

# **United Student Government**

## **Club Finance Rule Statement**

### **1. Funding;**

#### **a. Eligibility for Annual Funding**

- i. Only non-exempt clubs in active standing are eligible to earn funds through the USG Point System (see section E for activity status)
- ii. All Point System clubs or non-exempt clubs must submit an annual USG Point System budget by the third Friday in April. This should include a list of all events participated in within the current fiscal year and proof of these events. These events and proofs compiled will become worth a certain point amount and value. The value of the point is based on the total number of budget points acquired by all point system clubs divided by the allocation for point system clubs for the upcoming fiscal year.
- iii. All Exempt clubs are required to submit an Exempt Club Budget Submission Form.
  1. This includes an itemized list of the purposes for funding within the request for the upcoming fiscal year.

#### **b. Discretionary Fund**

- i. The discretionary fund is available for all individuals, clubs, departments, or organizations on campus to apply for. Each request must be submitted to the Finance Committee 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.
- ii. Clubs will be asked to provide a breakdown of their expected attendance, historic attendance (if applicable), outreach to other departments, organizations, or committees for funding, and a full report of expenses. Clubs will be asked to provide a detailed report of funding granted from Discretionary Funds after used for requested purpose. This report will identify to what degree the funds appropriated were utilized.

#### **c. Expenditure Authorizations**

- i. Funds will not be permitted for:
  1. Personal loans to individuals
  2. Bail or legal fees for individuals or organizations
  3. Alcohol and drugs or any equipment with the explicit purpose of their production
  4. Weapons
  5. Personal fees/dues required for national organizational membership
  6. Contributions or donations in the form of fundraisers for purpose of direct donation to charitably based organizations
  7. Academic materials to be used for tutorial purposes

8. Mandatory events held during the final exam period
  9. Transfer of funds to outside accounts
  10. Any other purposes that fail to comply with Moravian College Policies
- d. Freezing/Deactivation of Accounts
- i. The President, the Treasurer, and the Club Ambassador, reserve the right to freeze accounts for non-compliance in conjunction with Finance Committee compliance rules and Club Committee compliance rules.
  - ii. The accounts subject may be frozen for an indeterminant duration at the discretion of the President, the Treasurer, and the Club Ambassador pending the organization in non-compliance status in resolving the initial concern.
  - iii. All club accounts deactivated will have funds returned to USG.

**2. Compliance:**

- a. Budget submissions:
- i. All clubs must submit budget requests to the USG office prior to the end of the spring semester (fiscal year) at a time designated by the Finance Committee.
  - ii. Failure to submit a budget will result in zero allocations towards club spending for the following academic year.
  - iii. Clubs will need to then submit discretionary requests to gain funding at the start of the academic year if they wish to have funding.
- b. Appropriate funding
- i. Clubs that do not adhere to USG's set forth disallowed expenditure authorizations will result in immediate freezing of accounts.
  - ii. The Club committee will conduct an investigation as necessary with respect to the operation of the offending club.
- c. Account Balance:
- i. A USG funded organization may fall subject to non compliance if any account held maintains a deficit for more than a semester
  - ii. Deactivation and freezing procedures, the responsibility of this committee in cooperation with the club committee, then become necessary.
- d. Deficit balances:
- i. Within any account held by a club or organization provide by this government are not permitted. Club/organization would become subject to non-compliance.

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**Club Name:**

**Club President Signature:**

**Club Vice President:**

**Club Treasurer:**

**Club Secretary:**

**Advisor Signature:**

**Date Submitted:**