

SSC Bylaws Quick Reference Guide

NEW CLUB ACKNOWLEDGMENT

Expectations of all acknowledged clubs:

- Follow and fulfill the intentions, purposes, and services outlined in their club constitution.
- Hold at least one on-campus event per semester separate from their normal general body meetings.
- Maintain accurate and truthful records including attendance of their general body meetings, descriptions and attendance of events, and e-board election activities and results.
- Attend the semesterly SSC Leadership Conference.

SSC BUDGET APPLICATION PROCESS

1. Must have been acknowledged by SSC
2. Completed two full unfunded semesters as an acknowledged club
3. Apply to become a funding eligible club before the start of the 7th week of the semester.
4. Provide detailed list of allocations for the budget
5. SSC clubs seeking funds from the Undergraduate Student Government can request up to Eight Hundred Dollars (\$800) per semester. Funds must be applied for on a semesterly basis.

The budget cannot be used for:

1. Food

Food defined as “any item purchased for the purpose of consumption, including beverages”

- No alcohol
- No money can be spent on food for GBMs

2. Gifts and Awards

Gifts defined as “thing given willingly to someone without payment or expectation of return.”

Awards defined as “items with the likeness of trophies, plaque, or certificate.”

- No money can be spent on gifts/awards
- No individual gifts/awards
- No cash/gift cards
- No gifts/awards for non-students, club officers or employees, except for plaques or certificates; above limits still apply
- No scholarships/tuition
- If organization violates restrictions, E-board must reimburse their USG budget and is subject to further discipline

3. Apparel and Performance Wear

Any form of apparel will not be funded

LINE BUDGET STATUS

1. For a club to apply for Line Budget Status, a club must finish their probationary period and have completed all requirements
 - Provide the SSC with accurate and truthful records of their general body meetings; descriptions and attendance of events; and e-board election activities and results.
 - Provide the SSC with detailed accounting records of the funds given to them by USG since the time they were declared a funding eligible club by SSC.
 - Have spent USG funds on at least one on-campus event during each of the two semesters directly preceding the club's application for line budget status.
 - Demonstrate an understanding of the procedures and functional information of the Financial Bylaws of USG. Link: