



Student Government Co-Sponsorship Procedure and Rules

Section 1 Definition

Total funding to be allocated during the course of each academic year is limited to the amount budgeted by the Treasurer in his or her yearly budget. **Funding will be dispersed after the completion of the event (not retroactively) only after appropriate receipts have been received by the Treasurer.**

Section 2 Scope

The following process applies to all registered student organizations (hereafter referred to as RSOs) for use in the production or co-sponsorship of events. All RSOs must be in good standing in order to be considered for funding.

Section 3 Form Submittal

All RSOs requesting use of funds must submit a proposed budget (Co-Sponsorship Form) to the Student Government office at least three weeks prior to the event. Once the form is received, the Treasurer will contact the RSO contact person on the form, ensure that the form is filled out correctly, and inform them of the date in which he or she is to present before the General Assembly.

Section 4 Executive Recommendation

Once the form is completed correctly, it must be approved by either the Treasurer or the President for recommendation. The request will still be heard by the General Assembly at the next regular meeting. Motions to overturn a veto will be granted with majority approval from the General Assembly.

Section 5 General Assembly Approval

Completed Co-Sponsorship Forms that meet the guidelines stated above will be presented to the General Assembly at the General Assembly meeting immediately following submission (unless otherwise stated by the Treasurer). A student representing the request must be present to answer questions. Members representing the request may be present and speak on behalf of the request. A majority of the General Assembly must approve the allocation for funds to be released. **Failure to appear before the General Assembly is grounds for denial of request.**

Section 6 Appeals

All individuals and parties denied funding may seek an appeal through the Division of Internal Assessment of Student Government (hereafter referred to as the IA Division). The IA Division will decide whether or not to hear this appeal. If the IA Division hears the appeal, it may accept or deny the appeal. If the IA Division denies the appeal, the budget request fails. If the IA Division accepts the appeal, the budget request returns to the General Assembly for reconsideration. Upon reconsideration, if the General Assembly recommends the allocation of \$0, the decision stands.

Section 7 Event Evaluation and Receipts

Within four weeks (not including school breaks) from the completion of an event, a written evaluation will be given to the Treasurer. This shall include a brief overview of the event and a breakdown of the used co-sponsorship funds.

Receipts for all expenses funded by Student Government must be turned in to the Treasurer within two weeks of the event. All documents may be delivered to the Student Government office during regular operation hours, or in its general mailbox, which are both located in the Rankin Student Center. Anyone in the Student Government office is authorized to accept documents on the Treasurer's behalf, and these documents shall be delivered to the Treasurer via his or her mailbox in the Student Government office. It is the RSO's responsibility to request that the time of delivery be noted on all submitted documents.

Section 8 Use of Funds

Credit will be given to Student Government on all promotional items and advertisements for any event funded from Student Government. A copy of all advertisements, flyers, and other printed material must be submitted to Student Government and approved by a member of Cabinet or the President before dissemination.

Student Government funds will not be used for any sort of fundraiser or used to pay debts incurred by RSOs.

For events with ticket sales, proceeds will be returned to Student Government in equal proportion to the total expense of the event funded. This does not apply to events funded by the Student Activity Fee, which shall receive priority for ticket sale proceeds.