These guidelines set forth by the Budget and Management Committee (BAM) of the Eastern Connecticut State University Student Government Association (SGA) are for clubs/organizations to follow in all financial/budgetary business conducted with BAM. Failure to do so will result in immediate freezing of individual club/organization funds by BAM until which time the situation has been resolved. All organizations sanctioned by Eastern Connecticut State University are expected to follow all national, state, local, and university regulations. BAM reserves the right to interpret and/or alter these guidelines at any time as special situations arise. All decisions of the committee can be appealed at the following BAM meeting if the agenda permits. In the event the committee denies the appeal, club representatives have the right to present their case to the SGA Senate after being granted permission by the presiding chair of the Student Government Association.
Mission Statement:
The mission of The Budget and Management Committee is to allocate funds as fairly and responsibly as possible and to monitor the business operations of all student organizations sanctioned by the Student Government and report to Student Government Association on club related business.

Article 1: Clubs
Section 1: Clubs in Good Standing
In Order to Remain in Good Standing All Clubs Must:

1. Hold a minimum of one (1) meeting per month tracked by submitted minutes to be considered active.
2. Submit minutes of every meeting held by the club by emailing the minutes to the Minutes account at minutes@my.easternct.edu, as well as the BAM account at BAM@my.easternct.edu. This is so Student Activities and BAM may monitor all the activities of clubs and organizations throughout the semester. If minutes are incorrect or late, it can cause complications in processing of financial paperwork at the Student Activities Business Office (SABO).
3. Submit FRP’s online by the deadline set by BAM on the Student Government website under the Budget Management division.
4. Submit an Authorized Signature Form before vouchers can be submitted. You must submit this form to the Student Activities Office. This form must have the signatures of all the Executive Board members on it. (i.e.: the club President, Vice President, Secretary, and Treasurer, and Advisor(s)).
   i. If changes are made to the Executive Board during the year, the club must submit an updated Authorized Signature Form before the club can continue with conducting business.
5. Follow the ethic guidelines determined by Eastern Connecticut State University.
6. Must attend the Club Council meetings, which are held at the discretion of the BAM Chair. All clubs/organizations must send at least one executive board representative to each meeting. This representative must be able to speak on the club’s behalf and return important information to the club. Representatives can sign in for up to two (2) clubs. Once role call has begun, if someone is not present at that point they are considered absent. Failure to attend Club Council may result in the club/organization’s accounts being frozen until they are able to attend the following BAM meeting at least one week after Club Council, with no exceptions. Failure to attend the following BAM meeting after Club Council may result in BAM not reviewing your club’s FRP until the following semester. (Note: The funding your club receives for your FRP will be based on how much is left in BAM’s budget at that time.) If an executive board member cannot be present at the Club Council meeting or the following BAM meeting, a club member may be able to represent the club, only if approved in advance by the BAM committee. You can e-mail
BAM at bam@my.easternct.edu if your club is in this situation.

7. Submit the time and place of their regular meeting to the Student Activities Office at the beginning of the semester.
8. Each club/organization must submit a roster to Student Activities Office as directed by the Club/Organization Assistant.

Section 2: Inactive Clubs

1. An inactive club shall be defined as a club who has failed to meet the requirements in Article 1 Section 1.
2. Any club that has been inactive for two (2) or more semesters and wishes to become active will treated as if they were a new club.

Section 3: New Clubs

In order to form a new club, you must
1. Have a minimum of a full executive board as outlined in the constitution as well as additional members in the club/organization.
2. Write a constitution and have it approved by The Student Activities Office, BAM, and SGA.
3. Submit an Authorized Signature Form
   i. Once the stipulations above have been met, the new club will meet with the BAM Committee for approval.
   ii. Once the BAM Committee approves the new club they will be placed on a probationary for a period of one semester. At this time the club is not recognized as an official club, but can still receive up to $1000.00 from the BAM committee.
   iii. At the end of the semester, the BAM committee reserves the right to ask the new club to come back to present on the status of their club.
       1. If deemed necessary by the BAM committee, the club will be placed back on the probationary period for the following semester.

Article 2: BAM Meetings

Section 1: Meeting and Business

1. All clubs and organizations are welcome to make an appointment with the BAM committee during scheduled meetings. Clubs and organizations may approach BAM to request additional funds to supplement those monies already allocated.

Section 2: Requesting a Meeting with BAM

1. In order for a club or organization to come before BAM, that club/organization must have submitted a budget to BAM for the semester, and be in good standing.
2. If your club/organization wishes to request an allocation or reallocation of unused funds for other events, a representative must contact the BAM chair or their designee to be placed on the agenda at the next scheduled BAM meeting to present their request for approval.
3. Sessions are closed while budgets are under review.
4. In order to be placed on the agenda your club must notify the BAM Chair, or their
designee, prior to the scheduled meeting by e-mail; the Chair reserves
the right to defer a club to a later meeting depending on the schedule. Last minute
requests will be heard if time permits

Section 3: FRP Review
1. Any Funding Request Packet (FRP) received after the given deadline will be
considered late. It will be BAM’s discretion to review late requests and allocate
funds based on total requests received and available funding.
2. Late requests may have to be set aside until the next semester begins and all funding
is allocated to those that submitted their requests on time. BAM reviews requests on
a first-come first-serve basis.
3. The BAM committee will review each budget request in detail and reserves
the right to deny funding and make stipulations on any aspect of an event, as it deems
necessary.
4. All remaining funds in your club/organization’s budget account at the close of the
semester, with the exception of sports clubs, are removed. All remaining
funds for all club/organizations will be removed at the close the spring semester.
Remaining funds from the fall semester can be re-allocated by BAM
for use in the spring upon request during the review of the spring Funding Request
Packet (FRP). Funds raised and in a club’s fundraising account will
not be removed between semesters or academic years as long as the club remains
an active club.

Article 3: Club Funding
Section 1: Events
1. Events funded by BAM must be open to every Eastern Student free of charge.
2. The total amount of monies allocated is up to the discretion of the BAM
committee.
3. Before an allocation can be considered you must provide information to support
your request.
4. BAM will only fund events that are in line with the club’s mission statement.

Section 2: Trips
1. A trip is any event that takes place off campus.
2. BAM may fund up to sixty percent (60%) of a club/organization’s trip; so long as the
trip is in line with the mission and/or goals that are set by the club/organization. If
a trip is co-sponsored (two or more clubs sharing a trip) then up to seventy-five
percent (75%) of the trip may be funded by BAM. If a trip is being planned with
more than one club, then one (1) member of each executive board must contact
BAM.
3. BAM is not obligated to fund any certain amount of trips and money allocated is at the
discretion of the BAM committee.
4. Any trip that is funded by BAM in any way will be open to any student that shows
interest in the trip. These trips are not reserved solely for members of the club; no
club can turn anyone away because they are not part of the club.
5. It is up to the clubs’ discretion however to allow club fundraising funds to subsidize
any nonmembers’ expenses.
6. BAM will only fund trips that are in line with the club’s mission statement.
7. BAM will not fund food for trips.
8. A Trip Itinerary (TI) must be completed and submitted to the BAM committee for all
   trips that require funding from the BAM committee. The TI form can be found on the
   BAM website. A completed Trip Itinerary consists of the TI form itself, which explains
   how the trip relates directly to the clubs mission statement, a fully detailed itinerary of
   the trip as well as documentation from the desired trip that can be related directly to the
   mission statement of the club. No exceptions will be given. All trips must relate back to
   the mission and goals set fourth by the club at Eastern Connecticut State University.

Section 3: Conferences
1. A Conference is a trip that may include but does not need all the following elements:
   Flights, rail travel, hotel, registration fees, or an educational or professional
   development aspect.
2. The Budget and Management Committee will make the final decision on
   whether it is a conference or a trip
3. Clubs may attend regional/national conferences that will cater to the interests and
   educational advancement of club members that is in line with the club’s
   mission statement.
4. Clubs are authorized to close attendance at a conference to club members
   only.
5. Upon submission of official conference information to BAM, the committee
   will begin to review information and allocate funds.
   Necessary information includes:
   • Registration/ Travel Fees Confirmation
   • Agenda of Conference
   • Any additional information involving the conference.
6. BAM will allocate each club one conference per academic year.
7. BAM will only fund conferences that are in line with the club’s mission
   statement.
8. BAM will not fund food on conferences.
9. Conference Funding:
   i. Local Conferences
      1. BAM will consider funding up to 8 club members for local conferences
      2. A Local conference is defined as:
         a. Within a 400 mile radius of Eastern Connecticut State University
         b. Will fund up to $50 per person for transportation
   ii. General Conferences
      1. BAM will consider funding up to 4 club members for general conferences
      2. A General conference is defined as:
         a. Further than 400 miles from Eastern Connecticut State University.
Section 4: Official Summary Survey

1. An Official Summary Survey (OSS) must be submitted for all trips and conferences funded fully and/or partially by BAM. This survey can be found on the BAM website and must be completed within one week after the completion of the trip/event or conference.
   
2. Failure to complete the OSS may result in accounts being frozen or rejection of funding for trips and conferences in the future. For any questions, please e-mail the BAM committee at BAM@my.easternct.edu.

Section 5: Dues

1. BAM will consider funding a club one set of dues up to 100% for 10 members.

Section 6: Fundraising

1. BAM will allocate up to $300.00 per semester into the budget accounts of clubs and organizations who complete their Funding Request Packet in order to conduct fundraising activities. Any additional money needed for fundraising activities over the money allocated to each club/organization will need to come out of a club’s fundraising account.

2. Charity functions are considered an event and can be funded Fundraising through BAM. A charity event can be held if 70% of the profit will be donated to charity. Proof of transaction must be validated. Validation of all transactions must be reported to BAM within two weeks of the event.

3. Individual fundraising by clubs is strongly encouraged. Funds deposited into a club’s fundraising account may be used at the discretion of the club and will carry over semester-to-semester, year-to-year as long as the club remains active.

Section 6: Banquets

1. Banquets are considered events under BAM guidelines and funding can be requested, however BAM can only fund up to $15.00 per club member and advisor(s). Rosters submitted in the previous semester determine membership. BAM will not fund non-club members.

2. BAM will only fund one banquet per academic year.

Section 7: DJs for an Event

1. Funding for a DJ for an event can be requested, however funding for a DJ cannot exceed $700.00. Additional Funds for a DJ must come from Club Fundraising accounts.

Section 8: Promotional Items

1. BAM will not fund promotional items or incentives for participation.
Section 9: Clothing
1. BAM will not allocate money for any clothing. Clothing may be purchased with money from a clubs fundraising account.

Section 10: Craft Supplies
1. BAM will not fund supplies to make signs or banners for promotion of an event. BAM will fund supplies that are used for activities at an event.
2. Supplies for poster or banners can be obtained from SGA.

Section 11: Security for After Parties
1. BAM will fund the cost of additional security as determined by Campus Police under University policy. Clubs and organizations are allowed one party per semester (with a limit of 5 parties each semester).
   i. Organizations who wish to pay the security costs at their own expense may host additional parties.

Section 12: Club Socials
1. A club social is defined as an on campus event with the goal of club cohesion.
2. BAM will fund one social per semester at a maximum of $150.

Section 13: Warriors with Initiative
1. The Warriors with Initiative Program will be available to all clubs that wish to earn additional funding. This is an incentive based program developed to give more funding to clubs, allow clubs to earn the funding, thus justifying the extra funding, and in turn improve Eastern’s campus while not placing any penalties on clubs who do not qualify for extra funding.
2. Clubs earn points in five ways: hosting events, hosting Student Activities Leadership events, submitting minutes, attending club council, and winning awards given by BAM.
3. Clubs are placed into tiers based on their relative point totals. If a club falls into either the “gold” or “silver” tier they will qualify for extra funding.
4. Point Values:
   i. Winning Club of the Year: 10 Points
   ii. Winning any of BAM’s other awards: 5 Points
   iii. Having 5 members attend a Student Activities Leadership Program: 5 points (Maxed out at 5 points per program)
   iv. Hosting a Student Activities Leadership Program: 3 Points
   v. Attending Club Council: 3 Points
   vi. Hosting a Program: 2 Points
   vii. Hosting an Event: 1 Points
   viii. Hosting a Meeting, with Submitted Minutes: 1 Point (Maxed at 2 points per month)
   ix. Coordinating an Event/Program with another club: 1 Point (This is in addition to the point(s) awarded for the Event/Program)
5. Benefits of Warriors with Initiative are as follows:
Article 4: Club Sports

Section 1: Funding
1. Club sports must submit all funding requests for the academic year within the Fall FRP process.
2. All funding requests must include a timetable of expenditure.
   i. BAM will allocate funds per semester as appropriate.

Section 2: Referees/ Officials
1. Referees/ Officials can be funded by BAM. Depending on the amount of games, the number of Referees/ Officials may vary.

Section 3: EMTs/ Trainers
1. EMTs/ Trainers will be funded two practices a week and games as directed by league or NCAA guidelines.

Section 4: Coaches
1. BAM will fund a head coach as required by the University.

Section 5: League Fees/ Dues
1. BAM will consider funding league fees/ dues. League fees/ dues might not be funded completely.

Section 6: Practices Fees
1. Practice fees can be used to purchase time to practice at off campus venues up to two times a week. BAM will consider funding practice fees if there are no facilities on campus to accommodate a club’s needs.

Section 7: Transportation
1. Funding is dependent on the discretion of the BAM committee. Recent quote must be submitted in order to receive funding.
2. For teams that are required to take buses per university policy BAM will consider funding school buses. Coach buses will be considered for special circumstances.

Section 8: Equipment/ Apparel/ Uniforms
1. BAM will not fund personal equipment.
   i. This includes uniforms and other apparel.
2. BAM may decide to fund one time team equipment purchases.

<table>
<thead>
<tr>
<th>Extra Funding: (to be considered, not guaranteed)</th>
<th>Gold Tier</th>
<th>Silver Tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trips:</td>
<td>70%</td>
<td>65%</td>
</tr>
<tr>
<td>Conferences: Local=10, National=6</td>
<td>Local=10, National=4</td>
<td></td>
</tr>
<tr>
<td>Dues: 12 members</td>
<td>12 members</td>
<td></td>
</tr>
<tr>
<td>Fundraising: $350</td>
<td>$325</td>
<td></td>
</tr>
<tr>
<td>Banquets: $17 per member</td>
<td>$15 per member</td>
<td></td>
</tr>
<tr>
<td>Socials: 2 ($150 per social)</td>
<td>2 ($150 per social)</td>
<td></td>
</tr>
</tbody>
</table>
Section 9: Post Season Club Funding

1. Clubs can request additional money for transportation, referees/officials, and EMTs/trainers if they are participating in post season competitions.

Section 10: Post Season Fan Funding

1. BAM may consider funding a fan bus for semi final games or championship games, which a club team is competing in.

Section 11: Regional/ National Competition

1. BAM will consider each competition on an individual basis after a conference request form has been submitted.

Section 12: Disclaimer

1. Actual amounts funded may vary depending on total amounts requested and number of competitions.

Article 5: Miscellaneous

Section 1: Disclaimer

BAM reserves the right to not fund or partially fund any request depending on details submitted by a club.

Section 2: Contact Information

If you have any questions concerning these guidelines or any other related items, contact BAM at (860) 465-0123 or BAM@my.easternct.edu. BAM is located on the lower level of the Student Center in the SGA/Student Organization Office. Additionally, questions can be directed to the Student Organization Assistant at (860) 465-4304.