Wisconsin Student Government

Policies and Procedures

Revised April 27, 2018; Revised November 2019:

Revised February 20 2022

**Dress Code**

Meetings: Casual unless agenda states otherwise.

Legislative Seminar: Business Casual code for Monday and Business Professional code for Tuesday.

**Seminar Committees**

May change from year to year depending on the details of the seminar and are determined by the Executive Board with approvedby simple majority of governors.

**Agreement Positions**

*Resource Director* - There shall be an contract between Wisconsin Student Government (WSG) and the Resource Director. This contract length shall be determined by the Executive Board and approved by simple majority of governors. This contract shall spell out the duties and responsibilities of the Resource Director and compensation. (ARTICLE V(D) of bylaws) The Executive Board shall be responsible for filling the position from applications received after posting the position.

WSG may contract with a a Web Developer or Content Manager. This contract length shall be determined by the Executive Board and approved by simple majority of governors. The contract shall spell out the duties and responsibilities. The Executive Board shall be responsible for filling the position from applications received. A contract will be developed and offered based on the decision of the Executive Board and approval by simple majority of governors.

These positions are funded as part of the fiscal year, July 1 through June 30 budget.

**Domain Name and Web Page Management**

The resource director shall manage all subscriptions including but not limited to the domain name and web page management provider. The domain name is [www.wsgtech.com](http://www.wsgtech.com) and owned by WSG. The hosting service and other costs affiliated with the security and operation of the website may be purchased with the approval of the Executive Board within the approved annual budget. The Board of Governors will be notified at the following meeting through the AFO Report.

**Seminar Fees**

The Legislative Seminar registration fee is established by the Executive Team, are based on the expenses of the prior year. The fee will be approved by the November meeting by simple majority of the governors.

**Code of Conduct**

WSG members and any individual attending WSG sponsored events are subject to the WSG code of conduct. Any violations of the code of conduct may result in disciplinary action in accordance with the WSG disciplinary process.

Financial Policies and Procedures

**Organizational Structure**

WSG is registered with the Department of Financial Institutions (DFI) through the State of Wisconsin and as a 501(c)(6) organization with the Internal Revenue Service. The WSG resource director shall present the budget to the membership and shall be approved by simple majority of governors at a WSG meeting.

**Budget Cycle**

The fiscal and budget year will run from July 1 to June 30.

**Writing Checks**

There needs to be one signature on the check by the Resource Director. An expense statement signed by two members of the Executive Board must accompany checks written and debit/credit card purchases. Paid receipts must be submitted and attached to expense statements. All purchases, reimbursements, and/or expenses shall be within a line-item of the budget or approved by simple majority of governors or approved by the Executive Board if the purchase, reimbursement, and/or expense is within the by-laws.

**Travel Funds**

Any person wishing to use travel funds must get approval from the Executive Board in advance or it must be an approved budget line item. If a cash advance is requested, it must be submitted with sufficient time forthe Resource Director to prepare and mail the check to the individual.

Upon their return, the person has thirty (30) days to submit receipts for travel, meal, and accommodation expenses. Reimbursable expenses include meals and mileage at the federal rate, reasonable accommodation expenses , parking fees, toll fees, and administrative expenses such as copying. Non-reimbursable expenses include but are not limited to parking tickets and alcoholic beverages.

**Per Diem**

Maximum per diem will align with the federal per diem rates, not including lodging and mileage expenses. A change in the per diem based on inflation may be made by the Executive Board with the approval of the Board of Governors.

Reimbursement for meal expenses incurred on WSG business shall be made by submitting an Expense Statement. All receipts must be turned in with the Expense Statement.

**Contractual Agreements**

A simple majority of governors must approve any contract involving the use of WSG funds not in a line item of the budget. Both the President and Resource Director must sign any contracts entered into by WSG if not an approved line item in the budget. If an approved line item in the budget, the Resource Director may sign the contract. Notification of the signing of the contract must be made in the appropriate report.

**Open Financial Records**

The financial records of WSG are accessible to the membership at any time they request in writing and will be supplied within a thirty (30) day period.

**Monetary Transition:**

The Executive Board and the Resource Director will determine the financial institution for WSG accounts.

**Bank Accounts**

All incoming WSG revenue will be immediately placed in the organization’s checking and/ or savings account. Transfer of funds from the checking and/or savings account to a Certificate of Deposit and/or government bonds must be approved by the Executive Board. Transfer of funds from a Certificate of Deposit and/or government bond to the checking and/ or savings account to must be approved by the Executive Board. Any other transfer of funds, except between checking and savings, must be approved by the Executive Board. Any misuse, questionable expenditure, or other unauthorized use of the funds shall be reported to the financial institution immediately. Failure to resolve any unauthorized use shall result in reporting the situation to the Board of Governors and, if necessary, the proper legal authorities.

**Capital Equipment Purchase**

The Executive Board, who must be given a list of capital equipment options including the cost of each option, must approve any capital equipment purchase. In the event of an emergency that prohibits day-to-day operations of the organization, the Executive Board and Resource Director shall allocate the necessary funds. The allocated expense will be reviewed by the Board of Governors at its next regular meeting. A capital equipment reserve may be placed in the budget to help offset costs of repairs and replacement of any WSG capital equipment.

This policy excludes any capital equipment donated to WSG or received from WTCS surplus.

**Reserve Funds**

A reserve fund shall be included in a budget. A minimum of 10% of any remaining funds in the fiscal year shall be deposited into the reserve account. Any use of reserve funds must be approved by the Executive Board and simple majority of governors. Reserve funds are to be used for emergencies only and are not for normal operating projects.

**Credit/Debit Card Policy**

The WSG Board of Governors authorizes the use of a credit/debit card for paying bills. Said card will be used to pay budgeted WSG bills to vendors for the exact price of the product or service received and shall be provided a receipt or proof of purchase.

The WSG credit/debit card shall be in the name of the association with the Resource Director as sole person responsible for its use and care. The Resource Director shall provide documentation for all charges to the card at the next Board of Governor’s meeting on the AFO/Resource Director’s Report.

Any misuse, loss, questionable expenditure, or other unauthorized use of the debit card shall be reported to the financial institution immediately. Failure to resolve any unauthorized use of the cards shall result in reporting the situation to the Board of Governors and, if necessary, the proper legal authorities.

WSG Property

Property of WSG shall reside with the Resource Director, unless specifically directed by the Executive Board. Equipment which is no longer of use to WSG may be discarded with agreement from the Executive Board. All new purchases of $100 or more in property for WSG shall be approved by the governors. An inventory of all property in value of $100 or more shall be recorded on an inventory log by the Resource Director.

**Reimbursements and Waivers**

**Committees:** Shall be reimbursed for expenses which are budgeted line items or as approved by simple majority of governors.

**Host College:** Shall be reimbursed for expenses which are budgeted line items or as approved by simple majority of governors.

**Seminar Fee:** Shall be waived for the Resource Director, President, Vice President, AFO, Parliamentarian, and Public Relations Representative.

Only itemized receipts will be accepted for reimbursements. An invoice from your college will not be reimbursed unless the receipts accompany the invoice. Reimbursements shall only be made if the service are rendered.