

The University of South Dakota Student Government Association
Appropriation Guidelines for Club Sports
Current as of March 18, 2011

Section 1. Philosophy

- 1.A. The Student Association Club Sport Allocation Committee, hereafter referred to as the Allocation Committee, is responsible for the allocation of student activity fees and the recreation fees to Club Sport Organizations. The Allocation Committee is committed to providing funding for clubs on a fair and equitable basis. Because funding is limited, the allocation of funds will be based upon, but not limited to, the following criteria:
- 1.A.1. Number of participants of the club sport
 - 1.A.2. Travel that is used for the club sport
 - 1.A.3. The cost of dues for each league
- 1.B. Club Sport Organizations should thoroughly consider other University funds, private funds, and fundraising before coming to the Allocation Committee. The effort made to achieve these other options will be considered by the Allocation Committee when allocating funds.

Section 2. Membership

- 2.A. The Allocation Committee shall have six (6) voting members: the three (3) Student Association standing committee chairs: Finance Committee Chair, State and Local Committee Chair, and Student and Internal Affairs Chair, the Student Association Vice President, and two Recreation Department representatives. The Allocation Committee shall also have three non-voting members: the Student Association Business Manager, a Recreation Department advisor, and the Student Association Senate Advisor.
- 2.B. All recreation department appointments shall be approved by the student Senate. The appointments shall be made by April 1st of the calendar year for which the Allocation Committee will hold its hearings.

Section 3. Officers

- 3.A. The Chair of the Allocation Committee shall be the Business Manager. He or she will not be a voting member of the committee except to break ties. The duties of the chair include:
- 3.A.1. To call and preside over all meetings
 - 3.A.2. To compile all relevant data submitted by the committee
 - 3.A.3. To provide information on Club Sport Organizations
 - 3.A.4. To hold a pre-allocation seminar for the Club Sport Organizations
 - 3.A.5. To ensure that the necessary letters to Club Sport Organizations are sent on time.
- 3.B. If a chair is unable to attend the set hearings, then another senator may be appointed by the Student Association President and approved by the student senate.
- 3.C. If any member of the committee is unable to attend the set hearings, then another senator may be appointed by the Student Association President and approved by the student senate.

Section 4. Voting

- 4.A. A quorum consists of three-fourths (3/4) of the voting members of the Allocation Committee.
- 4.B. All voting that is done will be done via a roll-call vote.
- 4.C. Justifications for any vote shall be submitted to the Chair of the Allocation Committee so he or she may submit them to the full Senate.
- 4.D. A minority report or dissenting opinion may be submitted to the Chair to accompany other material submitted to the full Senate.
- 4.E. An explanation of abstentions shall be required and submitted to the Chair.

Section 5. Procedures

- 5.A. Allocation Process
- 5.A.1. Allocation Seminar
 - 5.A.1.a. To be eligible for the allocation process, each Club Sport Organization must have an officer or a representative present at the scheduled pre-allocation seminar. The allocation seminars are to be

conducted by the Business Manager and the Student Association Finance Committee Chair and shall be held in the first two weeks of April.

5.A.1.b. It is recommended that the representative present at the pre-allocation seminar is also present at the allocation hearing for the represented Club Sport Organization. The hearings shall be held within three (3) weeks after the pre-allocation seminar.

5.A.1.c. To be eligible to receive the Student Association allocation, each Club Sport Organization must have an officer or a representative present at the scheduled pre-allocation seminar.

5.A.1.d. Notification of the time and place for the allocation seminar will be given through a letter to the Club Sport Organization at least five (5) University days before the seminar will occur.

5.A.2. Allocation Hearings

5.A.2.a. All allocation hearings shall be open to the public. The discussion following the hearing will be an executive session closed to the public.

5.A.2.b. Notification of the time and place will be given through a letter to the Club Sport Organization at least five (5) University days before the hearing will occur ~~hand~~.

5.A.2.c. If no officer or representative from the club sport organization is present at the allocation hearing within fifteen (15) minutes after the scheduled time, the Club Sport Organization will not be considered for funding.

5.A.3. Information requirements of the Allocation Committee. The Club Sport Organization must supply to the Allocation Committee the following items:

5.A.3.a. All incomes from all sources.

5.A.3.b. An itemized listing of projected expenditures. The itemized listing may contain operational expenses-and travel expenses, however, those funds applied for must be marked as 'operational' and 'travel' expenses, respectively. Further, in the event that the allocations were to be reduced by five (5) percent from the present fiscal year, the organization should note which areas they would prefer to see reduced, and by how much these areas should be reduced, should the five (5) percent reduction take place.

5.A.3.c. A year-end financial report for the past fiscal year, consisting of the financial transactions and allocations from the previous year.

5.A.3.d. Any other information as required by the Allocation Committee.

5.A.3.e. Requests for extensions of deadlines for submitting the above listed materials or for scheduling hearings at times other than those provided for by the Allocation Committee calendar must be submitted to the Business Manager and adequately justified no later than four (4) University days prior to the date in question.

5.A.3.f. An up-to-date copy of the Club Sport Organization's Constitution and by-laws.

5.A.4. Other income sources

5.A.4.a. In order to be considered for allocation, Club Sport Organizations must report other sources of funding and provide detailed information to the Allocation Committee regarding this funding.

5.A.4.b. Club Sport Organizations receiving funding shall contribute to their budget either through fundraising, dues, or other sources including a minimum of five (5) dollars per member.

5.A.5. All Club Sport Organizations shall adhere to the allocation procedures and guidelines within this document. Any Club Sport Organization may receive an exemption from these guidelines with a two-thirds approval of the Student Senate.

5.A.6. Funds will enter the Club Sport Organization's account on July first (1) of the fiscal year.

5.B. Payment of Bills

5.B.1. Receipts must be turned in within two (2) weeks of the charge.

5.B.2. Only those charges with a valid signature of the organization President, Treasurer or Advisor on the invoice will be paid.

5.C. Year-End Balances

5.C.1. All Club Sport Organizations will have their remaining balances rolled over to the next fiscal year when the fiscal year ends.

5.C.2. If a club sport does not apply for further appropriation or is inactive for three (3) fiscal cycles or more, any funds that are in that Club Sport Organization's account will be transferred into the Success Fund account.

5.D. Success Fund

5.D.1. Before allocating any funds to any Club Sport Organization, five (5) percent of the available funds will be set aside in a "Success Fund".

5.D.2. The Success Fund shall be a fund accessed contingent upon success for regional or national competition.

5.D.3. The funds that are left over in the Success Fund at the end of the year will roll over to the next fiscal year.

5.D.4. Any Club Sport Organization may apply for funds from the Success Fund if the club sport organization has used their allocated funds from their allocation process or if the projected expense exceeds the Organization's current funds.

Section 6. General Guidelines

6.A. The allocation for funds from the Allocation Committee will be only for Club Sport Organizations.

6.B. Club Sport Organizations are defined in the guidelines of the Recreational Sports Department.

6.C. First Year

6.C.1. In order for a Club Sport Organization to be eligible for funding through the Student Association Allocation Committee, it must be recognized by the Recreation Department and the Student Activities Center as well as be an established sport on campus with at least one (1) year of participation before coming to the Allocation Committee for funding.

6.C.2. During this first year of participation, the Club Sport Organization must find funds on its own through fundraising, donations, or sponsorship if available.

6.D. Club Sport Organizations will be funded by the Allocation Committee as of the fiscal year 2007.

6.E. Travel

6.E.1. The Allocation Committee shall consider funding for up to half (1/2) of the cost of transportation at state fleet prices.

6.E.2. Allocation requests must be itemized according to projected events, dates, and number of participants.

6.E.3. All Club Sport Organizations are encouraged to make use of the USD fleet vehicles for travel to their events.

6.E.4. Private cars may be subsidized at the University's prevailing rate for such use.

6.E.5. Other modes of transportation may be subsidized if less expensive than fleet prices.

6.F. Telephone

6.F.1. Only telephone calls pertaining to an identifiable event will be considered.

6.F.2. Only Club Sport Organizations which justify an annual phone bill of twenty-five (25) dollars or more will be considered.

6.F.3. All phone calls must be made from the SAC office.

6.F.4. All phone calls must be logged (including date, time, Club Sport Organization name, the person to whom the call is addressed, and the reason for calling).

6.G. Success Fund Allocations

6.G.1. Recognized Club Sport Organizations that have fulfilled Sections 6A-C may request for an allocation from the Success Fund provided in Section 5D. The guidelines for the Success Fund allocation shall be, but are not limited to, those set forth by the regular Allocation Committee process.

6.G.2. Club Sport Organizations that do receive allocations from the Allocation Committee through the regular process may request a Success Fund Allocation twice (2) per fiscal year.

6.G.3. The SA President, Vice President, Office Manager, Business Manager, or Finance Chair shall receive said request no later than 5:00 P.M. on the Friday before the General Session to be considered at the next scheduled Student Senate meeting.

6.G.4. Requests for Success Fund allocations must contain an itemized listing of all expenses forthcoming, the signatures of two (2) student representatives and the advisor of the organization, and

the reason and/or purpose for the allocation. The itemized listing may contain operational expenses and/or travel expenses, but they must be listed as 'operational' and 'travel', respectively.

6.G.5. Club Sport Organizations that apply for a Success Fund allocation must also show how they have used their allocations over the fiscal year when applying for a Success Fund allocation.

6.H. Non-Discrimination Clause: In order to be eligible for funding, a Club Sport Organization must be open to the membership of all fee paying (registered) students that are physically and mentally able to participate in the Club Sport Organization as is presented by the league in which the Club Sport Organization is a member.