

TO BE RATIFIED

Article IV: Finance Bylaws

Article I Requirements to Receive Funding

1. To receive funding through DLC the organization must be officially recognized by the College.
2. Regular representation at DLC meetings is required.
3. Treasurers of member organizations will follow all guidelines set forth by the Finance Office in the “Gustavus Adolphus College Accounts Payable Policies and Procedures for Student Groups.”
4. All organizations requesting funding for any event must complete the required funding form.
5. Budgets and mid-year allocation requests must be submitted in the official forms found on the DLC website, addressing each individual expense in line-item fashion. If budgets or mid-year allocation requests are not submitted in the proper form, the request may be rejected until the forms are corrected.
6. When submitting a Budget Proposal or Mid-Year Allocation Request a member organization must provide the following information to be read before DLC:
 - a. A short statement (approx. 100 words) outlining: i) The value of the event and goals that the organization hopes to achieve through their proposal and ii) How the event furthers the mission of DLC and the sponsoring organization.
 - b. Plans on how the organization could pursue alternative sources of funding.
 - c. Any member organization co-sponsoring an event must explain the relationship between the event and the organization’s stated purpose.

Article 2: Full Budget Allocation Guidelines

1. Funding can be provided for meals or banquets that are open to the Gustavus community—Students, Faculty, Staff, and guests.
2. Funding will not be provided for food offered at general meetings of organizations.
3. Personal items such as apparel, personal equipment, or anything purchased for members of the organization to keep will not qualify for funding.
4. The only funding that will be provided for movies is rights to a movie open to campus.
5. Expenses for all organizations are divided into 4 categories: Transportation and Lodging (for students and speakers), Food (on campus only), Registration Fees, and Speaker Fees.
6. Travel expenses will be reimbursed at the standard IRS business mileage rate.
7. DLC will not provide funding for any dues set upon an organization or its members.

Article 3: Policies upon Receipt of Block Budget from DLC

1. After a member organization has been allocated money for an event, any and all changes must be communicated to the DLC finance committee.
2. If overspending occurs, organizations will have to complete an appeal form if they seek to be reimbursed for excessive spending.

Article 4: Appeals

1. Budget appeals may be brought to the DLC body for two reasons.
 - a. The money allocated by the Finance committee was short of the Organization's expectations.
 - b. An organization, for any given reason, overspent their approved DLC budget.
2. Successful Appeals require a majority vote of the DLC governing body.
3. Appeals must be completed within 4 weeks following the event.
4. If an excessive spending appeal is not successful, the organization is responsible for that spending and must take measures to mitigate a negative balance

Article 5: Block Allocation Requests

1. Any DLC Organizations may request a Block allocation for the following academic year during the Spring budgeting process.
2. A Block allocation will consist of a lump sum of money transferred to an organization's 9-line prior to the start of Fall Semester.
3. Organizations must provide a projected budget spreadsheet for the following academic year in order to be considered for Block allocation approval
4. If Block allocation funds are found to be reallocated in opposition to DLC bylaws, the organization's membership will be rescinded for the rest of the academic year. Organizations shall return all money left from the initial Block. Organizations may seek to join DLC the following academic year.
5. Approved Block organizations may only request money from the the Small Student Organization and Collaborative fund for collaborative events.

Article 6: Small Student Organization and Collaborative Fund Allocation Requests

1. Requests must be emailed to the DLC Treasurer 12:00 PM Friday to be entertained at the following weekly meeting.
2. DLC organizations that have a preapproved Block Budget will only be approved for fund allocations for collaborations.
3. DLC can entertain outside funding requests for events pursuant to the mission of DLC.
4. Requests under one thousand five hundred dollars fall under the jurisdiction of the Finance committee. Requests over one thousand five hundred dollars require a majority vote of the DLC governing body.

5. Essential organizations along with Block organizations may request a maximum of six thousand dollars per year from the fund.
6. All other DLC organizations without a Block Budget may request a maximum of ten thousand dollars per year from the fund.
7. If a DLC organization would like a special circumstance considered to go over the funding limit, a two thirds majority vote is necessary to approve the request.

Article 7: Financial Rollover Guidelines

Five thousand dollars of the allocated DLC budget will be set aside for roll over into the next year. If DLC seeks access to this funding they will have to receive approval from the Dean of Students.

Article 8: Expense Guidelines

1. All Requests For Payment and Interdepartmental Transfers will be turned in to the folder in the Center of Inclusive Excellence for approval by the Treasurer and advisor of DLC.
2. All Requests For Payment and Interdepartmental Transfers must be turned in within 4 weeks of the event. This includes receipts for expenses from both the event fund and the general expense fund of the organization, as well as reimbursements to the groups 9-line.
3. After the 4 week period all funds for the event will be permanently rescinded. Any outstanding balances become the sole responsibility of the sponsoring organization(s).
4. All organizations sponsoring events in May will only be granted one week to turn in Requests For Payment and Interdepartmental Transfers. All accounts must be reconciled by the end of the academic year.
5. All charges through Gustavus offices (ie. Dining Services, Print Services, Van Rental) must be charged to the individual organization's 9-line. The organization will then be reimbursed through an interdepartmental transfer.
6. All organizations are responsible for their own 9-lines and the charges to them. Negative balances will result in the suspension of the group's recognition.