



# THE RUTGERS STUDENT FUND RULES & REGULATIONS

Student fees are funds of Rutgers, The State University of New Jersey. They are not funds belonging to students and, as all University funds, can only be used to promote higher education of the people of this state. Like tuition payments, student fees are collected from the students, and it is the University's decision to allocate them to certain student activities. Provided that an educational purpose can be found, the activities fund may be used to promote and encourage programs which are socially, culturally and recreationally beneficial to the entire student body.

These rules and regulations are a compilation of New Jersey Law (NJL), Rutgers Policy (RP) and have been adapted from the various student governing organizations. Each source is so indicated in brackets after the policy. These policies result from the University's need to account for the use of State and Federal funds and form previous consideration at our campus of proper fund usage.

Before these guidelines were issued, they were jointly reviewed by the Treasurer of the Student Government, Camden Business Officer for Rutgers, Associate Dean & Director (who is by the University's policy entrusted with the custody of the Student Fund and made responsible for its proper use), Coordinator, Assistant Dean, and Administrative Assistant for the Rutgers Student Fund.

## ■ NEW JERSEY LAW (NJSA 18A: 65:2)

New Jersey statutes define Student Activities' monies as being the property of the University. Therefore, the University has an obligation to oversee the use of these funds. Any questions regarding funding and approved uses for student's activities' monies should be addressed to the Director of the Campus Center.

## ■ WHO CAN UTILIZE THE STUDENT FEE?

- Officially recognized & registered student organizations that are open to and will benefit the undergraduate or graduate student body.
- Officially recognized & registered student organizations or groups representing Rutgers at an approved function and/or place.

## ■ WHO CAN'T UTILIZE THE STUDENT FEE?

- ➡ Organizational activities for which academic credit is given.
- ➡ Activities sponsored primarily for groups other than Rutgers student. (RP)

- Intramural activities sponsored by the Physical Education Department.
- All Greek letter organizations except for activities that can benefit the entire student body determined by the OCI.
- All organizations that are not recognized by the Student Government, the Office of Student Affairs and the Office of Campus Involvement. (RP)
- Organizations in which membership discrimination exists, constitutionally or otherwise. (NJL)
- Organizations in which members and activities sponsored are for partisan political or religious groups only. (NJL)

#### ■ WHAT CAN YOU USE THE STUDENT ACTIVITIES FEE FOR?

- Operational budget
  - Supplies
  - Copying
  - Mailings
- Event expenditures
  - Honoraria for speakers (i.e. speaker's fee)
  - Rental charges
  - Food
  - Travel
- Media, publications
- Non-partisan political and lobbying efforts (NJL)
- Convention fees and travel

#### ■ WHAT YOU CAN'T USE THE STUDENT ACTIVITIES FEE FOR

- Bail or lawyers for individuals
- Partisan political activities, including registration, contributions to candidates or parties (NJL)
- Emergency or personal loans to individuals (NJL, RP)
- Salary or wages to members and/or advisors of respective organizations (NJL, RP)
- Making private purchases under the name of a student organization of Rutgers University

#### ■ WHAT YOU CAN USE YOUR REVENUE MONEY FOR

- Donation to charity may only be used with revenue money (NJL)
- Uniforms, shirts, jackets for organizations that does not provide a service for the entire college community

#### ■ RESTRICTIONS

- Property, books, and furnishings purchased from student fees are property of the University, not of the person or organization.
- All expenditures by students and organizations must be paid by check or internal transfer by the RSF.
- An accounting of funds from the student activities fee must be made to the Administrative Assistant or designated person. Actual expenditures should be consistent with the approved budgets of each organization and activity.
- Accordingly, official student organizations sponsoring activities funded by student fees:
  - Must maintain accurate and complete records of all financial transactions.
  - May not obligate funds in excess of the balance in an organization's account under any circumstance.
  - May not deposit student fees or monies derived from the fee in an outside bank account.
  - Are exempt from paying NJ state sales tax, in connection with its purchases. Copies of the letter authorizing this exemption to the University will be furnished.
  - Must furnish a valid invoice, bill or receipt before payment can be authorized. When this is impractical, as the case of a speaker, dance or concert, a letter of intent or contract must accompany the voucher. A receipt should be prepared by the organization for signature by the performer at the time of payment.
  - Must deposit income from ticket sales and donations, into the organization's account. This is good business practice and facilitates accountability and financial reporting to the membership. Tickets and drawing slips must be numbered so that proper controls and accountability can be established.

**Fee allocations to student clubs, organizations and activities and the criteria and procedures for receiving allocations from student fees are the responsibility of the SBA and SGA and overseen by the Office of Campus Involvement and Rutgers Student Fund administrators.**

#### ■ VIOLATIONS OF USE OF THE STUDENT FEE

Should an infraction of established policy occur appropriate disciplinary procedures may include any one of the following:

- Probationary period
- Withdrawal of funds
- Warning
- Hearing before an appropriate disciplinary board

## ■ GENERAL GUIDELINES FOR ORGANIZATION FUNDING

### ➡ **New Organizations**

- Each new organization must be considered “official” by achieving recognition and registration status by both the appropriate governing organization and the Office of Campus Involvement, before funds may be allocated. A newly recognized organization may not be funded for any debts incurred prior to its recognition. (RP)

### ➡ **Previously Recognized Organizations**

- Student fee monies are allocated to clubs and organizations for specific purposes, programs or activities and must be used for that purpose, program, or activity, or returned to the Student Fund.
- Programs and activities not funded by the governments may be funded by revenue received from outside sources and/or dues.
- Events where participants include the general public; the sponsoring organization or club is responsible for receiving appropriate proportionate funding from non-University participants in order that Student Activities' monies not support non-University participants. (RP)
- Revenue received by a club or organization from dues, donations, fund-raising activities, or any other source but direct allocation from the Student Activities' monies must be reported to the Treasurer. Any money generated through the use of student government Funds, must be deposited in the organizational account with the RSF. These funds may be spent by the organization according to the government's financial guidelines. Money generated by organizations on their own may be spent as that organization desires. (RP)
- The use of any revenues generated by a club or organization is Student Activities' monies. Nevertheless, it may not be controlled or appropriated by student government or any other outside group unless:
  - Student Fee monies were used to help generate the revenues
  - the use is contrary to other provisions of these guidelines. (RP)
  - The organization's past performance will be taken into consideration when making allocation decisions.
- All clubs and organizations must submit a separate budget for each semester and any funds generated or unused will be drawn back into the appropriate Student Government Account. Any funds generated over and above the amount of money appropriated by Student Government shall be the property of the organization.

## ■ ORGANIZATIONAL FINANCIAL RESPONSIBILITY

- ➡ Monies allocated to a student organization are the property of the organization in the name of Rutgers University. (RP)

- ➡ Accurate and complete financial records must be maintained by all organizations. A receipt book shall be kept to record any money received, the date, and source from which the money is obtained should be stated. An expenditures book shall be kept in the same fashion as the receipt book listing the date, purpose, and recipient of the funds. These records must be kept on file with the RSF and will be reviewed by the Office of Campus Involvement, Associate Dean and student government. (RP)
- ➡ Members of an organization may not make personal purchases in the name of the organization or Rutgers University. (NJL)
- ➡ Student organizations will be allocated specific amounts of monies. It is the responsibility of the organization to see to it that the expenditures do not exceed its capacity. Monetary assistance from any department and/or office within the University or any external sources must be reported to the Coordinator and RSF. These sources must be recorded in the Rutgers Student Fund Record.
- ➡ No organization will be allowed to go into debt because of negligent spending or mismanagement of funds. The members of an organization will be held accountable for any negligence or mismanagement of student monies.
- ➡ Receipts or bills must be submitted for purchases or expenditures. (RP) If a student organization owes receipts a hold will be placed on all additional expenditures until resolved. If not resolved, a financial hold will be placed on the president and treasurer's university student accounts until all receipts are turned in.
- ➡ Serious financial negligence and mismanagement of the Student Activities' monies may be presented to the College Hearing Board for action under the terms of the University Student Disciplinary Board proposal approved by the Board of Governors. (RP)
- ➡ A club or organization may not commit, by entering contracts, charging bills, or any other means, to spend funds that have not been allocated, previously raised or use grant money award letters as promissory funds. All funds must be in the organizations account prior to entering into contracts (please see next point about contracts)! Any such commitments are the personal responsibility of the person making them. (RP)
- ➡ A student may not bind the University by signing a contract. If Student Activities' monies are involved, only an official administrator of the OCI may sign contracts for the University. An individual student signing a contract may be personally liable for that contract (RP)

## ADDITIONAL OPTIONS

### ➡ Debit Cards

Student Organizations may place revenue money on an organization debit card in the organization's name by filling out a voucher with the RSF. The debit card should be used to purchase food for speakers, event workers, and supplies and

materials from the bookstore. The debit card should not be used to take friends to lunch or to buy personal items in the bookstore. Misuse or abuse of the debit card will result in immediate judicial actions.

#### ➡ Office Supplies

Student organizations wishing to purchase office or computer supplies may do so through an order form from Staples.

- The order forms will be in the RSF Office (2<sup>nd</sup> floor CCC).
- Orders placed by 12 p.m. usually arrive by the next business day morning.
- **NO PERSONAL REIMBURSEMENT WILL TAKE PLACE WITH RECEIPTS FROM STAPLES or ANY OTHER BUSINESS OR COMPUTER STORE, UNLESS PRIOR APPROVAL IS GRANTED FROM THE ASSOCIATE DEAN.**
- Fund must be in the student organization's account prior to any purchase.

#### ➡ Other Supplies

- At all times, student organizations should make every effort to obtain an invoice prior to purchase from a company/store. If an invoice is presented, the RSF will issue a check in the name of the company.
- Students will need to contact the store and have an invoice faxed or the correct amount of purchase be given to you to provide on the voucher.
- **NO PERSONAL REIMBURSEMENTS WILL TAKE PLACE, UNLESS PRIOR APPROVAL IS GRANTED FROM THE ASSOCIATE DEAN.**

#### ➡ For reimbursement of personal expenses

- A voucher needs to be approved prior to purchasing anything that you wish the University to reimburse you for by either the Coordinator or the Director of the Campus Center.
  - Original receipts must accompany the invoice voucher for reimbursement to be approved.
  - If a receipt is missing, we cannot reimburse for it nor can we make duplicate receipts.

#### ➡ Contracts

- **STUDENTS SHOULD NEVER SIGN CONTRACTS. BY DOING THIS THE STUDENT ACCEPTS THE FINANCIAL AND LIABILITY TERMS OF THE CONTRACT.**

Contracts are a binding agreement between the University and a performer or agency. They are usually used to book a band, DJ, comedian, lecturer or artist. All contracts must have: Rutgers-University as the purchaser; not a student group or a student's name, be reviewed and signed by the Coordinator or Director of the Campus Center