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PART V—FINANCE

SECTION 501. DEFINITIONS.
In Part V:

(1) BUDGET ITEM.—The term “Budget Item” means a distinct event or program consisting of individual line items.

(2) CONSTITUENT STUDENT ORGANIZATION.—The term “Constituent Student Organization” means a student organization that is a member of an umbrella student organization.

(3) COMMITTEE.—For the purposes of Part V, the term “the Committee” shall mean the Financial Services and Allocations Committee.

(4) CO-SPONSORSHIP FUND.—The term “co-sponsorship fund” means all remaining student body funds in the General Fund after allocation of the SA Operational Budget, the general allocations process, and the appeals process.

(5) DURABLE GOOD.—The term “durable good” means any good that does not quickly wear out, or more specifically, one that yields utility over time rather than being completely consumed in one use.

(6) FISCAL YEAR OF THE STUDENT ASSOCIATION.—The term “Fiscal Year of the Student Association” means the period of time between July 1 and June 30.

(7) GENERAL FUND.—The term “General Fund” means the account into which student body funds shall be deposited and from which student body funds are allocated and disbursed.

(8) GRADUATE CONSTITUENT STUDENT ORGANIZATION.—The term “graduate constituent student organization” means a graduate student organization that falls under the jurisdiction of a graduate umbrella student organization.

(9) GRADUATE UMBRELLA STUDENT ORGANIZATION.—The term “graduate umbrella student organization” means a student organization that oversees two or more constituent graduate student organizations and is certified under these bylaws.

(10) LINE ITEM.—The term “Line item” means an appropriation describing an individual expense that is itemized on a separate line within a budget item.

(11) LINE ITEM TRANSFER.—The term “Line Item Transfer” means the reallocation of funds designated for a line item to a different line item within a student organization.

(12) NEW STUDENT ORGANIZATION.—The term “new student organization” means a student organization that has been registered for less than one year.

(13) REVENUE ACCOUNT.—“Revenue account” means an account into which all other monies received by a student organization, including membership dues, fundraisers, or donations shall be deposited.

(14) STUDENT ASSOCIATION ACCOUNT.—The term “Student Association account” means the account into which all student body funds allocated to a student organization shall be deposited.

(15) STUDENT ASSOCIATION OPERATIONAL BUDGET.—The term “Student Association Operational Budget” means the sum of student monies allocated to the Student Association during the general allocations process for the purposes of funding the operations of the Student Association.
STUDENT BODY FUNDS.—The term “student body funds” means all monies belonging to the Student Association.

STUDENT ORGANIZATION.—The term “student organization” means a student organization that is properly registered and in good standing with the University through the Office of Student Life.

SUPPLEMENTAL ALLOCATIONS.—The term “supplemental allocations” means the official name for the process of obtaining co-sponsorship funds.

TRANSITION EVENT.—The term “transition event” means an event whose principal attendees are the incoming or outgoing officers of a student organization.

RESERVE FUND.—The term “Reserve Fund” (R-Fund) means the fund managed by the Office of Student Life that holds the monies remaining from each Fiscal Year of the Student Association.

SEC. 502. GENERAL FINANCES.

(a) STUDENT ASSOCIATION FEE.—

1. GENERAL.—The Student Association shall raise student body funds through the Student Association Fee pursuant to Article XVIII of the Constitution.

2. ESTABLISHMENT.—The Student Association Fee must be altered by approval of a referendum to amend the Constitution pursuant to Section 204(B)(i)(I)(bb).

3. RECEIPT.—The Senate, through the Treasurer, shall receive the student body funds raised through Student Association Fee from the University administrator responsible for collecting the Student Association Fee at a date and time designated by the University administrator.

(b) GENERAL FUND.—

1. GENERAL.—All student body funds raised through the Student Association Fee and all other monies received by the Student Association shall be deposited in the General Fund.

2. OPERATIONAL BUDGET.—The Operational Budget of the Student Association must be taken out of the General Fund during the Spring allocations period.

3. INELIGIBLE ORGANIZATIONS.—Student organizations affiliated with schools or colleges that do not pay the student fee may not receive any money from the General Fund or the Student Association as a whole.

4. ROLLOVER FUNDS.—At the end of the fiscal year, any student body funds remaining in the General Fund must rollover to the next fiscal year.

(c) POWER OF THE TREASURER TO DISBURSE STUDENT BODY FUNDS.—

1. GENERAL.—The Treasurer shall be the fiduciary agent of all student organizations and shall serve as chief financial officer of the Student Association in accordance with these Bylaws and the Constitution.

2. APPROVAL.—

A. The Treasurer shall have the power to approve expenditures in a line-item manner in accordance with these Bylaws.

B. The Treasurer may not approve a disbursement of student body funds without an itemized receipt or record of purchase.

C. No student body funds shall be disbursed without the written or electronic approval of the Treasurer.

PART V—FINANCE
SEC. 503. GENERAL ALLOCATIONS.

(a) BUDGET.—
(1) ELIGIBILITY.—All student organizations are eligible to receive a general allocation of student body funds from the Student Association.
(2) SUBMISSION.—
(A) All student organizations requesting a general allocation shall submit a budget request to the Committee in a manner and time period that the Committee Chairperson shall determine.
(B) A student organization may not receive a general allocation if it fails to submit a budget in the specified manner or during a specified time period.
(3) REQUIREMENTS.—The budget shall include—
(A) the name and email of the student organization;
(B) an explanation of the purpose of the student organization;
(C) the names and emails of the student organization’s executive financial officers;
(D) the number of members in the student organization;
(E) the amount of student body funds the student organization received the previous fiscal year;
(F) the amount of revenue the student organization expects to raise during the following fiscal year, including dues and fundraisers;
(G) requests for student body funds in line-item form;
(H) numerical rankings of budget items indicating their relative importance to the student organization; and
(I) for each line item, a description of how the student organization intends to use the requested student body funds.

(b) ALLOCATIONS CRITERIA.—
(1) LINE-ITEM FORM.—
(A) The Committee shall allocate funds in line-item form.
(B) The Committee may not allocate funds for a line item that has no description other than a short title.
(2) TIER SYSTEM.—The Committee may consider the following factors in allocating student body funds to student organizations, with the following tiers designating the relative order of importance.
(A) Tier One factors are:
   (i) The number of students expected to benefit.
   (ii) The location and accessibility of the event, with a preference given to events held on campus.
   (iii) The extent to which the budget item is central to the identity or is essential to the existence of the student organization.
(B) Tier Two factors are:
   (i) How efficiently the funds would be spent.
   (ii) The extent to which the line item description sufficiently justifies the need for the funds.
   (iii) Whether the item to be purchased is a durable/sustainable good or one-time use, with a preference given to durable goods.

PART V—FINANCE
(I) The extent to which the primary purpose of the budget item contributes to a diverse and inclusive campus community that supports historically marginalized students.

(II) The extent to which the primary purpose of the budget item contributes to addressing incumbent issues on campus that educate the campus community.

(C) Tier Three factors are:
(i) How much effort the student organization has made to fundraise and the revenue it generates or fundraises for itself, with preference given to budget items that are not funded solely by the Student Association.
(ii) Whether the event has been put on previously and to what success.
(iii) How efficiently the student organization has spent student body funds allocated to it in accordance with its budget in the past.

(3) LIMITATIONS.—
(A) The Committee may not allocate more than $20,000 total for performers or speaker honorariums to any student organization during general allocations, with the exception of the Program Board.
(B) The Committee may not consider parity between similar organizations in allocating student body funds to student organizations.

(4) FOOD.—
(A) The Committee shall consider funding food during general allocations only if it is cultural or religious food at relevant cultural or religious events put on by relevant cultural or religious organizations.
(B) Funding for other food shall only be considered under section 504(a)(3).

(5) LANGUAGE ACCESSIBILITY FUNDING.—
(A) Upon confirmation of cost and verification of efficient use, the Committee shall fund 100% of Communication Access Real-time Translation (CART) services and American Sign Language (ASL) interpreters when requested by student organizations during general allocations.
(B) The Committee, by a two-thirds vote of those Present and Voting, may waive this requirement for failure to confirm costs or belief that the funds will not be used efficiently.

(6) SA OPERATIONAL BUDGET.—
(A) The collective branches of the Student Association must receive five percent of the General Fund as an Operational Budget.
(B) The Operational Budget must be allocated pursuant to the following—
(i) $500 to the judicial branch; and
(ii) the remaining balance shall be shared by the legislative and executive branches as follows:
   (I) one-third (1/3) to the legislative branch; and
   (II) two-third (2/3) to the executive branch.

(c) NOTIFICATION.—
(1) GENERAL.—The Committee shall notify every student organization requesting student body funds of the amount of student body funds the Committee has allocated to the student organization.
   (A) The Committee shall make the notification within 48 hours of its allocation.
The notification must include the timeline and procedures to appeal the allocation

EXPLANATION.—Within 24 hours of receipt of a request from a student organization, the Committee shall provide a written explanation detailing how the Committee arrived at the amount of student body funds allocated to the student organization under section 503 (b).

(d) APPEALS OF A GENERAL ALLOCATION.—

(1) ELIGIBILITY.—Any student organization dissatisfied with its allocation by the Committee may appeal to the Allocations Appeals Committee.

(2) REQUEST.—The Allocations Appeals Committee, in conjunction with the Committee, shall provide student organizations with a standardized form and deadline to request a section 503 (c) (2) explanation and to schedule an appeal with the Allocations Appeals Committee.

(3) CANCELATION.—If, after receiving the Committee’s response under section 503 (c) (2), a student organization is satisfied with the explanation, it may cancel its appeal at any time by notifying both the Committee Chairperson and the Chairperson Pro Tempore.

(4) MEETING.—The Chairperson Pro Tempore shall convene a meeting of the Allocations Appeals Committee within seven days of the deadline for submitting a notice of appeal.

(A) In the event that the Chairperson Pro Tempore will not be present at a meeting of the Allocations Appeals Committee within seven days of the deadline to submit an appeal, the Vice Chairperson of the Governance and Nominations Committee shall convene and chair the Allocations Appeals Committee.

(B) In the event that the Vice Chairperson of the Committee is a member of the Committee, the Governance and Nominations Committee shall select a member who is not a member of the Financial Services and Allocations Committee to chair the Allocations Appeals Committee.

(5) APPEAL PROCESS.—With both the representatives of the student organization and members of the Committee present, the Allocations Appeals Committee shall—

(A) review the original, unmodified budget submitted by the student organization to the Committee;

(B) provide an opportunity to the student organization to explain its submitted budget and;

(C) provide an opportunity for the Committee to explain its allocation under section 503 (b).

(6) FINAL DECISION.—

(A) The Allocations Appeals Committee may not make any final allocation decisions until all student organization appeals have been heard.

(B) The Allocations Appeals Committee, by simple majority of those Present and Voting, shall vote to either affirm or modify the Committee’s allocation.

(7) MODIFICATION OF ALLOCATION.—All modifications to the Committee’s allocation must be done in line-item form and will be funded solely by the student body funds set aside for use by the Allocations Appeals Committee in accordance with section 503(f)(2).

(8) COMMITTEE MEMBERSHIP.—The Allocations Appeals Committee shall be composed of the Governance and Nominations Committee minus the Senators from the Committee.
(e) SUBMISSION TO SENATE.—
(1) GENERAL.—After completion of the general allocations process and the appeals process, the Committee shall make the prepared budget publicly available on the Student Association website and submit it to the Senate for approval.
(2) DEADLINE.—The Committee shall do so no later than 72 hours prior to consideration by the Full Senate.

(f) LIMITATIONS.—
(1) GENERAL ALLOCATIONS.—The Committee may not allocate more than 70 percent of the General Fund during general allocations.
(2) APPEALS PROCESS.—The Allocations Appeals Committee may not allocate more than 5 percent of the General Fund during the appeals process.
(3) GENERAL FUND.—The Senate may not approve a general allocations budget of more than 75 percent of the General Fund.
(4) REMAINING FUNDS.—The Committee, in accordance with these bylaws, may allocate any remaining student body funds in the General Fund.

(g) THE STORE.—
(1) The Committee shall allocate no less than $10,000 to The Store during general allocations.
(2) The Committee may not allocate funds under this section for:
   (A) speaker honorariums;
   (B) prepared Foods fit for immediate consumption;
   (C) hot foods;
   (D) room rental fees;
   (E) beer, wine, liquor, cigarettes, or tobacco; or
   (F) Any other item eligible for funding under these Bylaws.
(3) Student Association budget restrictions for The Store apply only to funds appropriated by the Student Association to address food insecurity under this section.

SEC. 504. ADDITIONAL FUNDING
(a) SUPPLEMENTAL ALLOCATIONS.—
(1) ELIGIBILITY.—All student organizations are eligible to receive a supplemental allocation of student body funds from the Committee.
(2) SUBMISSION.—
   (A) A supplemental request must be submitted to the Committee by the student organization no later than fifteen (15) class days prior to the proposed expense.
   (B) The Committee may consider supplemental requests submitted less than fifteen (15) class days prior to the proposed expense upon a vote of two-thirds Present and Voting.
(3) CONTENT.—A supplemental request, including student organizations eligible to receive a supplemental allocation for food, must include the following—
   (A) the name and email of the student organization,
   (B) the names and emails of the student organization’s executive financial officers,
   (C) the amount of student body funds the student organization received in its general allocation,
   (D) the amount of student body funds the student organization has remaining,
   (E) requests for supplemental student body funds in line-item form with descriptions,
 numerical rankings of the line items indicating their relevant importance to the overall budget item, and

an explanation of why the student organization needs supplemental body funds.

CONSIDERATION.—The Committee shall consider supplemental requests no later than ten class days following their receipt.

COMMITTEE APPROVAL.—

(A) The Committee may, by a simple majority vote of those present, approve in whole, in part, deny, postpone, or match with a fundraising target a supplemental request.

(B) The Committee may not disburse any supplemental allocation that exceeds one (1) percent of the starting co-sponsorship fund, up to $7,500, without Full Senate approval.

SENATE APPROVAL.—If the supplemental allocation request requires Full Senate approval, the Committee shall provide a line-item budget of the request to the Full Senate.

MODIFICATION.—Any modification to the Committee’s supplemental allocation must be done in line-item form and the final amount of the supplemental allocation must not exceed the amount of the original supplemental allocation request.

NOTIFICATION.—The Committee shall inform student organizations of the disposition of their supplemental request within 48 hours.

REPORT.—

(A) The Committee Chairperson shall distribute at each Senate meeting a written or electronic report of all supplemental allocations and the amount remaining in the General Fund since the previous Senate meeting.

(B) This report shall also be made publicly available on the Student Association website.

EMERGENCY FUNDS.—

(1) In times of emergency, as designated by the Office of Student Life, the Full Senate by a two-thirds majority vote of Senators Present, can redirect the remaining co-sponsorship funds for the Fiscal Year to be used to support students.

(2) The Senate shall release these funds upon the approval of the President, Vice President, Financial Services and Allocations Committee Chairperson, and Treasurer.

UNIVERSITY GIFTS.—

(1) GENERAL.— The Student Association shall contribute at least one (1) percent of the General Fund to The George Washington University.

(2) DESIGNATION.— The Student Association shall specifically designate gifts made pursuant to subsection (1) to a fund, program, or initiative that directly helps students, including—

(A) the CARES Fund;
(B) the Knowledge in Action Career Internship Fund;
(C) the Office of Advocacy and Support Survivors Fund; and
(D) the Power and Promise Fund.

(3) APPROVAL.— Gifts made pursuant to subsection (1) must be approved by the President, Treasurer, and Financial Services and Allocations Committee.

(4) NOTICE.— The President shall notify the Senate and the student body of gifts to the University made pursuant to subsection (1) within five (5) days of when such gifts were made.

PART V—FINANCE
SEC. 505. FINANCIAL SERVICES AND ALLOCATIONS COMMITTEE REGULATIONS

(a) DUTIES AND POWERS OF THE FINANCIAL SERVICES AND ALLOCATIONS COMMITTEE.—

(1) Appropriations.—All appropriations must originate in the Committee.

(2) Allocation Request Forms.—The Committee shall develop standardized forms to allow student organizations to submit a budget for general allocations and requests for supplemental allocations and loans.

(3) Manual.—The Committee, in conjunction with the Office of Student Life, shall publish a manual for student organizations, which must explain—

(A) the process by which student organizations become registered;
(B) how a student organization can submit a budget to be considered for a general allocation;
(C) what criteria the Committee considers in determining what allocation the student organization will receive;
(D) the appeals process;
(E) how a student organization can obtain supplemental funding;
(F) how a student organization obtains a disbursement of funds from its accounts; and
(G) any other information the Committee believes will assist student organizations in the financial process.

(4) Seminar.—The Committee shall, in conjunction with the Office of Student Life, develop a financial training seminar to certify student organization executive financial officers in accordance with Bylaw 305, Section 1(b)(1).

(5) Audit.—

(A) The Committee shall have the power to audit the financial activities of any student organization, including the branches of the Student Association, at any time.

(B) The Committee shall conduct a mandatory audit of all student organizations in accordance with section 506(g).

(6) Disbursement Request Forms.—The Committee and the Treasurer shall develop standardized payment request forms to allow student organizations to request a disbursement from its accounts.

(7) Financial Review.—The Committee, with the input of the Treasurer, shall publish an annual financial review of the financial activity for the fiscal year to date and recommendations on how to improve financial efficiency for the incoming Senate-elect.

(8) Expenditure Reports.—At the request of the Committee, the Treasurer shall provide copies of any student organization’s expenditure reports.

(9) Testimony.—At the request of the Committee, the executive financial officers of a student organization shall testify before the Committee regarding the financial affairs of the student organization.

(b) Conflict of Interest.—

(1) Definition.—For the purposes of this subsection, a member of the Student Association has a conflict of interest for a matter relating to a student organization when the member’s significant involvements or relationships with the student organization or its members are significantly likely to affect that member’s ability to remain unbiased and impartial in debating or voting on the matter.
(2) FINANCIAL SERVICES AND ALLOCATIONS COMMITTEE MEMBER.—Any member of the Committee that is currently or has previously been an officer of a student organization or has another conflict of interest under paragraph (1) shall not participate in presenting, questioning, debating, or voting on business regarding that student organization when brought before the Committee.

(3) ALLOCATIONS APPEALS COMMITTEE MEMBER.—Any member of the Allocations Appeals Committee that is currently or has previously been an officer of a student organization or has another conflict of interest under subsection (a) shall not participate in debating or voting on appeals regarding that student organization.

(4) MEMBER OF THE SENATE.—Any member of the Senate that is currently or has previously been an officer of a student organization or has another conflict of interest under paragraph (1) shall not participate in presenting, questioning, debating, or voting on supplemental funding regarding that student organization when brought before the Full Senate.

(5) EXCEPTION.—The provisions described under this subsection shall not apply when debating or voting on business regarding the finances of the legislative branch.

(c) DECISIONS MADE BY THE CHAIRPERSON.—

(1) NOTICE.—The Committee Chairperson shall inform the entire Committee of all decisions made or actions taken solely by the Chairperson on matters regarding the duties of the Committee within two class days after the decision or action.

(2) VOTE TO OVERTURN.—

(A) Any member of the Committee may call for a vote to overturn any decision made or action taken by the Chairperson within ten class days of notification.

(B) The Committee may overturn the decision or action by the Chairperson by a vote of two-thirds Present and Voting.

(d) OVERSIGHT.—To view financial information of student organizations, the Treasurer, the Committee Chairperson, and the Committee Vice Chairperson shall be granted administrative access to Engage, or the current Student Engagement Platform being used.

SEC. 506. STUDENT ORGANIZATION REGULATIONS

(a) EXECUTIVE FINANCIAL OFFICERS.—

(1) Every student organization shall have two executive financial officers. The President and Treasurer of a student organization shall be that student organization’s executive financial officers. If a student organization lacks either or both positions, the student organization shall designate other officers to serve as executive financial officers.

(2) The executive financial officers of a student organization shall—

(A) be registered and certified by the Treasurer and the Committee through attendance at a financial training seminar;

(B) approve all payment request forms submitted by members of the organization;

(C) be responsible for the financial records of the student organization;

(D) be responsible for ensuring that Student Association financial Bylaws and procedures are followed by the student organization; and

(E) be the official representatives of the student organization to the Committee and the Treasurer.

(F) Any student organization receiving student body funds must maintain records of its expenditures of student body funds for two fiscal years.
(3) An executive financial officer may not approve their own payment request form.

(b) SPENDING PROHIBITIONS.—

(1) STUDENT ORGANIZATIONS.—A student organization may not use student body funds—
   (A) to compensate any student for services performed on behalf of the student organizations;
   (B) as a gift, gift card, prize, or scholarship to any individual or group of individuals, excluding guest speakers who attend events without a fee;
   (C) to purchase drugs, firearms, ammunition, or University prohibited items;
   (D) to purchase financial securities;
   (E) for gambling purposes;
   (F) in support of or in opposition to a candidate in an on-campus election;
   (G) as a direct monetary or in-kind contribution to a candidate seeking elected office in an off-campus election; or
   (H) for a transition event reserved for an exclusive segment of a student organization;

(2) THE TREASURER.—The Treasurer may not approve a reimbursement for any of the prohibited expenditures in paragraph (1).

(3) VIOLATIONS.—
   (A) If a student organization is found to have made a prohibited expenditure in violation of paragraph (1), by a two-thirds vote of Senators Present in the Committee, the student organization—
      (i) may be fined up to 100 percent of its remaining student body funds; and
      (ii) may not receive additional funding under Bylaw 303 for the remainder of the fiscal year.
   (B) If a student organization is found to be in violation of paragraph (1) in two or more consecutive academic years or twice or more in a single academic year, the student organization may not receive any student body funds for the next academic year.

(4) SANCTIONS.—Any sanction assessed against a student organization under this section may be modified by a two thirds vote of Senators Present if the Full Senate.

(c) DAMAGED, LOST, OR UNRETURNED ITEMS.—If a student organization damages, losses, and/or fails to return supplies or any item belonging to the Student Association, the Committee reserves the right to charge the student organization’s Student Association account for funds up to the amount of the item.
   (1) If the student organization’s Student Association account does not have sufficient funds, the Committee can withdraw funds from their revenue account.
   (2) If the organization’s revenue account has insufficient funds, the Committee may withdraw funds from future supplemental allocations or allocations.

(d) STUDENT ASSOCIATION ACCOUNTS.—
   (1) GENERAL.—All student organizations shall maintain a Student Association account.
   (2) DEPOSIT.—All student body funds allocated to a student organization must be deposited into the student organization’s Student Association account.
   (3) INFORMATION.—
      (A) Information about any student organization’s Student Association account, including current balance and approved expenditures, must be made available by the Treasurer to any student upon written request.
(B) The Treasurer shall inform the executive financial officers of any student organization whose account information has been requested under this subsection.

(4) REMAINING FUNDS.—
(A) At the end of the fiscal year, any student body funds remaining in student organizations’ Student Association accounts must be transferred to the General Fund for the next fiscal year.
(B) At the end of the fiscal year, any student body funds remaining in the General Fund must be transferred to the General Fund for the next fiscal year.

(e) REVENUE ACCOUNTS.—
(1) GENERAL.—All student organizations shall maintain a revenue account.
(2) DEPOSITS.—
(A) All monies received by a student organization must be deposited into the student organization’s revenue account.
(B) A student organization may not deposit or transfer any student body funds to its revenue account.
(3) SPENDING.—A student organization may spend monies in its revenue account in any way it chooses in accordance with University policy.
(4) INFORMATION.—Information about the student organization’s revenue account, including current balance and approved expenditures, must be limited to—
(A) the executive financial officers of the student organization;
(B) the Treasurer; and
(C) the Office of Student Life.
(5) RE-REGISTRATION.—If a student organization re-registers with the Office of Student Life, all monies held in the student organization’s revenue account shall be held for the following year.
(6) DISSOLVEMENT.—If a student organization fails to re-register with the Office of Student Life or is otherwise dissolved, all monies held in the student organization’s revenue account shall be transferred to the General Fund for the next fiscal year.

(f) DURABLE GOODS.—
(1) POSSESSION AND USE.—
(A) While a student organization is registered and in good standing with the Office of Student Life, it shall have the ability to possess and use any durable goods purchased by the student organization using student body funds unless the President and Vice President determine the possession and use of the durable good by the Student Association is in the best interest of the student body.
(B) If a student organization fails to re-register with the Office of Student Life or is otherwise dissolved, all durable goods in possession of the student organization must be transferred to the possession of the Student Association.
(2) STUDENT ORGANIZATION ACCESS.—Only registered undergraduate and graduate student organizations at The George Washington University shall be permitted to borrow durable goods from the Student Association.
(3) TIME OF RETURN.—
(A) Any durable good borrowed from the Student Association must be returned within a period of three (3) days.
(B) If the durable goods are not returned by the seventh (7th) day, then the Student Association shall charge the student organization a late fee agreed upon at the start of the academic year by the Treasurer and the Student Association President.
(C) If the durable good is not returned by the fourteenth (14th) day, then the Student Association shall charge the student organization for the full price of the durable good.

(4) CONDITION OF RETURN.—
(A) Any durable good borrowed from the Student Association must be returned in the same condition it was found, disregarding normal wear and tear.
(B) If a student organization returns an item in a condition that has minor damages, it will be charged a damage fee agreed upon at the start of the academic year by the Treasurer and the Student Association President.
(C) If an organization returns an item in a condition that is no longer usable, it will be charged for the full price of the item.

(g) AUDITS AND RECLAMATIONS.—
(1) GENERAL.—All student organizations are subject to audit by the Committee at any time without explanation.
(2) MANDATORY AUDIT.—A mandatory audit shall be conducted during the last full week of January on all student organizations except graduate umbrella student organizations.
(3) AUDIT REVIEW.—An audit conducted by the Committee shall review the following:
(A) Is the student organization spending their Student Association allocated funding?
(B) Is the student organization spending in line with its submitted budget?
(C) Is the student organization spending in line with Student Association policies?
(D) Any other information the Committee deems necessary.
(4) STUDENT ORGANIZATION EXPLANATIONS.—
(A) All student organizations shall have the opportunity to give explanations upon being audited.
(B) The Committee may, by a simple majority of those Present and Voting, examine the explanations given by the student organizations.
(5) RECLAMATION.—
(A) If the organizations’ explanations are unsatisfactory in that they do not have significant justification as to why allocated Student Association funds were not spent for specific line items, the Committee can reclaim unspent funds.
(B) If a student organization fails to respond to an audit in the time period specified by the Committee, may, by a two-thirds vote of those Present and Voting, can reclaim unspent Student Association allocated funds.
(C) If a student organization fails to respond to the January audit and it has not spent any student body funds, all student body funds in the student organization’s Student Association account will be reclaimed automatically unless The Committee, by a two-thirds vote of those Present and Voting, votes to reclaim a lesser amount.
(D) RECLAIMED FUNDS.—All reclaimed student body funds shall be deposited in the General Fund.

(h) OVERSPENDING.—
(1) LIMITATION.—The Treasurer may not approve an expenditure reimbursement that would cause a student organization to go into debt.
(2) STUDENT ORGANIZATION NOTICE.—The Treasurer shall immediately provide notice to a student organization if the student organization goes into debt or otherwise overspends student body funds allocated to it.

(3) COMMITTEE NOTICE.—If a student organization goes into debt or otherwise overspends student body funds, the Treasurer shall notify the Committee.

(4) REPAYMENT PLAN.—

(A) If the amount in a student organization’s revenue account is insufficient to cover the amount overspent, the executive financial officers of a student organization shall meet with the Committee Chairperson and the Treasurer to create a repayment plan.

(B) Until a student organization creates a repayment plan, it is ineligible to receive additional student body funds.

(C) If after creating a repayment plan and attempting in good faith to repay the debt, the student organization remains unable to pay the debt, the Committee may, by a two-thirds vote of those Present and Voting, fund any debt incurred by a student organization.

(i) TRANSFER OF FUNDS.—

(1) PETITION.—

(A) Student organizations may petition the Treasurer for the transfer of funds from one line item to another line item within their approved budget, including between budget items.

(B) Student organizations may not petition the Treasurer for the transfer of funds from a line item to another student organization’s line item.

(C) The Treasurer shall establish a petition form for student organizations to justify their request to the Treasurer and consider these requests under subparagraphs (A) and (B).

(2) CONSIDERATION.—The Treasurer shall consider the following when reviewing line-item transfer petitions:

(A) Whether transferring funds from the other event will affect that event’s success.

(B) Whether the student organization has the ability to fund both the event transferring funds and the event receiving funds.

(C) Unforeseeable factors that will increase or decrease the cost of the events, or make the event unnecessary to the mission of the student organization.

(D) Whether the Treasurer has already allocated funds to the event.

(E) The degree to which the event/activity the line-item application is proposing funding to be transferred from fulfills the allocations criteria contained in section 503 (b).

(F) The Treasurer has the authority to edit the amount of the requested line-item transfer based on the criteria established in paragraph 2.

(3) APPROVAL.—

(A) The Treasurer may approve a petition to transfer funds.

(B) The Treasurer may not initiate any line-item transfer to a new budget item that exceeds one (1) percent of the starting co-sponsorship fund, up to $5,000, without Senate approval.

(C) Once the Treasurer has approved a line-item transfer, the Treasurer may not consider the event that the funds were transferred from for supplemental funding for the rest of the current fiscal year.

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(D) The Treasurer shall not consider line-item transfers to events that have occurred before they have reviewed the line-item transfer application.

(4) REPORT.—The Treasurer shall submit a report on their final decision on all petitions for transfer funds to the Committee within five (5) days of when the Treasurer makes such decisions.

(5) OVERTURN DECISION.—
(A) The Committee may, upon a vote of the majority of Committee members present, may overturn or modify the decision of the Treasurer.

(j) PRINTING.—
(1) GENERAL.—The Student Association shall offer free printing only to registered student organizations at The George Washington University.

(2) REQUESTS.—
(A) All printing requests shall be processed in at least two (2) business days.
(B) If a student organization submits a request for over one-thousand (1,000) printed pages, then the request shall be processed in at least one (1) week.
(C) If a student organization submits a printing request during the summer semester and/or during a time when both undergraduate and graduate classes are not in session, then the timeline detailed in subparagraphs (A) and (B) of this bylaw is not applicable.

(3) WEEKLY ALLOCATION.—Each student organization shall receive five-hundred (500) free printed pages from the Student Association per calendar week.

(4) EXCESS ALLOCATION.—If a student organization submits a request for more than five-hundred (500) printed pages within one (1) calendar week, it shall be responsible for providing paper for the extra pages.
(A) Alternatively, student organizations shall be able to use their revenue accounts to pay for extra pages.
(B) The Student Association shall charge the student organization in accordance with the printing prices of The George Washington University Colonial Printing.

(5) CONTENT GUIDELINES.—
(A) The images and language included on any materials submitted for printing shall abide by the GW Housing Postering/Flyer Guidelines.
(B) If a printing request is found in violation of the GW Housing Postering/Flyer Guidelines, then the request shall not be printed.

(6) STUDENT ASSOCIATION EMBLEM.—Any student organization using student body funds for an event shall display the Student Association Emblem on all tangible promotional materials including brochures, pamphlets, posters, mailings, tickets, programs, T-shirts, or any other advertisement.

(k) OTHER SANCTIONS.—
(1) FINANCIAL BYLAW VIOLATION.—Notwithstanding subsection (b), if a student organization is found to have violated any provision of Part V of these Bylaws, upon a two-thirds vote of the Committee, the student organization may be fined up to one-third of its remaining student body funds.

(2) STUDENT CODE OF CONDUCT VIOLATION.—Any student organization receiving student body funds that is found to have violated the Student Code of Conduct following the procedures established in the Student Code of Conduct shall be fined—
(A) an amount not less than fifty (50) percent of its general allocation, or

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(B) the entire amount of its student body funds if less than fifty (50) percent of its
general allocation remains.

(3) NOTICE.—The Committee Chairperson shall inform the Senate of any fine assessed
under paragraph (1) or (2).

(4) MODIFICATION.—Any fine assessed by the Committee under paragraph (1) or (2)
may be modified by a two-thirds vote of the Senate Present and Voting.

SEC. 507. GRADUATE UMBRELLA STUDENT ORGANIZATION

(a) ESTABLISHMENT.—

(1) PETITION.—Two or more graduate student organizations may petition the Committee
to form an umbrella student organization.

(2) CERTIFICATION.—The Committee may certify a graduate umbrella student
organization with a simple majority vote of those Present and Voting.

(b) BUDGET.—All graduate umbrella student organizations requesting student body funds shall
submit a budget in accordance with these bylaws, detailing—

(1) the budget of the umbrella student organization; and

(2) the budgets of its constituent student organizations.

(c) ALLOCATION OF FUNDS.—

(1) GENERAL.—All graduate umbrella student organizations shall be responsible for
re-allocating student body funds to its constituent student organizations.

(2) DEADLINE.—Graduate umbrella student organizations shall be responsible for
re-allocating student body funds to their respective constituent student organizations by
June 30 of the fiscal year.

(3) REPORT.—Graduate umbrella student organizations shall submit a report detailing the
re-allocation of student body funds to their respective constituent student organizations
to the Committee Chairperson, who shall report the re-allocations to the Senate and post
the reallocation report on the Student Association website within fourteen days of
receiving it.

(d) ELECTED GENERAL ALLOCATION.—

(1) GENERAL.—A graduate umbrella student organization that contains all the student
organizations of a distinct graduate school of The George Washington University may,
upon notification of the Committee, elect to receive a general allocation for the next
fiscal year based on the amount their constituent graduate students contribute during the
current fiscal year at the time of the Student Association allocation period to the General
Funding.

(2) AMOUNT.—The general allocation shall equal 100% of the current fiscal year’s
constituent graduate students’ contributions.

(3) BUDGET.—An umbrella student organization that elects to receive a general allocation
shall submit a budget in accordance with these Bylaws.

(e) SUPPLEMENTAL ALLOCATION ELIGIBILITY.—Any graduate umbrella student
organization that has opted-in to receive its constituent graduate students’ fee contribution
according to subsection (d), may receive a supplemental allocation of student body funds
from the Committee that would cause its total allocation for the current fiscal year to exceed
100 percent of its constituent graduate students’ fee contribution only if the supplemental
allocation request is for an event that is open to all students at the George Washington
University.
(f) CONSTITUENT STUDENT ORGANIZATIONS.—Graduate constituent student organizations may request supplemental allocation requests from the Student Association only if the request is for an event that is open to all students of The George Washington University.

(g) BYLAW APPLICABILITY.—Graduate umbrella student organizations shall be subject to all other bylaws of Part V in obtaining and using student body funds.

SEC. 508: STUDENT ASSOCIATION OPERATIONAL BUDGET

(a) GENERAL.—

(1) GENERAL.—Each branch of the Student Association shall be considered an individual student organization for the purposes of requesting, receiving, and disbursing student body funds.

(2) PART V BYLAW APPLICABILITY.—Each branch of the Student Association is subject to the Part V of these Bylaws, except that—

   (A) student body funds allocated to the branches of the Student Association may not be transferred to other student organizations without a two-thirds vote of the Committee; and
   
   (B) the executive branch may employ one or more University students to assist in the operations of the Student Association.

(3) USE LIMITATIONS.—Student body funds allocated to a branch of the Student Association shall be used only for—

   (A) programs initiated by the branch; or
   
   (B) expenses directly related to the operations of the branch.

(4) NOTIFICATION.—

   (A) Each branch of the Student Association shall submit notification of each of its expenditures within five (5) days of when the expenditure was made to the two other branches of the Student Association.
   
   (B) Expenditures made by the Student Association must be made publicly available on the Student Association’s website within five (5) days of when the original request is made.

(5) EMPLOYMENT.—

   (A) Any person employed by the Student Association shall be a federal work-study student of the University, unless they are a graduate student or the Treasurer.
   
   (B) No person elected or appointed by the Student Association to a position in the Student Association shall be employed by the Student Association except the Treasurer.

(6) RESERVATION OF ALLOCATION.—

   (A) Except during the transition period, the Senate shall have the authority to render inaccessible for use by the Executive a portion of the remaining balance of the general allocation made to the Executive for that fiscal year equal to the remaining balance divided by the number of Executive Secretaryships that are occupied at that time.
   
   (B) The portion rendered inaccessible under the procedure set forth in subparagraph (A) will remain inaccessible for use by the Executive until the Senate removes such injunction of accessibility by a vote of 2/3rds of the full Senate.

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(C) A vote to remove may not be in order until the President submits to the Senate an appointment to fill the vacancy or vacancies in question.

(b) THE EXECUTIVE BRANCH.—

(1) OFFICERS.—The executive financial officers for the executive branch shall be the President of the Student Association and the Treasurer.

(2) DISBURSEMENT.—The President of the Student Association shall disburse student body funds allocated to the executive branch.

(c) THE LEGISLATIVE BRANCH.—

(1) OFFICERS.—The executive financial officers for the legislative branch shall be the Chairperson of the Senate and the Committee Chairperson.

(2) DISBURSEMENT.—Student body funds allocated to the legislative branch shall be disbursed by a simple majority of the Governance and Nominations Committee.

(d) THE JUDICIAL BRANCH.—

(1) OFFICERS.—The executive financial officers for the judicial branch shall be the Chief Judge and a Deputy Chief Judge.

(2) DISBURSEMENT.—Student body funds allocated to the judicial branch shall be disbursed by a simple majority of the Student Court.