

**Governs all requests made on 4/1/2018 or later**



**Allocation & Internal Audit Committee**

# **Policy Manual**

*as of 3/22/2018*

The Allocation & Internal Audit Committee  
Bentley University  
330 Student Center  
175 Forest Street  
Waltham, Massachusetts  
02452-4705  
GA\_AIA@bentley.edu

**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!

However, keep in mind that these policies are subject to change at any time (as often as every week!) 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. 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 for annual budgets, 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 website 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.

### **§ 102 Neutrality of Policies**

Since the Student Activity Fee 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. However, AIA reserves the right to not fund a request that differs from the stated mission of an organization.

### **§ 103 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.

§ 103.1 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 Student Activity Fee.

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

§ 103.3 AIA may limit or deny funding for a number of 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.

§ 103.4 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 monies; and
- (c) ensure compliance with all university policies and all applicable local, state, and federal laws.

### **§ 104 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 on their Expense Tracking Forms

(—ETFs), knowing what they have available to spend, and tracking individual organization rollover (if applicable). Student Life and AIA account balances are not real-time because many student account transactions lag 1-2 months behind (i.e. Sodexo food charges usually post 2 months after the actual event).

## **Section 200 – Eligibility & Restrictions**

### **§ 201 Organizational Requirements**

§ 201.1 All organizations must be recognized by the Association of Bentley Activities (“ABA”) and Student Programs & Engagement as an official student organization; and

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

§ 201.3 If closed in membership the organization may request up to \$1,000 per academic year for philanthropy and community service events open to the entire campus and for the betterment of the campus.

### **§ 202 Activity/Event Requirements**

Specific events and activities receiving funding from AIA must:

§ 202.1 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

§ 202.2 be open to all members of the Bentley University community as described in § 201.2 above except:

§ 202.3 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).

### **§ 203 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.

§ 203.1 Organizations may request additional funds or a reallocation of funds at any time before the expense is incurred.

§ 203.2 Organizations may and are encouraged to generate funds from outside sources, member dues, personal funds, and released profit from fundraising events. 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. § 504 regarding alcohol).

§ 203.3 Should an organization spend differently than what was allocated or spend more than what was allocated, then the organization shall be subject to the following:

(a) If there is no unrestricted profit in the organization's account, then punishment shall be left up to the discretion of AIA. The first offense will require an Executive Board member to meet with the AIA advisor. Any additional offense may warrant punishment. Punishment may include but is not limited to

- A minor offense shall be classified as dealing with a transaction of dollar amounts less than \$50. A major offense shall be classified as dealing with a transaction of amount amount of \$50 or greater
- First Minor Offense: Meeting with their respective liaison
- 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 Student Activity Fee
- 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 Student Activity Fee
- Second Major Offense: Funds Frozen the remainder of the semester and the following semester
- Third Offense: Organization removed from funding eligibility for at least one full academic year

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

#### **§ 204 Allocating for future expenses only**

Funding by AIA shall only be given prior to an event occurring; in no situation will AIA provide funds as a reimbursement for expenses already incurred or provide funds retroactively.

§ 204.1 Any expenses incurred or funds spent but not allocated by AIA shall be paid from the organization's own unrestricted funds. If no such funds exist, then consequences as discussed above in § 203.3 shall be used.

§ 204.2 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, or ignorance or negligence;

- (b) if for extra costs or damages, they result from an unforeseen natural occurrence and not from negligence or improper use or safeguarding of assets;
  - (c) the additional expense is deemed an —emergency (defined as immediately necessary to protect the life or safety of those involved);
  - (d) the additional expense is for a higher cost for an item or expense already allocated and not a new expense (except when b or c is applicable);
  - (e) unallocated Student Activity Fee funds are still available; and
  - (f) 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.

### **§ 205 Newly-Recognized Organizations**

Newly recognized organizations or organizations that have been inactive for more than one (1) academic year may not receive more than \$500 in allocations during their first active budgeting semester. Organizations in their second active budgeting semester may not receive more than \$1000 in allocations for that semester. These amount do not include the \$250 for promotional funds or the \$50 for each general body meeting per semester.

§ 205.1 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, ABA, 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 ABA.

§ 205.2 If an organization becomes recognized in the middle of a semester, that semester shall be counted as the first semester only if the organization’s funding request is heard by AIA in the first half of the semester (heard by the end of the sixth (6th) week of classes).

§ 205.3 Organizations that don’t have their funding request heard until the second half of the semester (as defined in § 205.2 above) will have the next semester count as their first semester, and will be subject to the \$500 maximum for both the partial and full semesters.

### **§ 206 “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 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.

### **§ 207 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/Student Programs & Engagement account is to be the sole account used for organizational funds, including rollover .

### **§ 208 Co-sponsorships with non-recognized/non-funded entities**

Student organizations are permitted to co-sponsor events with other organizations, groups, and departments that are not recognized by ABA or the Office of Student Life and that are not funded by AIA.

§ 208.1 If the AIA-funded organization(s) requests the event or activity to be fully or even partially funded by Student Activity Fee 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 §401 which disallows profits to be used on the nonfunded/nonrecognized organization(s).
- (b) Per §202, the event or activity being cosponsored must be open to the entire Bentley University student body.

## **Section 300 – Cash**

### **§ 301 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. Student organizations can bring cash to Student Programs & Engagement for holding in the student deposit into the

### **§ 302 Deposit of Cash**

Cash must be deposited in the student organization's account at the Rauch Cashier's Office by the end of the second business day. Student organizations may also bring cash to Student Programs & Engagement to be kept in a safe until it can be deposited. Per § 208 above, organizations cannot maintain a separate bank account with an external financial institution.

## **Section 400 – Personal Gifts & Compensation**

### **§ 401 Policy**

No gifts or compensation shall be provided to any person that is an employee of Bentley University using AIA monies. All monies (regardless of source) may not be used to compensate a student of Bentley University unless § 401.2 is met.

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

§ 401.2 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.

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

## **§ 402 Honorariums**

Events for guest speakers at which an organization is requesting honorariums or food shall be capped at \$50.

§ 402.1 Honorariums are considered gifts and Student Activity Fee Funds shall not fund any honorarium given to any student or employee of Bentley University.

## **Section 500 – Food & Beverages**

### **§ 501 General Policy**

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

### **§ 502 First General Meeting**

Organizations may receive funding for food at one meeting or event for purposes or recruiting new members. Funding is based on need and is limited to \$50 per semester.

### **§ 503 Campus Events**

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

§ 503.1 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 barbeque, or during a religious or ethnic meal (i.e. Hillel Shabbat dinner).
- (c) when student organizations are tailgating for an athletic event.



§ 503.2 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 \$8 per person, with dinners to not exceed \$10 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.

#### **§ 504 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.

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

§ 504.2 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 600 – Conferences & Retreats**

##### **§ 601 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 Packet.

##### **§ 602 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.

§ 602.1 Conferences are defined as overnight.

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

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

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

§ 602.4 No more than 1 conference will be funded per annum

§ 602.5 Governing Organizations are entitled to 1 retreat per annum, which cannot exceed the cost of \$30 per person.

§ 602.6 Organizations are able to have no more than 1 retreat per annum

### **§ 603 Last Semester Seniors**

Students in their final semester at Bentley University may not attend a conference funded partially or fully by AIA monies.

### **§ 604 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.

### **§ 605 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.

### **§ 606 Maximum Attendees**

To allow other organizations to also attend conferences, the maximum number of participants that AIA may fund per academic year shall be four (4) students and one (1) advisor (if required).

§ 606.1 Organizations may elect to send more members to a conference than allocated by AIA if they have or raise the necessary funds for the additional participants.

### **§ 607 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:

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

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

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

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

### **§ 608 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.

### **§ 609 One Event Per Semester**

In order to attend a conference, Organizations must hold at least one event per semester. First general meetings do not count as events.

### **§ 610 International Conferences**

AIA will not fund international conferences.

## **Section 700 – Transportation**

### **§ 701 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.

### **§ 702 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 \$.55 per mile driven in excess of 20 miles. 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.

### **§ 703 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.

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

### **§ 704 International Travel**

AIA will not fund international travel.

### **§ 705 Overnight Travel**

An Advisor is required for all overnight travel for organization, which is paid for by the SAF and must be requested at the time of budget submit. SP&E may provide an exemption for the organization to attend without an advisor.

## **Section 800 – General Expenses**

### **§ 801 Office Supplies**

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

### **§ 802 Copies**

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.

### **§ 803 Information Technology**

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

§ 803.1 AIA may allocate funds for domain name leasing.

§ 803.2 AIA may allocate funds for website external hosting only if the organization's website cannot be hosted free on-campus due to technological limitations.

### **§ 804 Miscellaneous**

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

### **§ 805 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:

§ 805.1 Not more than \$250 for the academic year shall be allocated for general promotional merchandise with no more than \$75 of that \$250 permitted to go towards candy or food items.

(a) All such materials shall be used for new member recruitment.

(b) Social Media Spending: *Marketing Materials for an event fall under the promotional items category for which shall not exceed \$250 per annum.*

### **§ 808 Color Copies & Posters**

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.

### **§ 809 Gratuities**

Student Activity Fund shall not be used to pay for the tips of any individual except for restaurant wait staff.

### **§ 810 Late Fees**

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

§ 810.1 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.

### **§ 811 Decorations**

AIA recognizes a student organizations need to decorate for events. Henceforth, we shall impose a decoration limit for the following rooms: the pub, the Back Bay and the EDR. Decoration expenses are as follows: \$50 in the pub, \$100 in the Back Bay, \$150 in the EDR, \$300 for the Dana Center, and \$300 for the Arena.

§ 811.1 However, AIA will hear requests on a case by case basis.

### **§ 812 Missing the Reading Day Deadline**

If an organization does not submit a Reading Day Budget Request by the appropriate deadline then AIA will not fund an event within 20 days of the new semester's beginning nor fund for a first general meeting. The organization may also be subject to a 15% cut of the allocated budget.

### **Section 900 – Club Sports**

#### **§ 901 Definition**

Club Sports are those organizations designated by ABA as Club Sports within the Athletic Cluster.

#### **§ 902 National Budgets**

For all Regionals and Nationals-type competitions, AIA will fund 45% of the total costs with the expectation that each Club Sport will cover the balance through personal funds, fundraising, donations, or other methods.

§ 902.1 Additional allocations may be granted at the AIA board's discretion based on fundraising efforts.

§ 902.2 If AIA deems that a team has made an effort to fundraise but they are still unable to cover their portion of the cost, AIA can cover the balance and provide the team with an extension for the team to pay back by the following semester's Reading Day at the latest.

(a) It will be up to each team to determine processes to handle those members who will not be on the team for the following semester (ex: graduating seniors)

§ 902.3 In accordance with §600 Conferences & Retreats, food at Regionals and Nationals is considered a personal cost and will not be included in the 45% funded by AIA.

### **Section 1000- Capital Items**

#### **§ 1001 Definition**

Capital Items are defined as an item or asset lasting more than one (1) academic year.

## **§ 1002 Reuse of Items**

Capital Items purchased fully or partially using AIA funds must be stored on campus and not with an organization member so that they may be reused in subsequent years.

## **§ 1003 Use of Items as Prizes or Giveaways**

Capital Items purchased using Student Activity Fee funds shall not be given away as prizes or awards.

## **§ 1004 Uniforms and Clothing**

In order to be allocated for clothing and uniforms (i.e. rugby uniforms), 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 AIA shall not allocate funds to pay for personal clothing or personal uniform items (i.e. socks, cleats, mouthpieces, hair ribbons, etc.).

§ 1004.5 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 as long as no actual cash is used for gambling purposes.

§ 1101.2 Organizations may give away door prizes as 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 decision may submit a formal appeal to AIA which includes asking for the original request a second time.

#### §1201.1 Reallocations

All liaisons have the ability to reallocate funds for their assigned organizations up to \$100. For amounts between \$100 and \$500, the liaison, Vice-Chair, and Chair must approve. All amounts greater than \$500 must approve. For reallocations for CAB, the Chair follows the same guidelines except for amounts between \$100 and \$500, approval is required from the Executive Board. Reallocations may only be made within events, not between events.

#### §1201.1 Additional Allocations

Liaisons may make additional allocations up to \$50. For amounts between \$50 and \$100 the Liaison may make the decision with the Chair's approval. Amounts over \$100 require majority approval of the board.

### **Section 1300 – Audits**

§ 1301 Policy Over the course of the academic year, AIA shall audit selected student organizations' financial records for the purpose of ensuring compliance with AIA policies.

§ 1301.1 Audits are for the academic year to date and include the previous semester if done in the spring. If the audit is the second or third of an organization in an academic year, the period under review shall begin since the last audit instead of the start of the academic year.

§ 1301.2 Organizations failing an audit review are subject to the provisions contained in § 203.3. Note: failing an audit includes not submitting the requested documentation and/or refusing to cooperate with AIA during the audit.

### **Section 1400 -- Organizational Revenue**

§ 1401.1 Money from the student activity fee shall not be used to fund an organization's revenue account or fund charitable donations.

§ 1401.2 Organizations may not charge money to students for events covered by the student activity fee unless it falls within the ticket policy. Money may be charged if outsiders are attending the event; however, all the money must be paid back to the student activity fee.

§ 1401.3 If an organization is holding a fundraiser, it may not be with money raised from the student activity fee, and must be approved at least one week prior to the beginning of the fundraiser.