

Worcester Polytechnic Institute Panhellenic Association Standing Rules for Financial Considerations

These Standing Rules for Financial Considerations are designed to ensure that the monetary budget of Worcester Polytechnic Institute's Panhellenic Association is being appropriately outlined. We, as the Panhellenic members of Worcester Polytechnic Institute, agree on and commit to the following:

1. The Panhellenic Council Treasurer is responsible for duties as outlined in the Bylaws of the Worcester Polytechnic Panhellenic Association.
2. The Executive Board of the Panhellenic Council shall be composed of the President, Vice President Programming and Internal Relations, Vice President Engagement and Inclusion, Vice President Standards, and Vice President Recruitment.
3. The budget of the Panhellenic Council will be written/evaluated semesterly by the Executive Board and the Treasurer in the D term and B term prior.
 - 3.1. The budget must be presented to the Executive Board for approval before presentation to the Council.
 - 3.2. The budget must be presented to the General Body and approved for the following academic Semester.
4. The fiscal year will reflect what is stated in the bylaws.
5. Dues shall be calculated according to Article IX, Section 4 of the Bylaws of the Worcester Polytechnic Institute Panhellenic Association. Dues shall be collected in the following Terms [A term and C term] no later than 15 days following the beginning of the Term.
6. The Treasurer will sign financial paperwork per the WPI Bursar's Office policies.
 - 6.1. The Treasurer is not eligible to sign contracts with external vendors. A WPI Student Activities Office representative must process such paperwork. The Chair responsible for the event must review all contract information and ensure its correctness prior to forwarding it to the SAO representative.
7. The following protocol will be observed when making purchases with the Panhellenic Council budget:
 - 7.1. The purchasing officer will review an intended purchase with both the Vice President of Programming and Internal Relations and the Treasurer before the purchase is made. At this time, the best method for purchasing will be discussed.
 - 7.2. After the purchase is made, the chair/purchasing party must provide documentation of purchase to the Vice President Programming and Internal Relations and Treasurer within 7 days.
8. The Treasurer will give an expenditures update at least once per term during the Panhellenic General Body Meeting.