



# **Student Organization Funding Policies and Procedures**

## **2022-2023**

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## Explanation of Organizational Funds

Each year, the Office of Student Life earmarks a percentage of the Student Organizations account (203505) to be used directly by recognized student organizations. The Director/Coordinator of Student Life determines the amount of funds based on the fiscal year's funds and other expected expenditures from this account. These funds must be applied for through the funding process outlined below.

## Organizational Requirements

The club/organization must be recognized by the Office of Student Life by completing the annual registration process and meeting the basic student organization requirements listed in Part 1. C. in the Guidelines for Registered Student Organizations. This process occurs online via EagleSync and must be completed annually. The period for applications for annual funding will occur during the first two weeks of September. Presentations for the SOC Budget Committee will occur on the third Friday of September.

Any newly registered student organization or any student organization that has been inactive for one academic year or more must have been registered for two full months before becoming eligible to request funds.

All new or reinstated student organizations may qualify for \$250 in funding during their first *semester if there are remaining student organization funds are available*. In order to receive funding, the organization must meet all basic organization requirements where applicable including:

- Hold at least 1 (one) general meeting that is properly requested, approved, and advertised through approved flyers, social media, etc. Attendance for this meeting should be logged in EagleSync no later than one (1) week after the meeting.
- Complete the Risk Management Training requirement
- Have a completed constitution and bylaws listed in their org documents in EagleSync
- Have a designated SOC representative and must attend all SOC meetings after their organization registration is approved.

Funding will be based on progress achieved and maintained toward meeting the basic criteria for official status. This will be determined by the Coordinator of Student Engagement and the SOC Budget Committee.

Any new organization that is awarded new organization funding and then fails to continue to participate in SOC will be placed on funding probation and will not be eligible to apply for funding for the following semester. They can file an appeal after the completion of their probationary period to be reconsidered for funding.

If applicable, the club/organization must also attend the student organization orientation and budget training during the first two weeks of the fall semester. The organization and their programs must be primarily student-determined and student-directed.

### Each Organization Must

- Send at least one officer or member to the required Student Organizations Council (SOC) meetings held each semester. If a representative of an organization does not attend, that organization will not be allowed to receive funds from SOC for that year. If an advisor attends the meetings, it will not count as a member of the organization attending.
- Make a copy of the budget they submit to keep for their organization records.
- If requesting more than \$500 or more per budget cycle, the person submitting the request(s) must attend the SOC budget allocation meeting. If the person is unavailable, a student representative must be sent in their place. Advisors will not be permitted to submit a request or to present on behalf of the organization.
- Submit a copy of a contract estimate or other official documentation along with your budget if you are having a band, DJ, performer, or outside speaker at an event.

## I. Funding Guidelines

The following items are eligible to be funded, not guaranteed of funding. Funding requests that are incomplete or not in compliance with established deadlines will not be considered by the Committee. SOC reserves the right to revise these guidelines at any time deemed necessary as a result of changes in the needs or conditions which require such changes.

Items eligible for funding include:

### A. Equipment and Supply Purchases

Equipment may be purchased. Appropriate funds to ensure maintenance are required to be included in the budget where deemed necessary. All TAMUT purchasing department and/or state purchasing requirements and regulations will be adhered to in the expenditure of any Student Organization Budget allocation. Office supplies (pens, paper, markers, etc.) expenses up to \$30 annually per organization are allowed.

### B. Food Purchases

The expenditure for food items shall not exceed 75% of an organization's student activity fee allocation for the year. Campus food service contracts MUST be honored. Student Activity fees may not be expended for alcohol.

### C. Honorarium and/or Performance Fees

Student Organization Budget funds may be used for honoraria and/or performance fees in order to provide programming for TAMUT students. All University rules and regulations outlined by the TAMUT Office of Finance and Administration concerning the contracting and payment of speakers, performers, and consultants will be adhered

to in the expenditure of student activity funds. All TAMUT purchasing and/or state purchasing requirements and regulations concerning the contracting and payment of speakers, performers, and consultants will be adhered to in the expenditure of student activity funds. Student Organization Budget funds will not be used for honoraria and/or performance fees for TAMUT faculty or staff. Any former faculty or staff member to be paid an honoraria or performance fee must have been off the University payroll for at least one calendar year.

#### D. Advertising

All printed advertisement for registered student organizations must display a stamp from the Office of Student Life and comply with the rules and regulations stated in the TAMUT Student Organization Guidelines.

#### E. Travel

Student groups may request travel funds. These requests will be reviewed by the SOC Budget Committee. All TAMUT Purchasing department and/or state purchasing requirements and regulations concerning travel will be adhered to in the expenditure of any Student Organization Budget funds. The only eligible travel funding items include gas or mileage, tolls, lodging, vehicle rental expenses, or registration fees. All travel requests will also require a Student Travel Notification form (found in EagleSync). Only the travel expenses of current students and the organization's advisor may be considered.

#### F. Off-Campus Events Policies

The purpose of the funding is solely for the benefit of TAMUT students. With this in mind, requests to fund off-campus events must specifically benefit the TAMUT students who participate and will be considered on a case-by-case basis. The Student Organization Budget will not cover the rental expenses of off campus space except in special circumstances approved by the Coordinator of Student Involvement.

## II. Time Periods

The SOC will not fund any events that occur during the summer months (June and July). The SOC will only fund events occurring within the proper allocation period and will not fund any expenses not occurring during the current allocation period. The SOC has the right to only fund events during the defined school year. The school year, by definition, begins on the first day of classes for both semesters on main campus and ends on the day of commencement on main campus. The SOC will not fund any events that occur when classes are not in session. No events will be funded on "dead days", during final exam weeks, or during the summer. All allocations funded by the SOC are for a given year. All unspent allocations remaining at the end of each semester are automatically returned to the Office of Student Life. All monies left in accounts on June 30th are returned to the Office of Student Life General Account. Requests for reimbursements must be submitted during the semester in which the event or expenditure occurs.

### III. Direct Funding/Contributions

- SOC will not fund direct contributions, defined as charitable gifts to nonprofit organizations. SOC will not fund honorariums; instead, all speaker services must be done through a contract process.
- SOC will not fund profit making ventures or fundraising activities for student organizations.
- SOC will not fund membership dues or chapter fees for any organization on campus.
- SOC will not fund clothing, uniforms, or other attire for personal use by the organization members or events/activities that are for the sole benefit of an individual. This includes club t-shirts.
- SOC will not fund giveaways that are not a part of a larger event. If the giveaway is a part of a larger event, the event description must be given and the need for the giveaway clearly illustrated in detail.
- SOC funding may not support/oppose or sponsor ballot initiatives or legislation, candidates seeking election, or other partisan political purposes.
- \*SOC funding may not support religious rites, services, or attempts to convert people to a certain religious faith or belief.

† \*Partisan political organizations are defined as those affiliated with a registered political party or candidate.

†Religious and charitable registered student organizations or groups may apply for funding for events/activities sponsored by that organization that meet the criteria described in these guidelines such as educational/informative programs. Funding for these expenses will be considered under these established guidelines.

### IV. Miscellaneous

- SOC will not fund organizations that use forms not contained in the current format. Student Organization Funding Policies and Procedures Organizations must submit the complete budget request form on EagleSync.
- SOC will not fund more than three events of the same type during a given semester for the same organization (e.g. more than three movies).
- SOC will not fund any activities for the explicit purpose of soliciting students to join the organization, and/or to fulfill any required activity by the organization.
- Non-food items that are “one time use” will only be approved if the Office of Student Life deems the item as of benefit to other student organizations.
- Non-food items that are reusable (e.g. crockpot) may be approved on a case by case basis. In either of these, the purchased item(s) must be relinquished to the Office of Student Life after the event for use by other student organizations.
- In order for a speaker or any other contractual service to be funded, both a date and time must be given and cleared to ensure that there are no conflicting events on the University calendar and a space for the event is available. Budget requests requiring a contract must be submitted and approved at least four weeks prior to the event date.

- The SOC budget committee will examine all events that have high-risk liability concerns with special attention.

## V. The following funding limits apply to all SOC funded events

- Decorations and paper goods – up to 10% of total budget requested (excluding copyright and contract fees).
- Prizes and give-a-ways – up to \$100 (cash prizes are not eligible) a. a. All Students receiving prizes must complete a Gift Prize Form and return it with their receipts to Student Life in order to be reimbursed.
- TAMUT Police Officers – \$25.00/hr per officer. The security matrix found at: <https://EagleSync.com/130326/files/1063471/show> dictates how many officers are required for an event.
- No movie rental fees, but copyright permission to show a movie must be obtained. An estimate on the cost of the film’s copyright permission must be obtained in advance from the film distributor and supplied to the committee.
- Publicity and marketing – only on-campus publicity and advertisements costs can be requested from SOC. All funded events are automatically placed on the Student Life calendar and related marketing outlets. Any organization/group receiving allocations from SOC must note on all publicity that the event or activity is funded fully or in part by the Student Organization Council. This must be included on all marketing via all outlets.

## VI. University Policies for SOC funded expenditures

All payments are made by the University Business Office directly to vendors, and no payments will be made without supporting documentation in the form of receipts, invoices, etc. No cash payments may be made. No tax will be paid. No payments will be made without prior approval from the SOC advisor. All transactions approved by SOC are subject to the rules and regulations which apply to the University. Reimbursements are subject to the prior approval of the committee and can only be processed with original receipts or invoices. No tax will be paid on reimbursement requests. Generally, reimbursements apply only to purchase items and not services rendered by companies, performers, speakers, or other individuals.

State regulations require that all procurement for goods and all procurement for services in excess of \$3,500 must be competitively bid and documentation must be submitted with the request for purchase (this would apply to events co-sponsored by organizations where costs may be split).

## VII. Process by Which Budget Recommendations Are Made to the SOC Budget Committee

Allocation Procedures for Student Organization Budget funds:

1. All organizations must complete the Allocation Request form in EagleSync. Organizations that fail to submit their requests by the deadline will be allowed to submit only in case of extenuating circumstances. The Coordinator of Student Engagement will review such circumstances. After the requesting organizations submit their budgets, they will be contacted by the SOC Budget Committee Chair or the Coordinator of Student Engagement regarding presentation of their proposals.
2. Each organization requesting \$500 and over must present its request directly to the SOC Budget Committee during the allocation meetings. Organizations requesting \$499 or less may attend as well to answer any questions but they are not required to attend the meetings. Organizations submitting budget proposals of \$500 or more must have one student member and no more than two student members present to review their proposal. If no student member is present, the organization will receive no funding. Advisors cannot present budget proposals.
3. After the committee deliberates, recommendations will be forwarded to the Coordinator of Student Engagement for final approval. SOC Budget Committee decisions will be released by the Coordinator of Student Engagement no later than one (1) week after the funding presentations. Any organization that doesn't agree with the decision may appeal the decision via the appeals process outlined in [Section VIII](#).

Factors Which May Be Considered by the SOC Budget Committee

- The total number of students represented and served by the organization.
- The purposes or goals of the activities of the organization.
- The relatedness of the organization's goals to the university's mission.
- The relatedness of the organization's goals to the student activity fee.
- The prior success of the organization in relation to planned programs and activities.
- The amount of funds provided by other sources to supplement SOC funds.
- The organization's tier status, if applicable.

## VIII. Appeals Process

If an organization is dissatisfied with their budget allocation decision, they have the right to appeal. A written letter of appeal must be submitted to the Coordinator of Student Engagement within five (5) business days after Student Organization Funding Policies and Procedures budget decision notifications are sent out. This letter should detail the organization's case for receiving the funds. If the budget packet is not completed correctly for submission, your organization loses the right to appeal and must resubmit your request for the next budget meeting. Budgets must be submitted no later than 11:45 P.M. on the date that they are due. Late budgets will not be accepted – no exceptions.



**A. First Appeal**

The first level of appeal is to email the Coordinator of Student Engagement. The appeals should include the presentation of new or additional information which was unavailable at the time of the original request, some alteration of the amount requested, or the presentation of arguments indicating that the decision was not within the policies and provisions of the SOC guidelines.

**B. Final Appeal**

The second and final level of appeal is to the Director of Student Life. The organization must schedule a meeting with the director and present their case in person or via Zoom. The decision made by the Director will be issued in writing to the organization president. This decision is final.