DETAILED FUNDING GUIDELINES

STUDENT GOVERNMENT

BY-LAWS

SECTION 409.03 NO. 01

Date Amended: 2/4/2013

SUBJECT: Student Organizations Account Funding Guidelines

BY-LAW BODY

I. General Policies
   A. The philosophy of the Student Government funding procedure is that any programs which receive funding through Student Government be accessible to all students; therefore, Student Government will not fund activities which are designed for the advancement of individual students. Items to be considered for funding include but are not limited to:
      - Programs
      - Events
      - Activities
      - Social Projects
      - Educational Activities
   
   B. Student Government funding is to supplement, not fully support an organization’s budget. Student Government encourages student organizations to develop their own sources of funding. Organizations must show a good faith effort to raise supplementary funding.

   C. Student Government will not fund any activities, events, or organizations that do not adhere to University policies or procedures. Any violations of University or Student
Government policies may result in the loss of organization registration, Student Government funding, and/or judicial proceedings by the University.

D. Student Government will not fund organizations that discriminate on the basis of color, sex, religion, creed, national origin, sexual orientation, or academic major.

E. Student Government will not fund any activities or events that are not handicap accessible to all University students according to “The Americans with Disabilities Act”.

F. Student Government will not fund any hosted event, activity, or conference not held on University property.

II. Funding Requirements

A. All student organizations applying for funding must be properly registered with Student Government at the time of application.

1. Organizations in the process of registration shall be allowed to go through the funding process with funding being contingent on registration approval.

B. A student organization will not be eligible for funding if there is an outstanding debt from a previous semester(s) owed to the University as determined by the Student Government Treasurer.

1. Outstanding debts cannot be paid with Student Government funding to the University or outside entities.

C. An organization’s membership must be composed of no less than seventy-five percent (75%) undergraduate students.

D. To verify student membership, the Student Government Advisor may request a roster of an organization’s membership.

1. The Funding Board has no obligation to consider an organization for funding until the requested roster has been submitted.

2. If the organization submits a roster that is found to be fraudulent or a misrepresentation, the organization is subject to penalties that may include loss or reduction of funding, suspension of Student Government registration, and/or action by the All University Judicial Board.

E. Lodging for guest speakers will be funded only for the night prior to, or the night of the engagement.

F. Travel for guest speakers will be funded no more than the University travel rate.

G. Student Government will not fund an organization in the form of a loan. It is not the intention of the funding process to loan funds to an organization. Student Government will also not fund for student organizations the following activities/items:

1. Yearbook pictures
2. Endorsement of political candidates
3. Cash gifts
4. Un-inventoried equipment or clothing
5. Student payroll salaries of organizations
6. State/federal/city taxes
7. Car rental (unless University vehicles are not available)
8. Faculty/Staff functions
9. Maintenance of institutional and campus buildings
10. Organizational dues/membership fees
11. Scholarships
12. Trophies, plaques, and gifts; except those given to faculty, staff, and clerical personnel providing support to the organization; not to exceed fifteen dollars
13. Banquets
14. Refreshments
15. Newsletters
16. Film and film processing
17. Field trips
18. Fundraisers
19. Office supplies
20. The cost of Capaha Arrow ads greater than 1/8 of a page
21. Any event that is not free to students
22. T-shirts, unless essential to the event and including proper acknowledgment
23. League Fees
24. Tobacco
25. Drugs of any kind and/or related paraphernalia
26. Pornography
27. Alcohol

H. Student Government will not fund events for which contracts that require Student Government support have been signed prior to approval.

I. Organizations must provide an example of advertising.

III. Funding Guidelines

A. Student Government may supplement the funding of organizations for on-campus non-professional guest speakers. This shall include funding for International Sign-Language interpreters.
   1. Honorarium fees for non-professional speakers should not be funded in excess of one-hundred dollars.
   2. One meal for guest speakers may be funded. In the case of meals attended with guests, a maximum of two students from the sponsoring organization who accompany the guest(s) may have their good costs covered.

B. Student Government will fund equipment for an organization only if said equipment is for safety purposes except for equipment used by an athletic organization sanctioned by Southeast Missouri State University.

C. Individual organizations may not obtain more than 10% of the overall funding budget. Multiple organizations individually requesting funding for the same event may receive a combined amount of no more than 15% of the overall funding budget. If the requests
from multiple organizations are not made simultaneously, it will be the Funding Board’s discretion as to whether or not they are actually requests for the same event.

IV. Acknowledgment

A. Any student organization receiving funds through Student Government shall place the following acknowledgment on all advertisement and programs: THIS EVENT FUNDED IN PART BY STUDENT GOVERNMENT. Organizations must also acknowledge that the event is free to students. Also to be placed on all advertisement is the phrase: (name of organization/program) DOES NOT NECESSARILY REFLECT THE VIEWS OF STUDENT GOVERNMENT OR SOUTHEAST MISSOURI STATE UNIVERSITY.

1. Failure by the organization to display the above acknowledgment may result in a reduction, or cancellation of funding.

2. The Finance Committee shall be responsible for ensuring proper acknowledgement of Student Government.

3. All violations will be reported to the Student Senate in resolution form with suggested sanctions.

4. Organizations must use the “Sponsored by Student Government” banner at all events deemed necessary by Funding Board.

V. Reimbursement of Funds

A. If non-student attendees are charged for the event, Student Government shall be reimbursed some or all of the allocated money.

1. Reimbursement amount shall not exceed the original allocation.

2. Student Government’s entitlement to reimbursement shall be equal to a proportion of the revenue equal to the proportion of the event’s funding provided by Student Government.
STUDENT GOVERNMENT

BY-LAWS

SECTION 409.03 NO. 02

Date Amended: 02/04/2013

SUBJECT: Student Organizations Account Funding Procedure

BY-LAW BODY

VI. 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.

VII. 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.

VIII. Funding Process Flow of Activities:

A. The Student Government Treasurer announces Funding Board dates and times through campus media.

B. Registered organizations attain a budget request form from the Student Government/Student Organizations office.

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 fifteen 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.