

# **SGA Handbook**

Revised August 2005

## **INTRODUCTION**

The Student Government Association, in conjunction with the Office of Student Services, provides a variety of services to all certified student organizations. This handbook has been prepared to provide support and assistance in the planning of your programs. In addition, it will facilitate the development and strengthening of your organization.

This handbook should serve as a reference guide. It outlines general policies and procedures relevant to University of Pittsburgh at Greensburg student organizations. The Office of Student Services will furnish additional assistance as needed. Familiarity with the contents of this handbook will enable your organization to experience success in dealing with University offices, as well as, allow you to enjoy the educational and social benefits of participation in the management of a campus organization.

The SGA is the representative body of all UPG students. They ensure the right to discuss and represent students on issues, concerns, and other matters that may affect them. As a UPG student, you are able to participate in SGA by being elected to a senator position or as a club representative. Their job is to inform their constituents of campus policies, changes, and activities, and to promote the general welfare of the student body.

We encourage you to participate in a campus group and SGA.

## **PROJECTS**

**SGA PROJECTS** – The SGA recognizes the need for continued development and improvement of the University of Pittsburgh at Greensburg. Each member of the Student Senate will have at least one project that will be designed to enhance the development of programs and policies that will enable the institution to be responsive to student concerns. Each project will have a chairperson appointed by the SGA Executive Board. Chairpersons will develop a committee and assume the leadership responsibilities necessary to ensure that the committee regularly meets, conducts business, and accomplishes their goals. Each committee shall have the authority to formulate and recommend policies to the SGA. Participation in these projects by both student organizations and individuals is greatly appreciated. A list of projects and their chairs is available in the SGA suite.

## **UPG POLICIES**

### **ROOM RESERVATION**

The Chambers Hall Program Coordinator reserves Chambers Hall and athletic facilities. The Office of Academic Villages reserves all Village facilities. The Registrar reserves all other

campus facilities. As a certified organization, you have the privilege of reserving campus facilities. Facilities are available on a first come-first served basis. The following procedures will assist you in making room reservations:

\*Contact the Chambers Hall Program Coordinator in 219 of Chambers Hall, the Office of Academic Villages in 102 Village Hall or the Registrar in 125 Millstein Library.

\*Complete and return the Room Reservation Form to the appropriate office.

\*Your reservation is confirmed when you have received the Room Confirmation Notice.

\*A minimum of ten days advance notice is required when requesting a room or facility reservation. Advance planning is encouraged to ensure the availability of the requested facility.

### **AUDIO/VISUAL EQUIPMENT**

An online form must be completed for all AVS requests. For more information, please contact the SGA Advisor at (724) 836-9991.

### **FOOD AND BEVERAGES**

All arrangements for food and/or beverages must be discussed with the Dining Service Manager in the kitchen. Your group's advisor signature is required for all catering orders involving University food service. We ask the dining service be used; however, other sources can be used for cost purposes.

### **POSTER POLICY**

1. All certified UPG student organizations, University departments, and Official University committees must request approval for posters to be displayed on campus. Posters publicizing non-profit, non-University groups will be approved on a space available basis. Posters advertising for profit enterprises will not be approved.
2. All posters must be approved, stamped, and dated by the Office of Student Services, 219 Chambers Hall. Posters will be removed after the publicized event has occurred or after having been posted for ten days. Non-approved posters will be removed.
3. The name of the sponsoring organization must be prominently displayed on each poster.
4. Poster size must not exceed 17" x 24".
5. Because everyone, without the exercise of individual choice, may view posters, signs that contain profane, indecent, or lewd expressions will not be approved.
6. Posters may be displayed at all campus locations except the walls of the Faculty Office Building (FOB), Lynch Hall (LH), and the library. Posters must not be hung on the

non-glossy painted walls in Smith Hall. Please hang posters only with masking tape. In Powers Hall, posters must only be posted inside the glass-encased bulletin board.

7. Posters may be placed on classroom windows, but not on doors or exterior windows.
8. Posters publicizing the purchase or consumption of alcoholic beverages will not be approved.
9. Posters containing statements, which violate the spirit of the University's Affirmative Action Policy or Title IX, will not be approved.
10. Violations of the poster policy and/or damage to building surfaces, woodwork, doors, windows, furniture, and painted areas will result in removal and damage charges, loss of future privileges, and/or other disciplinary actions.

### **UNIVERSITY VEHICLES**

Any student organization, which has been funded for travel, must comply with University regulations in requesting the use of the van. All requests must be presented to the Office of Student Services. The driver must be a certified van driver by UPG.

### **STUDENT ORGANIZATION CERTIFICATION BASICS**

The student body has entrusted its elected members to perform all duties necessary for a productive, enjoyable college experience. A major responsibility of the Student Senate is the allocation of funds for the purpose of supporting clubs and organizations vital to campus life. Through these groups, student development can be facilitated via social, personal, cultural, recreational and intellectual pursuits outside of the classroom.

**CERTIFICATION** – In order to receive funding, a club must be registered with the Office of Student Services. Upon registration, it must continue to demonstrate compliance with all certification requirements.

**CERTIFICATION CRITERIA** – Each organization must have a constitution. The constitution must include the following:

**PURPOSE STATEMENT** – Should indicate how the organization enhances student life within the University community.

**MEMBERSHIP** – The club must be open to UPG students, faculty, and staff. The majority of members must be UPG students. Membership must consist of at least five UPG students.

**OFFICERS** – Each club will have designated leaders, i.e., President, Vice-President, Secretary, Treasurer. Upon election as President, he/she will also assume the role of House Representative, or designate another officer approved by the Speaker of the

House. The officers will oversee all organization activities and keep detailed meeting and financial records.

**ADVISOR** – Each club will have a UPG faculty or staff advisor. The advisor is responsible for co-signing room reservations, requisition forms, etc. The advisor will also be responsible for advising the organization on matters of University policy and financial and ethical responsibility.

(Any further requirement can be found in the Student Organization Certification Applications that can be acquired in the Office of Student Services.)

**DISSOLUTION** – If a club should dissolve while there is still money in their budget or their unrestricted account, all monies are retained by SGA.

**PRIVILEGES** – Certified organizations receive the following privileges:

1. Publicity through University publications.
2. Display approved posters to publicize club events.
3. Schedule and request the use of University facilities.
4. Apply for allocations during budget hearings.
5. Request up to \$150 for program related receptions.
6. Borrow up to \$500 for fund raising.
7. Limited free mailing service for club correspondence. \* As the parent organization, the SGA reserves the right to monitor any correspondence.
8. Advertise on the SGA “Big Red Sign.”

**GROUND FOR SANCTIONS (WHICH INCLUDE REVOKING CERTIFICATION)**

1. Failure to adhere to the certification criteria.
2. Abuse of certification privileges.
3. Violations of University rules or policies.
4. Failure to adhere to the organization's constitution and/or by-laws.
5. Failure to adhere to township, state, and/or federal laws.

6. Failure to adhere to SGA Allocation Policies and Procedures.
7. Failure to repay a fund raising loan under the agreed terms.
8. Failure to be fiscally responsible as determined by the SGA.
9. Maintaining a separate bank account(s).
10. Absence from more than one House of Representatives meeting a semester.

## **BUDGET ALLOCATIONS FOR CERTIFIED STUDENT ORGANIZATIONS**

### **ELIGIBILITY FOR PRESENTING A BUDGET**

The Student Senate is responsible for the disbursement of the activities fee.

1. All certified organizations are eligible to receive funds if registered with the Office of Student Services. The SGA certification criteria are outlined on page 4.
2. Any student organization subcommittee must apply for funds through its parent organization.

### **BUDGET PREPARATION GUIDELINES**

The purpose of the organization's budget presentation is to provide the SGA with an adequate understanding of the needs of the organization. The SGA is responsible for ensuring that student funds are fairly and responsibly disbursed. Consequently, the organization's ability to furnish the SGA with accurate and complete information will assist us in making appropriate, well-informed decisions. The following criteria will guide your preparation for your meeting with the SGA. If clarification or assistance is needed, you are encouraged to please contact the SGA Treasurer (x9879) or the SGA Advisor (x9991).

**NEED** – Does the program reflect or meet unsatisfied needs? Has the need been documented?

**PURPOSE** – Is the program consistent with the group's espoused purpose? How does the program contribute to the attainment of the goals?

**VALUE/IMPACT** – What is the desired goal of the program and how will the participants, organization, and University benefit? What is the nature of the benefit? Is the benefit lasting? How does the benefit reflect SGA priorities (EDUCATION, SERVICE, CULTURE, RECREATION, OR SOCIAL)?

**APPEAL/INTEREST** – To whom will the program appeal? Will the program draw attendance outside the immediate sphere of the sponsor? How many?

**COST/BENEFIT ANALYSIS** – Is the benefit derived from the program worth the per capita expenditure?

**IMPORTANCE TO THE SPONSOR** – How important is the program to the existence and viability of the organization? How highly does the organization rank this program in comparison to its other requests?

**TIMELINESS** – Is the program scheduled at an appropriate time? Are there conflicts? Will approval create competition with other events?

**REDUNDANCY** – Has a similar program request or need already been approved? Has another organization requested the program?

**HISTORY** – Is the program a successful annual or traditional event? What has been the history of similar events?

**FEASIBILITY** – Is the program compatible with the available facilities, equipment, staff, etc.? Is the scope of the program manageable? How high is the risk of failure? Can the program be implemented in the time allotted?

**PLANNING** – Does the request reflect adequate planning?

**CAPABILITY** – Is the program within the scope of capability of the sponsor as demonstrated by its record of past performance?

### **BUDGET POLICY**

1. The SGA will hear budget requests from only certified student organizations.
2. SGA will hear budget requests only on the first and third weeks monthly or on dates scheduled by the SGA President.
  - To place a budget request on the SGA agenda, a budget request must be approved by a member of the SGA Executive Board or the SGA Advisor by 5:00 p.m. on Friday prior to the budget hearing. **NOTE** – The SGA reserves the right to specify your budget hearing date.
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  - No budget request will be heard other than on the scheduled budget hearings.
  - A tabled or revised budget may be re-presented.
3. The SGA Treasurer will notify all advisors and Presidents of the budget hearing dates and decisions.
4. It is the responsibility of the organization to abide by the stated deadlines.

5. All items must be prioritized on the Budget Request Form.
6. Any proposal that is over \$250 and must be contracted to an outside source (Print Jobs, Auto Rentals, Durable Goods, etc.) must be accompanied with at least two estimates. If applicable, one estimate must be from a firm customarily used by the University of Pittsburgh at Greensburg.
7. The organization is responsible to obtain Budget Request Forms from the SGA Office in CH 212 or online at [www.pitt.edu/~upgsa](http://www.pitt.edu/~upgsa).
8. The organization presenting a budget must provide 25 copies of their budget request to the SGA. The SGA or the Office of Student Services will not provide photocopying. Photocopying must be done through your advisor or organization.
9. The SGA will vote on specific items on the Budget Request Form. In doing so, the SGA will consider all the criteria listed under the Budget Preparation Guidelines.
10. All programs funded by the SGA must be advertised and open to the University community.
11. The reallocation of funds provided by the SGA must be approved by the SGA prior to the change in spending occur. If charges occur before approval has been granted, the SGA retains the right to refuse payment.
12. SGA retains the right to determine whether the organization charges a fee to the public.
13. Any program funded by the SGA, in full or in part, must be advertised as "SGA Sponsored" or "Co-sponsored with SGA."
14. Any program sponsored in full or in part by the SGA, which generates revenue, must deposit all revenue with the SGA.
15. The SGA will allocate no more than \$150 for food service at program receptions.
16. The SGA will allocate no more than \$10 per student for a meal that allows for an educational experience. Whenever possible, organizations are asked to utilize Chartwell's Dining Service for catering.
17. The SGA will discuss and vote on budget requests during closed session.
18. The organization cannot transfer funds to other organizations without prior SGA approval.
19. The SGA will allocate no more than \$15 per unit per semester for club attire.
20. The SGA will only allocate funds for students and 2 advisors for off campus trips or events.

21. The SGA reserves the right to deny allocation requests if the event has been advertised prior to the scheduled hearing date.

22. The SGA will not allocate any money to fund a program ex post facto.

**ITEMS NOT FUNDED BY SGA:**

- Budget deficits incurred by an organization.
- Programs inconsistent with the groups major purpose.
- Salaries for organizational advisors or coaches.
- Purchase of alcoholic beverages.
- Donations to charities or political candidates; however, funding will be allocated for programming dealing with the same in which student obtain educational value.

**BUDGET (LOAN) REQUEST FORM INSTRUCTIONS**

**SECTION I**

1. **DATE** – Type or print the date which your budget presentation is scheduled.
2. **ORGANIZATION** – Type or print the organization's full name.
3. **OFFICERS** – Type or print the names of the organization's president and treasurer on the line above their title. Type or print the home or campus address and the daytime telephone number of each officer.
4. **ADVISOR** – Type or print the name of the advisor on the line above their title. Type or print the advisor's office address and phone extension.
5. **REPRESENTATIVE**- Type or print the name of the organization's representative to the Student Congress.
6. **CURRENT BALANCE OF EXISTING FUNDS** – This balance refers to the amount of funds in the organization's Unrestricted SGA Account and Restricted SGA Account. The Unrestricted SGA account is the sum of any money acquired by a club or organization not disbursed by the Senate. The Restricted SGA account is the sum of money allocated to a club or organization by the Senate. The current balance of each can be established by contacting either the SGA Treasurer or Advisor. This information will be released only to the organization's club officers and advisor.

## **SECTION II**

1. **PRIORITY** – Type or print the ranking of the event by importance to the organization; first, second, etc. will suffice. NOTE - If more than one Budget Request Form is used, the first item on the second form should be listed for example, as ninth in the Priority column, not as first.
2. **DESCRIPTION OF ITEM** – Type or print the proposed title and date of the event or a brief description of the activity. If necessary please attach additional description is offered, please attach it to the back of the Budget Request Form.
3. **TOTAL COST OF ITEM** – Type or print the total cost of the event or item.
4. **REVENUE** – If applicable, type in the expected revenue.
5. **AMOUNT REQUESTED** – Type or print the amount requested. This amount will be identical to the Total Cost of Item column.
6. **AMOUNT APPROVED** – To be filled in by the SGA Treasurer.
7. **TOTAL** – The appropriate columns should be totaled out and the figure(s) typed or printed in. NOTE - if more than one Budget Request Form is used, the total column should be figured for that sheet alone. The last Budget Request Form should list two totals: the one for that particular sheet and the total of the amount requested.
8. **FUND RAISING (LOAN) REQUEST** – A fund raising loan request(s) should be completed in the same manner as a budget request using a Loan Request Form. NOTE - the total amount requested cannot be over \$500.
9. **BUDGET OR LOAN REQUEST FORMS** – Can be obtained from the SGA office located in room 212 or online at [www.pitt.edu/~upgsa](http://www.pitt.edu/~upgsa). The student organization is responsible to photocopy Budget Request Forms onto twenty-five 8 1/2 " x 11 " paper for filing purposes.
10. **IN GENERAL** – Failure to comply with the above stated guidelines may cause your request to be tabled until it is resubmitted in the appropriate manner.

## **BUDGET EXPENDITURES PROCEDURES**

1. No bill will be paid or purchase approved without an appropriate University purchase order or disbursement request. An original invoice must be attached to a request for payment.
2. The University is a tax-exempt organization and does not pay sales tax. Students can request a sales tax exemption form, completed by the Business Affairs, 136 Millstein Library **prior to purchasing merchandises**. All information must be provided to Business Affairs before the form is distributed. The University will not reimburse a student for sales tax.
3. **PAYING BILLS:**

- a. The University will not pay for merchandise or services in advance. Arrangements should be made for the vendor to invoice the University for merchandise or services. Use the Purchase Requisition Form for purchase of merchandise (this form can be obtained from the Office of Student Services) or the SGA Disbursement Request Form (SGA Voucher) for payment of services.
- b. Purchase Requisitions should be used only for purchases of merchandise, NOT for the payment of services such as rentals, repairs, etc. The only exception is when a vendor of such service **requires** a Purchase Requisition.
- c. To complete the University Purchase Requisition (order) form, you must have: the vendor's name, address and telephone number, the SGA account number which can be obtained from the SGA Advisor, a detailed description of the item(s) being purchased, the unit price for each item and the total amount requested. All information should be typed or printed. Upon completion of the form, please forward it to the SGA Advisor and Treasurer for their signature. The green copy should be kept for your records.
- d. If your organization has already paid for the item(s) or you wish to pay for a professional service, you must complete a disbursement request. The disbursement request should be completed by the appropriate officer and submitted with the original invoice to the SGA Advisor and Treasurer for their signature. The voucher and the bill will then be forwarded to the Business Affairs Office. NOTE - No bill will be paid without prior SGA allocation of funds. It should also be noted that if a vendor does not accept purchase orders, you may use the SGA voucher, but remember an original invoice or receipt must be attached to the voucher before this procedure can be initiated.
- e. If your organization is requesting funds out of its Unrestricted Account, please contact the SGA Treasurer or SGA Advisor for specific instructions.

### **DISBURSEMENT REQUEST**

**Purpose:** To issue payment by a University check for item(s) purchased or services performed.

What You Should Know:

1. All disbursement requests must be accompanied by documentation of the purchase. (For example, you would give the SGA Treasurer a contract, invoice, or receipt.)
2. Do not purchase anything ahead of time and hope to pay after the fact with a disbursement! All purchases must be approved during the budget hearings or through special allocations. All purchases must be ordered through a purchase requisition and paid by a disbursement.

3. Disbursement requests can be obtained in the SGA suite in Chambers Hall or designated organizational space.

4. After the form is filled out properly, submit the disbursement request along with the supporting documentation to the SGA suite or the SGA Advisor.

**5. The disbursement request will not be processed if the form is not properly completed and/or the supporting documentation is not attached.** The form will be sent back to the club representative for the necessary corrections.

**Filling out the form:** (please type or print clearly)

1. **Account Name:** Write the name of the club requesting the funds. Please specify if this request is for payment from your unrestricted account (which is your fundraising money).

2. **Payee:** Write the name of the person(s), business, etc. requesting payment for services or goods.

3. **Amount:** Write the total amount of the invoice.

4. **Social Security Number:** If the payee is an individual, please include their social security number.

5. **Address:** Write the address of where the payment should be sent.

6. **Date:** Write the date of when you requested the disbursement.

7. **Purpose of Payment:** Please provide a concise, specific description of the purpose, location, and date(s). This should correspond to your allocation request.

8. **Club Representative:** Have the appropriate representative sign the request.

9. If you need assistance call the SGA treasurer at **836-9879** or the SGA advisor at **836-9991**.

## **PURCHASE REQUISITION**

**Purpose:** To be used when ordering supplies, goods, and services.

### **What You Should Know:**

1. Do not purchase anything on your own. Do not make any verbal or written agreements.

2. All purchases must be initiated with a Purchase Requisition.

3. **All purchases must be delivered to a campus address.** Please be sure to have someone available to accept the delivery.

4. **Do not expect the purchasing department to process your requisition immediately.** Make all purchases well in advance of when you will actually need the goods or services.

5. Order only the items and quantity that you were funded for during the budget hearings. This includes service charges and shipping fees.

6. Get firm prices. **Do not exceed your allocation.** Anything over the allocated amount will be considered a deficit and will not be paid.

**Filling out the form:** (please type or print clearly)

1. Provide the name, address, and phone number of the vendor. Attach a letter of justification to support your selection of this vendor if your purchase exceeds \$1,000.00.

2. Provide your name as requisitioned, and the organization's name and campus address. Please leave the job/department line blank.

3. **Description:** provide a specific detailed description. Provide the item or catalog numbers if available and the quantity ordered. Complete the unit price and amount section. You can use the same requisition to purchase several items from the same supplier. Please specify if this request is to be funded by your unrestricted account.

4. **Submit the completed form to the Office of Student Services in CH 219 for approval.**

## **REVENUE**

1. **FUND RAISING/UNRESTRICTED FUNDS** – This revenue is the result of a fund raising activity without the use of a budget allocation. Any funds raised by an organization in this manner may be carried from one fiscal year to the next. These funds are available to the club to spend in a manner consistent with University policies and procedures. This revenue will not return to the SGA general fund at the end of the fiscal year. NOTE: If an outstanding debt exists to the SGA, monies raised by that organization would be applied to settling the debt.

2. **BUDGET PRODUCED REVENUE** – This revenue is the result of a SGA funded activity or program. The resulting revenue and profits from this activity returns to the SGA. Any unused allocated funds also return to the SGA General Fund.

3. All revenue must be accounted for and deposited at the Office of Student Services (CH 219) within three business days, after the event. Receipts will be given for all deposited funds.

## **FUND RAISING POLICY**

1. Fund raising is defined as any activity designed to raise monies for the benefit of the organization or charity.
2. Only certified organizations are permitted to conduct fund raising activities. Such activities are not permitted for non-certified groups or for individuals.
3. A maximum loan of \$500 for fund raising is available from SGA for certified organizations.
4. All loans must be repaid within six weeks after receipt of the loan.
5. Only one loan is available until the first loan is repaid.
6. Failure to repay a SGA loan under the agreed terms will result in sanction(s) against the organization, which may include revoking the organization's registration.
7. The organization's President or Treasurer, and Advisor must sign all loans contracted to the organization.
8. Fund raising loans are interest free.
9. Fund raising programs, which require the use of residence hall facilities, must abide by housing policies.
10. The SGA will not loan monies to be used for raffle or gambling activities.
11. All funds raised must be turned over to the Office of Student Services to be deposited in your unrestricted account.
12. Organizations wishing to borrow funds for a fund raising event must indicate the need, type, and the amount requested on the Loan Request Form, available in the SGA Office.

## **TRANSPORTATION REQUEST**

**Purpose:** To secure transportation and use of the University van.

### **What You Should Know:**

1. **Do not rent vehicles on your own.** All Transportation Requests must be presented to the Office of Student Services. You must use a University approved for all travel.
2. Submit only items and quotes approved in your budget.

3. The driver of the University van must be a registered University of Pittsburgh at Greensburg student who is at least 21 years of age. He/She must have no prior tickets, accidents, and/or motor vehicle violations.
4. The designated driver(s) must take a driving test before use of the van is approved.
5. All student organizations funded for travel must comply with University regulations.

**Filling Out The Form:** (please type or print clearly)

1. Please provide the name of the person who will be driving the van and the organization's account number.
2. Describe the purpose of the trip, dates, and location corresponding with your budget.
3. For vehicle rental, indicate day and time of departure and destination and day and time of return trip.
4. Submit the completed form to the Office of Student Services in CH 219.

**CONCLUSION**

We at SGA hope that this handbook has been useful and provided insight and guidance for you and your organization. We feel that we have covered all of the essential information you will need to work with SGA and have a successful tenure here at UPG. If you still have any questions, we extend an open invitation to speak with a representative in the office at Chambers 212, or at 724-836-9879.