

TREASURY BYLAWS  
THE STUDENT GOVERNMENT ASSOCIATION  
OF  
THE CATHOLIC UNIVERSITY OF AMERICA  
As of February 2023

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Article I  
General Provisions

**Section 1 Treasury Authority and Structure**

- Clause 1 Governance over the Student Activity Fee will be administered by a Treasury Board, led by the Student Government Association Treasurer.
- Clause 2 The Treasury Board has the sole authority, excluding cases of certain annual allocations and appeals as outlined in Articles III and VII of this document, to distribute and allocate funds generated by the Student Activity Fee.
- Clause 3 The Treasury Board will be vested with the authority to create, modify, and adopt standard documents and forms required by this document and additional procedures deemed necessary by majority vote of the Treasury Board. The only exception is amending this document, which must follow the guidelines outlined in Article VII.
- Clause 4 The Treasury Board will have at its discretion the authority to take disciplinary action against student organizations who deviate from the prescribed process below, or who commit fraud or any form of misrepresentation to the Treasury Board.
- Clause 5 Consequences for deviation from the approved budget and violations of the spending guidelines include, but are not limited to, a probationary period during which funding may be limited, restricted, or withheld, and possible denial of funding for current and subsequent semesters.

**Section 2 Eligibility Requirements**

- Clause 1 All Treasury Board Directors must be undergraduate students of the Catholic University of America.
- Clause 2 All Treasury Board Directors must maintain a cumulative GPA of 2.5 or above to serve on the Treasury Board.

**Section 3 Hiring of Treasury Board Directors**

- Clause 1 After the Executive Board Election, the new Treasurer must post a Treasury Board Director Application on the Nest and must advertise it to the student body.
- Clause 2 The Treasury Board must consist of at least one (1) member of the freshman class, one (1) member of the sophomore class, one (1) member of the junior class, and one (1) member of the senior class.

Clause 3 These class members serve to represent their classmates in regards to issues that relate to the Student Activity Fee and its allocation. They serve to communicate and advocate the needs of the student body when necessary.

Clause 4 The Treasurer should, to the extent possible, also seek to represent as many of the following groups on the Treasury Board as possible: liberal arts students (to include those students whose majors or primary majors fall within the Schools of Arts and Sciences, Philosophy, or Theology and Religious Studies), engineering students, architecture students, arts and drama students, nursing students, social work students, business students, and athletes.

Clause 5 Once the Treasurer has selected the Directors of his or her Treasury Board and proposed them to the Executive Board, these candidates must be nominated to the Senate and confirmed by a majority vote.

**Section 4 Treasury Board Staff**

Clause 1 At the beginning of the Treasury term, a “Treasurer pro tempore” will be elected by a majority vote of the Treasury Board to serve in the absence of the Treasurer. This person must be elected from among the voting members of the Treasury Board.

Clause 2 At the beginning of the Treasury term, the Treasurer will hire a Secretary to keep minutes at all meetings. This person will be considered a member of the Treasury Board, with permission to attend deliberations, but will not have a vote.

Clause 3 The Treasury Board will always have an advisor from the Office of Campus Activities. This person will have permission to attend deliberations, but will not have a vote.

**Section 5 Meeting Requirements**

Clause 1 Quorum will consist of five voting Directors and the Treasurer or Treasurer pro tempore.

Clause 2 All Treasury Board meetings will be open to the public, except for any deliberation sessions.

Clause 3 All Treasury Board Directors are expected and advised to make an unbiased and fair decision when allocating funds. In the case of a tie, the Treasurer, even if he/she has a conflict of interest, will use his/her judgement to break the tie.

Clause 4 A Treasury Board Director who is on the executive board, presenting or a part of the planning process of a student organization requesting funding cannot vote or deliberate on the allocation.

**Section 6 Treasury Board Liaisons**

- Clause 1 Each Treasury Board Director will be assigned by the Treasurer a list of clubs to be a Treasury Board Liaison for.
- Clause 2 It will be at the discretion of the Treasurer how clubs are assigned their Treasury Board Liaisons.
- Clause 3 Liaisons will be responsible for assisting student organizations in the funding process, which may include meeting with student organization executive board members, looking over budgets and presentations, or making recommendations. Liaisons will also be responsible for ensuring that organizations receiving funding adhere to all relevant university policies.

**Section 7 Decision Transparency Requirements**

- Clause 1 Within twenty-four (24) hours of the vote, all student organizations requesting funding must be emailed by their Treasury Board Liaison, informing them of the Treasury Board’s decision on their request, allocated amount, seed money designation, and rationale for all decisions.
- Clause 2 Not before all decision emails have been sent to student organizations, but not more than twenty-four (24) hours thereafter, all Treasury Board allocation decisions must be made available on the Nest.
- Clause 3 Meeting minutes, including deliberation notes, are not to be made available.

**Section 8 Attendance**

- Clause 1 Acceptable reasons for Directors to be absent will be at the discretion of the Treasurer.
- Clause 2 Except in the case of an emergency, any excused absence also requires a minimum of a twenty-four (24) hour notice. If repeated absences are taken, the Treasurer will reevaluate that specific Director’s membership on the Treasury Board.

**Section 9 Removal**

- Clause 1 The Treasurer can be removed by a three-fourths ( $\frac{3}{4}$ ) majority vote of the full Senate.
- Clause 2 Only the Treasurer may refer a Director to the Senate for removal from the Treasury Board, which he or she may do at his or her discretion, or at the request of a three-fourths ( $\frac{3}{4}$ ) majority of the Directors. The Treasurer will inform the Director of the initiation of the process and will submit a letter to the Executive Board outlining why the Director is being removed. Once the letter has been received by the Executive Board it will be transmitted to the Senate, which will

decide whether or not to uphold the removal. If the removal is upheld by a three-fourths ( $\frac{3}{4}$ ) majority vote of the full Senate, the Director is removed from the Treasury Board and the process of filling the vacancy begins. If the removal is denied by the Senate, the Director retains his or her seat on the Treasury Board.

- Clause 3 In the event that there is cause to remove the Treasurer Pro Tempore from that position, but not from the Board, the Treasurer may call a vote on this matter during a regularly-scheduled meeting. The Treasurer may do this at his or her discretion, but is mandated to do so if three or more Directors submit a letter to him or her signifying their desire for such a vote. If the vote carries by a three-fourths ( $\frac{3}{4}$ ) majority of the Board, the Director will no longer serve as Treasurer Pro Tempore; however, he or she will retain his/her position as a Director. The Treasury Board must then vote for a new Treasurer Pro Tempore. If the vote for removal fails, that Director will remain Treasurer Pro Tempore.
- Clause 4 The Treasurer, in consultation with the Student Government Association Secretary, has sole removal authority over the Treasury Board Secretary.

## **Section 10 Vacancies**

- Clause 1 The Treasurer will manage the process of filling vacancies which arise on the Treasury Board throughout the term. The Treasurer will announce the opening to the Treasury Board and post an application on the Nest. Ten (10) calendar days from this time the application will close. Once the application has closed, the Treasurer will have five (5) calendar days to interview candidates and propose a new Director to the Executive Board.
- Clause 2 If, after the application has closed, no one has applied, the Treasurer may unilaterally choose someone to be proposed to the Executive Board for nomination.
- Clause 3 The new Director proposed to the Executive Board must be nominated to the Senate and confirmed by a majority vote.
- Clause 4 A Treasury Board Director must provide fifteen (15) calendar days of notice prior to leaving his/her position on the Treasury Board.

## **Article II**

### **Allocation Eligibility Requirements**

#### **Section 1 Student Organizations**

- Clause 1 The student organization is registered as an active undergraduate student organization through the process prescribed by the Office of Campus Activities (OCA).
- Clause 2 The student organization is open to all undergraduate students of Catholic University.

- Clause 3 The Treasury Board can grant funds to single-gender student organizations, so long as the funding is requested for events, programs, or conferences that welcome *all* Catholic University students of that single gender.
- Clause 4 The student organization's activity is open to all undergraduate students of Catholic University with the exception of conferences.
- Clause 5 The request upholds the stated and published mission and goals of the organization which are concurrent to the mission and values of Catholic University.
- Clause 6 The student organization has a sound financial history, which is defined as having neither debt, nor a negative balance for events, travel, or operating costs, nor a history of Article I, Section 1, Clause 3 infractions.
- Clause 7 Student organizations that do not have sound financial history are only allowed to receive funds for fundraising (i.e. seed money) to be used for eliminating their debt.

**Section 2 Club Sports**

- Clause 1 The club sport organization is registered as an active undergraduate student organization through the process prescribed by the Office of Fitness, Recreational Sports, and Wellness.
- Clause 2 The request upholds the stated and published mission and goals of the organization which are concurrent to the mission and values of Catholic University.
- Clause 3 The club sport organization has a sound financial history.
- Clause 4 If fundraised money is preserved within a club sport organization's financial account without a defined intention for use, then that organization must use those funds for the event of concern or be able to articulate plans for these funds before requesting additional funds from the Treasury Board.

**Section 3 Non-Registered Student Organizations**

- Clause 1 The activity is open to all undergraduate students at Catholic University.
- Clause 2 The request upholds the stated and published mission and goals of the organization which are concurrent to the mission and values of Catholic University.

## Article III Annual Allocations

### **Section 1      Campus Ministry**

Clause 1      Prior to the start of the academic year, the Office of Campus Ministry will submit a proposed budget request to the Office of Campus Activities (OCA) that encompasses budgeted expenditures for events and initiatives traditionally covered by the Student Activity Fee for the entirety of the upcoming academic year.

Clause 2      OCA reserves the right to make changes to the requested funding amount based on final enrollment or as other circumstances require.

### **Section 2      Club Sports**

Clause 1      Prior to the start of the academic year, each registered organization designated as a Tier 1 club sport will submit a funding request that encompasses expected budget expenditures for the entirety of the upcoming academic year.

Clause 2      The allocation result will be determined by the Office of Fitness, Recreational Sports, and Wellness, although OCA reserves the right to make changes to the requested funding amount based on final enrollment or as other circumstances require.

Clause 3      In the event of unforeseen expenditures, club sports may submit a formal funding request through the guidelines outlined in Article IV.

Clause 4      A club sport that is designated as Tier 2, may be granted funding for performances or a community event which is open to all undergraduates of Catholic University. They may also be granted seed money for fundraising efforts as described in Section 2 of Article V.

### **Section 3      Program Board**

Clause 1      Prior to the start of the academic year, Program Board will submit a proposed budget to the Treasurer and OCA that encompasses expected budget expenditures for the entirety of the upcoming academic year, along with a formal funding request.

Clause 2      The allocation amount will be determined by the Treasurer in conjunction with OCA.

Clause 3      In the event of unforeseen expenditures, Program Board may submit a formal funding request through the guidelines outlined in Article IV.

Clause 4 A rollover account will be created and allocated funds annually for predetermined biannual events.

**Section 4 CenterStage**

Clause 1 Prior to the start of the academic year, CenterStage will submit a proposed budget to the Treasurer and OCA that encompasses expected budget expenditures for the entirety of the upcoming academic year, along with a formal funding request.

Clause 2 The allocation result will be determined by the Treasurer, OCA, and the advisor and student organization leaders of Center Stage, although OCA reserves the right to make changes to the requested funding amount.

Clause 3 In the event of unforeseen expenditures, CenterStage may submit formal funding requests through the guidelines outlined in Article IV.

**Article IV  
Allocation Process**

**Section 1 Funding Request**

Clause 1 An organization must fill out a funding request form on the Next five (5) calendar days prior to the next scheduled Treasury Board meeting. In extraordinary circumstances, it is at the discretion of the Treasurer to decide if a student organization may be allowed to submit a funding request past the five (5) calendar day requirement.

Clause 2 It is at the discretion of the Treasurer with the advice of the Treasury Board to create, modify, and adopt what may be included in the funding request.

Clause 3 All student organizations that request funds from the Treasury Board are required to deliver a presentation to the Treasury Board as well as provide twelve (12) paper handouts that outline the request for the Treasurer and Treasury Board Directors.

**Section 2 Voting**

Clause 1 The Treasury Board will determine an appropriate amount to allocate to the student organization based upon:

- (i) The organization's fulfillment of the eligibility requirements as specified in Article II;
- (ii) The organization's presentation of their budget and responses to inquiries from Treasury Board Directors;
- (iii) The organization's financial history.

Clause 2 The Treasury Board must review the annual allocation ledger before voting occurs.

- Clause 3 The Treasury Board must decide between one of the following options within twenty-four (24) hours of the presentation—with the support of a majority of Directors; in the case of a tie, the Treasurer will break the tie:
- (i) Fully fund, meaning the amount requested by the student organization is allocated;
  - (ii) Partially fund, meaning a new amount has been allocated
  - (iii) Table, meaning the suspension of voting until more information is collected for the incomplete funding request;——
  - (iv) Deny, meaning no funds were allocated for the funding request;
  - (v) All other actions on a funding request are at the discretion of the Treasury Board.

Clause 4 In the event of a Table, the student organization should work with their Treasury Board liaison to provide the missing information for the funding request.

Clause 5 Budgets may be voted on by the Treasury Board via email, if determined to be a minimal amount, at the discretion of the Treasurer.

### **Section 3 General Stipulations**

Clause 1 Any unused money from a Treasury Board allocation will be returned to the Treasury Board upon completion of the event allocated for or within a timeframe set by OCA.

## Article V Guidelines for Use of the Student Activity Fee

### **Section 1 General Guidelines**

Clause 1 All Treasury Board allocations must adhere to university policies.

Clause 2 Events funded by Treasury Board out of the Student Activity Fee should benefit the Catholic University undergraduates who paid into the Student Activity Fee. As such, organizations presenting for funding should make the Treasury Board reasonably sure that at least sixty (60) percent of those expected to attend the event being presented for will be Catholic University undergraduates.

Clause 3 The Treasury Board cannot fund the purchase of alcoholic beverages.

Clause 4 The Treasury Board will only fund gift cards if they are to be purchased with seed money and used as a tool to raise funds.

### **Section 2 Fundraising**

Clause 1 All student organizations are encouraged to secure funding through fundraisers, revenue donations, university departments, dues, etc.

Clause 2 Each student organization may request seed funds for the purpose of fundraising — that is, with the expectation that the quantity allocated will be entirely returned to the Treasury Board. All profits exceeding this quantity may be used by the student organization in whatever manner that its members see fit, including the elimination of past debt.

Clause 3 All fundraised money will roll over from one fiscal year to the next.

### **Section 3 Events**

Clause 1 Barring Article II exceptions, no money will be allotted to student organizations for events that are not open to the entire undergraduate student body.

### **Section 4 Conferences**

Clause 1 A conference is defined as an off-campus event where the main purpose is for attendants to discuss and engage in a particular subject. Such an event typically includes lectures, talks, panels, and workshops related to its topic. The interpretation of this definition is up to the discretion of the Treasury Board.

Clause 2 If approved, associated registration fees will cover the equivalent to the full cost of five (5) students attending.

### **Section 5 Equipment**

Clause 1 All equipment purchases costing more than one thousand dollars (\$1,000) will be the property of the Student Government Association, which reserves the power to transfer borrowing rights.

### **Section 6 Travel and Lodging**

Clause 1 If travel and lodging expenses should exceed two hundred-fifty dollars (\$250.00) dollars per person, a maximum of two hundred-fifty dollars (\$250.00) per student may be allocated to conferences, delegations, conventions, etc.

Clause 2 Should travel and lodging expenses for events of the same nature not exceed two hundred-fifty dollars (\$250.00) per person, a maximum of seventy-five percent (75%) of travel and lodging expenses may be funded.

Clause 3 Should a Student Organization request funding for a day trip or excursion event, the Treasury Board may fund up to fifteen dollars (\$15) per student for travel expenses.

Clause 4 Airfares will not be covered unless air travel is more efficient than ground transportation.

Clause 5 Any student organization is able to request funding for a guest's travel to and from campus, as well as that guest's lodging while on campus, with the discretion of the Treasury Board.

## **Section 7 Entitlement and Operating Costs**

Clause 1 All student organizations are entitled to one hundred dollars (\$100) from the Student Activity Fee for each academic year, and this quantity will be allocated as an operating budget.

Clause 2 If a student organization comes to Treasury Board presenting an operating budget equal to greater than one hundred dollars (\$100), no decision of the Board may allocate that student organization less than the one hundred dollars (\$100) to which this section entitles them; however, if a student organization comes to Treasury Board presenting an operating budget less than one hundred dollars (\$100) the Board is not required to allocate one hundred dollars (\$100), but the Board must record and notify the student organization of the outstanding amount of their entitlement.

Clause 3 Operating costs are defined as those expenses necessary for the preservation of the club, for example: recruitment materials, general body meeting supplies, office supplies, etc.

Clause 4 Necessary and appropriate operating costs, in excess of the \$100 entitlement, may be allocated at the discretion of the Treasury Board.

Clause 5 The Treasury Board requires all operating costs to be itemized or broken down into sections to determine with reasonable assurance the nature of the expenses.

## **Section 8 Giveaways**

Clause 1 Giveaways are items that are freely given to undergraduate students of Catholic University as part of a promotion.

Clause 2 Necessary and appropriate giveaways (such as pens, stickers, etc.) can be covered up to \$2.00 per item.

## **Section 9 External Expert Assistants**

Clause 1 Student organizations are eligible to receive up to \$500.00 of the Student Activity Fee for the academic year to be used as financial support for an external expert assistant who routinely assists the club. Funding may come in the form of a stipend or reimbursement for club expenses. Eligibility is at the discretion of the Treasury Board.

## **Section 10 Competitive Student Organizations**

- Clause 1 A competing Student Organization is defined as a Student Organization whose main purpose is to participate in competitions, meets, etc. throughout the year.
- Clause 2 The Treasury Board may fund entry or competitive fees for competitions, meets, etc. at its discretion.
- Clause 3 Competitive Student Organizations may receive funding for competitions so long as the Treasury Board is reasonably assured that tryouts for the competition were publicly held and open to the entire undergraduate population.

## **Section 11 Prizes**

- Clause 1 Prizes won by competitors in games, contests, etc. may be funded at the discretion of the Treasury Board.
- Clause 2 Raffle prizes may be funded as seed money if opportunities to enter are to be sold, or as giveaways if opportunities to enter are not to be sold. Normal Article V rules regarding seed money and giveaways apply.
- Clause 3 For purposes of this section, a “raffle” will be defined as any competition whose winner is determined through a random drawing from a pool of entrants by non-participants; the number of allowed entrances into the competition per entrant does not affect this definition.
- Clause 4 If raffle prizes are funded as giveaways, there must be a reasonable guarantee, at the discretion of the Treasury Board, that all or most of the prizes will go to Catholic University undergraduates.

## **Section 12 Food and Meals**

- Clause 1 If approved, food and meals may be funded for events, up to a cost of \$12 per person. Student organizations seeking funding for food and meals must submit an estimate of how many people will attend the event.
- Clause 2 If approved, food may be funded for general body meetings, up to a cost of \$3 per person per general body meeting. Student organizations seeking funding for food and meals must submit an estimate of how many people will attend the general body meetings.

## **Section 13 Speakers**

- Clause 1 Treasury Board may fund speaking, travel, and lodging fees for speakers coming to campus.

Clause 2 If approved, the Treasury Board may fund up to one gift for any speaker who is not a Catholic University employee or student and who is not charging a speaking, travel, or lodging fee. The allocation may not exceed \$20 per gift.

#### **Section 14 Exchanges**

Clause 1 A student organization may exchange Treasury Board funding from the event or item originally presented for another event or item of the same type and price, also defined as a like-kind exchange.

Clause 2 Any student organization wishing to exchange Treasury Board funding must inform the Treasurer and their liaison of their intent to do so, and the Treasurer must inform the Directors and advisor.

Clause 3 A like-kind exchange is defined as a transfer of funds previously allocated by the Treasury Board to items or an event that are either the same or similar in nature to what was originally approved. This exchange must occur within the same student organization that received the original funding.

Clause 4 Any intended exchange to an event or item different than what was originally funded for, regardless of price, must be re-presented to the Treasury Board.

#### **Section 15 Retroactive Funding**

Clause 1 Retroactive funding is defined as either the full or partial funding of costs which have already been incurred.

Clause 2 Retroactive funding is considered when a Student Organization was unable to request funding before the event due to extreme circumstances, determined at the discretion of the Treasury Board.

Clause 3 Student Organizations requesting retroactive funding must submit an itemized list of incurred costs and provide all relevant receipts or invoices related to the purchase and retroactive funding request.

#### **Section 16 Bonding**

Clause 1 The Treasury Board does not fund bonding events, such events violate Treasury Board Bylaws. (See Article V Section 3 Clause 1)

Clause 2 Bonding is classified as those events which are closed to the entire student body, have barriers to entry, are not advertised, or are deemed by the Treasury Board as bonding.

## Article VI Allocation Appeals Process

### **Section 1 Purpose**

Clause 1 A student organization may formally appeal an allocation decision from the Treasury Board.

### **Section 2 Process**

Clause 1 Upon receiving the funding offer from the Treasury Board, the student organization must give notice of the possibility of an appeal to its Treasury Board liaison, the Treasurer, and OCA within twenty-four (24) hours of receiving the offer. Within twenty-four (24) hours after this initial notification, the student organization must officially deny the offer extended or end the appeal.

Clause 2 A formal appeal must be received within five (5) business days of receiving the Treasury Board's funding offer.

Clause 3 Once the original offer has been denied by the student organization, the offer no longer stands and the student organization may not receive the amount originally offered, even if the appeal fails.

Clause 4 The organization must include the following documents in their appeal to be sent to the Executive Board:

- (i) The original funding request documents;
- (ii) A detailed explanation of reasons for appealing the Treasury Board decision.

### **Section 3 Executive Voting**

Clause 1 Three-fourths ( $\frac{3}{4}$ ) of the Executive Board must approve the appeal for further action.

Clause 2 The President of the Senate must notify the President pro tempore in writing of all Executive Board decisions regarding each appeal.

### **Section 4 Senate Voting**

Clause 1 If the Executive approves an organization's appeal, the President of the Senate will establish a Special Committee on Allocations Appeals to work with the Treasury Board and the appealing student organization in order to present a recommendation to the Senate.

Clause 2 Such a recommendation will include both the Treasury Board's justification for its decision, as well as the organization's justification for appeal.

## Article VII Amendments

### **Section 1      Proposal**

- Clause 1      Amendments to the Treasury Board Bylaws must be presented in writing by a Treasury Board Director or the Treasurer at a regularly scheduled meeting.
- Clause 2      The proposed amendment must be seconded by another Treasury Board Director in order for the proposed amendment to be considered for approval.

### **Section 2      Voting**

- Clause 1      Quorum for voting on an amendment is defined as six (6) Directors and the Treasurer.
- Clause 3      The full text of the proposed amendment must be distributed within one (1) academic day to all of the Treasury Board Directors. The vote for approval must take place at the next regularly scheduled meeting.
- Clause 4      There must be six (6) Directors voting in approval. In case of only five (5) Treasury Board Directors voting in approval, the Treasurer may vote to determine the outcome.

### **Section 3      Senate Approval**

- Clause 1      Following the vote of approval in the Treasury Board, the Senate will vote to approve the amendment. If this vote passes the Senate, the Amendment becomes part of the Bylaws.

### **Section 4      Amendment Application**

- Clause 1      The approved amendment will take effect at the next regularly scheduled meeting of the Treasury Board following the vote of approval in the Senate. Any approved amendment pertaining to the allocation of funds must be distributed to all registered student organization leaders within one (1) academic day of taking effect.