

**Kutztown University**  
**Student Government Association**  
**Policies and Procedures**

**Title: Conference Policy**

**Revision Number: 0**  
**Approved 11-11-91**

**1.0 Purpose**

This policy describes the guidelines and procedures to be employed when members of SGA organizations seek and use SGA funds to attend conferences and workshops.

**2.0 Applicability**

The policy and guidelines apply to all SGA sponsored or approved organizations, as well as the Student Government Board and its standing committees.

**3.0 Definitions**

Terms are defined as needed within this document.

**4.0 Policy**

4.1 Members of SGB sponsored and approved organizations, the SGB, and its standing committees are eligible to apply for an SGB allocation for a conference or workshop.

- a. The workshop or conference must be designed to benefit the membership of the organization, be related to the purpose of the organization, and better enable the organization to accomplish its purpose.
- b. A person using funds must be an active member, as defined in the organization's constitution, of the organization being represented at the conference or workshop.
- c. Application for funds must be made with the signed consent of the organization's president (or chairperson) and the advisor.
- d. SGA sponsored organizations or standing committees having conference lines in their budgets may only use those funds if the requirements identified in section 4.1.a, 4.1.b, and 4.1.c of this policy are met.

4.2 The SGB may fund, upon recommendation of the SGB Finance Committee, up to two-thirds the cost of lodging, conference/workshop

registration, and transportation with a maximum amount set at \$500 for one representative.

- a. An organization requesting to send two or more representatives to a conference or workshop will be considered on the basis of no more than one-third SGB funds and two-thirds other funding.
- b. These maximum amounts need not apply to SGB standing committees or to the SGB. However, these funds may only be used for lodging, conferences/workshop registration, and travel unless an exception is recommended by the Finance Committee and/or approved by the Student Government Board.

## 5.0 Procedures

- 5.1 Conference Allocation Request forms are available in the SGA Accounting Office.
- 5.2 The form should be completed and returned at least three weeks before any money is due and information and/or brochures describing the conference or workshop must be returned with the form.
- 5.3 An individual representing the organization requesting funds must attend a meeting of the SGB Finance Committee and present the request.
- 5.4 The SGB Finance Committee will determine whether the request should be recommended to the SGB and, if it is to be recommended, the amount to be allocated.
- 5.5 The SGB, by majority vote, will determine whether to accept or reject the Finance Committee's recommendation.
- 5.6 If funds are approved, within two days after returning to campus, all conference or workshop receipts must be turned in to the SGA Accounting Office.
- 5.7 If funds are used, the individual(s) attending the conference or workshop must provide a written summary of the conference or workshop to the SGB treasurer. This must be done within thirty days after the conference or workshop.
- 5.8 Failure to meet any of the requirements specified in this policy may result in future requests for conference allocations being denied by the SGB Finance Committee or the SGB.