

# BAM

# Guidelines

## Spring 2012

These guidelines set forth by the Budget and Management Committee (BAM) of the ECSU 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 ECSU 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 Chairman grants permission. In the event the Chair does not grant permission, or 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.

## **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 two (2) meetings per month as tracked by submitted minutes to be considered active. During the months of December, January, and May only one (1) meeting is required.
2. Submit minutes of every meeting held by a club by emailing them to the BAM account at [bam@my.easternct.edu](mailto:bam@my.easternct.edu) within forty-eight (48) hours of each meeting. Along with BAM you must email the minutes to the individuals listed on the “Minutes Distribution” at <http://kb.easternct.edu/al/12/3/article.aspx?aid=1463&bt=4> list on the Student Activities Website. This is so that BAM may monitor all the activities of clubs and organizations throughout the semester. If your minutes are incorrect, it can cause complications in processing of financial paperwork at the Student Activities Business Office (SABO). If your club/organization consistently has incorrect minutes, then your accounts will be temporarily frozen until the problem is resolved.
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).
5. Follow the ethic guidelines determined by Eastern Connecticut State University.
6. Must attend Club Council meetings which are held monthly or at the discretion of the BAM Chair. All clubs/organizations must send at least one 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 only 1 club. Once role call has begun, if someone is not present at that point they are considered absent. Failure to attend Club Council will result in the club/organization’s accounts being frozen until they are able to attend a BAM meeting at least one week after Club Council, with no exceptions. Failure to attend the last Club Council

meeting of the semester will 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.)

7. Submit the time and place of their regular meeting to the BAM Chair and Student Activities Office at the beginning of the semester in order to track minutes
8. Each club/organization is required to put on a minimum of one (1) event that is in line with the mission of the club or organization for the bettering of the student body.
9. 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 not submitted an FRP for two consecutive semesters or has not submitted minutes regularly for one semester or fails to meet the requirements in section 1. Any club that has been inactive for two (2) or more semesters and wishes to become active will be 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

Once this stipulation has been met, an allocation may be made. New clubs and organizations in their first semester will be allocated a maximum of \$1,000 and will be closely monitored during this time. Following their first full semester, the new club will be reviewed as any other existing club or organization would be.

## **Article 2: BAM Meetings**

### **Section 1: Meeting and Business**

1. BAM sessions are closed while budgets are under review.
2. 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. In order for a club or organization to come before BAM, that club/organization must be on the agenda, have submitted a budget to BAM for the semester, and be in good standing.

### **Section 2: Requesting a Meeting with BAM**

1. If your club/organization wishes to request an allocation or reallocation of unused funds for other events, a representative must contact the BAM

chairman or their designee to be placed on the agenda at the next scheduled BAM meeting to present their request for approval.

2. In order to be placed on the agenda your club must notify the BAM Chair, or their designee, a minimum of 24 hours in advance of a scheduled meeting by e-mail; the Chair reserves the right to defer a club to a later meeting depending on the schedule.
3. 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. 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.
3. All remaining funds in your club/organization's budget account at the close of each semester, in December and June, are removed. 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.

### **Section 2: Trips**

1. A trip is any event that takes place off campus.
2. A maximum of 30% of BAM's total allocation for all clubs or organizations for the semester can be spent on travel.
3. 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 of 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.
4. BAM is not obligated to fund any certain amount of trips and money allocated is at the discretion of the BAM committee.
5. 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. It is up to the clubs' discretion however to allow club fundraising funds to subsidize any nonmembers' expenses.

### **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.
  - The Budget and Management Committee will make the final decision on whether it is a conference or a trip
2. 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.
3. Clubs are authorized to close attendance at a conference to club members only.
4. 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.
4. BAM will consider funding up to 5 club members and 1 advisor at 100% of the cost for travel, registration, and hotel.
5. BAM will allocate each club one conference per academic year.

### **Section 4: Dues**

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

### **Section 5: Fundraising**

1. BAM will allocate \$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 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 \$18.00 per club member and advisor(s). Membership is determined by rosters submitted in the previous semester. BAM will not fund non club members.

### **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: T Shirts**

1. BAM will not allocate money for any T shirts. T shirts 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.

## **Article 4: Club Sports Funding**

### **Section 1: Referees/ Officials**

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

### **Section 2: EMTs/ Trainers**

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

### **Section 3: Coaches**

1. BAM will fund a head coach in full if required by University Athletics. Additional coaches may be funded at BAM's discretion.

### **Section 4: League Fees/ Dues**

1. BAM will consider funding league fees/ dues. League fees/ dues might not be funded completely.

### **Section 5: 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 6: 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 7: Equipment/ Apparel/ Uniforms**

1. BAM will not fund personal equipment. BAM may decide to fund one time team equipment purchases.

### **Section 8: 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 9: 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 10: Regional/ National Competition**

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

### **Section 11: 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.