



FERRIS STATE UNIVERSITY

STUDENT GOVERNMENT

Rules of Appropriation and Allocation

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Article I The Finance Division

Section 1 Division Members

The Finance Division membership will be composed of eight members. These eight members will consist of six voting members and two non-voting members, to serve in the absence of a voting member. Members will be appointed to the Division through an application and interview process. Interviews will be conducted by the Director of Finance and President of Student Government. Finance Division advisors will be notified and are encouraged to participate in the interview process.

One member of the Finance Division must be a member of the General Assembly of Student Government, but no more than three General Assembly members may serve on the Division, through application and support by the General Assembly of Student Government.

The following are requested to attend 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, the Director of the Center for Leadership, Activities and Career Services (CLACS), the Fund Administrator for the Finance Division, and the Director of the University Center. Faculty members are also encouraged to join as advisors of the Finance Division. Advisors for the Division are asked to participate in discussion, provide support, and interpret.

Section 2 Membership Requirements

Division members must clear absences with the Director of Finance, at least one week prior to the absence or at the discretion of the Director of Finance. Failure to provide notice for an absence may result in the loss of voting rights for at least one meeting. After two unexcused absences, action may be taken by the Director of Internal Assessment or Director of Finance to remove the truant member from the Division.

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

Members of the Finance Division will be held to the same scholastic requirements of the General Assembly of Student Government, as stated in the Constitution. Failure to complete these requirements will result in the loss of voting rights or removal from the Division.

Members are required to attend training sessions, facilitated by the Director of Finance, which will take place at the beginning of each semester.

At the conclusion of each semester each member of the Division will complete an evaluation by the Director of Finance, Director of Internal Assessment, and/or Finance Division advisor to ensure the member is acting accordingly with the membership requirements of the Division.

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.

A term limit shall be placed on all Division members. The term shall begin at the beginning of 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 said member wishes to join.

Section 3 Powers of Allocation

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

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

Five of the eight members will constitute quorum. Five-eighths of the total membership, with the Director of Finance, will be required to be in attendance to pass any recommendation or motion. A motion must be passed by a majority of the voting members before going to the General Assembly of Student Government for final approval.

Members will be exempt from conflicts of interest and may not abstain from voting on the 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.

Section 4 Mentors

Members will be required to complete a mentoring process with a group wishing to request funds from the Division. Mentoring must take place within the grounds of Ferris State University and in a professional manner.

Mentors must inform the requesting organization of Division timelines, issues with requested numbers, risk management concerns, and assist the group in preparing for questions the Division is likely to ask.

During the presentation for allocation, mentors may assist the requesting group in answering questions asked by the Division.

Section 5 Administration

The Office of the Vice President of Student Affairs and/or the CLACS will manage the overseeing of funds.

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 Registered Student Organization (RSO) will be considered a legally binding contract. All RSOs 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 with assistance from the CLACS office and the Office of the Vice President of Student Affairs. 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 of Student Government 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 of Student Government, the approved recommendation of the Division. The Director of Finance may recognize a Member of the Division or a member of the requesting group within this testimony; however, all recommendations of the Division will be presented by the Director of Finance and/or appointed representative.

All instances not covered in Rules of Allocation and Appropriation (RAA) are left to the Director of Finance's discretion.

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 of Student Government 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 of Student Government during the presentation.

Article III Meetings

Section 1 Rules of Order

The Division will meet at a set time, 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, during the Hearing of the Public portion of the agenda. The Director of Finance may open the floor to the public after the members have exhausted questioning and presentation of information at the Director of Finance's discretion. The Director of Finance reserves the right to impose a time limit on input by the public.

Professional attire is expected at all meetings by presenters and faculty/staff members. Professional attire will follow the mandates listed within the Constitution of Student Government Association of Ferris State University (SGAFSU). Those who do not follow this attire may be asked to leave the meeting at the discretion of the Director of Finance.

Article IV Allocation for the General Assembly

Section 1 Operations

The President or Treasurer of the SGAFSU will testify, before the Division, once each semester to account for the operating budget of the SGAFSU. The Finance Division will not be directly responsible for the allocation of operating expenses from the annual SGAFSU budget.

Article V Guidelines for SAF Allocations

Section 1 The Requesting Registered Student Organization

Any violation of the policies, RAA guidelines, or mandates of the Division and/or University, by any presenter or requesting RSO, may result in that entity losing all privileges of the Division and may result in action by the Office of Student Conduct. The Division will initiate proper discipline for the violation (which may include, but is not limited to, written warning, loss of privilege to request future funding, rescinding an allocation, referring a student or RSO to the Office of Student Conduct, and compensating the appropriate fund for damages incurred.) Through extenuating circumstances, the Division may vote unanimously to dismiss the sanction. Please see Article VI Section 8 for the appropriate appeal option.

In addition to the above guidelines, in order to be eligible for funding RSOs must be in good standing (financial) with the CLACS office. In order to be in good standing (financial) with the CLACS office, the group must attend the President's meeting, Treasurer's meeting, and update the OrgSync profile by the assigned due date each semester. If any of these items are not completed, the registered student organization will not receive good standing (financial) status and cannot request funding from the Division until the organization completes all above requirements and is placed back in good standing (financial) by the CLACS office. If there is a pending allocation, the allocation will be rescinded. Please see Article VI Section 7 for the appropriate appeal option.

An RSO who does not have a general assembly representation through membership in Student Government will be restricted to requesting 35 percent per line item for travel applications.

The Division retains the right to consider applicant suitable criteria including, but not limited to, disciplinary status, academic standing, outstanding financial obligations, number of members within the

group, dependent upon the requested event, and other unresolved commitments that may have implications for the proper completion of the potential grantee's proposal.

RSOs 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 RSO must exhibit a reasonable amount of support towards the request and provide proper evidence of resources to support the request.

RSOs 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 RSO may be placed in poor standing with the University, CLACS, and the Finance Division. If these financial obligations have not been completed within one semester, the-RSO will lose all money allocated from the SAF. If the money has already been issued to the RSO, the-RSO 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. RSOs receiving funding for an event must hold the said event in the semester in which the allocation is requested for.

Presentation must be made by a student member of the RSO. RSOs may not have more than one proposal per meeting of Finance Division.

Section 2 Requirements for Use of SAF

Allocation requests will only be heard within Fall and Spring semesters. The Finance Division will not meet during the summer semester.

No more than \$25,000 per year or 15% of the Student Activity Fund, 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.

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 RSO granted funding for equipment will be responsible for the care of the equipment while such equipment is in the possession of the RSO and therefore must return such equipment to the University in proper order.

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

SAF will not fund (or donate 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 States of America, operating expenses for any RSO 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.

SAF allocated under personal service fees will not be used to fund members of the requesting Student Groups for services performed.

The advisor of the sponsoring RSO, or his/her designee who is also an FSU staff person, must physically be present at the venue for the entirety of the event, set-up through tear down. Advisors are not required to be present for travel.

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 SGAFSU 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 CLACS before going to print. Failure to give credit to the SGFSU and the SAF on all promotional items and advertisements will be considered a violation of policy. Refer to Article V Section I for violation of policies.

Section 3 Off-Campus Travel

Off-campus travel may be funded up to \$2,000 to each RSO each semester, but not more than 50% of each line item in a travel budget will be funded.

SAF will not be used to purchase food unless food is a portion of an "all-inclusive package." All allocations will be appropriately 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 RSO can demonstrate that the travel is necessary to achieve certain goals that ultimately will benefit the Student Body as a whole. 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.)

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.

Section 4 Club Sports Council

Any club sports team wanting to request money must comply with all rules set forth by the Director of University Recreation. The Director of University Recreation will submit these rules to the Director of Finance each Fall Semester and the Director of Finance will submit any updates to the RAA to the Director of University Recreation, or designee, as changes occur. The Club Sports Council must present an annual allocation and evaluation on behalf of club sports.

Club sports are able to receive up to \$50,000 to split up among all eligible organizations. Eligibility will be determined by the Director of University Recreation, as well as Finance Division requirements of an organization in good standing (financial).

Any uniforms or personal items that are only for one individual's use will not 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 RSO granted funding for equipment will be responsible for the care of the equipment while such equipment is in the possession of the RSO and therefore must return such equipment to the University in proper order.

Section 5 Entertainment Unlimited/Ferris State University Programming Board

Entertainment Unlimited is able to receive up to \$100,000 from the Student Activity Fund. These funds must be used in accordance with Finance Division, CLACS and University rules and policies.

As the defined campus programming board, within the FSU handbook, these funds must be used to put on activities within the Ferris State Campus and cannot be used for operation expenses of the organization including but not limited to travel expenses.

Entertainment Unlimited will be required to submit a proposed budget to the Finance Division at the beginning of the academic year and an evaluation at the conclusion of each semester, to ensure that the funds were used properly and the events were successful.

An evaluation of the funds used by Entertainment Unlimited must occur at the conclusion of Fall and Spring semester to the President of Student Government, Director of Finance, and the Vice President of Student Affairs, to ensure the funds have been properly used and will continue to be allocated.

Article VI The Allocation Process

Section 1 The Beginning of the Process

Requests for funding of \$2,000.00 or less 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 when the deadline falls before the first Division meeting 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 \$2000.00 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 when the deadline falls before the first Division meeting 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 RSOs 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 RSOs.

If an RSO loses good standing (financial), the money previously allocated goes back to the Student Activity Fund. If a portion of the money has been spent the RSO is responsible for paying that amount back to the SAF. If the RSO is unable to pay back said funds, legal action may be taken.

Section 2 Preparing the Budget Request

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

An RSO budget request for allocation must be signed by a Finance Division mentor, Fund Administrator (events only), RSO advisor, and the presenter. It must be turned in by 5 p.m., 7 days before the meeting it will be presented at.

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 will result in the Division denying the request or revoking funding privileges to a RSO.

Section 3 Presenting the Budget Request

A representative from each RSO 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 Division.

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 RSO, 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 of Student Government will be made or action will be taken, as the Division sees fit, if necessary.

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. A request may be tabled for longer than four weeks for inadequate funding within the SAF or other extenuating circumstances.

Section 4 Division Recommendation Hearing

Any allocation greater than \$2000.00, must receive the General Assembly of Student Government's approval before receiving funds.

A Division recommendation to allocate \$0.00 must be approved by the General Assembly of Student Government.

It is required that a representative of the-RSO attend this meeting of the General Assembly of Student Government. If the RSO does not attend the meeting, the application will be tabled for the next Student Government General Assembly Meeting. If the-RSO does not attend the second meeting , the application will be denied.

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 and the budget approved by the Division-

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

If the General Assembly of Student Government vetoes an entire budget request, the budget is sent back to the Division with the concerns of the General Assembly. If the General Assembly of Student Government vetoes any line item within a budget, the RSO may seek an appeal (see Appeals, Section 7.)

If the RSO presenting an allocation request requires an answer prior to the next General Assembly of Student Government meeting, the RSO 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 of Student Government, 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 General Assembly of Student Government.

If the President vetoes a budget recommendation, then the General Assembly of Student Government may overturn the veto, according to the Constitution, 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 CLACS office. The ways and means of the release of funds will be under the discretion of the Vice President of Student Affairs.

Section 6 Reallocation

If a RSO is under budget in one line item and over budget in another line item, they may request to reallocate money from one line item to another, provided both line items were funded. RSOs must meet with the Fund Administrator to request the reallocation process.

RSOs wanting to reallocate money for an event allocation will need to verbally present their request to the Division at a regular meeting to ask for approval.

RSOs wanting to reallocate money for a travel allocation may or may not need to present before the Division, depending on the amount of money transfer and the circumstances. This will be to the discretion of the Director and the Fund Administrator.

The RSO must contact the Fund Administrator about a reallocation within two weeks of the close of the event. The event evaluation must be completed after the reallocation process is complete. The event evaluation should reflect the reallocated figures.

Section 7 Appeals for \$0.00 Allocation

If the Division chooses to recommend the allocation of \$0.00, to the General Assembly of Student Government, an appeal may be made to the Internal Assessment Division after the \$0.00 recommendation is approved by the General Assembly of Student Government, if and only if the RSO feels that one of the following grounds for appeal have been met: a bias against the RSO by one or more Members of the Division or General Assembly of Student Government, a bias by the Director, or a failure of the RSO 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.

The proposal submitted during the appeals process must be the same proposal that was originally submitted to the Division. The appeal should be upon the basis of the criteria mentioned above and not upon the dissatisfaction of the amount allocated or other concerns that were stated by the division. Upon reconsideration, if the Finance Division recommends the allocation of \$0.00, the decision stands. If the Division chooses to not retain the allocation of \$0.00, the members may proceed with the regular business allocation process.

If the General Assembly of Student Government 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 of Student Government during the next regular meeting after the decision. The appealing RSO 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 of Student Government may grant the appeal by passing a motion to approve the Division's recommendation or to overrule the President.

Section 8 Appeals on Sanctions

If an RSO wishes to appeal the sanction that resulted from any violation of the, RAA guidelines or mandates of the Division, they may do so at the next available Finance Division meeting scheduled. Through proving extenuating circumstances, the Division may vote unanimously to dismiss the sanction.

If an RSO does not remain in good standing (financial) with the CLACS office, the group may not appeal the standing, but may appeal any rescinding of allocation. Through proving extenuating circumstances, the Division may vote unanimously to dismiss the sanction.

Article VII Accountability and Receipt

Section 1 Allocation Evaluations and Budget Audits

The Allocation Evaluation consists of two parts: the allocation evaluation form, which must be completed within four calendar weeks after the conclusion of the event; and the verbal presentation of the allocation evaluation before the Division, which must be completed within two meetings of the Division, from the conclusion of the event. Additionally, the allocation evaluation form must be completed, signed, and submitted to the Fund Administrator at least one week prior to the meeting at which the RSO seeks to present.

Any RSO who fails to complete their Allocation Evaluation (written and verbal) or closing paperwork in the allotted amount of time will not be able to request funds from the Finance Division for one calendar year after the Allocation Evaluation being completed.

Section 2 Receipt of Documents

Completed travel and event request documents will be collected by the RSO's Finance Division mentor upon final approval. The date that documentation is received and the date that the RSO will be presenting for allocation/evaluation will be noted on the space provided. A copy of the completed paperwork will be given to the requesting RSO at time of the final approval by the mentor.

Completed event and travel evaluation forms are to be turned into the Fund Administrator.

All documents are due seven 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.

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 two meetings. 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 one 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.

This document has been read and approved by the cabinet of Student Government. The signatures below bear witness to such approval.

Erin Williams, President of Student Government

Noah Moss, Director of Finance

Trevor Waller, Parliamentarian