

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

Title: SGB: Budget and Finance Infraction Policy

**Revision: 5 - 9/22/09
Approved: SGB- 9/22/09**

1.0 Purpose

These policies describe the infraction policy to be implemented on Gold Status Organizations when using SGA funds.

2.0 Applicability and Scope

This policy applies to all Gold Status Organizations who use SGA funds

3.0 Definitions

Terms are defined within this document

4.0 Infraction Policy

- 4.1 1st Offense: Educational Experience presented by the Student Government Board: Budget and Finance Committee
 - 4.1.1 Explain policy violated (infraction)
 - 4.1.2 Suggest ways not to violate policy
- 4.2 2nd Offense: Freeze Budget for two weeks
 - 4.2.1 After two weeks, the organization must return to Budget and Finance Committee to request for their budget to be unfrozen.
 - 4.2.1.1 Organization must restate the policy violated with adequate understanding
 - 4.2.2 Appeal Process
 - 4.2.2.1 Organization can present their case to the Kutztown University: Student Government Board after the Budget and Finance Committee has pronounced the proposed organization's budget is to be frozen.
 - 4.2.2.1.1 No member of the Budget and Finance Committee will be permitted to vote during the appeal process involving the Student Government Board.
 - 4.2.2.2 Organizations have no more than two days to submit their appeal to the Budget and Finance Committee after budget freeze has been proposed.
 - 4.2.2.3 During appeal process, organization may only utilize 35% of their remaining budget to date.
- 4.3 3rd Offense: Freeze Budget for lesser of 15 academic weeks or end of fiscal year
 - 4.3.1 After the end of the lesser of 15 academic weeks or the beginning of the new fiscal year, the organization must return to Budget and Finance Committee to request for their budget to be unfrozen
 - 4.3.1.1 Organization must restate the policy violated with adequate understanding
 - 4.3.2 Appeal Process
 - 4.3.2.1 Organizations can present their case to the Kutztown University: Student Government Board after the Budget and Finance Committee has pronounced the proposed organization's budget is to be frozen.
 - 4.3.2.1.1 No member of the Budget and Finance Committee will be permitted to vote during the appeal process involving the Student Government Board

4.3.2.2 Organizations have no more than two days to submit their appeal to the Budget and Finance Committee after budget freeze has been proposed.

4.3.2.3 During appeal process, organization may only utilize 35% of their remaining budget to date.

4.4 4th Offense: Suspension of Remaining Budget Effective Immediately until End of Fiscal Year (6/31/20XX)

4.4.1 No appeal process involved