

**JOINT POLICY of the STUDENT ACTIVITY FEE  
&  
PROCEDURE of the JOINT FINANCE COMMITTEE**

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GRADUATE & UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATIONS  
of the  
GEORGIA INSTITUTE OF TECHNOLOGY

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**FORWARD**

The Joint Finance Committee (JFC), a committee of both the Graduate and Undergraduate Student Government Association, is composed of both Graduate and Undergraduate students with the purpose of allocating the mandatory Student Activity Fee (SAF). JFC is further governed by the Georgia Institute of Technology's Registered Student Organization Policy (RSO Policy), which enacts the prohibited allocations, maximum allocations for specific items, and further deadlines and overarching procedure for JFC. All allocations to Registered Student Organizations (RSOs) must comply with the RSO Policy in both actions taken by RSOs to request the funds and by the actions taken by JFC to evaluate those requests in a viewpoint-neutral manner.

The policy and procedure outlined in this Document are primarily to ensure that SGA and, by extension, JFC are following a standard operating procedure to carry out the allocation of the SAF in a fair and equitable way. Secondly, this Document should act as the basis for segments of the process not covered in the RSO Policy and may only pertain to the Student Government Association in relation to the JFC's internal operations, additional allocations of the SAF, and providing funding to other entities across the Institute. This should serve to aid not only JFC but the RSOs and Departmental units requesting funding to understand the directives used by this committee and shared expectations for all entities involved. This should not be the final state of the Document but instead continuously evaluated and amendments made until it is understood that all areas of ambiguity in JFC are mitigated, and the SAF is equitably allocated to the highest degree possible.

**LAST REVISED**

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## **ARTICLE I – ENACTMENT**

The Georgia Institute of Technology (Georgia Tech) delegates the allocation of the Student Activity Fee (SAF) to the Student Government Association (SGA) and more explicitly the Joint Finance Committee (JFC) through the Georgia Institute of Technology’s Registered Student Organization Policy (RSO Policy). JFC is to operate within the bounds of the RSO Policy by ultimate default. JFC is also recognized and shall further operate in secondary conjunction with the SGA Governing Documents of the Graduate and Undergraduate Student Government Associations, and finally through the mechanisms contained within the Policy of the Student Activity Fee and Procedure of the Joint Finance Committee (“SAF Policy” or “Document”).

All entities, individuals, positions, or otherwise autonomous persons shall be bound by virtue of their position to the statutes contained within, and for SGA to further uphold the integrity of the SAF as detailed in this Document. At all points in time, the SAF’s allocation, apportionment, and execution are to remain unequivocally viewpoint-neutral with the central purpose to act in service for the students of the Georgia Institute of Technology.

As charged, JFC shall review and allocate the annual Student Activity Fee Budget in accordance with the Georgia Institute of Technology Registered Student Organization Policy. The Committee shall, upon review, make allocations of financial bills and any special allocations of the Student Activity Fee in further compliance and regulation with the Georgia Institute of Technology Registered Student Organization Policy.

## **ARTICLE II – ABBREVIATIONS & DEFINITIONS**

### **2.1 – Abbreviations**

- BF: Budget Funds
- BPM: University System of Georgia Board of Regents’ Business Procedure Manual
- CO: Capital Outlay
- DRSO: Departmental Registered Student Organization
- FY: Fiscal year
- GLR: Graduate Legislative Reserve
- GSS: Graduate Student Senate
- GT: Georgia Institute of Technology, otherwise referred to as ‘Georgia Tech’ or the ‘Institute’
- IBPA: Georgia Tech’s Institute Budget and Planning Administration, otherwise referred to as the ‘Budget Office’
- IRA: Internal Reserve Account
- JFC: Joint Finance Committee
- JGP: Joint Governance Policy
- JVPF: Joint Vice President of Finance
- PY: Prior Year
- RES: Reserve Account
- RSM: Regularly Scheduled Meeting
- RSO: Registered Student Organization, includes DRSOs unless specified
- RSO Policy: Georgia Institute of Technology’s Registered Student Organization Policy
- SAC: Student Activities Committee of the Academic Senate
- SAF: Student Activity Fee
- SEW: Division of Student Engagement and Well-being
- SGA: Student Government Association, Graduate and Undergraduate unless specified
- SOFO: Student Organization Finance Office
- OGC: Office of the General Council

- UHR: Undergraduate House of Representatives
- ULR: Undergraduate Legislative Reserve

## 2.2 – Words & Phrases

- **Apportioned:** shall be defined as not a direct allocation of funds for an explicit line item, but rather a deliberate assignment of funds for a general purpose or for those funds to follow a discrete procedure.
- **Current Allocated Budget:** shall be defined as the currently enacted and thereby usable budgets that have been allocated for the purposes and expenditures occurring within the current FY.
- **Fiscal Year:** shall be defined as the period of time as instituted by the University System of Georgia, to be from July 1st through June 30th, otherwise referenced as ‘FY.’
- **Governing Documents:** shall be defined as the Constitution, Bylaws, of SGA respective to the additionally denoted ‘Graduate’ SGA or ‘Undergraduate’ SGA. If no such denotation is made then the reference shall be made to both ‘Graduate’ SGA and ‘Undergraduate’ SGA.
- **Joint Governance Policy:** shall be in reference to the most recently ratified version of SGA’s Joint Governance Policy which governs the passing and agreement of Joint Resolutions between the Legislative Bodies as well as base standards for JFC.
- **Joint Resolution:** shall be defined in reference to SGA Bylaws and Constitutions as well as the Joint Governance Policy as the resolution is directed to both the Graduate and Undergraduate SGAs.
- **Legislature:** GSS and UHR shall make up the Legislature or otherwise stated ‘Legislative Branch’ or as the ‘Legislative Bodies’ to denote GSS and UHR in parallel.
- **Procurement:** shall be defined as the Institute's Procurement and Business Services division which processes the payments and reimbursements for Georgia Tech.
- **RSO Officer:** shall be defined as a student executive member of the respective RSO and must be listed on the respective Engage page as an Officer. Such positions include, but are not limited to, Senior Executive Officer, President, Finance Officer, and Treasurer.

## ARTICLE III – CHART OF ACCOUNTS & ALLOCATIONS

### 3.1 – Source of Allocatable Funds

The following accounts shall only utilize the Institute's Mandatory Student Activity Fee. Furthermore, JFC shall allocate only the SAF. Other sources of funding are, by default, not permitted for allocation through JFC unless otherwise specified in other Governing Documents or through a Joint Resolution.

### 3.2 – Establishment of Accounts

The SAF shall be apportioned and allocated into four different account types: Allocatable Accounts, Legislative Accounts, Fund Accounts, and Reserve Accounts, each to serve a discrete purpose.

#### 3.2.1 – Allocatable Accounts

There are three account types from which JFC may allocate funding throughout a Fiscal Year. The Prior Year (PY) account is to be used for supporting general initiatives such as, but not limited to: travel, away event registration, and general event expenses. The Capital Outlay (CO) account is to be used for supporting Capital Expenditures as defined in the RSO Policy, such as but not limited to long-term fixed assets, raw materials, and long-lasting equipment. The Budget Funds (BF) is SAF that has yet to be collected if allocated through the Budget process or available for utilization at the beginning of the current Fiscal Year through a Current Allocated Budget. Only PY and CO accounts may be used when allocating funds to Bills. Only BF may be allocated to Budgets during the respective allocation process.

### **3.2.2 – Legislative Accounts**

These accounts serve to support SGA committees, activities, and initiatives. Once apportioned, these are not subject to JFC allocation processes. UHR shall utilize the Undergraduate Legislative Reserve (ULR) in accordance with Undergraduate SGA Governing Documents. GSS shall utilize the Graduate Legislative Reserve (GLR) in accordance with Graduate Governing Documents. These accounts shall be apportioned in accordance with this Document (SAF Policy §4.1).

### **3.2.3 – Fund Accounts**

Established, tracked, and apportioned as detailed in this Document (SAF Policy §4.2), these funds support the student body as a whole, not focusing on a particular group, and are viewpoint neutral. Written approval from the Office of Legal Affairs must be obtained before the ratification of these accounts.

### **3.2.4 – Reserve Accounts**

Two reserve accounts shall be managed within the SAF to serve as direct support in the event of a decline in SAF collection, or a project of sizable proportions requires support. Held in accordance with the IBPA policies, the Reserve Account (RES) is subject to JFC oversight. RES requires additional approval from the IBPA, which must be obtained and shall only be accessed by JFC under extreme circumstances of either impending shut-down of the Bills process or a decline in SAF collected that would impact allocated Budgets. Should the RES be accessed, the JVPF shall notify the Legislative bodies at their next regularly scheduled meetings.

The Internal Reserve Account (IRA) is subject to JFC oversight but shall not be accessed without the Legislature's approval and consent. The IRA is to grow over time and be used to establish Fund Accounts, subsidize campus-wide viewpoint-neutral projects, as well as act as an additional emergency buffer account in conjunction with the RES – should any detrimental negative impact to the SAF occur that threaten the shut-down of the Bills process or impact allocated Budgets. Allocations from the IRA are completed as detailed in this Document (SAF Policy §4.3).

## **3.3 – Annual Budget Cap & Appropriation**

The Annual Budget requires an allocation cap to be set on a Fiscal Year basis to ensure that the SAF is not over-allocated to create infeasible budgets. Further, a bifurcation of BF is needed to determine the distinct amount allocated to RSO and Departmental entities.

### **3.3.1 – Budget Funds Apportion**

Budget Funds to be collected the next Fiscal Year but allocated in the current Fiscal Year, shall be initially split between RSOs, to be allocated per the RSO Policy and the procedure detailed in this Document (SAF Policy §10), and Departments, to be allocated per this Document and the process detailed in this Document (SAF Policy §13.2). The percentage for allocation to RSOs will be set automatically at 64.5% and, respectively, 35.5% for allocation to Departments. These percentages shall default to the levels contained within this section but can be adjusted without amending this Document through a Joint Resolution, which sets the percentage split for that specific budget allocation process – should any single Fiscal Year allocations or changes be needed. The percentage split may only be amended or adjusted before the fifth week of the Fall Semester with the passage of a Joint Resolution, along with a report of impact from the Institute's Vice President of Student Engagement and Wellness of how the change would impact the Departmental budget. The percentage apportioned to Departments may not go below the amount for required allocations set forth by this Document or be reduced by more than 5%.



per Fiscal Year. Should the percentages for the budget allocations change in any way, the JVPF must notify the Institute's Vice President of Student Engagement and Wellness within two business days of the ratified change.

### **3.3.2 – Budget Allocation Cap**

The overall amount of funds that can be allocated through the Budget process shall be limited by the Budget Cap, which shall be set in the following manner. By the first business day of the Spring Semester, the JVPF shall contact SOFO for the official projected SAF amount available – hereby the 'projected amount' – for the upcoming FY, which is calculated based on enrollment projections by Georgia Tech. Should the projected amount not be received in writing by the last business day of the specified week, the JVPF shall contact the Institute Budget Planning and Administration Office for the projected amount. By no later than the second week of the Spring Semester, the JVPF shall provide the projected amount and subsequent information to the JFC. The JFC shall discuss and set the Budget Cap by majority vote approval no later than the third week of the Spring Semester. The JVPF must report this determination to the Legislature at their next official meeting.

#### **3.3.2.1 – Budget Cap Parameters**

The Budget Cap is not permitted to be higher than the projected amount in any circumstances. Further, the Budget Cap is not permitted to be below the projected amount by 25% or to exceed a \$300,000 difference between the allocatable projected amount and the Budget Cap.

#### **3.3.2.2 – Changes to the Budget Cap**

Should the allocatable projected amount change after the Budget Cap is set, the Budget Cap must be brought up for discussion within, but not exceeding, two JFC meetings and is to be held to the same parameters as the Budget Cap is set initially. JFC is permitted to revisit the Budget Cap for any reason, outside the projected amount changing, however in this scenario, the Budget Cap may only be raised and not lowered from its originally set amount. In all circumstances, adjustments to the Budget Cap must be completed before the eighth week of the Spring Semester, after which the Budget Cap cannot be altered.

### **3.4 – Fiscal Year Beginning Account Apportion**

At the end of the Fiscal Year, all unspent and unallocated SAF funds shall be encumbered following the applicable procedures detailed in this Document (SAF Policy §14.1) and designated as Unallocated SAF. Of the Unallocated SAF, the following apportions will be made in the order in which they are listed at the start of each Fiscal Year:

1. Approved Budget Appeals shall be allocated as detailed in §12.3.1 of this Document.
2. The RES shall be funded to the IBPA required threshold if the account had any funds withdrawn from it in the previous Fiscal Year or if IBPA requirements have changed.
3. All Fund accounts shall be apportioned as detailed in §4.2.5 of this Document.
4. The Legislative Accounts shall be apportioned as outlined in §4.1 of this Document.
5. The IRA shall be increased with 2% of the remaining funds but shall not exceed \$20,000 allocated in a given Fiscal Year Beginning Account Apportion. More may be transferred into the IRA during the fiscal year.

Of these remaining funds, 70%, rounded up to the nearest whole dollar, shall be allocated to the PY account and the residual amount shall be allocated to the CO account.

### **3.5 – Transfer Between Accounts**

Should there be a need to transfer funds into the IRA or between Fund, PY, and CO Accounts – due to impending depletion of one of the accounts or lack of necessity for the amount currently allocated to an account – an explanation of

the situation and the amount being transferred shall be drafted into a Joint Resolution by the JVPF and presented to the Legislature. The transfer shall commence upon the approval of the Joint Resolution.

## **ARTICLE IV – CREATION, APPORTIONING, & MAINTENANCE OF ACCOUNTS**

### **4.1 – Legislative Accounts Annual Apportionment**

The amount of \$30,000 shall be annually allocated towards the Legislative Accounts. The amount allocated shall be divided between GLR and ULR according to the fraction of the SAF paid by graduate and undergraduate students, respectively. The fraction paid of the SAF shall be calculated at the start of the Fiscal Year, based on the previous Fiscal Year's figures. The JVPF shall supply the fraction, amount per account, and data used to the Graduate and Undergraduate Treasurer no later than the first week of the Fall semester.

### **4.2 – Fund Accounts Creation & Apportionment**

Fund accounts serve a series of purposes to effectively provide resources in a viewpoint-neutral way while not necessarily utilizing the RSO Policy's procedures and prohibitions. These fund accounts have two main forms: Select Funds and Joint Allocation Committee Funds.

#### **4.2.1 – Select Funds**

These are apportioned SAF funds directly allocated to Georgia Tech students as individuals, not as organizations or other Institute entities, for an express purpose detailed in an allocation policy wherein no deliberation is needed for allocation – only a determination that explicit criteria have been met. These allocations are made by a Fund Manager, which must be a standing position within SGA. Select Funds are replenished every year by an allocation at the start of the Fiscal Year. Select Funds are to be evaluated by the Legislature through a review of the Select Fund's policy, procedure, amount apportioned, and allocations every three Fiscal Years in the form of passing a Joint Resolution affirming the evaluation and continuance of the Select Fund. If a Joint Resolution is not passed by the end of the third Fiscal Year, the Select Fund will be prohibited from allocating funds until a Joint Resolution is passed. If a Joint Resolution fails to pass one Fiscal Year after the three-year deadline, the Select Fund will be automatically dissolved.

##### **4.2.1.1 – Fund Creation**

For a Select Fund to be created and ratified, the following actions must take place in order as listed:

1. The Select Fund's purpose, amount of SAF needed, which standing position will be the Fund Manager, as well as allocation policy and procedure is determined and created.
2. JFC must provide written approval of the Select Fund's possible creation determined on the sole basis of if the funds are available to support the creation of the Select Fund in question.
3. OGC must provide written approval of the Select Fund's possible creation to ensure the viewpoint-neutrality of the fund and ensure the allocation policy and procedure are within legal regulation.
4. Once all written approvals have been received, a Joint Resolution must be passed containing at a minimum:
  - 4.1. The purpose of the Select Fund as approved by OGC;
  - 4.2. Which standing position is the dedicated Fund Manager;
  - 4.3. The annual amount of SAF needed;
  - 4.4. Which Allocatable or Reserve Accounts will be used to fund the Select Fund for the current Fiscal Year as approved by JFC;
  - 4.5. The allocation policy and specific allocation procedure as approved by OGC; and,

4.6. Any relevant governing document amendments.

JFC must provide a written assessment on the health of the SAF and its ability to support this Select Fund in order to assist the Legislative Bodies with their determination. JFC must further provide a recommendation to the Legislature on which Accounts (Allocatable or Reserve) the Select Fund should be allocated from for the current Fiscal Year.

If the Joint Resolution is approved, the JVPF must ensure the funds allocated from the Allocatable Accounts or Reserve Accounts are properly apportioned and accounted for in order to supply the funds for the current Fiscal Year within ten business days.

**4.2.1.2 – Current Select Fund Accounts**

This running list is to be maintained by JFC and amended properly when Select Funds are enacted or dissolved:

1. Graduate Conference Fund
2. Conference Development Fund

**4.2.2 – Joint Allocation Committee Funds**

These are apportioned SAF funds centered around a viewpoint-neutral purpose are allocated to projects or proposals championed by Georgia Tech entities, including individual students. Although detailed in an allocation policy, these funds require deliberation and determinations to be made through a Joint Allocation Committee (JAC) with members from the graduate and undergraduate student body. There are three types of JAC Funds:

1. Standing JAC Funds: are established once, then replenished annually by an apportionment at the start of the Fiscal Year. Standing JACs are to be evaluated by the Legislature through a review of the JAC’s policy, procedure, amount apportioned, and allocations every three Fiscal Years in the form of passing a Joint Resolution affirming the evaluation and continuance of the JAC. If a Joint Resolution is not passed by the end of the third Fiscal Year, the JAC will be prohibited from allocating funds until a Joint Resolution is passed. If a Joint Resolution fails to pass one Fiscal Year after the three-year deadline, the JAC will be automatically dissolved.
2. Evergreen JAC Funds: are established and allocated a one-time lump sum during a Fiscal Year then has its funds rolled over continuously across Fiscal Years without additional automatic apportions as long as the JAC is Active. Active is determined by funds remaining and compliant policies with SGA and Institute regulations. Evergreen JACs are to be evaluated by the Legislature through a review of the JAC’s policy, procedure, and allocations every three Fiscal Years in the form of passing a Joint Resolution affirming the evaluation and continuance of the JAC. If a Joint Resolution is not passed by the end of the third Fiscal Year, the JAC will be prohibited from allocating funds until a Joint Resolution is passed. If a Joint Resolution fails to pass one Fiscal Year after the three-year deadline, the JAC will be automatically dissolved.
3. Ad-Hoc JAC Funds: are established and apportioned a one-time lump sum during a Fiscal Year but will have any remaining unspent funds encumbered and the committee dissolved at the end of the Fiscal in which the Ad-Hoc JAC was established.

**4.2.2.1 – Joint Allocation Committee Creation**

For a JAC to be created and ratified, the following actions must take place in order as listed:

1. The JACs purpose, the type of JAC as detailed in §4.2.2, amount of SAF needed, allocation policy, and the specific procedure is created.
2. JFC must provide written approval of the JAC's possible creation determined on the sole basis of if the funds are available to support the creation of the JAC in question.
3. OGC must provide written approval of the JAC's possible creation to ensure the viewpoint-neutrality of the JAC and ensure the allocation policy and procedure are within legal regulation.
4. Once all written approvals have been received, a Joint Resolution must be passed, containing at a minimum:
  - 4.1. The purpose of the JAC as approved by OGC;
  - 4.2. The amount of SAF requested and which Allocatable or Reserve Accounts will be used to fund the JAC as approved by JFC;
  - 4.3. The type of JAC as detailed in §4.2.2;
  - 4.4. The JAC's allocation policy and specific procedure as approved by OGC; and,
  - 4.5. Any relevant Governing Document amendments.

JFC must provide a written assessment on the health of the SAF and its ability to support this JAC in order to assist the Legislative Bodies with their determination. JFC must further provide a recommendation to the Legislature on which Accounts (Allocatable or Reserve) the Select Fund should be allocated from for the current Fiscal Year.

If the Joint Resolution is approved, the JVPF must ensure the funds allocated from the Allocatable Accounts or Reserve Accounts are properly apportioned and accounted for in order to supply the funds for that Fiscal Year within ten business days.

#### **4.2.2.2 – Current Joint Allocation Committees**

This running list is to be maintained by JFC and amended properly when JAC Fund accounts are enacted or dissolved:

1. Mental Health Initiatives (Evergreen)

#### **4.2.3 – Dissolution**

Should a Fund Account no longer be required or needs to be dissolved, a Joint Resolution containing at a minimum the reasoning and relevant governing documents amendments must be approved. A Joint Resolution is not needed for the automatic dissolving of the Fund Account as detailed for specific instances in this Document (SAF Policy §4.2.1 and §4.2.2). If any funds remain in the now-dissolved Select Fund's account, they will be encumbered into the PY or CO account as determined by JFC, unless otherwise specified in the approved Joint Resolution.

#### **4.2.4 – Reporting & Annual Assessment**

By the last week of classes of the Fall semester and by the twelfth week of the Spring Semester, all Fund Managers and JACs active in that Fiscal Year must provide reports to the JVPF on the funds' allocations. JFC will make an annual assessment at the end of the Spring Semester on the amount of SAF supplied to Select Funds, and Standing JACs with amendments to this Document made should any adjustments be needed. These reports are to be published in the Annual Report and separately on the SGA Website.

#### **4.2.5 – Annual Fund Apportionment**

The following account apportions will be made in the order in which they are listed at the start of every Fiscal Year:

1. Graduate Conference Fund shall be allocated \$100,000.
2. Conference Development Fund shall be allocated \$20,000.

#### **4.3 – Internal Reserve Account**

The central purpose of the IRA is to grow over time through methodical apportioning of the SAF to provide funding to three critical areas:

1. Institute-wide projects and improvements;
2. The creation of Fund Accounts, as detailed in this Document (SAF Policy §4.2).
3. Providing supplemental support to the RES account should it be required.

Acting as the long-term saving account for the SAF, the JVPF must provide a report on the current balance of the IRA to the Legislature by the third week of the Fall Semester.

##### **4.3.1 – Institute Project Allocation Procedure**

Institute projects are non-RSO endeavors to improve student life across the campus. For the IRA to be allocated towards institute projects, the following actions must take place in order as listed:

1. The project's purpose, amount of IRA needed, and the project's feasibility needs to be determined and created.
2. JFC must provide written approval for the IRA's possible utilization on the sole basis of if the funds are available to support the creation of the project in question.
3. OGC must provide written approval of the IRA project to ensure the viewpoint-neutrality of the project.
4. Once all written approvals have been received, a Joint Resolution must be passed, containing at a minimum:
  - 4.1. The purpose of the project as approved OGC;
  - 4.2. The amount of IRA needed as approved by JFC;
  - 4.3. The project's feasibility.

JFC must provide a written assessment on the health of the IRA and its ability to support this project in order to assist the Legislative Bodies with their determination.

If the Joint Resolution is approved, the JVPF must ensure the funds allocated are properly apportioned and accounted for in order to supply the funds for that Fiscal Year within ten business days. Any unspent funds once the project is complete are automatically encumbered back into the IRA accounts.

##### **4.3.2 – RES Account Support Procedure**

Should the SAF be under extreme circumstances of either impending shut-down of the Bills process or a decline in SAF collected that would impact allocated Budgets, the IRA may be used to mitigate the impacts on the RES account. The JVPF must provide a Joint Resolution to the Legislature in order to access the account during the Fall and Spring semester. During the Summer semester, the JVPF may receive written joint approval from the Graduate and Undergraduate Student Body President to draw from the IRA to support the RES Account up to 50% of the IRA. Should a Summer allocation of the IRA occur, the Legislative body must be given a report at their first official meeting of the Fall semester.

## ARTICLE V – JFC MEMBERSHIP, TERMS, & ROLES

The membership of JFC is initially defined in the JGP to set bounds on the number of members, Treasurer requirement, and required Legislative representation on the JFC. Once selected, several committee positions must be maintained for the committee to function correctly and efficiently.

### 5.1 – Membership Seats & Terms

All members selected in accordance with governing documents are to retain their seat on JFC for a year-long term from the time of confirmation or until a new JFC is confirmed. The number of seats on JFC is maintained by the JGP. Only the Legislative Treasurers and the JVPF are replaced by virtue of their positions at the time of transition of their respective succession processes. There are no term limits for JFC members; however, to renew a previous member's seat, they must be appropriately confirmed as detailed in the JGP annually. Furthermore, should a member that serves on JFC graduate, they shall no longer retain their seat.

### 5.2 – Specific Committee Roles

The following roles shall be assigned in the following manner for each new JFC. Ad-hoc roles to assist with the committee's operations may be assigned at the discretion of the JVPF. All standing roles must be assigned within the first four weeks of the Fall Semester and should not be filled by Subject-Matter Experts, but can be if necessary. At any time, the selected members may vacate the assigned role but can retain their seats on the committee. The JVPF may remove the selected members at any time, except during meetings, for failure to uphold their duties. The JVPF must report the removal of any selected member to the Legislature at their next regularly scheduled meeting, where the Legislature may veto and overturn that determination following Joint Resolution proceedings as detailed in the JGP. Should any of the roles be vacant, JFC must select a new member to fill that role in the next regularly scheduled meeting of JFC.

1. The Vice-Chair of JFC: will be self-nominated and approved by the committee with a majority vote to keep track of all documentation generated by the committee and catalog all funding allocations for reports. The Vice-Chair must be of opposite class distinction, graduate or undergraduate, of the JVPF.
2. The Secretary of JFC: will be self-nominated and approved by the committee with a majority vote to record, edit, and keep track of meeting minutes for all review sessions in which funding allocations are determined.
3. The Communications Specialist of JFC: will be self-nominated and approved by the committee with a majority vote to ensure that all mass communications to RSOs are sent out in a timely manner or at the direction of the JVPF. They will also ensure all web pages and resources are updated and ensure the meeting minutes are published in a timely manner.

### 5.3 – Subject-Matter Experts

Subject-Matter Experts (SMEs) shall provide direct support to the committee on funding matters that require additional knowledge beyond the general member. These members shall be selected and included in the consensus per Article 6 of this Document. The following SMEs are required, but more may be included throughout the year at the discretion of the JVPF in line with the processes defined in the JGP:

1. Competitive Engineering (Two Students): requires understanding of component functions/names, general acceptable costs for applicable items/services, and the use cases for competitive engineering materials. It is recommended to work with the Student Competition Center Governing Board or directly with a competitive engineering RSO to find the SMEs for this subject.
2. Club Sports (One Student): requires understanding of sport logistics costs, general acceptable costs for applicable items/services, understanding of the Campus Recreation Center's policies, and Institute policy/requirements



pertaining to sports. It is recommended to work with the Sport Club Executive Council or directly with a sports club RSO to find an SME for this subject.

3. Communications and Publicity (One Student): requires understanding marketing logistics costs, general acceptable costs for applicable items/services, and Institute policy/requirements pertaining to publicity and marketing. It is recommended to work with the Board of Student Publications or directly with a media-specific RSO to find an SME for this subject.
4. Events (One Student): requires understanding event logistics costs, general acceptable costs for applicable items/services, and Institute policy/requirements pertaining to events. It is recommended to work with the Student Center Programs Council or directly with an events-specific RSO to find an SME for this subject.

#### **5.4 – Advisory Roles**

Due to the breadth of the SAF's applications and the numerous policies that require in-depth understanding, several advisory members should be included on the committee and invited to all meetings where allocations of funding occur. Advisory members are not included in the consensus of the committee or votes taken by the committee. The JVPF may add or remove ad-hoc advisory members as needed with the consensus of the committee. Standing advisory members of the committee include:

1. Student Organization Finance Office Representative: Non-student designees from SOFO may provide guidance and answers to questions as it pertains to the accessing, processing, or procurement steps of the funding process, as well as provide input should any allocation possibly violate an obscure Institute or USG policy.

#### **5.5 – Committee Member Training**

As required by the RSO Policy, every JFC member must receive annual training on the policies and regulations governing the SAF. The JVPF, in coordination with SOFO, shall provide training at a minimum on the RSO Policy and this Document to JFC members before any allocations involving those members occur. Individual training may occur as additional members are added. Untrained members may attend JFC meetings only in an audit capacity and are not included in the determinations or consensus made throughout those meetings. Due to acting in an audit capacity, untrained members are not counted towards the quorum of JFC. It is further recommended that the JVPF provide training on the remaining overarching policies and regulations, such as USG Policy, the Institute's Allowable Cost Matrix, and Procurement's policies.

### **ARTICLE VI – CONSENSUS-BASED DECISION-MAKING**

A consensus of the present members must be reached regarding the RSO Policy and this Document to approve any financial allocations. SME's shall only be part of the consensus if their area of expertise is related to the pending matter unless the SME is directly affiliated with the requesting entity; the relation to the area of expertise is determined by the JVPF.

If JFC cannot reach a consensus, the matter shall automatically be postponed to the next meeting with written notice given to the requesting entity. If a consensus cannot be reached at the following meeting, the request is denied, and the respective requesting entity and the Dean of Students or their non-student designee shall be informed of the 'denial by failure to reach consensus.'

### **ARTICLE VII – JFC MEETINGS**

#### **7.1 – JFC Meeting Schedule**

Given the JFC's external-facing nature, a standard weekly meeting of Thursdays, starting at 6:00PM ET at a minimum of two hours, shall have dates set and published publicly on the SGA Website. A written notice shall be provided to all

RSOs, by the JVPF at least fifteen business days before the start of a new Fiscal Year – hereby 'Regularly Scheduled Meetings' or 'RSMs.' Each Regularly Scheduled Meeting shall include the following:

1. **Committee Matters:** The JVPF shall update the committee on any pending matters relevant to the committee and provide a brief overview of any Bills to be heard throughout the JFC meeting. This shall serve as an opportunity for JFC members to clarify any doubts on assessing Bills against RSO Policy before they are heard in front of the RSO representatives.
2. **Bills Review:** This portion of the meeting serves for the JFC to review funding Bills with the respective requesting entity to ensure they align with RSO Policy.
3. **Pending Financial Matters Review:** Any request for a non-bill determination such as a rollover, amendment, written decision, or transfer in the properly applicable timeline shall be heard at the JFC Meeting. These pending matters may be heard at any time during the meeting that is not in conflict with a confirmed Bill Review timeslot.

In an effort to provide RSOs with a consistent experience in requesting funding, changes to the day and time of RSMs shall be minimized. Any changes to the date and time of any RSM shall be voted by the JFC a minimum of ten business days prior to the particular meeting. A majority vote of JFC is required for a meeting date and time to be changed. Following the approval of a JFC meeting date and time change, a notice shall be posted on the SGA Website to keep RSOs informed of this modification.

## **7.2 – Summer JFC**

During the summer semester, the JFC must convene at least once within the first fifteen business days of the Fiscal Year. The former administration's JVPF may serve as an advisory member to the current administration's appointed JVPF to assist them in chairing these meetings and processing any pending funding matters. The members of the summer JFC shall consist of all currently eligible JFC members. Additionally, these meetings shall be open to all Legislative members, elected or perspective, to audit the committee for interest.

## **ARTICLE VIII – REPORTING & TRANSPARENCY**

Understanding that the funds allocated through JFC are the SAF funds thereby is fundamentally the Georgia Tech student body's right to know how the funds are allocated. Therefore, JFC will uphold several directives to ensure transparency of allocations determinations. If an inquiry of any allocation is made by a Georgia Tech student, faculty, or staff member, JFC must respond to the inquirer within ten business days of the inquiry being made. All allocations made of the SAF, including rollovers, transfers, and encumbrances, shall be available for reference on one collective page or document on the SGA Website. All RSMs are open to all students of Georgia Tech. JFC does reserve the right to enter a closed executive session as determined by the consensus of JFC. However, in executive sessions funding determinations cannot be made.

### **8.1 – Meeting Minutes**

Written by the Secretary of JFC during any meeting wherein funding allocations are determined, the meeting minutes will be posted on the SGA Website and maintained for at least three Fiscal Years. The meeting minutes at a minimum must contain the amount each requesting entity initially requested, the purpose for which the requesting entity requested those funds, how much of each request JFC approved, and JFC's reasons for rejecting or reducing a request. JFC shall review, approve with a majority approval vote, and post online the meeting minutes within three RSMs of the respective meeting for which the minutes were recorded.



## **8.2 – Annual Report**

By the last Legislative meeting of the Spring semester, JFC is to provide the student body an annual report of all allocations and determinations made within the current Fiscal Year. This annual report should include the following:

1. All Bill requests submitted and their resulting distributions, even if the Bill request was withdrawn.
2. The coming Fiscal Year Annual Budget, including all RSO and Departmental units, even if the allocation to the specific entity was nothing.
3. All Fund Account apportionments, balances, and allocations.
4. The current balance of the IRA and RES.

## **ARTICLE IX – RSO POLICY ADDENDUMS**

In order to ensure reliable and consistent allocations through the various funding processes each Fiscal Year, a series of addendums are enacted to cover the ambiguous sections of the RSO Policy to provide clarity to RSOs and Departments requesting funds as well as to JFC.

### **9.1 – Pricing Documentation**

Every funding request is required to contain accurate cost estimates supported by reliable documentation or reliable research, including the consideration of the number of Georgia Tech students likely to attend an event, activity, or program. The JVPF shall ensure the website and any applicable resources are updated within two business days when these requirements are amended.

These documentation criteria are to be made public to all requesting entities on the SGA Website in some capacity, separate from this Document, to ensure broad understanding and awareness for requesting entities.

#### **9.1.1 – Documentation Standards**

All documentation submitted to support a funding request is required to meet a baseline standard of reliable documentation:

1. Must be clearly from a third party and not created by the requesting entity unless it is a contract approved by the Institute or an invoice/quote provided by a Department.
2. Must not be heavily cropped or heavily redacted to the point of making the document unable to be easily understood or referenced – however, documents may be cropped and redacted to protect personal information.
3. It must be clear, understandable, and readable by JFC.
4. Must not be older than two Fiscal Years, excluding the current Fiscal Year.
5. Quotes may be active links to the product, written estimates, and written communications with the vendor or service provider.

#### **9.1.2 – Research Standards**

Any research submitted is only permitted to support reliable documentation for a funding request, indicate expected fluctuations in prices, or may be used as the primary pricing documentation in instances where the exact line item quotes are not able to be obtained. The baseline standard of reliable research is as follows:

1. Must be from a third party and not created by the requesting entity. Past purchase receipts, previous invoices, or paid contracts are considered not created by the requesting entity and permissible as reliable research.

2. Must not be heavily cropped or heavily redacted to the point of making the document unable to be easily understood or referenced – however, documents may be cropped and redacted to protect personal information.
3. It must be clear, understandable, and readable by JFC.
4. Must not be older than three Fiscal Years, excluding the current Fiscal Year.
5. Written communications with the vendor or service provider indicating future prices should an exact quote not be available is permissible as reliable research.

### **9.1.3 – Funding Processes Standards**

Below are the documentation and research standards for the particular funding processes.

#### **9.1.3.2 – Bills**

Due to the immediacy of funding through the Bills process, documentation is to be for the exact items or services planned to purchase. Any line items may not be out of stock or have inactive links, and that all quotes are generated within the current Fiscal Year or May of the previous Fiscal Year. Should the requesting entity be unable to get a specific quote from the vendor or service provider, then the requesting entity is permitted to use reliable research as their documentation. Reliable research may only be used as the primary documentation if the line item's per-unit sold cost is less than or equal to \$200. A written explanation from the requesting entity at the time of Bill submission for why the reliable documentation is unable to be provided is also required, should reliable research be the primary documentation.

#### **9.1.3.2 – Budgets**

Annual Budget allocations occur in the preceding Fiscal Year from when the funds are expected to be utilized, so it is generally infeasible for the requesting entities to obtain the exact items and service quotes therefore, all documentation for Annual Budget requests is intended to justify the amount for the line items requested and do not need to be the exact items expected to be purchased – unless the requesting entity can provide quotes for the exact line item, such as but not limited to, a subscription or annual software license. Previous purchases, receipts, SOFO payment submissions, or quotes for items/services available currently that would have been purchased if the funds were available at the time of the request may be used as documentation to provide justification.

The following items do not require quotes or itemized listings, only detailed written explanations and breakdowns to ensure RSO Policy compliance:

1. Advertising, Marketing, and Publicity: only a detailed breakdown of how much is being apportioned to flyers, banners, social media advertising, student media advertising, or low-cost printed publicity is required.

It is also understood that over time, costs may fluctuate for items or services that are purchased consistently. Should the requesting entity reasonably expect this to occur, they may provide a written explanation with supporting reliable documentation of how much the cost is expected to grow or vary if the documentation they can provide does not support the amount requested.

#### **9.1.3.3 – Rollovers**

Documentation for rollover requests must be clearly dated in the Fiscal Year when the funds are being rolled-over from. Overall, the documentation provided must show the item's purchase has already occurred or the service has already been received. In this instance receipts, invoices, signed contracts that

meet the reliable documentation standards in this Document, and communications from SOFO or Procurement qualify as reliable documentation for rollover requests.

#### **9.1.4 – Distinct Line Item Documentation Requirements**

Unless otherwise specified for a particular funding process, the following are to be considered the required documentation and must accompany the submission of a funding request based on the line item's classification:

1. Admission and Registration Fees for Events:
  - 1.1. Quote or price directly from the vendor or registration/membership form with the price listed.
  - 1.2. Event information – including flyers, webpages, brochures, or emails about the event, must include the event name, correct date in the correct Fiscal Year, and location of the event. If event information is not available for an Annual Budget request, any reliable documentation indicating that it is an annual event will suffice.
  - 1.3. List of Georgia Tech students who will be registering for the event. This document is not required for Annual Budget requests, but an objectively reasonable and documented estimate is required for Annual Budget requests.
2. Admission and Registration Dues for Organizations:
  - 2.1. Quote or price directly from the vendor or registration/membership form with the price listed.
  - 2.2. Organizational information to which the dues are being paid and what is gained explicitly by the requesting entity through paying the dues. This can include webpages, brochures, or emails.
  - 2.3. If individual dues for competitive RSOs, a list of Georgia Tech students will register with the organization. This document is not required for Annual Budget requests, but an objectively reasonable and documented estimate is required for Annual Budget requests.
3. Advertising, Marketing, and Publicity:
  - 3.1. Quote or price directly from the vendor with the design details.
  - 3.2. Artwork copy or copies with a clear indication of the event's time, date, and location, along with a clear indication that the event is open to all Georgia Tech students.
4. Catering, Food, and Drinks:
  - 4.1. Quote or price directly from the vendor.
  - 4.2. Event information – which can include flyers, webpages, Engage event page, brochures, or emails about the event must include the event name, date, location of the event, and that it is open to all Georgia Tech students.
  - 4.3. The number of expected Georgia Tech students and non-Georgia Tech students at the event with the requested food and drinks and how that number was generated.
5. Contractual Services:
  - 5.1. General Services:
    - 5.1.1. Quote or price directly from the vendor. If the service is expected to cost greater than \$5,000, a minimum of three quotes from different vendors is required. Should the requesting entity be pursuing a more expensive service, a written explanation for the reasoning is required. If the service is a Speaker Fee/Honorarium, additional quotes are not required should the threshold listed be breached.
    - 5.1.2. Confirmation from the vendor that the day(s) in which the service is needed is available or the capability to provide this service is possible at the time of the request. This document is not required for Annual Budget requests, but an objectively reasonable and documented estimate is required for Annual Budget requests.

- 5.1.3. If the service is for an event, then event information is required. Event information – which can include flyers, webpages, Engage event page, brochures, or emails about the event must include the event name, date, location of the event, and if it is open to all Georgia Tech students.
- 5.2. Coaching:
  - 5.2.1. Quote or price directly from the vendor along with a letter of intent indicating that the individual is willing to provide services to the competitive RSO for the applicable Fiscal Year.
  - 5.2.2. Resume or biography showing the individual's expertise.
  - 5.2.3. A schedule for the semesters during which the coach will be funded, giving dates and times for each meeting or game for which the coach will be present. The start and end dates of the season and the total amount of hours for which the coach will be advising are to be specified as well.
- 6. Facilities and Space Rental:
  - 6.1. On-Campus:
    - 6.1.1. Event information – which can include flyers, webpages, Engage event page, brochures, or emails about the event must include the event name, date, location of the event, and if it is open to all Georgia Tech students.
    - 6.1.2. The number of Georgia Tech students and non-Georgia Tech students expected to use the space along with how that number was generated.
  - 6.2. Off-Campus:
    - 6.2.1. Quote or price directly from the vendor. If the cost is expected to be greater than \$5,000, a minimum of three quotes from different vendors is required. Should the requesting entity be pursuing a more expensive service, a written explanation for the reasoning is required.
    - 6.2.2. Written reasoning for using off-campus space rather than on-campus space.
    - 6.2.3. If the service is for an event, then event information is required. Event information – which can include flyers, webpages, Engage event page, brochures, or emails about the event must include the event name, date, location of the event, and if it is open to all Georgia Tech students.
    - 6.2.4. The number of Georgia Tech students and non-Georgia Tech students expected to use the space along with how that number was generated.
  - 6.3. Practice Space:
    - 6.3.1. Quote or price directly from the vendor. If the cost is expected to be greater than \$5,000, a minimum of three quotes from different vendors is required. Should the requesting entity be pursuing a more expensive service, a written explanation for the reasoning is required.
    - 6.3.2. Written reasoning for using off-campus practice space rather than on-campus space.
    - 6.3.3. Detailed practice schedule for the semester, with dates, times, and location of the practice.
    - 6.3.4. Number of Georgia Tech students and non-Georgia Tech students expected to use the space along with how that number was generated
- 7. Supplies and Equipment:

- 7.1. Quote or price directly from the vendor. If a unit sold cost is expected to cost more than \$5,000, a minimum of three quotes from different vendors is required. Should the requesting entity be pursuing a more expensive item or service, a written explanation for the reasoning is required.
8. **Transportation:**
  - 8.1. Event information – including flyers, webpages, brochures, or emails about the event, must include the event name, correct date in the correct Fiscal Year, and location of the event. If event information is not available for an Annual Budget request, any reliable documentation indicating that it is an annual event will suffice.
  - 8.2. List of Georgia Tech students who will be traveling for the event. This document is not required for Annual Budget requests, but an objectively reasonable and documented estimate is required.

If an item does not conform to any of the listed line item classifications, the JFC may work with the RSO to determine the proper pricing documentation. In that instance, JFC should provide an amendment to this Document to codify any ambiguous instances.

## **9.2 – Double-Funding Clause**

Under no circumstance will JFC provide an allocation to an identical activity, item, or other funding instance that has previously received an allocation from JFC or another SAF Account. If a Bill is requesting supplemental funding for an event, activity, or item funded in the Annual Budget, the requesting entity must provide documentation on why the additional funds are required. Should another Fund or Legislative Account be designated to supply funding for the line item requested, JFC may defer the requesting entity to that specific Account and respective process, unless that Account is otherwise proven with documentation not available to the requesting entity.

## **9.3 – Economic-Based Determinations**

Economic-Based Determinations are founded in ensuring the health of the SAF and protections against objectively unreasonable requests receiving funds. Any application of these determinations across any funding process to adjust or reduce funding requests must be reported to the Dean of Students or non-student designee by the JVPF within two business days. The Dean of Students or non-student designee may overturn the determination within twenty business days without the requesting entity having to go through the applicable appeals process.

### **9.3.1 – Feasibility Assessments**

Feasible within this Document is defined as capable of being accomplished within the Fiscal Year, taking into account technical, legal/regulatory, and scheduling factors, but in no way shall be used to consider the content or viewpoint of a requesting entity's speech, including the presumed popularity or controversial nature of a requesting entity's speech.

1. **Technical Feasibility:** This assessment focuses on the technical resources available to the organization. It helps determine whether the requesting entity's technical resources meet capacity and whether they are capable of converting the funds into the program, event, or activity detailed in the funding request. Technical feasibility also involves evaluating the hardware, software, and other technical requirements of the funding request.
2. **Legal/Regulatory Feasibility:** This assessment investigates whether any aspect of the funding request conflicts with legal policies or regulations, such as obtaining approvals from other departments or agencies for the projects, events, or programming requested. It determines if the requesting entity can carry out the program, event, or activity detailed in the funding request within the bounds of regulatory groups at the time of the request.

3. **Scheduling Feasibility**: This assessment is based on the funding request being achievable or the funding possibly allocated being expended by the end of the Fiscal Year based on the RSO's information and availability of vendors.

#### **9.4 – Additional Policy Definitions**

There are several statements, phrases, and words in the RSO Policy that are left to the reader's interpretation. In order to maintain consistency, they are defined as follows:

1. **Civic Organizations**: As stated in the BPM, these organizations or entities are composed of persons who are members on a voluntary basis and which is primarily established to further educational, charitable, religious, community, cultural, or economic development purposes.
2. **Emergency Capital Expenditure**: These are any Capital Expenditures required as a result of an emergency that poses a material threat to the health, safety, or the environment of the persons at the Institute. The application of this definition to permit total funding of a Capital Expenditure shall be determined by the Dean of Students.
3. **Maintenance**: The preservation of an asset or condition of the property by upkeep with consistent and necessary repairs to prolong the asset's life. In Annual Budgets, items used to maintain assets may be requested even if they are Capital Expenditures and are to be funded at the appropriate amount based on the RSO Policy. However, this maintenance allocation must go towards consistently needed items or services, not a collection of variable or miscellaneous items.
4. **Open to All Georgia Tech Students**: Determined by the requesting entities submission, planned marketing, and an event page made on the Engage platform, inviting all students, shall be required. Additionally, a select group of students shall not get preferential treatment in terms of access to the event, such as, but not limited to, other students being denied access to make room for RSO members. Variable tickets may be charged as long as the cost is not prohibitive to students and is reasonable for the event.
5. **Participating in Competitive Events**: The RSO in question has competed last Fiscal Year or can, and further plans to, compete in the current Fiscal Year.
6. **Software Capital Expenditure Determination**: Software that is rented, is a subscription, or is right of access shall be allocated out of the PY account at the full cost. Software that is purchased with unending ability to use the software, regardless of access to updates, is determinately right of use and shall be allocated out of the CO as a Capital Expenditure at the appropriate amount based on the RSO Policy.
7. **Speaker Fees and Honorarium**: Speakers are to be any person coming to address a group of individuals, such as but not limited to: singers, event hosts, performers, and workshop hosts. Service providers such as but not limited to DJs (only providing the music, not as the performer), photographers, videographers, and The fees beyond the honorarium are any charges associated with reserving the speaker, such as but not limited to agency fees and booking costs.

#### **9.5 – Organizational Accountability**

Should JFC suspect any misuse of funds, RSOs acting outside the bounds of the RSO Policy, or expenditures deviating from the original allocation made, the JVPF shall report, in writing, a statement of concern to the CSE and SOFO. The statement of concern should include any documentation or relevant context and must be approved by JFC with a majority approval vote. The JVPF shall follow up with CSE and SOFO every ten business days after the letter of concern was sent, until action has been taken or an investigation closed, reporting all results to JFC.

### **ARTICLE X – RSO ANNUAL BUDGETS**

RSO Annual Budgets, or Budgets, are allocated through the budget process in the prior Fiscal Year in which the funds are available for use by the RSO. RSOs are required to complete three main steps to complete the Annual Budget process:



attend a Budget Orientation, submit an Annual Budget request, and attend a JFC Review Session. These Budgets serve to provide foundational funding to RSOs at the start of the Fiscal Year and are designed to support consistently recurring activities and events.

## **10.1 – Budget Orientation**

Budget Orientations – hereby 'Orientations' – inform and ensure understanding of all attending RSOs regarding the Budget process and submission requirements. In accordance with the RSO Policy, Orientation attendance by an RSO Officer from the submitting RSO is the first requirement for RSOs to obtain a budget.

### **10.1.1 – Budget Orientation Schedule**

The schedule for all Orientations – hereby 'Schedule' – shall be finalized by JFC no later than the second week of the Fall semester. The publishing of the Schedule is determined by the RSO Policy. At a minimum, the Schedule must include the date, time, and location of each Orientation. All Orientations must be held on the Georgia Tech campus or online with a screen sharing capability. At least one Orientation must be held on a Saturday or Sunday to ensure all RSOs have ample opportunity to attend, unencumbered by courses. After the Schedule has been published on the SGA website, Orientations may not be removed from the Schedule unless written notice is given to all RSOs' Finance Officers three business days in advance of the change. Additional Orientations may be added as needed. The JVPF must send at least one mass email to all RSO Senior Executive Officers and Financial Officers announcing the Schedule within two business days of publishing the Schedule.

### **10.1.2 – Attendance**

As detailed by the RSO Policy, attendance of an RSO's Officer is required to obtain an Annual Budget and shall be tracked by the JVPF. The JVPF shall send a written confirmation to the attending RSOs and share the updated attendance records with JFC within two business days after each Orientation. Sign-up, or RSVP, forms may be used in order to inform the number of RSOs expected at the meeting but may not be used as an admission system, such as barring RSOs from entering the meeting if they failed to sign-up. The JVPF, or designee, must be in attendance at every orientation session. Attendance will be recorded at the end of the Main Presentation, as defined in §10.1.3 of this Document, by the JVPF. Should an RSO Officer enter the Orientation at least ten minutes after the Main Presentation began, that specific officer's attendance shall not be recorded.

### **10.1.3 – Orientation Agenda**

Each Orientation shall, at a minimum, have the following components and information presented:

1. Main Presentation: must at least cover the prohibited allocations, budget specific policies, submission requirements, budget process, and step-by-step instruction on submitting an Annual Budget request;
2. Q&A Session: after the Main Presentation, ample time must be given for RSOs to receive answers to questions they may have about budgets.

## **10.2 – Budget Submissions**

The JVPF shall generate a budget submission form and shall have it made accessible to RSOs within two business days of the first Orientation. The form must be able to allow all required information and documentation, as detailed by the RSO Policy and this Document, to be submitted in a clear way. Access to a list of the required information, as detailed in the RSO Policy and this Document (SAF Policy §9.1), shall be presented at the beginning of the budget submission form before the RSO has addressed any part of the budget request. Edits or additions to an already submitted budget request shall be permitted before the Annual Budget request submission deadline. Any edits to an already submitted Annual Budget request must be completed through the budget system and only by the submitting RSO.

Only after the budget request submission deadline may JFC access any submitted Annual Budget requests. JFC may not add new line items, increase non-driving related allocations, or combine line items at any point, even at the request of the RSO. JFC may split line items for clarity as needed but must keep the total amount requested the same across the now split line items to the original line item.

### **10.3 – JFC Budget Review**

Budget Review Sessions – hereby 'Sessions' as a collective day and hereby 'Session' as a single RSO review – are to ensure all questions around the Annual Budget requests are answered, and all information was correctly submitted.

#### **10.3.1 – JFC Budget Review Schedule**

By the thirteenth week of the Fall semester, a full Sessions schedule, outlining dates and times of all Budget Review Sessions, shall be created and approved by JFC. The Sessions schedule must be posted to the SGA Website and the JVPF shall provide a written notice to all RSOs who submitted an Annual Budget request by, or on, the Friday of the thirteenth week of the Fall semester. The number of individual Sessions scheduled must be at least or more than 10% of the number of properly submitted Annual Budgets. Each Session must be for a minimum of fifteen minutes per properly submitted budget. After the Sessions schedule has been published to the SGA website, Sessions may not be removed if any RSO has signed up for a time slot on the given day. The JVPF must also provide a written notice at least three business days in advance of the change to all RSOs that submitted an Annual Budget request that have yet to attend a Session at that time. Additional Sessions may be added as needed by JFC. The JVPF must provide a written notice within two business days of adding the additional Session(s) to all Annual Budget submitting RSOs that have yet to attend a Session at that time.

#### **10.3.2 – JFC Budget Review Time Slot Sign-ups**

The JVPF must generate and provide a Session sign-up form in the same written notice the Session schedule was provided. The form must allow for RSOs who submitted an Annual Budget request to reserve time slots for Sessions – this can be done through a virtual form or online scheduler. Only RSO's who properly submitted an Annual Budget request before the deadline will be permitted to sign-up for a Session. Additionally, the following policy shall apply and be made available with the Review Schedule for all RSOs to view:

1. Time slots are first-come-first-served. RSOs should reach out if there is an issue with the times available or the sign-up system.
2. Only one time slot may be reserved per RSO; however, multiple people from an RSO can attend the review session. If an organization signs up for more than one time slot, the first sign-up made will be kept, and the others will be removed to make room for more organizations.
3. RSOs can sign up to 24-hours before any given time slot.
4. RSOs can cancel up to 24-hours before the previously reserved time slot.
5. If an RSO misses their reserved time slot or fails to cancel in time, that RSO will be given one more chance to appear before JFC and must sign up for another time slot. The same 24-hour sign-up and cancellation procedure applies. If the RSO misses the second reserved time slot or fails to cancel in time, then the RSO's Annual Budget request will be denied on the basis of failing to meet with JFC.
6. If an RSO fails to schedule a time slot or cancels within 24 hours of the last scheduled Session, then the RSO's Annual Budget request will be denied on the basis of failing to meet with JFC. During the last scheduled Session, if an RSO fails to appear at their time slot, their budget will be denied on the basis of failing to meet with JFC.



#### **10.4 – Pro Rata Basis Reduction**

After the RSO has attended a Session, JFC will review the budget as a committee and make proper adjustments to meet the RSO Policy's criteria. Once JFC has reviewed all RSO budgets to have met the RSO Policy criteria, the summation of all adjusted RSO budgets results in the Review Adjusted RSO Amount. Once the Departmental Budgets have been assessed as detailed in §13.2 of this Document, the Budget Cap shall have the Departmental Budgets subtracted from it – resulting in the RSO Allocable Amount. The pro-rata reduction applied to RSO budgets will then be determined from the result of:

$$Pro - Rata Basis Percentage = 1 - \left( \frac{RSO Allocable Amount}{Adjusted RSO Amount} \right)$$

At least ten business days before the allocation deadline, the JVPF must provide, in writing, RSOs the ability to provide a preference on how the pro-rata reduction is applied to their respective budget. The RSO's stated preference, if provided, will take precedence, but JFC may use other information provided by the RSO throughout the budget process to make additional reductions if the RSO's preferences do not adequately address the pro-rata reduction. Should an RSO provide preferences to JFC that go beyond the pro-rata reduction, JFC shall only apply the pro-rata reduction based on information provided by the RSO throughout the Annual Budget process.

#### **10.7 – Budget Allocation Notification and Deadline**

RSOs shall be sent a written statement, notifying them of their Annual Budget allocation determination, shall at a minimum contain a breakdown of all Annual Budget allocations, the Annual Budget Reinstatement form, and information on the Appeals process. The RSO Policy initially determines the deadline to send out this notice of allocation; however, under extenuating circumstances, a written notice can be sent to all RSOs to extend the deadline by ten business days if JFC is unprepared to provide the budget allocation determinations. The Dean of Students shall be notified of this extension in advance of the written notice being sent to RSOs.

#### **10.8 – Budget Reduction Reinstatements**

Pro-rata basis reductions made to RSO budgets may be reinstated at the start of the Fiscal Year in which the RSO's Current Allocated Budget is set through Reinstatements. The purpose of Reinstatements is to give RSOs the opportunity to reinstate lines that were struck in their original budget request as a result of the pro-rata basis reduction. The JVPF shall provide a Reinstatement request form in writing to Annual Budget allocated RSOs to the Finance Officers and Senior Executive Officers as listed on their Engage pages no later than the fifteenth business day of the Fiscal Year. The deadline to submit the request will be fifteen business days after the written notification is given to RSOs. Reinstatements are only granted for pro-rata reductions, and other reductions made throughout the budget allocation process are not eligible. The JVPF will review all requests after the reinstatement request deadline, only to ensure the reinstatement was made for a pro-rata reduction. A determination will be provided to RSOs within ten business days of the request deadline. Reinstatements are to be funded from the PY account.

#### **10.9 – Budget Amendments**

At the written request of the organization, the JFC may amend the description of certain line items of a Current Allocated Budget if the funding from that line item has not already been spent. The JVPF must generate and maintain a form throughout the Fiscal Year for RSOs to submit budget amendment requests. Only line items relating to travel and registration for conferences, tournaments, competitions, or off-campus away events may be amended. Increases may not be made to the allocated amounts; however, the amount may be reduced based on the number of students attending or participating in the new event. Amendments to line items are limited to adjusting the location and specific away-event the organization plans to attend, with no changes to the intention of the trip itself. The intentions of a trip are determined to be

a competition, conference, or off-campus activity. The JVPF must present all pending, proposed Annual Budget amendments to the JFC at the next RSM for the determination of the committee. Notification of determination shall be sent in writing to the RSO within two business days of the committee's final decision. Should any changes to overarching Policies be made between the budget allocation and the budget amendments, the amendments must align with the current enacted policies.

## **ARTICLE XI – RSO SUPPLEMENTAL BILLS**

Supplemental Bills (Bills) are allocated through the Bills Process in the current Fiscal Year, in which the funds are to be available and further utilized by the RSO. RSOs are required to complete three main steps to complete the Bill Process: submit a Bill request, provide all respective reliable documentation, and attend a JFC Bill Review. These Bills serve to provide rolling funding to RSOs throughout the Fiscal Year and are designed to support events, travel, special projects, and equipment purchases and supplement any Current Annual Budgets.

### **11.1 – Bill Submission Format & Form**

The JVPF shall publish the required format and submission form for RSOs to request Bills for that coming Fiscal Year at least fifteen business days before the start of the respective Fiscal Year. RSOs may begin to submit bills for the coming, soon to be current, Fiscal Year once the form is published. The format must allow all required information, as detailed by the RSO Policy, to be submitted clearly. Additionally, a written notice to all RSOs Financial Officers detailing the format and how to access and submit a Bill shall be made the same day the format is published.

Throughout the Fiscal Year, the JVPF may adjust the submission form and format with the consensus of the JFC. A written notice of any changes shall be sent out to all RSOs Financial Officers within five business days of the change being made. The JVPF is charged with ensuring that all RSOs have equal access to the submission form and any resources necessary to understand the format.

### **11.2 – Submission Deadline**

The deadline for a Bill to be considered at the next RSM of JFC shall be 11:59PM ET the Sunday before the Thursday RSM. This holistic process shall be centered around the week in which the RSM is taking place, with Sunday being the first day of the week – hereby the 'RSM cycle' – and "that" or "respective" weekday in reference to the particular weekday for the current week in reference. That Monday, before 5:00PM ET, the JVPF must contact the Bill submitter in writing, notifying them of the coming actions needed on their or their RSO's part as well as to collect all line item quotes and required documentation, as detailed in §9.1 of this Document, that is missing from the Bill submission. If the RSO does not return the missing line item required documentation or does not provide adequate required documentation as detailed in §9.1 of this Document to the JVPF by 5:00PM ET that Tuesday, the Bill's review will be postponed to the next RSM cycle. The RSO shall have two more opportunities to provide the missing line item quotes or required documentation by the respective Tuesday at 5:00PM ET before the JFC shall review the Bill without them. Bill submitters may retract specific lines requested in their bills on their own volition should they no longer require the line items, and thus the retracted line items do not require any quotes or documentation.

Once all line item quotes or required documentation are retained by the deadline, the JVPF shall provide, in writing, the ability for all RSOs to sign-up for a Bill review time slot during the RSM by that Tuesday at 11:59PM ET. RSOs will have until that Wednesday at 11:59PM ET to sign-up for a Bill review time slot. All time-slots are first-come-first-served, must be at least ten minutes, and may fluctuate in time between Bills depending on the complexity or number of line items in the Bill. Should the RSO have more than one Bill, only one time slot needs to be signed up for. If an RSO fails to sign-up in time, then the Bill shall be postponed to the next RSM cycle. If the RSO does not communicate with the JFC for why

they are failing, or are unable, to sign-up, the RSO shall have two more opportunities to sign-up for a time slot by the respective Wednesday at 11:59PM ET, before the Bill is denied for failing to meet with JFC. All re-scheduling outside the RSM cycle shall follow the RSO Policy.

The RSO may withdraw their Bill at any point in time during the process, which will result in no further action needed by the RSO, JFC, or JVPF regarding that Bill.

### **11.3 – JFC Bill Review**

RSOs seeking funding through a Bill may be required to attend a JFC review meeting if JFC requires additional information or explanation from an RSO. The purpose of this meeting is for the JFC to ask questions and gain clarification from the RSO regarding the items they are requesting funding for and to allow the JFC to evaluate the Bill in a viewpoint-neutral manner for compliance with the "Funding Criteria" section of the RSO Policy. Each JFC Review shall break down as follows:

1. The organization shall provide a brief explanation on what they are requesting funding for;
2. The JFC shall ask clarifying questions to the organization relating to specific line items on their bill request and questions about the Bill as a whole to allow the JFC to adequately assess the request against RSO Policy.
3. The JFC shall review the RSO's pricing documentation to ensure they match each line item being requested in the Bill as detailed in §9.1 of this Document. Any discrepancies between the amount shown on the pricing documentation and the line item shall be reflected on the amount requested on the corresponding line item.

In the review process, members of JFC can propose for certain line items to be modified, reduced, or struck on the basis of compliance with the RSO Policy. Once a member proposes a change to be a line item with their justification, the Chair will facilitate a discussion amongst the members on the JFC to discuss this change to adherence to the RSO Policy. Once the discussion concludes, the Chair shall request a consensus from the JFC to make the corresponding change. All changes and their rationale will be noted on the JFC Minutes.

If the RSO 'fails to appear' for their signed up time slot, then the Bill shall be postponed to the next RSM cycle. The RSO shall have two more opportunities to sign-up for a time slot by the respective Wednesday at 11:59PM ET and appear at the JFC Bill Review. If the RSO expends all opportunities, the Bill is denied on the basis of 'failing to meet with the JFC.' All re-scheduling, outside the RSM cycle, shall follow the RSO Policy.

If JFC is more than 30 minutes late in reviewing a Bill by the RSO's signed-up time slot, then the RSO may elect to appear at the next RSM by notifying the Chair in writing. This does not count as 'failing to appear' and is not to be considered as one of the RSO's opportunities to appear.

### **11.4 – JFC Bill Determination**

After the JFC has reviewed all line items of the Bill, the Chair shall ask for any final changes to be made to the Bill as it stands. Once all final changes are reviewed and agreed upon, if any, the Chair will take a consensus of the JFC in allocating the Bill. If there are no dissents to the Bill, the funding is allocated, and the review is completed. Should there be any dissents, the dissenting opinion shall be recognized and remedied until no dissents are left. The RSO is not required to stay past their time slot or after completion of the review, whichever is shorter in sooner. JFC may postpone their determination to the end of the meeting should the dissenting opinions push the Bill beyond the RSO's time slot.

The allocation of funds is not confirmed until the notification of determination is sent in writing by the Chair to the RSO. JFC may reconsider the Bill should any allocation discrepancies be found between the Bill review and the notification being sent. The notification of determination must be sent to the Bill Submitter no later than one business day after the

respective RSM and must contain the final allocated amount, how to access the funds through SOFO, and information on the appeals process. Bills may not be amended after the allocation of funds has taken place.

## **ARTICLE XII – RSO APPEALS**

In every instance of allocation or determination made by the JFC, such as Annual Budgets, Bill Requests, Rollovers, Encumbrances, and Transfers, a standards appeals process shall be provided to RSOs. The RSO Policy maintains the process, deadlines, and timelines, but JFC maintains the specific forms and written decisions. While the RSO Policy only specifies Annual Budget Requests and Bills Requests, the process detailed shall be used for all JFC funding determinations or decisions pertaining to specific RSOs.

### **12.1 – Appeals Form**

The JVPF shall generate a standard request form accessible to all RSOs to request the initial written decision fifteen business days before the start of the Fiscal Year. The Appeals Form shall, at a minimum, allow an RSO to indicate which process and specific JFC determination they are appealing. The JVPF shall send all Appeals Form submissions to the Dean of Students or non-student designee, and to all JFC Members within two business days of the Appeals Form submission. The JVPF will also notify the submitting RSO that their submission has been received within two business days of the Appeals Form submission. RSO's may also simply email the JVPF in lieu of submitting an Appeals Form.

### **12.2 – Written Decision**

The JVPF, or JFC Member designee, shall create an initial draft of the written decision for the JFC to review within five business days of the Appeals Form submission. At a minimum, the written decision shall include the following:

1. Any relevant context to the initial funding request made or communications with the RSO outside the standard review(s);
2. The exact basis on which JFC made the initial funding determination; and,
3. All relevant documentation as an attachment to the written decision.

JFC shall review, edit, and approve the written decision before the deadline listed in the RSO Policy. A copy of the written decision shall be sent to at least the Senior Executive Officer and Finance Officer of the RSO, as well as to the Dean of Students or non-student designee. Sending the written decision to the Dean of Students or non-student designee is not acting on the RSO's behalf within the appeals process, as the RSO themselves will still need to send their appeal to the Dean of Students, or non-student designee, on their own accord within the applicable time frame as detailed by the RSO Policy. The written decision is being sent to the Dean of Students, or non-student designee, for record-keeping purposes.

### **12.3 – Accounts Used to Remedy Appeals**

Should the Dean of Students grant an appeal to an RSO, the following accounts are used to rectify the previous JFC determination per each decision-making process. JFC does not provide a determination on any remedy allocations made but will be notified of the allocation at the time the appeal is granted.

#### **12.3.1 – Annual Budgets**

Annual Budget allocations shall first be remedied with any unallocated Annual Budget Funds still available. Otherwise, once the Year-End Encumbrance occurs as detailed in this Document (SAF Policy §14.1), the remedy funds shall be allocated from the Unallocated SAF at the start of the Fiscal Year as detailed in this Document (SAF Policy §3.4).

#### **12.3.2 – Bills**

The appeal for Bills shall be remedied from the account which the line was RSOs originally requested of either PY or CO. If the appeal was granted over a Capital Expenditure determination made by JFC wherein the line item(s) was allocated out of the CO account, then the PY account shall be used.

### **12.3.3 – Rollovers, Encumbrances, & Transfers**

Any appeal granted for Rollovers of the previous Fiscal Year's Annual Budgets shall be drawn from the PY account. Further, any appeal granted for Rollovers for Bills shall be allocated from the initially allocated account of the line item.

## **ARTICLE XIII – DEPARTMENTAL FUNDING**

The SAF is also a funding source that provides necessary support for Departmental entities in the Division of Student Engagement and Wellbeing, which directly improve the student experience at the Institute.

### **13.1 – Definition & Criteria of Department**

Within this Document, the term "Department" and "Departmental" do not require the Institute entity in question to be a 'department' under the terms used within the direct nomenclature of the Institute. Rather, it is a culmination of terms for simplicity that include, but limited to, Department, Office, Division, Center, Area, and Programs. Only Departments within the Division of Student Engagement and Well-being are permitted to access these funding processes per presiding policies and this Document. All Departmental allocated funds are maintained and monitored by SOFO, as no lump-sum transfers external to SOFO may occur.

### **13.2 – Departmental Fiscal Year Budget**

Fiscal Year Budget, or Departmental Budget, is allocated through the Departmental budget process in the prior Fiscal Year in which the funds are available for use by the Departments and units of the Institute's Division of Student Engagement and Well-being (SEW). This Departmental Budget serves to provide foundational funding to the Institute at the start of the Fiscal Year to fund personnel services directly related to supporting and administration of the activities funded by the SAF, RSOs, and student activity programs.

#### **13.2.1 – Budget Allocation Process**

According to the RSO Policy, all SAF allocations are to be made through the JFC; however, remaining in compliance with USG policy and procedure, certain Departmental allocations are not up to the determinations of the student allocation boards, but certain departmental allocations are not up to the student allocation boards' determinations rather the holistic amount allocated to Departments. Therefore, Departments' allocation process is to be a collaborative effort between SGA, through the JFC, and the Institute, through the SEW. Communication between the stakeholder throughout this process must be maintained and is placed under the charge of the JVPF to ensure all notices are sent and received in the timeframes detailed. There will only be one compiled Annual Budget request, with all units included, in the single submission made by the VP of SEW to JFC.

##### **13.2.1.1 – Appropriation & Initial Notification**

A written notice is to be sent to the VP of SEW and Dean of Students or non-student designees no less than two business days after the Budget Cap has been set by JFC. The notice shall contain the Budget Cap determination, the percentage afforded to the SEW, the submission form or document, along with the set minimum criteria for the Departmental Budget as detailed in this Document (SAF Policy §13.2.2).



### **13.2.1.2 – Departmental Budget Submission**

The JVPF shall create a submission form that allows for the VP of SEW, or a non-student designee, to enter the Departmental Budget for JFC Review. How the Departmental Annual Budget submission is compiled and determined is at the discretion of the VP of SEW. However, JFC may assist in the collection of requests from the various separate Departmental units at the discretion of the VP of SEW. The budget submission from the VP of SEW to JFC must contain:

1. Clear distinction of funds allocated to specific entities and units;
2. If personnel salaries and benefits are being funded, a detailed list of positions in which that funding is allocated towards;
3. If programs or activities are being funded, a detailed list of items in which that funding is allocated towards; and,
4. Written explanation for any changes in allocation from the previous Fiscal Year.

By the end of the ninth week of the Spring semester, an initial submission of the Departmental Budget must be given in writing to the JFC from the VP of SEW, detailing out the specific SAF appropriations. If an initial submission is not received by the deadline, then the previous Fiscal Year's allocation shall be considered and applied as the Departmental Budget with any changes made to meet possible adjusted minimum criteria. Should the VP of SEW require additional time, a notification of delay shall be given in writing to JFC before the initial submission deadline outlining the reasons. Only two additional weeks may be permitted before the previous Fiscal Year's allocation.

### **13.2.1.3 – JFC Review**

JFC shall review the initial submission for compliance with the minimum criteria, clarity in the amounts being allocated, and compliance with USG and Institute policies within five business days of initial submission. Should the minimum criteria not be met or goes against policy, the initial submission will be returned to the VP of SEW for correction. The VP of SEW shall have ten business days to provide an updated budget before the previous Fiscal Year's budget allocation, with any changes made to meet possible adjusted minimum criteria is applied.

### **13.2.1.4 – JFC Confirmation**

Once the minimum criteria has been confirmed in the Departmental Budget and compliance has been ensured, JFC shall approve the Departmental Budget. Should the VP of SEW not utilize all available funds, the remaining unallocated BF shall be put towards the RSO Allocable allocations.

## **13.2.2 – Required Allocations & Criteria**

The Departmental Budget is required to have the proceeding allocations made, and following criteria maintained, as these directions have been determined to be of paramount importance to improving the student experience at the Institute. These required allocations shall default to the items contained within this section but can be adjusted without amending this document through a Joint Resolution, which sets the requirements for that specific budget allocation process should any single Fiscal Year allocations or changes be needed.

Furthermore, these criteria may only be amended or adjusted by the end of the fifth week of the Fall Semester in the year prior in which the funds would be used. Should the required allocations change in any way, the JVPF must notify the VP of SEW within two business days of a ratified change.

### **13.2.2.1 – Criteria**

The Departmental budget is not held to any of the restrictions listed in the RSO Policy. However, the Departmental budget should to the fullest extent possible:

1. Provide tangible benefits to students, RSOs, and DRSOs through services, programs, and resources;
2. Strive to provide greater access to resources and centers that serve to improve the student condition or student body community;
3. Not supply funds in the Annual Budget to non-student travel;
4. Minimize, or reduce, funding to areas with access to other sources of funds; and,
5. Minimize funding for long-term fixed assets.

### **13.2.2.2 – Allocations**

The Departmental budget must, at a minimum, have the following allocations made within it each Fiscal Year:

1. Student Pay as detailed in this Document (SAF Policy §13.4.2.1);
2. An Office of Student Media radio station and tower maintenance fund of at least \$13,000 to fund equipment in order to meet FCC requirements;
3. A Student Center activity fund of at least \$20,000 to fund Fall semester Week of Welcome and Summer semester programming to be organized and facilitated by students in the Summer and Fall Semester; and,
4. An allocation to the Division of Student Life of \$12,500 for Campus MovieFest annual contract payment.

### **13.2.3 – Amendment Process**

Should departmental operations deviate from the determined allocation, budget amendments may be used to account for these changes. Personnel funding amendments, such as moving funding between positions and transferring funds from programs or activities to personnel services, not detailed in the minimum criteria, may be changed by the VP of SEW without JFC approval. A written notification to the JFC must be given and recognized in writing before the budget amendment has been ratified. Programs and activities funding amendments, such as moving funding between programs and transferring funds from personnel services to programs or activities not detailed in the minimum criteria, must be sent to JFC for approval. JFC's review will ensure previous allocations to the items, programs, or activities have not already taken place. If previous allocations have occurred for these programs or activities or an increase to that funding through the departmental budget is not justified with reliable documentation or reliable research indicating additional funds are needed as detailed in the Document (SAF Policy §9.1), the budget amendment will be denied.

JFC will review all relevant Departmental budget amendments at its next regularly scheduled meeting and provide a determination within five business days. If JFC fails to adhere to the amendment process's deadlines, the Departmental amendment will be ratified. All budget amendments shall be reported to the Legislature at their next regularly scheduled meeting.

## **13.3 – Departmental Supplemental Bills**

Departmental Supplemental Bills (Departmental Bills) are allocated through the Departmental Bills Process in the current Fiscal Year in which the funds are to be available and further utilized by Departments. These Departmental Bills serve to provide rolling funding to Departments throughout the Fiscal Year and are designed to support events, travel, special

projects, equipment purchases, as well as supplement any allocated budgets. It should be noted that Departmental Bills should be sparing and the last resort for funding for eligible entities.

### **13.3.1 – Bills Allocation Process**

Departmental Bills are allocated to Departments using the same timeline, deadlines, and procedures as RSOs per detailed in this Document (SAF Policy §11). However, the JVPF does not need to provide written notice to eligible Departmental entities as it pertains to the RSM schedule as well as the Bill Submission format and form.

### **13.3.2 – Bill Submissions & Required Information**

The JVPF shall create a submission form that allows for Departments to enter the Bill Submissions for JFC Review – this may be the same form as the RSO Bill Submission. In addition to all the required information for RSOs per the RSO Policy, the Departmental Bill submission to JFC must also contain:

1. Detailed written documentation that other funding sources are not available or able to cover the line items requested;
2. A written explanation that any events and activities are in collaboration with RSOs;
3. Clear distinction of specific entities or units for which the funds are requested;
4. If any SAF Budget Funds were allocated towards the activities, events, or Departmental expenses being requested, and if so, why additional funds are being requested.

### **13.3.3 – Bill Criteria**

The amount of funding a Department receives in a Bill is determined by the stated funding needs as set forth in its detailed Bill request and is dependent upon the submission of accurate documentation supporting the request. JFC's funding allocation decisions will be based on whether the requesting Department has met the following criteria in addition to all the funding criteria for RSOs per the RSO Policy:

1. The Department is contained within the organizational structure of the Division of Student Engagement and Wellness;
2. Other funding sources are not available or able to provide the funds requested, or the SAF is the objectively reasonable source for the funding;
3. All required reliable documentation and reliable research as detailed in this Document (SAF Policy §9.1) has been provided;
4. The funding requested directly benefits currently enrolled students and active RSOs.

### **13.3.4 – Bill Allocations**

Departments shall be held to all maximum and prohibited allocations as listed in the RSO Policy for RSOs with the following exceptions and considerations:

1. Student Pay and Stipends are not prohibited but may not exceed the required amounts as detailed in this Document (SAF Policy §13.4.2.1);
2. Capital Expenditures may be funded at the full amount, however, Capital Expenditures may not go towards a Department that already receives funds from another mandatory student fee;
3. All activities and programs must be free and open to all GT students and may not be used for non-student faculty or staff;
4. Travel funding may not be allocated to non-student faculty or staff;
5. Food funding may not be allocated to non-student faculty or staff; and,
6. Off-campus activities for students are permitted to exceed all stated maximums, except for the per-student maximum.



Further, JFC shall determine the overall impact to RSO Allocatable Accounts based on current Fiscal Year allocations, pending requests, and reasonable predictions of future RSO demand. Should the Departmental request result in destabilization or shut-down of the RSO Bills Process, then the funding shall not be granted.

### **13.4 – Student Pay**

All student pay from the SAF is routed through the Departmental budget. These student positions must provide direct and immediate support to the Department with the criteria of:

1. Planning and execution of activities or event programming on a Departmental scale of funds and legal regulations;
2. Direct clerical work for the respective Department; or
3. Providing a service to the Department, greater Institute, or entire student body for positions that only students would be able to fill due to the nature of the position.

Student positions funded in this manner must have a non-student Departmental Direct Principal (Direct Principal) of which the students are under leadership or advisement. Certain funded positions require autonomy of the student wherein they make programming or procedural choices outside the Direct Principal's guidance. Any decisions made in such a way are not to be considered insubordination but rather fulfilling the role's requirements and shall not be unpunished if the action is within the bounds of policy, regulation, and law.

Departments may allocate beyond the appropriations contained within this Document and add other student paid positions through the Annual Budget, as long as the initial criteria is met for additional positions. Student pay may not be requested through Bills.

#### **13.4.1 – Distribution Process**

Student pay, as detailed in this section, is not necessarily all students paid through the SAF as other student assistants and Federal Work Study students may be funded. The allocations made in this section is supplied as a Fall and Spring semester-based stipend. All stipends are apportioned in lump sums to the Department and are to be processed by SOFO. No later than the end of the sixth week of Fall Semester, the JVPF shall provide, and disburse in writing, a form for Direct Principals to complete dictating the distribution of the stipend allocation per individual. The Direct Principals will have fifteen business days to complete and return the form to the JVPF. This form shall, at a minimum, include the amount to be allocated to each individual, the full name of the individual, and a narrative on why this breakdown was selected, including a description of why any changes were made. Input and approval of the distribution from the highest-ranking student paid through the lump-sum must also be obtained and recorded in writing on the form.

The JVPF shall send out the same form to Direct Principals by the sixth week of the Spring semester, but the form only needs to be returned if any changes in stipend allocations per individual or the individuals in the positions has occurred. The Direct Principals will have fifteen business days to complete and return the form to the JVPF if applicable.

If the form is not returned by the respective semester's deadline, then the funds will not be disbursed until the form is received. If the form is not returned within the respective semester, and no indication or written communication from the Direct Principal has been received by the JVPF indicating the reason for delay, then the funds for that semester shall be encumbered into the PY account. Should the delay be due entirely because of the

Direct Principal, JFC may work directly with the highest-ranking student paid through the lump sum to complete the form.

#### **13.4.1.1 – Review & Determinations**

Upon submission of the form, the JVPF shall provide the information and stipend distribution to JFC at the next RSM for approval of disbursement. JFC may, at their discretion, schedule a meeting with the Direct Principal and highest-ranking student paid through the lump sum for further review. JFC shall provide an approval based on the information provided and determine if there is an objectively reasonable stipend distribution for the work provided across the positions listed. Should JFC reject the stipend distribution on the grounds of either insufficient information or unreasonable distribution, JFC shall provide a written decision detailing the reasoning behind the rejection and a proposed stipend distribution to the Direct Principal and highest-ranking student paid through the lump sum. The Direct Principal will have five business days to amend the form, receive written approval from the highest-ranking student paid through the lump sum, and return the amended form to the JVPF. If the Direct Principal is unable to provide the amended form by the deadline, the JFC shall approve the JFC proposed stipend distribution. If JFC rejects the amended form on the grounds of either insufficient information or unreasonable distribution, then the JFC proposed stipend distribution shall be approved.

#### **13.4.1.2 – Disbursement**

Upon approval, JFC shall supply a written decision with the final stipend distribution for the respective semester to the Direct Principal and highest-ranking student paid through the lump-sum within two business days of the stipend distribution was approved. The stipend distribution shall be sent to SOFO for processing and disbursement to the individuals.

### **13.4.2 – Payment Apportions**

The funding allocated to Student Pay is provided to the Department in which the students are providing the services to as detailed in this section. The amounts allotted in the Departmental Budget are determined by historical levels and evaluations of the positions funded to meet the criteria and service to the respective Department.

#### **13.4.2.1 – Compensation Apportionment**

The following allotments for Student Pay shall be required at a minimum in the Departmental Budget:

1. The Division of Student Life is to be annually allocated \$31,000 for Graduate Student Government Association services in connecting, facilitating interactions, and allocating funds to the graduate student body.
2. The Division of Student Life is to be annually allocated \$39,000 for Undergraduate Student Government Association services in connecting, facilitating interactions, and allocating funds to the undergraduate student body.
3. The Student Center is to be annually allocated \$20,000 for the Student Center Programs Council services in providing institutional programming for Homecoming, traditional signature events on and off-campus, as well as consistently providing events and activities through the Student Center throughout the Fiscal Year that are open to all Georgia Tech students.
4. The Campus Recreation Center is to be annually allocated \$4,000 for Outdoor Recreation services in coordinating trips and coordinating student team leads for programming through the Campus Recreation Center that is open to all Georgia Tech students.

5. The Office of Student Media is to be annually allocated \$27,000 for WREK Radio services in station operations and maintenance, maintaining FCC requirements, as well as mass communication and entertainment services to the Georgia Tech student body.
6. The Office of Student Media is to be annually allocated \$28,000 for Technique services in providing free speech platforms for the student body, acting as the reputable central news source for the student body, as well as mass communication and entertainment services to the Georgia Tech student body.
7. The Office of Student Media is to be annually allocated \$2,000 for Erato services in providing free speech platforms for the student body, acting as a reputable central arts platform for the Georgia Tech student body, as well as mass communication and entertainment services to the Georgia Tech student body.
8. The Office of Student Media is to be annually allocated \$2,000 for The Tower services in providing free speech platforms for the undergraduate Georgia Tech student body, acting as the reputable central undergraduate research journal for the undergraduate Georgia Tech student body.
9. The Office of Student Media is to be annually allocated \$2,600 for North Avenue Review services in providing free speech platforms and an open public forum for the Georgia Tech student body as well as mass communication services to the Georgia Tech student body.
10. The Office of Student Media is to be annually allocated \$2,600 for 3484 Magazine services in providing free speech platforms for the Georgia Tech student body, acting as a reputable local and community news platform for the Georgia Tech student body, as well as mass communication services to the Georgia Tech student body.
11. The Office of Student Media is to be annually allocated \$2,600 for T-Book services in providing guidance and upholding an institutional tradition for the freshman student body.

#### **13.4.2.2 – Apportion Adjustments**

Should the Direct Principal determine that the amount annually allocated is below an optimal amount for the time or effort dedicated in providing the services, they may submit a request to JFC to have the allotment adjusted. A new Direct Principal within a Department may come forward as well should another Student Pay situation be applicable to the SAF. The Direct Principal may submit a written request to the JVPF by the sixth week of the Fall Semester for adjustments to be applied in the next Fiscal Year's Departmental Annual Budget. The written request must contain the reasoning behind the adjustment and how the requested allotment was calculated.

The JVPF shall provide the information to JFC within two business days of receiving it from the Direct Principal. During the next RSM, JFC shall evaluate the request on the basis of the amount of time spent, if any organizational restructuring had occurred that removed or added positions, the historic amount paid per position, and the current cost of living in Atlanta Georgia. Additionally, JFC shall take into consideration the impact on the Departmental Annual Budget and the respective percentage split granted. JFC shall supply a written evaluation to the Direct Principal and the JVPF within ten business days of the RSM, wherein the request was reviewed. The Direct Principal shall have ten business days from receiving the written evaluation to confirm in writing to the JVPF that they would like to pursue the allotment adjustment. Should the Direct Principal choose to pursue the adjustment within the allowable time frame, the JVPF shall submit a Joint Resolution that contains the written evaluation to update the relevant sections of this Document within five business days of receiving the confirmation from the Direct

Principal. The JVPF shall also notify the Direct Principal in writing as soon as the Joint Resolution has been submitted along with the next scheduled Legislative sessions times and dates.

### **13.5 – Departmental Appeals**

In the event that a Department's Bill Request or Student Pay request is denied or is approved in an amount different from the total amount that the Department requested, the Department may appeal the JFC's written decision setting forth the basis for the denial or the award of the reduced amount. A Department may also appeal the JFC's determination if the JFC failed to issue a timely written decision after the Department properly requested one. All appeals will be heard by the VP of SEW and the Dean of Students.

Appeals must be in writing and must be submitted to the VP of SEW and the Dean of Students ten business days after the Department receives the JFC's written decision or, if JFC failed to issue a timely written decision after the Department properly requested one, within ten business days after the time for the JFC to issue the decision has expired.

A Department's appeal must be based on one of the following grounds:

1. JFC's disapproval of the Bill Request or Student Pay request, or JFC's determination regarding any allocation for an item therein, was arbitrary or capricious;
2. JFC engaged in viewpoint discrimination or another legal violation; or,
3. JFC failed to follow the Funding Request processes and procedures outlined in this Document or RSO Policy.

Within twenty business days of submitting the appeal, the VP of SEW and the Dean of Students will provide the Department with a written decision granting or denying the appeal and detailing the reasons for that determination. If the VP of SEW and the Dean of Students grants the appeal and approves a new final allocation, the new allocation will be included in the written decision. JFC shall ensure that funds are available to cover any Bill Request or Student Pay request that is awarded to a Department as a result of an appeal.

## **ARTICLE XIV – ENCUMBRANCES, ROLLOVERS, & TRANSFERS**

Intending to improve the efficiency and availability of the SAF as well as comply with regulatory budgetary procedures, several occurrences of encumbering funds shall take place with the opportunity for RSOs, Departmental units, and other Accounts to apply for exemption under specific circumstances in the form of rollovers.

### **14.1 – Year-End Fiscal Rollovers & Encumbrance**

Following the last possible day to access any SAF funds per the Institute's Fiscal Year Closeout Process, as determined by SOFO and the Institute's Procurement Office, all SAF allocated to Fund Accounts, Legislative Accounts, Current Allocated Budgets, and allocated Bills shall be encumbered back into Unallocated SAF. Reserve Accounts are not included within the Year-End Fiscal Encumbrance. Rollovers, which pulls previously allocated unspent funds from one Fiscal Year to the next, may be granted following the respective procedures for RSOs, Departments, Legislative Accounts, and Fund Accounts.

#### **14.1.1 – RSO & Departmental Rollovers**

The JVPF shall generate a rollover form and provide written notification fifteen business days before the start of a new Fiscal Year to all relevant RSOs' Financial Officers and Departmental units detailing the criteria as well as how to access and submit the form. Relevant RSOs include those that:

1. Had received funding through a Bill that was not already encumbered as detailed in this Document (SAF Policy §14.2) or at any point throughout the Fiscal Year in which the funds would be rolled-over from; or

2. Had budgetary funds allocated for the Fiscal Year in which the funds would be rolled-over from.

RSOs and Departmental units shall be given until the last day of classes of the Fall Semester to request a rollover by completing the form. After this deadline, no further rollovers may be permitted. This form shall, at a minimum, ask RSOs to:

1. Provide a detailed list of the Bills and contained lines for which the RSO would be requesting a rollover;
2. Provide a detailed list of the Fiscal Year Budget lines for which the RSO would be requesting a rollover;
3. Supporting documentation indicating the line items meet the rollover criteria as detailed in this Document (SAF Policy §9.1.1.3); and,
4. A detailed reasoning behind why the funds were not utilized in the previous Fiscal Year.

#### **14.1.1.1 – RSO & Departmental Rollover Criteria**

The amount of rollover funds an RSO or Departmental unit receives is determined by the amount of funds remaining in the Budget or Bill lines requested for rollover, the amount of funds expended or utilized in the previous Fiscal Year, and is dependent upon the submission of a properly submitted rollover request form before the deadline. The JVPF's rollover determinations will be based solely on whether the requesting RSO's or Departmental unit's rollover request made meet the following viewpoint-neutral requirements:

1. The requesting RSO or Departmental unit must:
  - 1.1. Be in Active standing with CSE in both applicable Fiscal Years;
  - 1.2. Have remaining funds within the requested Bill or Budget lines;
  - 1.3. Provide all necessary documentation within their request; and,
  - 1.4. Have submitted the request form before the applicable deadline.
2. The allocated line items requested for rollover must either:
  - 2.1. Have already been expended, had the service performed, or the benefit received during the previous Fiscal Year as indicated by documentation;
  - 2.2. Had the procurement process initiated as determined by one or more of the following:
    - 2.2.1. A contract has been signed during the previous Fiscal Year, and the funding is now obligated to be paid;
    - 2.2.2. A SOFO reimbursement or payment form has been submitted before the end of the previous Fiscal Year; or,
    - 2.2.3. Institute Procurement or an Institute staff/faculty member has already begun the purchasing process through the submission of a requisition before the end of the previous Fiscal Year.
  - 2.3. Determined by SOFO to require a rollover due to a system error or the year-end close out process.
3. The line items may not have been rolled over in the previous encumbrance cycle.

#### **14.1.1.2 – Review & Determination**

The JVPF shall make a determination and provide a written determination to the requesting entity at least ten business days after the rollover form has been submitted. The determination shall be based on the relevant criteria within this Document (SAF Policy §4.1.1.1). The JVPF may return the request to the RSO or Departmental unit on the basis of insufficient documentation. The RSO or Departmental unit may then provide the relevant documentation within ten businesses even past the rollover request deadline. Should the request be returned for additional documentation, the JVPF must provide a list of acceptable

documents to satisfy the requirement. A notification of determination shall be sent in writing to the RSO or Departmental unit within two business days of the final decision. The JVPF must present all new rollover requests to the JFC at the next scheduled meeting, along with the determinations.

All approved rollovers for Bill line items shall be taken directly from the account from which the line items were originally allocated. All approved rollovers for Budget line items shall be taken from the PY Account.

#### **14.1.2 – Fund & Legislative Account Rollovers**

The JVPF shall generate a rollover form and provide written notification fifteen business days before the start of a new Fiscal Year to the Graduate and Undergraduate Treasurers and Student Body Presidents detailing the criteria as well as how to access and submit the form. Fund and Legislative rollover requests may be submitted until the last day of classes of the Fall Semester – after this deadline, no further rollovers may be permitted. This form shall, at a minimum, ask RSOs to:

1. Provide a detailed list of the line items or allocations for which the Fund would require a rollover;
2. Supporting documentation indicating the line items meet the rollover criteria; and,
3. Detailed reasoning behind why the funds were not utilized in the previous Fiscal Year.

Evergreen JAC Funds do not require any submission and are automatically rolled over all remaining funds if the respective Fund is still active as detailed in this Document (SAF Policy §4.2.2).

##### **14.1.2.1 – Criteria**

The amount of rollover funds a Fund or Legislative Account receives is determined by the amount of funds remaining in the respective fund account from the Fiscal Year requested for rollover, the amount of funds expended or utilized in the previous Fiscal Year, and is dependent upon the submission of a properly submitted rollover request form before the deadline. The JVPF's rollover allocation decisions will be based solely on whether the lines or allocations the requesting fund rollover request made meet the following viewpoint-neutral requirements:

1. Have already been expended, had the service performed, or the benefit received during the previous Fiscal Year;
2. Had the procurement or payment process initiated as determined by one or more of the following:
  - 2.1. A contract has been signed during the previous Fiscal Year, and the funds are now obligated to be paid;
  - 2.2. A SOFO reimbursement or payment form has been filled out before the end of the previous Fiscal Year; or,
  - 2.3. Institute Procurement or an Institute staff/faculty member has already begun the purchasing process through the submission of a requisition before the end of the previous Fiscal Year.
3. Determined by SOFO to require a rollover due to a system error;
4. The line items may not have been rolled over in the previous encumbrance cycle.

##### **14.1.2.2 – Review & Determination**

The JVPF shall make a determination and provide a written determination to the requesting entity at least ten business days after the rollover form has been submitted. The determination shall be based on the relevant criteria within this Document (SAF Policy §4.1.2.1). The JVPF may return the request to the



form submitter on the basis of insufficient documentation. The form submitter may then provide the relevant documentation within ten businesses even past the rollover request deadline. Should the request be returned for additional documentation, the JVPF must provide a list of acceptable documents to satisfy the requirement. A notification of determination shall be sent in writing to the form submitter within two business days of the final decision. The JVPF must present all new rollover requests to the JFC at the next scheduled meeting along with the determinations.

All approved rollovers for Fund Account line items shall be taken directly from the Fund Account from which the line items were originally allocated. All approved rollovers for Legislative Account line items shall be taken from the PY Account.

## **14.2 – Spring Rollovers & Encumbrances**

The JFC shall oversee an encumbrance of all unspent SAF funds from funding allocated through the Bills process in the applicable part of the Summer semester and Fall semester. The JVPF shall generate a rollover form and provide written notification by the end of the thirteenth week of the Fall semester to all requesting entities that have received funding through a Bill up to the twelfth week of the Fall semester. The requesting entities shall be given ten business days to request a rollover by completing the form. This form shall ask requesting entities to list the bills they require a rollover for, based on their anticipation for needing to use the funds beyond the end of December 31st of the current Fiscal Year.

### **14.2.1 – Review & Determinations**

Upon submission of all the rollover forms, the JFC will review all the submissions and provide a determination by consensus of all rollover submissions. This determination will be based on the successful completion of the form. Upon determination of the JFC, the JVPF shall submit a list of approved rollovers to the SOFO and further require all unspent funds for unapproved Bills to be encumbered. Funds encumbered through this process shall return into the initial accounts from which the original allocations were made. A written notification of the final determination shall be sent to the respective RSOs before December 31st. The JVPF shall provide a report of rollovers and make it publicly accessible on the SGA Website by the first week of the Spring semester. Should an RSO fail to fill out the form for any reason, but still require the funds, the RSO may provide a written request to the JVPF detailing the exact amount needed and why the form was not filled out. The JVPF will reinstate the encumbered funds within two business days and notify JFC at the next RSM.

### **14.2.2 – Pre-Approved Rollovers**

RSOs that anticipate spending a portion of the requested Bill during the Spring semester may obtain a pre-approved rollover with a consensus of the JFC during the Bill Review meeting. Bills that have received a pre-approved rollover will be added to the exemption list for Spring Encumbrances maintained by the JVPF. Approvals for pre-approved rollovers shall be determined in a viewpoint-neutral manner solely based on an organization's anticipation for needing to use the funds during the Spring semester. RSOs who receive allocations after the twelfth week of the Fall Semester are automatically granted a pre-approved rollover.

## **14.3 – Good Standing Encumbrance**

Should an RSO fall out of Good Standing with the CSE, as defined and detailed in the RSO Policy, any unspent allocated funds (Current Allocated Budget or Bills) will be immediately made inaccessible to the RSO until Good Standing is achieved. If CSE revokes the RSO's Registered status at any point during the Fiscal Year, as defined and detailed in the RSO Policy, any unspent allocated funds (Current Allocated Budget or Bills) will be immediately encumbered. RSOs will have their Annual Budget made inaccessible to them should they fail to properly complete the Annual Registration

process, as detailed in the RSO Policy. The respective RSOs will have their Annual Budget reinstated once they complete the Annual Registration process and brought back into Good Standing. However, if the respective RSOs are still not in Good Standing by the third week of the Fall semester, those Current Allocated Budget funds shall be encumbered and placed into the PY account.

#### **14.4 – Self-Elected Encumbrance**

RSOs that no longer require certain allocated funds may elect to have the funds encumbered. The RSO may provide in writing to the JVPF the exact lines from the Annual Budget or Bills no longer needed as well as the allocated funds remaining. The JVPF, not being allowed to make any adjustments, will then approve the encumbrance per the RSO's request and provide that information to SOFO to commence the encumbrance.

#### **14.5 – Emergency Encumbrance**

In the event that the funds remaining in RSO Allocatable Accounts are within \$50,000 in totality across all discrete accounts, an emergency encumbrance process may be executed at any point during the Fiscal Year to increase the available funds in these accounts. The JVPF shall send all RSOs with allocated funding, either through the Current Allocated Budget or a Bill, will be sent an encumbrance form in writing to at least the Senior Executive Officer and Finance Officer of the respective RSOs. The purpose of this form is for RSOs to provide notice of any unspent funds they no longer need to spend for the remainder of the Fiscal Year, either due to a cancellation of an event or excess funding granted to a completed activity. All respective RSOs will be requested to submit this form within ten business days to provide JFC with information regarding allocated funds that can be encumbered at that moment. Given that the emergency encumbrance process happens after funding has already been allocated, no RSO will have existing funding encumbered for failing to complete the form.

#### **14.6 – Transfer of RSO Funds**

Should an RSO with allocated funds merge or split on their own accord, they may provide a written request to the JVPF of the line items they are seeking to transfer to or from the other RSO(s). If an RSO is splitting, wherein a new RSO(s) has been formed in that Fiscal Year with leadership or members from the original RSO, then the newly formed RSO(s) must be in Good Standing with CSE, as defined and detailed in the RSO Policy. Further, the RSOs must provide in writing from all Chief Executive Officers to the JVPF a notice of mutual agreement for the line items being transferred. The resulting RSOs will be held to the maximum allocations permitted with their resulting line items.

If RSOs are merging into a single RSO, wherein the remaining RSOs will no longer be in Good Standing with CSE, or are being disbanded, only by choice of the RSO Officers and not a disciplinary action, the resulting single RSO must be in Good Standing with CSE, as defined and detailed in the RSO Policy. Further, the RSOs' Chief Executive Officers must provide in writing the updated approved constitution for the merged RSO letter of intent indicating the merger is amicable between the current RSOs. The JVPF shall receive confirmation from CSE that these RSOs are merging on their own accord and not due to impending or current disciplinary action on any of the RSOs in question. All RSOs merging must be in Good Standing at the time of requesting a transfer of funds.

The JVPF shall present all transfer requests to JFC at the next RSM, where the Chief Executive Officers of the relevant RSOs are required to attend to answer any questions the JFC has about their request. JFC shall provide a determination, approving or denying the request, within ten business days from the request being reviewed. The determination shall be granted on the basis of:

1. The transfer being mutual, as displayed by the RSOs' documentation and review session;
2. All documentation required has been provided; and,



3. Relevant confirmation from CSE has been received.

JFC will not allocate any additional funds but will adjust the transfer request to match any RSO Policy allocation restrictions – the resulting RSO(s) will be held to the ending amounts at the conclusion of the transfer. If the RSOs are merging, all remaining funds unable to be transferred due to RSO Policy allocation restrictions shall be encumbered into their originally allocated accounts. In this instance, Annual Budget funds shall be encumbered into the PY account.

## **ARTICLE XV – AMENDMENTS**

Amendments to this Document shall require a Joint Resolution with additional considerations that:

1. At least one-week notice shall be given for any amendment to this Document; and,
2. The amendments to Articles 3, 4, 5, 6, and 9 will not take effect until written approval from OGC has been received.

### **15.1 – Clerical Errors**

The JVPF may, with unanimous consent of JFC, correct clerical errors in this policy at any time. The JVPF must report any clerical changes to the Legislature at their next official meeting.

### **15.2 – Running Lists**

The JVPF may, with unanimous consent of JFC, amend the following specific sections to keep track of any ratified Joint Resolutions creating Fund Accounts:

1. SAF Policy §4.2.1.2: only to add and remove Select Funds to the Current Accounts list for record-keeping; and,
2. SAF Policy §4.2.2.2: only to add and remove JACs or adjust the type to the Current Accounts list for record-keeping.

The JVPF must report any running list changes to the Legislature at their next official meeting. If the Legislature determines that the changes go beyond what is permitted in this Section, either GSS or UHR may recall the amendment and the JVPF will need to submit a Joint Resolution to make the adjustment.

## APPENDIX

### 1. Chart of Accounts

| Account (Abbreviation)                  | Classification             | Oversight (Contact)             | Purpose   |
|---|----------------------------|---------------------------------|---|
| Prior Year (PY)                         | Allocatable Account        | JFC (JVPF)                      | Fund Bills for items that are not capital expenditures.                           |
| Capital Outlay (CO)                     | Allocatable Account        | JFC (JVPF)                      | Fund Bills for items that are capital expenditures.                               |
| Budget Funds (BF)                       | Allocatable Account        | JFC (JVPF)                      | Fund Annual Budgets for the coming fiscal year                                    |
| Graduate Legislative Reserve (GLR)      | Legislative Account        | GSS (Graduate Treasurer)        | Provide funds for Graduate SGA initiatives & committees                           |
| Undergraduate Legislative Reserve (GLR) | Legislative Account        | UHR (Undergraduate Treasurer)   | Provide funds for Undergraduate SGA initiatives & committees                      |
| IBPA Reserve (RES)                      | Reserve Account            | JFC (JVPF) & IBPA               | Ensure that the SAF is able to operate through detrimental impacts                |
| Internal Reserve Account (IRA)          | Reserve Account            | JFC (JVPF)                      | Provide funds to support the RES, create Fund Accounts, & fund Institute projects |
| Graduate Conference Fund                | Fund Account (Select Fund) | Graduate VP of Conference Funds | Funds for students traveling to present research performed at Georgia Tech        |
| Development Fund                        | Fund Account (Select Fund) | Graduate VP of Conference Funds | Funds for students attending career & professional development events             |
| Mental Health Initiatives               | Fund Account (JAC Fund)    | MHJAC (Chair of MHJAC)          | Fund initiatives that improve the mental health and well-being of students        |

## 2. List of Annual Deadlines

| Title   | Entities Involved                                 | Deliverable  | Deadline  |
|---|---|--|---|
| <b>JFC Meeting Deadlines</b>                                |   |  |   |
| JFC Meeting Schedule  | JVPF notifying RSOs                               | Weekly meeting schedule for the coming fiscal year is sent to all RSOs   | No later than fifteen business days before the start of a Fiscal Year     |
| JFC Summer Meeting  | JVPF and JFC                                      | JFC convenes for a summer Bills Review   | Within first fifteen business days of the Fiscal Year                     |
| <b>Reporting Deadlines</b>                                  |   |  |   |
| ULR/GLR Account Amounts                                     | JVPF notifying Legislative Treasurers             | Written notification of exact amounts  | First week of the Fall Semester   |
| IRA Account Balance   | JVPF notifying Legislature                        | Report of exact amount   | Third week of the Fall Semester   |
| Meeting Minutes Posted                                      | JFC notifying the Public                          | JFC's approval of meeting minutes and posted on SGA Website  | Within three RSMs of meeting wherein the minutes were recorded            |
| Annual Report Published                                     | JFC notifying the Legislature and Public          | JFC publishes and reports the compiled annual report   | By the last Legislative meeting of the Spring semester                    |
| <b>RSO Annual Budget Deadlines</b>                          |   |  |   |
| Finalization of Budget Orientation Schedule                 | JFC   | JFC creates and approves the schedule of the annual budget orientations  | No later than the second week of the Fall Semester                        |
| Publishing of Budget Orientation Schedule                   | JVPF notifying RSOs                               | The JVPF published the annual budget orientation schedule on the SGA website   | No later than the Friday of the third week of the Fall Semester           |
| Mass Communication of Budget Orientation Schedule           | JVPF notifying RSOs                               | The JVPF sends a mass email to RSOs notifying them of the Orientation's schedule   | No later than two business days after publishing the schedule             |
| Generation and publishing of Annual Budget Submission Form  | JVPF  | The JVPF is to make an annual budget submission form within the parameters listed within this document   | No later than two business days after the first annual budget Orientation |
| Publishing the JFC Budget Review Schedule and Sign-up Form  | JVPF and JFC notifying the relevant RSOs          | JFC creates and approves the schedule of the annual budget reviews and the JVPF creates a sign-up form and provides a written notice to all RSOs | No later than the thirteenth week of the Fall semester                    |
| Budget Reduction Reinstatement Form Generated and Published | JVPF notifying RSOs with allocated Annual Budgets | JVPF creates and sends a written notification to RSOs with the Budget Reinstatement form   | No later than the fifteenth business day of the Fiscal Year               |

| <b>Bills Process Deadlines</b>                                       |   |  |   |
|--|---|--|---|
| Bill Submission Form and Notification                                | JVPF notifying RSOs                                   | The JVPF creates and sends a written notification to RSOs with the Bill submission form  | No later than fifteen days before the start of a Fiscal Year  |
| <b>Appeals Process Deadlines</b>                                     |   |  |   |
| Written Decision Request Form  | JVPF  | The JVPF creates and publishes a written decision request form   | No later than fifteen days before the start of a Fiscal Year  |
| <b>Departmental Deadlines</b>  |   |  |   |
| Departmental Budget Cap, Submission form, and Allotment Notification | JVPF notifying the VP of SEW                          | The JVPF provides a written notification to the VP of SEW on the Budget Cap, submission form, and the total Departmental Amount for the Budget Process | No later than two business days after the Budget Cap has been set (third week of the Spring semester) |
| Student Pay Distribution Forms                                       | JVPF notifying Direct Principals                      | The JVPF creates a form and provides a written notice to Direct Principals to submit student pay breakdowns  | On the Sixth week of the Fall and Spring Semester   |
| <b>Rollover Deadlines</b>  |   |  |   |
| RSO and Departmental Rollover Form                                   | JVPF notifying RSO and Departments                    | The JVPF creates a form and provides a written notice to RSOs and Departments to submit rollover requests  | No later than fifteen days before the start of a Fiscal Year  |
| Fund and Legislative Rollover Form                                   | JVPF notifying Treasurers and Student Body Presidents | The JVPF creates a form and provides a written notice for Funds and the Legislature to submit rollover requests  | No later than fifteen days before the start of a Fiscal Year  |
| Spring Rollover Form   | JVPF notifying Bill recipients                        | The JVPF creates a form and provides a written notice to RSOs and Departments to submit Spring rollover requests                                       | No later than the end of the thirteenth week of the Fall semester                                     |
| Spring Rollover Report   | JVPF notifying the Public                             | The JVPF will post on the SGA website the bills rolled-over from the Fall to the Spring Semester   | No later than the first week of the Spring semester   |