

Bylaws of the Constitution of the Student Assembly of Hamilton College



A48

- i. Private societies are not eligible for SA funding because they are typically gender

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- e. Annual budget allocation recommendations will be included in the SA meeting agenda sent out to all students in advance of the meeting where voting will occur. If a student organization does not agree with the recommended budget allocation

- e. Student organization expenditures must follow the rules and protocols outlined in Section 4.
- f. Contingency budget proposals must be submitted via a proposal form provided by the Central Council Treasurer.
- g. Contingency budget proposals will be reviewed by the Central Council Treasurer, who will make recommendations for contingency budget allocations. The Central Council Treasurer will present the recommendations to the Central Council for a vote. Funding allocation amounts become official only after a majority vote of the Central Council.
  - i. Contingency budget proposals submitted by Wednesday at noon will be voted on at the following week's Student Assembly meeting.
  - ii. There will not be votes on contingency budget proposals during school break, barring extenuating circumstances. If the Central Council Treasurer deems an emergency vote is necessary for a contingency budget proposal, the Treasurer has the right to conduct such a vote.
- h. Contingency budget allocation recommendations will be included in the SA meeting agenda sent out to all students each week. If a student organization does not agree with the recommended budget allocation for their request, they may submit a written comment/rationale to the Central Council Treasurer via email to [satreas@hamilton.edu](mailto:satreas@hamilton.edu) no later than one hour before the start of the SA meeting where the budget will be voted on. The Central Council Treasurer will read the written comment aloud for the Central Council to consider. Or the organization can send any representatives to the SA meeting to debate or petition their case for funding with the limits of only five minutes unless the majority of the assembly vote to extend the time up to only five minutes more.

D. Rules for Budget Proposals:

- a. Budget proposals must be submitted using the provided budget proposal forms and may not be submitted via email or other means. Failure to use the correct form will result in the budget proposal not being considered.
- b. Funding allocation amounts become official only after a majority vote of the Central Council.
- c. Late budget proposals will not be accepted.
  - i. If a student organization submits a late annual budget proposal, the proposal will not be considered and the organization will need to apply for contingency funding during the academic year as needs arise.
  - ii. If a student organization submits a late contingency budget proposal (late being after Wednesday at noon), it will be held and considered with the following week's budget proposals.
  - iii. Student organization leaders may request an emergency vote for a late funding submission through the process outlined in Section 5.

- d. Expenses for events and activities that are a collaboration between two or more student organizations should be submitted in only one organization's budget proposal. Do not divide the expenses for one event/activity between multiple organization budget proposals.
- e. Student organizations should only request funding for activities and events that are open to the entire student body. If an event must have limited spots for attendance, the event should be either first-come, first serve, or the opportunity to pre-register for the event should be advertised to the entire student body.
- f. No student organization shall be allocated a total sum exceeding eight percent (8%) of the total annual budget and contingency budget combined.
  - i. In special circumstances, the Central Council holds the right to override this rule by a vote.
- g. Budget proposals do not have to be exact/itemized but are encouraged to be as detailed as possible.
- h. For funding purposes, an organization member is defined as an individual who has been on the organization's roster and/or has been a significant contributor to the organization at any point in time within the current semester.
- i. The Central Council reserves the right to require representatives from any student organization to attend a Central Council meeting or an outside meeting with the Central Council Treasurer to explain their proposal in more detail and answer questions.
  - i. Failure to participate in these meetings may result in the organization's funding request not being approved.
- j. The cost per student is a metric that the Central Council and student organizations should utilize to evaluate budget proposals. If the average cost per student in a budget proposal seems unreasonably high, this may warrant the Central Council to invite a student organization in for questions about their proposal.

E. Guiding Principles:

- a. The Central Council should decide on funding allocations based on the following principles:
  - i. The funding requested is needed to implement the organization's planned activities and events.
  - ii. The funding requested is reasonable in relation to the organization's membership and cost per student for planned events and activities.
  - iii. The activities and events the organization plans to hold are in line with the organization's operational goals, as outlined in their organization profile with the Student Activities Office.
  - iv. The activities the organization is planning seem feasible and to a reasonable person, factoring in the organization's history of programming.

1019

- v. An organization's past spending habits should be considered when allocating budgets.
- vi. The funding request demonstrates financial responsibility and efficient spending, achievable within the Guidelines for Expenditures (Section 4).
- b. Student Assembly is the primary funding source for many student organizations. However, Student Assembly is not expected to cover all expenditures for organizations. Student organization members may need to pay for activities that require purchases of things prohibited by the funding codes or when the organization's budget is exhausted. Student organizations can hold fundraisers and collect donations.
- c. If the total sum of the budget proposals exceeds the amount of funding available, the Central Council shall exhaust the fund.

- d. Funding allocated to student organizations does not roll over to the organization's budget from year to year. At the end of the academic year, all funding left in student organization budgets gets rolled back to Student Assembly as the parent budget.



- i. Personal Vehicle: Reimbursements for travel via personal vehicle will use the College-approved mileage reimbursement rate<sup>2</sup>. This reimbursement rate is inclusive of tolls, gas, and parking, so funding should not be used to pay for those expenses when traveling by personal vehicle.
  - 1. Reimbursement requests must include a Google map showing the total mileage traveled.
- ii. College Vehicle: The Transportation Office bills for mileage at the College-approved mileage reimbursement rate and also bills for any tolls. When using a College vehicle, funding may be used to pay for gas purchases.
- iii. Bus Charters: Bus charters should be booked by the Student Activities Office, Transportation Office, or an organization's cluster head. Funding can be used to pay for the bus charter and 10% gratuity for the bus driver.
- b. It is prohibited to use funding for:
  - i. Tickets for individual travel expenses (e.g. airplane ticket, bus ticket, ship ticket, train ticket, subway fares).
  - ii. Taxi, Uber, Lyft, or ZipCar rentals.
- c. Gas purchases are unable to be tax exempt, so funding may be used to pay for the full price of gas purchases, including tax.

#### E. Lodging

- a. Funding may be used to pay for lodging in hotels, lodges, or other housing rentals (e.g. AirBNB).
- b. Lodging should be booked for student organization travel by the Student Activities Office, or by the organization's faculty/staff advisor.
- c. Organizations are expected to maximize room capacity, placing four students in a hotel room, as long as room availability and student comfort and safety allows.
- d. Student organizations should make best efforts to book lodging that is priced around the average pricing for hotels/lodging for their destination and dates of travel.
- e. Student Assembly funds may not be used for incidentals, damage, or room charges.
- f. Hamilton College is tax exempt in New York and some [reciprocal states](#). Funding may only be used to pay for tax on lodging that is in states where Hamilton College is not tax exempt.

#### F. General Supplies

- a. Funding may be used to purchase general supplies for student organization activities and events.

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<sup>2</sup>The current College-approved mileage rate is 19 cents per mile.

- b. Supplies purchased with an organization's funding belong to the student organization and not individual students. As such, supplies should remain with the organization when student members graduate.
- c. Before a student organization purchases any technical equipment, they should reach out to AV Services and LITS to see if the College already has equipment available.

G. Publicity, Printing, and Media

- a. Organizations may spend no more than \$25.00 per event on publicity.
  - i. Publicity, as defined for the purposes of funding, includes emails, posters, flyers, social media advertisements, and any other forms of



- a. In addition to any prohibitions outlined above in Section 4, it is prohibited to use funding for:
  - i. Purchases for on-campus events that are not open to the entire student body.
  - ii. Purchases for on-campus events that have an admission fee. Events may have a suggested donation at the entrance, but no mandatory fee.
  - iii. Paying students for a service (i.e. DJing an event, making a logo).
  - iv. Donations to nonprofit organizations or charitable causes.
  - v. Supplies for fundraising activities (e.g. baking supplies for a bake sale).
  - vi. Externally-hosted webpages<sup>3</sup>.
  - vii. Plastic, single-use water bottles<sup>4</sup>.
  - viii. Power tools without confirmation that appropriate administrative offices have been consulted, and confirmation that the equipment will be safely used and stored.
  - ix. A member or an organization or any student for a service rendered for that organization.
- b. The Office of Student Activities may reject an expenditure based on safety concerns associated with the purchase or event being planned.

#### M. Tax Exemption

- a. Hamilton College is a tax exempt educational institution, and therefore purchases made with your funding are tax exempt in New York state.
- b. Student organizations should make best efforts to have the tax exemption applied to their purchases. Student Activities reserves the right not to reimburse tax or to have the purchaser get the tax refunded for purchases made on College purchase cards.

#### N. Exceptions for the Campus Activities Board (CAB)

- a. The Campus Activities Board shall adhere to the guidelines set forth in Section 4, except:
  - i. CAB may charge an admission fee (or sell tickets) for their events because selling tickets helps to manage capacity for events with limited spots.
  - ii. CAB may print more than 20 posters for their events to get posters signed by performers and do giveaways.
  - iii. CAB may host events that have a prize giveaway exceeding \$50.
  - iv. CAB may purchase plastic single-use water bottles if requested by performers in their hospitality rider.

#### O. Exceptions for the Media Board

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- a. The Media Board shall adhere to the guidelines set forth in Section 4, except:
  - i. Media Board may host events that have a prize giveaway exceeding \$50.
  - ii. Media Board may print more than 20 copies of their publications, printing an amount sufficient for their typical readership.

B. If a violation occurs, the Central Council Treasurer reserves the right to determine appropriate sanctions. Such sanctions include, but are not limited to:

- b. In cases where recusals lead to a tie, the Student Assembly President is responsible for breaking the tie.
- D. The Director of Student Activities shall send to the Student Assembly a breakdown of the Student Activities Fee spending for that academic year each June, including breakdowns of spending by the Campus ?

- a. The Discretionary Fund will be set at \$15,000, with the provision that additional funds may be requested by the President or Executive Committee for the pursuit of specific initiatives, as long as cumulative discretionary spending for the semester does not exceed 10% of all Student Assembly funding.
- b. At the end of the academic year, all funding left in the Discretionary Fund gets rolled back to the Student Assembly as the parent budget.
- c. In special circumstances, the Central Council holds the right to override the 10% ceiling by a vote.
- d. If the contingency fund has been exhausted, the Student Assembly may, by a vote, release any or all of the remaining funds to the contingency fund.
- e. The size of the Discretionary Fund shall be reevaluated when deemed necessary by the Central Council Treasurer.