



## **STUDENT GOVERNMENT**

### **BY-LAWS**

#### **SECTION 409.03 NO. 01**

Last Amended 04/03/2017

**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 prior to submitting a request. 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 discriminates based on the factors defined by by-law 412.09.
  - 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.
1. Exemptions can be granted if due diligence was shown to find an on campus location.

## 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. Faculty/Staff functions
  8. Maintenance of institutional and campus buildings
  9. Organizational dues/membership fees
  10. Scholarships

11. Trophies, plaques, and gifts
  12. Banquets
  13. Newsletters
  14. Film and film processing
  15. Fundraisers that benefit the organization hosting the event
  16. Office supplies
  17. The cost of Capaha Arrow ads greater than 1/8 of a page
  18. Any event that is not free to students
  19. T-shirts, unless essential to the event and including proper acknowledgment
  20. League Fees
  21. Tobacco
  22. Drugs of any kind and/or related paraphernalia
  23. Pornography
  24. 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.
- 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 \$3,000 or 10% of the overall funding budget of the account from which they are applying for funding, whichever amount is greater.
- i. If an organization is applying for funding from more than one account during a fiscal year, the organization may receive combined funds of up to 10% of the larger account's overall budget.
  - ii. Multiple organizations requesting funding for the same event may receive a combined amount of no more than 15% of the overall funding budget of the account from which they are applying for funding.
    1. Requests should be made simultaneously.
    2. Consideration of the requests as related events will be at the discretion of the Funding Board.
- D. 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 and/or the Student Government seal visible on all print or electronic advertisement. Organizations must also acknowledge that the event is free to students.

1. Failure by the organization to display the above acknowledgment may result in a reduction, or cancellation of funding.
2. The Funding Board shall be responsible for ensuring proper acknowledgement of Student Government. A proof of all print and/or electronic advertisement must be submitted with the request, or the request will not be considered at the discretion of the Funding Board.
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. Recovery of Funds

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

1. Reimbursement amount shall not exceed the original allocation.
2. Student Government Association's entitlement to reimbursement shall be established based off the proportion of the event's total funding providing by Student Government.

The details are as follows:

- a. If Student Government is providing less of the majority (less than or equal to 50%) of the event's total funding, Student Government's entitlement to reimbursement shall be equal to a proportion of the revenue equal to the event's funding provided by Student Government.
- b. If Student Government is providing the majority (greater than 50%) of the event's total funding, Student Government shall be reimbursed up to the total amount of the allocated money.