STUDENT ORGANIZATION FUND GUIDELINES

Title I. Overview
The Student Organization Fund (SOF) exists to provide funding to eligible student organizations.

Following these guidelines established by the Director of Student Services, student organizations may receive support from the SOF. With oversight from the Student Life Coordinator, the administration of the SOF will be handled by the IUPUC Student Government Association (SGA). With oversight from the Director of Student Services the IUPUC SGA will make allocation decisions.

Title II. Student Organization Eligibility and the Allocation Process
Section 1: Registration
Student organizations seeking funding from the SOF must be registered with the Student Life Office (SLO) before seeking funding. If the organization is not registered with SLO, then they will be deemed ineligible for funding.

Section 2: Funding Limits
Organizations can be awarded the maximum (100%) of the total activity cost. Student organization activities that charge a fee to enter or that program to a closed audience can only be awarded a maximum of 50% of the total cost. Please be advised that if the student organization is charging an entry fee for their event, they will be required to have the event approved through the Indiana University approval process. Conferences or long distance trips are determined on a case-by-case basis, but are only eligible for a maximum of 50% of the total cost. No student organization may receive more than $1,000 for one program and more than $2,500 in total per academic year.

Section 3: Attendees
The IUPUC SGA will look favorably upon activities that serve and are open to all students, faculty, staff, and the public. IUPUC SGA representatives are allowed to attend any event or program allocated SOF funding. If the event charges an admission fee, IUPUC SGA representatives will be allowed entry free-of-charge. Please be advised that when charging an entry fee, student organizations will be required to have the event approved through the Indiana University approval process.

Section 4: Restrictions on Use of Funds
Any funding received must be spent in accordance with the IUPUC Student Code of Conduct. Under no circumstances can funding be used for personal use, purchase of alcohol, support of legislation influence, litigation against the University, support of any political campaign or in behalf of any candidate for public office. No funding will be granted for direct donations made by student organizations to private or philanthropic causes. While funding can be used for plaques, awards, trophies, certificates, and medals (including speaker honorariums), it is highly recommended that
student organizations purchase items of this type through self-generated club funds. Funding is intended only for events that have yet to happen. IUPUC SGA may retroactively fund events on a case-by-case basis. SOF funding may only be used in accordance to the specifications provided by IUPUC SGA. T-shirts will be funded on a case-by-case basis. SOF funding is not intended for activities that are departmental in nature. Programs that are closed to “majors only” or students enrolled in a specific course/curriculum will not receive funding. Academic organizations must provide proof that activities are not connected to or supplemental to course and/or curricular requirements.

Section 5: Application Submission and Presentation Scheduling
Applications are to be downloaded from the IUPUC Student Life website and accurately completed, including an itemized budget and signature from the organization’s faculty adviser. To be placed on the next scheduled meeting’s agenda, completed applications must be submitted via email to iupucsfr@iupuc.edu by 5:00pm the Monday before the scheduled meeting. Student organizations making general requests will not be required to make a presentation to the IUPUC SGA. In the event that a presentation is deemed necessary, the IUPUC SGA Treasurer will email the listed contact person of each group no later than 4:00pm on the day before the meeting to request representation at the meeting. The email will contain the date, time, and place of the meeting. The meeting agenda listing each organization’s name and their scheduled presentation time will be attached.

Section 6: Presentations
Organizations asked to present shall arrive 10-15 minutes before the scheduled meeting time emailed to them and have one to three student representatives in attendance from the student organization applying for funding. The presenters may not be faculty or staff of IUPUC, except in the case of students that are both employees of IUPUC and members of a student organization. Due to the volume of SGA Agenda items, presentations shall last no more than five minutes. Presenters will be asked to describe their planned initiative, how much money they are requesting, and other pertinent information. This presentation will be followed by a brief question and answer session.

After completing the meeting, the IUPUC SGA will deliberate upon the organization’s presentation and determine if the student organization shall receive funding. IUPUC SGA analyzes the organization’s proposals, not the organization’s viewpoint. An organization cannot be denied funding because of its opinion or point of view. At any given time, the organization may opt-out of the presenting before the SGA, however attendance when requested to present is most often in the best interest of the student organization requesting funding.

Section 7: Application and Presentation Limits
Organizations must submit their applications to the IUPUC SGA before the start of their program. Due to the number of agenda items, a request cannot be heard multiple times and each organization can only seek funding five times a semester - though organizations may present multiple requests at a time. Each request must have its own itemized budget and proposal.

Section 8: Notification of Funding Decision
Within two business days of the meeting date, the IUPUC SGA Treasurer will notify one of the organization’s listed contacts with the IUPUC SGA decision.

Title III. Fund Disbursement and Reversion
Section 1: Notification for Funded Student Organizations
If funded, the notification of the council’s decision shall include the following documents: (1) an explanation stating what and how much will be funded; (2) a list of post-funding procedures outlining the organization’s necessary actions to ensure the quick and accurate transfer of funds; (3) a group responsibility form to be signed and returned to the IUPUC Student Life Office within three days of funding notification. This document guarantees the organization will act responsibly and as directed when using funds; (4) a feedback form which must be completed and returned to the IUPUC Student Life Office; and (5) acknowledgement that the IUPUC SGA logo will be included on any and all printed materials that IUPUC SGA funds, including newspaper advertisements, fliers, bulletins, shirts, etc.

Section 2: Monetary Deposit
The Director of Student Services will authorize a deposit of funds into the organization’s operating account.

Section 3: Receipts
Each group must turn in a copy of their receipts to the IUPUC SGA and the physical receipts to the Student Life Office for every purchase made within five days of the close of the program. Funding may only be used for items approved by the IUPUC SGA.

Section 4: Unused Funds
All funds not used as specifically outlined by official allocation will revert back to the Student Life Account within five days of the program’s end.

Title IV. Appeals and Violations
Section 1: Appeals
Once a request has been deliberated upon, under no circumstances may it be subject to reconsideration. All IUPUC SGA decisions are final. IUPUC SGA shall not award any student organization any “emergency funds” nor hear any allocation decisions outside of a regularly scheduled meeting.

Section 2: Violations
Within five days of the close of the program, all receipts, and documents must be submitted. Any group who uses funds improperly and/or without authorization will be in violation of this policy. The student group will be sent to meet with the Student Life Coordinator with a penalty recommendation agreed upon by the IUPUC SGA Treasurer. The standard recommendation will be that the said group be prohibited from seeking funding for an entire semester. Any organization that acts in violation of any of these policies may jeopardize their current and future funding status.

Title V. The IUPUC SGA Treasurer
Section 1: The Office of the Treasurer
The IUPUC SGA shall elect a Treasurer for the IUPUC SGA to handle the day-to-day administration of the SOF. The treasurer shall serve a term of one year. Only currently elected members of the SGA shall be eligible to run for the office of SGA Treasurer.

Section 2: Understanding of the Guidelines and the Process
It is a primary duty of the IUPUC SGA Treasurer to understand the guidelines governing the
administration of the SOF. Accordingly, the IUPUC SGA Treasurer must consult regularly with the Director of Student Services and the Student Life Coordinator.

**Section 3: Fulfilling Duties**
The IUPUC SGA Treasurer is responsible for fulfilling the duties required of them in these guidelines. These duties include, but are not limited to:

- Posting the schedule of meeting dates and times.
- Ensuring application materials are consistent with these policies.
- Reviewing the applications before the meetings and ensuring student organization eligibility, including posting applications on Oncourse at least two days before the meeting.
- Providing prompt feedback and guidance to organizations seeking funding. This requires maintaining regular contact with organization members through e-mail and being available for meetings. At a minimum, the IUPUC SGA Treasurer email account must be checked at least once per day.
- Holding regularly scheduled office hours for at least three hours every week.
- Allocating funds promptly and accurately.
- Maintaining accurate accounting information. A detailed ledger will be kept documenting all expenditures paid from the IUPUC SGA account. The ledger will also reflect the awarded amount, and the date awarded.
- In conjunction with the IUPUC President and Vice President present a report to the Faculty Senate Student Affairs Sub-Committee annually.

**Title VI. The IUPUC SGA**

**Section 1: The Board Composition**
The council will be comprised of all elected members of the SGA on the date and time specified by the Director of Student Services. All candidates must file and be determined eligible.

**Section 2: Understanding of the Guidelines and the Process**
It is an important responsibility of all IUPUC SGA members to understand the guidelines governing the administration of the SOF. Accordingly, IUPUC SGA members must consult regularly with the Director of Student Services.

**Section 3: Meetings**
The IUPUC SGA members will determine the meeting schedule and will publicly announce meeting day(s) and time(s) within the first two weeks of the semester. Meetings will be held bi-weekly throughout the academic year.

**Section 4: Quorum**
In order for a funding request to be decided upon, a minimum of five voting members shall constitute as quorum. An organization’s presentation can be heard regardless of quorum. If quorum is not met, the funding decision will be made at the next meeting at which quorum is met.

**Section 5: Fulfilling Duties**
The IUPUC SGA members’ activities as it relates to the allocation of funds include, but are not limited
to:

- Attending all meetings and arriving punctually.
- Attending all necessary training sessions that are scheduled by the SGA President.
- Acting as student advocates, helping student organizations fund and execute programs.
- Participating, asking questions, and engaging with organizations in the meetings as needed.
- Attending each meeting having already reviewed the applications posted on Oncourse.

Section 6: Event Attendance
Each SGA representative, including the IUPUC SGA Treasurer, shall attend at least one event funded by the IUPUC SGA event per month (as available) and will submit a well-developed paragraph to the Oncourse site about the student organization event s/he attended, including information about attendance, organization, and funding recommendations for next year.

Section 7: Bias
While the council will discuss each proposal and award funding at their discretion, organizations must be evaluated based on their eligibility. No member in direct affiliation with a presenting group may input in the final funding deliberation.

Title VII. Amendments and Display of This Document
Section 1: Amendments
Amendments to this document must be approved by the Director of Student Services. The Director of Student Services, Student Life Coordinator, IUPUC SGA Treasurer, and IUPUC SGA President should all have an opportunity to discuss the proposed amendments – in person or electronically – before changes are adopted. Nonetheless, ultimate authority over these guidelines rests with the Director of Student Services, who may change this document at any time.

Section 2: Public Display of this Document
The IUPUC SGA Treasurer is responsible for ensuring an updated version of this document is always available on the IUPUC website. The Director of Student Services is responsible for ensuring an updated version of this document is always available on request.

Approved Fall 2011
Sandra Miles
Director of Student Services