



ALLOCATION AND INTERNAL AUDIT COMMITTEE



Policy Manual

Governs all requests made in April 2022 or later

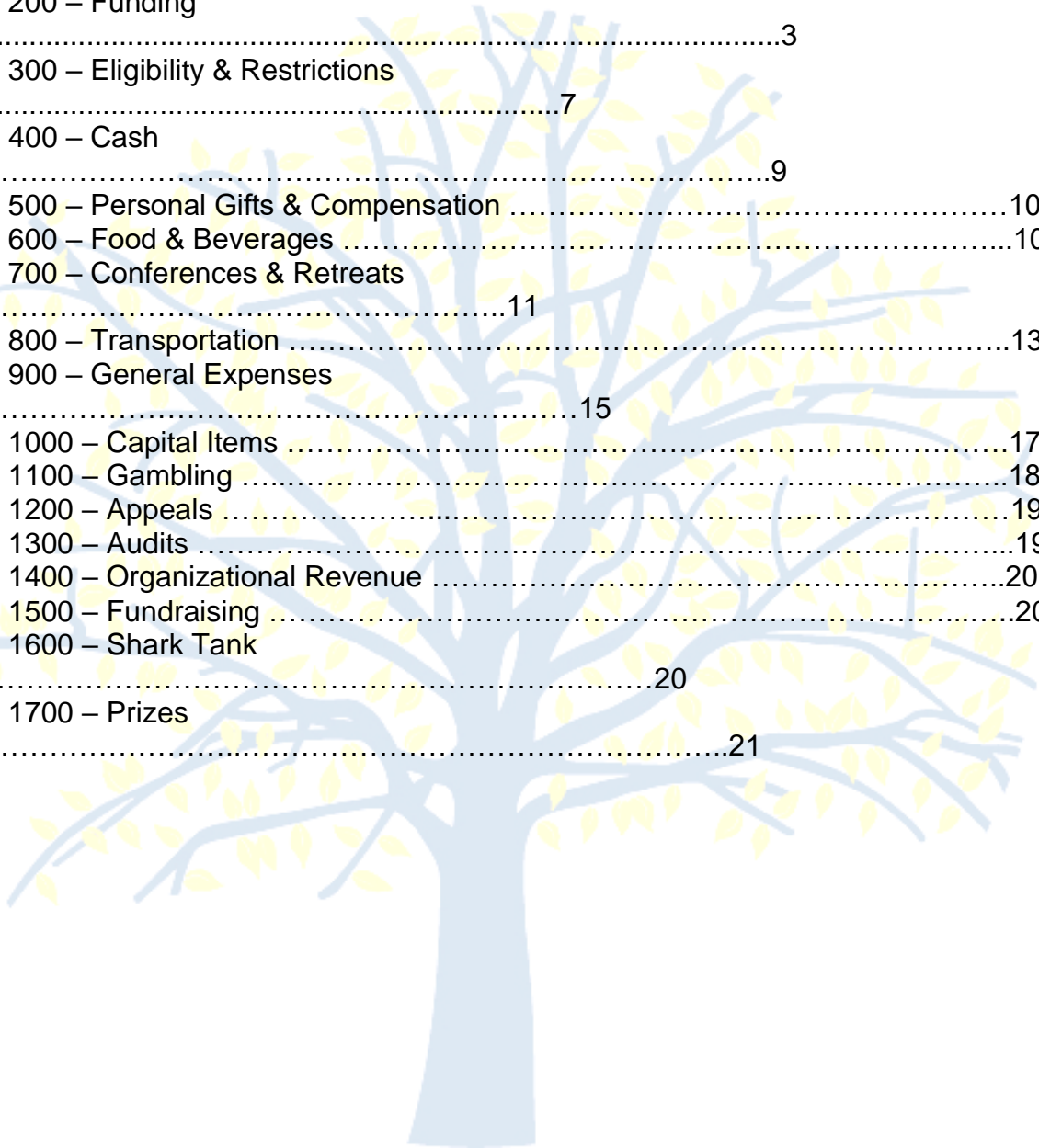


ALLOCATION AND INTERNAL AUDIT COMMITTEE



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To the user of this document:

As part of an effort to meet your requests and needs for a single resource containing all of AIA's funding policies, we have created this document as a public and readily available reference for you and your student organization.

These are the same exact policies that AIA uses in deciding your various funding requests. Reference this document each time you wish to request funds. Overall, it will save you time and may even result in earning you more money!

Keep in mind that these policies are subject to change at any time to meet the evolving needs of student organizations and to keep the material contained herein accurate, relevant, timely, valid, and complete. Therefore, **view this document each time you request funds, checking the date of the last revision**, which is found on the front cover. If this has been revised since your last request, you should recheck any sections relevant to your new request. Upon any policy changes, AIA will notify all student organizations via email. Should any conflicts arise, AIA will follow the rules in the document active as of the date of your request.

For future reference, glance through the policies and get acquainted with them, maybe even learn a few. Then reference them in detail when you go to make your budget or for any appeals. If you have questions at any time, simply contact your liaison or email GA_AIA@bentley.edu.

Sincerely,

The Allocation and Internal Audit Committee



Section 100 – Introduction

§101 Scope of the Document

AIA has compiled into the following sections and sub sections the policies and rules it uses to decide student organizations' funding requests. Only financial policies are included herein, however, and the other resources on AIA's CampusGroups should be consulted for information on how to request funds, how to begin an appeal, learn the treasurer's responsibilities, obtain the necessary documents, contact your liaison, see AIA's Constitution, et cetera.

- § 101.1 Policies, rules, and regulations contained herein are complex but are needed to:
- a) ensure fairness among allocations to various groups;
 - b) curtail or prevent abuse of the Student Activity Fee (SAF) monies; and
 - c) ensure compliance with all university policies and all applicable local, state, and federal laws

The AIA CampusGroups page can be found at: <https://bentley.campusgroups.com>

§102 Neutrality of Policies

Since the SAF is a mandatory imposed fee, it is AIA's policy to be fully neutral in its funding decisions and in its written policies, rules, and regulations. AIA may not restrict funding to an organization or base a decision in any part on the stated mission (i.e., religious, political) of a student organization. AIA reserves the right to not fund a request that differs from the stated mission of an organization.

§103 Organizations' Keeping of Own Financial Records

Organizations are responsible for keeping their own records of their activities—including knowing what was allocated to them, recording what was spent or will be spent using payment requests, knowing what they have available to spend, and tracking individual organization revenue (if applicable).

Section 200 – Funding

§201 Basis of Funding Decisions

Funding decisions rest solely with AIA and no organization shall ever consider funding to be guaranteed for any reason including the merits of the request, precedence, past success of an event, or reputation of the organization.

§ 201.1 Funding decisions are based on how to best serve and most directly benefit all the students of Bentley University, as well as most fairly and equitably allocate the SAF.

§ 201.2 Funding approval is subject to the amount of funds available for disbursement at the time of the request.

§ 201.3 AIA may limit or deny funding for several additional reasons including but not limited to only funding one (1) of multiple similar events or only funding a portion of multiple events occurring at the same time. Co-sponsorships between two or more organizations are highly encouraged.

§ 201.4 Policies, rules, and regulations contained herein are complex but are needed to:

- a) Ensure fairness among allocations to various organizations;
- b) curtail or prevent abuse of the SAF monies; and
- c) ensure compliance with all university policies and all applicable local, state, and federal laws.

§202 Summer Events

The only summer events AIA will fund are conferences and camps. If organizations wish to appeal for funding for a summer event, the organization must present to the AIA board by the final appeals hearing of the spring semester.

§ 202.1 AIA will hear cases involving summer organization retreats on a case-by-case basis.

§ 202.2 In the event of a Summer semester, AIA will work with University Administration to fund summer events.

§203 Environmental Impact Decisions

AIA may choose to not fund items based on their impact on the environment.

§204 First General Body Meetings

Organizations may receive funding for food at one meeting or event for purposes of recruiting new members. Funding is based on need and will be funded up to \$75.

§205 Decorations

AIA recognizes a student organization's need to decorate for events. Henceforth, we shall impose a decoration limit for the following spaces on campus. Decoration expense caps are as follows: \$50 for the Student Center Café, \$75 for the Student Center Living Room, \$75 in Harry's, \$100 for the Arena Cube, \$125 in the Back Bay, \$150 for the Wilder Pavilion, \$150 for the Koumartzelis Auditorium, \$175 for the EDR, \$325 for the Dana Center, and \$325 for the Arena.

§ 205.1 AIA will hear requests on a case-by-case basis.

§206 Spending Allocated Funds

Organizations shall not spend more than what was allocated to them, nor shall organizations spend allocated funds differently from what appears on their budget request.

§ 206.1 Organizations may only request additional funds or a reallocation of funds before the event occurs and/or the expense is incurred. In no situation will AIA provide funds as reimbursement for expenses already incurred or provide funds retroactively.

§ 206.2 Organizations may and are encouraged to generate funds from outside sources, member dues, personal funds, and released profit from fundraising events. These unrestricted organizational revenue funds shall be used to pay any expenses incurred or funds spent but not allocated by AIA. If no such funds exist, then consequences as discussed in §303 shall be used. These funds may be used in any way that the organization sees fit including supplementing AIA funds for events and for items not allocated by AIA except:

a) Any item that is restricted to be purchased under any circumstances stated in this policy manual (i.e., §603 regarding alcohol).

§ 206.3 In the rare event that an actual expense incurred is slightly higher than requested and allocated, AIA may provide additional funding for the difference provided that one or more of the following criteria are met:

a) The higher actual price could not have been foreseen and is not the result of improper or insufficient planning, ignorance, or negligence (examples include shipping costs, taxes, etc.),

b) if extra costs or damages result from an unforeseen natural occurrence and not from negligence or improper use or safeguarding of assets,

c) or the additional expense is deemed an emergency (defined as immediately necessary to protect the life or safety of those involved), and

d) AIA approves the additional expense deeming it to have met the above criteria. Determination of whether the above criteria are met rests solely with the AIA committee members and AIA reserves the right to deny funding for any request when it deems the organization partly or fully responsible.

§ 206.4 Organizations may not use Venmo, Cashapp, or other similar platforms to pay students or suppliers.

§ 206.5 Liaisons are not responsible for items not arriving on time due to late notice from the organization. Liaisons should be given adequate notice to purchase items.

§ 206.6 Organizations can purchase allocated line items in their budget using an AIA Liaison procurement card, a vendor check request, or reimbursement through a petty cash slip or student check request.

§207 Newly Recognized Organizations

Newly recognized organizations or organizations that have been inactive for more than one (1) academic year may not receive more than \$750 in allocations during their first active budgeting semester. In addition to this \$750 spending cap, new organizations may also request \$250 for promotional items and \$75 for their first General Body Meeting, following the guidelines in §204. New organizations may not receive funding for T-shirts in their first recognized semester, from section §906.

§ 207.1 An organization is deemed inactive if they do not adhere to the guidelines and requirements of AIA's Active Organization Policy.

a) If an organization is placed on probation, because of any of the following but not limited to: not following the policies of AIA, Student Government Association, or Bentley University, their account will be immediately frozen. The organization will be notified of this change of status, and the probation will not be lifted without approval from AIA and Student Government Association.

§ 207.2 If an organization becomes recognized in the middle of a semester, that semester shall be counted as the first semester only if the organization is recognized by SGA in the first half of the semester (by the end of the sixth (6th) week of classes).

a) A newly-recognized organization must complete treasurer training requirements before requesting AIA funds.

§ 207.3 Organizations that do not have their funding request heard until the second half of the semester (as defined in §208.2 above) will have the next semester count as their first semester and will be subject to the \$750 maximum for both the partial and full semesters.

§208 Collaboration Events

If organizations are seeking to host a collaboration event with an anticipated budget exceeding \$1,000, the collaboration section on the budget appeal form must be completed.

§209 Missing the Budget Submission Deadline

If an organization does not submit a budget by the appropriate deadline then AIA reserves the right to not fund an event within 20 days of the new semester's beginning or fund a first general body meeting.

§210 Gratuities

Organizations may tip up to 20% for goods and services which commonly warrant tipping (i.e., Uber rides and catering services). The total amount of the good and/or service plus the tip must be less than or equal to the total funds allocated toward the good and/or service.

§211 Organization Membership Dues

AIA may fund membership dues related to the initial establishment of an organization whose parent organization requires initial dues. The funding of initial membership dues must abide by §207 regarding AIA funding for newly recognized organizations.

Section 300 – Eligibility & Restrictions

§301 Organizational Requirements

§ 301.1 All organizations must be recognized by the Student Government Association (SGA) and the Office of Student Programs & Engagement (SP&E) as an official student organization; and

§ 301.2 If open to all members of the Bentley University community and, does not restrict membership based on race, color, gender, sexual orientation, ethnicity, religion, political views, handicap, academic standing, or on any other basis, the organization has full rights to funding.

§ 301.3 If closed in membership, the organization may request up to \$1,500 per academic year for philanthropy, community service, and networking events open to the entire campus and for the betterment of the campus.

§302 Activity/Event Requirements

Specific events and activities receiving funding from AIA must:

§ 302.1 be sufficiently advertised ahead of time by as thorough means as possible (i.e., Vanguard advertisement, campus flyers, word of mouth, closed circuit TV channel); and

§ 302.2 be open to all members of the Bentley University community as described in §301.2 above except:

§ 302.3 when the nature of the event does not permit this, and the organization and other events are otherwise wholly open to the entire campus (i.e., Model UN hosting a conference for middle school students).

§303 Penalties

Should an organization violate AIA's policies, the organization shall be subject to the following:

§ 303.1 Should an organization spend over the allocated amount on an item, the difference shall be recovered to the SAF from their organizational revenue.

§ 303.2 Penalties may be left up to the discretion of the current AIA board.

a) Minor offenses shall be classified as dealing with a transaction of dollar amounts less than \$100.

b) Major offenses shall be classified as dealing with a transaction of amount of \$100 or greater.

c) Penalties may include but are not limited to:

- First Minor Offense: Warning email from liaison (with the offending organization's advisor copied). The amount over will be paid back via reduction in allocations or paid back from the organization.
- First Major Offense: Funds will be frozen for the remainder of the semester unless the funds are covered by organizational revenue or paid back to the SAF. If the offense occurs past the halfway point in the semester, the organization's funding will be frozen for the following semester.

- Second Minor Offense: Funds will be frozen for the remainder of the semester unless the funds are covered by organizational revenue or paid back to the SAF.
- Second Major Offense: Funds frozen the remainder of the semester and the following semester.
- Third Major Offense: Organization removed from funding eligibility for at least one full academic year and required to meet with the AIA Executive Board and Advisor.

d) The punishment shall occur as deemed appropriate, no later than 1 year following the transgression.

§306 “Funded by SAF” Requirement

All promotional material (printed, electronic, or otherwise) for an event funded partially or fully by AIA monies shall include “Funded by SAF,” “Funded by the Student Activity Fee,” “Funded with your Student Activity Fee dollars,” or “Funded in part by your Student Activity Fee” in font at least 12-point font.

§307 Separate External Accounts

Student organizations are strictly prohibited from using or keeping any organization funds in separate, external, or personal accounts with any bank or financial institution. The organization’s Bentley University/SP&E account is to be the sole account used for organizational funds, including organizational revenue.

§308 Co-Sponsorships with Non-Recognized/Non-SAF-Funded Entities

Student organizations are permitted to co-sponsor events with other organizations, groups, and departments that are not recognized by SGA or SP&E and that are not funded by AIA.

§ 308.1 If the AIA-funded organization(s) requests the event or activity to be fully or even partially funded by SAF dollars, then all policies contained within this Policy Manual apply to the entire event. This includes but is not limited to:

- a) The profit policy contained in §501 which disallows profits to be used on the non-funded/non-recognized organization(s).
- b) Per §302, the event or activity being cosponsored must be open to the entire Bentley University undergraduate student body.

Section 400 – Cash

§401 Holding of Cash

Student organizations are prohibited from holding on to cash for more than two (2) business days after the event, activity, fundraiser, and collection of the cash or other need for the cash.

§402 Deposit of Cash

Student organizations can bring cash to the Business Center, located on the third floor of the Student Center for deposit into their organizational revenue account. Checks may be mailed to the Business Center if the student is off-campus and cannot travel to Bentley. Per §308, organizations may not maintain a separate bank account with an external financial institution except for organizations that collect dues for membership.

Section 500 – Personal Gifts & Compensation

§501 General Policy

No gifts or compensation shall be provided to any person that is an employee of Bentley University using AIA monies.

§ 501.1 Any speaking appearances or work done by faculty and staff is considered extensions of their regular salaried compensation. In addition, police detail and custodial services are provided free of charge to student organizations' events.

§ 501.2 Performances by both Bentley and non-Bentley students are eligible to receive AIA funding if the work done is considered a substitute for a professional performer. This funding is at the board's discretion and based on the nature of the event.

§ 501.3 The giving of senior gifts using AIA funds is strictly prohibited.

§502 Honorariums

Honorariums for guest speakers or performers shall be capped at \$100 per individual.

§ 502.1 Honorariums are considered gifts and SAF funds shall not fund any honorarium given to any student or employee of Bentley University.

Section 600 – Food & Beverages

§601 General Policy

Funding of food and beverages (hereafter — “food”) for meetings, social events, and other closed activities of the organizational membership or Executive Board is not allowed using AIA monies except as specified in the following sections.

§602 Campus Events

Organizations may receive funding for food for events. Funding is based on need and determined on a case-by-case basis.

§ 602.1 Due to contractual terms between Bentley University and its on-campus food service provider, all food service for events must go through Sodexo except:

- a) When a food service waiver is granted by Sodexo (granted when Sodexo cannot produce a specific food required); or
- b) When students prepare the meal themselves such as during an outdoor barbecue, or during a religious or ethnic meal (i.e., Hillel Shabbat dinner).
- c) When student organizations are tailgating for an athletic event.

Please note that Sodexo may deny your food waiver request. Organizations should factor this possibility into their budget.

§ 602.2 It is recommended that events at which snacks will be provided shall not exceed the cost of \$5 per person, events at which lunch (or finger-food) shall not be allocated at above \$10 per person, with dinners to not exceed \$15 per person. Final amounts will be left to the discretion of the board. Meals for staff and faculty will only be funded if it is a true collaboration between staff and faculty in which the program is initiated by the students.

§603 Alcohol Policy

Purchase of alcohol or any alcoholic beverage using any funds (including Student Activity Fee funds and the organization’s own resources) is strictly prohibited.

§ 603.1 This includes but is not limited to: refreshments during on-campus events, drinks during meals at conferences, or gifts.

§ 603.2 AIA can allocate for bartending charges of on-campus events requiring bar service because AIA is funding the cost of the bartender's wages, not the alcohol itself.

Section 700 – Conferences & Retreats

§701 Basis of Decision

AIA funding of conference requests is based on the benefit the conference will provide to the student organization, all student organizations, and the greater campus community. Decisions are made on a case by case upon completion of the AIA Conference Form found on AIA's CampusGroups page.

§702 Funding that May be Provided for Conferences

Understanding that the purpose of conferences and retreats (hereafter — “conferences”) is to invest resources that will benefit not only a single organization but all student organizations and the greater campus community, AIA can fully or partially fund limited members to attend such events.

§ 702.1 Conferences are defined as overnight.

§ 702.2 Conference expenses that may be fully or partially funded are:

- a) registration;
- b) airfare;
- c) accommodations

§ 702.3 No conferences will be funded with Student Activity Fee monies that only benefit the individuals attending.

§ 702.4 Organizations are allowed up to 1 retreat per academic year, which cannot exceed the cost of \$50 per person.

§ 702.5 Organizations may be funded for no more than 1 retreat per academic year.

§703 Advisors

AIA requires that an advisor attend a conference as a condition of funding during spring and winter break and summer vacation or based on other risk factors as determined by the board. This is only necessary for in-person conferences.

§704 Organization Limit

Funding by AIA for conferences is limited to one (1) conference per academic year. This is necessary to allow other student organizations to also attend conferences.

§705 Assumption of Financial Responsibility

Members of organizations that choose to attend conferences are financially responsible for arrangements made by AIA and Student Programs & Engagement made on their behalf. Once any costs have been paid on their behalf, they are personally responsible for:

§ 705.1 finding a replacement member to attend in lieu of themselves, or

§ 705.2 for reimbursing AIA and the Student Activity Fee for the costs incurred.

§ 705.3 Any change fees associate with switching arrangements to another person are the financial responsibility of the original participant.

§ 705.4 Organization members that attend conferences shall sign a contract affirming their understanding of and agreement to all parts of §607.

§706 Budget Requests for Conferences

Budgets for conferences must be requested 3 weeks in advance due to their high costs and the planning that goes into them.

§707 One Event per Semester

To attend a conference, organizations must hold at least one event per semester. First general body meetings do not count as events. AIA will ensure that the requesting organization will hold at least one program in each semester.

§708 International Conferences

AIA will not fund international conferences.

§709 Virtual Conferences

AIA may fund virtual conferences under these same guidelines listed above.

Section 800 – Transportation

§801 Minimum Distance for Reimbursement

No funding shall be provided to student organizations by AIA for transportation within a twenty (20) mile radius of Bentley University.

§ 801.1 AIA may fund charter buses for all trips, regardless of the Minimum Distance requirement of twenty (20) miles of Bentley University.

§802 Per Mile Amount

When student organizations use their own personal transportation to go to events or conferences, they may request to be reimbursed at the rate of \$0.55 per mile driven in excess of 20 miles. AIA will reimburse mileage for a maximum of five (5) cars.

For example: If an event is 35 miles away from Bentley University, then the organization would be reimbursed for 15 miles driving to the event and 15 miles returning from the event for a total of 30 reimbursable miles.

§803 Rental Policies

Van rentals, car rentals, and bus charters must be done through Bentley University's approved vendors. Bentley has negotiated lower rates with these vendors.

Organizations can find approved vendors by visiting:

<https://www.bentley.edu/offices/procurement/master-contracts>.

§ 803.1 Drivers of vans and cars must be cleared ahead of time by Campus Police as a safe driver.

§804 Travel Approval Form

When traveling for an event, the President and/or Treasurer must complete a Travel Approval Form at least two weeks prior to their departure. Information such as the departure and arrival dates and times, method of transportation, flight and/or charter information (if applicable), names of the students travelling, and attached picture of the travel route must be included. The completed Travel Approval Form must be approved by the organization's designated AIA liaison.

§ 804.1 AIA's Travel Approval Form is different from the Travel Authorization Form for SP&E. Both forms must be filled out before departure in order to receive reimbursement for mileage.

§805 International Travel

AIA will not fund international travel, except for the annual Bentley in the Bahamas trip.

§806 Parking

AIA will reimburse parking up to \$30 per car, up to 5 cars, per organization trip. Organizations who wish to be reimbursed for parking must submit a Travel Approval Form to the organization's AIA liaison two (2) weeks ahead of time to indicate who is driving. This form must be approved by the organization's liaison before submission of a reimbursement. Organizations that fail to meet this deadline may not be approved for reimbursement.

Section 900 – General Expenses

§901 Office Supplies

General office supplies are not funded as no organizations currently have an office.

§902 Copies and Posters

§ 902.1 Recognized student organizations have access to Bubble resources, including 50 copies per day, therefore, AIA shall not allocate any funds to student organizations for black and white copies.

§ 902.2 Organizations may utilize the color poster printer in Student Programs & Engagement and shall be at the most limited to one (1) event or activity per semester that they may receive funding for these items at the board's discretion.

§903 Information Technology

AIA shall not allocate funds for the development of organizational websites.

§ 903.1 AIA may allocate funds for domain name leasing.

§ 903.2 AIA will not allocate funds for website external hosting, as every student organization has their own website provided through CampusGroups.

§904 Miscellaneous

AIA shall not allocate for any item described as —miscellaneous or —ad hoc, except for large-scale events that require funds for spontaneous expenses. AIA shall be the sole determiner of which events qualify and the amount necessary.

§905 Promotional Items

Due to their high cost, promotional items are only allocated on a case-by-case basis, and are subject to the following rules:

§ 905.1 Not more than \$250 for the academic year shall be allocated for general promotional merchandise, such as banners, items branded with the student organization's name and logo, and access to creative design software (i.e., Canva, Adobe Photoshop).

- a) All such materials shall be used for new member recruitment.
- b) Marketing materials, such as premium media accounts or Snapchat filters, fall under the promotional items category for which shall not exceed \$250 per annum.

§906 T-Shirts Policy

AIA shall fund organizational branded short sleeve t-shirts under a general cap per academic year, to be used in a manner similar to yearly promotional items.

- § 906.1 Not more than \$700 at a maximum of \$15 per shirt for the academic year shall be allocated for T-Shirt expenditures. This includes shipping and/or other related fees in placing T-shirt orders.
- § 906.2 Organizations must receive written approval from their respective liaison before purchasing T-Shirts.
- § 906.3 All such materials shall be used for new member recruitment.
- § 906.4 AIA will only fund short-sleeved t-shirts, not other pieces of apparel including but not limited to: Long sleeve shirts, sweatshirts, pants, jackets, hats, etc.
- § 906.5 Organizations cannot request for t-shirts until their second active semester.
- § 906.6 Organizations must order a reasonable variety of sizes when buying t-shirts in bulk.
- § 906.7 AIA may fund in excess of the cap figure on a case-by-case basis.

§907 Late Fees

AIA shall not allocate for late fees or late charges (i.e., conference registrations, car rentals, etc.).

§ 907.1 However, AIA will hear requests on a case-by-case basis, as long as the following criteria are met:

- a) the late fee was incurred due to extenuating circumstances such as lost invoices sent outside of the academic year;
- b) steps have been taken to avoid late fees in the future; and
- c) the organization has not already had late fees allocated for in the past.

§908 Cancellations

AIA will not fund cancellation fees incurred for contracted services if the cancellation occurs due to circumstances controlled by the organization(s). It is the responsibility of the organization(s) to determine how they will pay the cancellation fee.

§ 908.1 AIA may fund cancellation fees should the cancellation occur due to circumstances outside of the organization's control. These decisions will be made on a case-by-case basis.

§909 Accessibility

To encourage organizations to make their programs as inclusive as possible, AIA will fund accommodations related to promoting accessibility for all. Examples include, but are not limited to, closed captioning services, ramps, and wheelchair lifts. For ideas to increase the accessibility of your program, please contact SP&E and/or the Office of Disability Services.

Section 1000- Capital Items

§1001 Definition

Capital Items are defined as an item or asset lasting more than three (3) academic years.

§1002 Reuse of Items

Capital items purchased fully or partially using AIA funds must have plans for storage so that they may be reused in subsequent years.

§1003 Use of Items as Prizes or Giveaways

Capital items purchased using SAF funds shall not be given away as prizes or awards.

§1004 Costuming and Clothing

To be allocated for clothing and costuming (i.e., costumes for SASA's Diwali performance), the items must:

§ 1004.1 Be passed on to subsequent years members and reused,

§ 1004.2 not display specific members names, and

§ 1004.3 replace obsolete clothing (if an existing organization).

§ 1004.4 Organizations that rely on costuming to conduct normal activities of the organization may be allotted \$750 per annum as long as they are used for multiple performance and passed down from year to year.

§1005 Exemption

Super-fan T-Shirts and Spring Day T-Shirts are exempt to the above policy.

Section 1100 – Gambling

§1101 Policy

Federal, state, and local laws as well as Bentley University rules prohibit gambling with actual currency.

§ 1101.1 AIA may fund for events that include gambling, so long as no actual cash is used for gambling purposes.

§ 1101.2 Organizations may give away door prizes, so long as participants need not pay to obtain a ticket for the door prize drawing.

§ 1101.3 Organizations shall not hold raffles. Raffles are defined as the selling of one or more tickets to a person for the purpose of obtaining a chance at winning a prize.

Section 1200 – Appeals

§1201 Process

Organizations unsatisfied with a funding decision may submit a formal appeal to AIA. The form to submit an appeal can be found on AIA's CampusGroups page, under the "Surveys" tab.

§ 1201.1 Appeals requests must be submitted via the CampusGroups form by the end of the day on Tuesday to be eligible for a hearing during the following Thursday night appeals hearings hosted by AIA.

§ 1201.2 The Chair will contact the individual(s) who requested the appeal directly by the following Wednesday with the necessary information regarding their appeal, including time, location, and/or Zoom link.

§ 1201.3 Appeals are only heard during weekly Thursday night meetings, unless the board determines that an alternative option must be provided. This exception is determined by the board based on factors including, but not limited to, time sensitivity, the type of appeal, and amount of funding requested.

§ 1201.4 Generally, appeal hearing times are granted on a first-come, first-served basis.

§ 1201.5 Organizations may not delete events that have been funded from their budget in CampusGroups. In the event of a reallocation of funds from an event that is no longer occurring, the organization's AIA Liaison will handle the transfer of funds.

§ 1201.6 Organizations appealing for a new event that will take place in the Arena or Dana Center must present confirmation of booking, or AIA will defer funding decisions until a booking confirmation is presented. This does not apply to events that will take place over two (2) months from the date of the appeal.

§1202 Reallocations

All liaisons may independently reallocate funds for their assigned organizations up to \$100. For reallocations over \$100, approval is required from the entire board.

§1203 Additional Allocations

Liaisons may independently make additional allocations up to \$50. Amounts over \$50 require majority approval of the board.

Section 1300 – Audits

§1301 Audit Schedule

Audits will typically be conducted in the spring semester of each academic year for the purpose of ensuring compliance with all AIA policies. AIA reserves the right to audit any organization at any time of the year.

§ 1301.1 Audits are for the academic year to date and include the previous semester if done in the spring.

§1302 Failed Audits

Organizations failing an audit review are subject to the penalties outlined contained in Section 303. The degree of the penalty (minor or major) will be determined by the Audit Committee and the Chair.

§ 1302.1 Failing an audit includes not submitting the requested documentation and/or refusing to cooperate with AIA during the audit.

Section 1400 -- Organizational Revenue

§1401 Funding of Organizational Revenue

Money from the Student Activity Fee shall not be used to fund an organization's revenue account or fund charitable donations.

§1402 Charging Entry to Events

Organizations may not charge money to students for events fully funded by the SAF unless the board believes that the charge is essential to the purpose of the event (i.e., philanthropic fundraisers). Money may be charged if non-Bentley undergraduate students are attending the event. Money raised from charging non-Bentley undergraduate students must be deposited into the organization's organizational revenue account, compliant with §402.

§1403 Tracking of Organizational Revenue

While AIA keeps organizational revenue data, organizations are also required to keep track of their own.

§1404 Depositing and Withdrawing Funds from Organizational Revenue

Organizations must complete the required forms on the AIA CampusGroups page to deposit funds to or withdraw funds from their organizational revenue account. Requests to use organizational revenue funds will not be completed unless AIA has a record of the organization completing the forms.

Section 1500 – Fundraising

§1501 Definition of Fundraisers

AIA defines fundraisers as an event with the sole purpose of raising funds for an organization, which may include a Bentley student organization or a 501(c)3 designated organization.

§1502 Fundraising for Bentley Recognized Organizations

Organizations are encouraged to fundraise for additional funding. Profits from the fundraiser must be deposited into the organization's organizational revenue account, pursuant to §1503. Fundraising events must abide by all Student Organization Guidebook and Bentley University policies.

§ 1501.1 AIA will not provide SAF monies toward fundraisers, except for fundraisers for philanthropic charities by Fraternity and Sorority Life.

§1503 Fundraising for Non-Bentley Organizations

Organizations that wish to fundraise for non-Bentley organizations, such as charities, must abide by the Student Organization Fundraising Guidelines. The process for requesting a fundraiser is outlined in the Fundraising Request Outline.

Section 1600 – Shark Tank

§1601 Eligibility

Any recognized student organization may enter in AIA's annual Shark Tank competition.

§ §1601.1 Individual students, or non-recognized student organizations, may not enter in the event.

§1601.2 A student organization that has their funds frozen due to a violation of AIA policy may not participate in the event.

§1602 The Sharks

The AIA board will choose up to five (5) Sharks to judge the competition. The Sharks may be Bentley faculty and staff, Bentley students, Bentley alumni, and/or Boston-area based professionals.

§ 1602.1 All funding decisions of the Sharks will be made in accordance with AIA's Policy Manual.

§ 1602.2 All funding decisions of the Sharks are final.

§1603 Appeals for Shark Tank Events

All Shark Tank participants may appeal to the AIA board for additional funding of the event proposed at Shark Tank.

§ 1603.1 Organizations may not reallocate funds originally allocated for their Shark Tank event to any other event, new or pre-existing.

Section 1700 – Prizes

§1701 Prizes for members

AIA may fund prizes for organizations to give to their general body members to encourage attendance and participation at organization events.

§ 1701.1 In accordance with Bentley University policy, AIA cannot fund gift cards or certificates.

§ 1701.2 AIA may fund subscriptions to certain services (e.g., Netflix, Spotify, Hello Fresh, etc.) as prizes for a maximum duration of one year.

§ 1701.3 Prizes must be awarded in accordance with §1100 Gambling.

§1702 Prize Audit Form

AIA requires the submission of the Prize Audit Form for every instance where an organization awards prizes using the SAF. This form can be found on AIA's CampusGroups page.

§ 1702.1 The form must be completed and submitted by end of the next month.

