

# ***Government of the Student Body Finance Priorities and Criteria Allocations for Fiscal Year 2016***

## ***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 2016 Fiscal Year (July 1, 2015 – June 30, 2016) 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:

- Be officially recognized with the Student Activities Center (SAC)
- Be open to all activity fee-paying students and spouse cardholders.
- Not contribute financial or material support to, or accept financial or material support from, any political party or political campaign recognized by the United States or the State of Iowa, endorse a political party or candidacy other than for GSB elections recognized by the United States or the State of Iowa, 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.
- Not request designated student fees money for the purposes of satisfying debts to either the GSB or outside entities.
- Not be a college or residence area GSB constituency council
- Not have more than half of its members receive academic credit for membership.
- Not receive funding or be sponsored by one or more academic department(s), or college council(s).
- Not exist, primarily, to assist students in attaining an internship, a scholarship, or a professional degree status.
- Not maintain an affiliation with an academic professional organization.
- 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 should 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 Student Activities Center recognition category a student organization should be placed. Then, the Finance Committee shall determine into which funding tier a student organization should be placed pursuant to Chapter 11 of GSB bylaws.

### ***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. 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.

### ***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 explicit 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 \$10 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 an explicit two-thirds (2/3) affirmative vote of the Finance Committee or the Senate.

## ***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 related expenses
- Social Activities
- Trips to and from the Des Moines International Airport

Speakers, Performers, and Films, which shall be administered through the Committee on Lectures or 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.

### ***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 Partnered and Sponsored Organizations shall not be subject to advertising limitations.

- Organizations shall be eligible for up to \$50 per fiscal year, under the “Other” category in Advertising.

#### *Electronic Mailing Lists*

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

#### ***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 items shall be defined as items that are non-disposable or consumable, that qualify as a tangible physical property that can be resold for money and only those items with the life expectancy of 3 years or more shall be considered. 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. Only GSB Partnered and Sponsored organizations are eligible for these expenditures.

- The organization shall project the life expectancy of the capital expenditure.
- Organizations are required to disclose information on previously funded capital items. 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.
- 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. 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 unless it is inadequate or insufficient.
- 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:

- 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.
  - Reduced rate will be 50% of the appropriate University vehicle rate.
- 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.
- Reduced rate up to 50% of the registration amount 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.

### ***Insurance***

The intent of this section is for events for which insurance is required by the University.

- 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 and free 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 for organizations classified as Multicultural by the Student Organization Recognition Board (SORB).
- 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 shall be considered for office supplies only for organizations with an on-campus (non-student-housing) office according to the following:

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

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

Publications and GSB Partnered or Sponsored Organizations 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 Partnered or Sponsored Organizations 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 Partner Organization 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.
- Requests for up to one thousand five hundred (1500) copies per issue shall be considered.
- Publications must submit at least one bid for the price per copy for the requested number of copies by the budget request due date.

### *Salaries and Wages*

Salaries and wages shall be considered only for GSB Partner Organizations 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.