

Associated Student Government | Funding Standing Rules

Committee on Student Organization Funding and Audit

Article I: Purpose

Section 1.1

The Committee on Student Organization Funding and Audit (hereafter: the committee) is a committee of the Associated Student Government (ASG) Student Senate which is authorized in all areas of recognition, funding, distribution, and oversight of the proper use of funds of Miami University's undergraduate student organizations.

Section 1.2

These standing funding rules, upon ratification by the Student Senate, are subsidiary only to the ASG Student Senate at large, the ASG constitution, and the ASG Bylaws.

Article II: Membership

Section 2.1

Members of the committee shall be required to submit a list of conflicts of interest to the Secretary of Finance.

Section 2.2

Members of the committee who have conflicts of interest with a particular organization during funding hearings shall abstain from all discussion and votes regarding that organization.

Section 2.3

Members of the Funding Committee may not submit an application for funding or attend funding hearings on behalf of any student organization.

Article III: Power and Duties

Section 3.1

The decisions and allocations made by the committee shall be regarded as recommendations forwarded to the Student Senate for final approval.

Section 3.2

The committee shall review and hear requests from all recognized and registered undergraduate student organizations that are eligible for funding per the committee guidelines:

1. Current Student Organization membership, monitored by yearly registration, must consist of at least 80% undergraduate students to be eligible for funding.
2. Event requests from organizations with graduate student members must demonstrate benefit to undergraduates.
3. Any travel, conference fees, etc. will only be funded for undergraduate students. Groups in which any member receives academic credit for their participation will not be funded. This also includes groups funded by a department or university budget. Events highly sponsored by a department (at

the discretion of the Committee on Student Organization Funding), will not be funded.

Section 3.3

The committee shall establish precedents and rules regarding how the committee will hear and approve funding requests. These precedents shall hold for the duration of the academic year during which the committee sits. Precedents will not be held between academic years.

Section 3.4

Funding requests shall be heard in both the fall and spring semesters of the academic year. Each semester is a funding cycle. Each funding cycle will have several hearings during which student organizations can request funds. There will be a minimum of three funding hearing opportunities each funding cycle (aka semester) held at the discretion of the committee. During these funding cycles, organizations may request Event Funding (See Article IV), Unity Funding (See Article VI), Capital Funding (See Article VII) and Administrative Funding (See Article VIII).

Section 3.5

All funding records, documents, and decisions are public information and will be readily accessible to the public. The committee shall be responsible for making every effort to make them easily accessible.

Section 3.6

The committee shall be responsible, in conjunction with the Secretary for Public Relations, for all advertising of the funding cycle deadlines and hearings.

Article IV: Reward System

Section 4.1

The committee shall work in conjunction with the Student Activity Office and SEAL Ambassadors to monitor a reward system for all student organizations.

Section 4.2

SEAL Ambassadors will be responsible for keeping track of organization status within the tiers as described in Section 4.4

Section 4.3

Each organization will have the opportunity to rise or fall within the tiers after the completion of each semester. Organizations cannot advance during a semester. All progress made to advance up the reward system will be evaluated for the semester after the progress was made.

Section 4.4

The Reward System will consist of four separate tiers of which the requirements and subsequent rewards will be presented by the Secretary of Finance to Senate at the beginning of each semester.

Section 4.4.1

If an organization wishes to advance up the reward system, they must complete all requirements described in the previous tiers.

Article V: Event Funding

Section 5.1

The committee shall recommend the appropriation of funds to support student organization programs that:

- Promote education
- Are readily accessible to all Miami University students
- Are held on the Miami University Oxford campus
- Promote the University and its students

Section 5.2

Each student organization that requests funds must submit the request, found on the HUB via an Excel Document, with an itemized list for each request, and any other information the committee may request (See Section 5.2.1).

Section 5.2.1

Student Organizations are required to provide written quotes for all third parties that will be hired for the event. This includes but is not limited to speakers, DJs, videographers, recorders, bus lines, etc. Any event that plans to hire third parties will not have any expenses for the event approved if these written quotes are not provided. The student organization will be required to re-submit the funding request with the written quotes during the next scheduled funding hearing opportunity as described in Section 3.4.

Section 5.2.2

Each student organization must submit funding requests prior to the deadline the committee sets. Events must take place after the request has been submitted in order to be considered for funding. Failure to do so will result in the request not being heard on a per-event basis.

Section 5.2.3

Each student organization must register their event on The Hub prior to all funding hearings in order to be considered for funding. Failure to do so will result in the request not being heard on a per event basis.

Section 5.3

Student organizations are encouraged to seek outside sources of funding, including, but not limited to, fundraising, private business, and other groups. These funds must be disclosed to the committee in the funding hearing.

Section 5.4

Any event that charges admission will be considered a fundraiser; it will not be considered to be 'charging admission' if it is free to Miami Students. ASG funds must be returned up to the breakeven point before the organization profits from an event. For more information about fundraising using ASG funds, see Section IX.

Section 5.5

During an event funding cycle (cycles 1 and 2), tier 1 student organizations may submit \$1,500 in requests, tier 2 student organizations may submit \$3,000 in requests, tier 3 student organizations may submit \$6,000 in requests, and tier 4 student organizations may submit \$10,000 in requests.

Section 5.5.1

The spending limit laid out in Section 5.5 may be suspended through a 2/3rds vote of the committee present at the time of the funding hearing.

Section 5.6

When vehicle transportation is requested, a group may either chose to rent via Enterprise, use personal vehicles, or find another option. Gas will be funded based on the estimate given on the ASG provided gas calculator tool.

Section 5.7

All organizations are subject to an equal percentage reduction in funds to ensure that the committee stays within the budget allocated to student organization funding.

Section 5.8

All event funding requests shall be judged based on four criteria. For each part of the criteria that a request meets, one fourth of funding shall be received.

‘On campus’ – 25% is received if an event is within walking distance of the university and it is readily accessible to all Miami Students.

‘Educational’ – 25% is received if the event allows Miami University students to receive knowledge acquired by learning or instruction.

‘Open to all’ – 25% is received if admission is not charged to Miami University students and attendance does not require a significant amount of planning.

‘Spending History’ – 25% is received if the organizations has an established, responsible spending history for at least 2 semesters as defined at the discretion of the majority of the committee

Section 5.8.1

Should student organizations not qualify for full funding under the above four funding criteria, two subsidiary criteria will be considered. Total funding will not exceed 100% of the organization’s request. The two subsidiary criteria are as follows:

1. ‘Service’ – 25% is received if an event is considered a service event. A service event is defined at the discretion of a majority of the funding committee.
2. ‘Late-Night Event’ – 25% is received if an event occurs on a Thursday, Friday, Saturday, or Sunday after 8 PM.

Article VI: Unity Funding

Section 6.1

Unity funding has been created by ASG to encourage cross-collaboration between groups that would not normally work together.

Section 6.2

To be eligible for unity funding, three (3) or more student organizations must agree to the request, each organization must send at least one (1) representative to the funding hearing, the request must be greater than \$5,000.00, and each organization must sign a collaboration agreement and a contract stating a plan to cover expenses not covered by ASG funds, and each organization's specific role in the event. Each organization must play a role in the event in order to be deemed a unity request.

Section 6.3

Organizations seeking to request unity funding may submit between \$5,000.00 and \$15,000.00 for the specific Unity Event.

Section 6.3.1

The spending limit laid out in Section 5.3 may be suspended through a 2/3rds vote of the committee present at the time of the funding hearing.

Section 6.4

Organizations participating in a request for unity funding may only submit individual event requests of \$5,000.00 in the given cycle.

Section 6.5

Unity funding events are subject to half of the final cutback (see section 4.7).

Article VII: Capital Funding

Section 7.1

Capital requests are for tangible items that an organization may purchase with the intent to keep over an extended period of time.

Section 7.2

These goods must be deemed a necessity to the student organization and will enhance the organization's ability to effectively carry out its mission while serving the Miami University student population in a greater capacity.

Section 7.3

In order to receive money for capital requests, student organizations must have an office, or storage, facility on campus and provide a written estimate, or online quote, of the item.

Article VIII: Administrative Funding

Section 8.1

Administrative Funding will be available to help sustain current student organizations by funding basic operational expenses. These funds also help new student organizations receive the "start-up" money needed for the organization to operate on Miami University's campus.

Section 8.2

Requests by student organizations to attend mandatory conferences must be accompanied by proof that such

events are required for their student organizations to maintain their status with organizations outside of the university. Only members required to attend will be funded, including registration fees. Other attendees should request expenses (such as hotel and travel accommodations) in the appropriate event cycle and registration fees for these members will not be funded.

Section 8.3

A student organization in Tier 1 may request up to \$1,500.00 over both funding cycles and the academic year, while student organizations in Tiers 2, 3, and 4 may request up to \$3,000.00 over both funding cycles and the entire academic year.

Section 8.3.1

The spending limit laid out in section 7.3 may be suspended through a 2/3rds vote of the committee present at the time of the funding hearing.

Article IX: Overall Funding Limit

Section 9.1

Organizations are subject to a 'global spending cap' of \$10,000.00 in a given cycle. The sum of events, administrative, and capital funding shall not exceed \$10,000.00 the spending cap outlined by the tier that Student Activities has placed them in according to the satisfaction of set requirements

Section 9.1.1

Organizations participating in a unity event are subject to a 'global spending cap' of \$6,000.00 in a given cycle. The sum of events (with the exception of the unity event), administrative, and capital funding shall not exceed \$6,000.00. This cap does not apply to the Unity Event.

Section 9.1.2

The 'global spending cap' in sections 8.1 and 8.1.1 may be suspended by gaining unanimous consent of the funding committee present at the time. Before the cap may be suspended, a proper motion to suspend the 'global spending cap' must be made by a voting member of the committee at the explicit request of the Student Organization wishing to spend more than cap. No member shall make a motion to suspend the cap without an explicit request from an organization to do so. Following the motion, the committee will debate the merits of suspending the cap. After a debate, a voting member will move to vote; a majority of the committee must agree to vote before voting can commence. A rollcall vote of all committee members to suspend the cap will occur, and should unanimous consent be obtained, the cap will be suspended.

Article X: Fundraising Using ASG Funds

Section 10.1

Fundraising using ASG funds is defined as any activity undertaken by an organization that uses ASG funds to produce revenues for the student organization. Examples of fundraising include, but are not limited to, charging admission for a speaker funded through ASG or using capital items, such as recording equipment, to provide a service to organizations for a fee.

Section 10.2

Organizations planning to charge individuals or groups for their products or services must inform ASG of their

intention to do so when requesting funds.

Section 10.3

Organizations intending to sell products or services aided by ASG funding must provide financial reports of the sales to the committee within 10 business days of the sales' occurrence.

Section 10.4

Organizations making more money from **Capital equipment fundraising** than what ASG has funded them over the course of two fiscal years must repay the initial amount funded back to ASG.

Section 10.5

Organizations making more money from events than what ASG has funded them must repay the initial amount funded back to ASG.

Article XI: Funding for Spring Break Trips

Section 11.1

The Secretary of Finance shall split funds available for Cycle 2 Funding into two categories:

1. Event, Capital, and Administrative Requests
2. Spring Break Requests

Each category shall be subject to its own cutback, if necessary. If during Cycle 2 funding any funds remain from one of these categories, they may be transferred to the other category as determined by the Secretary of Finance.

Section 11.2

Funding for spring break trips shall remain a part of Cycle 2 funding and limits placed on funding shall remain the same.

Section 11.3

The committee shall fund spring break trips according to the following precedents:

- Trips must have a proven charitable purpose
- Average service of 6 hours per day per student for every day of the trip, excluding travel days

Section 11.3.1

The committee shall be at liberty to add, but not remove precedents to the list in Section 10.3

Section 11.4

The committee shall fund expenses for spring break trips given the following ranked priorities:

1. Travel Expenses
2. Lodging Expenses
3. Service Expenses
4. All other Expenses

Section 11.4.1

Each priority in order of rank shall be funded in full for all requests before another priority is awarded funds. Once all available funds have been awarded, funding for further priorities shall cease.

Article XII: Appeals

Section 12.1

Any undergraduate student organization may appeal the decision(s) of the committee.

Section 12.2

Any grievances or disputes with the decision(s) of the committee will be presented to the Student Court. All grievances must be submitted to Student Court within 2 weeks of the disputed instance.

Section 12.3

Representatives of the organization and the Secretary of Finance will present the case in front of the Student Court. Each will explain their position on the disputed decision(s) of the committee. The Student Court will act as the final arbiter.

Section 12.3.1

For Unity Funding, a representative from each organization making the request must be present.

Article XIII: Debt Relief

Section 13.1

The committee shall follow the Student Organizations Debt Relief Policy available on Miami ASG's website, effective 08/29/2016

Section 13.2

In addition to relieving debts of student organizations as outlined under Section 10.1 of the Student Organizations Debt Relief Policy, the committee reserves the right to impose further funding cuts on organizations that show irresponsible spending history as defined at the discretion of the committee. These cuts will not exceed 20% of the gross approved spending an organization has received for any given cycle.

Article XIV: Auditing

Section 14.1

Any Organization that is discovered to have misallocated funds shall be subject to sanctions by the committee.

Section 14.2

Further Auditing Duties of the committee are described in the ASG bylaws section 717.

Article XV: Deficit Policies

Section 15.1

No organization may maintain a negative balance in their university account. Should an organization's account go into a deficit, the account will automatically be made inactive and unusable until a positive balance is

restored. Also, an email will be sent to all university departments requesting that the organization not be recognized until their account has a positive balance.

Section 15.2

Student Organizations that incur a deficit will not be permitted access to the following privileges:

- Room Reservations (prior reservation of rooms will not be canceled)
- Table Tents
- Showcases in Shriver
- Western Lodge and WRA Cabin reservations
- Tabling spaces (West Patio, FSB Gates, Phi Delt Gates, HUB)
- On Campus Reservations
- PFD service requests
- A Frames
- Off Campus Reservation approval (parades, 5ks, Uptown Park, etc.)
- Office Space – if deficit is maintained for three consecutive semesters
- Reserve space or hold pre-scheduled events in the Armstrong Student Center

Section 15.3

Organizations that maintain deficit balances by the date funding applications are due will not be eligible for funding in the event cycles.

Article XVI: Suspension of the Standing Rules

Section 16.1

These standing rules may be suspended at any time during and/or prior to any funding hearing by gaining unanimous consent of the committee present at the time.

Article XVII: Items not funded

Section 17.1

Student Organizations will not be funded:

- Apparel items (including t-shirts)
- Textbooks
- Registration fees for non-mandatory members
- Events in a location where alcohol can be served
- Food for large events, banquets, or galas. Food may only be funded if it is educational and handed out in a sample size portion.
- Items already provided by ASG or the King Library Technology Exchange
- Payments for services to Miami University Students or Staff
- Advertising expenses exceeding \$150.00 per event
- Hotel expenses exceeding \$130.00 per night for Oxford and non-Oxford hotels
- Albums and/or Recordings
- Plane Tickets exceeding \$200 per round trip flight. Plane Tickets will be funded at full expense for any third-party under contract. Plane Tickets will also be funded at full expense for all flights under administrative funding that are deemed necessary for the maintenance of the organization's existence.

- Individually sold or group discounted tickets

Section 17.2

ASG cannot provide funding for gifts to students, per state law governing public universities. ASG will not fund any gifts to students. Gifts are defined as any item of value distributed to students with the exception of pamphlets and programs.

Section 17.2.1

The Committee shall create precedents for items distributed to student that are not gifts. In order for a new item to not be considered a gift, a vote of 2/3rds or the committee is required.

Section 17.3

The committee shall be at liberty to add, but not remove, precedents to the list in Section 17.1

Article XVIII: Amendments

Section 18.1

The standing rules of the Committee should be reviewed periodically at the discretion of the committee and the Secretary of Finance.

Section 18.2

Any student organization may request to change or amend these standing rules.

Section 18.3

Amendments to the standing rules must be passed by the ASG Student Senate before the funding application deadline and before going into effect.