STUDENT GOVERNMENT

BY-LAWS

SECTION 409.03   NO. 02

Last Amended April 21, 2014

SUBJECT: Student Organizations Account Funding Procedure

BY-LAW BODY

I. Funding Process
   A. The Student Government Treasurer shall schedule informational meetings for each (fall & spring) semester at least two weeks prior to the budget request deadline.
      1. Budget request forms will be available online.
      2. The Student Government Treasurer will describe, in detail, the funding process and the budget request forms at the informational meetings.
      3. The member of the student organization who will present any future budget requests before the Funding Board is required to attend an informational meeting.
   B. The Student Government Treasurer shall schedule Funding Board hearings and notify the President of each student organization of the time and place of the scheduled hearing.
      1. Should an organization fail to appear at the scheduled hearing, the Funding Board is under no obligation to schedule another appointment.
      2. It shall be left to the discretion of the Funding Board whether or not to reschedule the hearing.
   C. The Funding Board shall hold budget hearings with each organization requesting funding so that said organizations have the opportunity to clarify their budget requests.
      1. During budget hearing, an organization’s budget must be presented by a student who assisted in or individually prepared the presented budget.
         a. An advisor may be present, but only for consultation or clarification.
b. The student representative is expected to be familiar with the details of the budget and prepared to answer any questions or concerns the Funding Board may have.

2. An organization which has a special situation that may require an exception to the Funding by-laws must give a clear and specific explanation of said situation during the funding hearing.

3. Those organizations which receive funding from Student Government shall make public upon request records of the following: accounting, ledgers, receipts, billings, invoices, minutes, by-laws, and constitution.

D. After reviewing budget requests the Funding Board will make an allocation recommendation to the Student Senate.

1. The allocation recommendation shall clearly state the name of the organization(s) requesting funding, the event(s) for funding, and the amount requested for funding.

2. The Student Government Treasurer shall be responsible for the submission of the allocation recommendation to the Student Senate.

E. The Student Senate will then consider the allocation recommendation.

1. The Student Government Treasurer shall be responsible for conveying any pertinent information from the Funding Board to the Student Senate.

2. The student representative of the organization who presented the budget before Funding Board may be present when the Student Senate considers the allocation recommendation.

3. The Student Senate has the authority to cut specific events from the allocation recommendation.

4. The Student Senate does not have the authority to amend the amount recommended for individual items within the funded events.

F. The Student Government Treasurer shall notify student organizations requesting funding of the decisions of the Funding Board and Student Government Senate within one week of said decisions.

II. Appeals

A. An organization may appeal the final allocation decision of the Student Government Senate.

1. The basis for an appeal is to present new and pertinent information concerning an organization’s budget request.

2. Appeals must be made to the Student Government Treasurer who will introduce the appeal to the Funding Board.

3. Appeals must be typed and must include a complete and specific explanation of the organization’s discontent.

4. Appeals must be submitted within one week of decision notification.
5. Any budget resubmitted to Student Government for appeal must be consistent in
dollar amount and allocation with the original budget. Budgets resubmitted with
changes that were not approved shall be considered void.
B. Should the Funding Board regard the appeal as valid it shall follow the same funding
procedure as the original request.

III. Funding Process Flow of Activities:
A. The Student Government Treasurer announces Funding Board dates and times through
campus media.
B. Registered organizations attain a funding request form from the Student
Government/Student Organizations office or Student Government Website
C. The Funding Board schedules hearings with all student organizations who submit
properly completed budget request forms. This form shall be submitted at least one
month before the event. The Treasurer may waive the one month period due to timing
or extenuating circumstances at his or her discretion.
D. The Funding Board holds review hearing, with at least ten minutes allotted to each
organization.
E. The Funding Board reviews and deliberates all budget requests.
F. The Funding Board makes an allocation recommendation.
G. The Student Senate votes on the allocation recommendation.
H. The Student Government Treasurer, within the week of the decision of the Senate, will
notify student organizations requesting funding of said decision and funding, if any, to
be allocated.
I. An organization, within one week of notification by the Student Government Treasurer
of the final allocation to be disbursed, may appeal the final decision to the Student
Government Treasurer in writing explaining the complete and specific reason for the
organization’s discontent.