

Registered Student Organization Program Fund Guidelines (Revised 7/13/09)

Preface

Illinois State University values the contributions involvement in registered student organizations can make to a student's overall development, and therefore aspires to provide an environment in which registered student organizations can operate and thrive. The Registered Student Organization (RSO) Program Fund supports the work of these organizations by distributing funds for the cultural, recreational, co-curricular, entertainment and artistic needs of Illinois State University students.

I. Purpose and Jurisdiction

The purpose of the RSO Program Fund allocation structure and process is to provide a meaningful format whereby student fees may be allocated to programs sponsored by registered student organizations that are beneficial to the student body at large.

II. Organization Structure

A. Student Fee Board

1. The members of the RSO Program Fund Fee Board include:
 - Four current Student Government Association (SGA) members (appointed by the SGA Personnel and Membership committee)
 - Four students from the general student body (recommendation by the Dean of Students Office and appointed by the SGA Personnel and Membership committee)
 - One chair who is a current member of the SGA Finance and Allocations committee
2. The responsibilities of the RSO Program Fund Fee Board include:
 - Recommending the allocation of funds to RSO programs
 - Preparing a final report on all allocation recommendations and forwarding it to the Dean of Students Office for review and approval

B. Operational and Compositional Guidelines

1. The appointment for Fee Board members shall be effective from September 15 through May 15.
2. The fee board may, and is encouraged to, designate other internal officer positions (Vice Chair, Secretary, etc.).

3. A quorum shall consist of a 2/3 majority of the voting membership of the Board.
4. All fee board meetings shall be open to the public.
5. The Chair shall call meetings and preside. Meetings may also be called at the request of three voting members.
6. A voting student member may be removed for violation of the Fund Guidelines, two or more unexcused absences, or negligence of his/her duties. The recommendation to remove a member may be initiated by the RSO Program Fund Fee Board or the SGA President. The member in question must be notified of the recommendation to remove in writing and have the opportunity to respond before a final decision is rendered. The SGA Executive Committee will make the final decision.
7. Voting student members who are officers or members of RSOs requesting funds shall be ineligible to vote on allocations to those programs.

III. Guidelines for Allocation of Funds

A. General Criteria and Regulations

1. A funded program must provide the student body with educational, cultural, entertainment, or recreational programming which:
 - uses allocated funds only for direct support of RSO programs which are consistent with the educational goals and purposes of the institution and/or RSO, and
 - has a significant impact upon and/or appeal to the student body.
2. The RSO Program Fund is not intended to fund activities that generate academic credit for those students who participate in the funded program. The RSO Program Fund is also not intended to support RSOs that receive funding support through fee-funded departmental budgets.
3. The program or travel must be sponsored by a Registered Student Organization in good standing.
4. All funded programs must be open and accessible to any and all students in some manner. Funded RSOs must adhere to the Non-discrimination in Educational Programming Clause, which is agreed to as part of the RSO registration process.
5. The RSO Program Fund allocations must be distributed in a viewpoint-neutral process. The Court in *Board of Regents of the University of Wisconsin System v. Southworth*, 120 S.Ct. 1346 (2000) stated that a public university may charge its

students an activity fee used to fund a program to facilitate extracurricular student speech, provided that the program is funding through a viewpoint-neutral process. In maintaining this viewpoint neutrality, the RSO Program Fund fee board may not consider length of time as an RSO or the amount or existence of any previous years' fee allocations to RSOs.

6. The funded RSO is expected to follow the budget as recommended by the fee board and approved by the University unless specifically instructed otherwise in writing from the Dean of Students Office.

7. Those RSOs receiving RSO Program Fund allocations are required to deposit all income generated from the fee funded programs in their University account. All anticipated income will be identified on the Budget Request Form, be generated in a manner approved by the University, and be deposited with the Dean of Students Business Office as received. Failure to do so may result in the withholding of funds previously allocated.

8. No expenditures from any student fee account may be allowed on a cash basis. All expenditures shall utilize University purchasing and comptroller's office procedures for expending funds. These procedures are explained in a mandatory fiscal procedures training offered to every funded RSO.

9. The RSO Program Fund fee board may choose to establish and consistently apply operating guidelines to standardize certain expenditures.

B. Specific Excluded Expenditures

Organizations allocated fees through the RSO Program Fund may not use those fees to request or provide:

- financial support for political programs, parties, individual political candidates, or direct lobbying efforts
- support, contributions, or travel expenses for any private person (including non-ISU students who are members of RSOs), group, association, or business except for goods and services rendered
- payment for employment of faculty or staff unless authorized because of unusual circumstances
- payment of faculty, A/P, or civil service professional dues
- gifts for advisory and participating members
- payments of debts and expenditures incurred from any previous fiscal year except under special circumstances
- student fee dollars for the purchase of alcohol

C. Interpretation of Guidelines

The RSO Program Fund Fee Board, subject to review by the Dean of Students Office, will make interpretation of and revisions to the RSO Program Fund Guidelines.

IV. Allocation Procedures

- A. Prior to the beginning of each spring semester, a schedule of budget request form due dates will be established such that the entire process can be completed by the end of spring semester.
- B. Budget request forms will be made available to all Registered Student Organizations.
- C. RSO representatives (as specified on the form) are responsible for submitting completed Budget Request Forms to the Dean of Students – Student Involvement Center (Prairie Room, Bone Student Center) by the due date specified in order to have programs considered for funding. Budget and narrative forms and hearing time must be submitted electronically. The signed cover sheet must be delivered in person to the Dean of Students – Student Involvement Center.
- D. Budget requests will be transmitted to the RSO Program Fund Fee Board. The Fee Board will then conduct hearings with the RSO sponsors of the budget requests. The requesting RSO must attend a hearing. In the event of a missed hearing, the RSO will be provided with one opportunity to re-schedule.
- E. After consideration of the various requested programs, the Fee Board shall, by majority vote, recommend the amount to be allocated by program. The recommendation shall include an identification of each program to be recommended for funding, appropriate justification, and a line item budget for each.
- F. The final Fee Board allocation recommendations shall be submitted to the Dean of Students Office for review and consideration.
- G. If any alterations are made in the Fee Board’s final report by the Dean of Students Office, the Fee Board shall receive written rationale for such alterations. The Fee Board may request reconsideration of alterations in its report by notifying the Dean of Students Office within five days.
- H. Copies of the final budgets and justifications, as approved by the Dean of Students Office shall be forwarded to all RSOs and their fiscal agents.

- I. Any request for change or internal transfer of funds in the approved budget must be submitted in writing to the Dean of Students – Student Involvement Center for consideration.

V. Appeal Procedures

RSOs may appeal the allocations granted to them by submitting an appeals packet to the Dean of Students Office by the last day of August each year (for the Program Fund) or by the date specified in the allocation letter (for the Opportunity Fund). The Dean of Students Office representative will reach a decision no later than two weeks after receiving the written appeal.

VI. Opportunity Fund Budget Allocations

- A. An Opportunity Fund will be established annually. Opportunity Fund allocations are dependent upon the availability of sufficient funds.
- B. An RSO may submit any number of program or travel requests throughout the fiscal year.
- C. The program or travel must be sponsored by a Registered Student Organization in good standing. Any RSO that is eligible for the regular RSO Program Fund may submit a program or travel request, regardless of whether that RSO has received a regular fee allocation for that particular fiscal year.
- D. The Opportunity Fund request must be the result of one or more of the following circumstances:
 1. An unexpected opportunity has arisen since the last regular funding cycle (e.g. a bid for a regional conference was accepted).
 2. The RSO experienced an unanticipated need (e.g. an unexpected cost change or large increase in student membership).
 3. The RSO has further developed a program concept that was not fully planned in time to request a regular fiscal year RSO Program Fund allocation.
 4. The organizations RSO status has changed.
- E. An appeal process for the Opportunity Fund allocations is outlined in the notification letter.

- F. All of the guidelines contained in this document for the Program Fund also apply to the Opportunity Fund, unless overwritten by a clause in section VI – Opportunity Fund Budget Allocations.

VII. Records and Reports

RSO student officers and fiscal agents of all programs receiving funds shall keep accurate records of expenditures.

VIII. Freezing/Removing Funds

- A. Funds must be spent in accordance with University, Board of Trustees, and RSO Program Fund Guidelines. Any violation of Federal, State, or local laws, or RSO Program Fund Guidelines may result in immediate termination of funding.
- B. If the fee board should have due cause to believe that the sponsor/fiscal agent is using funds other than for purposes originally intended and/or is not expending funds in the budget as recommended and approved, the fee board may recommend freezing or removing any portion of the fee funding originally allocated to said program. In the event of any irregularity in use of funds, the fee board shall recommend a course of action to rectify the situation and/or to prevent such a situation from occurring in the future.
- C. Allocated funds may be frozen if the organization fails to register as an RSO during the initial fall registration process or fails to attend the mandatory fiscal agent training. The fee board may choose to reinstate some of all of the RSO's funds only after the initial requirements (registration and/or fiscal training) have been met. The fee board will annually establish a process by which reinstatement may be requested and reviewed.
- D. The sponsor or fiscal agent of the investigated program shall meet with the fee board to respond to the charges of misuse.
- E. A recommendation of the fee board to freeze or remove funds from a funded program must be forwarded to the Dean of Students Office for review and final approval.
- F. The fee board or Dean of Students – Student Involvement Center may request that the Office of the Comptroller withhold payment of the item(s) in question until the investigation is resolved.
- G. Auditing of any account is undertaken upon the request of the Dean of Students Office to the Internal Auditing office. This item shall in no way be interpreted so as to prohibit the legally required auditing of accounts or to hinder a University fiscal agent from exercising due care in protection of funds. When the Office of

Internal Auditing conducts a study of student fee funded accounts, a copy of the study may be made available to the fee board.

IX. Fiscal Agent Assignments and Responsibilities

RSOs that are allocated funds will be required to expend those funds via a University-appointed fiscal agent.