

NUSGA Budget Rules



Revised September 17, 2015

1. IMPORTANT CONSIDERATIONS

- a. The NUSGA is here to ASSIST with funding. Other sources of funding include fundraisers, the college and/or department the club is associated with, and the collection of dues.
- b. Make no monetary commitments prior to budget approval. It is not advised to make reservations (unless they can be cancelled) until after you budget has been approved by the NUSGA.
- c. Funds allocated by the NUSGA may be shared with other clubs or club sports if reviewed by the NUSGA Cabinet and then approved by the NUSGA Legislative Body.
- d. Each club must have an updated constitution on file with the Campus Activities Office prior to beginning the budget process.
- e. Before a budget may be submitted, the club/club sport must be recognized by the Campus Activities office and by the NUSGA. **A new club/club sport must submit their constitution to the Campus Activities office and the NUSGA by the Roster Submission deadline in the semester they are requesting funding in order for it to be eligible for funding.** New clubs are not exempt from the following set of rules in when requesting funding for the first time.
- f. The NUSGA Cabinet and/or Legislative Body reserve the right to reject and request for any request with reasonable means.

2. MEMBERSHIP

- a. In order for a club/club sport to receive funding, it must have and maintain at least seven (7) members.
- b. Student clubs and organizations may have part time and graduate students listed on their rosters, but in order for the club/club sports to receive funding for those part time and/or graduate students listed, they must pay the student services fee.

3. ROSTER SUBMISSION

- a. The roster must be submitted by the club/club sport's contacts and edited online through MyNU before the Roster Submission deadline. Any changes made after the Roster Submission deadline will not be reflected in the club's official roster. For the remainder of this document, a "member" refers to anyone listed on the roster at the time of the Roster Submission deadline.

The club contact must enter all members of the club/club sports as well as each member's personal contact information (including title, phone, address, etc) The Roster Submission deadline is the determined by the NUSGA Executive Vice President and NUCAP Coordinator. Failure to comply will result in no funding for the club or club sport.

4. DUES

- a. All clubs and club sports must collect dues for the express purpose of benefitting the local organization (including those with national affiliation). The specific amount of the dues is to be determined by the club.
- b. The NUSGA requires a minimum dues collection of ten dollars (\$10) per member per semester in order to receive funding.

5. FUNDRAISERS

- a. It is in the club or clubs sport's best interest to raise as much money as possible through a fundraiser. In order for a club to be eligible for funding in the current semester, they must have had at least on (1) fundraiser in the prior semester.
- b. Each club/club sport is required to raise at least 10% of the amount they will be requesting in their budget the semester in which it is being requested. In order for a fundraiser to be counted, a deposit must be made into the club/club sport's account labeled as "Fundraiser." If a club/club sport does not raise the required amount, 10% will be deducted from the club/club sport's total budget for the following semester. If a club/club sport does not attempt a fundraiser, 15% will be deducted from the club/club sport's total budget.
 - i. The NUSGA will forgive the 10% deduction from a club/club sport budget if after four different fundraisers are completed and the funds raised do not reach 10% of the amount in their budget. The follow criteria must be met for the deduction to be forgiven:
 - The club/club sport must complete 4 different fundraisers (bake sale, Chipotle, raffle tickets, etc.).
 - The club must also provide the NUSGA with an approved fundraiser approval form from the Office of Campus Activities, any and all documentation regarding the fundraiser such as correspondences between the restaurant, bank statements, copies of checks, copies of signed log for sitting at tables in the Gallagher Center, etc.The legislative body will vote on the deduction forgiveness through a simple majority vote.

- c. For any fundraisers event hosted by a club/club sport in which the club/club sport retains any of the profits, hours spent at the event will not be counted as community service hours for any semesters listed at the roster.

6. COMMUNITY SERVICE

- a. In order for a club to receive funding in the current semester, the following community service requirements must be met during the prior semester. Community service is to be completed and the appropriate paperwork received by the NUSGA Executive Vice President and the NUCAP Coordinator before the designated date at the end of the semester. If appropriate documentation for community service has not been provided before the deadline, the club/club sport will not be eligible for funding. This date is to be determined by the NUSGA Executive Vice President and NUCAP Coordinator. The NUSGA Executive Vice President, the NUCAP Coordinator, and the club/club sport representative must maintain a record of and monitor all service hours.
- b. Each student must complete at minimum of five hours of community service each semester that will be applied to all clubs/club sports in which they are a member based on the roster. For example, if a student is in three clubs/club sports, a minimum of five hours must be completed. These five hours will be distributed to each of the three clubs/club sports.
- c. Each club/club sport must have an average of at least five (5) hours of community service per member. Failure to comply will result in a ten percent (10%) deduction in funding.
- d. Each club/club sport must have at least seventy five percent (75%) of the members participate in community service. Failure to meet this requirement will result in a ten percent (10%) deduction in funding.
- e. Service turned in for a particular club/club sport by students not granted official membership status will not count towards the club's community service.
- f. Any community service hour discrepancies will be determined by the NUSGA Executive Vice President in conjunction with the NUCAP Coordinator.

7. ROUNDTABLE MEETINGS

- a. A representative from every club/club sport seeking funding must attend all NUSGA Roundtable meetings each semester. Failure to comply will result in a five percent (5%) deduction for each Roundtable meeting missed.
- b. The dates of these meetings will be determined by the NUSGA Executive Vice President and Executive Treasurer. The NUSGA will notify clubs and club sports of

these dates by submitting documentation to each club/club sport's mailbox at least one week prior to the first meeting.

- c. The final Roundtable meeting of each semester for each club/club sport will be a private, individual meeting between the NUSGA Executive Treasurer and the Treasure and/or President from each club or club sport. Club advisors/coaches are under no circumstances permitted to attend the individual Roundtable meeting with the Executive Treasurer. Only student representatives are permitted to meet with the Executive Treasure at this time. All Roundtable meetings must be completed by 5:00pm on Thursday before Budget Sunday. Failure to meet with the NUSGA Executive Treasurer for this meeting will result in no funding. The club must present all of the following completed documents for the previous semester
 - i. Semester evaluation for the previous semester
 - ii. Updated inventory sheet
 - iii. Inventory is defined as items that can be used annually. Inventory must be kept with the club/club sport for future use. All items in inventory must be included, regardless of if they were purchased with funds granted by NUSGA or not.
 - iv. Most recent copy of the club or club sport's constitution
 - v. Bank statements from the prior semester (including most current statement)
 - vi. Proof of national affiliation (if applicable)
 - vii. Budget request form
- d. If a representative is unable to attend an individual meeting with the NUSGA Executive Treasurer before 5:00pm the Thursday before Budget Sunday, the representative may schedule a meeting for the following week and receive a five percent (5%) deduction. This meeting must be scheduled by 5:00pm the Thursday before Budget Sunday.

8. BUDGET REGULATIONS

- a. Budget requests may be submitted each semester and must include the current semester's request. If a club is traveling during a winter or summer break, funding for the aforementioned trip will be included in the budget request of the prior semester.
- b. The NUSGA will only fund for items related to the club's purpose as indicated in its constitution
- c. All travel funded by the NUSGA must be completed within the fall or spring semester.

- d. Organizations intentionally misrepresenting facts and/or figures during the budget process will be penalized the difference and be suspended from funding for at least one (1) semester as determined by the NUSGA Legislative body.
- e. If a club is not present at budget Sunday, that club has two subsequent NUSGA legislative meeting times to present their club's budget. Failure to have a representative present at the budget meeting will result in a five percent (5%) deduction per meeting. Failure to present their budget after this point will result in no funding for the current semester.

9. PRO-RATING

- a. All line items will be pro-rated to the following percentages:
 - i. \$0-\$249.99 will be pro-rated 65%
 - ii. \$250.00-\$749.99 will be pro-rated 60%
 - iii. \$750.00+ will be pro-rated 55%
- b. Unless otherwise noted, the pro-rating applies to all line items except:
 - i. Uniforms
 - ii. Apparel
 - iii. Tolls and gas
 - iv. Banquets
 - v. Conference fees (pro-rated at different percentages)
 - vi. Lodging
 - vii. Emergency Medical Technicians
 - viii. First Aid Kits
- c. When requesting actual payment for line items, each item will be repro-rated based on the preceding figures. The club will be reimbursed up to the amount originally budgeted after being pro-rated.

10. NON-FUNDABLE ITEMS

- a. The NUSGA will not grant funding to clubs/club sports for the following items:
 - i. Social Events
 - ii. Telephone charges (the NUSGA phones will be made available)
 - iii. Publicity and advertising
 - iv. Laundry costs
 - v. Postage/shipping, including any checked baggage
 - vi. Non-inventory goods
 - vii. Gifts
 - viii. Meals or beverages (except at banquets)
 - ix. Alcohol
 - x. Ceremonial items
 - xi. Fundraising supplies

- xii. Copies (the NUSGA copy machine is available for use by undergraduate members)
- xiii. Insurance (including any legal fees dues to national organizations)
- xiv. "Chapter Standards" required for national organization
- xv. Any items consumed during the summer (Except items regarding summer travel, conferences, & lodging)
- xvi. Car/van rental or any parking fee

11. START UP FUNDS

- a. For any new club/club sport, the NUSGA may allocate up to \$750 per new club/club sport, following approval of their constitution.
 - i. If the club/club sport is approved by the NUSGA after the constitution submission deadline, the club/club sport may be eligible to receive up to \$750 for the following semester.
- b. All items in this budget must adhere to the budget rules listed for club and club sports. This budget must be presented at a NUSGA legislative meeting following a meeting with the NUSGA Executive Treasurer.
- c. Club/club sports must fulfill all fundraising and community service requirements to continue to receive full funding in the following semesters.
- d. If a club/club sport is inactive for two consecutive semesters then the club/club sport may be eligible to receive up to seven hundred & fifty- dollars (\$750) for the current semester.
 - i. Inactive club means not receiving NUSGA funds for two consecutive semesters.

12. BANQUETS

- a. The NUSGA will fund for up to one banquet per academic year. The NUSGA will fund up to eight dollars (\$8) per member for meals and/or beverages. This figure will not be pro-rated. Transportation, lodging, banquet halls/room rentals will not be funded by NUSGA. If the club/club sport is nationally chartered/affiliated, the NUSGA will fund up to twelve dollars (\$12) per member for meals and/or beverages.
 - i. Clubs/club sports must show verification of their national charter/affiliation during their individual meeting with the NUSGA Executive Treasurer.

13. INSTRUCTORS

- a. Instructors may be funded up to five hundred dollars (\$500) per semester. Instructors employed by Niagara University or by campus contractors (i.e. UNICCO, Sodexo, Campus Safety, etc.) will not be funded unless the club is competitive in nature (i.e. competes with other higher education institutions).

14. FUNDING FOR CLUBS

I. Club Uniforms

- a. Uniforms for competition against other educational establishments may be funded up to seventeen dollars (\$17) per member per academic year (total will not be pro-rated).

II. Club Apparel

- a. Apparel for school representation may be funded up to twelve dollars (\$12) per member per academic year (total will not be pro-rated). All apparel must state "Niagara University" and must be approved by Campus Activities Office. The apparel Design Form must be completed prior to submitting a transfer request for the item and must be attached to the transfer request form.

III. Club Trips (including Transportation and Lodging)

- a. The NUSGA will fund for up to one trip per semester per club. The trip may only include club members. The trip must be relevant to the club's purpose as stated in the club's constitution. The trip must be a learning experience. A trip is considered any excursion to an off campus location (including, but not limited to retreats, tours, etc.).
- b. The NUSGA will fund for lodging for a maximum of two (2) nights to one hundred dollars (\$100) per room for tourneys and a maximum of one (1) night to one hundred dollars (\$100) per room for single game trips. This is limited to five (5) or fewer rooms with four (4) students per room.
- c. The NUSGA will only fund for one form of transportation per trip. Multiple forms of transportation for one trip will not be funded. The NUSGA will fund for the most feasible means of travel as determined by the NUSGA Cabinet and/or Legislative Body. The NUSGA will not fund for car/van rental.
- d. The NUSGA will allocate for tolls and gas at fifty five cents (\$.55) per mile as an approximation for the semester's budget proposal. The NUSGA Executive Treasurer will reimburse for gas and tolls usage up to the allocated amount when receipts are returned after the trip. This figure will not be pro-rated. The NUSGA will fund a maximum of five (5) vehicles carrying a minimum of four

(4) students per vehicle. It is required that the minimum number of vehicles be taken on the trip.

- e. The NUSGA will fund for admission and/or registration fees associated with a trip at the following rates:
 - i. Fees less than \$25.00 will be pro-rated at 75%
 - ii. Fees between \$25.00 and \$74.99 will be pro-rated at 60%
 - iii. Fees between \$75.00 and \$150 will be pro-rated at 55%
 - iv. Fees greater than \$150 will be pro-rated at 50%

- f. When requesting funding for flight & hotel package deals, research will be done to determine the standard cost per night at the specified hotel.
 - i. If the standard cost is \$100 or more per night, the NUSGA will fund a maximum of \$25 per member, which is the equivalent of \$100 per 4 members attending with a maximum of \$500 allocated for hotel costs.
 - ii. If the standard cost is below \$100, the NUSGA will allocate a maximum of 5 rooms at the standard cost, with 4 members per room.
 - iii. The amount for lodging will then be deducted from the total package amount and the amount remaining will be designated as flight costs and prorated at the appropriate percentages.

- g. In order to receive funding from NUSGA, the club must get the proposed trip approved by the Director of Campus Activities.

IV. Club Conferences (including Transportation and Lodging)

- a. The NUSGA will fund up to one (1) conference per academic year. A conference must be a learning experience that is relevant to the club's mission as outlined in the clubs constitution. (The NUSGA will only fund for national or regional conferences consisting of developmental workshops and meetings with similar collegiate or professional organizations.)
- b. The NUSGA will fund conference/registration fees up to \$2000 total.
- c. The NUSGA will only fund for one form of transportation per conference. Multiple forms of transportation for one conference will not be funded. The NUSGA will fund for the most feasible means of travel as determined by the NUSGA Cabinet and/or Legislative Body. The NUSGA will not fund for car/van rental.
- d. The NUSGA will allocate for tolls and gas at fifty five cents (\$.55) per mile as an approximation for the semester's budget proposal. The NUSGA Executive Treasurer will reimburse for gas and tolls usage up to the allocated amount when receipts are returned after the trip. This figure will not be pro-rated.
- e. The NUSGA will fund lodging for a maximum of three nights for up to \$100 per room.
- f. When requesting funding for flight & hotel package deals, research will be done to determine the standard cost per night at the specified hotel.
 - i. If the standard cost is \$100 or more per night, the NUSGA will fund a maximum of \$25 per member, which is the equivalent of \$100 per 4 members attending with a maximum of \$500 allocated for hotel costs.
 - ii. If the standard cost is below \$100, the NUSGA will allocate a maximum of 5 rooms at the standard cost, with 4 members per room.
 - iii. The amount for lodging will then be deducted from the total package amount and the amount remaining will be designated as flight costs and prorated at the appropriate percentages.

V. Club Lectures/Seminars

- a. The NUSGA will fund up to one hundred seventy five dollars (\$175) for each club lecture, seminar, and/or workshop.

VI. Club Films

- a. The NUSGA will fund for up to three films per semester at a maximum of seven dollars (\$10) per film. This figure will not be pro-rated. All films must be in VHS, DVD, or Blue Ray format.

15. FUNDING FOR CLUB SPORTS

I. Club Sport Uniforms

- a. Uniforms for competition against other competitive organizations may be funded up to twenty-seven dollars (\$27) per member per academic year (total will not be pro-rated).

II. Club Sport Apparel

- a. Apparel for school representation may be funded up to twelve dollars (\$12) per member per academic year (total will not be pro-rated). All apparel must state "Niagara University" and must be approved by the Campus Activities Office. The apparel Design Form must be completed prior to submitting a transfer request for the item and must be attached to the transfer request form.

III. EMT Funding

- a. The NUSGA Executive Treasurer will meet with the Club Sport Administrator at the beginning of each semester to determine the maximum rate for EMT's to be budgeted for the semester by Club Sports.

IV. Club Sport Tournaments (including Transportation and Lodging)

- a. The NUSGA will fund for up to two (2) tournaments per semester per club sport. A tournament is defined as a competition involving three (3) or more competitors participating in a single sport or game. In order to be considered a tournament, each team must play at least two (2) games each. The tournament may only include the particular club sport's members. The tournament's main purpose must be to compete against other collegiate organizations. It must also be relevant to the club sport's purpose as outlined in the club sport's constitution.
- b. The NUSGA will not fund for registration/admission fees.
- c. The NUSGA will fund for lodging for a maximum of one (1) night to one hundred dollars (\$100) per room. This is limited to five (5) or fewer rooms with four (4) students per room.
- d. The NUSGA may fund for travel, but it is not required to do so. The NUSGA will fund for the most feasible means of travel as determined by the NUSGA Cabinet and/or Legislative Body. The NUSGA will not fund for car/van rental.

- e. The NUSGA will allocate for tolls and gas at fifty five cents (\$.55) per mile as an approximation for the semester's budget proposal. The NUSGA Executive Treasurer will reimburse for gas and tolls usage up to the allocated amount when receipts are returned after the trip. This figure will not be pro-rated.

V. Club Sport Travel and Lodging

- a. The NUSGA will fund for travel and lodging for away games. It will fund for the most feasible means of travel as determined by the NUSGA Cabinet and/or Legislative Body. The NUSGA will not fund for car/van rental.
- b. The NUSGA will allocate for tolls and gas at fifty five cents (\$.55) per mile as an approximation for the semester's budget proposal. The NUSGA Executive Treasurer will reimburse for gas and tolls usage up to the allocated amount when receipts are returned after the trip. This figure will not be pro-rated.
- c. The NUSGA will fund transportation costs for up to three thousand five hundred (3,500) miles per semester. Each individual mile driven by each individual vehicle will be counted toward the total mileage.
- d. The NUSGA will fund for lodging up to two (2) times per semester when necessary (as determined by the NUSGA Cabinet and/or Legislative Body). No more than \$100 will be allocated per room. The NUSGA will fund for a maximum of five (5) rooms per night with four (4) people per room for a maximum of two (2) nights.

VI. Club Sport Equipment

- a. Only equipment necessary for playing the sport will be funded (as determined by the NUSGA Cabinet and/or Legislative Body). The NUSGA will not fund the same equipment more than once per academic year. Only teams within Niagara University may use the equipment
 - i. Any equipment purchased with NUSGA funds must remain in inventory with the team.

16. Approval Process

- a. A well-informed representative of the club/club sport (who is informed of all the club's past business and expenditures) must attend the Budget Sunday meeting of the Legislative Branch. This representative is required to be a current member of the club who will be listed on the club's final roster for the semester.
 - i. Representatives presenting at Budget Sunday must abide by the dress code laid out in the NUSGA code of professionalism.

If the representative is not in proper dress code, the club/club sport must present their budget at the following legislative meeting.

- ii. In the event that a club/club sport representative does not show for the Budget Sunday Legislative Meeting, the following scenarios will be accepted as an appropriate excuse for missing this meeting without penalty: (1) club/club sport is out of town for scheduled games or outings, (2) If the club/club sport representative who was supposed to present the budget either becomes sick or incapacitated or encounters a personal emergency situation beyond their control. If time allows, the presenter must find another representative to present on his/her behalf.
- b. The Budget Sunday meeting will be determined at the discretion of the NUSGA Executive Treasurer and NUSGA Advisor. It shall be held no later than the second Sunday of October in the fall semester and no later than the third Sunday of February in the spring semester. The NUSGA Executive Treasurer will announce the date and time of the Budget Sunday meeting at the first Roundtable meeting.
 - c. The budgets will be reviewed by the Legislative Body at the Budget Sunday meeting. The Legislative body will approve or reject the budgets, and may impose line item vetoes and revisions. The Legislative Body has the right to deny any request with legitimate cause.
 - d. No additions can be made to a club/club sport budget prior to approval at Budget Sunday without written consent of their club/club sport advisor and the NUSGA Executive Treasurer.
 - e. Budget approval or rejection will not be solely based on prior precedence. The NUSGA has the right to reject a proposal similar to one approved in the past, and vice versa.
 - f. If a club/club sports' budget is denied, it may submit a second, revised budget.
 - g. No elected or appointed NUSGA Representative affiliated with a particular club/club sport may present, propose, or speak on that club/club sport's budget during its presentation at the Sunday Budget meeting.
 - h. The order in which budgets are presented (all clubs present together and all club sports present together) will vary in the fall and spring semesters of each academic year.

17. FUNDING/TRANSFER REQUESTS

- a. Upon approval of a budget, requests for each line item allocated can be made (club/club sports do not receive entire allocation at one time).
- b. The NUSGA Executive Treasurer will fill all transfer requests for line item request. Clubs must turn in transfer request within 14 days from the receipt date. Transfers will be made on Fridays for requests turned in by the deadline. If a club fails to turn in the transfer request on time on two separate occasions, the club/club sport will face a 5% deduction in the following semester. For every two missed deadlines thereafter, the club/club sport will face an additional 5% deduction.
- c. All receipts must be turned in to the NUSGA Executive Treasurer within one week of the transfer. If the amount on the receipt exceeds the amount of the transfer, excess funds must also be returned to the NUSGA. Failure to comply will result in a hold on funding for the remainder of the semester.
- d. The transfer request deadline for each semester will be determined by the NUSGA Executive treasurer in conjunction with the NUSGA Advisor. Any funds not requested by this date will be absorbed by the NUSGA on that date.
- e. Any transfer discrepancies will be determined by the NUSGA Executive Treasurer in conjunction with the NUSGA advisor
- f. Violations of any amount will be brought before the Legislative Body will then decide the appropriate penalty (including, but not limited to fines, suspensions, or percentage reductions).
- g. The NUSGA reserves the right to place a hold on further funding for a club/club sport at any time with legitimate cause.