

**STUDENT SENATE MINUTES**

September 29, 1992

- I. ROLL CALL: Scott Ryan, Karen McManus and Kevin O'Brien were excused. Michelle Murray and Maegen Moore were absent.
- II. APPROVAL OF MINUTES OF SEPTEMBER 22, 1992: The Minutes were approved.
- III. PRESIDENT'S REPORT: *Dan Szenda*
- A. I would like to thank the staff and administration for their help with the Physical Graffiti Concert of September 26. Despite of the imclement weather, the program was a success.
- B. Dan Szenda moved to accept the election results from the Class of 1996 which are as follows:
- Joe Mastrangelo - President
  - Jennifer Corsac - Vice President
  - Janice Murphy - Secretary
  - Carla Martino - Treasurer
  - Kristin McQueston - Representative to Senate
  - Kerri McQueston - Representative to Senate
  - Nikki Durand - Representative to Senate
  - Mary Kate Keough - Representative to Senate
- The Motion was accepted.
- C. Dan Szenda moved to accept the election results from the Apartment Complex which are as follows:
- Patrick McCarron - President
  - Greg Kanevski - Representative to Senate
  - Mike Robinson - Representative to Senate
  - Jay Slattery - Representative to Senate
- The Motion was accepted.
- D. Dan Szenda moved to accept the election results from Courtney Hall which are as follows:
- Scott Laviano - President
  - Lisa Cardia - Representative to Senate
  - Laura Flaherty - Representative to Senate
  - Amy Howard - Representative to Senate
  - Nicole Swanson - Representative to Senate
- The Motion was accepted.
- E. Dan Szenda moved to accept the election results from Davis Hall which are as follows:
- Donald Cobb - President
  - Terry Henry - Representative to Senate
- The Motion was accepted.
- F. Dan Szenda moved to accept the election results from Dickinson Hall which are as follows:
- Christina Meriano - President
  - Kerrie Crowley - Representative to Senate
  - Cathy Rypysc - Representative to Senate
  - Kim Shea - Representative to Senate
- The Motion was accepted with one abstention (Stephanie Dubowik).
- G. Dan Szenda moved to accept the election results from Lammers Hall which are as follows:
- Mark Bousquet - President
  - Stephanie Powers - Representative to Senate

Tricia Rocco - Representative to Senate  
Jen Salmon - Representative to Senate

The Motion was accepted.

- H. Dan Szenda moved to accept the election results from Scanlon Hall which are as follows:

Melissa Reilly - President  
Andrea Wynn - Representative to Senate  
Suzy Cook - Representative to Senate

The Motion was accepted.

- I. Dan Szenda moved to accept the following representatives to Senate from the Commuter Council:

Kerry McIsaac  
Tom Burke  
Helen Spignese  
Kara Belmonte

The Motion was accepted.

- J. At a session of the Executive Council, it was decided that we would allocate \$500.00 to sponsor students at the National Student Campaign Against Hunger and Homelessness in Washington D.C. on October 15 - 18. Applications for this conference must be in by October 1 in order to be considered.

- K. John Olver was on campus on September 28 to gain support for his reelection campaign. Anyone interested in participating in this effort, please see Chris Skiffington or me.

- L. Dan recognized Kathi Bradford who is being considered for a Student Senate Advisor. "I'm a committed professional on campus beginning my thirteenth year at WSC. I'm a past Senate Advisor and I have also advised the Class of 1991, MTG, Residence Hall Council, Third World and Cheerleading. I feel a Senate Advisor should be more of a listener than a hands-on advisor. I will work hard to achieve what is best. I know what is going on and I am comfortable dealing with students."

- M. Dan recognized Andy Johnson who is being considered for a Student Senate Advisor. "I just ask that you listen to my advice. SGA represents all students - there are about 4500 at WSC. I will be there to direct you; not to determine which way you will go. I am ready to work for you."

- N. Dan recognized Dr. Hanrahan who is being considered for a Student Senate Advisor. "I have been a Faculty Advisor to Senate in the past but had to resign due to previous commitments. I care about the students and that is why I am here at WSC. The only committees that I have worked on are those that involve students."

- O. Dan Szenda moved to close the doors. The Motion was accepted. Chris Skiffington moved to open the doors. The Motion was accepted.

- P. Student Government accepted and congratulated Kathi Bradford, Andy Johnson and Dr. Hanrahan who were selected as the Advisors for the 1992-1993 academic year.

- Q. Dan Szenda moved that Senate accept Marcie Young as the

**STUDENT SENATE MINUTES**

September 29, 1992

Page Three

Representative to Senate from the Third World Organization.  
The Motion was accepted.

- R. Dan Szenda moved that Senate accept the resignation of Tony D'Urso as an All College Representative. The Motion was accepted.
- S. Dan Szenda moved that Senate accept Christopher Layden and Dave Gallagher as All College Representatives to Senate. The Motion was accepted.
- T. Dan Szenda recognized Kevin Barnard, Editor-In-Chief of *The Owl*, to update Senate on the status of *The Owl*. *The Owl* has a new appearance such as the owl on the front page and the what's inside boxes at the top of the front page. We have added four new columnists: Jay Ferrin, with his continuing story, Joseph Dragon, Jr., David S. Broder and George F. Will with the Washington Post Writer's Group. The comic strip "Outland" will appear weekly. We have 35 staff members: seven editor board members, twenty writers, and five business staff members. We are bringing in advertising revenue which will be put into our fundraising account to purchase new hardware. We will be bringing back weekly Senate coverage and will focus on certain committees. Any press releases can be dropped off in The Owl Office, E245 throughout the week. The deadline is Tuesdays at 7:00 p.m. We are looking forward to working with Senate this year. We want to have a productive year but we can't do it alone. We need your help and the help of the campus community as a whole to make *The Owl* the best paper it possibly can be.
- U. Substance Advisory Committee: Sarah Seabourne
1. The Substance Advisory Committee will be meeting on September 30 at 3:30 p.m. in Ely 232. At that time we will be discussing off campus events.
  2. Sarah asked if anyone had questions regarding the SAC Draft Report.
- V. Dan recognized Leah Orsini who encouraged Senate to read over the fundraising proposal carefully.

The President's Report was accepted.

IV. VICE PRESIDENT'S REPORT-STUDENT LIFE: Tom Brady

- A. Student Life Committee: Tom Brady
1. The Student Life Committee will meet for the first time on September 30 at 8:00 p.m. in Ely 232. The following students are members of the Committee: Kevin Cross, Greg Kanevski, Johanna MacAllister, Leah Orsini, Ted Christ, Jay Slattery and all newly elected Hall Council Presidents.
  2. Vice President Garvey is scheduled to come to the SLC Meeting to ask how we can help promote Parents/Homecoming Weekend in the Residence Halls. She is recommending that there be a brunch in the commons area of each residence hall.

- B. Human Relations Advisory Committee: *Kathi Bradford*
1. During the month of October there will be a banner at Parenzo Hall stressing to "Celebrate Unity."
  2. On September 30 there will be a trip to UMASS to see the Native American Dance Troupe.
  3. The Human Relations Advisory Committee will be co-sponsoring a Cultural Awareness Program on October 22 with CAB.
- C. Parking Control Board: *Will Gray*
1. There was a question raised last week about the right to ticket at the Church Lot, which handles the overflow from the Commuter Lot. We do have the jurisdiction to ticket the left side of this lot. The right side is for church use only.
  2. Curt Robie is looking into the problems on campus with the handicap ramps. He is conducting a study and should have some results for us within the next few weeks.
  3. PCB will meet on September 30 at 3:30 p.m. in the Private Dining Room.
- D. Alcohol Review Board: *Sarah Seabourne*
1. ARB heard two proposals. One for the Halloween Dance and one for the T.G.I.F. for Homecoming Weekend.
  2. We went over the revisions on the new ARB form which will start being used within the next few weeks.
  3. ARB is looking for one more student representative.
  4. Please be aware of and watch out for alcohol violations.
  5. ARB will meet on October 6 at 3:30 p.m. in Ely 232.
- E. Health Committee: *Johanna MacAllister*
1. Anyone interested in being on this Committee, please see me after Senate.
- F. Food Services: *Amy Jo Conary*
1. At the September 23 Meeting we received updates on the Declining Balance Program, the extended hours and the tray returns. Everything is going smoothly except that we still need to find a way to make students bring their trays up.
  2. Some complaints received thus far have involved the vegetarian meals, the Deli and the Staff. There is concern over the fact that staff members do not wear gloves or hair nets.
  3. New and better changes this year include new dishes with glasses being more plentiful, meals have been varied so there is more offered and the deli board has been moved.
  4. Food Services is going to work on allowing two free meal passes for each resident on the meal plan.
  5. We will also be working on lowering the price of meals for those on the declining balance program who want to eat in the Dining Commons.
  6. Any new Senators who are interested in working with

**STUDENT SENATE MINUTES**

September 29, 1992

Page Five

Seillers to make the Dining Commons a better place, please see me after Senate.

7. Food Services will meet on October 7 at 3:30 p.m. in the Private Dining Room.

G. Neighborhood Association Committee: *Michelle Murray*

1. The Massachusetts Breast Cancer Coalition is holding its second annual Rally and March on October 18. Help to draw the line at 1 in 9 and stop the breast cancer epidemic. Volunteers are urgently needed to help organize this event which attracted 4000 people last year. Please see me for further information.
2. Anyone interested in being a member of NAC, please see me after Senate.

H. Substance Abuse Advisory Committee: *Ted Christ*

1. Ted informed Senate about what SAAC is and encouraged Senators to participate on this Committee.

The Vice President's Report-Student Life was accepted.

V. VICE PRESIDENT'S REPORT-PROGRAMMING: *Mike DiBlasi*

- A. The concert went very well. I would like to thank George Sicaras and the Campus Activities Board for their support and efforts. I would also like to publicly express my concerns for the mosh pit and alcohol problems. I am asking that you, as Senators, please relay the message to the students that these actions could hinder the progress of any future programs.

B. This Week:

Tuesday

Club 21 Owl's Nest 8:00 - 11:00 p.m. FREE!!!

Thursday

Pizza Night Owl's Nest 5:00 - 7:00 p.m. \$2.00 ALL YOU CAN EAT!!!

Friday

T.G.I.F. Owl's Nest 6:00 - 9:00 p.m. with Gerry O'Leary \$3.00

Monday, October 5

Tom Deluca

(Tickets are \$3.00 and going fast!!! Get yours at the Teller Window)

- C. CAB meets on Wednesdays at 4:00 p.m. in the Third World Room.

The Vice President's Report-Programming was accepted.

VI. TREASURER'S REPORT: *Carrie Kampf/Tracy Ricker*

A. Finance Committee: *Carrie Kampf*

1. The Finance Committee met on September 30 and we reviewed the SGA Fund Allocation Guidelines for Clubs and Organizations. The only change the Committee felt was necessary was to raise the price of coverage for meals from \$4.00 to \$5.00 to reflect the increase put into effect by Seillers.
2. We are still looking for Senators to be on the Finance Committee.

**STUDENT SENATE MINUTES**

September 29, 1992

Page Six

3. Finance Committee meets on Wednesdays at 6:00 p.m. in the Senate Room. At our next meeting we will be reviewing at least two proposals which will be brought to Senate on October 6 reflecting the decision of the Committee.
- B. On October 7 at 3:30 p.m. in the Scanlon Living Room, there will be a training session for all Club Officers and Advisors on procedures for accessing Student Government Clubs.

The Treasurer's Report was accepted.

VII. SECRETARY'S REPORT: *Stephanie Dubowik/Kathy Levins*

- A. Election Committee: *Stephanie Dubowik*
1. I want to welcome and congratulate all of the new Senators and Advisors. I would also like to thank everyone who helped with the Freshman Elections. We had 249 students from the Class of 1996 vote which is a good turnout based on previous elections.
- B. We will have a completed seating arrangement for the October 6 Meeting as well as mailboxes for all Senators.
- C. Office half hours officially begin this week. If you have not yet signed up, please do so as soon as possible. For those of you who are unfamiliar with office half hours, responsibilities include being in the Senate Room for 30 minutes per week to answer the phone, make posters, staple Minutes or do whatever else has to be done. There is a list outside of my office with all slots still available. You will receive a half absence for each unexcused absence from an office half hour. Also, please remember to sign the notebook when you are here.
- D. Each Senator is being requested to sign up for two committees. If you have a committee in mind, please see the respective chairperson of that Committee. If you don't have a Committee selected, please see me within the next week.
- E. When passing in reports, please make them legible and detail what you want to appear in the Minutes. I have Committee Report Forms in my office if anyone is interested.

The Secretary's Report was accepted.

VIII. BOARD OF TRUSTEE'S REPORT: *Christopher R. Skiffington*

- A. All College Committee: No Report
- B. Academic Policies Committee: No Report
- C. Student Affairs Committee: *Kelly O'Neill*
1. The Student Affairs Committee met on September 21 and at that time Kelly O'Neill was elected as Chair of the Committee.
  2. The SAC will be preparing a questionnaire for students in order to determine what areas this Committee should address during the year.
  3. The Student Affairs Committee will meet on October 5 at 1:30 p.m. in Ely 232.

**STUDENT SENATE MINUTES**

September 29, 1992

Page Seven

D. Curriculum Committee: Ted Christ

1. Dr. Lopes spoke more about the Revised General Education Program. He emphasized and pushed for the upper level capstone requirement as well as the community service requirement. The service requirement would involve fifty hours of community service to fulfill this requirement to be done in an effort to improve college community relations. Much debate was exchanged by student representatives who feel that this requirement would not provide any academic value, few students have the transportation necessary to do this work, and that the students on this committee felt that students should have the right to choose such an activity not be required to do it.
2. Dr. Foard moved to accept the time line suggested by the Revised General Education Proposal. The motion was not accepted. No course will simply be accepted. All aspects will be reviewed.
3. Dr. Welch stated that Curriculum Committee is set up to provide a skeleton not to pick out particular courses. We are here to establish rules for future Curriculum Committees to follow in setting up courses.
4. Tasks, which are explanations of the purpose for course requirements to be in Core, are to be reviewed, discussed and put on the agenda for the next meeting.

E. Long Range Planning Committee: No Report

F. Greetings and welcome to all the new Senators! The Board of Trustees will meet on October 5 at 6:30 p.m. in the Scanlon Living Room. Items on the Agenda include: from the Finance Committee the Fiscal Year 94 State Budget Request. This is basically the first step in the budget requirement procedure which is a nine month process. From the Finance Committee is a new agreement for the college's legal services. We are beginning a new agreement with the same firm we have been using for the past two years. The agreement will be for a term of three years. The agreement provides for general legal services. This agreement is WSC's vote as part of the Council of State Colleges. The services will be provided for the Council and the Institution. From the Personnel Committee are two appointments for Athletic Coaches for the 1992/93 academic year:

Donna Heinel - Assistant Coach/Women's Swim Team

Robert Ketcham - Assistant Coach/Men's Soccer

The Executive Committee will bring forward the formal dedication of the Athletic Field which has to be passed through the Board of Trustees.

G. Keeping with the subject of the Astroturf. As of September 29, things look good and we are still on schedule. Completion date is still slated for October 15. I received approval from Dr. Applbaum and he is making the appropriate appointments I requested to the Astroturf Trust Fund Committee. Once again, the

**STUDENT SENATE MINUTES**

September 29, 1992

Page Eight

composition of this Committee include:

Christopher R. Skiffington

Carrie Kampf

Tracy Ricker

Curt Robie

Nick Wojtowicz

- H. The state Student Advisory Council to the Higher Education Coordinating Council will be having its first meeting on October 8 at the Massachusetts College of Art in Boston. To let you know what the SAC to the HECC is; the HECC is similar to the Board of Trustees as it is the final say on all dealings with public higher education and the SAC to that HECC is made up of all the SGA Presidents and Trustees from all the institutions in the public higher education system. The organization acts as a link between the HECC Councilors and the Students in the public higher education. Just to let you know, I am currently acting as the President of this Council.
- I. Voter Registration Day went very well. We registered approximately 260 students on September 23. Just short of the 1000 we were hoping for. Our next program in Project Vote will be on October 3. We will be running the campus center van from WSC to City Hall in order for students to register at the City Clerk's Office. The van will be running from between 10:00 a.m. and 2:00 p.m. on that day.
- J. Looking forward to the future...we are currently trying to make arrangements for local candidates from the Democratic, Republican and Independent partys to visit WSC and possibly debate issues relevant to their campaigns.

The Board of Trustee's Report was accepted.

**IX. BOARD OF GOVERNOR'S REPORT: Dave Farnell**

- A. The Board of Governors is the advisory board to the Campus Center. They evaluate the way the Campus Center runs.
- B. There will be tables in the outside patio area that will seat about seventy people. We are working with the grille to develop a picnic package.
- C. There is a cinema theatre upstairs in the Ely Lab Theatre. We will be able to show movies that are included in class syllabi.
- D. The glass information booth will be moved from Parenzo to Ely within the next two weeks.

The Board of Governor's Report was accepted.

**X. COMMITTEE REPORTS: None**

**XI. COMMUTER COUNCIL, THIRD WORLD, HALLS AND CLASSES:**

- A. Commuter Council: John Moran
  - 1. Commuter Council met with Vice President Garvey on September 29 to determine how the Council could



**STUDENT SENATE MINUTES**

September 29, 1992

Page Nine

participate in Homecoming Weekend. We are looking into the possibility of holding a reception.

2. Commuter Council is working on the Food Co-op with Lewis Beef and Seilers. The orders will be taken until October 13. We will be posting signs about the co-op in the Campus Center and the Commuter Cafe.
3. We are also looking into the possibility of moving the Wilson Walkway sign closer to Wilson in order that it be more accessible to Commuters as well as Resident Students.
4. Commuter Council meets on Tuesdays at 4:30 p.m. in the Senate Room.

B. Third World: No Report

C. Apartment Complex: No Report

D. Courtney Hall: No Report

E. Davis Hall: No Report

F. Dickinson Hall: No Report

G. Lammers Hall: Mark Bousquet

1. Lammers Hall is having a T-Shirt Design Contest for Lammers Hall T-Shirts. All designs are due by October 16.
2. Hall Council members will be selling hot and cold beverages at Homecoming Weekend.
3. We will be getting two new arcade games which will be located in the Laundry Room.
4. Lammers Hall Council meets on Monday evenings at 8:00 p.m. in the T.V. Lounge.

H. Scanlon Hall: Melissa Reilly

1. There is a pool tournament scheduled for October 4 at 6:00 p.m. Domino's will donate gift certificates for prizes.
2. We are in the process of getting portable VCR's for our residents. These VCR's will be at the front desk.

I. Freshman Class: No Report

J. Sophomore Class: Leah Orsini

1. Please take a look at the new fundraising proposal. It will seriously affect all of us, especially the Classes. I have been working with Vice President Garvey on this and she has been less than accomodating about this. Leah Orsini moved that Senate ask Vice President Garvey to be present at the October 6 Senate Meeting. The Motion was accepted.
2. Notification of positions for advisors have been sent to all faculty and staff. Deb Higgins, R.D. from Courtney Hall, accepted immediately and we will be meeting with other candidates during the week.
3. The Class of 1995 will be selling Megaphones, Can Coolers and Pom Pom Shakers at Homecoming Weekend. These will be sold in conjunction with all our raffle tickets at the football game.

**STUDENT SENATE MINUTES**

September 29, 1992

Page Ten

4. The Class of 1995 will meet on September 30 at 6:30 p.m. in Ely 232.

**K. Junior Class: Johanna MacAllister**

1. The Class of 1994 will be selling fried dough and soda on Homecoming Weekend.
2. Calendars are still available for \$10.00 each at the Teller Window or from any class officer. We also still have bottle openers and key chains.
3. The Freshman/Junior Picnic has been postponed. As soon as I know the date, I will post it for students to sign up.
4. The Who's New at Westfield Books will be available in November.
5. The Class of 1994 would like to schedule a meeting with the Class of 1996.
6. Our next meeting will be on October 5 at 6:15 p.m. in Ely 147. We will be discussing the Winter White Stag and graduation speakers.

**L. Senior Class: Michelle Murray**

1. We are making plans for the Halloween Dance. It will take place on October 29 from 9:00 p.m. - 1:00 a.m. at Chez Josef. Plans are being reviewed by Dr. Mazza.
2. We will be going around to all Residence Halls to sell Boxer Shorts. One pair for \$6.00/two pair for \$10.00. We will be selling them at Homecoming Weekend too.
3. The Class of 1993 will be meeting with Dr. Martin on October 1 at 10:30 to discuss graduation speakers.
4. We need students to help with the yearbook. If students do not volunteer, then the Class of 1993 will not have a yearbook!!! Students are needed as photographers, writers and editors. If interested, please contact Johy Morytko or Bob Mailloux in Media Services.
5. Senior Week plans are coming along. We are still open to any suggestions for non-alcoholic events.
6. There are 239 days, including weekends, Christmas Break, Spring Break and all holidays until graduation!

The Commuter Council, Halls and Class Reports were accepted.

**XII: UNFINISHED BUSINESS:**

- A. The Parliamentarian Election was untabled. Greg Kanevski was nominated but declined the nomination. Dave Farnell was nominated and accepted the nomination. Dave Gallagher was nominated and accepted the nomination. Dave Farnell was elected as Student Government Parliamentarian for the 1992/93 academic year.
- B. Carrie Kampf moved that Senate accept the Club Guidelines with one clarification (Seiler's meals raised to \$5.00). The Motion was accepted.

XIII. NEW BUSINESS:

- A. Dan Szenda moved to open New Business. The Motion was accepted.
- B. Dan Szenda moved to close the doors. The Motion was accepted with three abstentions (Laura MacWhinnie, Rich Duquette and John Moran).
- C. Sarah Seabourne moved to open the doors. The Motion was accepted.
- D. Michelle Murray moved to accept Tracy Devlin, Tom Brady, Kim Grey and Kevin O'Brien as Student Representatives on the Judicial Advisory Committee. The Motion was accepted with one abstention (Christopher R. Skiffington).
- E. Laura Mascato asked that CAB be considered a committee. Mike DiBlasi explained that CAB is a joint organization between the Campus Center and the Student Government. If CAB were considered a Committee, Mike would have to limit the number, take attendance and possibly restrict membership. I do not want to do this. Please consider the other committees.
- F. Ted Christ moved to close New Business. The Motion was accepted.

XIV. ANNOUNCEMENTS:

- A. *Will Gray* - PCB will meet on September 30 at 3:30 p.m. in the Private Dining Room.
- B. *Tom Brady* - May I see all Hall Presidents after Senate?
- C. *Dave Farnell* - Achiever of the Month nomination papers will be available in the Senate Room.
- D. *Carrie Kampf* - I need three more representatives on the Finance Committee. I also need a representative from the Class of 1996.
- E. *Stephanie Dubowik* - Remember to sign up for office half hours and two committees.
- F. *Dave Farnell* - Consider being on the Rules and Regulations Committee which is made up of four legislative members as well as the Senate President, Vice President-Student Life, Vice President-Programming and myself.

XV. ROLL CALL: Scott Ryan, Karen McManus and Kevin O'Brien were excused. Maegen Moore was absent. Michelle Murray received half an absence.

XVI. ADJOURNMENT: The Meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Stephanie A. Dubowik  
Secretary

Kathleen A. Levins  
Assistant Secretary

cc: Dr. Mazza Tom Stewart  
Peg Civello Dorothy Phelps  
Daryl Bendery Edna Wilander  
Adrene Adams Kelly Rose  
Andy Johnson  
Michelle St. Jacques

**To:** All Clubs, Classes, Student Senate, and other student organizations  
**From:** Kevin Barnard, Editor-In-Chief, The Owl  
**Date:** September 29, 1992  
**Re:** Submission of materials to The Owl

As we move further into the Fall '92 semester, more and more activities and events will be happening on campus. It is imperative that The Owl is aware of these events, both for the benefit of the campus community as a whole and for the further success of The Owl.

In order to assure that these events receive their proper press coverage, I am asking that you, members of Student Senate, leaders of campus clubs, and class representatives, submit press releases to The Owl whenever such events are going to take place. It is suggested that these press releases are submitted two weeks prior to their happening date, so that the press release may be printed in time and a reporter be assigned to the event.

If a reporter is not assigned to an event or for some reason doesn't show up, please feel free to submit your own write-up about the event, approximately one page long, by the Tuesday, 7 p.m., prior to publication. If you have pictures of the event, you may submit them as well, but we cannot assure their being printed due to possible space restrictions.

Also, please be advised that any press release, regardless of where it comes from (on or off-campus) is subject to being printed either cut or eliminated completely due to space restrictions. If still timely, we will try to print the release. Please understand that certain items are more newsworthy than others, and at times we have to make a cut. This is and has always been our policy concerning press releases. Regardless, we will do our best to see that all press releases are printed.

Submissions may be dropped off at the Owl office, Ely Room 245, or at the Parenzo mailroom, box 237. Our extension is 431.

Thanks for your time, and I hope to be hearing from all of you very soon.

STUDENT GOVERNMENT ASSOCIATION  
FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS

Submitted  
May 4, 1992

**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

**Directory**

- I. Prepare a Proposal for Finance Committee
  - A. Proposal - Defined
  - B. Proposal - Purpose
  - C. Prepayments
  - D. Line Items - Defined
  - E. Maximum funding allowed per expenditure
  - F. When actual funding occurs
  - G. Application of proposal to actual expenditures
  - H. Proof of expenditure
  
- II. Meet with Student Government Association Treasury Office
  - A. Purpose
    - 1. Determine club standing
    - 2. Review proposal
    - 3. Make appointment with Finance Committee
  - B. Due process and club/organization's rights
  - C. Where and when to schedule
  
- III. Finance Committee Meeting
  - A. Purpose
  - B. Finance Committee's Opinion defined
    - 1. Endorsement
    - 2. Recommendation
    - 3. Rejection
  - C. Basis of opinion
  - D. Audit responsibility
  - E. Club/organization's choices in presenting proposal to SGA floor
  - F. When and where
  
- IV. Student Government Association Meeting
  
- V. Approval of the Minutes
  
- VI. Submission of Request to Purchase/Pay to Business Office
  
- VII. Appendixes
  - A. Model of a proposal
  - B. Application of proposal to actual expenses
  - C. Questions asked by the Finance Committee
  - D. Information about Request to Pay Vouchers
  - E. Depositing funds into Fundraising Accounts
  - F. Minibus Usage
  - G. Minibus Request Form
  - H. Rules and Regulations Committee bylaws concerning clubs and organizations

**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

- I. Prepare a Proposal for Finance Committee
- A. A proposal is a club's or organizations's written request for Student Government Association (SGA) Financing. (See appendix A for a model)
  - B. All clubs and organizations must submit a proposal and have SGA approve it before receiving SGA financing.
  - C. Proposals will only be considered by the SGA prior to the occurrence of a bill, liability, or non-refundable prepayment.
  - D. Line items are allocations to clubs or organizations based on budgets rather than proposals. The budget, once approved by SGA, becomes part of the overall Student Government Association Trust Fund Budget and thus the club or organization is guaranteed that the funds are encumbered for their use unless otherwise revoked.
    - 1. Line items must follow all the Treasury Bylaws including all those that pertain to proposals.
    - 2. It is the Club Treasurer's responsibility to ensure the proper use of funds, compliance of the SGA approved budget, and submission of the next fiscal years proposed line item.
  - E. SGA has set the following maximum percentages and/or totals for the following expenditures as well as certain stipulations.
    - 1. Transportation
      - a. The maximum funding for vehicle lease or rental is 50%.
      - b. The maximum funding for fuel costs is 50%.
      - c. Funding of costs associated with non-Westfield State College vehicles will not be considered unless a WSC vehicle is not available.
    - 2. Entertainment

There is not a maximum percentage for entertainment; however, the event must be open to the entire campus.
    - 3. Equipment

It is the practice of SGA to buy equipment with the intention of loaning it to a specific club or organization. This allows the SGA to maintain full ownership and thus control the use of the equipment.

**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

3. Equipment (continued)

Clubs and organizations which have SGA equipment must adhere to the following bylaws in order to continue using any SGA equipment.

- a. Yearly inventory reports are required by all clubs holding SGA equipment.
- b. The club or organization must abide by all SGA restrictions on use or users.
- c. Security for the equipment is the responsibility of the club or organization. The burden of replacement due to theft or destruction lies with the club or organization.
- d. All repairs either customary or extraordinary is the responsibility of the club or organization.
- e. Personal use is forbidden under any circumstances.
- f. Joint ownership with other WSC departments and the inherent SGA responsibility thereof will be considered only before a purchase.

4. Dues

- a. The maximum funding for national chapter dues is 50%.
- b. There is not a maximum funding restriction for local dues.
- c. Licenses and Certifications are not considered dues.

5. Subscriptions

- a. The maximum funding for subscriptions is 50%.
- b. Only club related subscriptions will be funded.

6. Instructors, Coaches, and Trainers

- a. Maximum funding per academic year is \$500 per club.
- b. The instructor, coach, or trainer must attend the Finance Committee meeting or send a typed, professional, resume proving qualifications.
- c. An unsigned contract must be presented which specifically states all aspects of the agreement including what performances are expected from each party and the amount, timing, and method of payment.



STUDENT GOVERNMENT ASSOCIATION  
FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS

7. Meals and Refreshments
    - a. Maximum funding for refreshments is 50%.
    - b. Maximum funding for meals at a dinner function is ~~\$4.00~~ <sup>5.00</sup> per meal per student or guest.
    - c. I-E-7-b does not apply to non-students who attend as a key speaker or a government dignitary. A key speaker is one who the function is held in honor of; the SGA will pay for up to the meal costs associated for up to three key speakers.
    - d. Alcohol cannot be funded.
  8. Hotel Accommodations

Maximum funding for hotel accommodations is 50%.
  9. Prizes or Contests
    - a. Prizes and awards will not be funded by SGA.
    - b. All contests must be approved by the President of Westfield State College or as designated.
- F. The Treasury Office will fund a proposal voted in favor by the SGA if the club or organization is in compliance with all bylaws as in II-A-1 and has completed the objective in the manner described in the proposal.
- G. The SGA will not fund expenses which exceed club estimates. This includes, but is not limited to expenditures based on the estimated number of participants, estimated price, or estimated quantity. Therefore, the limits imposed in section I-E pertain to each portion of the total expenditure equation:  
Total Expenditure = Price x Quantity x Quantity ...
- H. Proof of the expenditure such as a bill or a receipt must explicitly state the price and quantity of the goods or services provided or may be easily derived from the information contained within the proof of expenditure. If this is not possible, a memo giving an explanation why this could not be done and what the prices and quantities were or were estimated to be must accompany the proof of expenditure.
- I. Appendix A is the standard model of a proposal and

**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

must be followed as closely as possible when a club or organization prepares a proposal.

- J. Appendix B shows examples of the application of the bylaws to the actual proposal.
- K. It is the club or organization's treasurer's responsibility to submit an accurate proposal, ensure the compliance of the proposal once approved, and ensure the proper, ethical, and efficient use of all SGA funds as well as funds derived from other sources.

STUDENT GOVERNMENT ASSOCIATION  
FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS

II. Meet with the Student Government Association Treasury Office

A. A meeting with the Treasury Office is required to review club or organization standing, review club proposal, and make an appointment with the Finance Committee.

1. Club Standing

A club or organization can not receive SGA funding if it is not in good standing with either the SGA or SGA Treasury Office.

Good Standing is most heavily based on objective guidelines. However, a certain amount of subjectivity, such as the amount of time since a violation of a Finance9 committee guideline occurred or reparation for a violation of the Finance Committee guidelines, is under the discretion of the Finance Committee. The Finance Committee acknowledges that the Rules and Regulations Committee's decisions preside over those of the Finance Committee in determining the club or organization's standing as a SGA club or organization; however, it is the decision of the Finance Committee whether or not clubs are also in good standing with the Treasury Office and therefore may receive SGA funding.

All clubs and organizations must follow the bylaws listed below. Failure to do so will result in a clubs standing to be unacceptable to the Treasury Office and therefore be unqualified to receive SGA funding.

- a. The club or organization and its events must be open to the entire student body.
- b. The club or organization must not have previously misused SGA funding. (See II-A-1)
- c. The club or organization must report all fundraising activities to the President of Westfield State College or as designated.
- d. The club or organization cannot owe any money to any department on campus.
- e. The club or organization must have an active Constitution on file with the SGA parliamentarian.
- f. The club or organization must follow the

**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

procedures, guidelines, and bylaws of both the SGA and the SGA Treasury Office.

- g. The club or organization must adhere to the practice of paying for goods or services through the Westfield State College Business Office or a pre-approved plan.
- h. The club or organization must adhere to the practice of depositing all revenues (cash or check) within one business day.
- i. The club or organization must have an approval from both the WSC Business Office and SGA before having funds deposited in an account outside of the WSC Business Office.
- j. The club or organization must attend meetings deemed mandatory by the SGA or the SGA Treasury Office.
- k. The club or organization must have a current, accurate list of all members and participants including the telephone numbers of all officers at all times at the Treasury Office.

2. Review Proposal

The Treasury Office using their best judgement will decide if the club or organization is properly prepared or will be properly prepared to meet with the Finance Committee. This includes a review of the proposal. If the proposal is not complete, the Treasury Office will make every attempt to make completion possible. Therefore, it is not necessary to have a completed proposal before meeting with the Treasury Office. It IS necessary to come prepared with all the information possible concerning the proposal.

3. Make an Appointment with Finance Committee

It is up to the Treasury Office to coordinate and approve a meeting with the Finance Committee. This judgement should be based on the clubs standing, information brought forward, and the likelihood that a properly prepared proposal will be brought to the Finance Committee.

- B. If a club or organization is denied the right to see the Finance Committee by the Treasury Office, the club or organization may write to the Rules and

STUDENT GOVERNMENT ASSOCIATION  
FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS

Regulations Committee via the SGA parliamentarian requesting a hearing and/or a written determination of the clubs standing or proposal.

1. Rules and Regulations will determine whether the Treasury Office is acting in the best interest of SGA concerning the matter.
    - a. If the Rules and Regulation Committee agrees that the club or organization is not properly prepared to meet with the Finance Committee no action will be taken.
    - b. If the Rules and Regulations Committee disagrees with the Treasury Offices actions it may mandate that the club or organization will get an appointment with Finance Committee at its next meeting and that an opinion be rendered.
  2. Once the club or organization receives the response, it may address SGA with the response and request the entire SGA to review and vote on the proposal.
  3. Sections II-1-a and II-1-b only pertain to a situation where the Finance Committee has involuntarily given an opinion due to the Rules and Regulations Committee's request. Implied in this request is that the club or organization feels that an unbiased opinion is not possible due to a failure of the Treasury Office or the Finance Committee to fairly give due process.
  4. See section III-E where a club or organization does not agree with the Finance Committee's opinion but believes that they have been given due process and therefore wishes to exercise its right to bring the proposal to the SGA floor.
- C. To schedule a meeting with the Treasury Office, meet with the SGA Secretary between the hours of 9 and 2 Monday through Friday and the SGA Office; or telephone 568-3311 extension 429 during the same hours.

STUDENT GOVERNMENT ASSOCIATION  
FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS

III. The Finance Committee Meeting

- A. A meeting with the Finance Committee is required before a club or organization may attempt to gain the SGA floor with a proposal concerning their financing.
- B. At the Finance committee meeting, the Finance Committee will render an opinion of either endorsement, recommendation, or rejection.
  1. Endorsement  
For a club or organization's proposal to receive an endorsement from the Finance Committee, 2/3 of the Finance Committee must vote in favor of the proposal brought to them.
  2. Recommendation  
The Finance Committee may decide to modify or rewrite a club or organization's proposal. For a club or organization to receive a recommendation from the Finance committee, 2/3 of the Finance Committee must vote in favor of the modified, re-written, or new proposal.
  3. Rejection  
For a club or organization's proposal to receive a rejection, the Finance Committee must vote less than 2/3 in favor of the original, modified, re-written, or new proposal.
  4. Other Stipulations  
Stipulations may be put on either an endorsement or a recommendation without it changing the status of the opinion.
- C. The Finance Committee's Opinion is based on the clubs standing, the costs and benefits of the endeavor to the student body, the mission of the SGA, and the financial position of the SGA.
  1. See Section I-A-1 for bylaws concerning a clubs or organization's standing.
  2. The Treasury Office's highest concern is the attainment of the highest utility for the student body from the Student Government Association Trust Fund.
  3. The Finance committee will make recommendations based on the availability of funds budgeted for the purpose of club and organization sponsorship.

**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

- D. The Treasury Office of the SGA shall have the charge to audit clubs and organizations when it is suspected that funds are being used in a method that is illegal under the SGA Constitution, that is illegal under the Treasury Office Bylaws, unethical in any aspects, or inefficient or unproductive.
1. Suspension  
The Treasurer shall, upon the recommendation of the Finance Committee, suspend a Club or Organization for any violation of policy including mismanagement of funds. (See Section I-D-2 for club/organization's treasurer's responsibility)
  2. Revoking funds  
The Finance Committee shall have the right to revoke SGA funds if: the Club Officers do not attend meeting deemed mandatory by the SGA or the Finance Committee, mismanagement of funds, and failure to follow the Student Government Association Fund Allocation Guidelines for Clubs and Organizations.
- E. Once a club or organization receives an opinion concerning their proposal, the Treasury Office will automatically bring the proposal to the SGA floor if the club follows the prerequisites as stated in the subsections below (except in the case of a rejection). A club or organization's choice of how the proposal(s) are brought to the SGA floor depend upon the Finance Committee's official opinion of the proposal. The opinion, as stated in section III-B, can be either endorsement, recommendation, or rejection.
1. Endorsement  
The Treasurer will bring the approved proposal in its entirety to the SGA floor under his/her report by making a motion that the SGA accept it based on the Finance Committee's endorsement once the conditions below are met.
    - a. The proposal is submitted into each senator's mailbox by 5:00 pm on the day the proposal is due to be brought to the floor of the SGA.
    - b. The President and/or Treasurer of the club or organization is in attendance of the SGA meeting to answer any senator's questions.
  2. Recommendation

**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

The Treasurer will bring the approved proposal in its entirety to the SGA floor under his/her report by making a motion that the SGA accept it based on the Finance Committee's endorsement once the conditions below are met.

- a. A typed proposal reflecting exactly what the Finance Committee recommended is returned to the Treasury Office by noon of the day the proposal is due to be brought to the floor of the SGA.
- b. The proposal is submitted into each senator's mailbox by 5:00 pm on the day the proposal is due to be brought to the floor of the SGA.
- c. The President and/or Treasurer of the club or organization is in attendance of the SGA meeting to answer any senator's questions.

3. Recommendation with a Club's or Organizations Request to Consider Original Proposal.

A club or organization may request its original proposal to be considered by the SGA. The Treasurer will bring the approved proposal in its entirety to the SGA floor under his/her report by making a motion that the SGA accept it based on the Finance Committee's endorsement. However the Treasurer will state that the club or organization has requested that SGA review the original proposal once the conditions below are met.

- a. A typed proposal reflecting exactly what the Finance Committee recommended is returned to the Treasury Office by noon of the day the proposal is due to be brought to the floor of the SGA.
- b. The proposal is submitted into each senator's mailbox by 5:00 pm on the day the proposal is due to be brought to the floor of the SGA. (see part d)
- c. The President and/or Treasurer of the club or organization is in attendance of the SGA meeting to answer any senator's questions.
- d. The original proposal is submitted to every mailbox with one staple in the upper left hand corner attaching it to the underside of the proposal recommended by the Finance Committee. (Proposal



**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

recommended by Finance committee over original proposal.)

4. **Rejection**

A club or organization may request its original proposal to be considered by the SGA. The Treasurer will bring the rejected proposal in its entirety to the SGA floor under his/her report and will state that the Finance Committee has rejected this proposal. The Treasurer will also make

a motion that the SGA reject it based on the Finance Committee's opinion. However, the Treasurer will state that the club or organization has requested that SGA review the original proposal - once the conditions below are met.

- a. The proposal is submitted into each senator's mailbox by 5:00 pm on the day the proposal is due to be brought to the floor of the SGA.
- b. The President and/or Treasurer of the club or organization is in attendance of the SGA meeting to answer any senator's questions.

STUDENT GOVERNMENT ASSOCIATION  
FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS

- IV. The Student Government Association Meeting  
After the Finance Committee renders an opinion and the club or organization has followed all the stipulations and guidelines set forth by the Finance Committee, the Treasurer will bring the proposal to the SGA floor as discussed in Section III.  
The Student Government Association will act on the Treasurer's Motion and vote either for or against the proposal or vote not to consider the proposal. Preceding the vote the SGA floor will most likely ask the club representative questions dealing with various areas of the club's business.  
The SGA's vote is the official and final decision concerning funding of the SGA club or organization. This vote will be administered by the SGA parliamentarian and will follow the SGA Constitution and Robert's Rule of Order.
- V. Approval of the Minutes  
The Student Government Association's first order of business is to approve the minutes of the preceding Student Government Association Meeting. Therefore it is not until this time (usually a week after) that the vote becomes final and binding and action can be taken to submit any requests for funds to the Westfield State College Business Office. However, bills and liabilities can be incurred during this period.
- VI. Submission of Request to Pay or Purchase
- A. After the approval of the Minutes, Requests to Pay or Purchase may be forwarded to the WSC Business Office.
  - B. It is the club or organization's treasurer to complete the request to pay or purchase except for account number/subcode and the signatures of the Vice President Of Westfield State College, Advisor to SGA, and the SGA President. Arrangements should be arranged by the club's treasurer to meet with the Treasury Office to ensure the proper completion of these forms.
  - C. The WSC Business Office will have checks available each Friday as requested only if the Request to Pay was properly completed and submitted by noon of the Wednesday preceding that Friday. However, coordination with Treasury Office to obtain the proper signatures referred to in Section VI-B is essential to ensure the timely submission of these forms to the WSC Business Office.

**STUDENT GOVERNMENT ASSOCIATION**  
**FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS**

**APPENDIXES**

- A. Model of proposal
- B. Application of proposal to actual expenses
- C. Questions asked by the Finance Committee
- D. Information about Request to Pay Vouchers
- E. Depositing funds into Fundraising Accounts
- F. Minibus Usage
- G. Minibus Request Form
- H. Rules and Regulations Committee bylaws concerning clubs and organizations

STUDENT GOVERNMENT ASSOCIATION  
FUND ALLOCATION GUIDELINES FOR CLUBS AND ORGANIZATIONS

WIDGET CLUB

I. Widget Makers Convention

Purpose: To learn how widgets can solve all of WSC's problems.

Description: A three day national convention in Boston, Massachusetts from April 1 to April 3. Ten students and two advisors will be attending.

Advertising: The Widget Club has advertised this convention in class and in various locations in Wilson Hall. In addition, we will be advertising in the Owl to insure everyone interested and able can attend.

II. Expenses

Lodging

Payee: Boston Marriot  
Description: Location of Widget Convention  
Telephone #: 617-555-5555  
Social Sec#: n/a

Computation of Cost:

12 people  
4 persons per room  
\$75.00 per room x 3 rooms x 2 nights = \$450.00

Tolls

Payee: Jill Student  
Description: Tolls to be reimbursed upon return  
Telephone #: 413-555-5555  
Social Sec#: 000-00-0000

Computation of Cost:

\$2.00 each way x 2 = \$4.00

III. Summary of Expenses

|           | <u>Amount</u> | <u>Maximum<br/>Requestable</u> | <u>Total<br/>Requested</u> |
|-----------|---------------|--------------------------------|----------------------------|
| Lodging = | \$450.00      | \$225.00                       | \$225.00                   |
| Tolls =   | <u>4.00</u>   | <u>4.00</u>                    | <u>4.00</u>                |
| Total     | 454.00        | 229.00                         | 229.00                     |

THE APPLICATION OF A CLUB'S PROPOSAL  
TO ACTUAL EXPENSES  
AS DEFINED IN SECTION I-G THROUGH I-H

Example #1

Upon return the Widget Club notifies SGA that the number of participants increased to 13 people and thus an additional room was needed. However, the hotel only charged \$50.00 per room.

Therefore: price per room DECREASED by \$25.00  
quantity of rooms rented INCREASED by 1

TOTAL EXPENDITURES = 4 rooms x \$50.00 per room x 2 nights

maximum amount allowable by SGA = Price of room (max \$75.00)/2  
x number of rooms (max 3)  
x number of nights (max 2)  
  
\$50.00/2 x 3 x 2 = \$150.00  
\$25.00 x 3 x 2 = \$150.00

Example #2

Upon return the Widget Club notifies SGA that all their estimates were exact except the hotel charges \$100.00 per room.

Therefore: price per room INCREASED by \$25.00

maximum amount allowable by SGA = Price of room (max \$75.00)/2  
x number of rooms (max 3)  
x number of nights (max 2)  
  
\$75.00/2 x 3 x 2 = \$225.00

Therefore in any example, the percentage financed will never exceed the maximum percent allowable. Overestimates will ensure that maximum amount possible will be financed by SGA if the proposal is approved; however, overestimates may cause SGA to consider the endeavor too costly and thus a club may not receive financing.

In any case, SGA will only finance expenditures when an original bill or invoice is presented to the Treasury Office.

## **BUDGET COMMITTEE MEETING GUIDELINES**

The following are guidelines that the Budget Committee members will follow during any and all Budget Committee meetings. Please be prepared for any and all questions. Please read the following carefully. If you have any questions, please feel free to contact the Treasurer or Assistant Treasurer of Student Senate at your convenience.

---

1. Do you have a current copy of your Constitution on file with the Student Senate Treasurer?
2. Why should Student Senate fund you?
3. How is it going to benefit the school as a whole and who will it benefit directly?
4. Have you done any fundraising? If so, how much did you raise and what did you do?
5. Who is going on this trip, event, etc.?
6. Is your proposal typed and itemized?
7. No funds will be given until the bill is submitted with the exception of funds given to those leaving for trips who can't cover the cost initially and receive a reimbursement after the trip.
8. Advisors must be present at Budget Committee meetings (hearings). If there is a problem and your Advisor is unable to meet at the scheduled time, the Budget Committee will be flexible within reason.
9. You must have an accurate, current list of your club's or organization's officers and where they can be reached filed with the Student Senate Treasurer.
10. No club or organization that is suspended may request funds from Student Senate.

## **REQUEST TO PAY VOUCHERS - SIGNATURES**

The Treasurer's or Assistant Treasurer's signature must appear on every Request to pay Voucher that is given to the Business Office. Verification of spending out of your fundraising account is done by obtaining either one of these signatures before the voucher goes to the Vice President of Student Affairs for his or her signature.

All Request to Pay Vouchers that are filled out in order to pay expenses from fundraising accounts should be filled out by the Club or Organization responsible. If there are questions, please see the Treasurer or Assistant Treasurer for assistance. **DO NOT BOTHER THE BUSINESS OFFICE FOR ACCOUNT NUMBERS** (excluding the Classes). The Treasury Office can provide these account numbers when needed.

The following signatures are needed (in order) on Request to Pay Vouchers in which fundraising money is being spent before the Business Office will accept them.

- the Club or Organization President
- the Club or Organization Advisor
- the Student Senate Treasurer or Assistant Treasurer
- the Vice President of Student Affairs of the College

Once each of these four signatures appear on a Voucher, it may be delivered to the Business Office. Remember that proper backup for paying a bill must accompany the Voucher; for example, a receipt or an invoice.

Expenses that are paid by Senate allocated funds from the Club or Organization allocation account, shall be filled out and delivered by the Treasury Office, exclusively. All receipts, bills or any other paperwork concerning an event, etc. that is being paid from this account must be handed in to the Treasury Office. No signatures from the Club or Organization are necessary, just the appropriate back ups. Club or Organization allocation accounts are made up of funds that Student Senate allocates to a specific group through the Budget Committee procedures of which all Clubs and Organizations have a copy of within this packet.

### **DEPOSITING FUNDS INTO FUNDRAISING ACCOUNTS**

When funds are deposited into a Club or Organization fundraising account, a Miscellaneous Receipt from the Business Office or the Student Senate Treasury Office must be completed and handed in with the earned funds. This acts as a deposit slip of sorts. The Club or Organization must give the Student Senate Treasury Office a copy of the slip so that the deposit can be put on record in the Club or Organization file. The Club or Organization fundraising account number and the income subcode for the slip can be obtained from the Student Senate Treasury Office.



### **MINIBUS USAGE**

ONLY AUTHORIZED STUDENT SENATE ORGANIZATION OFFICERS WILL BE ALLOWED TO RESERVE A COLLEGE MINIBUS IN THE NAME OF THEIR RESPECTIVE GROUP. IF THERE ARE ANY CHANGES IN CLUB OFFICERS MADE DURING THE SCHOOL YEAR, THEY MUST BE RECORDED WITH THE TREASURER OF STUDENT SENATE. THE REVISED LIST WILL BE CIRCULATED TO ALL APPROPRIATE OFFICERS OF THE COLLEGE.

STUDENT ORGANIZATIONS ARE RESPONSIBLE FOR PAYMENT FOR THE MINIBUS USER'S FEE BASED UPON A FLAT RATE PER MILE. IF THE AUTHORIZED STUDENT OFFICER FAILS TO PROCURE THE APPROPRIATE FUNDING THROUGH SENATE AND ITS BUDGET PROCEDURES, OR CANNOT PAY THE USER'S FEE FROM HIS ORGANIZATION'S FUNDRAISING ACCOUNT, THE OFFICER WILL BE HELD LIABLE FOR ANY AND ALL EXPENSES WHICH MAY RESULT IN COLLEGE JUDICIAL ACTION CONSISTENT WITH THE WESTFIELD STATE COLLEGE RIGHTS AND RESPONSIBILITIES MANUAL.

**NOTE:** STUDENT SENATE WILL NOT PAY FOR ANY EXTRAORDINARY CLEANING EXPENSES FOR ANY COLLEGE MINIBUS.

BILLING

WESTFIELD STATE COLLEGE  
MINIBUS REQUEST FORM

ACTION

Mileage Fee: \_\_\_\_\_  
Replacement Gas: \_\_\_\_\_  
Cleaning Fee: \_\_\_\_\_  
TOTAL: \$ \_\_\_\_\_

Date of request: \_\_\_\_\_

Approved: \_\_\_\_\_  
Denied: \_\_\_\_\_  
Date: \_\_\_\_\_

\* SAMPLE \*

Departure Date: \_\_\_\_\_/Time: \_\_\_\_\_ Return Date: \_\_\_\_\_/Time: \_\_\_\_\_  
Trip Information: Destination: \_\_\_\_\_ Mileage Estimate (Rnd Trip) \_\_\_\_\_  
Purpose of Trip \_\_\_\_\_ Number of Passengers: \_\_\_\_\_  
Sponsoring Group or Department: \_\_\_\_\_  
Name of Fund to be Charged: \_\_\_\_\_  
Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Person Responsible for Payment: \_\_\_\_\_  
Billing Address: \_\_\_\_\_

I have read and understand the policies on the reverse side of this form. Furthermore, I realize that it is my responsibility to fully comply with these rules. Violation of any of these regulations is grounds for judicial action via the Attorney General's Office and loss of group privileges for use of this vehicle.

Group/Department Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

I. DRIVER INFORMATION: I certify that I have a valid driver's license and my right to operate a motor vehicle at this time is not under suspension or revocation.

Driver's Signature and License Number \_\_\_\_\_ Date: \_\_\_\_\_

II. CAMPUS CENTER INFORMATION:

|                      | DATE/TIME | ODOMETER READING |  |  |  |  | SPECIFY INSIDE VAN CONDITION           | INITIALS |
|----------------------|-----------|------------------|--|--|--|--|--|----------|
|                      |           | GAS (Check One)  |  |  |  |  |  |          |
| 1. Sign Out (Depart) |           |                  |  |  |  |  | Satisfactory ( )<br>Unsatisfactory ( ) |          |
| Vehicle Damage       |           |                  |  |  |  |  |  |          |
| 2. Sign In (Return)  |           |                  |  |  |  |  | Satisfactory ( )<br>Unsatisfactory ( ) |          |
| Vehicle Damage       |           |                  |  |  |  |  |  |          |

3. Any Incident Report associated with this Minibus usage must accompany this completed form.

**BY-LAWS: ARTICLE I**  
**BASIC GUIDELINES REGARDING CLUBS**

1. A club is a body recognized by the Student Senate. Each club has a Constitution filed with the Student Senate and has the right to ask the Student Senate for funding.
  - a. Due to the limited amount of Student Activity Funds, two clubs cannot exist whose purposes directly conflict.
  - b. Every club is open to any full or part-time student who has paid their Student Activity Fee for the current academic year.
  - c. Any full or part-time student who becomes a member of a club is eligible to run for an executive office position in that club.
  
2. Any full or part-time student who has paid their Student Activity Fee for the current academic year can propose a Constitution to the Student Senate Rules & Regulations Committee.
  - a. As per the Student Senate Constitution, the decision of the Rules & Regulations Committee is final.
  
3. You must make a Constitution. If you will be requesting funds from the Student Senate, you cannot have any clause that may exempt any full or part-time students who have paid the Student Activity Fee for the current academic year. If you do not plan on soliciting funds from the Student Senate, you can specialize the club in any direction.
  
4. The Constitution should: (Not Restricted)
  - a. Begin with the name of the club at the top.
  - b. A sentence or paragraph serving as a preamble, explaining the club's purpose.
  - c. Article I - Name  
(Article verifies, officially, that the name on the top is the name of the club.) Example: This club shall be known as the International Relations Club.
  - d. Article II - Membership  
Mention that it is open to all full and part-time students who have paid the Student Activity Fee for the current academic year (if soliciting).
  - e. Article III - Officers
    1. Section 1 - Name of positions
    2. Section 2 - How to be elected
    3. Section 3 - Eligibility
    4. Section 4 - Term length
    5. Section 5 - Duties of each (This may be saved for By-Laws because duties can alter easily and you don't always want to amend your Constitution.)
  - f. Article IV - Amending procedure
  - g. Article V - Removing an officer from office

