

Government of the Student Body Finance Priorities and Criteria Allocations for Fiscal Year 2014

Definition of the Process

The Government of the Student Body (GSB) receives funds from students through designated student activity fees. These funds are given to the GSB to promote student life on campus through the funding of student organizations. The task given to the GSB Finance Committee is to make recommendations to the GSB Senate regarding the distribution of these fees through the Regular and Special Allocations processes. Through the GSB Law, regulations for the distribution of these funds for the 2014 Fiscal Year (July 1, 2013 – June 30, 2014) have been established. The Regular Allocations process shall allocate monies to student groups for expenses incurred from July 1 to June 30 of the fiscal year. Requests for Regular Allocations are made in the spring semester prior to disbursement. The Special Allocations process shall allocate monies to student groups for expenses incurred only from January 1 to June 30 of the fiscal year. Requests for Special Allocations are made in the fall semester prior to disbursement. These regulations are stated in this document.

General Rules

Fundamental Requirements for Organizations Requesting Funds

Each organization that is requesting funds from the Government of the Student Body (GSB) is required by the GSB Bylaws to exhibit the following characteristics:

- The organization shall be officially recognized with the Student Activities Center (SAC) or by the GSB Senate.
- The organization shall be open to all activity fee-paying students and spouse cardholders.
- The organization shall not contribute financial or material support to, or accept financial or material support from, any political party or campaign, endorse a political party or candidacy other than for GSB elections, excluding activities that further the principles of citizenship, politics, and patriotism. Campus publications shall be able to endorse candidates for any office in sections clearly marked as opinion sections.
- The organization shall not request designated student fees money for the purposes of satisfying debts to either the GSB or outside entities.
- The organization shall not be a college or residence area GSB constituency council
- Members shall not receive academic credit for membership in the organization.
- The organization shall not vote as a member of one or more college council(s).
- The organization shall not receive funding or be sponsored by one or more academic department(s), or college council(s).
- The organization shall not exist, primarily, to assist students in attaining an internship, a scholarship, or a professional degree status.
- The organization shall not maintain an affiliation with an academic professional organization.
- The organization shall not have a mission consistent with or directed towards a particular academic program.

Required Information for Budget Development and Allocation Hearings

Organizations will be required to itemize their line items to the best of their ability. Organizations are required to provide justification for every line item in their budget during their allocation hearing. The organization will be required to show a plan for using every dollar that is allocated. The Finance Committee will need to see an overall plan for the organization's activities, events, and operations throughout the fiscal year. Organizations are encouraged to also show all income sources and dollar amounts for every dollar raised.

Authority of Implementation

The Finance Committee is empowered through the Constitution and Bylaws to act on behalf of the Senate on all financial matters, including the interpretation, application, and enforcement of this document. All references within this document to the Senate or the GSB give authority to the Finance Committee, as the sanctioned representative for financial affairs of the Legislative branch. The Finance Committee is empowered by the GSB Law to represent the GSB in all appropriate financial proceedings, unless specifically prohibited or limited by GSB Law. All actions of the Finance Committee are subject to review and/or modification by the Senate.

Budget Line Item

All GSB funds must be spent according to the line items in the GSB approved budgets. Any funds not spent according to the line items in the GSB approved budget shall be considered unspent GSB funds unless line items are transferred according to GSB Law.

Categorization of Student Organization

The Student Organization Recognition Board (SORB) shall determine into which category a student organization should be placed.

Duplication of Services

Unless the request is for an event or a conference, a duplication of service will not be funded. The service in question shall be funded solely through the organization best suited to provide the service to Iowa State students. Please refer to the Finance Committee Fact Sheet to be sure that it is not a duplication of services. In the event that multiple organizations are seeking to attend the same event or conference, the transportation costs will be split proportionally between the organizations based upon the number of individuals from each organization attending the event or conference.

Financial Records

The Finance Committee and the Finance Director reserve the right to request a copy of all financial records, legal documents, and publicity materials of an organization that has received or is requesting funds. These requests must be fulfilled within five (5) class days or penalties will be incurred.

Filing of Budget Requests

Organizations must submit the completed budget request using the online budget system by the stated due date to avoid incurring a late fee. This late fee will be assessed at a rate of ten (10) dollars per day. Budget requests will be accepted, with the appropriate late fee, until a date determined by the Finance Director.

GSB Funded Offices

GSB Funded Offices are professional offices partially or entirely supported through GSB funds. Organizations must be listed in the appropriate section of the Bylaws as a GSB Funded Office in order to be considered a GSB Funded Office.

Membership

Herein the term 'members' shall be defined as students who are currently enrolled at Iowa State University, who pay the current student activity fee, and are registered as "Student Members" of the student organization on the student organization database. The membership of the organization will be determined using the roster function of the student organization database at the start of the organization's first hearing. The membership total of an organization shall be subject to review and/or modification by an affirmative two-thirds vote of Finance Committee.

Printed and Electronic Materials

All printed and electronic materials must include "Funded by students through GSB" or an acceptable equivalent phrase in a suitable size. The GSB reserves the right to request a copy of all printed or electronic materials from the organization.

Exception Process

No part of the “General Rules” section of this document shall be waived before, during, or after the funding process. However, all other sections of this document may be waived by an affirmative two-thirds vote by either the Finance Committee or the Senate.

Revenue Line Item Rules

Income

All student organizations requesting funds are required to show a source of income equivalent to a dollar amount equal to \$5 per member per semester. Student organizations that fail to show an income source as described above will be ineligible to receive funding in an amount greater than what was received in the previous allocation cycle, unless this restriction is waived by a two-thirds (2/3) affirmative vote of the Finance Committee.

Non-Criteria Expenditures

The following shall be considered non-criteria expenditures:

- Association Dues
- Banners
- Campus Building Rentals
- Clerical Services (Non-Salary)
- Decorations
- Donations, Gifts, Memorials
- Non-International/Non-Ethnic Clothing
- Non-International/Non-Ethnic Food
- Fundraising Expenses
- Job or Career Fairs
- ISU Center Services
- League Registration Fees
- Lodging
- Patches, pins prizes and trophies
- Photography
- Referees, Umpires, Judges, Instructors, Coaches and all expenses related to
- Social Activities
- Trips to and from the Des Moines International Airport

Speakers and Films which shall be administered through the Committee on Lectures and the Student Union Board

The Finance Committee reserves the right to deem other items not listed above as non-criteria expenditures.

Criteria Expenditures

The following shall be considered criteria expenditures:

Advertising

Advertising for Philanthropic Events will only be considered for organizations whose primary purpose is Philanthropy.

Iowa State Daily

Requests for advertising will be considered at the current student organization rate according to the following:

- Organizations shall be eligible for one advertisement per event equal to the 1/8 page rate in the Iowa State Daily on a case-by-case basis.
- Organizations shall be eligible up to two daily ads per fiscal year.

Get Involved Booklet

- Organizations shall be eligible for one advertisement in the Get Involved Booklet up to the minimum rate, given that this is the only GSB advertising expense for the fiscal year.

Other

Advertising, including internet sites which are accessible to a significant part of the student body, as well as radio advertising, or other media will be considered only if it is readily accessible and available to Iowa State University (ISU) students.

- Funding for the Flyer Distribution service through the Student Activities Center shall be considered under this category
- Funding for posters and flyers used for advertising purposes shall be funded under the printing category.
- GSB Student Funded Offices shall not be subject to advertising limitations.
- Organizations shall be eligible for up to \$50 per fiscal year, under the “Other” category in Advertising.

Books, Magazines, Videos, and Media

Only Books, Magazines, Videos, and Media that further the group’s purpose shall be considered, but must not be already available on campus. Requests for Books, Magazines, Videos, and Media shall be accompanied by specific titles. Organizations are required to disclose information on previously funded books, magazines, videos, and media using the equipment function on the student organization database. Failure to do so will be grounds for denial of further requests.

Organizations shall be eligible for \$50 per fiscal year

Capital Expenses

Capital equipment will be defined as an item with a useful life expectancy of at least three (3) years. All capital equipment purchased with GSB funds is the property of GSB. Disposal of GSB property will require the written approval of the GSB Finance Director.

- The organization shall project the life expectancy of the capital expenditure.
- Capital expenses for organizations that have been registered with SAC for less than one (1) year will not be considered.
- Organizations are required to disclose information on previously funded capital equipment using the equipment function on the student organization database. Failure to do so will be grounds for denial of further requests.
- Evidence of abuse or mishandling of equipment will be grounds for denial of further requests.
- Organizations must submit three (3) written bids by the budget request due date, unless it is impossible to get three (3) bids.
 - Organizations will not receive funding for the capital expense line item if they do not submit three (3) written bids, unless it is impossible to get three (3) bids.
 - The bids must be for the same or comparable equipment from three (3) separate vendors.
- The GSB will not fund computer hardware unless there is a need for confidential records to be stored on it, or limited access to it, or a significant cost savings can be demonstrated.
- The GSB will fund computer software on a case-by-case basis.
- Sports Equipment that is primarily protective in nature and club equipment that is used by all team members and whose primary purpose is safety will be considered under this category
 - Sports Uniforms will not be considered
- Shipping costs for capital items will be considered.

Repairs

Requests for funds to repair GSB-funded equipment shall be considered.

Equipment Rentals

Off-campus rental of equipment will not be considered for funding unless equipment available on campus is inadequate or insufficient.

Clothing or Traditional Attire

Only traditional attire will be considered if it has more than a one (1) time use and not fitted to a specific person Clothing or Traditional Attire that is purchased with GSB funds is owned by GSB.

- Organizations are required to disclose information on previously funded clothing and traditional attire using the equipment function on the student organization database. Failure to do so will be grounds for denial of further requests.

- Organizations must submit three (3) written bids, for each item.
 - Organizations will not receive funding for the clothing or traditional attire line item if they do not submit three (3) written bids, unless it is impossible to get three (3) bids.
- Clothing/traditional attire must not be available on campus.
- If funding was granted the previous fiscal year, it will not be considered during the current allocation cycle.
- Shipping costs for clothing and traditional attire will be considered.
- Sports Uniforms will not be considered.

Conferences and Transportation

Requests for up to the full cost of registration and transportation to a specified number of conferences will be considered according to the following:

5 to 34 members	\$1,000 per fiscal year	Four (4) people per conference
35 or more members	\$2,000 per fiscal year	¼ of dues paying members

- Conferences must be identified by sponsoring organization, date, place, and official detailed description of the conference to be considered; such as website, brochure, etc.
- Organizations requesting conference funds shall be eligible for a maximum of \$250 per individual per conference.
- Conference lodging and meals will not be considered.
- Conference expenses for organizations that have been registered with SAC for less than one (1) year will not be considered.
- Expenses for non-ISU students will not be considered.
- Leadership conferences will be considered only if there is sufficient evidence that the conference in question does not duplicate services provided on campus.

Conference Transportation

Transportation to and from the conference site will be considered up to the current rates for the appropriate University vehicles.

- Only mileage found using the current GSB method will be considered.
 - Mileage can be found using <<http://maps.google.com>>.
 - Only city-to-city mileage to the conference and back will be funded.
- Travel expenses at the conference will not be considered.
- GSB will only provide transportation funds for those organization members receiving conference registration funds unless there is no conference registration fee.
- Funding for transportation can only be used for University vehicles, or to subsidize commercial airline flights.

Competitive Trips

There will be no cap on the number of competitive trips that can be considered. However, since groups are eligible to receive funding for a greater number of trips, each trip will be funded at a reduced rate. The following guidelines will be applied:

- Only mileage found using the current GSB method will be considered.
 - Mileage can be found using <<http://maps.google.com>>.
 - Only city-to-city mileage to the conference and back will be funded.
- Reduced rate will be 50% of the appropriate University vehicle rate.
- Requests up to the full amount of registration will be considered.
- Requests for lodging and meals for competitive trips will not be considered.
- Funding for transportation can only be used for University vehicles, or to subsidize commercial airline flights

- Vehicles required for safe equipment transport will be considered on a case-by-case basis at the current University rate.

Copyright and Licensing Fees

Copyright and licensing fees will be considered on a case-by-case basis.

Electronic Mailing Lists

- Mass electronic mailing lists shall be obtained using the big mail system provided by ISU ITS.
- Groups are eligible for two electronic mailing lists per fiscal year upon demonstration of sufficient cause.
- Fees associated with sending electronic mail to these lists will be included.

Insurance

The intent of this section is for events in which insurance is required by Event Management.

- This will be considered on a case-by-case basis.

International/Ethnic Food

Requests for International/Ethnic food for events will be considered only if open to the public and will be limited to one (1) event per organization per year.

- GSB funding shall be limited to the following:
 - \$5 * 4*(the number of group student members)
 - At a maximum of 75% of the total food costs
- Only International/Ethnic food costs will be considered.
- GSB Funding will be limited to an amount such that the organization does not make a profit from the event.

Organizations requesting funding for International/Ethnic food must complete and submit along with their budget request, a detailed description of the event. This description must include:

- A detailed description of the international or ethnic event.
- The expected date and location of the event.
- A detailed breakdown of dishes served, admission costs, a summary of the profits and expenses from any previous events.
- The expected attendance.

Lectures and Entertainment

- Funding and honorariums for speakers will be allocated solely through the Committee on Lectures.
- Other forms of entertainment may be considered, on a case-by-case basis.

Office Supplies

Requests for office supplies for organizations with an on-campus (non-student-housing) office shall be considered according to the following:

- Organizations shall be eligible for \$60 per fiscal year for office supplies

Requests for office supplies for organizations that do not have an on-campus (non-student-housing) office shall not be considered.

Organizations asking for supplies above the suggested amount must provide a detailed explanation for the additional request.

Publications and GSB Student Funded Offices shall not be subject to office supply limitations.

Postage and Shipping

Requests for Postage and Shipping shall be only considered for outgoing mail. Look to Capital Expenses and Clothing/Traditional Attire for incoming shipping costs.

United States First Class Mail

Postage shall be considered on a case-by-case basis.

Bulk Mail

Whenever the quantity of any single mailing qualifies for bulk mail rates, only the minimum bulk mail rates will be considered. A bulk mail permit is available through ISU Postal and Parcel Services.

Freight

Reasonable requests that further the purpose of the organization will be considered. Failure to submit an itemized list of things shipped shall be grounds for denial of funding. Air rates will not be considered unless they are less than ground rates.

Printing

Printing requests will be considered up to the current rates for the ISU Printing and Copying Services.

- Groups may use their allotted printing quota for any printing purposes.
- Publications and GSB Student Funded Offices will not be subject to printing limitations.
- Organizations shall be eligible for \$60 per fiscal year in printing expenses.

Professional Development

Organizations must be classified as a GSB Funded Office to be eligible for professional development requests. Professional development requests shall be limited to \$1500 per professional employee per year.

Publications

Publications will be subject to the following funding guidelines:

- The publication must be made available at five (5) or more locations on campus.
- Publications are allowed and encouraged to pursue funding from academic departments and from advertising.

Salaries and Wages

Salaries and wages shall be considered only for GSB Funded Offices and limited other organizations on a case-by-case basis.

- Will only be funded through a specific contract approved by GSB and ISU Payroll.
- Student employees will be funded at the minimum wage.

Utilities

Ethernet

Monthly charges for Ethernet service for twelve (12) months will be considered for organizations that have an on-campus (non-student-housing) office with a telecommunications account. Installation fees will not be funded.

Long Distance Telephone

Requests of up to \$50 per year for long distance and fax charges will be considered for organizations with an ISU telecommunications account. Special requests for monthly charges will be considered. Phone cards will not be considered. A facsimile machine is available in the GSB office.

- Special Allocations requests shall be considered at half the listed amount.

Additional Webspace

Requests for funding by student organizations for additional webspace will be limited to \$60 per year. Organizations requesting funding shall demonstrate a need for additional webspace. Requests for off campus websites will not be considered in accordance with the Student Activities Center policy.