SAF Fiscal Policies and Procedures

Article I. Definitions

Section 1: Acronyms

a. WSUSS: Winona State University Student Senate
b. SAFC: Student Activity Fee Committee
c. SFMC: Student Fee Management Committee
d. SAF: Student Activity Fee
e. ASO: Alliance of Student Organizations
f. WSU: Winona State University
g. RSO: Registered Student Organization
h. SFR: Semester Financial Review
i. MnSCU: Minnesota State Colleges and Universities

Article II. Establishment

Section 1: Purpose of the SAFC

a. To fulfill the responsibilities provided in M.S. 165.01 Subd. 5.
b. To provide responsible student control of the SAF that is responsive to changing student needs, yet maintains a long term perspective and commitment to encouraging the fiscal well being of SAF funded activities.
c. To provide accountability for the policy development and allocation of the SAF.

Section 2: SAFC Responsibilities/Requirements

a. SAFC shall oversee the following:
   1. RSO Budgets
   2. Expenditures of the SAF
   3. RSO budget grievances
   4. Petitions from organizations for changes in policy or budgets
b. The Student Senate Treasurer and the Working Documents Committee are responsible for reviewing SAF Fiscal Policies and Procedures and making recommendations for changes to the WSUSS.
   1. This process must occur every two years, alternating with the review of the WSUSS Constitution and By Laws.
c. SAFC shall allocate funds to RSOs that are not allocated fixed budgets.
d. SAFC reserves the right to recommend RSOs to Judicial Committee for topics including but not limited to policy violations, clubs serving the same interest, and financial discrepancies.
SAF Fiscal Policies and Procedures

Section 3: SAFC Meeting Requirements

a. SAFC shall meet no less than once every two academic weeks during the academic year.
b. Committee meetings shall be run in accordance with Robert’s Rules of Order Newly Revised unless otherwise stated by the chairperson.

Article III. Funding Requests

Section 1: Procedure for Obtaining Funding Requests

a. RSOs are allowed to request funding at any time as long as it complies with the SAF Fiscal Policies and Procedures document.
b. RSO must complete an online funding request on the WSUSS Website.
   1. Funding requests must be submitted through the online system in the standard budget template provided online.
c. All initial funding requests (including reimbursements) must be made at least 30 days before payment is due. All funding requests are subject to SAFC approval.
d. SAFC will review completed Funding Requests and make recommendations to WSUSS.
   1. Any request from the SAF must be brought first to SAFC regardless of the amount that they are requesting.

Section 2: RSO Requirements for Funding

a. Before requesting any funding the RSO must be an active, recognized group of WSUSS.
b. An eligible representative from each RSO shall have read over the SAFC rules and Business Office procedures.
c. All SAF funded RSOs are required to maintain their accounts with the WSU Business Office.
d. All SAF funded accounts shall follow the State of Minnesota purchasing guidelines, WSUSS Fiscal Policies, and Business Office policies.
e. All SAFC Requests should include appropriate invoice(s) and a detailed itemized budget in a standard format, as prescribed by WSUSS.
f. Must attend necessary workshops set up by the WSUSS Treasurer.

Section 3: SAF Guidelines for Funding

a. Demonstrated fiscal responsibility by the RSO shall be used in consideration of SAF allocations.
b. A RSO may submit any number of funding requests per semester.
c. The level of funding received by a RSO is limited to $1,500.
d. Any RSO receiving money from the SAF is accountable for all revenues and expenses it incurs.
SAF Fiscal Policies and Procedures

e. Any unused SAF monies and allocations must be returned to the Student Life Fee reserve at the end of the fiscal year. These monies may be rolled over to the next fiscal year at the discretion of the WSUSS Treasurer.

f. Funding Requests may be made available for review by Student Senators prior to the regularly scheduled WSUSS meetings at their request.

Section 4: Restrictions on Funding Requests

a. RSOs are eligible for half of their funding each semester. An appeals process, administered by SAFC, is available for RSOs with extenuating circumstances.
b. SAFC can only distribute half of its allocated budget each semester. In the event SAFC allocates more than 50% of its budget, those allocated funds will be subtracted from the total budget available for the current fiscal year.

Section 5: Spending Guidelines

a. Purchases made with approved funds must be consistent and congruent with the mission of the RSO in its submitted funding request and club constitution.
b. SAF funds must directly benefit or enhance the WSU and/or WSU-R campus communities.

Section 6: Funding Restrictions

a. Specific Funding Restrictions:
   1. SAFC shall not fund for salaries.
   2. SAFC shall not fund for direct contribution to charitable organizations or individuals.
   3. SAFC shall not fund for awards and recognitions with a monetary value of more than $10 per person.
   4. SAFC shall not fund for more than $10 or half of the cost of promotional club apparel, per member, per year, whichever is less.
   5. SAFC shall not fund for payments to WSU employees.
   6. SAFC shall not fund for purchases that will become the personal property of individuals, with the exception of apparel.
   7. SAFC shall not fund for the purchases of illegal substances, tobacco, or alcohol.
   8. SAFC shall not fund for online subscriptions.
   9. SAFC shall not fund for the rental of real estate or storage facilities. This does not include the rental of hotel or banquet facilities.
   10. SAFC shall not fund for debt incurred by a RSO.
   11. Subscriptions financed by SAF money must be addressed to a WSU address.
   12. SAFC shall not fund airfare.
   13. SAFC shall not fund food for conferences if the committee will be funding conference costs such as travel and conference fees
      i. Unless the food costs are included in the conference costs.
SAF Fiscal Policies and Procedures

ii. Food will be allowed for banquets, special events, and recruiting events.
14. SAFC shall not fund for postage stamps, but pre-metered university envelopes may be purchased at facilities.
15. SAFC shall not fund for situations where participants will receive academic credit.
16. SAFC shall not fund for graduate or professional school visits.
17. SAFC shall not fund for trips to career/job fairs.
18. SAFC shall not fund for professional certifications, professional exam preparation material, or professional exam prep instruction.

Article IV. Disciplinary Action

Section 1: Infractions

a. An infraction is any use of funds that violates the rules outlined in the SAF Fiscal Policies and Procedures document.

Section 2: Infractions Procedure

a. First Infraction results in the freezing of an RSO’s funds by a majority vote of the SAFC. Funds can be unfrozen pending a review and meeting with the RSO by the WSUSS Treasurer. The SAFC reserve the right to take additional disciplinary action if necessary.

b. Second Infraction results in a 10% reduction of the RSO’s eligible funding. The 10% calculation is not dependent on whether or not funding has already occurred. The 10% will be based on the RSO’s annual eligible funding at the beginning of Fall semester. This can only be reversed by a 2/3 vote by SAFC. The SAFC reserve the right to take additional disciplinary action if necessary.

c. Third Infraction results in immediate freezing of all eligible funds pending review and recommendation from WSUSS Judicial Committee.

Article V. Semester Financial Review

Section 1: Purpose of an SFR

a. SFRs will be performed in order to guarantee the funds are used towards the purpose in which they were requested and in order to compile a RSO’s financial history.

Section 2: Rules Regulating SFR

a. An SFR shall only be necessary when a RSO has received SAF monies during the current SFR period. RSOs that do not receive funds do not have to submit an SFR. The WSUSS Treasurer will instruct RSOs on the SFR Process. SFRs will take place each semester of the academic year.
SAF Fiscal Policies and Procedures

b. RSOs shall provide to the committee all requested receipts and other documentation of fiscal activity.

c. Any RSO that receives SAF monies and does not complete an SFR will not be eligible for SAF monies until they complete their SFR. If a RSO has not completed an SFR, that RSO is entitled to an appeal process directed by the Judicial Committee—per the infractions process outlined above.

Article VI. Amendments and Exceptions

Section 1: Amendments

a. Any amendments made to these rules shall be approved by a 2/3 vote of WSUSS.

Section 2: Exceptions

a. Any exceptions to the WSUSS Fiscal Policies and Procedures are made at the discretion of the WSUSS by a majority vote.

Appendix: A—Miscellaneous Procedures and Guidelines

a. A RSO may be eligible for a 900 account with the Business Office for the purpose of maintaining money from fundraising, RSO memberships, and/or dues.

b. All eligible RSOs receiving SAF funds are subject to audits by SAFC, SFMC, WSU Administration, WSU Business Office, MnSCU, or the WSUSS.
   1. SAFC Audits must follow the procedures prescribed by the Student Activity Fund Annual Audit Procedures Document.