



Lehigh University Student Senate
Allocations Guidelines, Major Student Clubs and Organizations

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Article I: Definitions

ALLOCATIONS COMMITTEE: An Undergraduate Student Senate standing committee consisting of 11 appointed Senators and one non-voting, elected Treasurer.

MAJOR CLUBS: Major Clubs include the Lehigh University Student Senate, University Productions, The Brown and White, Choral Arts, Jazz, LU EMS, the Marching '97, the Mustard & Cheese Drama Society, the Philharmonic-Orchestra, Unregistered TV, Wind Ensemble, and WLVR-FM.

BUDGET HEARING: A one on one meeting between a major club and the allocations committee. Traditionally, the current and incoming major club executive board members, Student Senate Treasurer and assistant treasurers attend this meeting.

Article 2: Budgeting Procedure

- I. Submission
 - a. Major Club Budgets are to be submitted no later than their scheduled Budget Hearing, to be determined by the Student Senate Treasurer.
 - b. Each major club may submit their budget report in the format of their choice unless a specific request is made by the Allocations Committee.
 - c. Each club's budget must include:
 - i. A written section outlining the club's objectives, current and future plans, a written explanation of why they are requesting a certain budget amount and any concerns they wish to convey to the Allocations Committee.
 - ii. Itemized reviews of all expenditures incurred during the current year in the form of Excel spreadsheets, charts and/or tables.
 - iii. All scheduled events for the upcoming year
 - iv. Costs for all scheduled events, itemized by expenditure
 1. In the event that all information for an event is not available, estimates are permissible.
 - d. It is required that club budgeting is performed by student representatives of a club; however advisors are encouraged to participate in the discussion.

- e. Student Representatives are responsible for putting their club or organization's budget together, having financial knowledge of the club/organization's activities and expenditures throughout the school year and, having knowledge of the Student Senate Allocations Committee guidelines, as well as given University guidelines.
 - f. Student Representatives must attend a Budget Hearing, in which the Allocations Committee will address any concerns or questions regarding past, present and, future activity.
- II. Determination of Funding Amounts
- a. Determination of funding will occur through consensus of the entire allocations committee.
 - b. Any decrease in funding will not exceed 1/3 of the previous year's funding.
 - c. Funding amounts will take into account the following areas:
 - i. Mission of the organization
 - ii. Possible duplication of other organizations' activities
 - iii. Proposed expenditures
 - iv. Benefit to the undergraduate community
 - v. Benefit to the undergraduate members of the organization
 - vi. Promotion of the club's mission
 - vii. Benefit to Lehigh community as a whole
 - viii. Present and future leadership of the organizations
 - ix. Number of club members
 - x. Expected attendance at events
 - xi. Fundraising efforts during the prior year
 - xii. History of group
 - xiii. Availability of funds, both in the Student Life Series Fund and the club's account
 - xiv. Past levels of activity
 - xv. Manner in which previous funds were used
 - xvi. Benefit the health and wellbeing of those participating in the event
 - xvii. Any other factors at the discretion of the Allocations Committee
 - d. The Allocations Committee will make every attempt at ensuring continuity of funds as a means of ensuring the continued success among Lehigh's Major Clubs and organizations. However, the Allocations Committee reserves the right to change funding amounts where it is deemed necessary.
- III. Auditing
- a. Members of the Allocations Committee will be selected to audit each of the major clubs to ensure that Student Senate funding is being spent according to the budget.
 - b. In the event unauthorized funding occurs, such as overspending on events, monetary sanctions and freezing of club accounts may occur at the discretion of the Student Senate Treasurer for up to two weeks, at which time a vote of the full Allocations Committee must take place to maintain sanctions.
 - i. This does not apply to regular meetings or events that do not receive funding from Student Senate.

Article 3: Long-term Planning

- I. It is the nature of major clubs to be an integral part of campus for a sustained length of time. As such, expenses that are recurrent on a less than yearly basis should be budgeted over time, with a separate long term funding account created together with the Treasurer and Student Activities Office.
- II. At the end of every year, balances remaining in a major club or organizations account will be rolled over to the next year. Appropriate explanations of why funds were not used or are being saved must be provided to the Student Senate Treasurer at the club's Budget Hearing.

Article 4: Sanctions

- I. Monetary Sanctions
 - a. Monetary sanctions can only be enforced by the Student Activities Office at the recommendation of the Student Senate Treasurer.
- II. Freezing of Accounts
 - a. Freezing of Accounts can only be enforced by the Student Activities Office at the recommendation of the Student Senate Treasurer.

Article 5: Exceptions to Allowable Items

- I. Due to greater funding available to Major Clubs as well as their impact on campus, the following items are allowable:
 - a. Clothing that is intended for general disbursement with the intention of advertising a specific event.
 - i. Clothing must bear the Student Senate Logo
 - b. Promotional items that are intended for general distribution with the intention of advertising a specific event.
 - i. Promotional items must bear the Student Senate Logo

Article 6: General Policies towards Major Clubs

- I. Unless a special circumstance exists, all of the normal Minor Allocations guidelines apply to the Major Clubs.
- II. Recognition Banquets can be approved, however; it is recommended that Senate funds be used towards events pertinent to the Club's role on campus. The maximum amount of Senate money to be used towards food at these events will be \$500.00.
- III. If a Major Club needs to re-allocate or add a new event to their budget, they must submit a written request to the Allocations Committee prior to the event's occurrence.
- IV. Any Major Club or organization that holds multiple funding accounts and wishes to transfer funding from one account to another, must submit a written request to the Allocations Committee for transfer approval.
- V. No Additional Funds may be awarded to a major club during the school year, unless rare circumstances exist and are deemed appropriate for review by the Student Senate Treasurer.