



The Finance Code
of the
Student Government Association (SGA)
of
Emory University
Newly Revised
2025

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PREAMBLE

The Student Government Association (SGA) of Emory University manages a fiscal year budget with most of its money disbursed by the Student Legislature to various Divisional Councils and SGA establishments to be then allocated to student groups. The SGA shall govern its finances pursuant to this Finance Code of the SGA (“SGA Finance Code”), and it is the responsibility of the Vice President for Finance of the SGA and the treasurers of all establishments and student groups to familiarize themselves with the contents of the SGA Finance Code.

IMPORTANT DEFINITIONS

Vice President (VP) for Finance of the SGA (“Treasurer of the SGA”): Pursuant to the Student Constitution, the VP for Finance is the principal financial advisor to the President and plays a critical role in policy-making by executing SGA’s financial policy. As the Chief Financial Officer of the SGA, the VP for Finance serves as the Chairperson of the Finance Committee of the SGA, and oversees all Divisional, Executive Agency, and organizational treasurers.

Student Governance Services (SGS)/Associate Director of SGS: The Associate Director of SGS is a full-time staff member of the SGA compensated from the SGA Salaries Account and heads the SGS Office, where all SGA financial paperwork is processed. The Oxford SGA Business Manager shall be governed through Oxford SGA’s regulations, provided that such regulations are not inconsistent with the SGA Finance Code or any other bylaw of the SGA. The SGA VP for Finance, in consultation with the SGA President, shall have the right to extend responsibilities of the Associate Director of SGS to the Oxford SGA Business Manager, when it shall be needed. The Associate Director of SGS shall have the right to request reports from the Oxford SGA Business Manager.

Executive Agency (EA) Treasurer: EA treasurers first and foremost function as the Organizational Treasurer for their EA, oversee all organizations chartered under their EA, and fall under the jurisdiction of the SGA.

Division/Divisional Treasurer: Divisional treasurers are the Organizational Treasurer of divisional councils (College, Oxford, Undergraduate Nursing, Undergraduate Business), oversee all organizational treasurers under their division, and fall under the jurisdiction of the SGA.

Organizational Treasurer: Organizational treasurers are the treasurers of chartered student groups and fall under the jurisdiction of a division/EA and the SGA.

Finance Committee of the SGA: The SGA Finance Committee is a joint committee between the Executive Branch, the Legislature, and Establishments and shall advise the VP for Finance and the Student Legislature on all financial endeavors, including but not limited to financial matters involving the SGA, divisional councils, EAs, and student groups. The Committee shall be composed of the SGA VP for Finance, two (2) SGA Legislators, and all divisional and EA treasurers. Each EA treasurer and divisional treasurer will be afforded one (1) vote. The VP of Finance will also be afforded one (1) vote. No other parties are entitled to vote on Finance Committee matters. SGA Legislators serving on the Finance Committee are not entitled to vote on Finance Committee matters, as they vote in the SGA legislature. In order to achieve a quorum, one (1) SGA representative and two (2) divisional representatives must be present; additionally, a simple majority of the voting seats in the committee must be filled at the meeting. The results of all Finance Committee votes will be determined by a two-thirds majority of those present, unless otherwise noted in the SGA Finance Code.

Allocated Account: Allocated accounts are SGA-controlled financial accounts that receive Student Activity Fee (SAF) funds, which are granted by the SGA and divisions/EAs and do not

rollover on a yearly basis.

Self-generated Account: Self-generated accounts are SGA-controlled financial accounts that receive non-SAF, raised funds (e.g., membership dues, fundraisers). While funds in self-generated accounts rollover on a yearly basis, self-generated accounts are NOT savings accounts and the SGS Office shall automatically transfer funds from self-generated accounts that have been inactive for more than two (2) years to the SGA’s contingency fund. Funding received from University departments and offices must be deposited in this account.

Chartered Student Organization: A chartered student organization is any organization which has a charter under SGA or under any organization with chartering authority devolved from SGA. Chartered Student Organizations may also be referred to as student groups. These organizations may also be referred to as “registered student organizations” or “clubs” or “student organizations” or “student groups.” Divisions and EAs are excluded from the “Chartered Student Organization” classification.

GENERAL FINANCIAL TIMELINE*

*The following events are listed in chronological order

Beginning of the Fall Semester

The Office of the Bursar collects the Student Activity Fee (SAF) from students’ tuition.

The SGA disburses SAF funds to all the divisions and EAs based on the SGA Fee Split and the EA Budgeting Process from the previous fiscal year.

The divisions and EAs disburse SAF funds to all their student groups based on the Operational Budgeting Process from the previous fiscal year.

Late August/Early September

The SGS Office hosts a mandatory treasurer officer compliance training for all treasurers, including the SGA VP for Finance, the divisional and EA treasurers, and organizational treasurers. This training may be conducted through an online platform, as developed and maintained by the SGA VP of Finance and SGS Office.

November 15th Deadline to table COLA adjustment for the following fiscal year.

December 31st

Deadline for the SGA VP for Finance to set the

deadlines for the current fiscal year's Operational Budgeting Process and the EA Budgeting Process. The VP for Finance must also set a deadline for Divisions to collect and approve organizational budgets.

Beginning of the Spring Semester

The Office of the Bursar collects the SAF from students' tuition.

The SGA disburses SAF funds to all the divisions and EAs based on the SGA Fee Split and the EA Budgeting Process from the previous fiscal year.

Late January/Early Spring

The SGS Office may host officer compliance training for new treasurers that did not attend the training in the fall semester. This training may be conducted through an online platform, as developed and maintained by the SGA VP of Finance and SGA Business Office.

February/March

Deadline to make changes to the SGA Fee Split in order for the new Fee Split to go into effect in the following fiscal year. Fee Split changes after this period will not go into effect until the fiscal year after next.

Deadline for the current fiscal year's Operational Budgeting Process and the EA Budgeting Process (both processes must be completed before the end of the current Student Legislature's term).

Deadline for the SGA VP for Finance to submit a budget for the next year's SGA Administrative Account to the SGA (this must be completed before the end of the current Student Legislature's term).

The SGA elections occur.

End of Spring Semester

Divisional and Organizational budgets must be finalized. Organizations must

be made aware of their budgets for the following academic year by their divisional treasurer.

PART I.

Purpose of the SGA Finance Code

1. The SGA Finance Code supersedes all other monetary policies, including but not limited to those of Divisional Councils and Executive Agencies.
2. The SGA Finance Code sets forth the financial rules and regulations of the SGA and invalidates all prior rules, written and unwritten, pertaining to financial matters of the SGA.
3. The SGA Finance Code may be amended pursuant to applicable SGA rules and bylaws; it is therefore the responsibility of the SGA VP for Finance, SGA Finance Committee, and Student Legislature to regularly review and adapt the SGA Finance Code to address concerns.
4. In the event that there is an issue that the SGA Finance Code does not specifically address, any relevant decision made by the SGA VP for Finance, subject to appeal to the Constitutional Council, when appropriate, shall carry the weight of the SGA Finance Code.
 - 4.1. The Student Legislature, with a two thirds majority vote of quorum, or the SGA Finance Committee, with two thirds majority vote of quorum, may overturn any such decision made by the SGA VP for Finance.
 - 4.2. In no instance may the SGA VP for Finance, divisional treasurers, or EA treasurers impose retroactive policy upon divisions, EAs, or student groups.

PART II.

Duties of the SGA Financial Representatives and Entities

5. Student Group Treasurers shall:
 - 5.1. Manage their student group's allocated and/or self-generated accounts.
 - 5.2. Serve as the liaison between their student group and its divisional or EA treasurer.
 - 5.3. Submit all financial documents, including but not limited to internal transfers, and reimbursement and payment requests, to their divisional or EA treasurer in a timely manner throughout the fiscal year.
 - 5.3.1. No signature of another officer or member of a student group may stand in the place of that of the organizational treasurer.
 - 5.3.2. In the event that the treasurer is seeking reimbursement, the organizational president must explicitly approve the request.
 - 5.4. Approve all financial activities of their student group.
 - 5.5. Obtain and submit all financial information and materials required by the SGA VP for Finance and/or the SGS Office.
 - 5.6. Attend all mandatory treasurer training sessions sponsored by the SGA and SGS Office.
 - 5.7. In the event that the organizational treasurer neglects to attend a mandatory SGA treasurer training and does not receive prior explicit authorization from the SGA VP for Finance, the organizational treasurer in question relinquishes the right to access funds in his or her student group's allocated and/or self-generated accounts until the SGA VP for Finance or the SGS Office deems the organizational treasurer's training

- as adequate.
- 5.8. Seek advice and guidance from their divisional or EA treasurer when there is confusion pertaining to financial policies or rules.
 - 5.9. Keep all financial accounts of their student group positive and balanced.
 - 5.10. Obtain copies of their student group's account ledgers from the SGS Office on a regular basis.
 - 5.11. Submit an operational budget for their student group to its division or EA during the Operational Budgeting Process.
 - 5.12. Ensure that all expenditures of their student group adhere to the SGA Finance Code in its entirety.
 - 5.13. Ensure that all deposits are submitted to the SGS Office within 48 hours of any fundraiser (e.g., membership dues).
6. Divisional and EA Treasurers shall:
- 6.1. Manage all financial accounts of their division or EA.
 - 6.2. Serve as the liaison between their division or EA and the SGA VP for Finance.
 - 6.3. Keep all financial accounts of their division or EA positive and balanced.
 - 6.4. Ensure fiscal responsibility within their division or EA, including all affiliated student groups.
 - 6.4.1. Divisional and EA treasurers may access the account ledgers of student groups within their division or EA at the SGS Office at any time.
 - 6.4.2. Divisional and EA treasurers must review the account ledgers of student groups within their division or EA that are seeking divisional or EA supplemental funding.
 - 6.5. Obtain and maintain copies of their division or EA's account ledgers from the SGS Office on a regular basis.
 - 6.6. Provide timely and accurate information to all student groups within their division or EA about financial changes, updates, timelines, budgetary restrictions, deadlines, and any other important financial information disseminated from the SGA VP for Finance, the Student Legislature, or the SGS Office.
 - 6.7. Provide advice and guidance regarding the SGA and their division or EA's own financial policies and procedures to all organizational treasurers within their division or EA.
 - 6.8. Obtain and submit all financial information and materials required by the SGA VP for Finance and/or the SGS Office.
 - 6.9. Seek advice and guidance from the SGA VP for Finance when there is confusion pertaining to financial policies or rules.
 - 6.10. Serve as the chair of their divisional or EA budget committee, if such a committee exists.
 - 6.11. Serve as a voting member on the SGA Finance Committee.
 - 6.11.1. Should a divisional or EA treasurer miss more than three (3) SGA Finance Committee meetings without the approval of the SGA VP for Finance, the SGA VP for Finance shall contact the division or EA's president who may seek disciplinary action and/or replace the divisional or EA treasurer with another member of the division or EA's executive board as a voting member of the SGA Finance Committee.

- 6.11.2. In the event that divisional or EA treasurers cannot attend the SGA Finance Committee meeting, they may arrange proxy voters to attend the SGA Finance Committee meeting in their place and this arrangement will count as an excused absence.
 - 6.11.2.1. It is the responsibility of the divisional or EA treasurers to inform, educate, and otherwise prepare their proxy voter. Any votes made by the proxy voter will stand as a vote by the divisional or EA treasurer, and will not be subject to further review, appeal, or protest.
- 6.11.3. Missing a SGA Finance Committee meeting is defined as arriving more than 15 minutes after the start of the meeting without prior notification to the SGA VP for Finance or failing to attend the meeting at all.
- 6.12. Initiate, approve, and control all fiscal operations and financial activities of their division or EA.
- 6.13. Ensure that all expenditures of their division or EA adhere to the SGA Finance Code in its entirety.
- 6.14. Attend all mandatory treasurer training sessions sponsored by the SGA.
 - 6.14.1. In the event that the divisional or EA treasurer neglects to attend a mandatory SGA treasurer training and does not receive prior explicit authorization from the SGA VP for Finance, the divisional or EA treasurer in question relinquishes the right to access funds in his or her division or EA's financial accounts until the SGA VP for Finance or the SGS Office deems the divisional or EA treasurer's training as adequate.
- 6.15. Ensure a smooth transition at the end of their division or EA's term by training the incoming divisional or EA treasurer.
 - 6.15.1. In the event that such a transition does not occur, the responsibility of training the new divisional or EA treasurer falls to the SGA VP for Finance.
- 6.16. Review and approve all financial documents, including but not limited to internal transfers, and reimbursement and payment requests, that occur within their division or EA in a timely manner throughout the fiscal year.
- 6.17. Submit all financial documents, including but not limited to internal transfers, and reimbursement and payment requests, to the SGA VP for Finance in a timely manner throughout the fiscal year.
 - 6.17.1. No signature of another officer or member of a division or EA may stand in the place of that of the divisional or EA treasurer.
 - 6.17.2. In the event that a treasurer is seeking reimbursement, the Divisional/EA president must explicitly approve the request.
- 6.18. Ensure that all deposits are submitted to the SGS Office within 48 hours of any fundraiser (e.g., membership dues).
- 6.19. Submit a budget for their EA to the SGA during the EA Budgeting Process (for EA treasurers ONLY).
- 6.20. All Divisional/EA treasurers must accept the following terms:
 - 6.20.1. I understand that the financial, student, and employee information from any source and in any form is confidential and available to me solely for the performance of my official duties as an SGA, EA, or Divisional treasurer. I shall protect the privacy and confidentiality of financial, student, employee, and any other information accessed and granted

through this role and shall use it solely for the performance of my official duties. I agree NOT to access financial, student, or employee information outside of this role without a written letter authorizing me to do so by SGS or the SGA staff advisor.

6.20.2. Failure to accept these terms or violation of these terms will result in both:

- a. Investigation of all funding requests, approved and unapproved, for the violator's Division/EA.
- b. Immediate removal of the violator's role in their Division/EA treasurer role.

7. The SGA VP for Finance shall:

- 7.1. Serve as the Chief Financial Officer of the SGA and oversee the finances of the SGA, all various SGA establishments, and all chartered student groups, pursuant to the SGA VP for Finance's constitutional authority.
- 7.2. Exercise jurisdiction over all divisions, EAs, and student groups that receive any amount of the SAF or possess any SGA-controlled financial accounts.
- 7.3. Ensure that the financial policies and regulations set forth in the Student Constitution and the SGA Finance Code are adhered to by the SGA, all divisions and EAs, and all student groups.
- 7.4. Manage all SGA financial accounts.
- 7.5. Keep all financial accounts of the SGA positive and balanced.
- 7.6. Ensure fiscal responsibility within the SGA, all divisions and EAs, and all student groups.
 - 7.6.1. The SGA VP for Finance may access the account ledgers of divisions, EAs, and all student groups at the SGS Office at any time.
- 7.7. Obtain copies of the SGA's account ledgers from the SGS Office on a regular basis.
- 7.8. Serve as Chair of the SGA Finance Committee, pursuant to the Student Constitution.
- 7.9. Serve as the liaison between students and the financial administration of Emory University concerning financial matters.
- 7.10. Arrange a meeting with Campus Life at the beginning of each academic year to learn about policy or regulation changes and to update the financial administration of Emory University on any finance-related SGA changes or issues.
- 7.11. Communicate all financial policy or regulation changes to divisional and EA treasurers.
- 7.12. Submit a budget for the next fiscal year's SGA Administrative Account in the form of a bill to the SGA before the SGA elections of the current fiscal year.
- 7.13. Ensure that all financial paperwork pertaining to supplemental appropriations internal transfers, and any other financial transactions or endeavors is reviewed and approved in a timely manner throughout the fiscal year.
 - 7.13.1. In the event that the SGA VP for Finance is seeking reimbursement, the President of the SGA must explicitly approve the request.
 - 7.13.2. During the SGA legislative transition, the SGA VP for Finance, with the approval of the new SGA President-elect, shall continue to ensure that all financial paperwork is reviewed and approved in a timely manner.
- 7.14. Call meetings of all divisional, EA, and/or organizational treasurers if and when such meetings are necessary.
- 7.15. Provide advice and guidance to any and all divisional, EA, and organizational

- treasurers.
- 7.15.1. The SGA VP for Finance reserves the right to refer organizational treasurers to their divisional or EA treasurer.
 - 7.16. Disclose the exhibit detailed under Section 8.6 of Part II to the Student Legislature at every SGA legislative meeting.
 - 7.17. Upon a request of the legislature, submit a biannual public report to the Student Legislature each year in the months of November and April.
 - 7.17.1. The biannual public report shall include SGA Allocated Account expenditures since the last report and a summary of all current projects and programs that are underway to which funds were appropriated from the SGA Fee Interest Account.
 - 7.17.2. In the event that the SGA elections are held before the first SGA legislative session in April, the SGA VP for Finance shall present the biannual public report at the last meeting before the elections.
 - 7.18. Keep records of all supplemental funding from the SGA Contingency Account and the SGA Fee Interest Account for the past two (2) years.
 - 7.18.1. The records shall include information such as which student group received the supplemental funding and for what purpose the supplemental funding was used.
 - 7.19. Ensure that SGA Contingency Account and the SGA Fee Interest Account funds are used in accordance with the SGA Finance Code.
 - 7.19.1. The SGA VP for Finance reserves the right to assign SGA Finance Committee members and/or SGA legislators to follow up the status of supplemental funds allocated to individuals or student groups.
 - 7.20. Ensure that the SGA Contingency Account and the SGA Fee Interest Account maintain their required minimum balances.
 - 7.21. Attend all mandatory trainings sponsored by the SGA and coordinate with the SGS Office to develop and maintain an online platform for treasurer training.
 - 7.22. Obtain and submit all financial information and materials required by the SGA VP for Finance and/or the SGS Office.
 - 7.23. Ensure a smooth transition at the end of his or her legislative term by training the incoming SGA VP for Finance.
 - 7.24. Set the deadline for the Operational Budgeting Process and the EA Budgeting Process.
 - 7.25. Update the SGA Finance Code whenever amended by SGA legislation.
 - 7.26. Represent SGA and undergraduate finances on the Joint Governance Committee to collaborate with the Graduate Student Government Association (GSGA).
 - 7.27. Ensure that the SGA Contingency Account and the SGA Fee Interest Account maintain their required minimum balances.
 - 7.28. Any ambiguity within this document shall be subject to interpretation by the SGA VP for Finance.
- 8.** The Associate Director of SGS shall:
- 8.1. Hire SGA Accountants if necessary.
 - 8.1.1. SGA Accountants are to be compensated from various sources, which may include the SGA Salaries Account.
 - 8.2. Serve as the liaison between the SGA, all various SGA establishments, and all student

- groups and all other campus entities in a professional capacity.
- 8.2.1. If necessary, the SGA VP for Finance shall be equally responsible for the liaison duty.
 - 8.3. Keep the official SGA ledger and a record of all student groups with at least one account under the purview of the SGA.
 - 8.4. Serve as the final audit of all financial transactions or endeavors by the SGA, all various SGA establishments, and all student groups.
 - 8.5. Provide advice and guidance to any and all divisional, EA, organizational treasurers, and the SGA VP of Finance as appropriate.
 - 8.5.1. The Associate Director of SGS reserves the right to refer the organizational treasurers to their divisional or EA treasurer, and divisional and EA treasurers to the SGA VP for Finance.
 - 8.6. Notify the SGA VP for Finance of any financial accounts that are currently below zero. (0) and/or their explicitly specified minimum at least once every three (3) months during the academic year.
 - 8.7. Manage the payroll of the SGS Office.
 - 8.8. Ensure that the SGA Contingency Account and the SGA Fee Interest Account maintain their required minimum balances.
 - 8.9. Review the EA contingency caps of each fiscal year and transfer the money as required by Section 19.2.
 - 8.10. If any organization does not agree with a decision made by the SGS office or Associate Director of SGS they may appeal it to the VP of Finance, who will decide, at their discretion, whether the issue merits further investigation by the Finance Committee.
9. The SGA Finance Committee shall:
- 9.1. Hear any complaint regarding a decision made by the SGA VP for Finance.
 - 9.1.1. The SGA Finance Committee, with a two-thirds majority vote of quorum, may reverse any decision made by the SGA VP for Finance.
 - 9.2. Review all SGA Contingency Account and SGA Fee Interest Account supplemental funding requests in any reasonable manner it so chooses.
 - 9.2.1. A two-thirds majority vote of quorum by the SGA Finance Committee is required to advance any funding bill to the Student Legislature.
 - 9.3. Review the work of the Associate Director of SGS.
 - 9.3.1. At the first and last SGA Finance Committee meetings of each semester, the SGS Office must provide an update on recent SGA financial activities (e.g., contingency cap transfers, allocation amounts for divisions and EAs at registration, etc.).
 - 9.3.2. The SGA VP of Finance and the divisional and EA treasurers must individually meet with the Associate Director of SGS on a regular basis to discuss and update each other on the status of financial endeavors and related financial paperwork.
 - 9.4. Review the EA contingency caps of each fiscal year and transfer the money as required by Section 19.2.
 - 9.5. Assign a voting member to follow up on all allocations from the SGA Contingency Account and/or the SGA Fee Interest Account until such time as the program or event

- is completed and all guidelines of the SGA Finance Code and all instructions from the Student Legislature are adhered to.
- 9.6. At the request of the legislature, include an exhibit in the legislative agenda that clearly demonstrates the financial impact of submitted bills on the balance of the appropriate SGA account.
- 9.6.1. The exhibit shall include:
- 9.6.1.1. The balance of the impacted accounts as of the beginning of the legislative session for which the agenda is created.
 - 9.6.1.2. Current Requests from the Daily Calendar (current requests shall include an itemized list of current bills. Daily Calendar requesting funds and the corresponding amounts requested).
 - 9.6.1.3. Upcoming Requests from First Readings (upcoming requests shall include an itemized list of bills. First Readings of Bills and Resolutions requesting funds and the corresponding amounts requested).
 - 9.6.1.4. Total Incoming Requests (total incoming requests shall include the sum total of all funding from the Daily Calendar and the First Readings of Bills and Resolutions).
 - 9.6.1.5. Remaining Funds (remaining funds shall include the figure calculated by subtracting “Total Incoming Requests” from the beginning balance).
- 9.6.2. Please see Appendix A for a demonstration of the format of the exhibit.
- 9.6.3. The SGA VP for Finance is responsible for disclosing the exhibit to the Student Legislature.

PART III.

Financial Accounts of the SGA

10. SGA Allocated/Administrative Account:

- 10.1. The SGA Allocated Account provides administrative funding to the SGA Executive Board for running the SGA itself and SGA programs or events.
- 10.2. The SGA Executive Board, with a majority vote of members present, has the final voice of approval for expenditures from the SGA Allocated Account.

11. SGA (University-Wide) Contingency Account:

- 11.1. The SGA Contingency Account funds university-wide programs or events that are sponsored either by the SGA or by organizations chartered under the SGA.
 - 11.1.1. A minimum of \$50,000.00 must remain in the SGA Contingency Account at all times, and any bill that would lower the balance below this level shall be considered invalid.
 - 11.1.1.1. The aforementioned limit shall cover overdraft protection from divisions and EAs.
 - 11.1.1.1.1. The SGA President, in consultation with the SGA VP for Finance, and the SGA Attorney General, shall have the authority to enable the usage of the security fund.
 - 11.1.1.1.2. Before allocation of the SAF via the SGA Fee Split, the

amount used from the security fund shall be deposited into the SGA Contingency Account.

- 11.1.2. Eligibility for SGA Contingency Account supplemental funding:
 - 11.1.2.1. Only student groups with an SGA-derived charter may request SGA Contingency Account supplemental funding.
 - 11.1.2.2. The sponsoring organization must first receive supplemental funding from its division/EA if its division/EA has available funds.
 - 11.1.2.3. The sponsoring organization must contribute funds from its allocated or self-generated accounts before receiving supplemental funding.
 - 11.1.2.4. Supplemental funding is not available in the event the student group is not compliant with the requirements pertaining to club executives' Sexually Assault Peer Advocates (SAPA) training, with exceptions that are determined on a case-by-case basis.
 - 11.1.2.4.1. To be SAPA Trained is to have attended the full duration of a SAPA or staff-led "SAPA 101 Training" event and counted for attendance, by SAPA, for that event. SAPA will hold trainings at least twice per month throughout the semester.
 - 11.1.2.4.2. In the event of individual(s) opting out, a majority of the executive board shall still attend and alternative avenues to receive the necessary information will be provided.
 - 11.1.2.4.3. No transfers of supplemental funding shall be made if an organization fails to attend a training.
- 11.1.3. Requirements for university-wide programs or events from the SGA Contingency Account:
 - 11.1.3.1. The program or event must be open to all undergraduate students, with students from all divisions being permitted to attend.
 - 11.1.3.2. The sponsoring organization must make a reasonable effort to advertise the program or event to the entire undergraduate student body.
 - 11.1.3.3. The sponsoring organization must contact the SGA VP for Communications to advertise the program or event through the SGA Newsletter and other SGA marketing channels.
 - 11.1.3.4. The sponsoring organization must contact representatives of each division to help advertise the program or event.
 - 11.1.3.5. The sponsoring organization must display the SGA logo as part of its advertisement of the program or event.
 - 11.1.3.6. If the sponsoring organization is selling tickets to supplement the event cost, the ticket sales must be open to all students, with students from all divisions having equal access, and there should be an amount of tickets reserved for each division commensurate with each division's share of the undergraduate population. Only after the sponsoring organization fails to sell the reserved tickets may it then open those tickets up to the rest of the University's undergraduate

- population.
- 11.1.3.7. Events which receive SGA Supplemental Funding may not charge admission to events for Emory undergraduate students.
 - 11.1.3.8. The program or event must occur after its presentation to the legislature and any subsequent required approvals. SGA supplemental funds may not be allocated or used retroactively for programs that have already taken place or expenses incurred prior to approval.
- 11.2. In the event that there are compelling reasons preventing the sponsoring organization from meeting all the requirements detailed under Section 10 of Part III, the SGA VP for Finance shall provide a recommendation to the Student Legislature on the validity of the stated reasons and whether the sponsoring organization should nevertheless receive the requested funding.
- 11.3. SGA Contingency Account supplemental funding process:
- 11.3.1. The sponsoring organization must submit a formal request in the form of an application to the SGA VP of Finance. The SGA VP of Finance will present a bill to the SGA Legislature before the date of the program or event, based on the timeline made public to the student body.
 - 11.3.1.1. The supplemental funding may be amended at any point by the SGA VP of Finance.
 - 11.3.2. Requirements for the application:
 - 11.3.2.1. Information regarding the program or event's date, location, and expected attendance.
 - 11.3.2.2. Information regarding what the supplemental funding will pay for.
 - 11.3.2.3. Documentation of all the sponsoring organization's accounts (allocated and/or self-generated).
 - 11.3.2.4. Documentation of all other sources of funding – acquired, sought, and seeking – including self-generated funds.
 - 11.3.2.5. Information regarding funding and attendance of the same program or event from the previous two (2) years, if applicable.
 - 11.3.3. The sponsoring organization must send a representative(s) to attend a SGA Finance Committee meeting to present the bill.
 - 11.3.3.1. In the event that the bill does not complete all the requirements detailed under Section 10.3.2 of Part III, the SGA Finance Committee reserves the right, with a two-thirds majority vote of quorum, to table the bill for future review until such time that the bill completes all the requirements.
 - 11.3.4. The sponsoring organization must send a representative(s) to attend an SGA legislative meeting to present the bill.
 - 11.3.4.1. In the event that the SGA Finance Committee does not pass the bill, the Student Legislature, at all time, reserves the right, with two-thirds majority during quorum, to suspend its Rules and Procedures and/or the Standing Rules of the SGA to review and vote on the bill (See Rules and Procedures of the Student Legislature).
 - 11.3.4.2. In the event that the SGA Finance Committee does not pass the bill and that the Student Legislature does not suspend the Standing Rules of the SGA to review and vote on the bill, the funding request is

thereby denied.

- 11.3.5. The Student Legislature, with a majority vote of quorum, has the final voice of approval for expenditures from the SGA Contingency Account, except in such circumstances as when these expenditures would decrease the SGA Contingency Account below its minimum, as set forth in Section 10.1.1 of Part III, in which case, as per Section 10.1.1, the bill is considered invalid.
- 11.3.6. The funding process detailed under this section also governs the funding process for the SGA Fee Interest Account.
- 11.4. Special Purpose Funds:
 - 11.4.1. The Legislature may, by legislation, create Special Purpose Funds to advance the interests of the student body.
 - 11.4.1.1. All disbursements from Special Purpose Funds shall be provisioned from the SGA Contingency Account.
 - 11.4.1.2. Special Purpose Funds shall have the same eligibility requirements and supplemental funding process as for all other Contingency expenditures unless an exemption is made by legislation.
 - 11.4.1.3. All Special Purpose Funds expire in the legislative term in which they were created, unless otherwise renewed by a new legislature.
 - 11.4.2. Legislation to create a Special Purpose Fund must include the following:
 - 11.4.2.1. A definition of a student body interest that could not otherwise be sufficiently addressed by the Contingency Account supplemental funding process.
 - 11.4.2.2. A maximum limit on funds to be expended (expenditure limit).
 - 11.4.2.3. Eligibility requirements for student groups requesting funding from the Special Purpose Fund.
 - 11.4.2.4. A method or process to determine expenditures from the fund based upon requests, including how to prioritize requested funds among student groups requesting funding.
 - 11.4.2.5. A defined period for requesting funds. This period shall end no later than one (1) week before the last legislative session of the legislative term in which the fund was created.
 - 11.4.3. Any bill that would lower the balance of the SGA Contingency Account below its required minimum if the expenditure limit of a Special Purpose Fund were reached shall be considered invalid, unless the expenditure limit is reduced in accommodation.
 - 11.4.3.1. Expenditure limits may not be reduced by any more than the total of unused funds in a Special Purpose Fund.

12. SGA Fee Interest Account:

- 12.1. The SGA Fee Interest Account collects all interest payments earned on SGA accounts outlined in Part III and funds permanent structures, perpetual programs or events that would benefit the student community.
 - 12.1.1. Any member of the Emory University community, including students, faculty, and staff, may request SGA Fee Interest Account funding.

- 12.1.2. A “permanent structure” is defined as any structure that will be used for a period greater than three (3) years. A “perpetual program or event” is defined as any program or event that will be in place (regularly recurring) for a period greater than three (3) years.
- 12.1.3. A minimum of \$12,000.00 must remain in the SGA Fee Interest Account, and any bill that would lower the balance below this level shall be considered invalid.
- 12.1.4. Should the SGA Fee Interest Account balance exceed \$200,000.00, the Student Legislature may, with a minimum two-thirds majority of quorum, transfer funds from the SGA Fee Interest Account to the SGA Contingency Account.
 - 12.1.4.1. Any transfer of funds from the SGA Fee Interest Account to the SGA Contingency Account that would leave the former’s balance below \$100,000.00 shall be considered invalid.
- 12.1.5. Excess funds from contingency caps may be transferred into the SGA Fee Interest Account.
- 12.2. The SGA Fee Interest Account funding process shall be the same as the SGA Contingency Account funding process.
 - 12.2.1. The funding process is detailed under Section 10.3 of Part III.
 - 12.2.2. If a bill would lower the SGA Fee Interest Account to a level below \$25,000.00, but above the minimum balance for the Fee Interest Account, a 2/3 vote by the SGA Finance Committee is required.
- 12.3. The Student Legislature, upon a majority vote of quorum, has the final voice of approval for expenditures from the SGA Fee Interest Account.

13. SGA Salaries Account:

- 13.1. The SGA Salaries Account provides a compensation pool for the SGS Office personnel.

14. The SGA Work-Study Account:

- 14.1. The SGA Work-Study Account provides compensation for paid SGA personnel for the purpose of creating economic accessibility to holding high-commitment student government positions.
 - 14.1.1. The personnel eligible for compensation beginning in the 2021-2022 academic year shall be: The SGA President, Executive Vice President, VP of Finance, and Speaker of the Legislature.
- 14.2. Compensation from the SGA Work-Study Account shall be split evenly among eligible personnel.
- 14.3. The budget for the SGA Work-Study Account shall be determined by the Student Legislature, as funds are provided from the SAF, along with applicable federal subsidies.
 - 14.3.1. The SGA Legislature may set a standing budget which does not require annual approval.
 - 14.3.2. The annual allocation for the SGA Work-Study Account shall not exceed 1 percent of annual undergraduate SAF collections.

15. SGA Self-generated Account:

- 15.1. The SGA Self-generated Account collects non-SAF funds raised by the SGA.

16. SGA Maintenance Account:

16.1. The SGA Maintenance Account provides funding for the interactive student organization system, called *The Hub* as of Fall 2024.

17. Executive Agency Account:

17.1. The Executive Agency Account funds university-wide programs or events sponsored by one of the EAs.

17.2. The Executive Agency Account shall be funded as described in the SGA Fee Split.

17.3. Funds in the Executive Agency Account shall be distributed to EAs during the annual budgeting process described in Section 22 of Part V. Funds remaining in the Executive Agency Account after the budgeting process may be accessed through supplemental funding requests by EAs.

17.3.1. Eligibility for Executive Agency Account supplemental funding:

17.3.1.1. Only EAs may request supplemental funding from the SGA Executive Agency account.

17.3.1.2. The SGA University-Wide Account supplemental funding process is the same as the SGA Contingency Account funding process. The funding process is detailed under Section 10.3 of Part III.

17.4. Funds allocated from the University-Wide Account may only be spent on university-wide programs or events occurring in the year during which they are allocated.

17.4.1. At the close of the academic year, funds allocated to individual EAs that remain unspent (“rollover funds”) shall be capped. Funds that exceed the cap shall be transferred back to the Executive Agency Account.

17.4.1.1. The cap for the Student Programming Council shall be set at \$30,000; the cap for all other EAs shall be set at \$10,000.

17.4.2. At the close of the academic year, after excess rollover funds from individual EAs have been transferred back to the Executive Agency Account, the balance of the Executive Agency Account may not exceed \$30,000. This will be known as the Executive Agency Account Limit.

17.4.3. Rollover funds in excess of the Executive Agency Account Limit shall be transferred to the SGA Contingency Account.

18. SGA Supplemental Funding Account:

18.1. The SGA Supplemental Funding Account is a bookkeeping account which funds SGA Supplemental Funding.

18.2. Funds in this account will be considered to be a subset of the SGA Contingency Account, thus funds distributed from this account will be considered to be from the SGA Contingency Account’s Supplemental Funding process.

PART IV.

The Student Activity Fee (SAF)

19. The Student Activity Fee (SAF) is laid and collected by the SGA and funds the SGA, all various SGA establishments, and all student groups.

19.1. The Office of the Bursar shall collect the SAF prior to the start of every fall and spring

- semester.
- 19.2. All SAF funds must be placed in SGA-controlled financial accounts, but shall not be placed in self-generated accounts.
- 20.** The Student Activity Fee shall be subject to periodic cost-of-living adjustments (COLA).
- 20.1. Beginning in the 2025-2026 fiscal year the SAF shall be \$133.00 per semester.
- 20.2. COLAs shall be equivalent to the 12-month percentage change in the Consumer Price Index for all items as published by the Bureau of Labor Statistics in August of each Fiscal Year following 2025-2026, pending approval by the board of trustees.
- 20.2.1. The SGA Legislature may vote, before November 15th, by a two-thirds majority of quorum, to table the COLA for the following Fiscal Year.
- 20.2.1.1. In the event that the SGA Legislature votes to table the COLA, the SGA Finance Committee must vote to confirm this action. The required vote to confirm shall be a two-thirds majority of quorum vote, to be held before November 15th.
- 20.2.1.1.1. In the event that the SGA Finance Committee votes against tabling of the COLA, the Student Legislature at all-time reserves the right, with two-thirds affirmative votes during quorum, to suspend its Rules and Procedures the Standing Rules of the SGA and review and vote on tabling of the COLA (See Rules and Procedures of the Student Legislature).
- 20.2.2. The Board of Trustees also reserves the right to table the COLA at any time, in accordance with its rules and procedures.
- 21.** The allocation of the SAF shall follow the SGA bylaws governing the SGA Fee Split.
- 21.1. In the event that the Student Legislature intends to make any change to the SGA Fee Split, the change must be made at least 30 days prior to the date on which operational budget requests are due to the SGA VP for Finance in order for the change to be implemented for the following academic year.
- 21.2. Any SAF fund allocated to a division, EA, or a student group during the course of the academic year that remains unspent at the end of the academic year will be rolled-over.
- 21.2.1. Unspent funds given to a student group will be rolled-over to its parent division's contingency account, leaving a zero (0) balance in the student group's allocated account at the end of the academic year.
- 21.2.2. Divisions and EAs may rollover unspent funds from one year to the next, but the contingency accounts will be capped to prevent long-term accumulation of funds at the divisional level. A table of the contingency cap amounts for divisions can be found in Appendix B.
- 21.2.3. At the end of the school year, any unspent funds in the divisions' contingency accounts in excess of the contingency caps will be transferred from the divisions' contingency accounts according to instructions found in Appendix B.
- 21.2.4. Other than transfers stemming from excesses above contingency caps, money from the contingency account of one division or EA may not be allocated to another division, EA, or student group without the approval of the divisional or

EA treasurer in question and the SGA VP for Finance.

21.3. The appropriate divisional or EA treasurer and the SGA VP for Finance must explicitly approve all SAF allocations to divisions, EAs or student groups.

21.4. The following rules govern use of SAF funds. In select circumstances, with prior and explicit approval of the SGA VP for Finance, in consultation with the divisional or EA treasurer, to these guidelines may be granted.

21.4.1. If the divisional or EA treasurer and the SGA VP for Finance raise a concern about an expenditure, each student group will have up to one (1) warning before penalties are applied.

21.4.2. Programs or events funded by the SAF must be open to all students, and only students shall use the SAF.

21.4.3. The SAF must be used only for students and programs or events organized for students.

21.4.4. For programs or events that are intended for students but are not hosted by students exclusively (e.g., Volunteer Emory programs or events, departmental programs or events, etc.), SAF funds allocated for the program or event will not be transferred to a non-SAF financial account until receipts and/or invoices are disclosed to the SGS Office.

21.4.5. Programs or events involving Contracts.

21.4.5.1. Student groups must ensure that there are sufficient funds in their financial accounts to satisfy a contract before they proceed to the Office of Student Involvement, Leadership, and Transitions (SILT) or to attain an approval signature for the contract.

21.4.5.2. The SGA will not honor any contracts that are not approved by SILT.

21.4.5.3. To engage with a new vendor—defined as a vendor that has not had a prior contractual relationship with Emory University—the requesting party must present a written justification to SGS and the SGA VP of Finance. This justification must include reasons for selecting the new vendor over existing approved vendors with whom paperwork is already signed. The justification must be reviewed and approved by SGS or the SGA VP of Finance prior to proceeding with the vendor.

21.4.6. Equipment:

22. Equipment

22.1.1. Equipment purchased with the SAF shall be property of the SGA, and the division, EA, or student group that purchased them shall ensure their upkeep.

22.1.2. For student groups, equipment inventory checks must be completed during the Operational Budgeting Process by the student group's division or EA.

22.1.2.1. Student groups must disclose the status of all equipment purchased by the student group during the previous three (3) years and the current year and show proof of the equipments' existence.

22.1.2.2. Unless necessary, divisions and EAs must not fund, either as operational budget or as supplemental funding expenditures, the same equipment within four (4) years of its last purchase.

22.1.2.3. For divisions and EAs, equipment inventory checks must be completed when divisions and EAs submit all operational budget

- requests to the SGA VP for Finance.
- 22.1.2.4. Divisions and EAs must disclose the status of all equipments purchased by the Division/EA in the previous (3) years and the current year and show proof of the equipments' existence.
 - 22.1.2.5. Unless necessary, divisions and EAs may not purchase the same equipment within four (4) years of its last purchase.
- 22.2. Food and Beverages (including alcohol):
- 22.2.1. SAF funding for food and beverages shall not exceed \$20.00 per person per event.
- 22.3. Travel:
- 22.3.1. The current per person SAF shall be the maximum amount of SAF funding for transportation per person per trip.
 - 22.3.2. The current per person SAF shall be the maximum amount of SAF funding for lodging per person per trip.
- 22.4. Retreats:
- 22.4.1. Each individual organization is capped at a maximum of one (1) retreat per academic year.
 - 22.4.2. Each division/EA shall set additional funding policy for retreats. Unless otherwise specified by the division/EA-specific monetary policy, SAF funding for retreats must be sourced from the organization's annual allocated operational budget, may not exceed 25% of the organization's allocated operational budget, and be approved by the organization's respective divisional/EA treasurer.
- 22.5. Fundraisers:
- 22.5.1. Fundraisers for Covering a Portion of the Cost of a Program or Event.
 - 22.5.1.1. Funds raised must all be deposited into the student group's allocated account.
 - 22.5.2. Fundraisers for Charity:
 - 22.5.2.1. SAF funds cannot be directly donated; SAF funds may be used to pay for the cost associated with hosting the fundraiser.
 - 22.5.2.2. Funds raised must all be sent to the charity within a month.
 - 22.5.2.3. During the time between the fundraiser and the donation, the funds raised must all be deposited into the student group's self-generated account.
 - 22.5.3. Fundraisers for a Student Group:
 - 22.5.3.1. Funds raised must first repay the amount of SAF used to host the fundraiser by being deposited into the student group's allocated account.
 - 22.5.3.2. Only after repaying the amount of SAF used to host the fundraiser may any remaining funds be deposited into the student group's self-generated account.
- 23.** All programs or events funded in any part by SAF funds must adhere to the following. It is the responsibility of the hosting organization(s) to do so.
- 23.1. Be listed on the interactive student organization system used by Emory University, known as *The Hub* as of Spring 2025.

- 23.2. Use CORQ, or an equivalent approved platform, to track attendance for the event.
 - 23.3. Failure to comply with this requirement may result in penalties, including freezing of accounts or revocation/reduction of SAF funding eligibility in the future, as determined by the SGA VP for Finance.
- 24.** It is the responsibility of all students and student groups to follow the SGA Finance Code and practice fiscal responsibility in their use of SAF funds.
- 24.1. No undergraduate division, EA, or student group may use SAF funds to purchase alcohol without the explicit, written authorization from the SGA VP for Finance.
 - 24.2. In the event that a program or event is supplemented by ticket sales, the SGA VP for Finance must approve, in writing, the program or event prior to the ticket sale.
- 25. Record Keeping:**
- 25.1. It is the responsibility of all treasurers of all student groups, Divisions, and EAs to keep up to date records of their student group, Division, or EA's financial outlays for the given fiscal year. Failure to keep current financial records may result in the suspension or freezing of a Student Group, Division, or EAs funds.
 - 25.2. At any time, the SGA VP for Finance may request to inspect the financial records for any student group, Division, or EA. Failure to produce up to date financial records for inspection may result in the suspension or freezing of a Student Group, Division, or EA's funds.
- 26. Off Campus Events:**
- 26.1. On an individual event basis: for non-retreat, off-campus events, costs related to hosting an off-campus event (e.g., event spaces, transportation, set-up related costs) may not utilize greater than 25% of the operational budget allocated for the organization at the beginning of the academic year. Any additional expenses must be covered by non-SAF funds.
 - 26.1.1. Exceptions may be granted by the SGA VP of Finance if the off-campus location is an essential component of the event and the organization's purpose (e.g., Oxford Fall Formal, Club Sports, Outdoor Emory, and organizations which travel to represent Emory University in participation of a formal competition or event series organized under the authority of an overarching, non-university-affiliated governing body, such as Mock Trial, governed under the American Mock Trial Association). This limitation ensures accessibility for students and equitable use of funds.
 - 26.1.2. Any organizations(s) which holds any event which exceeds this limit will be considered to have misappropriated funds.
- 27. Giveaways:**
- 27.1. Giveaways of non-Emory branded merchandise funded by the SAF are prohibited. Exceptions may be made by the SGA VP of Finance or SGS for those giveaways which demonstrate benefit to and impact on the entire undergraduate student body. Organizations are recommended to consult SGS in the event they would like to hold a giveaway to ensure that they are within Emory policy as well as local, state, and federal laws .

28. Compensated Roles and Payments to Students:

28.1. No individual or organization may use SAF funds, allocated funds, or self-generated funds to pay any individual student for goods or services. Exceptions may be made if the student is employed by Emory University and Campus Life and the payment is approved by both the SGA VP of Finance and the Associate Director of SGS .

28.1.1. Per Division/EA: the sum of all excepted cases will not exceed one (1) percent of annual fee revenue or SGA-provided budget allocations.

29. Expense Reporting Procedure:

29.1. After any program, initiative, event, or other situation in which any SAF funds are spent, all student organizations, EAs, Divisional Councils, and SGA, must submit an expense report detailing the amount of money spent on that program and sources (i.e., speedtype accounts) within 168 hours (7 calendar days) of the event end.

29.1.1. SGA will only acknowledge the first expense report submitted for each event. Expense reports may not be altered after they are submitted.

29.1.2. Extensions may only be granted by the Emory SGA VP of Finance in instances which the organization has demonstrated reasonable inability to meet the deadline.

29.1.3. Failure to submit expense reports by the specified deadline will result in frozen accounts for all that organization's speedtypes until submission has been received.

PART V.

Budgeting Processes of the SGA

30. The Operational Budgeting Process:

30.1. The Operational Budgeting Process is an annual budgeting process through which student groups with an allocated charter may submit requests to their assigned division or EA for an operational budget.

30.1.1. Operational budgets fund student groups' daily operation.

30.1.2. The SAF funds all operational budgets.

30.2. The Operational Budgeting Process:

30.2.1. Student groups must submit operational budget requests to their division or EA for review and approval.

30.2.1.1. Student groups must disclose information about programs or events that will be supplemented by ticket sale proceeds.

30.2.2. Divisions and EAs, in accordance with the SGA and their own financial policies, must conduct fair, open, and orderly budget hearings for all student groups.

30.2.2.1. Divisions and EAs reserve the right to amend student groups' requests and grant the requests in full or in part.

30.2.2.2. In the event that student government transition conflicts with the Operational Budgeting Process, new divisional or EA officers must confer with old divisional or EA officers for advice and assistance.

- 30.2.2.3. All student groups have the right to appeal divisional or EA decisions to a higher authority within their division or EA (e.g., if the divisional treasurer handled the budgeting process, then the student group can appeal to the divisional president). In the event that a division or EA's highest authority makes the decision and a student group seeks to appeal, the SGA VP for Finance shall review the appeal (e.g., if the divisional president handled the budgeting process, then the student group can appeal to the SGA VP for Finance).
- 30.2.3. After divisions complete their review and approval process, the operational budget requests shall be forwarded to the SGA VP for Finance for review and final approval.
- 30.3. The SGA VP for Finance must set an operational budget request deadline for divisions and EAs by no later than December 31st of the academic calendar preceding the academic year to which the budgeting request is applicable, and divisional and EA treasurers must set operational budget request deadlines for their student groups.
 - 30.3.1. All deadlines and the Operational Budgeting Process must be before the SGA elections.
 - 30.3.2. All divisional and EA deadlines must occur before the SGA deadline.
- 30.4. Disclosure:
 - 30.4.1. The SGA VP for Finance must disclose final approved operational budgets to the SGA Finance Committee and the Student Legislature.
 - 30.4.2. The SGA VP for Finance must keep a record of all final approved operational budgets.
- 30.5. Neither the SGA VP of Finance, nor any Division, Executive Agency (EA), or other entity under the SGA, may withhold approval, delay funding, or otherwise prevent the allocation of funds to a student group, except for reasons provided for under this Finance Code or other applicable rules.

31. The EA Budgeting Process:

- 31.1. The EA budgeting process is an annual budgeting process through which EAs submit requests to the Student Legislature for approval of their operational budgets for the academic year.
 - 31.1.1. Operational budgets fund EAs' daily operations, programs, and events (and the budgets of chartered clubs within each EA) throughout the academic year.
 - 31.1.2. The SAF funds all EA budgets.
- 31.2. Each EA must report the total sum of SAF funds used during the prior calendar year (spring + fall semesters). This sum must be calculated using data from the expense reports submitted for events and operations funded during that period.
- 31.3. The EA Budgeting Process must occur before the spring SGA elections.
- 31.4. EA reporting of expenditures will be based on prior calendar year. Funding granted will be for using during the academic year.
- 31.5. The EA Budgeting Process:
 - 31.5.1. EAs must submit operational budget requests to the SGA Finance Committee for review and approval.
 - 31.5.1.1. The EA operational budget request shall be made up of the past year's budget, outlays, and other financial records, as kept in

accordance with Section 21, as well as an itemized budget for each major event, program, or significant purchase anticipated by the EA for the upcoming academic year. These budgets must represent a good-faith estimate of actual spending and whenever possible should be justified with evidence of past expenses (e.g. budgets from previous years) or likely future expenses (e.g. price quotes from vendors).

- 31.5.1.2. EA budgets must include budgets for individual student organizations chartered under that EA.
- 31.5.1.3. EAs must disclose information about programs or events that will be supplemented by ticket sales and/or other self-generated funds.
- 31.5.1.4. EAs are permitted to request miscellaneous funds in their budgets.
 - 31.5.1.4.1. Miscellaneous funds may be used to cover any unanticipated expenses at the discretion of the EA.
- 31.5.2. The SGA Finance Committee must conduct fair, open, and orderly budget hearings for EAs.
 - 31.5.2.1. The SGA Finance Committee may suggest changes to the budget before the Student Legislature reviews the budget.
 - 31.5.2.1.1. In the event that the total amount of funding requested for allocation by the EAs exceeds the estimated Fee Split allocation to the University Wide Organization Account, the SGA Finance Committee is responsible for working with EAs to balance the budgets. This may take the form of uniform budget reductions across all EAs or targeted reductions of a subset of EA budgets.
 - 31.5.2.1.2. In the event that the SGA Finance Committee determines that an EA budget does not represent a good-faith estimate of actual spending, they may request additional documentation and/or a revised budget.
 - 31.5.2.2. An EA may resubmit a revised budget to the SGA Finance Committee for review and approval before the budget is forwarded to the Student Legislature, provided that the revised budget is received at least two weeks before the Legislative Session scheduled to review EA budgets.
- 31.5.3. The SGA Finance Committee shall vote to approve EA budgets.
 - 31.5.3.1. The voting process will follow discussion in the finance committee outlined above. At such a time as the committee is ready to proceed to a vote, as determined by the VP of Finance, the committee shall vote to approve all EA budgets. A budget shall require a two thirds majority vote of the Finance Committee to proceed. As outlined above, each EA and Division shall be entitled to one (1) vote. The VP of Finance shall be entitled to one (1) vote. No other parties shall vote. In the event that the vote does not pass, the finance committee will return to discussion and clear up any issues that remain. This process shall be repeated until such a time as the finance committee passes EA operational budgets.
- 31.5.4. After the SGA Finance Committee completes its review and approval process,

the operational budgets shall be forwarded to the Student Legislature for review and final approval.

31.5.4.1. Budgets shall be approved upon a simple majority vote of the Student Legislature.

31.5.4.2. The Student Legislature may amend budgets.

31.5.4.2.1. Amendments that reduce the total amount of funding allocated to an EA by less than 10% of the amount approved by the Finance Committee may be passed by a simple majority of the Student Legislature.

31.5.4.2.2. Amendments that reduce the total amount of funding allocated to an EA by 10% or more must be approved by a two-thirds majority vote of the Student Legislature.

31.5.4.2.3. In the event that an EA budget is reduced via an amendment and the funds removed from the budget are reserved in the University Wide Organization Account, these funds shall be encumbered such that the EA experiencing the budget reduction shall have priority access to those funds through the supplemental funding process described in Section 12.1 of Part III. This priority access shall expire after December 31 of the academic year for which the original budget request was made.

31.5.5. After an EA budget is approved, funds shall be transferred from the Executive Agency Account to the EA such that the final balance of the individual EA account is equal to the funds requested in the budget approved by the Student Legislature.

32. Funding Threshold Restriction for Student Organizations:

32.1. The Large Event Threshold shall be \$10,000.

32.2. No student organization may receive SAF funding from an EA or Divisional Council for any event which costs greater than or equal to the Large Event Threshold.

32.2.1. Any student organization found in violation of this policy will be found to have misappropriated funds and will face the following consequences:

32.2.1.1. Revocation of all SGA, Division, and EA supplemental funding eligibility for the remainder of the academic year.

32.2.1.2. Reimbursement to the SGA Contingency Account in the amount equal to the amount granted from the Division or EA.

32.2.1.3. A mandatory review of the club's finances by the SGA VP of Finance.

32.3. Clubs and events requiring funding greater than or equal to the Large Event Threshold may utilize the following:

32.3.1. Seek funding from the Emory SGA Contingency Account's Supplemental Funding process.

32.3.2. Seek funding from non-SAF sources.

PART VI.

Penalties for Violations of the SGA Finance Code

- 33.** The authority to enforce penalties for violations of the SGA Finance Code resides with the SGA VP for Finance and the SGA Finance Committee.
- 33.1. Appeals shall be heard before the Constitutional Council and then the Student Legislature, where appropriate.
- 34.** Upon detection of fiscal irresponsibility or any other appropriate measure of poor financial control, each, the SGA President and the SGA VP for Finance, reserves the right to freeze the funds of a division or organization in question, including both allocated and self-generated.
- 34.1. The funds may be frozen for no longer than 10 days, unless extended by the SGA President for an additional period of up to and including five (5) days, or the time required for the SGA Finance Committee to meet and decide upon further course of action, whichever is shorter.
- 35.** Should an individual's or organization's expenditures of SGA Contingency Account or SGA Fee Interest Account funds or use of the SAF be deemed as inconclusive, questionable, fiscally irresponsible, or misappropriated, the SGA Finance Committee, with a two-thirds majority vote of quorum, may pursue any of the following courses of action:
- 35.1. Subpoena any individual, division, EA, or student group to appear before it to discuss the use of allocated funds or the SAF.
- 35.2. Require at any time the individual, division, EA, or student group submit a written statement describing the use of the allocated funds or the SAF.
- 35.3. Seize at any time remaining unused allocated funds or SAF.
- 35.4. Revoke the charter of the organization in question, subject to approval by and appeal to the SGA President and appeal to the SGA Legislature, per the Chartering Bylaws.
- 35.5. Assume control of a division, EA, or student group's funds.
- 35.6. Refer the individual, division, EA, or student group to the SGA Attorney General should the individual or organization refuse to comply with any of the stipulations under Section 25 of Part VI, and the appropriate dean, in cases of malfeasance.
- 36. Overdrawn Accounts**
- 36.1. Any money needed to cover overdrafts will be recovered in the next year from approved allocated budgets with an additional 15% penalty fee.
- 36.2. Divisions and EAs reserve the right to de-charter or impose further penalties on overdrawn student groups chartered beneath them.
- 36.3. Any group that overdraws their accounts two years in a row must appear before the SGA VP for Finance, who reserves the right to impose harsher penalties after such a hearing.
- 36.4. Any group who overdraws their accounts 3 times within a 5-year period must appear for a hearing before the SGAVP of Finance, who reserves the right to impose harsher penalties after such hearing.

PART VII.
Amending the SGA Finance Code

- 37.** The SGA Finance Code shall serve as the final and absolute document pertaining to financial procedures for the SGA of Emory University and amendments are to be enforced only after the amendment process is official and complete.
- 38.** All bills that amend the SGA Finance Code must be advertised to the undergraduate student body before being heard by the Student Legislature on the daily calendar.
- 38.1. If the Speaker of the Legislature determines that the bill has not been sufficiently publicized by the bill authors, the bill will be immediately tabled until such time as the Speaker of the Legislature or a majority of the total Membership of the Legislature deems the publicity sufficient.
- 38.2. Should the Speaker of the Legislature be the bill author, the Student Legislature shall determine, with a majority vote of quorum or a 2/3 vote of those present, whether the bill has been sufficiently publicized.
- 39.** All changes to the SGA Finance Code must be passed by the Student Legislature in two (2) consecutive sessions by a majority vote of quorum or a 2/3 vote of those present, whichever is greater.
- 40.** Any bill that changes the amount of the SAF requires a university-wide referendum and a majority of the students voting in favor of the bill in order to be passed.

APPENDIX A.

Demonstration of the Format of Section 8.6.1 of Part II

Allocated Account as of 9/16/13	\$15,000
Current Requests from Daily Calendar	
46s1199 Bill to Fund Swoop's Week	\$5,000
Upcoming Requests from First Readings	
46s202 Bill to Fund Dooley's Week	\$3,000
46s203 Bill to Fund EPIC Event	\$1,000
Total Incoming Requests	\$9,000
Remaining Funds if All Requests are Approved	\$6,000

APPENDIX B
Contingency Caps

Undergraduate Divisions

	2020-2021 Caps	2021-2022 Caps	2022 Onward (Final) Contingency Caps
College of Arts and Sciences	\$300,000	\$150,000	\$75,000.00
Undergraduate Business	\$90,000	\$65,000	\$45,000.00
Undergraduate Nursing	\$70,000	\$50,000	\$30,000.00
Oxford	N/A	N/A	N/A

After all chartered student groups' funds are transferred to the division's contingency account at the end of the fiscal year, any contingency funds in excess of the division's cap will be transferred out of the division's contingency account into the SGA contingency account.

Executive Agencies

	2020-2021 Caps	2021-2022 Caps	2022 Onward (Final) Contingency Caps
SPC	\$300,000	\$150,000	\$30,000.00
EEVM	\$15,000	\$12,500	\$10,000.00
Media Council	\$60,000	\$35,000	\$10,000.00
Club Sports	\$80,000	\$40,000	\$10,000.00
TableTalk	\$10,000	\$10,000	\$10,000.00
Outdoor Emory	\$25,000	\$15,000	\$10,000.00
Belonging and Community Council	N/A	N/A	\$10,000.00

APPENDIX C
Student Activity Fee Split

The Student Activity Fee (SAF) Fee Split outlines the allocation of funds amongst SGA and its divisional councils.

Historical SAF Fee Split

Divisional Council	to Division	to Macro	to College
College	40%	60%	0%
Undergraduate Business	32%	54%	14%
Undergraduate Nursing	68%	22%	10%
Oxford	94%	5%	1%

New Fee Split Beginning Fall 2023

Passed by Bill 55s144, 3/2022

Divisional Council	to Division	to Macro	to College
College	46%	54%	0%
Undergraduate Business	46%	54%	0%
Undergraduate Nursing	68%	32%	0%
Oxford	91%	9%	0%

New Fee Split Beginning Fall 2024

Passed by Bill 57s139, 12/2023

Divisional Council	to Division	to Macro	to College
College	37%	63%	0%
Undergraduate Business	46%	54%	0%
Undergraduate Nursing	68%	32%	0%
Oxford	91%	9%	0%

REVISION HISTORY, STARTING FROM 2021:

1. Bill 58sl40: A Bill to Amend the Finance Code
2. Bill 57sl49: A Bill to Create a Referendum to Automatically Adjust the Student Activity Fee to Inflation on an Annual Basis.
 - a. Approved by the Student Legislature on March 18, 2024 by 11-0-0 vote.
 - b. Approved by Student Referendum on March 28, 2024 by 343-297 vote.
 - c. Awaiting approval by Board of Trustees as of March 28, 2024.
3. Bill 57sl31: A Bill to Create a Referendum to Increase the Student Activity Fee by \$15 for the 2025-2026 Academic Year as to Improve the Student Experience.
 - a. Approved by the Student Legislature on March 18, 2024 by 11-0-0 vote.
 - b. Approved by Student Referendum on March 28, 2024 by 334-206 vote.
 - c. Awaiting approval by Board of Trustees as of March 28, 2024.
4. Bill 57sl42: A Bill to Amend the Finance Code as to Permit the Creation of Special Purpose Funds.
 - a. Approved by the Student Legislature on February 4, 2024 by unanimous consent.
 - b. Signed by President on February 4, 2024.
5. Bill 57sl39: A Bill to Adjust the SAF Split to Provide for the Belonging and Community Council.
 - a. Approved by the Student Legislature on December 4, 2023 by unanimous consent.
 - b. Signed by President on December 4, 2023.
6. Bill 57sl30: A Bill to Mandate Sexual Assault Peer Advocate Trainings for Clubs Requesting Supplemental Funding.
 - a. Approved by the Student Legislature on November 14, 2023 by unanimous consent.
 - b. Signed by President on November 14, 2023.
7. Bill 55sl47: A Bill to add SAF Fee Split to the SGA Code of Finance.
 - a. Approved by the Student Legislature on March 4, 2022 by unanimous consent.
 - b. Signed by President on March 4, 2022.
8. Bill 54sl31: A Bill to Allow Organizations to Keep Unused Funding from the 2021-2022 Academic Year.
 - a. Approved by the Student Legislature on March 14, 2022 by unanimous consent.
 - b. Signed by President on March 14, 2022.