State of N.H. per diem guidelines. Receipts will be needed to reimburse the 50% **or 100% of the advisors food**, and should be taped onto 8.5 x 11 paper with a summary sheet of what was advanced (if applicable), what is represented by receipts, and resulting cash due back (if applicable). This should be turned in to the Senate Treasurer, who will forward it to the Business Office.

For the purpose of attending conferences, each club should define "active club members" in their by-laws or guidelines, taking into consideration, for example, percentage of meetings attended, contribution to the club, student involvement per semester, number of hours of service, etc.