



Rules of Appropriation and Allocation

Article I The Finance Division

Section 1 Division Members

No more than three Representatives from the General Assembly and no less than three Students at Large, totaling six voting Members, will be appointed to the Finance Division, through application. Two non-voting members will be appointed, by application, to serve in the absence of a voting member.

All non-voting members will be held to the requirements and standards of voting members, including attendance, at the discretion of the Director of Finance. In the absence of a voting member, a non-voting member will gain voting rights for the duration of the absence of the voting member, through appointment by the Director of Finance.

All members of the Division shall complete no less than two office hours every week. These office hours will be set and posted at the beginning of the semester, consulting with the Director of Finance and each member's academic schedule. Members of the General Assembly of Student Government are not required to complete additional office hours to maintain their Division membership. The Director of Finance will consult with the President to determine the member's scholarship each semester.

The following are requested to be in attendance at each meeting and shall act as advisors for the Division: a Representative of the Office of Multicultural Student Services, a Representative from the Office of Student Affairs, a Representative from the Office of Student Leadership and Activities that will be assisting in matters of finance, and the Director of the Rankin Center. Advisors for the Division are asked to participate in discussion, provide support, and interpret.

Five of the six Members will constitute quorum. Five-sixths of the total Membership, with the Director of Finance, will be required to be in attendance to pass any recommendation or motion. An allocation must be passed by four of the six voting members before going on to the General Assembly for full approval.

Members must be aware that they are ineligible to request funds from, present event evaluations to, request reallocations from, or otherwise appear before, the Division.

Members will be exempt from conflicts of interest and may not abstain from voting on grounds of such conflicts. Objective consideration of all requests, by all Members, is expected for the entirety of the Member's term with the Division.

A term limit shall be placed on all Division members. The term shall begin at the beginning of the Fall Semester or at the time of application approval by the Director of Finance and conclude at the end of the adjacent Spring semester. Members that wish to continue must submit their request in writing to the Director of Finance before the conclusion of the term. If an individual is unable to continue membership for the semester immediately following, a new application will be required at the time he/she wishes to rejoin.

Section 2 Powers of Allocation

The Division will oversee and allocate from the Student Activity Fee (SAF).

Funds will be allocated to RSO's (Registered Student Organizations), Recognized Clubs, and Recognized Student Committees, henceforth collectively called Student Groups or individually under these distinctions, in good standing as defined by the University and the Office of Student Leadership and Activities. A group must be in, and have acquired, good standing, to request funding.

In the event that the Division is unable or unwilling to meet or is otherwise not acting in the best interest of the Students of Ferris State University, as determined by the Vice President of Student Affairs, the Vice President of Student Affairs reserves the right to act as, or form at his or her will, a body to allocate all funds usually allocated by the Finance Division.

Section 3 Administration

The office of the Vice President of Student Affairs and or the Office of Student Leadership and Activities will manage the overseeing funds. The Vice President of Student Affairs and the Director of Finance will appropriately divide the administration of funds between these two departments.

Members of the General Assembly will be commissioned as mentors that will be available to Student Groups to assist in the preparation of all documents and for all meetings of the Division. In the event that the Division is unable or unwilling to meet or is otherwise not acting in the best interest of the Students of Ferris State University, as determined by the Vice President of Student Affairs, the Vice President of Student Affairs reserves the right to act as, or form at his or her will, a body to allocate all funds usually allocated by the Finance Division.

Article II The Director of Finance

Section 1 Executive Powers

The Director of Finance will retain the right to speak openly during the meetings of the Division but has no voting rights.

All forms, documents, and other papers issued by the Finance Division to any Student Group will be considered a legally binding contract. All Student Groups and involved students will be held to the terms of such documents at the discretion of the Division. Questions of compliance will be addressed by the

Director of Finance. The Director of Finance will act as Executive Officer for orders and mandates of the Division and therefore will execute faithfully all Division-initiated actions.

The Director of Finance will make Recommendations to the General Assembly at the discretion of the Division; the Director of Finance will hold the right to veto any recommendation of the Division. The Director of Finance will solely testify, before the General Assembly, the approved recommendation of the Division. The Director of Finance may recognize a Member of the Division within this testimony; however, all recommendations of the Division will be presented by the Director of Finance, and/or appointed representative.

The Director of Finance will be allowed to allocate, with unanimous consent of the Division, up to \$2,000.00 to any Student Group, other than SGFSU, one time each semester. A recommendation to allocate \$0, however, must be approved by the General Assembly and may not be presented until the second regular meeting of the General Assembly after the recommendation is approved by the Division in order to preserve the right of appeal of the requesting Student Group.

Section 2 Legislative Powers

All recommendations and actions must be approved by the Director of Finance. If the Director of Finance does not approve a Recommendation, then a unanimous vote of the Division may pass it and the Division may select a Member to present it to the General Assembly without the Director of Finance's approval. The Director of Finance would be allowed to express his or her reason for vetoing the recommendation to the General Assembly during the presentation.

Article III Meetings

Section 1 Rules of Order

The Division will meet at a set time each week, unless in case of a special circumstance as determined by the Director of Finance, while the General Assembly is in session. The meeting time shall be determined by the Director of Finance (or Director of Finance appointee at the end of a term) and the Finance Division members shall be informed of regular meeting days and times no later than the final meeting of the semester immediately preceding their term. Parliamentary Procedure, as defined by the most current edition of Robert's Rules of Order, will be used to hold order at all meetings at the discretion of the Director of Finance.

The public, including students, faculty, staff, and all other persons, will be allowed to ask questions of the Members or any student appearing before the Division or present information during the meetings of the Division. A Hearing of the Public will be held for all other comments of the Public at the beginning and end of each meeting. The Director of Finance will open the floor to the public after the Members have exhausted questioning and presentation of information. The Director of Finance reserves the right to impose a time limit on input by the Public.

All Division Members must attend all regular meetings. Absences must be approved 24 hours prior to the meeting by the Director of Finance. After two unexcused absences, action may be taken by the Director of Internal Assessment to remove the truant member from the Division.

Professional attire is expected at all meetings. Professional attire will be determined by the Director of Finance.

Article IV Allocation for the General Assembly

Section 1 Operations

The President of the SGFSU will testify, before the Division, once each semester to account for the operating budget of the SGFSU, for the previous or current semester, whichever is appropriate. The Finance Division will not be directly responsible for the allocation of operating expenses from the annual SGFSU budget.

Section 2 Non-Operations

By recommendation of the General Assembly, or by request of a Member of Cabinet other than the Director of Finance, the Division may allocate funds, from the SGF, for non-operational expenses of the General Assembly. Allocations for non-operational expenses of the General Assembly will not exceed \$2,000.00 without majority consent of the General Assembly.

If the General Assembly approves a request from the Student Government Fee, and it is approved as written by the Division of Finance, it will be considered allocated. If the Division changes the request in any way it will return to the General Assembly for approval. If the allocation request was made at the request of a Member of the Cabinet and has not yet been approved by the General Assembly, after attaining approval by the Finance Division it will appear before the General Assembly for approval before being considered allocated.

Article V Guidelines for SAF Allocations

Section 1 The Requesting Student Group

Any violation of the policies, guidelines, or mandates of the Division, by any presenter or requesting Student Group, may result in that entity losing all privileges of the Division and may result in action by Student Judicial Services. The Division will initiate proper discipline for the violation (which includes, but is not limited to, loss of good standing for up to one year, rescinding an allocation, referring a student or Student Group to Student Judicial Services, and compensating the appropriate fund for damages incurred.)

Both requesting students and organizations must be in good standing with the University. The Division retains the right to consider applicant suitable criteria including, but not limited to, disciplinary status, academic standing, outstanding financial obligations, and other unresolved commitments that may have implications for the proper completion of the potential grantee's proposal.

Student Groups requesting money for annual events or continuous yearly programs should not expect continuous funding; requests will be handled on a separate basis each year or semester as appropriate. The presenter, which will be a student, must exhibit a reasonable amount of support towards the request and provide proper evidence of resources to support the request.

Student Groups receiving funding from the SAF must complete all financial paperwork with the Fund Administrator, assigned by the Vice President of Student Affairs. This includes a pre-event meeting and a post-event meeting. All receipts must be turned in to the assigned office and documentation must be completed within ten working days of the completion of the event, unless otherwise determined by the assigned office. If the financial completion is late, the Student Group may be placed in poor standing with the University, Student Leadership and Activities, and the SAF. If these financial obligations have not been completed within one semester, the Student Group will lose all money allocated from the SAF. If the money has already been issued to the Student Group, the Student Group will owe the SAF fund for the amount that they are unable to document. If money has not yet been issued, the encumbrance will be dropped and the money will be available for other allocations. Student Groups receiving funding for an event must hold the said event in the semester in which the allocation is requested from.

Section 2 Requirements for Use of SAF Funds

No more than \$25,000 per year or 15% of the Student Activity Fee, whichever is lower, will be used for general overhead operations of the Division.

No more than 75% of the projected-semester-SAF collection will be allocated before the completion of the semester immediately prior to its collection.

Retroactive funding will not be granted. Funding will not be granted for: materials already paid for prior to the approval of funding, an event that has already taken place, any obligations made prior to the allocation including, but not limited to, contracts and verbal agreements.

SAF funds will not fund (or be donated to): a particular political party, a charitable organization, a private company, an unlawful group or any group that acts contrary to the regulations and laws of Ferris State University, the State of Michigan, or the United State of America, operating expenses for any Student Group or campus organization, any academic requirement of a department of the University or the University itself.

The Division is not responsible for any incurred debt that is the result of a program or event that was funded, from any fund, by the Division.

Events involving alcohol will not be considered for funding. The SAF will not be used for the purchase of alcohol.

Proceeds, ticket sales and otherwise, from any event funded from the SAF will be returned to the SAF in equal proportion to the total expense of the event funded from the SAF.

Credit will be given to the SGFSU and the SAF on all promotional items and advertisements for any event funded from the SAF. A copy of all advertisements, flyers, and other printed material must be submitted to the Fund Administrator and/or Director of Student Leadership and Activities.

Section 3 Off-Campus Travel and Club Sports

Off-campus travel may be funded up to \$1,000.00 to each Student Group each semester, but not more than 50% of each line item in a travel budget for any event will be funded. SAF funds will not be used to

purchase food unless food is a portion of an “all-inclusive package.” All allocations will be appropriate prorated such that only students who have paid the SAF will be assisted in off-campus travel.

Funding for travel will only be considered when a Student Group can demonstrate that the travel is necessary to achieve certain goals that ultimately will benefit the whole of the Student Body. The following conditions also apply: Documentation is required for reimbursement of all expenses, mileage allowance will not exceed the amount set by the University, and meals will not be reimbursed (convention banquets which are part of a registration package may be funded.)

Equipment may be purchased with funds from the SAF if and only if the University can provide appropriate space for storage, security, and maintenance. All equipment purchased with funds from the SAF will remain property of the University. Any Student Group granted funding for equipment will be responsible for the care of the equipment while such equipment is in the possession of the Student Group and therefore must return such equipment to the University in proper order.

Mileage, like all other line items included in a travel request, may be funded up to fifty percent of the required total, which must be based upon current rates established by University Policy. Other modes of transportation (airfare, trains, busses, etc.) may be funded up to fifty percent of the required total unless a unanimous vote of the Division is passed otherwise.

Hotel or lodging costs will be based on four-person occupancy with gender taken into consideration for less than four people required in a room.

Recognized Clubs may request funds for expenses to complete their goals and objectives including travel and team equipment when officially representing the University. Any equipment purchased will become the property of Ferris State University and the SGFSU.

Any uniforms or personal items that are only for one individual’s use will not be funded.

Article VI The Allocation Process

Section 1 The Beginning of the Process

Sentence deleted due to redundancy. A representative from each Student Group planning to request funds must attend the Finance Division meeting at which their application is scheduled to be heard. Exceptions will not be made unless unanimously approved by the entire Division.

Requests for funding of less than \$2,000.00 must be presented before the Division at least four weeks before the date of the event or the beginning of the use of the funding. An exception may be granted for the first two weeks of each new semester upon the Division’s unanimous vote to hear the proposal. This unanimous vote does not ensure that the activity will receive funding from the Division.

Requests for funding between, and including, \$2,000.00 and \$7,000.00 must be presented before the Division at least eight weeks before the date of the event or the beginning of the use of funding. An exception may be granted for the first two weeks of each new semester upon the Division’s unanimous vote to hear the proposal. This unanimous vote does not ensure that the activity will receive funding from the Division.

Requests for funding greater than \$7,000.00 must be presented before the Division at least four calendar months, but no more than one academic year (by semesters), before the date of the event or the beginning of the use of funding.

Priority will be given to Ferris-sponsored events. Priority will be granted by allowing such Student Groups that are assisting the University in planning such events, request funding during the semester that falls one academic year before the event and have access to this privilege before any other Student Groups.

If a Student Group loses RSO standing, the money previously allocated goes back to the Student Activity Fund. If a portion of the money has been spent, the RSO's bank account must be emptied. If the money from the account does not equal the total amount owed, money must be repaid in increments of no less than \$200 every two weeks, with complete repayment within four months.

If these requirements are not met and full repayment does not take place, the Student Group will be in bad standing with the Division for one full calendar year from the point at which all money is repaid. If the Student Group does not reform, the members on the roster at the time of loss of RSO standing will be held responsible for repayment.

Section 2 Preparing the Budget Request

The allocation request must be typed or digitally redeveloped in its entirety. No handwritten applications will be accepted.

A mentor will be available for all requesting Student Groups to assist in preparing all forms of the Division and in preparing for all meetings of the Division. Additionally, help sessions will be held at the discretion of the Director of Finance and or the Division. The use of mentors and help sessions will be a considered factor during the allocation process. All should take place in the Student Government Office.

All fields of the budget request and accompanying forms must be filled out accurately and truthfully. All required signatures must be properly attained. Inaccurate or false information may result in the Division denying the request or revoking funding privileges to a Student Group.

Section 3 Presenting the Budget Request

A date, during a regular meeting of the Division, will be set for each requesting group to present its budget. The Division will hear from the Student Group, ask questions, and may vote to modify the budget request. A request may be tabled until a later date at the discretion of the Division. With the satisfaction of the Division, a recommendation to the General Assembly will be made or action will be taken, as the Division sees fit.

If the Division chooses to take action, and is within its right to do so, the Director of Finance, with unanimous consent of the Division, may allocate up to \$2,000.00 (total) towards the request (see Executive Powers of the Director of Finance.)

The Director of Finance may veto or approve the recommendation of the Division. A unanimous vote by the Division is needed to overturn a veto by the Director of Finance.

The Division reserves the right to table any request for one meeting. A request may be tabled no more than two times, totaling a maximum of four weeks on the table, before a recommendation is made.

Section 4 Division Recommendation Hearing

It is required that a representative of the Student Group attend this meeting of the General Assembly.

The Division's recommendation will be heard within two regular meetings from the date the Division made the recommendation. The recommendation will include, at least, the budget request forms, the budget approved by the Division, and the minutes from the meeting of the Division.

The General Assembly may approve or veto each line item within a budget request. The General Assembly may not alter any line item within a budget.

If the General Assembly vetoes an entire budget request, the budget is sent back to the Division with the concerns of the General Assembly. If the General Assembly vetoes any line item within a budget, the Student Group may seek an appeal (see Appeals.)

If the Student Group presenting an allocation request requires an answer prior to the next General Assembly meeting, the Student Group must, prior to presenting their request, address the Division regarding their need for immediate allocation. If the Division deems their need as valid, the request will be heard by the Division and then can be approved with unanimous approval of the membership, the consent of the Director and then the consent of the Student Government President and the Vice President of Student Affairs.

Section 5 After the General Assembly

If the budget, or any line item, is passed for allocation by the General Assembly, then the President may approve or veto each line item within the approved budget or the President may approve or veto the entire budget. In either case, any line item or budget request vetoed by the President may be returned, by the President, to the Division or to the General Assembly.

If the President vetoes a budget recommendation, then the General Assembly may overturn the veto, which approves the budget recommendation.

If a budget request becomes law, then funds may be released by the Office of the Vice President of Student Affairs or the Office of Student Leadership and Activities. The ways and means of the release of funds will be under the discretion of the Vice President of Student Affairs.

Section 6 Appeals

If the Division chooses to recommend the allocation of \$0.00, to the General Assembly, an appeal may be made to the Internal Assessment Division before the \$0 recommendation is made to the General Assembly, if and only if the Student Group feels that one of the following grounds for appeal have been met: a bias against the Student Group by one or more Members of the Division, a bias by the Director, a failure of the Student Group to receive due process under the Rules of Appropriation and Allocation. The Internal Assessment Division will decide whether to hear this appeal or not. If the Internal Assessment Division denies the appeal, the budget request fails. If the Internal Assessment Division hears the appeal,

it may accept or deny the appeal. If the Internal Assessment Division accepts the appeal, the budget request returns to the Finance Division for reconsideration. Upon reconsideration, if the Finance Division recommends the allocation of \$0, the decision stands.

If the General Assembly vetoes a line item of a budget request or the President vetoes a budget request or line item, an appeal may be made to the General Assembly during the next regular meeting after the decision. The appealing Student Group would present its case as to why the event could not occur without this line item, the only reason for line-item reconsideration, or why a failure of due process led to a complete Presidential veto, the only reason for a full-budget reconsideration. The General Assembly may grant the appeal by passing a motion to approve the Division's recommendation or to overrule the President.

Section 7 Summer Semester Allocation Summer Allocation

During the summer semester, the division will have two scheduled meetings. The meetings will be scheduled by the Director prior to the close of the adjacent winter semester. All stated requirements of this document are in effect expect when explicitly stated below. All request budgets are due two weeks prior to the meeting at which they will be heard. If there are no requests, a meeting will not be held. The following members shall be in attendance: all voting members when possible, all staff advisors, the Associate Vice President of Student Affairs and the Vice President of Student Affairs. All members and staff advisors present shall cast votes. The Associate Vice President of Student Affairs and Vice President of Student Affairs shall act as advisors for the meetings. A request will be approved with a majority vote, and the consent of the Associate Vice President of Student Affairs and the Vice President of Student Affairs. If an appeal is made, the appeal process will proceed the following fall semester and will follow the guidelines in Article VI, Section 6.

Article VII Accountability and Receipt

Section 1 Event Evaluations and Budget Audits

Within four weeks or twenty school days, which ever is longer, from the completion of an event, a written evaluation will be given to the Director of Finance. Within two regular meetings of the Division of Finance, from the date the Director of Finance receives the written evaluation, a verbal evaluation will be given before the Division of Finance. Notification of the date and time of this meeting will be given to the group at least four school days prior to its occurrence. Any Student Group who fails to complete their Event Evaluation or closing paperwork in the allotted amount of time will be placed in bad standing and remain so for one academic year following the date of completion of all documentation pertaining.

If funds were allocated to any request that took place over the duration of a semester (or had more than one occurrence,) then a written budget audit is due, issued to the Director of Finance, during the first four weeks or 20school days, whichever is longer, of the following semester. Then, a verbal evaluation of the event(s) must be given, before the General Assembly of SGFSU, within two regular meetings of the General Assembly from the Director of Finance receiving the written audit. Notification of the date and time of this meeting will be given to the group at least four school days prior to its occurrence.

Section 2 Receipt of Documents

All Division-requested and Division-required documents must be delivered to the Fund Administrator's Office or the Office of Student Leadership & Activities in the Rankin Center. Only those authorized to accept these documents is allowed to do so. Anyone in the SGFSU office is authorized to accept any documents, with the exception of Applications, Event/Travel Evaluations and/or Reallocation requests, and give such documents to the Director of Finance via his or her mailbox within the SGFSU office. It will be the Student Group's responsibility to request that the time of delivery be noted on all submitted documents.

All required/request documents are due five school days prior to the meeting at which the documents are scheduled to be presented. This time allows for processing, photocopying, and review. Documents delivered after 5 p.m. will be considered received on the following school day. Requested funds shall not be used to pay debts incurred by Student Groups.

Article VIII Continuance

Section 1 Transition

In order to preserve the stability of the Division, a transition period shall be established. The transition period shall be designed to provide proper training to the incoming Director of Finance and continuous service to the Student Body.

The transition period shall extend no less than three meetings, starting with the Division meeting before the end of each term. The first of these meetings shall be chaired by the current term Director of Finance, with observance by the incoming Director of Finance. For the two meetings subsequent, the incoming Director of Finance shall chair the meetings with the outgoing Director of Finance as advisor. After the conclusion of this transition period, the outgoing Director of Finance will have completed all of his or her responsibilities to the Division.