**COMMUNITY GOVERNMENT ASSOCIATION GENERAL BUDGETARY POLICIES**

# GENERAL BUDGET FUNDING

1. **NEW ORGANIZATION BUDGET FUNDING:** Any organization not previously listed under the Organization section of the CGA Budget shall be restricted to an allocation not to exceed $400. This approval shall be dependent upon an evaluation from the Budget-Finance Committee. They will judge the effectiveness of such a program in relation to the money desired and how previous attempts to obtain funds from various sources (fund raisers, contributions, etc.) were handled.
2. **USE OF FUNDS:** Money appropriated to organizations through the budget process must be used for the requested and approved purpose. Organizations may reallocate within line items of their approved budget without approval from the Student Senate or the Finance Committee. Notification should be given to the Community Activities Office, in advance, to facilitate bookkeeping procedures.
3. **ADDITIONAL FUNDS:** The designated allocation covers the entire expenditures for the current fiscal year in any named activity. **NO ADDITIONAL FUNDS SHALL BE ALLOCATED AFTER THE CLOSE OF THE BUDGET/FINANCE COMMITTEE HEARING IN THE SPRING OF THE YEAR, EXCEPT BY SPECIFIC REQUEST TO THE EXECUTIVE COMMITTEE OF CGA. ALL DEFICITS INCURRED SHALL BE DEALT WITH AT THE SPRING MEETING.**
4. **INTERIM BUDGET:** Newly formed, open student organizations having been duly recommended for recognition by the Committee on Student Organizations and approved by the Student Senate may apply to the Finance Committee for an interim, basic operating budget. A basic operating budget may only include one or more of the following items: duplicating, office supplies, and publicity, with a maximum allotment of $50.00 for each line item. However, this organization will still be considered a new organization during the spring budget process. This allows these organizations to receive a maximum budget of $400 for the next fiscal year.

***Approved 10/04***

1. **BUDGET ALLOCATION CONSIDERATION:** All past and current budget balances are considered when making budget allocations to organizations.
2. **BUDGET DEFICITS:** If a deficit is incurred by any organization in the current year budget, forthcoming allocations may be subject to punitive measures by the Budget Committee. If a deficit is incurred by any item of the Budget in question, forthcoming allocations may be subject to punitive measures by the Budget committee, **in the spring of the year.** Those punitive measures should not **exceed the deficit plus 10%** in the following fiscal budget for the organization in question.
3. **CLOSED ORGANIZATIONS:** CGA does not fund closed organizations. A closed organization can be determined by whether or not an organization discriminates on the basis of sex, cumulative average - above minimum required by University to be in good academic standing - or requiring pledging/association activities. Any group falling into one or more of these categories would be considered a closed organization. ***APPROVED 11/86***
4. **CLUB SPORTS** 8/09
	1. Equipment Inclusion – University recognized club sports may request a budget allocation for equipment, however:
		1. Funding shall not exceed $100 per academic year per recognized university club sport.
		2. Requested equipment and costs must be itemized and submitted with the budget packet.
		3. Budget committee shall have the right to deny any university recognized club sport for specific/all equipment under request from the university recognized club sport.
	2. Fees versus Dues:
		1. University recognized club sports may request full funding to cover costs associated with membership dues on a local, state and national level.
		2. Entry fees and individual tournament fees will not be paid through the CGA budget.
5. Travel reimbursed through the CGA budget will be funded as follows: CGA will fund up to ½ of .35 per mile, based on 4 people. (Total number of miles x .35/2) The estimated transportation should be submitted to the budget committee during February budget hearings.
6. **CLUB MEALS:** Clubs do not receive funding for meals. The only exception will be athletics, music department, and forensics.
7. **MEALS:** In the interest of equality for all organizations, a standard rate for meals away from Bloomsburg has been established as follows:

|  |  |  |
| --- | --- | --- |
| **BREAKFAST** | Depart before 7:00 AM | $ 5.00 |
| **LUNCH** | Depart after 7:00 AM but before 11:00 AM | $ 8.00 |
| **DINNER** | Depart after 11:00 am but before 5:00 PM | $ 12.00 |

Where possible, meals should be eaten on the campus being visited or on our campus. The practice of eating all meals in the Scranton Commons when possible is to be followed when recruiting students to come to Bloomsburg***. updated 2/07***

1. **BIDDING PROCEDURES:** A minimum of (3) three bids are required for purchases of $2,000.00 or more. A purchase order must be issued by the Community Activities Office in advance of any purchase. *8/09*
2. **CELLULAR PHONE BUDGETARY POLICY:** Payment for Cell Phones for CGA organizations and related activities will be limited to basic cell phone service at a cost not to exceed $50.00 (fifty dollars) per month. ***Approved 9/06***

# GENERAL FUNDING

1. **FINANCE COMMITTEE REQUEST:** Organizations requesting financial support to attend conferences, conventions or workshops may be eligible to obtain partial funding for travel, lodging and registration only.
	1. Organizations or clubs requesting funding MUST have a Husky Fund account to deposit monies into. (See Community Activities Office if your organization/club needs to open an account.)
	2. Finance Committee requests must be turned in THREE weeks prior to event.
	3. If the organization is sending one delegate, CGA would fund two-thirds (2/3) of the costs yielded from the items defined above.
	4. If the organization ops to send two or more delegates, CGA would fund one- third( 1/3) of the costs yielded from the items defined above.
	5. A maximum of $500 per student, per academic semester will be granted.
	6. Organizations must be classified as “an open organization” by CGA and all members attending must have Community Activities fee paid.
	7. Monies may not be requested for meals, awards, or supplies.
	8. Monies will not be distributed until close of the event being funded, and final costs are presented to CGA, with a list of all students that attended. Monies will only be deposited into your Husky Fund account.
2. **COMMUNITY ACTIVITIES FEES:** The Community Activity Fee shall be set at 4.19% of in-state tuition for Fall and Spring semesters for all students taking undergraduate course work.
* Students registered for student teaching, internships, etc. are required to pay the Community Activities Fee. Based on the following schedule, a student may apply for a refund after all university fees are paid in full: If the cooperating school, institution or agency is in the following counties, the **FULL FEE** is due: Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Montour, Northumberland, Schuylkill, Snyder, Sullivan, Union, and Wyoming.
* If the cooperating school, institution or agency is in the following counties, there may be a refund of **ONE-HALF** of the activities fee once all fees are paid in full: Adams, Berks, Blair, Bradford, Bucks, Cambria, Cameron, Centre, Clearfield, Clinton, Chester, Cumberland, Dauphin, Delaware, Franklin, Juniata, Huntington, Mifflin, Monroe, Montgomery, Northampton, Perry, Pike, Lancaster, Lebanon, Lehigh, Philadelphia, Potter, Susquehanna, Tioga, Wayne, and York in PA; Harford, Carroll in MD; New Castle in DEL; Groome, Chemung, Steuben, Tioga, Tompkins, Sullivan, Chenango, Delaware, Orange in NY; and Sussex, Passaic, Warren, Burlington, Camden, Mercer, Morris, Somerset, Hunterdon, Gloucester, Salem in NJ.
* If the cooperating school, institution or agency falls outside of the two areas defined above, **NO FEE IS DUE.**
* BU Exchange students must pay the Community Activity fee in full for the semester they are abroad.
* Part-time students taking undergraduate courses on campus, who are not full- time Community Government Association or University employees, shall pay the Community Activities fee on a per credit per semester basis.
* Married students may purchase a FAMILY Community Activities Card at the current rate defined by the Community Activities office for the students’ spouse or first dependent. Each additional dependent child added under this plan shall cost additional funds at the rate currently defined by the Community Activities Office.
* Graduate students taking graduate courses, who desire to purchase a Community Activities card, may do so at the current rate defined by the Community Activities office.
* The Community Activities fee for faculty, staff, alumni and graduate students for the Fall and Spring semesters shall be defined by the Community Activities office the preceding spring term and shall be available upon request.
* The Summer Community Activities fee shall be set at the current rate defined by the Community Activities office for all students taking undergraduate course work on campus. Graduate Students taking summer classes may purchase an activity card in the Community Activities Office.
* The Summer Community Activities fee for faculty, staff, and alumni shall be set at the rate currently defined by the Community Activities office per week, per individual. This does NOT entitle access to the Bloomsburg Town Pool.
* Spouses and dependent children of students, faculty, staff, alumni and graduate students may purchase a summer Community Activities card at the rate currently defined by the Community Activities office per individual. This card will **NOT** entitle the spouse or dependents the use of the Bloomsburg Town Pool.
* Only undergraduate and graduate students taking summer classes will have the ability to obtain a summer Town Pool Pass.
1. **KEHR UNION OPERATING FEE:** The Kehr Union Operating Fee shall be set at 1.55% of in-state tuition per semester for the Fall, Spring and Summer semesters.

Part-time students taking courses on campus shall pay a pro-rated share of the Kehr Union Operating Fee is based on the number of credits taken.

* Students registered for student teaching, internships, etc. are required to pay the Kehr Union Operating Fee. Based on the following schedule, a student may apply for a refund after all university fees are paid in full: If the cooperating school, institution or agency is in the following counties, the **FULL FEE** is due: Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Montour, Northumberland, Schuylkill, Snyder, Sullivan, Union, Wyoming.
* If the cooperating school, institution or agency is in the following counties, there may be a refund of **ONE-HALF** of the fee once all fees are paid in full: Adams, Berks, Blair, Bradford, Bucks, Cambria, Cameron, Centre, Clearfield, Clinton, Chester, Cumberland, Dauphin, Delaware, Franklin, Juniata, Huntington, Lebanon, Lehigh, Mifflin, Monroe, Montgomery, Northampton, Perry, Pike, Lancaster, Philadelphia, Potter, Susquehanna, Tioga, Wayne, and York in PA; Harford, Carroll in MD; New Castle in DEL; Groome, Chemung, Steuben, Tioga, Tompkins, Sullivan, Chenango, Delaware, Orange in NY; And Sussex, Passaic, Warren, Burlington, Camden, Mercer, Morris, Somerset, Hunterdon, Gloucester, Salem in NJ.
* If the cooperating school, institution or agency falls outside these two areas,

## NO FEE IS DUE.

* BU exchange students must pay the Kehr Union Operating Fee in full for the semester they are abroad.
* The Kehr Union Operating fee shall be charged to all students (graduate and undergraduate) enrolled at the University. ***APPROVED: SENATE 2/19/96; EXECUTIVE 2/12/96***

## STUDENT RECREATION CENTER FEE

The Student Recreation Center fee shall be set at 4.19% of the In-State Tuition for the Fall, Spring and Summer Semesters.

* Students registered for student teaching, internships, etc. are required to pay the Student Recreation Center Fee. Based on the following schedule, a student may apply for a refund after all university fees are paid in full: If the cooperating school, institution or agency is in the following counties, the **FULL FEE** is due: Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Montour, Northumberland, Schuylkill, Snyder, Sullivan, Union, and Wyoming.
* If the cooperating school, institution or agency is in the following counties, there may be a refund of **ONE-HALF** of the Student Recreation Fee once all fees are paid in full: Adams, Berks, Blair, Bradford, Bucks, Cambria, Cameron, Centre, Clearfield, Clinton, Chester, Cumberland, Dauphin, Delaware, Franklin, Juniata, Huntington, Lebanon, Lehigh, Mifflin, Monroe, Montgomery, Northampton, Perry, Pike, Lancaster, Philadelphia, Potter, Susquehanna, Tioga, Wayne, and York in PA; Harford, Carroll in MD; New Castle in DEL; Groome, Chemung, Steuben, Tioga, Tompkins, Sullivan, Chenango, Delaware, Orange in NY; And Sussex, Passaic, Warren,

Burlington, Camden, Mercer, Morris, Somerset, Hunterdon, Gloucester, Salem in NJ.

* If the cooperating school, institution or agency falls outside these two areas

## NO FEE IS DUE.

* BU exchange students must pay the Student Recreation Center Fee in full for the semester they are abroad.
* Part-time students taking courses on campus shall pay a pro-rated share of the Student Recreation Center Fee based on the number of credits taken.
* This fee shall be charged to all students (graduate and undergraduate).
* Faculty/Staff members may purchase memberships in the SRC for $70.00 per session (Fall, Spring and Summer).
* Faculty/Staff dependents, over 16 years of age, may purchase memberships in SRC for $70.00 per session (Fall, Spring and Summer) for a full membership. A limited membership may be purchased for $40.00 per session (Fall, Spring and Summer). The university faculty or staff employee must be a member of the Student Recreation Center in order for the dependent to be eligible to purchase a membership.
* Alumni may purchase memberships in the SRC for $20.00 above the price set per session for Faculty/Staff members for a full membership and $10.00 above the price per session for a limited membership. **Spouse and dependents of Alumni are not eligible for membership. *APPROVED: 3/27/06***
* Students not taking classes during the summer, and are enrolled for the fall semester, may purchase a Summer Student Recreation membership at the same rates as faculty/staff.

## EXCHANGE PROGRAM

Currently enrolled Bloomsburg University students participating in a University sponsored foreign exchange program and who will be studying abroad will be responsible for payment of all applicable fees including Community Activity, Kehr Union and Student Recreation Center.

Students coming from another country under a Bloomsburg University sponsored foreign exchange program will have the above fees waived and will receive the appropriate decal(s). ***APPROVED: EXECUTIVE 7/98***

1. **REFUNDS:** Refunds of the Community Activity, Student Recreation and Kehr Union Operating Fees will be processed in accordance with the same policy and schedule as Bloomsburg University tuition/basic fee refunds.***APPROVED: SENATE 2/19/96 EXECUTIVE 2/12/96***
2. **INCOME ACCOUNT BALANCES:** The balance of the current academic year's Community Activities Income Account and the current fiscal year's interest earned on Community Activities investments shall be transferred to an income account in the following year's Community Activities Budget.
3. **UNEXPENDED BALANCES:** The unexpended balance of the Community Activities budget, as certified in the annual report at the end of the fiscal year, shall be appropriated as follows:
	1. All unexpended funds in the Athletic section shall be transferred to an independent account in the Husky Fund, titled "Reserve for Post-Season Athletics".
	2. All unexpended funds in the previous year's Music budget section and the Maroon & Gold Marching Band budget shall be transferred to an independent account in the Husky Fund titled "Reserve for Music Uniforms".
	3. Organizations listed below have been approved by the CGA Executive board to transfer the remaining balances from the current year’s budget to their respective Husky Fund account for future academic years.
		1. Bloomsburg Players
		2. Multi-Cultural Center
	4. All box office charges for Bloomsburg University ticket sales for any musical production, and all revenues sharing above the projected income for the theater that is split 50/50, shall be transferred to an independent account in the Husky fund titled “Reserve Bloomsburg Players”. These funds may only be used to assist the production of a musical show by the Bloomsburg Players
	5. All other unexpended funds in the remaining areas shall be transferred to an account titled "Reserve for Refunds and New Projects".
4. **HUSKY CONTINGENCY FUND:** The Husky Contingency Fund shall be used as a general reserve against contingencies, such as budget deficiencies, taxes (federal and state), and for all other specific purposes as recommended by the Budget/Finance Committee, approved by Student Senate and approved by the President. This should be granted only in the event of extenuating circumstances.

# ATHLETICS

1. **ATHLETIC BUDGET:** The Athletic section of the budget shall consist of 36.40% of the total income proposed in the Spring budget meeting. The Athletic budgets shall be submitted in line item format. The 36.40% allocation shall represent the total allocation to athletics for the budget year including insurance and overtime costs. Athletics or athletic related activities (Cheerleaders, Mascot, Physical Therapy, excluding band) shall not be granted the right to return to Finance or the Senate to request additional funding for any purpose, including equipment or funding of post-season activities. APPROVED: 11\25\96
2. **ATHLETIC TRANSPORTATION:** In instances in which there are two or more away athletic events at the same institution, the chairperson of the Athletic Department shall make available joint transportation instead of separate

transportation for each athletic team. The Athletic Director will have complete responsibility for the scheduling of trips in connection with the athletic program.

## ATHLETIC AWARDS

* 1. First Year Award - A plaque will be awarded to an athlete if he/she was a contributing member of a varsity team throughout the majority of the season. This award will be based on the coach's recommendation.
	2. Senior Award - An athlete will be eligible for this award blanket if he/she was a contributing member of a varsity team for a minimum of three (3) years, including their senior year. A Lifetime Athletic Pass will also be awarded. Eligibility of a transfer student or a special exceptional case for the Senior Award will be at the discretion of the Athletic Director and Head Coach.
	3. Outstanding Underclassman Award - An athlete will be eligible for this plaque if he/she demonstrates the following:
		1. superior athletic accomplishment in their respective sport,
		2. good citizenship and scholarship.
	4. Outstanding Senior Award - An athlete will be eligible for this plaque if he/she demonstrates the following:
		1. superior athletic accomplishment in their respective sport,
		2. good citizenship and scholarship,
		3. athletes must have senior academic eligibility.

All head coaches will vote for male and female Outstanding Underclassman Award and Outstanding Senior Award. Coaches will recommend all candidates. A meeting of coaches will be held the Monday after the last

P.S.A.C. tournament of the Spring semester to determine the recipients of these awards.

* 1. Conference Champion and Post-Season Award Plaque - One plaque per year per individual/team will be awarded for the following accomplishments:
		1. individual conference champion,
		2. team members winning conference title,
		3. individuals named to all conference first team,
		4. Eastern regional champions,
		5. the following national place winners:

|  |  |
| --- | --- |
| Basketball | 4 |
| Cross Country | 25 |
| Football | 4 |
| Field Hockey | 4 |
| Golf | 6 |
| Lacrosse | 4 |
| Soccer | 4 |
| Softball | 4 |
| Swimming | 12 |

|  |  |
| --- | --- |
| Tennis | 8 Singles |
|  | 8 Doubles |
| Track | 12 |
| Wrestling | 8 |

* 1. Certificates - A student will receive a certificate of participation for each complete season he/she participates in an approved varsity sport at the University.
	2. Awards will be paid out of the appropriate sport's budget for items A. B. and

F. Items C, D and E will be paid out of Athletic Administration budget.

1. **ATHLETIC GATE RECEIPTS:** Net gate receipts from athletic events shall be deposited directly into the Post-Season Reserve.
	1. All Community Activity card holders, holders of Lifetime Activity passes, Lifetime Athletic passes and holders of complimentary Activities passes shall receive free admission to all athletic events scheduled and printed on regularly distributed schedules. Events scheduled and designated as fund raisers will be offered to students at a reduced price as determined by the Athletic Advisory Committee. Playoffs and championships are excluded.
	2. Admission prices and seating policies shall be mutually determined by CGA Executive Committee and the Athletic Advisory Committee.
2. **TOURNAMENT/PLAYOFFS:** In the event that a required varsity team or individual representative(s) of such team be invited to, or be qualified to (on the basis of a standard point system) participate in a recognized conference tournament or playoff, they may be supported financially from the Reserve for Post-Season Athletics.
	1. The Reserve for Post-Season Athletics shall be an independent account in the Husky Fund. It shall be funded by receiving:
		1. All unexpended funds in the previous year's athletic budget section (see article #4).
		2. All reimbursements from the PSAC, EWL, NCAA or other similar organizations.
		3. All returns, rebates, per diems or other contributions or profits, resulting from post-season activities.
		4. All proceeds from the sale of television and radio rights to any athletic event.
		5. The net proceeds of all gate receipts.
	2. The Post-Season Reserve shall have a cap of $25,000. Once the Reserve reaches it cap, to be determined on June 15 each year, any excess funds may be transferred only to other accounts within the Husky Fund for items of a critical nature as determined by the Athletic Director, in consultation with the Associate Athletic Director and the Comptroller of Community Activities (i.e. equipment, uniforms, scholarships or excess post-season needs etc.).
	3. Should the Post-Season Reserve become depleted, the Athletic Department shall apply to sources other than CGA, for additional funds.
	4. Within the guidelines established, fiscal control of the Reserve for Post- Season Athletics shall be with the Director of Athletics and the Comptroller of Community Activities. The Comptroller shall provide an annual informational report to the Student Senate on the expenditures of the Post- Season Reserve.
	5. The Athletic Section of the budget shall continue to be administered by the Community Activities Office under the policies and guidelines established by CGA.
	6. **MEAL AND PERSONAL TRANSPORTATION FOR COACHING STAFF:** Reimbursement for meals and transportation for the Athletic Department coaching staff only, is as follows:
		1. reimbursed at the rate of $39.00 per day for meals
		2. reimbursed at the contracted rate per mile of transportation

# MUSIC

1. **MUSIC BUDGET:** The Music section of the budget shall consist of no more than 4.6% of the total income proposed in the Spring Budget meeting. For budgetary purposes, the Maroon and Gold Marching Band shall not be included in the music section. The music budgets shall conform to all CGA budgetary policies and be submitted in line item format. *11/86*
2. In the event a musical organization needs new uniforms, they may be purchased from the Reserve for Music Uniforms. Uniforms shall be considered to be attire worn by an entire ensemble or group. It is anticipated that most uniforms would be worn at performances for a period of at least 5 years (costumes are not considered uniforms). Uniforms are not personal property and must be inventoried each Spring and an updated inventory provided to Community Activities no later than May 31.
	1. The Reserve for Music Uniforms shall be funded by receiving:
		1. All unexpended funds in the previous year's Music Budget section.
		2. All unexpended funds in the previous year's Maroon & Gold Marching Band budget.
	2. No organization may receive uniform funding from the Reserve more frequently than once every 5 years.
	3. A long range plan of uniform replacement shall be written by the Music Department and submitted to CGA and updated as necessary. ***4/27/92***

## BLOOMSBURG PLAYERS

1. The reserve for Musical Productions shall be an independent account in the Husky Fund. It shall be funded by the following:
	1. All unexpended funds in previous years’ Bloomsburg Players budget.
	2. All revenues above the projected income for the theater that is split 50/50.
	3. The accumulated funds in the account may only be used to assist with the production of a musical show by the Bloomsburg Players.
2. Admission prices and seating: Admission prices and seating policies for musical productions shall be mutually determined by the CGA Executive Committee and the Bloomsburg Players. Bloomsburg University students who paid the Community Activities fee for the current semester shall not be charged a fee to attend the musical.
3. Projected Theater Income: The theater income projected by the CGA budget shall be based on the average of actual receipts for the 5 most curret years. Any funds over this projected amount shall be split 50/50 basis with the Bloomsburg Players. The Bloomsburg Players share shall be deposited into the “Reserve for Musical Productions” account in the Husky Fund. *approved 3/31/03*

## MEDIA ORGANIZATIONS

1. **THE OBITER** - Revenue from patron pages may be used to pay the editors prorated according to the following rates per academic year.

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| --- | --- |
| Editor-in-Chief | $ 150 |
| Assistant Editor | $ 100 |
| Photo Editor | $ 100 |
| Layout Editor | $ 50 |
| Copy Editor | $ 50 |
| Business Manager | $ 50 |

Under the provision that any money exceeding these amounts shall be returned to CGA or if the total amount of funds cannot be raised, all salaries would be decreased proportionately.

## THE VOICE

* 1. All advertising revenues received by The Voice, including classified and personal ads, will be deposited in The Voice Operating Account in the Husky Fund.
	2. Expenses for the production, operation, maintenance of The Voice may be paid from funds allocated through the CGA Budget process.
	3. The Editorial Staff may earn stipends, which will be paid once a semester from advertising revenues deposited in the Husky Fund. The total stipends paid may be up to $ 2,150.00 each semester.

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| --- | --- |
| Editor-in-Chief | $250.00 |
| Managing Editor | $225.00. |
| Assistant Business Manager | $200.00 |
| Sports, News, Features, and Photograph & Internets Editors | $150.00 |
| National, World, & Commentary Editors | $100.00 |
| Assistant Sports, News, Features, & Internet Editors | $50.00 |

* 1. The Circulation Manager will be paid an hourly wage determined by

the advisor, but will not exceed five hours a week. The stipends will be paid during the final week of classes of the Fall and Spring semesters. Only editors who have worked a full semester will be eligible for stipends. In the event that two or more editors serve in a position during a semester, the stipends will be shared equally for that position. In the event that The Voice experiences financial losses, stipends may be reduced or suspended by the Advisor until the financial situation improves. Stipends may not be paid from CGA appropriations.

* 1. At the end of the year, The Voice will return 50% of its profits to CGA up to the amount allocated by CGA for that year.
	2. The advertising staff shall be eligible to collect a commission on advertising sold based on the following policy:
		1. Advertising account representatives will earn 10 percent (10%) of the price charged the customer as a commission on all local ads sold as part of maintaining and servicing the account.
		2. The advertising management staff and business manager will share commissions amounting to fifteen percent (15%) on national advertising. These staff members, to be designated by the editor, will be responsible for overall supervision of ad reps and accounts, classified ads, design and production of advertisements, layout of advertisements, and management of billing and The Voice business records.
		3. Payment of commissions will be done at the end of each month. A commission will be paid only after The Voice has received payment for the advertisement and payment is a minimum of $20.00
	3. The Voice would be allowed two fund raiser per Semester. For one of its fund raisers per semester, The Voice may use revenues generated from advertising, but no more than the equivalent of one regular full-page advertisement per semester.
	4. The ratio of advertising versus news and editorial copy shall not exceed 40% advertising to 60% news and editorial copy.

SENATE: 3/6/95

## COMMUNITY GOVERNEMENT ASSOCIATION

1. **SENATOR OFFICE HOURS:** Senator Office hours are established to allow student concerns to be brought to the attention of Senators and through them to the Senate. To encourage this interaction, Senators living in a residence hall will hold “roaming” office hours in the lobby of the halls on a regular basis and report to the Senate. Senators living off campus will have regular hours in the CGA office located in the Kehr Union Building on the fourth (4th) floor.
2. **EXECUTIVE COMMITTEE TEXTBOOK LOAN:** Members of the Executive Committee may borrow required and recommended textbooks (consumable items as determined by the University Store manager are not eligible or loan and must be purchased) for one semester. Books may be purchased at the original price if the student wants to keep a book for its continued use. Failure to return borrowed items will result in a hold on registration, etc.
3. **ELECTIONS:** Election for the Senate, Kehr Union and Class Officers will be held in the Fall semester. Election for the Executive Committee shall be held during the Spring semester. The dates for elections shall be determined by the Executive committee and the Election Committee Chairperson.
* Petitions for office shall be made available as soon as possible.
* A copy of the election rules shall be attached to the petition.
* Information concerning elections should be available in THE VOICE and on- line.
* A presidential debate should be held when appropriate. This should be advertised as open to ALL students. ***Executive committee 12/5/05***
1. **NEGOTIATION AUTHORITY:** The Student Senate has given the authority to the Executive Committee to negotiate with the owners of any property that might become available and, if appropriate, to purchase property. Funding for such a purpose would not come from any student fee accounts but from reserve set aside over time for this purpose and from the CGA reserves. ***Senate 11/2/98***

## MISCELLANEOUS

1. **LIABILITY WAIVERS:** The organizations listed below are required to sign a waiver relinquishing Bloomsburg University and the Community Government Association of any liability with regard to the organizations activities. In addition, each member must sign a form verifying that the participants have health/accident insurance. Any organization, despite its listing below, who Bloomsburg University and/or the Community Government Association deems liability waiver is necessary, shall with its members be required to submit a liability waiver.

The organizations are:

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| --- | --- |
| BU Club Baseball | Lacrosse Club-Men’s |
| Bicycling Club | Roller Hockey Club |
| BU Iron Club | Rugby Club-Men’s |
| Bowling Club | Rugby Club-Womens |
| BU Boxing Club | Running Club |
| BU Men’s Soccer Club | Scuba Club |
| BU Tennis Club | Ski & Snowboard Club |
| BU Womens Club Soccer | Ultimate Frisbee Club |
| Cheerleading Squad | Volleyball Club – Men’s |
| Equestrian Club | Volleyball Club - Womens |
| Judo Club | Water Polo Club |

1. **PRESIDENTS AUTHORITY:** The President of the University, before approving the budget, is authorized to make such modifications within each area as s/he may deem advisable. S/he is authorized to make transfers from the Husky Contingency Fund if needed to balance the budget in order that the functions, as approved in the budget, may be realized.
2. **LIFETIME COMMUNITY ACTIVITIES CARDS:** Faculty and staff members of Bloomsburg University and its independent auxiliaries are eligible to receive a Lifetime Community Activity Card when they retire if they meet the criteria listed below:
	1. **FACULTY:** To be eligible for emeritus status, a faculty member must:
		1. Retire as a faculty member at Bloomsburg University
		2. Have served with distinction for at least fifteen (15) years at Bloomsburg University.
		3. Be nominated with a majority vote of the department concerned.

## STAFF:

Staff members of Bloomsburg University and its independent auxiliary services who retire from active pay status with a minimum of 20 years of service shall be eligible for a Lifetime Community Activity Card issued by the Community Activities Office. ***Executive 1/30/89 - Senate 2/6/89***

* A Lifetime Community Activity Card is issued for the retired person and a guest. At the death of the former faculty or staff member, the card expires and may not be transferred to a spouse.
	1. **COMPLIMENTARY CARDS -** A list and limited number of Complimentary Cards should be maintained indicating those cards distributed in Bloomsburg and surrounding communities to persons who have rendered extraordinary services and extended courtesies to the University, such as members of the Council of Trustees
1. **FLOAT/DORM REIMBURSEMENTS:** The Community Government Association will reimburse student organizations up to 80% of the total cost for each float or dorm presentation. However, the total amount to be reimbursable may not exceed $600.00 per float or $150.00 per dorm presentation.
2. **BI-ANNUAL AUDIT:** Student organizations are encouraged to have their books audited by the Comptroller for Community Activities on a regular basis but are not required to do so*. 4/94*
3. **BSCC:** The Bloomsburg Student Concert Committee shall try to meet all expenditures from the sale of tickets. The Executive Committee as well as the BSCC will receive two (2) complimentary tickets for BSCC concerts at the discretion of the BSCC and a R.S.V.P. must be received before the complimentary tickets will be sent. approved 3/08

Two members of the BSCC Committee shall be appointed by the CGA President in the Fall of each year. 4/88

INTERVIEWS:

1. 2 CGA Executive Committee Board members are to sit in on the interview committee as voting members.
2. Two voting seats on the Concert Committee are to be filled from the Executive Committee. Candidates must go through the interview process.

7/89

1. **GATE/GUARANTEE FUNDS:** The allocation granted by the Budget committee represents the total sum of money to be expended by an organization. All gate receipts and guarantees are returned to the Comptroller of Community Activities.
2. **PETTY CASH:** Some organizations will be provided with fund allocations for purposes of petty cash expenditures. These petty cash fund allocations shall not exceed 10% of the gross allocation for the designated activity nor shall they be more than $1,000. Single item expenditures of funds in excess of $50 ($250 in the case of Student Senate) shall be made only upon proper submission of a Community Activities requisition. All other activities shall make all expenditures through Community Activities requisitions.
3. **STUDENT DIRECTORY:** No longer published *5/08*
4. **PUBLIC SERVICE POLICY:** WBUQ-FM offers an outlet for campus and community organizations to air meeting times and activities relevant to our audience. WBUQ-FM reviews each public service announcement in an unbiased manner and reserves the right to exclude any announcement that does not meet the following criteria:
	1. Each announcement request must be submitted **in writing** to the Public Affairs Director in the WBUQ-FM office, located in the McCormick Human Services Center, in no less than **two weeks** prior to desire air time. Telephoned requests are not acceptable.
	2. Each announcement must be relevant to the campus and community audience and be submitted by a reputable organization on or off campus.
	3. All public service announcements are placed in the Community Notebook at the Public Affairs Director's discretion. No public service announcement is guaranteed air time.
	4. Each public service announcement should remain between the lengths of 30 to 60 seconds.
	5. Disk jockeys are only authorized to accept public service requests in personal delivery.
	6. In the event that the Public Affairs Director is not in the WBUQ-FM office at the time a request is being dropped off, it may be given to any executive board member to refer to the Public Affairs Director. Staff members other than the Public Affairs Director can neither accept nor deny a public services request "on the spot."
5. **BAD CHECK POLICY:** There is a $20.00 charge for checks returned for any reason. ***Senate: 4/21/97***
6. **CREDIT CARD SOLICITATION:** Credit card solicitation may only be conducted in the Kehr Union by Bloomsburg University students who are members of the organization sponsoring the fundraiser/service project, not by professionals. The only exception is the firm representing The Bloomsburg University Foundation (proceeds go directly to student scholarships) during the term of the current contract.

***Senate revised –August 1998***

1. **RETIREMENT GIFT POLICY:** The retirement gift policy will be as follows: Twenty years or more service, $50.00; twenty-five years or more, $75.00; thirty years or more of service, the purchase of a university chair, (or a comparable gift).
2. **UNIVERSITY POLICE AT AFTER HOUR EVENTS:** Student organizations requesting the use of the Kehr Union, the Student Recreation Center, or the Student Recreation Fields after normal operating hours must pay for the presence of one or more members of the University Police. The cost of this expense is the responsibility of the student organization. The student organization must make arrangements with the University Police to cover this expense (either by purchase order or by check) 2 weeks before the event.

## VEHICLE CHARGES

1. The vehicle rate is set at .30/mile for all vehicles for CGA chartered or recognized organizations. Rates for academic departments and non-chartered or non-recognized organizations will be .05/mile above the established rates.
	1. Five cents per mile of the vehicle rate shall be contributed to the Vehicle Replacement Account. These funds are to be used to help fund the replacement of the CGA vehicle fleet.
	2. Income earned by the operation of the CGA vehicle fleet shall be deposited in the Vehicle Operating account of the Husky Fund. It shall be a long range goal to have the vehicle fleet operating financially independently.
	3. There will be a minimum charge of $5.00 for any organization that reserves a vehicle and does not cancel it 24 hours before the event date. There will be a minimum operating charge of $5.00 for each vehicle per day.
	4. Only authorized CGA drivers 21 years of age or older and approved by CGA’s insurance carrier may operate CGA owned vehicles. The listing of an unauthorized driver will result in the rejection of the application.

Operation of a CGA vehicle by an unauthorized driver will result in a

$100.00 fine to the organization which may not be taken from a CGA budget account and suspension of vehicle use privilege for the organization for one academic year.

Any violation of the CGA Vehicle use, reservation, Policies and/or Procedures may result in a $10.00 service charge assessed to an organization. This charge may not be taken from a CGA budget account. Repeated violations or accumulated service charges may result in the suspension of the CGA Vehicle Use Privilege.

* 1. The use of roof racks on any CGA van may result in the loss of the vehicle use privilege for the organization in addition to the cost of any necessary repairs charged to the organization.
	2. Exceeding the passenger limit for a vehicle will result in a $100.00 fine to the organization which may not be taken from a CGA budget account and an automatic three (3) month vehicle privilege suspension for the organization and the driver. ***Approved: Senate 10/21/96***
	3. All recognized Bloomsburg University campus organizations and activities may use CGA owned vehicles according to the following priority list:
* Student Senate/Community Government Association/Community Activities
* Athletic Teams (in official season)
* Student Publications
* Cheerleaders
* Other approved extra-curricular including organizations/activities including athletic teams not officially in season
* Academic departments and special programs during summer sessions only
	1. All reservations are firm, thirty (30) days prior to date of use. Only two (2) vehicles may be considered firm by any organization at any one time. If additional vehicles are available, they may be reserved. However, the third vehicle can in no way, or at any time, be considered a firm reservation.

***Approved: Senate 4/20/98***

1. **USE OF PERSONAL VEHICLES:** Use of personal vehicles by individuals for university functions will be reimbursed at a rate of 35.0 cents per mile.

Use of personal vehicles by a CGA employee for approved CGA related business will be reimbursed at a rate consistent with the U.S. General Services Administration’s (GSA) privately owned vehicle reimbursement rate. Currently, that rate is 50 cents per mile. Employees are strongly encouraged to first check if a CGA vehicle is available for use before using a personal vehicle. ***Approved: Exec 1/19/10***

1. **CONFLICT OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS POLICY:** This conflict of interest policy is designed to help officers and employees of the Community Government Association, Inc. (The Association) identify situations that present potential conflicts of interest and to provide The Association with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a officer or employee has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with the procedure prescribed in Pennsylvania Statutes governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in Pennsylvania Statutes, the statute shall control. All capitalized terms are defined in Part 2 of this policy.
	1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
		1. Outside Interests.
			1. A contract or transaction between The Association and a responsible person or family member.
			2. A contract or transaction between The Association and an entity in which a responsible person or family member has a material financial interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
		2. Outside Activities.
			1. A responsible person competing with The Association in the rendering of services or in any other contract or transaction with a third party.
			2. A responsible person’s having a material financial interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with The Association in the provision of services or in any other contract or transaction with a third party.
		3. Gifts, Gratuities and Entertainment. A responsible person accepting gifts, entertainment or other favors from any individual or entity that:
			1. does or is seeking to do business with, or is a competitor of The Association; or
			2. has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from The Association; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the responsible person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of The Association.
	2. Definitions.
		1. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
		2. A "responsible person" is any person serving as an officer, employee or member of the Executive Committee of The Association.
		3. A "family member" is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a responsible person.
		4. A "material financial interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a responsible person’s or family member’s judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
		5. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship. The making of a gift to The Association is not a contract or transaction.
	3. Procedures.
		1. Prior to board or committee action on a contract or transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
		2. A officer or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
		3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Executive Committee’s discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
		4. A person who has a Conflict of Interest with respect to a contract or transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The

person having a Conflict of Interest may not vote on the contract or transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person’s ineligibility to vote shall be reflected in the minutes of the meeting.

* + 1. Responsible persons who are not members of the Executive Committee of The Association, or who have a Conflict of Interest with respect to a contract or transaction that is not the subject of Executive Committee action, shall disclose to the Chair or the Chair’s designee any Conflict of Interest that such responsible person has with respect to a contract or transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the responsible person. The responsible person shall refrain from any action that may affect The Association’s participation in such contract or transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair’s designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

* 1. Confidentiality. Each responsible person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of The Association. Furthermore, a responsible person shall not disclose or use information relating to the business of The Association for the personal profit or advantage of the responsible person or a family member.
	2. Review of policy.
		1. Each new responsible person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
		2. Each responsible person shall annually complete a disclosure form identifying any relationships, positions or circumstances in which the responsible person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to The Association. Any such information regarding business interests of a responsible person or a family member shall be treated as confidential and shall generally be made available only to the Chair, the President, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
		3. This policy shall be reviewed annually by each member of the Executive Committee. Any changes to the policy shall be communicated immediately to all responsible persons.
1. **PARTISAN POLITICAL ACTI VITY:** Student activity fee monies shall not be used neither for any type of partisan political endorsement nor for contributions the campaign fund of any candidate for elective office. Nothing in the foregoing shall prohibit the payment of fees to political speaker. PASSHE Policy 1983-03-A.
2. **NONCAMPUS AND NONSTUDENT ACTIVITES:** Expenditures shall be made only for University sponsored or related activities which involve the students, faculty, or the staff of the University. PASSHE Policy 1983-03-A.
3. **NOT-FOR-PROFIT ORGANIZATIONS AND LOCAL GOVERNMENTAL UNITS:** No direct contributions may be made from student activity fees for charities, not-for-profit organizations, or local governments and their units. Nothing in the foregoing shall prohibit a student association or student government from engaging in fund raising activities to benefit these entities. PASSHE Policy 1983- 03-A.