

Finance Committee Rules and By-Laws

For those organizations wishing to obtain funds from the Student Government Association, the following rules apply:

1. The Club or Organization must have an SGA approved constitution prior to the funds request.
2. The funds must be approved by Finance Committee prior to the funds being spent.
3. Any organization that needs a substantial amount of funding (defined as above \$125 in a single semester) needs to submit a semester budget to Finance Committee at the beginning of each academic semester, or at the end of the previous semester. Any budget that exceeds \$500 that is approved by Finance Committee must also be approved by the SGA Senate before the allocated funds are spent.

Finance Committee has also determined the following:

1. Finance Committee will not give any reimbursement, nor will it allocate funds for, the purchase of alcoholic beverages.
2. Gasoline will be reimbursed at the rate of \$.45 per mile, pending the submission of the appropriate paperwork to the SGA Treasurer and the money has been allocated prior to travel by the committee. However, gasoline will only be paid for if it is to go to and from an official event (i.e. speech, conference, etc.). Otherwise, the request will be denied by the committee and the funds will not be reimbursed.
3. Any organization wishing to attend a national/ divisional conference or meeting will only be allowed to send two constituents. Any more than two persons must be paid for by the organization/ club or the individuals themselves. This includes partial to full airfare, gasoline, hotel stay, registration fess, etc.
4. Finance Committee will not allocate funds for holiday celebrations or school events for which SGA already provides recreation. This includes, but is not excluded to, Christmas Parties, Homecoming, etc.
5. Finance Committee will not provide funds for recognition dinners or parties for club or organization members, unless the event includes an invitation to the whole of the Westminster student body.
6. Finance Committee will not pay for T-shirts, hoodies, shorts, sweatshirts, or any other clothing to promote, or reward members of, a Westminster club or organization.
7. Individuals will only be reimbursed for the amount they are approved for, and any person or organization misusing or misrepresenting the amount or use of allocated funds will have all current and future allocations revoked for the organization they are representing.
8. At the beginning of each academic semester 15% of Finance Committee's allocation budget will be allotted for use by faculty and staff.
9. Allocations that are approved by the committee can be withdrawn at anytime with a unanimous vote of the committee.

10. Finance Committee will only provide funds for events that are for Westminster students and that are open to the entirety of the Westminster student body.

Please note the following rules when requesting funds from Finance Committee, and when making your semester budgets. Also, the by-laws and rules the Finance Committee acts under can be amended by the committee at the end of each academic semester.