These guidelines set forth by the Budget and Management Committee (BAM) of the Eastern Connecticut State University Student Government Association (SGA) are for Student Organizations to follow in all financial/budgetary business conducted with BAM. Failure to do so will result in immediate freezing of individual Student 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, Student Organization 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 Student Organization related business.

Article I: Student Organizations
Section 1: Student Organizations in Good Standing
In Order to Remain in Good Standing All Student Organizations Must:

1. Hold a minimum of one (1) meeting per month tracked by submitted minutes.
2. Submit minutes of every meeting held by the Student Organization by emailing the minutes to the Minutes account at minutes@my.eastenct.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 the Student 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 a Funding Request Packet (FRP) online by the deadline set by BAM on the Student Government website under the Budget and Management tab.
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 Student Organization’s President, Vice President, Secretary, and Treasurer, and Advisor(s)).
   a. If changes are made to the Executive Board during the year, the Student Organization must submit an updated Authorized Signature Form before the Student Organization can continue with conducting business.
5. Follow the ethical guidelines determined by Eastern Connecticut State University.
6. Must attend the Student Organization Council meeting held at the discretion of the Chief Officer of BAM. All Student Organizations must send at least one executive board representative to each meeting. This representative must be able to speak on behalf of the Student Organization and return important information to the Student Organization. Representatives can sign in for up to two (2) Student Organizations. Once role call has begun, if someone is not present at that point they are considered absent. Failure to attend Student Organization Council may result in the Student Organization/organization’s accounts being frozen until they are able to attend the following BAM meeting at least one week after Student Organization Council, with no exceptions. Failure to attend the following BAM meeting after Student Organization Council may result in BAM not reviewing your Student Organization’s FRP until the following semester. (Note: The funding your Student Organization 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 Student Organization Council meeting or the following BAM meeting, a Student Organization member may be able to represent the Student Organization, only if approved in advance by the BAM committee. You can e-mail BAM at bam@my.easternct.edu if your Student Organization 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 Student Organization must submit a roster to Student Activities Office as directed by the Student Organization/Organization Assistant.

**Section 2: Inactive Student Organizations**

1. An inactive Student Organization shall be defined as a Student Organization who has failed to meet the requirements in Article 1 Section 1.

2. Any Student Organization that has been inactive for two (2) or more
semesters and wishes to become active will treated as if they were a new Student Organization.

Section 3: New Student Organizations

In order to form a new Student Organization, you must:

1. Have a minimum of a full executive board as outlined in the constitution, as well as, additional members in the Student Organization.
2. Submit an Authorized Signature Form
3. Write a constitution and have it approved by the Student Activities Office.
4. Once the new Student Organization’s constitution is approved by BAM, it will be placed before the Student Government Association Senate.
   a. Once the BAM and SGA approve the new Student Organization, it will be placed on a probationary for a period of one semester. At this time the Student Organization is not recognized as an official Student Organization, but can still receive up to $1,000 from the BAM committee.
   b. At the end of the semester, the BAM committee reserves the right to ask the new Student Organization to come back to present on the status of their Student Organization.
      i. If deemed necessary by the BAM committee, the Student Organization will be placed back on the probationary period for the following semester.

Article II: BAM Meetings

Section 1: Meeting and Business

1. All Student Organizations are welcome to speak with the BAM committee during scheduled meetings. Student Organizations may approach BAM to request additional funds to supplement those monies already allocated.
Section 2: Requesting a Meeting with BAM

1. If your Student Organization wishes to request an allocation or reallocation of unused funds for other events, the Student Organization must attend a scheduled BAM meeting to present their request for approval.
2. Sessions are closed while budgets are under review.
3. In order to be placed on the agenda your Student Organization must notify the Chief Officer of BAM, or their designee, prior to the scheduled meeting by e-mail; the Chief Officer reserves the right to defer a Student Organization to a later meeting depending on the schedule. Last minute requests will be heard if time permits.

Section 3: Funding Request Packet (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 be set aside until the next semester begins and all funding is allocated to those that submitted their requests by the deadline. BAM will review all late 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 Student Organization/organization’s budget account at the close of the semester, with the exception of Sports Clubs, are removed. All remaining funds for all Student Organization 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 Student Organization’s fundraising account will not be removed between semesters or academic years as long as the Student Organization remains an active Student Organization.
**Article II: Student Organization Funding**

No single Student Organization may receive more than 4% of BAM’s budget for any given semester.

**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 Student Organization’s mission statement.

**Section 2: Trips**

1. A trip is any event that takes place off campus.
2. Trips with no educational basis and/or do not fall in line with the primary mission and/or primary purpose of the Student Organization (as stated in the Student Organizations’ Constitution) will be funded as a social, maximum of $150.
3. BAM may fund up to sixty percent (60%) of a Student Organization’s trip; so long as the trip is in line with the mission and/or goals that are set by the Student Organization. If a trip is co-sponsored (two or more Student Organizations 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 Student Organization, 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 Student Organization; no Student Organization can turn
anyone away because they are not part of the Student Organization.

6. It is up to the Student Organizations’ discretion however to allow Student Organization fundraising funds to subsidize any nonmembers’ expenses.

7. BAM will only fund trips that are in line with the Student Organization’s mission statement.

8. BAM will not fund food for trips.

9. BAM will not fund lodging on trips.

10. 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 Student Organizations 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 Student Organization. No exceptions will be given. All trips must relate back to the mission and goals set forth by the Student Organization 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:
   a. Flights, rail travel, hotel, registration fees, or an educational or professional development aspect.
   b. The Budget and Management Committee will make the final decision on whether it is a conference or a trip

2. Student Organizations may attend regional/general conferences that will cater to the interests and educational advancement of Student Organization members that is in line with the Student Organization’s mission statement.

3. Student Organizations are authorized to close attendance at a conference to Student Organization members only.

4. Upon submission of official conference information to BAM, the committee
will begin to review information and allocate funds. Necessary information includes:

a. Registration/ Travel Fees Confirmation
b. Agenda of Conference
c. Any additional information involving the conference.

5. BAM will allocate each Student Organization one conference per academic year.

6. BAM will only fund conferences that are in line with the Student Organization’s mission statement.

7. BAM will not fund food on conferences.

8. Conference Funding:
   a. Local Conference
      i. A local conference is defined as:
         1. Within a 400-mile radius of Eastern Connecticut State University
         2. BAM will consider funding up to $50 per person for transportation
      ii. BAM will consider funding up to 8 Student Organization members for local conferences.
      iii. BAM will consider funding up to $300 per person for a local conference.
   b. General Conference
      i. A general conference is defined as:
         1. Further than 400-miles from Eastern Connecticut State University
      ii. BAM will consider funding up to 4 Student Organization members for general conferences.
      iii. BAM will consider funding up to $800 per person for a general conference.
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 a 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 Student Organization one set of dues for up to 100% for 10 members.

Section 6: Fundraising

1. BAM will allocate up to $300.00 per semester into the budget accounts of Student Organizations 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 Student Organization will need to come out of a Student Organization’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 Student Organizations is strongly encouraged. Funds deposited into a Student Organization’s fundraising account may be used at the discretion of the Student Organization and will carry over semester to semester, year to year as long as the Student Organization remains active.

Section 7: Banquets
1. Banquets are considered events under BAM guidelines and funding can be requested, however BAM can only fund up to $15.00 per Student Organization member and advisor(s). Membership is determined by rosters submitted in the previous semester. BAM will not fund non Student Organization members.

2. Student Organizations collaborating on a banquet must have unique rosters. If a student is a member of multiple Student Organizations, which are collaborating on the banquet, the $15 for that member will only be funded once.

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

**Section 8: 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 Student Organization Fundraising accounts.

**Section 9: Promotional Items**

1. BAM will not fund promotional items or incentives for participation.

**Section 10: Clothing**

1. BAM will not allocate money for any clothing. Clothing may be purchased using the money from a Student Organization’s fundraising account.

**Section 11: 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 posters or banners can be obtained from the cabinet in the SGA Suite.
Section 12: Security for After Parties

1. BAM will fund the cost of additional security as determined by Campus Police under University policy. Student Organizations are allowed one party per semester (with a limit of 5 parties each semester).
   a. Organizations who wish to pay the security costs at their own expense may host additional parties.

Section 13: Student Organization Socials

1. A Student Organization social is defined as an on campus event with the goal of the Student Organization cohesion.
2. BAM will fund one social per semester at a maximum of $150.

Section 14: Warriors with Initiative

1. The Warriors with Initiative Program will be available to all Student Organizations that wish to earn additional funding. This is an incentive based program developed to give more funding to Student Organizations, allow Student Organizations to earn the funding, thus justifying the extra funding, and in turn improve Eastern’s campus while not placing any penalties on Student Organizations who do not qualify for extra funding.
2. Student Organizations earn points in five ways: hosting events, hosting Student Activities Leadership events, submitting minutes, attending Student Organization council, and winning awards given by BAM.
3. Student Organizations are placed into tiers based on their relative point totals. If a Student Organization falls into either the “gold” or “silver” tier they will qualify for extra funding.
4. Point values are as follows:
   a. Winning Student Organization of the Year Award: 10 Points
   b. Winning any of BAM’s other awards: 5 Points
   c. Having members attend a Student Activities Leadership Program:
1 Point per member in attendance.

   i. Attendees may only represent one Student Organization.

d. Attending a Student Organization Council: 3 Points
e. Hosting a Program: 2 Points
f. Hosting an Event: 1 Point
g. Hosting a Meeting, with submitted minutes: 1 Point
   i. Maxed at 2 points per month
h. Coordinating an Event/Program with another Student Organization: 1 Point
   i. This is in addition to the point(s) awarded for the Event/Program

5. Benefits of Warriors with Initiative are as follows:

<table>
<thead>
<tr>
<th>Extra Funding: (to be considered, not guaranteed)</th>
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<tbody>
<tr>
<td>Gold Tier:</td>
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<td>------------</td>
</tr>
<tr>
<td>Trips: 70%</td>
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<tr>
<td>Conferences: Local=10, General=6</td>
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<tr>
<td>Dues: 12 members</td>
</tr>
<tr>
<td>Fundraising: $350</td>
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<tr>
<td>Banquets: $17 per member</td>
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<tr>
<td>Socials: 2 ($150 per social)</td>
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**Article IV: Club Sports**

**Section 1: Funding**

1. Club Sports must submit all funding requests for the academic year during the Fall FRP process at the end of the Spring Semester.
2. All funding requests must include a timetable of expenditures.
   a. 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: Coaches
1. BAM will fund a head coach as required by the University.

Section 4: League Fees/ Dues
1. BAM will consider funding league fees/ dues. League fees/ dues might not be funded completely.

Section 5: Practice 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 Student Organization’s needs.

Section 6: Transpiration
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.
   a. This includes uniforms and other apparel.
2. BAM may decide to fund one-time team equipment purchases.

Section 8: Post Season Student Organization Funding
1. Student Organizations 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 semifinal games or championship games in which a Student Organization team is competing.

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 V: Miscellaneous

Section 1: Disclaimer
BAM reserves the right to not fund or partially fund any request depending on details submitted by a Student Organizations.

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 Suite/Student Organizations Office.