

**SIU** Southern Illinois University  
CARBONDALE



**SOUTHERN ILLINOIS UNIVERSITY  
UNDERGRADUATE STUDENT GOVERNMENT  
~ STUDENT FUNDING GUIDELINES ~**



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## **ARTICLE I – THE STUDENT FUNDING BOARD**

### **SECTION 1 – PURPOSE**

The purpose of the Student Funding Board is to make allocations of the Student Organization Activity Fee in an efficient and non-biased manner. The Student Funding Board will:

- a) Serve the student body in a viewpoint neutral manner concerning student programming
- b) Provide funding assistance for RSO programming and operations
- c) Support community wide programming efforts, and when funds allow, support directed demographic programs and events
- d) Serve as stewards of both the Student Organization Activity Fee, and the policies created by the University and State
- e) Act in accordance with the Student Funding Guidelines

### **SECTION 2 – COMPOSITION**

The Student Funding Board will be composed of the following members:

- a) The Treasurer of Undergraduate Student Government
- b) Six (6) Senators from Undergraduate Student Government

The Treasurer of Undergraduate Student Government will be the Chairperson of the Student Funding Board.

In order for a Senator to become a member of the Student Funding Board, they must be nominated by a member of Undergraduate Student Government, and then confirmed by a majority affirmative vote of the Senate.

Members of the Board may be removed by a motion during a USG Senate Meeting, approved by a 2/3 affirmative vote. The Treasurer/Chairperson may not be removed from their position on the Board unless removed from their position as Treasurer, in which case they may be removed as outlined above.



Terms of membership on the Student Funding Board last until the end of the fiscal year for which the member was nominated. The Treasurer of USG remains a member of the Board for the duration of their office as Treasurer.

The Undergraduate Student Government Executive Board may not assume the responsibilities of the Student Funding Board at any point during their term.

### **SECTION 3 – MEMBER DUTIES AND RESPONSIBILITIES**

Members of the Student Funding Board will fulfill the following duties and responsibilities:

- a) Attend all meetings of the Student Funding Board
- b) Understand and be able to interpret the Student Funding Guidelines
- c) Act in accordance with the Student Funding Guidelines
- d) Review all funding applications and relevant documents prior to Board meetings
- e) Assist the Board Chairman in keeping records for the Board
- f) Complete other tasks as required by the Board, Board Chairperson, or Treasurer

Members will be allowed three (3) total absences per semester from board meetings, one (1) of which may be unexcused. Members with more than one (1) unexcused absence, or more than three (3) total absences will be automatically removed from the Board, and may not hold a seat on the Board for the remainder of the fiscal year.

### **SECTION 4 – FUNDING BOARD MEETINGS**

The Student Funding Board will meet on the schedule as announced by the Board Chairperson at the beginning of the fiscal year. Meetings should be scheduled to take place as soon as practical after the conclusion of a funding application period.



## ARTICLE II – THE FUNDING PROCESS

### SECTION 1 – SUBMITTING A FUNDING REQUEST

Registered student organizations that meet the minimum requirements to request either operational funding or event funding shall complete the following process to make a request for funding from Undergraduate Student Government:

1. Organizations shall complete the “New Budget” form in the “Treasury” tab within their *ORGSYNC* page.
  - a. Submissions will be reviewed by the Student Funding Board for completion. Incomplete submissions will not be considered for funding.
  - b. If an organization makes a request that does not abide by the Student Funding Guidelines, they will be notified and asked to submit an appropriate request.
2. The Student Funding Board will review the requests and schedule a time to meet with the organization that shall be within ten (10) days of the original request.
  - a. If an organization does not respond to communications from the Student Funding Board regarding submitted request within three (3) days of initial communication, the Student Funding Board is no longer obligated to take the request under consideration.
3. The Student Funding Board shall meet with members of the organization submitting the request. Organization that fail to attend their meeting with the Student Funding Board without prior notification of at least twenty-four (24) will not be considered for funding for that particular request. Advisors shall not be allowed to give the presentation.
4. The Student Funding Board shall make a decision on the amount of funding an organization should receive to be communicated within forty-eight (48) hours. The organization shall then respond to communications from the Funding Board on if they choose to accept the amount that was decided upon by the Funding Board, or if they would prefer to have Senate make a final decision during the next scheduled Senate meeting.
5. If the organization accepts the amount decided upon by the Funding Board, that amount shall be considered final. In this case, the Funding Board shall present their decision as a



Senate Bill during the next Senate meeting that does not require approval from the Senate.

6. If the organization requests to have the Senate make the final decision on the amount to be allocated, the Funding Board will present their decision as a Senate Bill to be voted on by the Senate during the next Senate meeting, unless parliamentary procedure dictates otherwise.
7. Once the Senate has issued a ruling regarding funding of a registered student organization, the appropriate Senate Bills shall be approved by the President and sent to the Office of Student Engagement for processing within two (2) business days of the passing of the Bill(s).
8. Registered student organizations should expect the entire funding process (the submission of the request to when funds allocated are available) to take approximately three (3) to five (5) weeks.

## **SECTION 2 – PROCESS OF APPEALS**

If an organization feels they have been treated unfairly during the application process, they may file an appeal. Organizations may appeal if they feel that:

1. Undergraduate Student Government (including the Student Funding Board) did not act in accordance with the USG Constitution and/or Student Funding Guidelines.
2. The Student Funding Board acted with bias.
3. The Student Funding Board did not act in accordance with University and/or state policies and procedures.

Organizations should follow the process outlined below for submitting an appeal:

1. Within five (5) business days of an infraction occurring at their Funding Hearing with the Student Funding Board, or the Senate meeting in which their request is presented, the organization should submit, in writing, an appeal to the USG Judicial Board.
2. Appeals should be in the form of a business letter and/or email, explaining the situation to the USG Judicial Board, and detailing the infraction made.



3. If the USG Judicial Board can make a clear and definite ruling on the appeal, then they are entitled to do so. If not, the appeal will be taken to the USG Advisor.
4. The respective parties will rule on the appeal, and their decision is final.
5. If the appeal is upheld, the application process will restart from where the infraction occurred.
6. If the appeal is denied, then the application will continue as before the appeal, or be terminated as necessary.

### **SECTION 3 – APPLICATION PERIODS**

Funding applications for registered student organizations shall remain available for the duration of the academic year. However, organization should expect the entire funding process to take approximately three (3) to five (5) weeks. All funding request shall be submitted via *ORGSYNC* as outlined in Article II, section 1.

### **SECTION 4 – OPERATIONAL FUNDING**

During the spring semester of every academic year, organizations that have been granted umbrella status from USG may participate in Operational Allocations. Operational Allocations enable umbrella organizations to request operational funding for the following fiscal year. It should be noted that while funding is being requested during a given academic year, it will not be allocated and available until the following academic and fiscal year. The following rules will govern Operational Allocations:

- a) Only umbrella organizations may participate in Operational Allocations.
- b) Only operational funding may be requested.
- c) Funding for specific events will only be allocated for events that occur as part of an organization's annual programming.

#### Operational Allocations Schedule

Applications Accepted: March 1 – March 31

Funding Board Meeting Dates: April 1 – 11

All funding request shall be submitted via *ORGSYNC* as outlined in Article II, Section 1.



## ARTICLE III – FUNDING POLICIES

### SECTION 1 – GENERAL POLICIES

The following are general policies governing the allocation of funding:

- a) Only events that are open to the entire Undergraduate Student Body will be eligible for funding.
- b) Organizations not in good standing with any department of the University are not eligible for funding.
- c) Allocated funds are to be spent only on what the funds were specifically allocated for.
- d) Unused allocated funds will be swept from an organization's account at the end of each semester.
- e) Prior approval must be obtained from the Office of Student Engagement for all expenditures. Failure to do so may result in out-of-pocket expenses.
- f) Organizations should never enter contracts or purchase items before funds are allocated and confirmed to be in the organization's account. Doing so may result in out-of-pocket expenses.
- g) Organizations may not charge an entry fee to events for which an allocation covered all costs. If an event received funding for less than the total costs, entry fees may only cover the remaining costs. Organizations may not earn profit from entry fees.
- h) The Student Funding Board and USG are in no way obligated to fund any specific event, or any specific line item for an event.
- i) Organizations must provide proof of purchase (i.e. receipts) for every purchase made with allocated funds. Failure to do so will result in the revocation of allocated funding, and subject the organization to a sanction by the Student Funding Board.
- j) Organizations must submit an Event Recap Form to the Student Funding Board within 2 weeks following an event. Failure to do so will result in a sanction by the Student Funding Board.





## **SECTION 2 – LIMITATIONS**

The following are limits for allocations. These limits do not entitle or guarantee certain amounts, but instead limit the amount an organization may request and receive. Limits apply to allocations during normal Allocation Periods. Allocations made during Operational Allocations do not count towards these limits.

### Non-Umbrella Organizations

- a) No organization may receive more than \$10,000 per fiscal year.
- b) No organization may receive more than \$5,000 per semester.

### Umbrella Organizations

- a) No organization may receive more than \$20,000 per fiscal year.
- b) No organization may receive more than \$10,000 per semester.

### Event Funding

- a) Before applying the standards listed below, the Student Funding Board will first critically review each application and determine to what extent the activity or event will impact the SIUC campus community before any funding decisions are made. USG may adjust funding accordingly. Funding is always subject to the availability of funds, which is assessed on a yearly basis.
  - 1. Standards and restrictions are subject to change, especially between academic years.
  - 2. Maximum allocation for any one RSO is \$6,000 per year. All funding is calculated against the price paid before taxes.
  - 3. USG will fund only one event or travel activity per application.
  - 4. It is recommended that quotes for services on application funding requests are provided during the application process.



b) Contractual Services

1. Maximum allocation for any single contractual service is \$3,500, inclusive of travel costs.
2. USG will fund up to 15% up to \$250 of contractual fees for speakers and performers for SIUC hosted events and competitions. These events require speaker/performer contract for cost verification.
3. For speakers or performers, USG will not fund the same RSO more than once per year.
4. Every contractual service request requires that a speaker biography or résumé, and a publicity plan for marketing the event be submitted to the appropriate USG Board pre-reviewer (Treasurer). If a contractual service is \$6,000 or more, USG requires a co-sponsorship. If co-sponsored event, application must be submitted together; allocated funds will be split evenly by number of RSO sponsors w/cap of total funds available to RSO combined.
5. The “Sponsored by USG” identifier must be visibly included on: all advertising, publicity, etc. for events funded or partially funded by USG fees. The document(s) must be submitted with the USG Expenditure Request form to receive reimbursement.

c) Rental (Facility, Equipment, Services)

1. USG does not fund costumes or uniforms.
2. USG will fund 50% rentals (including required personnel) up to \$750.

d) Permanent Equipment

1. USG will fund 50% up to \$1,000 for permanent equipment.

e) Licenses /Royalties for Films or Performing Arts

1. USG will fund up to 75% of the cost of a license or royalty to present a motion picture, perform a stage production, including but not limited to plays or musicals, recite a literary work or perform a score of music. The presentation or performance must be public and free to University students. Any live performance must be performed by the RSO receiving funds or a significant number of the RSO’s members.



f) Publications/Communications

1. USG will fund 50% of production of journals, magazines, or newspapers.

g) Marketing

1. USG will fund copies/flyers/newsletters at 50% up to \$200 per event.
2. USG will fund electronic advertisements at 50% per location up to \$30/event.

h) Travel

1. Maximum allocation for any single trip is \$1,500.
2. USG will provide funding for competitive, educational, performance, or service related travel off-campus to include transportation, lodging, registration, and/or international travel insurance.
3. USG will fund up to 25% of pre-tax/fee roundtrip ticketed travel (domestic and international) up to \$100/person; this includes travel by air, rail or sea; whichever is more practical.
4. USG will fund up to 25% of roundtrip mileage for automobile travel (personal or rented) at the University rental rate per mile or daily rate, whichever is greater.
5. USG will fund up to 50% of roundtrip mileage for chartered bus travel at \$1.50. (45 people and overnight travel required)
6. USG will fund 50% of Lodging up to \$55/night/room for rooms with a 4-person capacity. If utilizing a shared lodging service, such as Air BnB, official occupancy for the lodging must be presented during the application process. USG will fund per occupancy rates at \$13.75/night/person.
7. USG will fund up to 50% of registration fees up to \$50/person.
8. USG will fund up to 50% of team registration fees up to \$150/team.
9. USG will fund up to 50% of mandatory international travel insurance for Canada up to \$30/person.

### SECTION 3 – CRITERIA

Once a request for funding has been submitted and confirmed for completion and content, the Student Funding Board shall hold a meeting with the organization to hear the request. Meetings shall consist of the Student Funding Board and no more than five (5) undergraduate members of



the organization submitting the request shall be in attendance. The Student Funding Board will make a recommendation on the amount of funds to be allocated based on the following criteria:

- a) Standing of the organization with the University
- b) Preparation of the organization
- c) Purpose for USG funding
- d) Abidance of University and State policy
- e) Incorporation of inclusivity and diversity
- f) Accessibility and involvement of undergraduate students
- g) Amount of fundraising committed to cause\*

\*No organization is obligated to fundraise for their event, and failure to do so is not grounds for the Student Funding Board not to allocate funds to an organization. Fundraising is highly encouraged, but cannot be mandated by Undergraduate Student Government.

#### **SECTION 4 – INELIGIBLE ITEMS/EVENTS**

The Student Funding Board may decide to not recommend funding for any line item. The following line items are not eligible for funding:

- a) Types of Requests That Are Prohibited
  - 1) Alcoholic beverages, or any activity or communication which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, sales organization or vendor.
  - 2) Court actions, arbitration or legal fees.
  - 3) Decorations.
  - 4) Events or activities which raise money, unless for charitable purposes, or are otherwise fundraising projects, events, or activities, including supplies/costs associated with such.
  - 5) Internal organization business.
  - 6) Investments in or capital to any business or commercial enterprise, or intended to generate a profit.
  - 7) Lethal weapons or ammunition, tobacco or tobacco products, illegal or illicit substances or devices.



- 8) Shipping fees.
  - 9) Telecommunications charges.
  - 10) Private vehicle rental entity (USG will fund mileage per travel standards)
  - 11) Prizes, awards, trophies
  - 12) Items for fundraising
  - 13) Any item considered operational funding (except during Operational Allocations)
  - 14) Clothing (except necessary uniforms)
  - 15) Items not directly related to the event
- b) Additional Reasons Why Requests May Be Denied
- 1) The RSO is not in good standing with Southern Illinois University or USG Accountants.
  - 2) The RSO's application for funding is incomplete.
  - 3) The RSO fails to communicate with USG during the pre-review process.
- c) The Student Funding Board reserves the right to decide not to recommend funding for any specific item.

## **SECTION 5 – VIOLATIONS TO THE GUIDELINES**

If it has been determined that the Student Funding Guidelines were violated at any point throughout the process, it shall be considered a violation of the Undergraduate Student Government Constitution. Violations of the Undergraduate Student Government Constitution are to be handled by the Judicial Board.

If the Judicial Board determines that a violation of the Undergraduate Student Government Constitution has occurred during the allocation of funds, all funds granted through improper procedure shall be considered null and void. The Judicial Board reserves the right to make a final ruling in these instances that cannot be vetoed by the President.

Organizations that have been involved in the retraction of funds due to Constitutional violations that are of no fault of their own reserve the right to resubmit a funding request to be reheard by



the Student Funding Board. If an organization has been found to be at fault for a violation of the Constitution, they may not resubmit the same particular funding request.

Registered student organizations reserve the right to appeal a ruling regarding the funding of their organization if they believe that decisions were made with bias or are in violation of the Undergraduate Student Government Constitution. In cases where it has been determined that the organization is not at fault for the violation, cases shall be handled by the Judicial Board.

## **ARTICLE IV – AUTHORITY**

### **SECTION 1 – AUTHORITY OF THE GUIDELINES**

This document is the governing document of Student Funding. All allocations of funding will follow the policies and procedures of this document. This version will supersede any previous version, and will remain in place until a new version is approved to replace it.

### **SECTION 2 – AMENDMENTS TO THE GUIDELINES**

Amendments to the Student Funding Guidelines require a  $2/3$  affirmative vote of the Senate of Undergraduate Student Government.

### **SECTION 3 – EXCEPTIONS TO THE GUIDELINES**

Specific exceptions may be made to the Student Funding Guidelines only when proposed by the Student Funding Board Chairman, and approved by a  $2/3$  affirmative vote of the Senate of Undergraduate Student Government.