

# BAM

# Guidelines

**Disclaimer:**

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

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# ***Budget and Management Guidelines***

## ***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 recognized, sanctioned, and funded by the Student Government Association and report to Student Government Association on Student Organization related business.

## **Article I. Student Organizations**

### ***Section 1. Student Organizations in Good Standing***

**A.** In order to remain in good standing all student organizations must:

- i.** Hold a minimum of one (1) meeting per month tracked by submitted minutes.
- ii.** Submit minutes of every meeting held by the Student Organization by emailing the minutes to the Minutes account at [minutes@easternct.edu](mailto:minutes@easternct.edu), as well as the BAM account at [BAM@my.easternct.edu](mailto:BAM@my.easternct.edu).
- iii.** Submit the time and place of their regular meeting to the Student Activities Office at the beginning of the semester.
- iv.** Submit a roster to the Student Activities Office at the beginning of the semester.
- v.** Submit a Funding Request Packet (FRP) by emailing it to the BAM account at [BAM@my.easternct.edu](mailto:BAM@my.easternct.edu).
- vi.** Submit an Authorized Signature Form to the Student Activities Office. This form must have the signatures of all the Executive Board members on it. If changes are made to the Executive Board, the Student Organization must submit an updated Authorized Signature Form before the Student Organization can continue with conducting business.
- vii.** 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.
- viii.** Follow the ethical guidelines determined by Eastern Connecticut State University.

### ***Section 2. Inactive Student Organization***

- A.** A frozen Student Organization shall be defined as a Student Organization who failed to meet any and all of the requirements in Article I, Section 1.
- B.** Any Student Organization frozen for more than two semesters, will be considered inactive. If they wish to become active, they will be treated as if they were a new Student Organization.

### **Section 3. *New Student Organizations***

- A.** In order to form a new Student Organization, you must:
  - i.** Have a minimum of a full executive board (i.e.: President, Vice President, Secretary, and Treasurer, and Advisor(s)) as outlined in the constitution, as well as additional members in the Student Organization, totaling at least 10 members.
  - ii.** Submit an Authorized Signature Form.
  - iii.** Write a constitution and have it approved by the Student Activities Office.
  - iv.** Once the new Student Organization's constitution is approved by BAM, it will be presented before the Student Government Association Senate.
  - v.** Once BAM and SGA approve the new Student Organization, it will be placed on an exploratory period of 2 FRP seasons. During this time, the Student Organization can only receive up to \$1,000 from the BAM committee.
  - vi.** At the end of the two FRP Seasons, the BAM committee reserves the right to ask the new Student Organization to come back to present on the status of their Student Organization. If deemed necessary, the Student Organization will be placed back into the exploratory phase for the following FRP season.

## **Article II. BAM Meeting**

### **Section 1. *Meeting and Business***

- A.** 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***

- A.** 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 or submit their request via the survey on the Student Activities webpage to present their request for approval.

- B.** Sessions are closed while budgets are under review.
- C.** In order to be placed on the agenda your Student Organization must notify the Chief Officer of BAM, 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***

- A.** In order to receive funding, you must submit a Funding Request Packet (FRP).
- B.** No single Student Organization may receive more than 4% of BAM's budget for any given semester.
- C.** Any Funding Request Packet (FRP) received after the given deadline will be considered late. BAM will automatically deduct 20% of the allocation if the FRP is late.
- D.** BAM will review all late requests on a first-come first-serve basis; however, late requests may be set aside until the next semester begins
- E.** 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.
- F.** All remaining funds in your Student Organization/ BAM budget account at the close of the fall semester, will be reallocated to BAM, unless you are an annually funded organization. All remaining funds in your Student Organization's BAM budget account at the end of the spring semester will be reallocated to the SGA Reserves.
- G.** All Funding Request Packets (FRPs) should be submitted by a member of the student organization in order to receive full funding.

## **Article III. Student Organization Funding**

### **Section 1. *Events***

- A.** Events funded by BAM must be open to every Eastern Student free of charge.
- B.** Before an allocation can be considered you must provide information to support your request.
- C.** BAM will only fund events that are in line with the Student Organization's mission statement.
- D.** BAM will not fund gifts for speakers, performers or guests.
- E.** E-board members cannot win event prizes that are purchased with BAM money.

### **Section 2. *Trips***

- A.** A trip is any event that takes place off campus.
- B.** Trips must fall in line with the primary mission of the Student Organization or it will be funded as a social,
- C.** BAM may fund up to 100% of the first \$350 of a Student Organization's trip, and up to sixty percent (60%) of the remaining amount;
- D.** BAM will not fund food for trips.
- E.** BAM will not fund lodging for trips.
- F.** BAM is not obligated to fund any certain amount of trips and money allocated is at the discretion of the BAM committee.
- G.** 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;
  - i.** It is up to the Student Organizations' discretion, however, to allow Student Organization fundraising funds to subsidize any nonmembers' expenses.

### **Section 3. *Conferences***

- A.** Student Organizations may attend conferences that are in line with their mission statement and will provide professional development or educational advancement of their members. The BAM committee will make the final decision on whether it is a conference or a trip.
- B.** Student Organizations are authorized to close attendance at a conference to Student Organization members only.
- C.** Upon submission of official conference information to BAM, the committee will begin to review information and allocate funds. Necessary information includes:
  - i.** Registration/Travel fees Confirmation
  - ii.** Agenda of Conference
  - iii.** Any additional information involving the conference
- D.** BAM will allocate each Student Organization one conference per academic year.
- E.** BAM will not fund food on conferences.
- F.** Conference Funding:
  - i.** Local Conference
    - a.** A local conference is defined as: Within a 400-mile radius of Eastern Connecticut State University within the borders of the United States of America.
    - b.** BAM will consider funding up to \$50 per person for transportation.

- c. BAM will consider funding up to 8 Student Organization members for a local conference.
- d. BAM will consider funding up to \$300 total per person for a local conference.

**ii. General Conference**

- a. A general conference is defined as: Further than 400-miles from Eastern Connecticut State University.
- b. BAM will consider funding up to 4 Student Organization members for a general conference.
- c. BAM will consider funding up to \$800 total per person for a general conference.

**Section 4. *Dues***

- A. BAM will consider funding a Student Organization one set of dues for up to 100% for 10 members.

**Section 5. *Fundraising***

- A. BAM will allocate up to \$150 per semester as seed money to conduct fundraisers. Any additional money needed for fundraising activities will need to come out of a Student Organization's fundraising account.
  - i. Additional fundraising money can be requested and may be allocated on BAM's discretion.
- B. 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 6. *Banquets***

- A. Banquets are considered events under BAM guidelines and funding can be requested; however, BAM can only fund up to \$20 per Student Organization member and advisor(s). Membership is determined by rosters submitted in the current semester. BAM will not fund non-Student Organization members.
- B. BAM will only fund one banquet per academic year.

**Section 7. *DJs***

- A. Funding for a DJ cannot exceed \$500.00. Additional funds for a DJ must come from Student Organization Fundraising accounts.
- B. BAM will only fund one DJ per semester.
- C. Seed money may be used to fund DJ's in the case of a fundraiser.

**Section 8. *Promotional Items***

- A. BAM will fund up to \$50 per semester for promotional items or incentives for participation.

### **Section 9. *Apparel***

- A. BAM will not allocate money for any apparel.
- B. Apparel may be purchased using the money from a Student Organization's fundraising account.

### **Section 10. *Craft Supplies***

- A. Supplies for posters can be obtained from the cabinet in the SGA Suite.
- B. BAM will consider funding supplies that are used for activities at an event.
- C. Student Organizations Fair supplies may be awarded upon request at a maximum of \$50.

### **Section 11. *Equipment***

- A. BAM will consider funding equipment for a student organization.

### **Section 12. *Parties***

- A. Student Organizations are allowed one party per semester
- B. BAM will fund the cost of additional security as determined by Campus Police under University policy.
  - i. Student Organizations who wish to pay the security costs at their own expense may host additional parties.

### **Section 13. *Socials***

- A. A Student Organization social is defined as an on-campus event with the sole purpose of bonding and fun among club members.
- B. BAM will fund one social per semester at a maximum of \$150.
  - i. If a student organization would like multiple socials, it will come from one budget line item stating social, with a maximum total of \$150.

### **Section 14. *Fashion Shows***

- A. BAM will fund fashion show creative and media expenses as follows:
  - i. Media expenses are defined as expenses for hosts, emcees, videographers or photographers which will be funded at a maximum total of \$600 per fashion show performance.
  - ii. Creative expenses are defined as expenses for designers, makeup artists, hair stylists or clothing which will be funded at a maximum total of \$500 per fashion show performance.
  - iii. Additional funding for media and creative expenses may be awarded at the discretion of BAM.



## **Article IV. Club Sports**

### **Section 1. *Funding***

- A.** Club Sports must submit all funding requests for the academic year during the FALL FRP process at the end of the Spring Semester.
- B.** All funding requests must include a timetable of expenditures.

### **Section 2. *Referees/Officials***

- A.** BAM may consider funding referees/officials. Depending on the amount of games, the number of referees/officials may vary.

### **Section 3. *Coaches***

- A.** BAM will fund a head coach as required by the University.

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

- A.** BAM may consider funding league fees/dues.

### **Section 5. *Practice Fees***

- A.** Practice fees can be used to purchase time to practice at off campus venues up to two times a week. BAM may consider funding practice fees if there are no facilities on campus to accommodate a Student Organization's needs.

### **Section 6. *Transportation***

- A.** BAM may consider funding transportation. A recent quote must be submitted in order to receive funding.
- B.** 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***

- A.** BAM will not fund personal equipment or apparel.
- B.** BAM may decide to fund one-time team uniforms based on the needs of the club sport.
  - i.** BAM may fund up to \$75 per member for team uniforms.
  - ii.** Uniforms may be requested every two years.

### **Section 8. *Post Season Club Sport Funding***

- A.** BAM may consider allocating additional funds for transportation/referees/officials/EMTs/trainers if they are participating in post season competition.

### **Section 9. *Post Season Fan Funding***

- A. 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***

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

#### **Article V. *Disclaimer***

- A. BAM reserves the right to not fund or partially fund any request depending on details submitted by a Student Organization.
- B. Funding depends on available funds and timing of requests.

#### **Article VI. *Ratification***

- A. These Guidelines shall have full force in effect following passage by a two-thirds vote of the Senate. These Guidelines shall supersede and replace all previous Guidelines.