

ALLEGHENY STUDENT GOVERNMENT FINANCIAL GUIDELINES AND POLICIES

2022-2023 ACADEMIC SCHOOL YEAR

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INTRODUCTION

Welcome to the 2022-2023 academic year! The Allegheny Student Government is pleased to support the clubs and organizations at Allegheny College. Funding is just one way ASG provides support to the groups on campus. The Financial Guidelines and Policies clarify and clearly articulate the responsibilities student organizations have when utilizing ASG funds. Individuals who can answer questions about the guidelines or policies are the following:

ASG Director of the Treasury:

ASG Advisor: Jennifer Foxman

Please contact or stop by the ASG office or Student Life Suite as needed throughout the year.

I. Club Responsibilities and General Provisions

Maintain Recognition

- I. Points II-IV must be completed to maintain active recognition with Allegheny Student Government
 - A. No budget allocations will be made or finance requests approved if your organization is not active and recognized
 - II. Your organization must have new officers elected prior to the budget hearings in April, as well as updated contact and organizational information, in order to be awarded a budget
 - A. **All ASG funded organizations must have a treasurer who is not another officer of that organization.**
 1. All treasurers must be students of Allegheny College.
 - III. Review Constitution and send updated document to the ASG Attorney General and Parliamentarian
 - A. Ensure that your organization is in compliance with ASG's constitution, the college's policies, and the club's own constitution.
 - IV. **ALL** Club Leadership must attend Leadership Training on September 18th in order to be recognized by ASG
 - A. If a member of club leadership (President, Vice-President, Treasurer, etc.) is unable to attend a delegate must be sent in their place.
- 1. Non-Discrimination:** There shall be no discrimination on the basis of any criteria, as outlined in the Allegheny Student Government Constitution and the Allegheny College Statement of Community.
- 2. Awareness:** A reasonable effort to advertise an event and/or group must be made. Suggested

avenues of advertising include but are not limited to My Allegheny, posters/banners in the Campus Center and other buildings, Facebook, Instagram, Snapchat, etc.

3. Admittance: Admission fees for events/programs funded by the Allegheny Student Government cannot be charged.

4. Direct Purpose: Allegheny Student Government will only fund items and activities directly related to the purpose of the organization.

5. Required Records: Every organization is expected to maintain its own records containing all revenue and expenses for their organization.

6. Time Management: There must be at least two weeks between the submission and the proposed event. Incomplete or late budget requests will not be accepted.*

7. Ex Post Facto Funding: There is no reimbursement for groups who spend money before receiving an approved allocation from ASG Finance Committee. Ex post facto funding is strictly prohibited.*

II. SPECIFIC FUNDING POLICIES

ONCE A YEAR - How to Apply for an Annual Budget

I. Process for ASG Recognized Student Organizations:

A. Verify Club/organization status. Are you registered and recognized by ASG? B. Elect new officers by April of each academic year. (Resolution to ASG Bylaws passed in February 2005)

1. Your organization must have a treasurer who is not another officer of the organization.

C. Update your organization information on the Gator Groups student organization database. (This is how organizations are notified about the budget process each year.) @allegheny email addresses are preferred. ASG is not responsible for organizations with outdated information in the database. Contact the Student Life Suite for more information.

D. All sources of funding to your organization must be disclosed in your budget packet (including membership dues, fundraising, monies from other departments) E. Submit your budget proposal application online via the ASG website.

www.alleghenystudentgovernment.org

F. Schedule a time to attend the budget hearing on behalf of your club. Attend the scheduled Budget Hearings in April (date set by ASG annually). Failure to attend the budget hearing will result in no budget.

II. The ASG Budgeting Committee is composed of the current administration's Finance Committee, the ASG Director of Finance, the ASG Vice President and the ASG President. III. The ASG Budget Committee considers the following information when allocating budgets for the following academic year:

1. How large is club membership?
2. What is the expected longevity of this club? (Is current club membership mostly

seniors?)

3. How often does the club meet? What is the average attendance at these meetings?
4. How many and what types of events and programs did the organization sponsor this year? What was the attendance?
5. Did the organization co-sponsor any events throughout the year?
6. What kind of marketing has the club utilized?
7. Are members required to pay dues?
8. Did the club present a detailed budget?
9. What does the club do for the campus community?
10. Is the club planning on taking any trips?
11. Is the club planning on bringing speakers to campus?
12. Is the budget request consistent with the organization's mission?
13. Bring the club financial records to the budget hearing. There does not seem to be any accountability when it comes to clubs keeping their own financial records. Clubs should have google sheets that indicate every meeting held, # in attendance, inventory sheet, etc.,
14. Is the budget request consistent with the organization's mission?

A. EQUIPMENT AND UNIFORM POLICY

1. EQUIPMENT POLICY

- a. New or used equipment or furnishings (such as sports paraphernalia, sound equipment, etc.) must be recorded as inventory in the organization's records and is the organization's responsibility to maintain.
- b. Club sports must contact the Director of Recreation and Facilities before requesting equipment due to planning, obtaining quotes from approved vendors, cost review, possible storage, and liability.
- c. Depending on the amount of approved equipment purchases, the best method of payment may be a PURCHASE ORDER or a college-issued CHECK in lieu of a credit card. The ASG Financial Assistant can help in this process.
- d. Club Sports must turn in an itemized inventory list in order to be considered for new equipment. *The purchase date for equipment must be documented.

2. UNIFORM POLICY

Submit a Finance Request, Surplus Fund

- a. Club Sports must contact the Director of Recreation and Facilities before requesting uniforms due to planning, obtaining quotes from approved vendors, cost review, cleaning, and storage, etc.
- b. Uniforms purchased on behalf of the club are to be held in inventory and remain with the club at the conclusion of the year. Uniforms are not for individual members to keep beyond the use of club activity.
 - i. Members may purchase their uniform from ASG for the value of a replacement uniform.
- c. Uniforms may not be purchased with ASG funds for athletic teams or groups affiliated with the varsity sports program.
- d. New uniforms for the entire club can only be requested every four (4)

- years, equivalent to the varsity athletics uniform policy.
- e. The purchase date for equipment and uniforms must be documented and sent to the Treasurer via ASG Finance email.
- f. Club Sports must turn in an itemized inventory list to be able to be considered for new jerseys or uniforms
- g. Club Sports must turn in an itemized inventory list in order to be considered for new jerseys, uniforms, etc . *The purchase date for equipment must be documented.

B. FOOD POLICY / ALCOHOLIC BEVERAGES

Submit a Finance Request, General Fund

1. Food for general body meetings will not be funded.
 - a. Organizations may receive a small budget for a welcome event dependent on ASG approval.
2. An organization **may apply for funds** from their budget for food at events the ASG Director of Finance deems necessary.
3. Requests for food will be considered on the basis of their merit under either of the following two definitions:
 - a. Clubs/Organizations may use ASG Funds toward the purchase of food at events that are **open to all students**.
 - b. *Significant Addition: The omission of food would significantly alter the nature of the event. Example: a cultural event.*
 - c. *Integral to the Event: The omission of food would make holding the event irrelevant.*
4. Cultural Event - Allegheny Student Government supports efforts to create a culturally rich student life and acknowledges the sometimes extraordinary expense and circumstance surrounding cultural cooking. The cost associated with cultural food for an organization/club's budgeted event will be considered on a case-by-case basis.
5. **Allegheny Student Government funds may not, under any circumstances, be used for the following:**
 - a. *The purchase or promotion of alcoholic beverages.*
 - b. *Honor Society Induction Ceremonies/dinners/banquets.*
 - c. *Meals for off-campus trips*
 - i. *Conferences*
 - ii. *Games (league, division, or other inter-collegiate competitive events)*
 - iii. *Trips**

C. HOTEL & ACCOMMODATION POLICY

Use a Finance Request or Budget

1. The off-campus event must be integral to the mission of the club/organization.
2. All teams going on their respective league, division, or other inter-collegiate competitive events can receive reasonable hotel funding (4 persons per room).
3. Coaches and/or advisors are encouraged to attend.
4. Allegheny Student Government will not fund hotel and other accommodations for

conferences, events, etc., unless the off-campus event is integral to the mission of the organization.

5. Additional funding will be considered if gender specific accommodations are requested.
6. All other club related accommodation expenses, not aforementioned, will be assessed on its merits, necessities, and overall cost

D. HIRE/EMPLOY POLICY - YOU NEED A CONTRACT!

Submit a Finance Request at least 2 - 3 weeks prior to the event.

1. Students may not sign contracts with third party agents; all approval should first go through Student Life or the organization's advisor, then to the ASG Financial Assistant, who will organize all requests to the Dean of Students, Tevis Bryant for final approval.
2. All coaches, contract agents, DJs, entertainers, instructors, lecturers, presenters, speakers, etc. must have the appropriate paperwork (i.e. Forms I-9, W-4, etc.) filed with Allegheny College in order to be paid.
3. Transportation for speakers or guests of the College will be funded within reason and appropriate documentation must be provided. It is recommended that transportation is included as part of the fee and designated as **such in the contract**.
4. If a speaker, entertainer, etc. requires hotel accommodation, please work with Student Life for the reservation. It is recommended that hotel accommodations are included as part of the fee and designated as **such in the contract**.
5. If a student is an individual being contracted the Student will receive a flat rate of \$100 an hour depending on the service provided.
6. Any contracts must be submitted two weeks prior to the event. Organizations should not expect contracts to be honored after this deadline.
7. All staff and faculty employed by Allegheny College are not eligible to be paid for services under Allegheny College policy. Please see the Director of Finance, or the Dean of Students with any questions.

E. TRANSPORTATION AND VEHICLE POLICY

Use a Finance Request.

1. Students may use their personal vehicles for organizational trips
 - a. Students must sign a liability agreement with Allegheny Student Government and Allegheny College stating that the student assumes all personal risk and liability of using their personal vehicle. The college and ASG assume no responsibility for students who use their own vehicles.
 - b. Students will be reimbursed based on mileage.
2. Reimbursement for rental vehicles, gas, tolls, and parking will be provided only if Motor Pool or Enterprise rental vehicle(s) are used and the appropriate documentation is provided.
3. Students are able to use Motor Pool vehicles for trips less than 250 miles (round trip).
4. Transportation for speakers or guests of the College will be funded within reason and appropriate documentation must be provided. It is recommended that

transportation is included as part of the fee and designated as **such in the contract.**

Uber/Lyft/Taxi - Due to the amount of fraud and lack of receipts, student organizations **may not use an ASG credit card when using taxi services, Uber or Lyft.** Students using these services on an ASG funded trip may apply for reimbursement. Students must use the reimbursement form and provide appropriate documentation.

F. TRIPS, CONFERENCES, AND LARGE EVENT POLICIES 1.

Organizations intending on taking a trip, attending a conference, or holding a large campus event (\$4,000) must have approval of ASG Finance Committee.

- a. For Trips/Conferences, organizations must provide:
 - i. Reason for trip, itinerary, expected attendance, and the total cost
- b. For large campus events totaling more than \$4,000, organizations must provide:
 - i. Reason for large event and cost breakdown of event

2. Organizations must contribute 30% of the total cost of the trip, conference, or large event in order to receive ASG funding.

- a. Contributions can come from:
 - i. Organization's operating budget
 - ii. Person's attending
 - iii. Ticket sales
 - iv. Fundraising
 - v. Sponsorships
- b. Contributions must be reported to the ASG Finance office for proper documentation.

3. ASG will provide the other 70% for approved trips/conferences/events 4. If you are planning to take a trip, attend a conference, or host a large event, attend ASG Finance Committee meetings with ample time prior to the event to allow for time to collect contributions.

G. GIVEAWAY AND RAFFLE POLICY

Use a Finance Request, General Fund

1. Under Pennsylvania State Law, Games of Chance are illegal without a license. 2. Giveaways may occur only at registered events, not general body meetings. 3. Giveaways should be in proportion to the event. The recommended amount is up to \$25.00.

4. When considering designs/logos for any swag and/or branded item (ex: t-shirts, water bottles, fanny packs, etc.) it is imperative to consider whether any picture or statement could be deemed as offensive, obscene, or indicative of harassment towards others. Allegheny College must be on the shirt, placed in an appropriate manner.

Approval should go through Student Life.

H. CHARITABLE CAUSES & FUNDRAISERS

1. Organizations may raise funds to support non-profit charities. Organizations may not raise funds to support themselves. ASG provides funding for recognized

student organizations.

2. Funds raised by a club for non-profit organizations or charities must be deposited into the club's Student Government Account. Funds raised by a club may be donated to an outside source.

3. Please contact the ASG Financial Assistant for more information on fundraisers.

Under no circumstances may Student Government funds be donated directly or indirectly to any outside source.

I. HONOR SOCIETY POLICY

1. Induction supplies and dinners may not be paid for using ASG funds.
2. ASG will not pay for, or subsidize, dues for an honor society organization.

J. ASG CLUB/ORGANIZATION MERCHANDISE POLICY

Use a Finance Request, General Fund

1. T-shirts will be funded based upon active membership and the number of shirts requested by the organization

- a. If a club has...

- i. 15 members or less, merchandise will be funded up to \$15

- ii. 16 members or more, merchandise will be funded up to \$12

- iii. 30 members or more, merchandise will be funded up to \$10

100 members or more, merchandise will be funded up to \$7.50

2. One T-shirt per active Club Member.

3. The Procedure is as follows:

- a. Club logo/design needs to be approved by Student Life.

- b. In the meantime, request a quote for the merchandise company. You will need qty., each price, etc.

- c. Once your design is approved, please submit a Finance Request form, select General Fund, and attach the quote as a pdf.

- d. A representative from your Club must attend the Finance Meeting. **A finance request form must be submitted and approved through the ASG General Fund prior to ordering.**

- e. After approval you may request an ASG Credit Card to make your purchase.

K. ASG CLUB/ORGANIZATION GRADUATION CORD AND STOLES POLICY

Use a Finance Request, General Fund

1. Graduation Cords and/or Stoles may not be purchased as Senior Gifts (as per College Policy).
2. If considered uniforms or equipment, cords and stoles may be purchased by student organizations. A list of Graduation Cord and Stole recipients must be submitted with the accompanying finance request.
3. Students are advised to limit themselves to wearing only one stole of their choice during official commencement activities. This policy is under the purview of the Academic Standards Committee. Changes are subject to a vote of the Faculty.

For more information about the Cord and Stole policy, please reference the Academic Bulletin.

L. NON-ALLOWABLE EXPENSES

According to Allegheny College Policy, the following are not allowable expenses:

1. **Personal entertainment and other personal expenses:** examples include movies, headset rental, personal reading materials, laundry or dry cleaning services, shoe shining, medications, between-meal snacks/beverages, water dispenser refills (except as allowable as noted above under “Business meals or other business entertainment”).
2. **Airline or other trip insurance (including automobile rental).**
3. **Employee spouse/partner or other non-employee expenses:** Generally not acceptable. Exceptions must be approved by the employee’s supervisor or department head prior to travel or event. A brief explanation, signed by the employee and supervisor/department head must accompany the expense report.
4. **Theft, loss, or damage to any personal effects or luggage.**
5. **Traffic and parking fines.**
6. **Employee/Student/Vendors gifts.** Examples include (but are not limited to) employee thank-you gifts, gift cards, birthday or holiday celebrations/gifts, Administrative Professional Day gifts/meals, gifts for retiring or departing employees, flowers or plants given in acknowledgment of the death or illness of an employee or employee’s family member, and mileage to attend a funeral or visit an ill employee. Employees generally use personal funds for non-business matters. Exceptional circumstances should be discussed with the supervisor or department head in advance.
7. **Clothing.** In general, employees should not use College funds to purchase clothing, unless Allegheny clothing is required as part of the employee’s position (e.g. Security Officers, coaches).

III. EXEMPTIONS*

1. To appeal a policy or decision, please contact the Director of the Treasury to discuss the appeal. Requests for exemptions for annual budgets must be received at least four weeks prior to the date needed.
2. In the time of an absence of a Finance Committee, the ASG Director of Finance, in tandem with the ASG President, Vice President, and the ASG advisor(s), has the power to make any and all purchases they deem necessary, pending finance approval of Senate
3. The Director of the Treasury can decide to reopen Budget Hearings with a two-thirds vote of Senate.
4. The Director of the Treasury has the right to remove the ASG Financial Controller (appointed by themselves) at any time while consulting the executive cabinet.
5. Any remaining money in an organization’s ASG account will go into the ASG surplus fund. **Money is not carried over from year to year.**
6. All Student Government allocations are held in the Student Government account. ASG budgets are allocated in the spring semester for the following academic year.

(Example: budget is requested in Spring 2021 for the 2021-2022 academic year.) Clubs must submit a budget proposal/application and attend the budget hearing to be eligible. SEE VI FOR MORE INFO.

7. Organizations are not permitted to open and/or maintain accounts with outside firms and/or banks. (Example: a checking or savings acct. at PNC), unless otherwise permitted.

IV. ACQUIRING FUNDS FOR YOUR CLUB/ORGANIZATION

A. TYPES OF FUNDS

There are five established measures for acquiring funds from Student Government: Annual Budgets, General Fund, Speakers Fund, Student Action Fund, and Surplus.

1. **Annual Budgets:** Recognized organizations may request an annual budget to cover the costs of regular club activity. This annual budget includes programs, events, and supplies not covered by other funds. SEE VI.
2. **General Fund:** The General fund is available throughout the current academic year for recognized student organizations. Groups may apply to use general funds for special programs, events, conferences, etc. that are not normally covered under the annual budget.
3. **Speakers Fund:** Groups who wish to bring a lecture or speaker to campus may apply for funding from the speaker fund in order to do so.
4. **Student Action Fund:** Students or student organizations, who have an idea to improve the overall campus life experience for the student body, may present their idea and request potential funding through the Student Action Fund. Any project must have a lifetime of more than two years and prove beneficial for the overall campus life experience.
5. **Surplus Fund:** Student organizations requesting funds for a capital purchase such as uniforms, equipment, etc. may request funding from the surplus fund. All capital purchases are property of ASG and groups must submit an updated inventory list along with their request. Capital purchases are defined as expenditures that are for long-term use such as uniforms, equipment, etc.
6. **FACC/ CIIC Fund:** CILC recognized organizations have access to this specific fund for: cultural events, campus programming, and collaborative events with other CILC organizations.

B. ACCESS TO FUNDS

Student organizations may access their funds in four (4) different ways. In all instances, appropriate documentation must be provided.

APPROPRIATE DOCUMENTATION: itemized receipts, invoices, purchase orders, etc.

- a. Appropriate documentation must be legible, including the date, an itemized list of goods and/or services, and the form of payment used.

Receipts must include the list of each item and the cost of each item

1. **Check request:** Student organizations are encouraged to plan ahead and request checks for large purchases. This would include payments for both

goods and services. (Goods are tangible items; services involve contracts such as speakers, musicians, etc.)

2. **Reimbursements:** Students are able to be reimbursed for purchases made with their own funds contingent upon the expense having been approved prior to the purchase and the appropriate documentation provided. This is done through a reimbursement form and submitting a reimbursement request on the ASG Director of Finance page on the website.
3. **Credit Cards:** ASG has a limited number of credit cards available for student organizations to use for purchases, travel, etc. Credit cards are issued on a first-come, first-served basis. For more information, see the Credit Card process immediately following.
4. **Purchase Orders**(for large purchases):Typically inventory and/or uniforms.

C. CREDIT CARD POLICY

Due to the volume of requests for the ASG Credit Cards throughout the academic year, credit cards are issued on a first-come, first-served basis.

Please read the following instructions regarding credit cards carefully:

1. Student organizations must fill out the online Credit Card Request form. Requests cannot be made in person, via email, or in any other manner.
2. Due to the high demand and vulnerability to fraud, loss of card, etc., only the **President and Treasurer** of the organization may use an ASG issued credit card. If any organization violates this policy, the organization may lose credit card privileges, funding, etc.
3. Credit cards will be available for pick up on Tuesdays and Fridays from 8:30 a.m. - 5 p.m. in the Student Life Suite. For example, if an organization needs to use a card for the weekend, the request must be made five (5) business days in advance for a Friday pick-up. Cards checked out on Tuesday must be returned to Student Life Suite prior to 8 a.m. on Thursday with receipts. Cards checked out on Friday must be returned to Student Life Suite prior to 8 a.m. on Monday with receipts unless special arrangements have been authorized prior to the request. Failure to do so will result in an automatic loss of credit card privileges. When an organization does not return a card promptly, other student organizations are negatively impacted.
 - a. If the Student Life Suite is closed - Please use the DROP SAFE to return the credit card and receipts. The Drop Safe is located in the alcove before you enter the Student Life Suite on your left. You can access this anytime the Campus Center is open. During business hours please return to the Student Life Suite. Someone at the front desk will accept the card and have you sign upon return.
4. Credit cards can be used to purchase larger items, for travel, or for special events and programs as permitted by the funding guidelines.
5. All cards must be returned with receipts at the appropriate time indicated above. **Failure to return receipts along with the credit card will result in an automatic loss of credit card privileges.** In addition, the individual who requested the card may be held personally responsible for the charge(s). Receipts are extremely important and must be returned with the card.
6. Emergency contact: If for some reason the credit card will not work, please contact

the Student Life Suite right away at 814-332-2754 during business hour a. If it is after business hours, please contact Public Safety at 814-332-3357 if it is an emergency only (i.e. - if an organization is traveling and the card will not work).

7. Because of the high volume of Amazon orders and the difficulty collecting receipts, ASG has established an Amazon account. All student organizations ordering from Amazon must order from the ASG Amazon account. To order using the ASG Amazon account, you must go to the Student Life Suite and speak with the ASG Financial Assistant. They will log into the ASG Amazon account and the student may order from Amazon in the ASG office. ASG credit cards will not be given for Amazon orders that are not on the ASG account.
8. All online orders are to be made in the ASG office, using one of the ASG computers. You may schedule this with the ASG Financial Assistant at the time of your Credit Card Request.
9. **Uber, Lyft, and Taxi Services:** Due to the amount of fraud and lack of receipts, student organizations may not use an ASG credit card when using Uber, Lyft, or other taxi services. Students using these services on an ASG funded trip may apply for reimbursement. Students must use the reimbursement form and provide appropriate documentation. (SEE IV. ACCESSING THE FUNDS for info. on appropriate documentation.)

D. Club Auditing

1. All clubs receiving ASG funds for equipment, uniforms, and inventory are **REQUIRED** to maintain and store those items from year to year.
 - a. Decorations that are in a reusable condition must be maintained. Any disposed of decorations must be reported to ASG.
 - b. The Club is responsible for keeping track of all club materials.
 - c. The Club materials are not allowed to be given to any member to keep, unless it is a t-shirt.
2. The Club is required to report any damages/changes to inventory to ASG

THROUGHOUT the YEAR - HOW to Submit a FINANCE REQUEST - this opportunity is available throughout the academic year (typically late September to early April) for ASG recognized clubs.

Examples: Clubs/organizations would utilize a Finance Request for an unplanned event, hiring/employing a Speaker, DJ, Entertainer, Caterer, Coach, Referees, any individual and/or group that you are planning to pay in return for a service.

Conferences, Inventory items, Equipment, Uniforms, Stoles/Cords, purchasing movie rights. This is not an all-encompassing list.

Time Management/Planning - Finance Requests generally require a great deal of planning in advance. Two (2) weeks prior to the event is prudent.

Gather all of the information - You will need to attach a detailed quote in pdf format to the Finance Request. Include: Date of the event. Where the event is to take place, supplies, cost of

supplies, vendors, each price, total pricing, etc.

Forms are available online via the ASG website at www.alleghenystudentgovernment.org

VI. DISCLAIMER

The Allegheny Student Government and Allegheny College reserves the right to freeze or remove an organization's funds if the organization is in violation of Student Government policies, College policies as outlined in The Compass, or abuses of funding in any manner. Individuals and/or organizations may be referred to the student conduct system as a result of any such violation.