

**THE CATHOLIC UNIVERSITY OF AMERICA
STUDENT GOVERNMENT ASSOCIATION
THE TREASURY BOARD BYLAWS**

As of October 18, 2016

**Article 1
General Provisions**

Section 1 Quorum shall consist of five voting directors and the Treasurer.

Section 2 The Treasury Board shall be vested with the authority to create, modify and adopt standard documents and forms required by this document and additional procedures deemed necessary by majority vote of the board.

Section 3 The Treasury Board shall have at its discretion the authority to take disciplinary action against student organizations who deviate from the prescribed process below, or who commit fraud or any form of misrepresentation to the board.

Section 4 All Treasury Board meetings shall be open to the public, except for any deliberation sessions.

Section 5 A Treasury Board director who is on the executive board of the student organization requesting funding cannot vote on the allocation. All Treasury Board members are expected and advised to make an unbiased and fair decision when allocating funds. In the case of a tie, the Treasurer, even if he/she has a conflict of interest, will use his/her best judgment to break the tie.

Section 6 All vote counts regarding funding requests are available upon request by student organizations. All Treasury Board allocation decisions are also available on the Nest.

Section 7 All members of the Treasury Board must maintain a cumulative GPA of 2.7 or above to serve on the board.

Section 8 A maximum of two (2) absences per semester will be allowed that fall under the acceptable reasons for absence. Acceptable reasons include mandatory academic requirement with documentation from instructor, serious illness that requires you to stay home from daily activities such as class or work, or any pre-approved absence at the discretion of the Treasurer. Any excused absence also requires a minimum of 24 hour notice if possible. If repeated absences are taken, the Treasurer will reevaluate that specific director's membership on the board.

Article 2

Allocation Eligibility Requirements for non-club sports, Registered Student Organizations

Section 1 The student organization is registered as an active undergraduate student organization through the process prescribed by the office of Campus Activities.

Section 2 The student organization is open to all undergraduate students of Catholic University.

Section 3 The student organization's activity is open to all undergraduate students of Catholic University with the exception of conference fees.

Section 4 The request upholds the stated and published mission and goals of the organization, which are concurrent to the mission and values of the University.

Section 5 The student organization has a sound financial history.

Section 6 The Treasury Board is prohibited from granting funds to student organizations in debt or with a negative balance for events, travel, or operating costs. Student organizations in debt are only allowed to receive funds for fundraising (i.e. seed money) to be used for eliminating their debt.

Section 7 Each student organization may request seed funds for the purpose of fundraising – that is, with the expectation that the quantity allocated will be entirely returned to the Treasury Board. All profits exceeding this quantity may be used by the student organization in whatever manner that its members see fit, including the elimination of past debt.

Section 8 The Treasury Board can grant funds to single-gender student organizations, so long as the funding is requested for events, programs, or conferences that welcome *all* CUA students of that single gender.

Article 3

Allocation Eligibility Requirements for Club Sports

Section 1 The club sport organization is registered as an active undergraduate student organization through the process prescribed by the Athletic Department.

Section 2 The club sport organization is open to all undergraduate students of the Catholic University of America.

Section 3 The request upholds the stated and published mission and goals of the organization, which are concurrent to the mission and values of the University.

Section 4 The club sport organization has a sound financial history.

Section 5 If fundraised money is preserved within a club sport organization's financial account without a defined intention for use, then that organization must use those funds for the event of concern or be able to articulate plans for these funds before requesting additional funds from the Treasury Board.

Article 4

Non Student Organization Allocation Eligibility Requirements

Section 1 The activity is open to all undergraduate students at the Catholic University of America.

Section 2 The request upholds the stated and published mission and goals of the Catholic University of America.

Article 5

Allocation Process

Section 1 An organization must fill out a funding request form on the Nest five (5) days prior to the next scheduled Treasury Board meeting. In extraordinary circumstances, it is at the discretion of the Treasurer to decide if a student organization may be allowed to submit a funding request past the five (5) day requirement. It is at the discretion of the Treasurer with advice of the Treasury Board to create, modify, and adopt what may be included on the funding request form.

Section 2 All student organizations that request funds from the Treasury Board are required to deliver a presentation to the Treasury Board as well as provide twelve (12) paper handouts that outline the request for the Treasurer and Treasury Board directors.

Section 3 The Treasury Board shall determine an appropriate amount to allocate to the student organization based upon:

- (i) The organization's fulfillment of the eligibility requirements as specified in Sections 1.02, 1.03, and 1.04
- (ii) The organization's presentation of their budget and responses to inquiries from Treasury Board directors.
- (iii) The organization's financial history.

Section 4 The Treasury Board must decide between one of the following options within five academic days of the presentation with the support of at least four voting members; in the case of a tie, the Director will break the tie:

- (i) Fully fund, meaning the amount requested for by the student organization is allocated.
- (ii) Partially fund, meaning a new amount has been allocated.

- (iii) Table, meaning the funding requested is incomplete. The student organization must work with their Treasury Board liaison to properly complete the funding request.
- (iv) Not funded, meaning no funds were allocated for the funding request.
- (v) All other actions on a funding request are at the direction of the Treasury Board.

Section 5 Consequences for deviation from the approved budget and violations of the spending guidelines are at the discretion of the Treasury Board. Consequences include, but are not limited to, a probationary period during which funding may be limited, restricted, or withheld, and possible denial of funding for current and subsequent semesters.

Section 6 Any unused money from a Treasury Board allocation will be returned to the Treasury Board upon completion of all financial reconciliations for that particular funding request.

Section 10 The Treasury Board cannot fund the purchase of alcoholic beverages.

Section 11 The Treasury Board shall not fund giveaways to speakers or non CUA students.

Article 6

Guidelines for Use of the Student Activity Fee

Section 1 All student organizations are encouraged to secure funding through fundraisers, revenue, donations, university departments, dues, etc. Generated revenue shall be defined as any money that subsidizes the cost of a particular event or funding request. Fundraised money shall be defined as net profit. The following guidelines shall not apply to fundraised money, although university policies will apply and the group's Treasury Board liaison will ensure these policies are upheld. Furthermore, all fundraised money shall rollover from one fiscal year to the next.

Section 2 No money shall be allotted to organizations for events that are not open to the entire undergraduate student body.

Section 3 Tickets: All proceeds from the sale of tickets that do not contribute to the funding of that event must be returned to the Treasury Board.

Section 4 Conferences: If approved, associated registration fees shall be covered for up to five students to attend. Full or partial subsidization may be available for additional attendants.

Section 5 Equipment: All equipment purchases costing more than \$1,000 shall be the property of the Student Government Association, which reserves the power to transfer borrowing rights.

Section 6 Travel: A maximum of \$250 or 75% of the total costs per student, whichever is less, may be covered for travel and lodging expenses to conferences, delegations, and conventions. Airfares will not be covered unless air travel is more efficient than ground transportation. Student organizations are encouraged to use campus vans. Any student organization is able to request funding for a guest to come to campus with the discretion of the Treasury Board.

Section 7 Operating Costs: Necessary and appropriate operating costs, such as office supplies and telephone bills for student organization business, can be covered.

Section 8 All student organizations are entitled to one hundred dollars (100) from the Student Activity Fee for each academic year, and this quantity shall be allocated as an operating budget.

Article 7

Allocation Appeals Process

Section 1 An organization may formally appeal an allocation decision from the Treasury Board. The organization must include the following attachments in their appeal:

- (i) The original funding request form
- (ii) A detailed explanation of reasons for appealing the Treasury Board decision.
- (iii) A justification of expenses

Section 2 The Appeal must be approved by 3/4 of the executive members for it to be heard in the Senate.

Section 3 Once the appeal is approved, the student organization will present the following to the whole Senate body:

- (i) The original funding request form
- (ii) A detailed explanation of reasons for appealing the Treasury Board decision.
- (iii) A justification of expenses

Section 4 The Treasurer will defend the Treasury Board's decision to the whole body of the Senate.

Section 5 The Senate must approve the appeal by a 2/3 majority.

Article 8

Vacancies

Section 1 The Treasurer shall manage the process of filling vacancies at his/her discretion. The Treasurer must fill the vacancy within fifteen (15) days.

Section 2 Treasury Board members must provide fifteen (15) days of notice prior to leaving his or her position on the Treasury Board.

Article 9

Amendments

Section 1 Amendments to the Treasury Board By-Laws must be presented in writing by Treasury Board Director at a regularly scheduled meeting.

Section 2 The proposed amendment must be seconded by another Treasury Board Director in order for the proposed amendment to be considered for approval.

Section 3 The full text of the proposed amendment must be distributed within one (1) academic day to all of the Treasury Board Directors. The vote for approval must take place at the next regularly scheduled meeting.

Section 4 There must be six (6) Treasury Board Directors voting in approval. In case of only six (5) Treasury Board Directors voting in approval, the Treasurer may vote to determine the outcome.

Section 6 The approved amendment will take effect at the next regularly scheduled meeting of the Treasury Board following the vote of approval. Any approved amendment pertaining to the allocation of funds must be distributed to all registered student organization presidents within one (1) academic day of taking effect.