



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

SIU Southern Illinois University
CARBONDALE



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

TABLE OF CONTENTS

Article I.	The Student Funding Board	3
Section 1.01	Purpose.....	3
Section 1.02	Composition	3
Section 1.04	Student Funding Board Meetings.....	6
Article II.	The Funding Processs	6
Section 2.01	Submitting a Funding Request	6
Section 2.02	Process of Appeals	9
Section 2.03	Application Periods.....	10
Section 2.04	Umbrella Organizations	10
Article III.	Funding Policies.....	11
Section 3.01	General Policies	11
Section 3.02	Limitations	13
Section 3.03	Ineligible Items/Events	19
Section 3.04	Violations to the Guidelines.....	20
Article IV.	Authority	21
Section 4.01	AUTHORITY OF THE GUIDELINES	21
Section 4.02	AMENDMENTS TO THE GUIDELINES.....	22
Section 4.03	EXCEPTIONS TO THE GUIDELINES	22



The Student Funding Board

Section 1.01 *Purpose*

- (a) 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:
- (i) *Serve the student body with a neutral viewpoint concerning student programming*
 - (ii) *Provide funding assistance for RSO programming and operations*
 - (iii) *Support community wide programming efforts, and when funds allow, support directed demographic programs and events*
 - (iv) *Serve as stewards of both the Student Organization Activity Fee.*
 - (v) *Act in accordance with the Student Funding Guidelines and USG Constitution*

Composition

- (b) The Student Funding Board will be composed of the following members:
- (i) *The Vice President of Finance of Undergraduate Student Government*
 - (ii) *Six (6) Senators from Undergraduate Student Government*
 - 1) One of the Six (6) Senators will serve as the Student Funding Board Secretary. They are to be elected by the Board itself.
- (c) The Vice President of Finance of Undergraduate Student Government will be the Chairperson of the Student Funding Board.
- 1) As chairperson, the Vice President of Finance shall create a meeting schedule for the Student Funding Board to be approved by a simple majority vote of the Senate.



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- 2) An application submitted with an event in which the date is before the designated event period, the Student Funding Board will have full discretion on whether or not the organization shall receive funding. The event should not have occurred before the funding meeting or on the same day as the funding meeting.
- (d) 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 ½ affirmative vote of the Senate.
- (e) Members of the Board may be removed by a motion during a USG Senate Meeting, approved by a 2/3 affirmative vote. The Vice President of Finance /Chairperson may not be removed from their position on the Board unless removed from their position as Vice President of Finance, in which case they may be removed as outlined in the constitution. Terms of membership on the Student Funding Board last until the end of the fiscal year for which the member was nominated. The Vice President of Finance of USG remains a member of the Board for the duration of their office as Vice President of Finance. The Undergraduate Student Government Executive Board may not assume the responsibilities of the Student Funding Board at any point during their term.

Member Duties and Responsibilities

- (f) Members of the Student Funding Board will fulfill the following duties and responsibilities:
- (i) *Attend all meetings of the Student Funding Board*
 - (ii) *Understand and be able to interpret the Student Funding Guidelines*
 - (iii) *Act in accordance with the Student Funding Guidelines and USG Constitution*



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- (iv) *Review all funding applications and relevant documents prior to Board meetings*
- (v) *Assist the Board Chairman in keeping records for the Board*
- (vi) *Complete other tasks as required by the Board or Vice President of Finance*
- (g) Members will be allowed three (3) excused absences per semester from student funding board meetings. Members with more than three (3) excused absences can be removed from the Board by a bill of removal being presented to the Senate, and may not hold a seat on the Board for the remainder of the fiscal year.
 - (i) *An unexcused absence is grounds for automatic removal from the Student Funding Board*
 - (ii) *Emergency Excused Absences need to be approved (1) hour before each Student Funding Board Meeting*
 - 1) Emergency Excused Absences Include but are not limited to:
 - a) *Family Emergencies (i.e. Death, Hospitalization)*
 - b) *Personal Emergencies (i.e. Hospitalization)*
 - 2) Other Excused Absences need to be approved three (3) calendar days before the next Student Funding Board Meeting
 - a) *Excused Absences include but are not limited to:*
 - i) *Class Trips*
 - ii) *Planned Leadership Conferences*
 - iii) *Jury Duty*
 - iv) *Work*



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- v) *Religious Observations*
- vi) *Interviews for Graduate/Professional School or Full-Time Employment Post-Graduation*
- vii) *Other Explained Reason*
- viii) *If there is a circumstance where (3) calendar days is not enough time, the Vice President of Finance can make an exception to the (3) calendar day rule.*

Student Funding Board Meetings

- (h) The Student Funding Board will meet on a regular schedule as announced by the Vice President of Finance and voted on by the Senate at the beginning of the fall academic year. Meetings should be scheduled to take place as soon as practical after the conclusion of a funding application period.

The Funding Process

Submitting a Funding Request

- (i) 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:
 - (i) *Minimum Requirement include but are not limited to*
 - 1) Good Standing with the University and Office of Student Engagement
 - 2) RSO Umbrella Status, if RSO is an umbrella
 - 3) 50% or more of RSO members are Undergraduates



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- 4) Must have at least 10 currently enrolled students in your organization according to the Office of Student Engagement
 - 5) Must have a full time SIU Faculty or Staff Member for an Advisor according to the Office of Student Engagement
- (ii) *Organizations shall complete the “New Budget” form in the “Treasury” tab within their Presence page.*
- 1) Submissions will be reviewed by the Student Funding Board for completion. Incomplete submissions will not be considered for funding.
 - 2) 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.
- (iii) *The Student Funding Board will review the requests and schedule a time to meet with the organization within ten (10) business days of the original request, unless communicated with the organization to extend the time to be heard by the Student Funding Board.*
- 1) If an organization does not respond to communications from the Student Funding Board regarding the submitted request within three (3) business days of initial communication, the Student Funding Board is no longer obligated to take the request under consideration.



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

(iv) The Student Funding Board shall meet with members of the organization submitting the request. Organizations that fail to attend their meeting with the Student Funding Board without prior written notification, of at least twenty-four (24) hours, will not be considered for funding for that particular request. Advisors, graduate students and non-SIU students shall not be allowed to give the presentation or submit the funding request.

- 1) Written correspondence includes email or business letter
- 2) Special Circumstances may be accepted at the discretion of the *Vice President of Finance* or USG Advisor(s)

(v) The Student Funding Board shall make a decision on the amount of funding an organization should receive within three (3) business days. The organization shall then respond to communications from the Student Funding Board, within (3) business days, on if they choose to accept the amount that was decided upon by the Student Funding Board, or if the Senate should make a final decision during the next scheduled Senate meeting.

- 1) If an RSO does not respond to communications from the Student Funding Board within (3) business days of the initial communication, the funding request will no longer be considered.



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

(vi) If the organization accepts the amount recommended by the Student Funding Board, that amount shall be considered final. In this case, the Student Funding Board shall present their decision as a Funding Bill during the next scheduled Senate meeting. The appropriate Funding Bills shall be signed by the Vice President of Finance and sent to the Office of Student Engagement for processing within two (2) business days of the approval correspondence.

(vii) If the organization chooses to appeal the amount recommended by the Student Funding Board, the amount shall then be voted on by the Senate. 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).

Process of Appeals

- I. 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:
 - A. Undergraduate Student Government (including the Student Funding Board) did not act in accordance with the USG Constitution and/or Student Funding Guidelines.
 - B. The Student Funding Board acted with bias.
 - C. The Student Funding Board did not act in accordance with University and/or state policies and procedures.
- II. Organizations should follow the process outlined below for submitting an appeal:



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- A. Within five (5) business days of an infraction occurring at their Funding Hearing with the Student Funding Board or Senate Meeting, in which the error occurred, the organization should submit, in writing, a judicial writ to the USG Judicial Board.
- B. 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.
- C. 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(s).
- D. The respective parties will rule on the appeal, and their decision is final.
- E. If the appeal is upheld, the application process will restart from where the infraction occurred.
- F. If the appeal is denied, then the application will continue as before the appeal, or be terminated as necessary.

Application Periods

- (j) Funding applications for registered student organizations shall remain available for the duration of the academic year. However, organizations should expect the entire funding process to take approximately three (3) to five (5) weeks. All funding requests shall be submitted via Presence as outlined in Article II, Section 2.01.
- (k) Application Periods are to be determined by the USG *Vice President of Finance*

Umbrella Organizations



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

(l) Operational Funding given to an Umbrella Organization shall be used for their everyday uses, annual programming, and to assist in funding the organizations that fall under their umbrella.

(i) *Everyday Use Items include but are not limited to:*

- 1) Paper and Printer Ink
- 2) Pens, Pencils, and Markers
- 3) Equipment used during room reservations
- 4) Organizational Items (e.g. file cabinet, storage container, etc.)
- 5) Training

(m) USG will not fund one-time events. Annual events are events that have taken place at least one year prior to the upcoming event under operational funding.

(n) A maximum of \$20,000 may be allocated for operational funding

(o) Allocation of all Operational Funding shall follow the same standards outlined in Article II and Article III.

(i) *Operational Allocations Schedule:*

- 1) Applications Accepted: March 1 – March 31
- 2) Funding Board Meeting Dates will be determined by the *Vice President of Finance*
- 3) All funding request shall be submitted via the application provided by the *Vice President of Finance* as outlined in Article II, Section 2.01.

Funding Policies

General Policies



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

(p) The following are general policies governing the allocation of funding:

- (i) *Only events that are open to the entire Undergraduate Student Body will be eligible for funding.*
- 1) Organizations not in good standing with the University are not eligible for funding.
- (ii) *RSOs requesting funding must have at least 50% of undergraduate students in their member population*
- (iii) *Allocated funds are to be spent only on what the funds were specifically allocated for. If an event is canceled due to unforeseen circumstances, funds can be used for the same event moved to a new day within the same semester.*
- 1) An exception can only be made to the date, not the event, with full discretion from the Student Funding Board
- (iv) *Unused allocated funds will be swept from an organization's account at the end of each academic year.*
- (v) *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.*
- (vi) *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.*
- (vii) *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. Organizations that earn a profit will be subject to a sanction from the USG Judicial Board*



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- (viii) *The Student Funding Board and USG are in no way obligated to fund any specific event, or any specific line item for an event.*
- (ix) *Organizations must provide proof of purchase (i.e. receipts) for every purchase made with allocated funds to the Office of Student Engagement. Failure to do so will result in the revocation of allocated funding, and subject the RSO to a sanction by the USG Judicial Board.*
- (x) *Organizations must submit an Event Recap Form to the Student Funding Board within 2 weeks following an event. Failure to do so will subject the RSO to a sanction from the USG Judicial Board.*
- 1) Event Recaps should include receipts from the expenses of the event.
- (xi) *Reimbursements or Refunds will not be given to any organization in which the event has already occurred except with the discretion of the Vice President of Finance and Student Funding Board for special circumstances.*

Limitations

- (q) 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 determined by the *Vice President of Finance*. Allocations made during Operational Allocations do not count towards these limits.
- (i) *Non-Umbrella Organizations and Umbrella Organization with Operational Funding*
- 1) No organization may receive more than \$5,000 per fiscal year.
- (ii) *Umbrella Organizations without Operational Funding*



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

1) No organization may receive more than \$10,000 per fiscal year.

(r) Event Funding

(i) 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) USG will fund only one event or travel activity per application.
- 3) Quotes for good and services are required to be included on any funding request.
- 4) 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 Event Recap Form to receive funding in the future.
- 5) Allocation of funds, during a Student Funding Board Meeting, shall be made first by the percentage given and then the maximum amount will restrict the amount of funds given.

(ii) Contractual Services (Speakers/Performers)

- 1) Maximum allocation for any single contractual service is \$3,500, inclusive of travel costs.
- 2) USG will fund up to \$1,000 to of contractual fees for speakers and performers for SIUC hosted events and competitions. These events require speaker/performer contract for cost verification.



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

3) USG will fund up to \$1,500 of accommodations for speakers and performers for SIUC hosted events and competitions. These events require speaker/performer contract for cost verification.

a) Accommodations include, but are not limited to:

i) *Lodging*

ii) *Transportation*

iii) *Meals*

4) For speakers or performers, USG will not fund the same RSO, who is the sole sponsor of the event, more than once per year.

5) Every contractual service request requires a speaker biography or résumé, and a publicity plan for the event. This must be submitted on Presence with the funding application.

6) If a contractual service is \$5,000 or more, USG requires a co-sponsorship. If it is a co-sponsored event, each organization must submit an identical budget for the event. Each organization will be heard by the Funding Board on the same day at the same time. Allocated funds will be split evenly by the number of RSO sponsors with cap of total funds available to RSOs combined.

(iii) *Rental (Facility, Equipment, Services)*

1) USG will fund up to \$200 in required uniforms. Required uniforms must be able to be used multiple years, if being purchased.

2) USG will fund up to \$750 on rentals (including required personnel)

3) USG will fund up to \$750 for food and refreshments



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- 4) USG will fund up to \$750 for T-shirts for the specific event which money is being requested.



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

(iv) Permanent Equipment

- 1) USG will fund up to \$3,000 total for permanent equipment.
- 2) USG will fund up to \$3,000 for consumables, defined as raw materials for the specific use towards a competition or event for educational gain and not for economic gain, except for fundraising.

(v) Decorations

- 1) USG will fund up to \$50 for decorations.

(vi) Sustainability

- 1) USG will fund up to \$750 for sustainable products.
- 2) Sustainable products include, but are not limited to:
 - i) Items that provide environmental, social, and economic benefits.*
 - ii) Items that protect the environment over its entire life cycle, from the extraction of raw materials to its disposal.*



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

(vii) Licenses /Royalties for Films or Performing Arts

- 1) USG will fund up to \$400 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), or recite a literary work or perform a score of music.
 - a) The presentation or performance must be public and free to University students.
 - b) Any live performance must be performed by the RSO receiving funds or a majority of the RSO's members.

(viii) Publications/Communications

- 1) USG will fund up to \$500 of production of journals, magazines, or newspapers.

(ix) Marketing

- 1) USG will fund copies/flyers/newsletters up to \$200 per event.
- 2) USG will fund electronic advertisements up to \$30 per platform.

(x) Travel

- 1) USG will provide funding for competitive, educational, performance, or service related travel off-campus to include but is not limited to transportation, lodging, registration, and/or international travel insurance.
 - a) Maximum allocation for any single trip is \$5,000.
- 2) USG will fund up to \$200/person of roundtrip ticketed travel (domestic and international); this includes travel by air, rail or sea; whichever is more practical.
- 3) USG will fund up to 50% of roundtrip mileage for automobile travel (personal or rented) at the University rental rate per mile.



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- 4) USG will fund up to \$1,000 of roundtrip mileage for chartered bus travel.
- 5) USG will fund Lodging up to \$115/night/room for rooms with a 4-person capacity (including but not limited to AirBnB and hotels).
- 6) USG will fund registration fees up to \$150/person for individual and team registration.
- 7) USG will fund mandatory international travel insurance up to \$30/person.
- 8) USG will fund up to \$20/person/day for meals/food

Ineligible Items/Events

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

(i) 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) Beverages that are not currently sponsored by the University (i.e. Pepsi-Cola)
- 3) Court actions, arbitration or legal fees.
- 4) Events or activities which raise money except for charitable purposes or RSO fundraising projects.
- 5) Anything considered Operational Funding, unless applying for Operational Funding
- 6) Investments in any business or commercial enterprise intended to generate a profit.
- 7) Lethal weapons or ammunition, tobacco or tobacco products, illegal or illicit substances or devices.



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- 8) Shipping fees.
- 9) Telecommunications charges.
- 10) Prizes, awards, or trophies
- 11) Registered Student Organization cannot come for funding with the intent to profit for organization. All potential investments in future funding opportunities are debatable by and for the discretion of the Funding Board. Charitable Fundraising vs. Organizational Fundraising
- 12) Unnecessary Uniforms/Clothing
- 13) Items not directly related to the event for which the budget is intended
- 14) Stipends for Officers that exceed \$250 per officer or 20% of Proposed Budget

(ii) Additional Reasons Why Requests May Be Denied

- 1) The RSO is not in good standing with Southern Illinois University, the Office of Student Engagement, or the Accountants.
- 2) The RSO's application for funding is incomplete.
- 3) The RSO fails to communicate with USG during the pre-review process.

(iii) The Student Funding Board reserves the right to decide not to recommend funding for any specific item.

Violations to the Guidelines



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

- (t) 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.
- (u) 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.
- (v) 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. This funding request can be submitted, after the event has taken place, within the next funding period. 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.
- (w) 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.

Authority

AUTHORITY OF THE GUIDELINES



SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~

9/15/2020

(a) This document is the governing document of the Student Funding Board. 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.

(i) The new version will be followed, for event and operational funding, no matter what version of the funding guidelines the original proposal was made.

AMENDMENTS TO THE GUIDELINES

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

EXCEPTIONS TO THE GUIDELINES

(c) Specific exceptions may be made to the Student Funding Guidelines only when proposed by the Student Funding Board *Vice President of Finance*, and approved by a 2/3 affirmative vote of the Senate of the Undergraduate Student Government.