

Article III

Rules and Procedures

Section 1 – Financial Rules

- A. Eligibility for Annual Funding.
 - a. Only clubs in active standing are eligible to earn funds through the USG Point System
 - b. All clubs must submit an annual USG Point System budget folder by March 31st
 - B. Discretionary Fund.
 - a. The discretionary fund is available for all individuals, clubs, departments or organizations on campus to apply for. Each request must be submitted to the Financial Administrator to be brought before the governing body for approval. The individual, club, department, or organization that is requesting a discretionary fund must present their request to the governing body. Discretionary requests can be approved by a majority vote. If approved, funds will be distributed within the following week. Funds will be distributed on a first come, first serve basis.
 - C. The following must be presented to the governing body for approval:
 - a. Items which will be retained by an individual
 - i. Items to be retained by an individual, whether within the club or outside, must be presented to the governing body for approval
 - ii. Clothing is permitted for clubs, but may not exceed \$20 per person, per year. Names of the individuals receiving the clothing must be submitted with the voucher, prior to placing the order. Names of all individuals receiving clothing must match the official club roster.
 - b. Personal travel or tolls
 - i. Travel expenses for a majority of club or team members may be presented to the governing body for approval
 - c. Conferences/Clinics/Camps
 - D. Allocations will **not** be made for the following:
 - a. Personal loans to individuals
 - b. Bail or legal fees for individuals or organizations
 - c. Alcohol or any equipment with the explicit purpose of its production
 - d. Weapons
 - e. Personal fees/dues required for national organizational membership
 - f. Contributions to charities or for donations
 - g. Academic materials to be used for tutorial purposes
 - h. Mandatory events held during the final exam period
 - i. Transfer of funds to outside accounts
 - j. Fundraisers*
- *Funds may not be allocated for fundraiser items that will be resold, but you may use funds for the set-up and implementation of the fundraiser. Any voucher regarding fundraising may be called before the governing body for approval.
- E. Suspension/Freezing/Clearing of Accounts.
 - a. The President, the Treasurer, and the Financial Administrator, reserve the right to suspend accounts for no more than two weeks over the course of an academic semester. This decision can only be overturned by a majority vote of the governing body.
 - b. The United Student Government reserves the right to freeze any accounts of clubs not adhering to the financial and/or club rules as set forth by this document. All accounts must be unfrozen by a 2/3 vote of the governing body.
 - c. The United Student Government reserves the right to clear club accounts to \$0 for clubs that have been inactive for a period of one year. All club accounts that are de-chartered will have funds transferred to the unallocated funds account at the time of their de-charter. All clearing of accounts are final and may not be overturned.

Club Treasurer Signature _____

Date _____

Club President Signature _____

Date _____

Club Advisor Signature _____

Date _____