

**Student Government Association Senate**  
**Northern Illinois University**  
**Friday September 26<sup>th</sup>, 2025 – 4:30 PM**  
**Holmes Student Center – Sky Room**  
**Public Streaming: <http://go.niu.edu/SGASenateLive>**

*Members of the public wishing to give public comment, please submit an [Intent to Speak](#) form, no later than 11:59 pm, September 25<sup>th</sup>, 2025.*

- I. Call to Order and Roll Call
- II. Verification of Quorum
- III. Public Comments
- IV. Approval of Minutes
  - A. Senate Minutes 09.05.2025
  - B. Senate Minutes 09.12.2025
- V. Approval of Agenda
- VI. Special Report
- VII. Speaker's Report
- VIII. Office of the Speaker Report(s)
- IX. Committee Report(s)
- X. Executive Branch Report(s)
- XI. Cabinet Report(s)
- XII. Old Business
  - A. SB57004: A bill to modernize and revise the Financial Policy
  - B. SB57005: A bill to modernize and revise the Annual Funding Process
- XIII. New Business
- XIV. Good of the Order
- XV. Announcements
- XVI. Adjournment

*Please be advised that public comments will be limited to five (5) minutes per person, and that any one topic may not be discussed for more than 15 minutes.*

We acknowledge that we are on the traditional land of the Peoria, Kaskaskia, Piankashaw, Wea, Miami, Mascoutin, Odawa, Sauk, Mesquaki, Kickapoo, Potawatomi, Ojibwe, and Chickasaw Nations.

**Old Business**

**Agenda Item: A**

**Author:** Speaker Gonzalez

**Sponsor:** Speaker Gonzalez, Treasurer Lazaric

**First Reading**

Friday September 12, 2025

**ENROLLED SENATE BILL 57004**

**Fifty–Seventh Session**

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**Summary:** A bill to revise and modernize the Finance Policy.

**Legislation:**

WHEREAS, the SGA Bylaws that has the Financial Policy is outdated as it contains language when Student Government Association required student organizations to physical present budgets to the SGA Finance Committee prior to the widespread adoption of Huske Hub; and

WHEREAS, this modernization simplifies the process and matches to the process that the SGA Treasurer and the SGA Finance Committee operate to ensure uniformity in SGA operations; and

WHEREAS, the language has been simplified to ease student organizations understanding and comprehension of Student Government Associations many financial policies; and

WHEREAS, Part I, Article II, §1.B of the Student Government Association Bylaws states that, “The Senate shall have the power to create and amend the SGA Bylaws”,

THEREFORE, the students of Northern Illinois University represented in this Senate resolve the SGA Bylaws be amended as follows:

**ARTICLE II**

**FINANCE COMMITTEE**

**Section 1**

**Finance Committee Membership and Structure**

- A. The Finance Committee shall be tasked with the oversight of all financial matters of the Student Government Association, including the allocation and oversight of Student Activity Fee money.
- B. The Finance Committee will consist of ten (10) voting members, seven (7) of whom are Senators, appointed at the discretion of the Speaker. The Speaker, Treasurer, and Deputy Treasurer shall serve as the remaining three (3) voting members. The chair of the committee shall have the power to appoint and remove previously appointed administrative staff as non-voting ex-officio members, as they see fit.
- C. The SGA Treasurer shall serve as chair of the committee but shall only vote to break a tie. The SGA Deputy Treasurer shall serve as the vice-chair of the committee and preside over the committee in the absence of the SGA Treasurer. The Deputy Treasurer shall serve as the secretary, who shall keep accurate records for the committee.
- D. The Finance Committee shall have the following duties and responsibilities:
  1. at least once every fourteen (14) days while the Senate is in session.
  2. Review the annual budget recommendations for each of the budget subcategories and consolidate each subcategory budget recommendation into one omnibus funding bill to be introduced to the Senate no later than the second Senate meeting in April.

3. Assign SGA-recognized organizations and departments requesting funding to a specific finance subcategory for administrative purposes. the purposes of hearing annual budget presentations.
4. Review any expenditures and financial approvals within the Executive Branch, including the Campus Security Fund and Executive Allocations.
5. Introduce the fiscal policies and recommendations coming from the Committee to the Senate.
6. Review and approve Supplemental Funding requests.

## Section 2

### Finance Subcategories

- A. The annual budget shall consist of four (4) subcategories. The annual budget requests for the Student Government Association recognized organizations and certain university departments and offices shall be reviewed in each of these assigned categories as determined by the SGA Finance Committee. Funds allotted to each SGA-recognized organization will be allocated within funding levels for each subcategory. Each subcategory's funding level will be set by the Finance Committee in the second meeting of the Spring semester.
- B. Any individual on the SGA Finance Committee must disclose any current or previous involvement in organizations requesting Student Government Association funding. Furthermore, individuals currently serving or who have previously served in organizations requesting funding must abstain from voting and discussion and debate on the consideration of that organization's budget request.
- C. The individual subcategories are as follows:
  1. Tier 1: University Departments and Department Organizations. These are defined as having office space on campus, office staff, and having a direct responsibility to the student body. There shall be no maximum for funding requests and no requirement to present budgets to the Finance committee.
  2. Tier 2: Governing Councils and Sports and Recreation. These are defined as any entity where a middle person(s)/entity is involved for the distribution of funds to those under their oversight. There shall be no maximum for funding requests. Budget presentations to the Finance Committee are required.
  3. Tier 1: Non-Funded Organizations: These are defined as organizations that are not annually funded due to any reason. The maximum amount of annual funding requested shall not exceed \$500.
  4. Tier 2: Competitive Organizations: These are defined as organizations that are not sports clubs or sport organizations but attend/engage in competitions regardless of their affiliation with a university department. Organizations must have already been annually funded, engage in a minimum of three (3) yearly verifiable competitions and are not involved in activity involving physical exertion and skill. The maximum amount of annual funding requested shall not exceed \$1,000.
  5. Tier 3: Academic and Department Affiliated Organizations. These are defined as organizations affiliated with a specific academic interest or university department serving a larger section of the student body. The maximum amount of annual funding requested shall not exceed \$2500. Budget presentations to the Finance Committee are not required.
  6. Tier 4: Sponsored Student Organizations. These are defined as organizations with a focus that serves their specific membership and have no real responsibility to the rest of the student body. The maximum amount of annual funding requested shall not exceed \$500. Budget presentations to the Finance Committee are not required.
- D. Tier 3 and Tier 4 Organizations that are not sport clubs or sport organizations but attend/engage in competitions, may be eligible for additional annual funding from SGA. This additional funding may not exceed \$2500. To Qualify for the funding, the organization must meet the following criteria . . .
  1. Must be eligible for annual funding.

2. Must have a minimum of three (3) yearly competitions.
3. Must not be a sport organization where sport is defined as an activity involving physical exertion and skill.

## ARTICLE IV USE OF SGA FUNDING

### Section 2 Expenditure

- A. All expenditures by an organization must be approved in the organization's annual budget or approved as a change by the Treasurer. All expenditures must be pre-approved and expenditure forms must be submitted to the SGA prior to all purchases. Any purchases or obligating money for services or items that have not been previously approved will leave the individual(s) personally responsible for covering those expenses. Neither Northern Illinois University nor the SGA will cover expenditures not pre-approved through the funding and expenditure process. The NIU Advisor and the organization's President and Treasurer must sign the SGA Expenditure Form.
- B. All expenditure forms must be submitted by the 2<sup>nd</sup> Friday of the month of June for use in the current fiscal year. This clause pertains to those monies allotted to organizations by the SGA and not funds that may have been raised by the organization. March 31<sup>st</sup> of each year

## ARTICLE V ADDITIONAL FUNDING SOURCES

- A. Supplemental Funding is defined as funding made available to SGA recognized organizations or departments that is supplemental to what is already in their budget, regardless of the funding source.
- B. The total Supplemental Funding budget each year will be divided evenly between each semester, with the funds remaining from the fall semester rolling over to the spring semester. Any remaining money in the Supplemental Funding budget at the end of the Fiscal Year shall remain in the General Reserve.
- C. Organizations requesting Supplemental Funding must adhere to the following process:
  1. An application form, including reasoning for funding request and breakdown of anticipated expenses budget, must be submitted via NIU's organization platform which if they are organized under a council or department should be submitted through that council or department, this includes but is not limited to sports clubs under the Recreation Center and fraternities or sororities under Greek council and all similar situations.
  2. The application will be added to the SGA Finance Committee agenda by the SGA Treasurer where the committee will meet and deliberate the request for full or partial approval, or rejection. The request must be added to the SGA Finance Committee agenda within two weeks of the application being submitted. The SGA Treasurer or SGA Deputy Treasurer may reach out to the student organization to revise the application if there are issues present before it is added to the agenda.
  3. The application form will be forwarded to the SGA Treasurer, who will then review the form and schedule a date with the organization to present the request to the SGA Finance Committee for full approval, partial approval, or rejection. This meeting must take place within two (2) weeks of the submission of the application.
  4. The organization shall receive notification of the final decision of the FC through the Student Government Association email and shall only respond with questions or concerns to the SGA email or the accounting departments chosen form of contact. Student organizations will be notified of the full, partial, or outright rejection of the request via the SGA email or SGA Treasurer so long as the SGA email is carbon copied. Continuously contacting individuals associated with the finance committee, Student Involvement accountant accounting department, or SGA as a whole privately via

social media, private email, or in person without scheduling a meeting in regards to the decision made by the finance committee may be viewed as harassment can result in loss of funding at the discretion of the finance committee.

- D. Organizations receiving Supplemental Funding shall use such funding only for the purposes approved by the SGA Finance Committee. It is the committee's responsibility to ensure that requests contain provisions for how the money is to be spent. The regular expenditure process is to be followed to ensure that such funding is being used in accordance with the specific request as well as all other SGA and university guidelines.

## **Section 1**

### **Supplemental Funding**

#### **Section 3**

##### **Campus Security Fund**

- A. Security waivers are available for student organizations to help cover the cost of security from the Department of Public Safety and the Holmes Student Center Student Security for events as required in NIU's Social Events Policy. Any SGA-recognized student organization is eligible to receive security waivers.
- B. All applications for the security waiver shall go to the Treasurer and the Finance Committee within a week of the application being received. The Committee shall decide approval or denial of the application and how much will be allocated by majority vote.
- C. Security waivers shall be funded in the SGA Annual Budget. Any funding remaining in the security waiver fund at the end of the Fiscal Year shall remain in the General Reserve.
- D. All other policies and procedures for the Campus Security Fund shall be included in a policy drafted by the SGA President. This policy must be made available no later than the beginning of the fall semester each academic year.

#### **Section 4.3**

### **Rollover of Remaining Funds**

#### **Section 5.4**

### **Rollover of Remaining Funds**

At the end of each Fiscal Year, if an organization or department does not use all its allocated funds (this does not include generated funds), then those funds roll back to the SGA. **Recipients** Organizations may request part or all of their remaining allocation as a rollover request. Rollover requests will be granted if the General Reserve level is high enough to support those requests. A maximum amount of 5% of the organization's annual budget will be considered. Anything over 5% will go to the general reserve. **To request rollover funds, a memo or email must be sent to the SGA Treasurer within the same fiscal year in which the funds are from. Notification of rollover fund allocations will be sent via email from the SGA office at the beginning of the fall semester of the following fiscal year.**

## **ARTICLE VI**

### **FUNDING OVERSIGHT**

#### **Section 1**

### **General Oversight**

All organizations using SGA allocated funds must adhere to all SGA Treasurer rulings, SGA Supreme Court rulings, SGA policies, NIU policies, ~~the Student Organization Handbook~~, and related laws. Failure to do so will result in the organization being placed on suspended status and/or loss of SGA recognition. Departments are also subject to this oversight as it relates to receiving SGA allocated funds.

Some of these rules include but are not limited to:

- ~~1. Reusable Items shall be returned to be stored by the SGA for future student use.~~
- ~~2. Funding shall not recover spent money by applicants.~~
- ~~3. No physical cash will be delivered to applicants.~~
- ~~4. Funding for food shall only feed students.~~
- ~~5. SGA will not purchase gift cards for applicants.~~
6. Prohibited items as outlined in the Purchasing Guidelines
7. Any purchases for merchandise must only be for the members of an organization.
8. SGA funding may not benefit a non-profit organization
9. All funding requests for organizations under Councils, Centers, or Departments should attempt to go through those bodies first and sent by them to the Finance Committee of the SGA.
- ~~10. Funding may not be spent on interstate travel if applicants do not respond to requests for information within two business days.~~
- ~~11. All communication should only go through the SGA email and accountancy department unless in-person meetings have been scheduled.~~
12. All communication regarding funding decisions should be communicated via the SGA email or SGA Treasurer's work email so long as the SGA email is carbon copied on there.
13. Use of SGA funding shall be accompanied by using the SGA logo and tagging SGAs current social media account in all promotional materials and posts. ~~Funded s orgs are required to.....~~
- ~~14. The SGA may reduce the amount guaranteed in funding if the preliminary budget projections does not meet the final cost.~~
15. Any amount a student organization requests is not guaranteed until the SGA Finance Committee, or SGA President in Executive Allocation requests, may be fulfilled due to but not limited to: fiscal constraints, organizations subcategories, University revenue, and other reasons.

### Section 3

#### Suspension of Student Organizations

Organization may be suspended for violations of ~~this Finance Policy policy~~. Any organization that is suspended for violation of ~~this Finance Policy~~ shall not be allowed to conduct any events, except for business meetings. Suspended organizations may not sponsor or co-sponsor any events, nor shall they be allowed to access SGA funds or receive Supplemental Funding, Executive Allocations, or Campus Activities Board (CAB) funding, ~~, nor shall they be eligible for security waivers as defined by this policy.~~ Multiple violations of this Finance Policy may result in an organization losing SGA recognition as provided in the SGA constitution.

***This legislation is ordered to take effect immediately.***

**Old Business**

**Agenda Item: B**

**Author:** Speaker Gonzalez

**Sponsor:** Speaker Gonzalez, Treasurer Lazaric

**First Reading**

Friday September 12, 2025

**ENROLLED SENATE BILL 57005**

**Fifty-Seventh Session**

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**Summary:** A bill to revise and modernize the Annual Funding Process.

**Legislation:**

WHEREAS, the SGA Bylaws that has the Financial Policy containing the Annual Funding process is outdated as it contains language when Student Government Association required student organizations to physical present budgets to the SGA Finance Committee prior to the widespread adoption of Huske Hub; and

WHEREAS, this modernization simplifies the process and matches the process that the SGA Treasurer and the SGA Finance Committee operate to ensure uniformity in SGA operations; and

WHEREAS, the language has been simplified to ease student organizations understanding and comprehension of Student Government Associations many financial policies; an

WHEREAS, Part I, Article II, §1.B of the Student Government Association Bylaws states that, “The Senate shall have the power to create and amend the SGA Bylaws”,

THEREFORE, the students of Northern Illinois University represented in this Senate resolve the SGA Bylaws be amended as follows:

**ARTICLE IV**

**ANNUAL FUNDING PROCESS**

**Section 2**

**Eligibility for Funding**

**A. General Eligibility for SGA-Recognized Organizations**

Any Student organizations that have been officially recognized by the SGA Senate for at least four (4) months, beginning on the day Organization Oversight Committee grants recognition, are eligible to request Annual Funding. as of the date budget requests are due will may be eligible to request receive Annual Funding. Organizations with restrictive membership or that collect dues are ineligible to receive any type of funding. Organizations cannot be denied due to their nature or finance subcategory. Greek organizations meeting the 4-month recognition requirement may request annual funding through their corresponding council. Organizations with restrictive membership shall be ineligible for annual funding except for the four governing greek councils organizations. Organizations cannot be denied funding due to the nature or classification of their organization. Greek chapters or other organizations belonging to a governing council who are recognized by SGA and meet the four (4) month recognition requirements for annual funding may request annual funding from their umbrella corresponding council (Interfraternity Council, Panhellenic Council, National Panhellenic Council, Multicultural Greek Council, Sports Club Council, etc.). Governing councils are not

subject to the four (4) month residency requirement, but organizations under their purview are. Organizations with competitive teams are also eligible to request receive Annual Funding for conference expenses from the Student Government Association.

- B. Eligibility of University Departments and Services
  - a. Certain University departments and services may also be funded by the SGA annual budget process if it is determined that their functions serve a critical need of the student body.
- C. If a recognized student organization disbands or ceases to exist on campus in an official capacity either voluntarily or involuntarily for a period of greater than one academic year, that group must go through the process again to gain full recognition.
- D. Honor societies shall not be eligible for annual funding.

#### **Section 4 Eligibility for Funding**

Following the budget meeting, organizations must prepare and submit budget proposal to the SGA by March 31<sup>st</sup> of the school year a date set by the SGA Treasurer and announced no later than the date of the first mandatory budget meeting. This date must not be later than the first business day of April. Budget proposal packets must be made available by the SGA both in hard copy and online via the SGA's website. To apply for an annual budget or Supplemental Funding, an organization must be eligible in accordance with the Student Organization Policy and the Finance Policy, must not be serving a suspension issued by NIU or the SGA Treasurer, and must have attended one of the mandatory budget meetings.

#### **Section 5 Late Budgets**

Organizations and departments that turn in budgets up to fourteen (14) calendar days late may face a reduction in their allocation by the SGA Finance Committee of 5% for each calendar day the budget is late. During deliberation of budget requests, the Finance Committee will not be told in advance which groups turned in paperwork late. Deductions shall be made once the Finance Committee has determined the requester's budget recommendation. Any requester that turns in a budget more than fourteen (14) calendar days late is automatically ineligible to receive SGA Annual Funding under any circumstances.

#### **Section 6 Presentation of Budget**

- A. Student organizations and departments requesting Annual Funding must present their budget request before the Finance Committee according to their assigned SGA Finance Subcategory. Student organizations can rely on their submitted Annual Funding request which serves as their presentation. Requests can be a physical document or electronic such as NIU's Student Organization Platform. The SGA Finance Committee must begin reviewing annual funding applications no later than the second Finance Committee meeting of the Spring Semester. The SGA Finance Committee will begin receiving reviewing budget presentations submissions on NIU's Student Organization Platform no later than the second Finance Committee meeting of the Spring semester.
- B. Each organization is required to present its budget by the assigned date and time. Organizations must contact the SGA Treasurer or Deputy Treasurer to schedule a meeting at least one (1) week in advance. At least one member of the organization who helped to prepare the budget request should attend this meeting.
- C. If the organization has no members able to attend the assigned meeting and does not contact the SGA in advance, then the SGA Finance Committee may proceed to act on the budget request without the organization being represented. The SGA Finance Committee will decide based on the submitted budget requests submitted to the committee. The SGA Treasurer or delegate assigned by the Treasurer may reach out to the student organization for more information before a final decision is made. The SGA

Treasurer or delegate must make two (2) written attempts to contact the student organization for information before deciding based on the submitted materials.

## **Section 9**

### **Notification and Distribution of Budget Allocation**

The SGA Treasurer must notify the President, Treasurer, and NIU Advisor of each student organization requesting SGA Annual Funding within two (2) weeks of the final approval of the annual budget by the Senate; how much, if any, of their budget was approved by the SGA Senate; as well as the breakdown of which line items are funded for the next fiscal year. All notifications to Student organizations will be done via the SGA email. However, it is important to note that allocations are based on the Student Activity Fee and budgets allocation amount may be changed if collected fees are significantly different than projections indicate. Final budget notification will come from the SGA Office in August. All allocations will be placed in the organization's university cost center in two distributions, the first being in the fall semester and the second being in the spring semester.

***This legislation is ordered to take effect immediately.***