



West Chester University
Student Government Association
Allocation Bylaws

Table of Contents

Article I Purpose

Article II Authority

Article III Eligibility for Requests

Article IV Fundraising

Article V SGA Reserves

Article VI Annual Requests

Article VII Semester Requests

Article VIII Expenditure Accountability

Article IX Appeals

Article X Exemptions

Article XI Implementation

Article XII Amendments

Glossary

Article I

Purpose

The purpose is to articulate how undergraduate recognized student organizations at West Chester University may request funding for programming and operating expenditures, as well as how to request reserved funding for other circumstances.

Philosophy Statement

The intention of the student activity fee is to benefit the most amount of students, as all undergraduate students contribute to this fee. We believe we are impartial stewards of this funding and have the responsibility to fulfil this intention.

Article II

Authority

Based on *PASSHE's Board of Governors Policy 1983-03-A: Student Activity Fees*, the Student Government Association acts as the student association recognized as having the authority to recommend the allocation of the student activity fee to the president (or their designee) under the provisions of Act 188.

Within the Student Government Association, the Allocations Committee will carry out the proceedings of this document. The Director of Allocations will be an undergraduate student appointed by the incoming SGA President and will preside over the committee.

I. Roles

- a. Student Government Association:
 - i. Appoint the Director of Allocations and vote to finalize financial decisions passed by the Allocations Committee.
 - ii. All items purchased with the student activity fee are the property of the Student Government Association and not individual students or student organizations.
- b. Allocations Committee:
 - i. Composition:
 - 1. Per Policy 1983-03-A, members of the faculty and administrative staff may serve on this committee at the discretion of the Student Government Association, but students shall comprise at least a majority of the committee.
 - 2. It is up to the discretion of the Director of Allocations to recruit members of this committee as they see fit.
 - 3. Allocations for an organization will be based on the Committee's evaluation of the request using a viewpoint neutral basis.

- ii. Per *Policy 1939-03-A*, the privilege of attending budget committee meetings and hearings shall be granted at the discretion of the committee provided meetings at which final budget decisions are reached are open to interested students and faculty. (Sunshine Law)
 - iii. The Allocations Committee has the authority to interpret these bylaws to properly allocate the student activity fee each year.
 - iv. The Allocations Committee strictly meets when class is in session during the Fall and Spring terms.
 - 1. Financial decisions outside of this time will be delegated to a vote by the Executive Committee.
- c. Director of Allocations:
 - i. The Director of Allocations will be an undergraduate student appointed by the incoming SGA President and will preside over the committee.
 - ii. The Director of Allocations is not a voting member of the committee.
 - 1. In the case of a tie, the Director of Allocations will cast a vote.
 - iii. The Director of Allocations will determine the frequency, time, and location of meetings for the Allocations Committee.
- d. Advisors:
 - i. The advisors of the Student Government Association will serve as non-voting, ex-officio members of the Allocations Committee.
 - ii. The Director of Allocations will have a standing meeting with the advisor(s) at a mutually agreed upon time.
- e. University President (or their designee):
 - i. Per *Policy 1983-03-A*, the president (or their designee) shall have the right to veto with written explanation the total budget or any line-item expenditure they consider to be an improper use of student activity funds. The final decision on the allocation of student activity funds rest with the president (or their designee) (24 P.S. § 20-2004.1-12).
- f. Student Services, Inc. (SSI):
 - i. SSI is a non-profit organization who retains and disperses the student activity fee and works in conjunction with the Student Government Association and president (or their designee). Please view their policies [here](#).

Article III

Eligibility for Requests

- I. Recognized Student Organizations:
 - a. Recognized student organizations must be open to all undergraduate students (defined as a full-time or part-time SSI fee-paying student) to be eligible for funding from the Allocations Committee.

- i. Recognized student organizations that practice exclusion cannot be budgeted by SGA.
 - ii. Inclusivity must be outlined in the organizations' bylaws.
- b. Organizations must be in good standing as defined by the Office of Student Leadership and Involvement and the Student Organization Policies and Procedures Manual.
- c. Recognized student organizations must attend any required trainings as determined by the Director of Allocations.

II. Alignment of Purpose

- a. The Allocations Committee will only allocate funding for things in line with the University and the student organization's mission and purpose.

III. SSI Account

- a. All recognized student organizations must have an SSI account to receive an allocation of student activity fee monies.
- b. Organizations may not have off-campus bank accounts or credit cards.
- c. All transactions must go through SSI.

IV. Expenditures

- a. Per *Policy 1939-03-A*, the following expenditures are not permitted to be paid for with student activity fee monies:
 - i. *Partisan political activity*: Student activity fee monies shall not be used for any type of partisan political endorsement nor for contributions to the campaign fund of any candidate for elective office. Nothing in the foregoing shall prohibit the payment of fees to political speakers.
 - ii. *Non-campus and non-student activities*: Expenditures shall be made only for university sponsored or related activities, which involve the students, faculty, or staff of the university.
 - iii. *Not-for-profit organizations and local governmental units*: No direct contributions may be made from student activity fees for charities, not-for-profit organizations, or local governments and their units. Nothing in the foregoing shall prohibit a student association or student organizations from engaging in fund raising activities to benefit these entities.
- b. Additional items that must only be purchased with fundraised dollars include:
 - i. Personal clothing items for members only (ie. Stoles, t-shirts, quarter zips, etc.) outside of items needed for official University-sponsored events or business.
 - ii. Food for events/meetings not open to all students
 - iii. Membership dues for individual members of the recognized student organization to a larger organization
 - iv. More than (1) closed award banquet or social event per semester for only members of the recognized student organizations.
 - v. Food, travel, or equipment for coaches, graduate assistants, and/or advisors.

- c. All expenditures must adhere to University policy.
- d. It is up to the discretion of the Allocations Committee to provide funding for resources that can be provided for free or little cost by the University.
 - i. Ie. Photography, music, speakers, staging, space, technology, headshots, etc.

V. New Organizations

- a. New organizations are defined as undergraduate student organizations who have been recognized for less than one calendar year.
- b. Once recognized, the organization must open an SSI account.
- c. They can then receive guided funding from the Student Government Association for the first two years of the organization's operations to be strictly used for operational expenditures only.
 - i. Year 1: Up to \$250 for operational funds will be distributed pro rata to the new organization's SSI account based on the months of operations during the academic school year (Fall semester - Spring semester).
 - ii. Year 2: Organization can request up to \$500 for operational funds.
- d. Organizations may request reserve funding as soon as they are recognized by the University in line with all other recognized student organizations.

Article IV

Fundraising

- I. All recognized student organizations are expected to fundraise for their organization. No organization should rely completely on their student activity fee allocation.
- II. Organizations in need of assistance with fundraising ideas should contact the Director of Allocations.
- III. All fundraised monies must be promptly deposited into their organization's SSI account.
- IV. No fundraised monies for an organization may sit in an individual's personal account, Venmo account, other electronic banking applications, etc. to avoid comingling of funds.

Article V

SGA Reserves

- I. The intention of dispersing the student activity fee monies each year is to benefit the undergraduate student body on campus during that academic year.
- II. SGA Allocated Carryover Funds
 - a. Unused funds from the student activity fee remaining in individual student organization's SSI accounts will not rollover into the following academic year unless otherwise communicated by the Director of Allocations.
 - b. These funds will be deposited into the SGA Reserve account for reallocation or programmatic efforts to serve the entire undergraduate student body.

Article VI

Annual Requests

- I. Annual requests will be submitted each spring for the following academic year for operational expenses only.
 - a. Operational expenses exclude expenses for events, travel, championships, conferences, etc.
 - b. Operational expenses are expenses needed for the minimum operation of the club as described in the organization's bylaws.
 - i. Food and beverages for meetings, office supplies, supplies used frequently for member meetings, etc.
- II. It is up to the discretion of the Director of Allocations to decide if a request meets the definition of an operational expense.
- III. The process for annual requests will be communicated by the Director of Allocations to organization officers and advisors with advance notice.

Article VII

Semester Requests

- I. Semester requests can be submitted throughout the fall and spring semester when classes are in session.
 - a. Semester requests are not considered operational as defined in Article VI.
 - b. Semester requests are categorized by the following:
 - i. General Travel
 1. This includes general travel for off-campus events related to the purpose of the organization.
 - a. I.e. day trips, trips to NYC, museums, etc.
 - ii. Championship
 1. This includes anything related to expenses required for a competitive championship which the club has qualified for and is confirmed to attend.
 - a. I.e. travel, lodging, food, registration, etc.
 - iii. Conference
 1. This includes anything related to a professional conference or professional development relating to the purpose of the club after all other funding sources have been exhausted.
 - a. I.e. travel, lodging, food, registration, etc.
 - iv. On-Campus Events
 1. This includes any supplies needed for on-campus student organization hosted social events.
 - v. Sponsorships

1. This includes any on-campus activity that would like to have SGA co-sponsor.
- vi. Snap Funding
 1. These requests are in the event of an emergency for situations that do not fit into the above categories.
 - a. I.e. account deficits, unexpected expenses, etc.
- II. The process for making semester requests will be defined and determined by the Allocations Committee each year.
- III. The amount of semester requests submitted per organization will not be capped.
- IV. All University policies and procedures relating to travel, food, events, etc., must be followed.
- V. All semester requests will be submitted via the same form as communicated by the Director of Allocations.
- VI. It is up to the discretion of the Director of Allocations to decide if a request meets the definition of a semester expense.
- VII. The process for semester requests will be communicated by the Director of Allocations to organization officers and advisors before each semester.
- VIII. At the end of each fall and spring semester, the Director of Allocations will send a memo to student organization officers and advisors regarding a special process for semester funds needed during the first (3) weeks of each semester.

Article VIII

Expenditure Accountability

- I. Audit
 - a. All accounts are subject to an audit upon the request of anyone defined in Article II.
- II. SSI Credit Card
 - a. Student organizations must exhaust other options for payment before using the credit card provided by SSI.
 - i. I.e. purchase orders, check, reimbursement, etc.
 - b. Before accessing the SSI credit card, student organization members must complete the credit card authorization form as created by the Director of Allocations in addition to the voucher required by SSI.
- III. Post-Allocation Request Form
 - a. At the conclusion of any event, travel, etc. funded partially or fully by a semester-request, student organization officers must complete a post-allocation form as created by the Director of Allocations.
 - b. Any unspent monies will be automatically withdrawn and deposited back into the SGA Reserves.
- IV. Preferred Vendors

- a. Student organizations must utilize the preferred vendors list before utilizing other vendors.
- V. Stewards of the Student Activity Fee
 - a. All student organizations are to utilize the monies of the student activity fee in a way that aligns with the philosophy statement as defined in Article I.

Article IX

Appeals

- I. Appeals are defined as requests for secondary review of a budget decision.
- II. Annual Requests
 - a. Appeals for annual requests will be heard in the fall semester by the Allocations Committee.
 - b. The process for appeals will be created and communicated by the Director of Allocations.
 - c. Secondary appeals can be made to the Advisors with the final decision resting there.
- III. Semester Requests
 - a. Appeals for semester requests can be made to the Advisors on a rolling basis throughout the fall and spring semester when classes are in session.
 - b. Secondary appeals can be made to the President (or their designee) with the final decision resting there.

Article X

Exemptions

- I. Organizations listed below will submit their annual operational requests directly to the Director of SSI due to their complex nature.
 - a. Any organization outlined in the APSCUF collective bargaining agreement where a faculty advisor receives a course release.
 - b. Governing bodies
 - c. University Theatre
 - d. Leadership Empowerment and Development
 - e. Student Activities Council
 - f. Sports Club Council
- II. Appeals can be submitted to the Allocations Committee who will review the appeal with the Director of SSI.
 - a. Secondary appeals can be made to the President (or their designee) with the final decision resting there.
- III. Any student organizations may be added to the exemption list above at any time at the discretion of the Director of Allocations and the Allocations Committee.

- a. Student Organizations added to the list will be notified prior to the annual request deadline.

Article XI

Implementation

- I. Article XI is to be removed by Fall 2026.
- II. With the updated SGA Constitution, this document will be implemented in phases.
- III. These bylaws will take effect the date this is passed by the SGA Executive Committee.
 - a. Modifications for effective transition
 - i. Fall 2025
 - 1. Since the 2025/2026 budget requests were submitted under the old financial policies and procedures in Spring 2025, organizations will operate off that budget for Fall 2025 – Spring 2026.
 - 2. The old “auxiliary request” process will be moved to what is listed under Article VII.
 - a. Conferences were not allocated and must go through the process defined in Article VII.
 - b. Most other requests will fall under “snap requests,” “sponsorships,” or “championship” as most events and travel that was requested were allocated for 2025-2026.
 - 3. All leftover SGA funding sitting in SSI accounts at the end of the Spring 2025 semester was swept into the SGA Reserves Account as allowed in the previous SGA Financial Policies and Procedures.
 - 4. The Director of Allocations will communicate a one-time use form for requesting funding that was being saved in the SSI account for an organizational effort during the 2025-2026 academic year.
 - 5. These requests will be reviewed by the Allocations Committee.
 - a. In the case that your event you were saving money for is occurring within the first three weeks of school and there is not enough money in your new allocation to cover the costs, please reach out to the Director of Allocation by the first day of classes.
 - 6. Appeals for these decisions can be made to the Advisors.
 - a. Secondary appeals can be made to the President (or their designee) with the final decision resting there.
 - 7. Appeals for the annual budget will be reviewed in Fall 2025 and will follow what is outlined in Article IX.
 - ii. Spring 2026
 - 1. Student organizations will continue the process from Fall 2025 but will use the new annual request process to request operational funding for the 2026-2027 academic year as outlined in Article VI.

iii. Fall 2026

1. By the first day of class in Fall 2026, this document will be fully implemented, and Article XI will be deleted.

Article XII

Amendments

- I. This document will be reviewed at minimum at the end of each Fall and Spring semester by the SGA Bylaw Review Committee.
- II. Items in this document may be changed, amended, or deleted by a two-thirds (2/3) vote of the Allocations Committee and a majority vote of the SGA Senate.
- III. The President (or their designee) has final say on any amendments to this document.
- IV. When Fall or Spring classes are not in session, the SGA Executive Committee may amend this document.

Glossary

- **Appeals**: a request for a second review of monetary requests after initial decision has been made
- **Championship**: anything related to a competitive championship which an organization has qualified for and is confirmed to attend. This includes travel to championships, lodging, food, registration, etc.
- **Conferences**: anything relating to a professional conference or professional development relating to the purpose of the club after all other funding sources have been exhausted. This includes travel to and from conferences, lodging, food, registration, etc.
- **Exclusive Organization**: Recognized Student Organizations that are not open to participation from all undergraduate students. This could mean there are auditions, a new member process, a vote from current members to extend membership to new members or only being open to certain majors or academic achievement levels.
- **Expenditure**: a cost or expense incurred.
- **New Organization**: defined as undergraduate student organizations who have been recognized for less than one calendar year.
- **On-Campus Event**: an undergraduate student organization hosted social events that takes place on West Chester University's campus. Member meetings are not defined as an on-campus event.
- **Operational Expenses**: costs needed for the minimum operation of the club as described in the organization's bylaws.
- **Operational Request**: submission listing what an organization needs financially to run the organization at bare minimum (outside of travel, events, championships, and conferences) This includes, food for meetings, paper supplies, general supplies to be used consistently throughout the year.
- **Pro-Rata**: proportionately or evenly distributed.
- **Semester Request**: submission for funding for expenses that do not fall under operational (i.e. championship, conference, general travel, snap, and sponsorship).
- **SGA Reserves**: Account holding student activity monies with the intention of dispersing the monies each year to benefit the undergraduate student body on campus during that academic year.
- **Snap Funding**: monies set aside to be disbursed in the event of an emergency for situations that do not fit into operational, championship, conference, general travel, or sponsorship. This could include an SSI account deficit or an unexpected expense.
- **Sponsorships**: any on-campus activity that would like to have SGA co-sponsor.
- **Travel Expenditures**: expenses or costs that are related to getting to an off-campus club-related event. Some examples would be train/bus tickets, the lesser of gas receipts or mileage reimbursement at the state rate, per diem food reimbursements, and payment to a traveling service.