**ARTICLE III - CSA Financial Regulations**

**Section 1: Financial Accountability**

CSA chartered organizations with funding and anyone receiving CSA Funds shall be held to the financial regulations set forth in this article and by the College.

**Section 2: Fiscal Year**

The fiscal year shall be from July 1 to June 30.

**Section 3: CSA Funds**

All CSA monies shall comprise the CSA Principal Fund. From this fund, the Treasurer shall, with the advice of the Budget Committee and the approval of the Senate, allocate monies to

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students and student groups, through the Spring Allocation process, Capital Reserves, and the various funds as specified below.

A. The Alternative Beverage Fund is designed to provide students with an alternative to alcohol at parties that are open to the entire campus. This fund is administered by the Treasurer. The fund may only be accessed by individuals and CSA Chartered Organizations.

B. The Capital Reserves Fund is designed to provide a source of funding for one-time or emergency expenditures that are essential to the operation and continuation of a CSA Charted Organization with Funding and for large-scale projects or purchases. The Fund shall be replenished to $65,000 at the beginning of every academic year using unspent monies allocated during the previous academic year (rollover). Additional rollover shall be placed in and comprise the CSA Discretionary Fund, and may be spent by a majority vote of Senate or distributed to the other Funds at the discretion of the Treasurer with the advice of Budget Committee and the approval of
the Senate. Expenditures that leave the balance of the Fund below $45,000 shall be for emergencies and shall require a two-thirds vote of the Senate. The Senate shall decide what constitutes an emergency on a case-by-case basis. The Fund may not be voluntarily spent below $15,000, as it serves as a budget emergency reserve guarding against cases of fiscal irresponsibility or debt.

C. The Diversity Initiative Fund shall provide CSA Chartered Organizations and members of the CSA funding for events that further the awareness and discussion of race, ethnicity, culture, gender, socioeconomic status, sexuality and sexual orientation, religion, and spirituality. Funded events must be open to the entire campus. Conferences may not be funded. No CSA Chartered Organization or member of the CSA may receive more than $1500 per academic year.

D. The Honoraria Fund shall provide CSA Chartered Organizations with the opportunity to bring speakers and performers to Carleton.

E. The Metro Arts Access Fund, co-sponsored with the Campus Activities Office, shall help fund trips to events in the Twin Cities area. This fund is administered by the Campus Activities Office.

F. The Special Allocations Fund shall be the primary source of programming funding for a CSA Chartered Organization with Funding.

G. The Social Life Opportunity Fund shall foster spontaneous and diverse all-campus activities at Carleton through funding proposals submitted by individuals. In order to ensure its availability to individual students, this fund is not accessible to CSA Chartered Organizations.

H. The Third Center Fund shall foster community by funding social events that connect students with faculty, administrators, trustees, staff and alumni. The Fund shall not fund any event with more than six students per faculty, trustee, administrator, staff member or alum. At least one of the faculty, trustee, administrator, staff members, or alums must verify their participation in the event. This fund is administered by the Treasurer.

Section 4: Budget

Every spring term the Treasurer shall, with the advice of the Budget Committee, create a budget for the following fiscal year. The budget must be submitted to the Senate by eighth week. A two-thirds vote of the Senate is required to approve the budget. The budget shall be published and publicly posted by the end of spring term. Additionally, at the last Senate meeting of every term, the Treasurer shall present a summary of CSA funds allocated. That summary shall be made available to the CSA.

Section 5: CSA Chartered Organization Officer Financial Responsibility

A. All officers of CSA Chartered Organizations with funding must sign an agreement which indicates their acceptance of these regulations and all liability arising from the use of such funds.

B. No CSA Chartered Organization may spend or contract to spend more CSA funds than it is allocated. The organization's officers must correct overspending lest they
be called before the Budget Subcommittee on Financial Misconduct.

C. Incoming financial officers of CSA Chartered Organizations shall not accept office until they have reported to the Treasurer any irregularities that exist in the organization's financial records.

D. The Treasurer or financial officers of CSA Chartered Organizations cannot hold the position of Student Auditor in the Business Office.

E. Any CSA Chartered Organization with Funding not in compliance with any part of this section shall not be eligible to receive CSA funding until such time as the Treasurer or the Subcommittee on Financial Misconduct deems them in compliance.

Section 6: Financial Guidelines

A. The Senate and Budget Committee shall use, at their discretion, the following guidelines:

1. Funding for conferences shall not exceed $150 per person nor shall more than six people be granted such funding.

2. Transportation for non-conference events shall be funded at 75% with the exception of community service programs within 50 miles of campus.

3. Food, beverages, and catered dinners shall be funded when the CSA Chartered Organization has provided sufficient evidence to the Budget Committee that the food will be essential to the event. Funding for nonessential food shall be granted in rare circumstances at the discretion of the Budget Committee. The following restrictions shall apply to catered dinners:
   a. 50% of available seats shall be reserved for personal invitations, in accordance with the CSA Chartered Organization's priorities.
   b. 50% of available seats shall be made open to any member of the Carleton community.
   c. Public advertisement shall take place at least two weeks prior to the dinner. If the seat allotments described in part b above are not filled after one week, the remaining seats shall be filled at the group’s discretion.

4. All-campus mailings, paid NNB ads and color posters/flyers shall not be funded, while use of the All-Campus Email System and NNB ads shall be encouraged.

5. When the Budget Committee chooses not to apply the following guidelines, the Senate may overturn the BC recommendation with a majority vote:
   a. Political campaign contributions, lobbying efforts, alcohol, and tobacco shall not be funded.
b. All goods purchased with the CSA's funds belong to the CSA, therefore no goods shall be funded that will become personal property. Publications shall not constitute personal property.

c. Funding requests shall not be accepted retroactively.

d. The CSA shall not fund seed money for events in which proceeds will go to benefit the CSA Organization requesting the funds or any other organization. The Controller’s Office may issue a note to pay for such programs and groups may ask for suggested donations for charitable endeavors.

e. Honoraria for performers shall not be funded until the availability and willingness of the performer has been confirmed.

B. All contracts for performers shall be signed by an authorized employee of the College.

Section 7: Spring Allocations

Spring Allocations shall be defined as the process during Spring term by which all CSA Chartered Organizations with Funding which have fixed costs and ongoing expenditures submit a budget request for the upcoming fiscal year. CSA Chartered Organizations with Funding may also request an operating budget of up to $200.

A. The Treasurer and Budget Committee shall establish a threshold Spring Allocations funding level that constitutes a Large Organization for the purpose of Spring Allocations.

B. The Co-Chairs shall hold a mandatory informational meeting twice by the second week of Spring Term where the Spring Allocation Request Form will be made available.

1. Organizations whose Spring Allocations funding requests would qualify them as Large Organizations shall submit a Spring Allocations request consisting of a two-year Strategic and Budgetary Plan. The Budget Committee Co-Chairs shall provide guidance as to how to submit a plan that includes, at minimum:

   a. The Organization’s itemized request for fixed costs and ongoing expenditures.

   b. Information pertaining to the Organization’s goals and plans for improvement.

   c. Information pertaining to the Organization’s cost efficiency.

2. Organizations requesting fixed costs and ongoing expenditures that would not qualify them as Large Organizations shall submit a Spring Allocations Request Form produced by the Budget Committee Co-Chairs. This form shall include, at a minimum:
a. The Organization’s requested expenditures.
b. An explanation of the role those expenditures play in the Organization.

3. Organizations with Funding shall be given an operating budget upon their request not to exceed $200. Given extraordinary circumstances of fiscal irresponsibility, the Budget Committee may deny such requests. The operating budget may be used at the group’s discretion in accordance with CSA guidelines. Officers shall be personally responsible for any spending not in accordance with CSA guidelines.

C. Organizations qualifying as Large Organizations may be subject to greater review of their funding by the Treasurer and Budget Committee than is typically performed for other Organizations.

D. All budgets shall be due by fourth week to assure their considerations by the Committee. Any budget submitted after the set deadline will be considered at the discretion of the Committee.

E. Hearings shall be held by fifth week and take place over no more than two days.

F. Appeals of the Committee’s decision must be made in writing to the Committee within two days of the public posting of the decisions. Any appeals submitted after this time will be considered at the discretion of the Committee. Committee appeals must be held by sixth week.

G. Appeals of the Committee’s final decision must be made in writing to Senate within two days of the public posting of the Committee appeal results. Any appeals submitted after this time will be considered at the discretion of Senate. Senate appeals must be held by seventh week.

H. The Committee must submit the budget for the upcoming fiscal year by eighth week to be ratified by Senate. The budget must be passed by two-thirds vote of the Senate.