



The Theta Chapter of  
Alpha Phi Omega



## **Budget Policy**

### Rights and Responsibilities of the Committee Chairs

The Service Committee, Membership Committee, Fellowship Committee, and Communication Committee will each have a chairperson. The committee chair accepts these rights and responsibilities:

- The Committee Chair has the right to ask for and be granted a set budget for each project. This budget constitutes the only funding guaranteed to the chair.
- The Committee Chair must present his or her budget request in the form of an itemized list to the Treasurer at least two weeks prior to the project
- The Committee Chair must keep the Treasurer informed and up to date regarding the total amount paid for the project after each relevant purchase. The Chair must present receipts from purchases made for the project.

### Rights and Responsibilities of the Treasurer

The Treasurer has the following rights and responsibilities in addition to those set out in the Constitution:

- The Treasurer must review all itemized budgets presented to him by the Committee Chairs. The Treasurer and the Chairs must set up an appointment in order to go over the budgets.
- The Treasurer has the right to revise the list as he or she sees fit in order to accommodate the current state of the General Fund.
- The Treasurer must give equal consideration to each proposal.
- The Treasurer must present the budget to the Executive Committee for approval.
- The Treasurer must present a proposed budget for all projects of which he or she is the chair to the Executive Committee for approval.

### Incidental Officer Budgets

Each officer of the chapter will be given a small budget to cover any incidental expenses attached to his or her office. The budgets will be equal. These budgets must be discussed and voted upon by the general chapter at the first meeting of the term. All budget disbursements must be approved by the Treasurer.

### Exceeding Budgets

When a project chair has underestimated the expenses that his or her project incurs, or an officer is at risk of exceeding his or her office's budget, that chair or officer may petition the general chapter for more funding. The chair must provide an estimate of the excess funds that the project requires. The allocation of such secondary budgets must be



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confirmed by a simple majority vote of the general chapter. Any purchase made prior to confirmation by the chapter will not be authorized or reimbursed.