

STUDENT ORGANIZATION FUND GUIDELINES

Title I. Overview

The Student Organization Fund (SOF) exists to provide funding to eligible student organizations not provided institutional support through fee collection policies made available by the University.

Following these guidelines established by the Dean of Students, student organizations may receive support from the SOF. With oversight from the Director of Student Activities, the administration of the SOF will be handled by the IUSA Funding Department, a department in the Executive Branch of IUSA. With oversight from the IUSA Funding Board Advisor(s), the IUSA Funding Board will make allocation decisions.

Title II. Student Organization Eligibility and the Allocation Process

Section 1: Registration and Orientation

Student organizations seeking funding from the SOF must be registered with the Student Activities Office (SAO) before seeking funding. All groups seeking funding must attend a mandatory SAO Orientation held at the beginning of the school year. If an organization does not have two members present at orientation, the organization must schedule a make-up meeting with the IUSA Funding Board Advisor before being eligible for funding. If at least two members of the organization do not attend the Orientation or a make-up meeting, the organization will not be eligible for funding.

Section 2: Funding Limits

Organizations can only be awarded a maximum of 75% of the total initiative cost. Initiatives that charge a fee to enter or that program to a closed audience can only be awarded a maximum of 35% of the total cost. Conferences or long distance trips are determined on a case-by-case basis, but are only eligible for a maximum of 35% of the total cost. No student organization may receive more than \$10,000 for one initiative and more than \$20,000 in total per academic year.

Section 3: Other Funding Sources

The SOF cannot be used to support organizations that are recipients of the mandatory student activity fee. Groups listed on the Bursar check-off may present on a case-by-case basis. The IUSA Funding Board will look favorably upon student organizations that receive outside funding before requesting money.

Section 4: Attendees

The IUSA Funding Board will look favorably upon initiatives that serve and are open to all students, faculty, staff, and the public. The “public” includes student journalists and the press. The press cannot be denied entry to any open event. IUSA Funding Department Directors and Funding Board members are allowed to attend any event or initiative allocated funding free-of-charge.

Section 5: Restrictions on Use of Funds

Any funding received must be spent in accordance with the IU Student Code of Conduct and the Drug Free Schools and Regulations. 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. Funding cannot be used for plaques, awards, trophies, certificates, medals, or other related gift items with the exception of speaker honorariums. Funding is provided only for events that have yet to happen. IUSA Funding Board cannot retroactively fund events. Funding is awarded on a case-by-case basis and may only be used in accordance to the delineation provided by IUSA Funding Board. T-shirts will be funded on a case-by-case basis.

Section 6: Application Submission and Presentation Scheduling

Applications are to be downloaded from the IUSA Funding Department/Board 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 to the website by 5:00pm the Monday before the scheduled meeting. The IUSA Funding Department Directors will email the listed contact person of each group no later than 4:00pm on the day before the meeting to confirm meeting attendance. 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 7: Presentations

Each organization 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 Indiana University, except in the case of students that are both employees of IUB and members of a student organization. Due to the volume of funding requests, 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 IUSA Funding Board will deliberate upon the organization's presentation and determine if the student organization shall receive funding. IUSA Funding Board analyzes the organization's proposals, not the organization's viewpoint. An organization cannot be denied funding because of its opinion or point of view. For an initiative with an estimated cost under the predetermined amount specified in the Funding Board's Application and Standing Rules, the organization may opt-out of the presenting before the Funding Board.

Section 8: Application and Presentation Limits

Organizations must submit their applications and present to the IUSA Funding Board before the start of their initiative. Due to the volume of applications, an initiative cannot be heard multiple times and each organization can only seek funding twice a semester - though organizations may present multiple initiatives at a time. Each initiative must have its own itemized budget and proposal.

Section 9: Notification of Funding Decision

Within two business days of the meeting date, one of the IUSA Funding Department Directors will notify one of the organization's listed contacts with the IUSA Funding Board's decision.

Title III. Fund Disbursement and Reversion

Section 1: Notification for Funded Student Organizations

If funded, the notification of the board's decision shall include the following documents: (1) an itemized Excel sheet 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 IUSA Funding Department 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 IUSA Funding Department in order for the organization to receive funds; and (5) an IUSA Funding Board logo to be included on any and all printed materials that IUSA Funding Board funds, including newspaper advertisements, fliers, bulletins, etc.

Section 2: Monetary Deposit

One of the IUSA Funding Department Directors will deposit funds into the organization's SOA account. If the organization does not hold an SOA account, the money will be sent via check to the organization's listed mailing address.

Section 3: Receipts

Each group must turn in a copy of their receipts to the IUSA Funding Department and the physical receipts to the SOA Office for every purchase made within five days of the close of the initiative. Funding may only be used for items approved by the IUSA Funding Board.

Section 4: Unused Funds

All funds not used as specifically outlined by official budget must be returned to the IUSA Funding Department within five days of the initiative's end. Student organizations that do not return the money within five days will be subject to the violation policy.

Title IV. Appeals and Violations

Section 1: Appeals

Once an initiative has been deliberated upon, under no circumstances may it be subject to reconsideration. All IUSA Funding Board decisions are final. IUSA Funding Board 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 initiative, all receipts, and documents must be submitted. Any group who uses funds improperly and without authorization must reimburse IUSA Funding Board immediately. If after two reminder emails the group has still not abided by these mandates, the student group will be sent to the Indiana University Student Organizations Ethics Board with a penalty recommendation agreed upon by the IUSA Funding Department Directors. The standard recommendation will be that the said group be prohibited from seeking funding for an entire year (365 days). Any organization that acts in violation of any of these policies may jeopardize their current and future funding status.

Title V. The IUSA Funding Department Directors

Section 1: The Directorships

The IUSA President shall appoint two directors for the IUSA Funding Department on a rotating basis to handle the day-to-day administration of the SOF. One director shall serve a term from April 15 to April 15 of the following year while the other director shall serve a term from December 15 to December 15 of the following year. An application will be made public during the semester in which the appointment is to be made. The IUSA President and Funding Department Directors will review the applications, interview each of the candidates as a group, and compile a list of nominees. The IUSA President shall make the appointment by selecting an individual from the list of nominees.

Section 2: Understanding of the Guidelines and the Process

It is a primary duty of the IUSA Funding Department Directors to understand the guidelines governing the administration of the SOF. Accordingly, the IUSA Funding Department Directors must consult regularly with the IUSA Funding Board Advisor(s), the Dean of Students, and the Student Organizational Accounts (SOA) Office.

Section 3: Fulfilling Duties

The IUSA Funding Department Directors are responsible for fulfilling the duties required of them in these guidelines. These duties include, but are not limited to:

- Creating 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 office hours and e-mail. At a minimum, the IUSA Funding Board email account must be checked at least once per day.
- Holding regularly scheduled office hours for at least three hours every week.
- Paying all bills promptly and accurately. Check requests must be written, signed by the Dean, and submitted to the Student Organizational Accounts (SOA) office within one week of the initiative's review.
- Maintaining accurate accounting information. A detailed ledger will be kept documenting all expenditures paid from the IUSA Funding account. The ledger will also reflect the awarded amount, and the date awarded.
- In conjunction with the IUSA executives, the two Directors must present a report to the Committee for Fee Review.

The two Funding Department Directors will split the responsibilities equally. Responsibilities will be divided alphabetically by student organization, from A-L and M-Z, wherein each director will handle all aspects of communication, funding requests, and paperwork for subsequent organizations. Director One will be responsible for A-L. This Director will also be the designated SOA Treasurer and sign all check requests. Each Director is responsible for filling out their respective requests, but Director One maintains the responsibility to sign and deliver all checks to the Student Organization Accounts Office. Director Two will be responsible for M-Z and will be the individual that monitors the internal functionality of the IUSA Funding Board including attendance, event-response papers, and facilitation of the weekly meetings.

Title VI. The IUSA Funding Board

Section 1: The Board Composition

The board will be comprised of 11 voting members. Four of these members will be elected by the student body at the date and time specified by the IUSA Elections Commission. All candidates must file and be eligible under the IUSA Election Code. Those candidates running for position of Funding Board Member must run independently, without affiliation to any particular ticket.

The IUSA President will appoint four members. The remaining three appointments will be made by the Funding Department Co-Directors. To reflect the diversity of the student body, board appointments should come from diverse backgrounds and majors. The IUSA Funding Department Directors will serve as non-voting members.

Section 2: Alternates

The IUSA Funding Department Directors may select up to four alternate board appointments. An alternate can serve as proxy in the case of a board member's excused absence from a meeting." If an active board member is unable to fulfill their duties for any reason, specifically when unable to uphold the attendance policy, the Directors may replace such member with an alternate. The Directors shall fill the alternative positions within the first month of the academic year.

Section 3: Understanding of the Guidelines and the Process

It is a primary duty of IUSA Funding Board members to understand the guidelines governing the administration of the SOF. Accordingly, IUSA Funding Board members must consult regularly with the IUSA Funding Board Advisor(s).

Section 3: Meetings

The IUSA Funding Department Directors will determine the board meeting schedule and will publicly announce meeting day(s) and time(s) within the first two weeks of the semester. Meetings will be held weekly throughout the academic year.

Section 4: Quorum

In order for an initiative to be decided upon, a minimum of seven 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 IUSA Funding Board members' activities include, but are not limited to:

- Attending all meetings and arriving punctually.
- Attending all mandatory training sessions that are scheduled by the IUSA Funding Department Directors.
- Acting as student advocates, helping student organizations fund and execute initiatives.
- Participating, asking questions, and engaging with organizations in the meetings.

- Attending each weekly meeting having already reviewed the applications posted on OnCourse.

Section 6: Attendance Policy

It is the responsibility of the board member to attend all meetings. In the case of a scheduling conflict, it is the responsibility of the board member to personally inform the IUSA Funding Department Directors at least 24 hours before the meeting. More than one unexcused absence per semester will result in a removal from the IUSA Funding Board. The IUSA Funding Department Directors shall notify the unexcused member of their pending status after the first unexcused absence. In the case that a replacement must be made, the Directors shall select from the alternative members. All members of the IUSA Funding Board are allowed only three excused absences per semester after which the board member will be asked to resign their position and a replacement will be named.

Section 7: Event Attendance

Each board member, including the IUSA Funding Department Directors, shall attend at least one IUSA Funding Board event per month 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 8: Bias

While the board 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.

Section 9: Standing Rules

The Funding Board Directors shall create a document that outlines the Board's standing rules for the coming semester for items not covered in the guidelines. It must be approved by a majority vote of Funding Board members within the first month of each semester. These standing rules must then be approved by the Dean of Students. A copy shall be provided to the Dean of Students, the Director of Student Activities, the Funding Board Advisor(s), the IUSA Executive Team, and all Funding Board members. Any changes to these standing rules during the semester must be approved by a majority vote of the IUSA Funding Board and approved by the Funding Board Advisor(s) and/or the Director of Student Activities. An updated copy must be provided to the above-listed individuals.

Title VII. Amendments and Display of This Document

Section 1: Amendments

Amendments to this document must be approved by the Dean of Students. The Dean of Students, Director of Student Activities, IUSA Funding Board Advisor(s), IUSA President, and IUSA Funding Department Directors 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 Dean of Students, who may change this document at any time.

Section 2: Public Display of this Document

The IUSA Funding Department Directors are responsible for ensuring an updated version of this document is always available on the IUSA website. The Dean of Students is responsible for ensuring an updated version of this document is always available on request.

Approved Fall 2010
Dean of Students