

S027 Association Funding Regulations

Approved and Enacted by the Student Senate on 2018-08-29.

BE IT ENACTED by the Student Senate that the following regulations and procedures be established for the management, allocation, and expenditure of all funding under the direct authority of the Association's officers and of the Senate effective 1 July 2014:

Section 1. Individual Funding Guidelines

- 1.1 Eligibility for funds shall be decided according to the following:
 - 1.1.1 Individuals must submit the Individual Funding Request Application, with all documentation, to the Treasurer 45 days prior to the first date of travel;
 - 1.1.2 Any currently enrolled student shall be eligible to request individual funding from the Association;
 - 1.1.3 Only one funding request per individual may be considered per spring and fall semester;
 - 1.1.3.1 Summer funding shall be counted as a spring request
 - 1.1.4 Up to \$1000 in funding per individual may be approved per fiscal year.
- 1.2 Regulations for the allocation of funds shall be decided according to the following:
 - 1.2.1 Should multiple members of a group request individual rather than organization funding for a group function, the request(s) shall not be considered unless the requests are deemed appropriate by the Treasurer;
 - 1.2.2 Individual funding may only be allocated for reducing the costs related to a student's participation in an academic or professional conference;
 - 1.2.3 Priority in allocating individual funding shall be given to students presenting research or creative activity at such conferences;
 - 1.2.3.1 Priority for similar completed individual applications shall be on a first come, first serve basis.
 - 1.2.4 Individual funding may be allocated to cover the cost of registration, up to a maximum of \$100;
 - 1.2.5 Individual funding may be allocated to cover travel more than 50 miles outside of Wichita and reimbursed according to University Travel Office rates up to:
 - 1.2.5.1 For domestic travel, \$300;
 - 1.2.5.2 For international travel, \$700.
 - 1.2.6 Individual funding may be allocated to cover lodging for up to \$200;
 - 1.2.7 Individuals not requesting lodging may be asked to provide additional proof of attendance;
 - 1.2.8 Individual funding shall not be allocated to cover the following costs:
 - 1.2.8.1 Any recreation or entertainment pursued during travel;
 - 1.2.8.2 Submission or publication of research or creative activity;

- 1.2.8.3 Inherent costs of being a student;
- 1.2.8.4 Food;
- 1.2.8.5 Clothing.
- 1.2.9 Any receipts not submitted within seven (7) business days of return from travel shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts or in excess of the amount allocated by the Senate.
- 1.3 Documentation required to apply for Individual Funding are as follows:
 - 1.3.1 A letter of recommendation from an advisor, professor, or administrator;
 - 1.3.2 Notice of acceptance to the conference The Treasurer may provide an exception in cases where conference acceptance occurs less than 45 days prior to travel;
 - 1.3.3 An official description of the conference;
 - 1.3.4 An itemized budget and proof and/or estimation of all costs, including:
 - 1.3.4.1 Proof of registration cost;
 - 1.3.4.2 For air travel, submit three airfare quotes for the same itinerary and a confirmation of the lowest;
 - 1.3.4.3 For car travel, submit a mileage itinerary using the University as the point of origin.
 - 1.3.5 A completed University Sanctioned Travel Form;
 - 1.3.6 A completed W9 form;
- 1.4 Procedure for Individual Funding for summer travel are as follows:
 - 1.4.1 Travel that takes place between the end of the spring semester and the third fall meeting of next year's session will be deemed as summer travel;
 - 1.4.1.1 Summer funding applications will open the Wednesday after spring break
 - 1.4.1.2 Individuals may either file a request for spring or for summer, but not both
 - 1.4.2 Individuals must submit the Individual Funding Request Application, with all documentation, to the Treasurer forty-five (45) days prior to the first date of travel;
 - 1.4.3 A summer Budget and Finance Committee shall be formed to approve funding requests for summer travel unless requests are submitted while the current year's session is still in session, and unless the current year's Budget and Finance Committee is still in session.
 - 1.4.3.1 The Committee shall consist of at least three (3) Senators, the Treasurer of the Association, and another Executive officer or member of cabinet.
 - 1.4.3.1.1 The appointment of the committee must occur before the last spring meeting of the next year's session
 - 1.4.3.2 The Committee may vote on funding requests through email
 - 1.4.3.3 The Treasurer must issue a detailed report to the Senate by the fourth Senate meeting of the fall on the allocated summer funding

- 1.4.4 The total budget allocation for summer funding shall be approved by the next year's Senate before the last spring meeting of the current fiscal year;
- 1.4.5 All summer funding requests are subject to the same regulations as Individual Travel as outlined in S027, Section 1

Section 2. Organization Funding Guidelines

- 2.1 Eligibility for funds shall be decided according to the following:
 - 2.1.1 Organizations requesting funds must submit the Funding Request Application from the University's chosen organization management portal funding module with all documentation to the Treasurer 45 days prior to the first event date or prior to the first date of travel;
 - 2.1.2 Funding Request Applications for operating expenditures may be submitted anytime between the renewal of an organization's management portal and the registration for the annual Nuts and Bolts conference and the final meeting of the current year's session;
 - 2.1.2.1 Special consideration will be given contingent on Organizational Funding Early Application Contract agreement if first date of travel or of an event occurs sooner than 45 days following renewal of the organization's management portal and the registration for the annual Nuts and Bolts conference
 - 2.1.3 All Funding Request Applications must be submitted with full documentation by the final meeting of the current year's session;
 - 2.1.3.1 This includes applications for travel or events occurring between the end of the spring semester and renewal of an organization's management portal and the registration for the annual Nuts and Bolts conference.
 - 2.1.4 Any organization recognized according to the procedure outlined in S002 shall be eligible to request organization funding from the Association;
 - 2.1.5 Only one funding request per organization may be considered per semester;
 - 2.1.6 Up to \$700 in funding per provisional organization may be approved per fiscal year;
 - 2.1.7 Up to \$2000 in funding per student organization may be approved per fiscal year.
- 2.2 Regulations for the allocation of funds shall be decided according to the following:
 - 2.2.1 Organization funding may be allocated for the support and expansion of programming and operation costs to Recognized Student Organizations as per S002;
 - 2.2.2 Priority for completed Organization applications shall be on a first come, first serve basis;
 - 2.2.3 Organization funding may be allocated to cover conference registration up to \$250;
 - 2.2.4 Organization funding may be allocated to cover travel more than 50 miles outside of Wichita, and reimbursed according University Travel Office rates, up to:
 - 2.2.4.1 For air travel, \$1000;
 - 2.2.4.2 For car travel, \$400;

- 2.2.4.3 For bus travel, \$1200.
- 2.2.5 The Association shall fund only one (1) form of travel for each excursion per each participant;
- 2.2.6 Organization funding may be allocated to cover lodging for up to \$400 for the duration of the organization's stay at the conference;
- 2.2.7 Organizations not requesting lodging must provide additional proof of attendance;
- 2.2.8 Organization funding may be allocated to cover expenses arising from organization programming or projects that primarily serve members of the Association, including:
 - 2.2.7.1 Up to \$100 in advertising costs;
 - 2.2.7.2 Up to \$1,000 in honoraria for speakers or special presenters;
 - 2.2.7.3 Up to \$700 in venue reservations.
- 2.2.9 Organization funding may be allocated to cover operational expenses up to \$500 per year;
- 2.2.10 Organization funding may not be allocated to multiple organizations for the same event, project, trip, etc;
- 2.2.11 Organizations may only apply for one funding allocation per funding request;
 - 2.2.11.1 A funding allocation shall be considered as operating expenses, programming and project expenses or conference travel and registration
- 2.2.12 Organization funding shall not be allocated to cover the following costs:
 - 2.2.12.1 Inherent costs of being a student;
 - 2.2.12.2 Programs or projects intended to raise any funds or other material support for the organization or for third parties;
 - 2.2.12.3 Donations or other material support to third parties;
 - 2.2.12.4 Chapter dues to national or international organizations;
 - 2.2.12.5 Banking charges, maintenance fees, or utilities expenses;
 - 2.2.12.6 Gifts, competitive awards, gift cards, or unapproved honoraria;
 - 2.2.12.7 Food, except where that food is the principal focus of the event and serves the function of cultural education;
 - 2.2.12.8 Firearms, ammunition, weapons, or any devices whose primary function is violence or destruction;
 - 2.2.12.9 The cost of any alcohol;
 - 2.2.12.10 Petty cash or cash-on-hand;
 - 2.2.12.11 Clothing;
 - 2.2.12.12 Any recreation or entertainment pursued during travel;
 - 2.2.12.12 Telephonic expenditures;

- 2.2.13 All goods and services purchased with organization funding must be purchased on campus whenever possible;
- 2.2.14 All purchases must be made within 30 days of approval or forfeit reimbursement;
- 2.2.15 Any advertisement, promotional materials, postage and correspondence materials, and websites supported by organization funding shall include the note: "Partially Funded by the Student Government Association."
 - 2.2.15.1 Any Organization not complying with this regulation may have its funding suspended or revoked.
- 2.3 Documentation required in an application for Organization Funding is as follows:
 - 2.3.1 A description of the funding's intended use and the ways in which it benefits the University and members of the Association;
 - 2.3.2 An itemized budget;
 - 2.3.3 A completed W9 form for the party being reimbursed;
 - 2.3.4 Proof of registration cost, if applicable;
 - 2.3.5 For travel funding the following must also be provided:
 - 2.3.5.1 A completed University Sanctioned Travel Form;
 - 2.3.5.2 A letter of recommendation from an advisor, professor, or administrator;
 - 2.3.5.3 Notice of acceptance to the conference;
 - 2.3.5.4 An official description of the conference;
 - 2.3.5.5 For air travel, submit three airfare quotes for the same itinerary and a confirmation of the lowest;
 - 2.3.5.6 For bus travel, submit three bus fare quotes for the same itinerary and a confirmation of the lowest;
 - 2.3.5.7 For car travel, submit a mileage itinerary using the University as the point of origin;
 - 2.3.6 Agendas for projects must be submitted in writing if requested by the Treasurer;

Section 3. Process for Application

- 3.1 Upon receipt of an application, the Treasurer may schedule a meeting with the requestor to review and request any additional germane information;
- 3.2 The Treasurer shall make a determination regarding adherence to S027 to accept or decline the request:
 - 3.2.1 Upon acceptance of the request, the Treasurer shall set a date to hear the request before the Budget and Finance Committee;
 - 3.2.2 Upon the Treasurer's declination of the request, the Treasurer shall communicate this decision to the requestor.

- 3.3 The Budget and Finance Committee shall hear each request that the Treasurer has accepted and make a recommendation to the Senate regarding the request:
 - 3.3.1 Upon approval of the request entirely, in part, or with revisions, the Treasurer shall present a Funding Bill to that effect at the next Senate meeting, inform the requester of the meeting date, and encourage the requestor to attend said meeting;
 - 3.3.2 Upon rejecting the request, the Treasurer shall communicate the decision and the reasoning behind that decision to the requestor in writing;
 - 3.3.3 Should the requestor believe that the Budget and Finance Committee is biased in its decision, they may submit a written appeal to the Vice President and Treasurer. The Vice President may, at their own discretion, refer the request to any Senate committee with the Treasurer acting as chair.
- 3.4 A Funding Bill outlining a request for individual funding shall be considered as a matter of timely nature by the Budget and Finance Committee, the Treasurer, and the Student Senate;
- 3.5 Should the Senate approve and enact the Funding Bill, the requestor shall submit all receipts for approved expenses to the Treasurer.
- 3.6 Should the Senate reject the Funding Bill, the Treasurer shall communicate this decision to the requestor in writing.
- 3.7 Any receipts not submitted within seven (7) business days of return from travel shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.
- 3.8 Any receipts from an organization funding request that are not submitted within seven (7) days of the last day of the event shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.
- 3.9 The Treasurer of the Association shall have the sole power to deny the disbursement of funds for the following reasons:
 - 3.9.1 Submission of documentation for a different use than what the organization was approved for;
 - 3.9.2 Inability of the organization's request to comply with the Division of Accounts & Reports Policy and Procedure Manual, pursuant to K.S.A. 75-3728;
 - 3.9.3 Purchase of items from a different vendor than a duly certified State of Kansas or the University contract vendor;
 - 3.9.4 Fraud or misrepresentation of documentation, or any attempt to defraud or embezzle funds from Association sponsored events.
- 3.10 No more than 65% of all individual and organization funding available in a given fiscal year shall be allocated prior to December 31 of that year and no more than 35% shall be allocated prior to June 30 of that year without the approval of a two-thirds majority of the Senate as defined by the Bylaws.
- 3.11 Any funds not allocated shall revert to the Association's Individual or Organization Reserve at the end of the fiscal year.

3.12 The Treasurer of the Association shall be responsible for ensuring that contractually binding agreements the Association enters into with vendors on behalf of student organizations are executed in compliance with the University's Execution of Contracts Policy at Section 1.04 of the WSU Policies and Procedures Manual.