UMass Residence Hall Association (RHA) Financial Policies and Procedures

Allocation of the General Spending Budget, FY17
The following fixed costs will be capped at the following amounts:

- **RHA Spending Caps**
  - Retreat – $25,000
  - Executive Board Scholarships – $21,000 ($1,500 per Executive Board member per semester)
  - Phone, Postage, and Overhead – $7,000
  - Promotional and Marketing Products – $10,000

RHA shall allocate their annual General Spending budget in the following categories, once the fixed costs have been deducted:

- **Executive Board Discretionary Funds – 15%**
  - This account includes the costs associated with the RHA Executive Board, such as fall and winter training.

- **Community Programming – 45%**
  - Costs associated with funding for all programs hosted by RHA throughout each academic year will be taken out of this account, including, but not limited to, supplies, rental fees, equipment, and promotional items.

- **General Funding – 40%**
  - This account will be used for funding other organizations and events that the General Body votes on sponsoring.

Should there be excess funds leftover from unused fixed cost allocations, then all excess funds shall be transferred to the General Funding account. All above allocations are subject to change with a motion and approval by majority vote of the General Body.

Criteria for General Funding Eligibility
RHA will assess funding requests by the following criteria, in no specific order. If any one of the below criteria is not met, then the author of the request will be denied or asked to revise and resubmit a new funding request form.

1. The organization must be a university-affiliated group.
2. The organization must contain at least one member of SGA. Note that all undergraduate students enrolled at the University are members of SGA.
3. The event or activity in which the organization is requesting funding for must involve residential undergraduate students,
   a. The organization must provide an estimated number of residential students that will be involved.
4. The purpose of the event or activity of requests should primarily be beneficial to the residential areas and their residents.
5. Requests must include a list of items purchased for an event, or an equivalent (i.e. travel itinerary for a trip, purchased items, etc.) in order to provide a full breakdown of their budget for the General Body.
6. The organization must include a clear amount of funds being requested, as well as a breakdown of their budget with expected costs.
7. The organization must present a clear plan of how they will effectively deliver their services.
8. Requests and approvals must be based off of neutral, objective criteria, and may not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age, veteran status, or disability.

Funding Restrictions and Procedures
1. In funding any organization, RHA shall expressly prohibit the use of funds for any activities prohibited by federal or state law.
   a. Funded organizations will be required by RHA to clarify that funds will not be used in a manner that violates state or federal law.
2. RHA prohibits the use of funds for activities that may violate any University policies.
3. Article II, Section 3, Part A, of the RHA Constitution prohibits the funding of House Councils that are currently in bad standing, which is defined as having “two unexcused absences in two consecutive General Body meetings.”
   a. Please see Article II, Section 3 of the RHA Constitution for more details.
4. RHA will not provide funding for any programs used to endorse political candidates or political campaign contributions for, including, but not limited to, Area Government, SGA, municipal, state, or federal elections.
5. No organization shall receive more than $100 per student participating and/or attending per single program, with the exception of a student requiring long-distance travel, in which case the RHA General Body may vote to provide excess of $100.
6. RHA can co-sponsor programs with SGA. The organization requesting funding is responsible for notifying RHA of funding coming from other sources, including fundraising, requests to the SGA, RSO budgets, house councils, and other means.
7. Upon approval of funding the student organization agrees to accept any additional restrictions that RHA has put in place, including, but not limited to the following:
   a. Events that are funded by RHA must clearly state on all advertising and promotional items that their program is made possible in part by the Residence Hall Association, and/or include the RHA key logo.
   b. Every organization that receives funding from RHA will submit a Post-Program Evaluation Form, through the RHA Campus Pulse page, Google Docs, via email, or with a printed copy submitted to the RHA Executive Board. Forms must be submitted no later than two weeks after the funded program occurred.
      i. In the event that the funded program was a conference, the organization's members that attended such conference must present their experience to the General Body.
      ii. For any other organizations that received funding from RHA for a program, the Treasurer will announce the results of the program to the General Body based off information provided in the Post-Program Evaluation Form.
   c. All unused funds provided by RHA to an organization will be returned to RHA within a reasonable time, but no later than 30 days.
   d. Any organization that received funding and fails to submit either the Post-Program Evaluation Form within the allotted time will be ineligible for any future funding requests until the form(s) is submitted, or until the end of the academic year, whichever is later.
8. RHA reserves right to limit or deny requests if any of the above restrictions and/or criteria are not met, and may deny future funding of such organization.