

# **GUIDELINES AND PROCEDURES FOR THE ALLOCATION AND USE OF THE UNDERGRADUATE STUDENT ACTIVITIES TUITION ALLOCATION**

**KENT STATE UNIVERSITY**

**ACADEMIC YEAR 2017-2018**

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# **GUIDELINES AND PROCEDURES FOR THE ALLOCATION AND USE OF THE UNDERGRADUATE STUDENT ACTIVITIES TUITION ALLOCATION**

## **SECTION 1: EXPLANATION OF GUIDELINES AND PROCEDURES**

- A. These Guidelines and Procedures govern the eligibility of funding requests. Simply meeting these Guidelines does not ensure funding.
- B. The interpretation of these Guidelines and Procedures is delegated to the Undergraduate Student Government (USG) Allocation Committee with final approval by the Undergraduate Student Government and the Vice President for Student Affairs.
- C. These Guidelines and Procedures for the Allocation and Use of the Undergraduate Student Activities Tuition Allocation govern all Undergraduate Student Activities Tuition Allocations (Allocations) assigned to the USG. These Guidelines and Procedures will become effective upon approval by the Vice President for Student Affairs and Student Affairs, supersede all previous Guidelines and Procedures, and will remain effective unless further revised by the USG and approved by the Vice President for Student Affairs and Student Affairs.
- D. The Guidelines and Procedures, and any addendums must be approved annually by the USG. They will then be sent to the Vice President for Student Affairs and Student Affairs for final approval. After the Guidelines and Procedures are approved, the Director for Business and Finance may make any technical or semantic corrections after consulting with the USG.
- E. The Vice President for Student Affairs and Student Affairs, the President of the University, and the Board of Trustees reserve the right to review and amend the Guidelines and Procedures when necessary to serve the best interest of the student body.

## **SECTION 2: LEGAL DEFINITIONS**

- A. All monies in accounts to which allocations are credited will be considered public monies and must be utilized in accordance with these Guidelines and Procedures and the procedures established in the Financial Information for Student Organizations (O.R.C. 117.10, Higher Education Bulletin from Auditor of State, Vol. 11, No. 3 dated June 15, 1971.)
- B. Use of allocations must be in accordance with these Guidelines and Procedures, applicable University policies and procedures, and any legal requirements of the State of Ohio and the Federal Government.
- C. Any change by the courts, legislature, or Attorney General affecting these Guidelines and Procedures will require rewriting of the applicable section.

### **SECTION 3: FUNDING ELIGIBILITY REQUIREMENTS**

- A. The USG will only allocate funds to registered undergraduate student organizations that meet the following USG eligibility requirements.
  - 1. An undergraduate student organization is defined by USG as a student organization registered with the Kent State University, Kent Campus, Center for Student Involvement and whose members and officers are composed of a majority of undergraduate students. Further, the president and treasurer of the organization must be undergraduate students.
  - 2. Allocations funding will follow Kent State University policy 4-01.1 on discrimination of student orgs.
  - 3. Any organization that does not have a selective process to allow a new member in. Example of a selective process would be an Interview, Executive board vote or organizational vote.
  - 4. Organizations that have restrictive membership clauses are not eligible for funding to attend conferences, conventions, workshops, or seminars. They are eligible to receive funding only for cultural and educational programs when these programs are held on the Kent campus and are open to the entire student body.
- B. Allocations can only be used for programs, conferences, or services that have the potential to directly benefit Kent State University undergraduate students. Therefore, programs, conferences, and services must provide for and be representative of a pluralistic student body. Any request for funding outside of the United States goes to the body of the Undergraduate Student Government to vote on at the next public meeting.

### **SECTION 4: FEDERAL, STATE AND LOCAL POLICIES**

Federal, state and local laws as well as institutional policies specifically prohibit the use of student activities fees for the following:

- A. Events held away from the campus unless adequate transportation exists.
- B. Direct allocation to charity or charitable organizations.
- C. Religious activities.
- D. Direct allocation to individual students except designated in rule 3342-6-25.101 of the administrative code.
- E. Events that discriminate on the basis of race, creed, national origin, sex, or disability.
- F. Events that are competition in nature and/or that have prize money associated with the event.
- G. Legal services

- H. Partisan political activities intended to influence voting on issues or candidates currently on a ballot.

## **SECTION 5: ALLOCATION COMMITTEE MEMBERSHIP**

- A. The Allocation Committee will be chaired by the Director for Business and Finance. The committee will be comprised of eight at-large members, one member from Black United Students to be recommended by their respective executive board and one undergraduate student to be appointed by the USG, who will also serve as vice-chair and parliamentarian, who all shall be interviewed and approved by the allocation's selection committee as outlined below. Preference for the vice-chair will be given to a former allocations committee member.

The eight at-large members will be selected based upon a written application and selection process. The selection committee will consist of the Director for Business and Finance, and the outgoing Director for Business and Finance and an outgoing member of the Allocations Committee.

  - 1. One alternate will also be selected from the original applicants and must attend all training sessions and allocation meetings. If at any time an at-large member's position becomes vacant, the alternate would be appointed to fill the vacancy. If any member is not present at a meeting, the alternate will assume that member's voting privileges.
  - 2. If the alternate position becomes vacant, the Director for Business and Finance will make a recommendation for replacement to the USG for approval.
  - 3. No members of the USG or any standing committee under USG are eligible for any position on the Allocations Committee. Further, there may be no more than one executive board member from any student organization on the Allocation Committee.
  - 4. The selection committee will ensure that the Allocation Committee is experienced, diverse, and qualified to handle the responsibility of distributing student funds.
  - 5. For a request to pass it needs a 2/3 vote to pass with the Director of Business and Finance breaking a tie when included in quorum.
- B. In accordance with Article III, Section 1D of the USG Charter, an Allocation Committee member may be removed by the USG Executive Director, with the advice and consent of the majority of the executive cabinet present at a regular or special meeting called for that purpose. The Director for Business and Finance must submit a letter to both the member that is to be removed and to the USG. The letter must explain why the Allocation Committee member is to be removed.
- C. Members of the Allocation Committee will be permitted two unexcused absences from scheduled meetings per academic year. Any additional

unexcused absence will result in the automatic removal of said individual and they will be replaced according to the USG Charter.

1. If the Black United Students member is removed, they shall be replaced by another member of BUS, whose executive board shall send a recommendation for replacement to the Director of Business and Finance for review within 1 week of removal.

- D. Allocation Committee members may not present Allocation Requests.
- E. The Allocation Committee should be selected and trained prior to the first summer meeting. The Director for Business and Finance and advisors will provide a training workshop.
- F. The Director for Business and Finance will submit a report at each USG Formal Meeting to be included in the USG Minutes, detailing all allocations by the Allocation Committee and allocation funds remaining.

## **SECTION 6: ALLOCATION REQUEST PROCESS**

- A. Allocation Requests may be submitted online. The signature page must be printed and all appropriate signatures secured. The signature page must be submitted to USG Allocation Drop –Off Box outside the Undergraduate Student Government Office, 120 KSC prior to the request being heard . Allocation requests may also be placed in the Allocation Box outside the front office door of the USG office on the first floor of the Kent Student Center,(120KSC) by the deadlines to be established each semester by the Director for Business and Finance. The Allocation Committee will hear all Allocation Requests at a time to be determined at the beginning of each semester. Only undergraduate members of the requesting organization may present requests.
  1. Failure of a representative of the requesting organization with knowledge of the request to attend the hearing will result in the request being tabled indefinitely at the discretion of the Director for Business & Finance. The Director for Business & Finance must notify the requesting organization of the hearing date and time.
  2. Before completing the Allocation Request Form, if an honorarium/contract is involved, contact the Associate Director of the Center for Student Involvement per the honorarium instructions detailing contract negotiations.
  3. Failure to attend an allocations meeting of which you are slated to present for two straight weeks will have your request dropped.
- B. To ensure funding is available for programs occurring during Welcome Weekend and the beginning of Fall Semester, the USG Allocation Committee will hear requests during the summer session. The USG Allocation Committee will meet once during the summer at a date to be established before Spring Finals Week by the Director for Business and Finance. The allocation committee will begin fall semester meetings with the start of the academic year.

- C. Requests for conferences, conventions, workshops, or seminars must be submitted at least twenty-eight calendar days before the conference, convention, workshop, or seminar and requests for programs must be submitted at least forty-two calendar days before the program to allow for ample planning and publicity after funding approval. Calendar days must be within the academic semester and exclude holidays and semester breaks.
  - 1. Allocation Requests will not be heard unless they are 100% complete. All integral elements (e.g., the exact names of movies, concerts, performers, speakers, venues, etc.) must be included for the request to be heard. All program requests must provide performer biographies. All travel requests must include the most current written conference/seminar agenda from the sponsoring organization.
  - 2. Allocation Requests will not be heard if they are not in accordance with all guidelines, per the Guidelines and Procedures For The Allocation and Use of The Undergraduate Student Activities Tuition Allocation.
  - 3. In the case of an appeal request, the person(s) who submitted the request must provide a written appeal to the Executive Director of the Undergraduate Student Government at least twenty-four hours prior to the next meeting.
    - a. The appeal and original request will be reviewed by USG. Upon review, a 2/3 vote is required in order to overturn the initial decision not to hear the request.
  - 4. Allocation Committee encourages student organizations to table in the Kent Student Center and/or present information gathered to undergraduate students after the student organization has returned from a conference funded by the Undergraduate Student Government Allocations Committee.
- D. The Director for Business and Finance may under extreme circumstances waive the deadline for consideration of a request; this decision may be overruled by a 2/3 majority of the Executive Cabinet of the USG.
- E. A separate allocation request must be submitted for multiple speakers to be held on different dates.
- F. Organizational recruitment themed programs will not be funded.

## **SECTION 7: FUNDING GUIDELINES FOR CONFERENCE/TRAVEL**

- A. A conference is defined as an event that students attend, either at or away from Kent State University.
- B. Only conferences, conventions, workshops, or seminars as defined below are eligible for funding. Field trips are not eligible for funding. Conferences, conventions, etc. that are a class requirement are not eligible for funding.
- C. A conference, convention, workshop, or seminar must have a multi-school or

organization attendance, multiple structured sessions for purposes other than solely networking for future employment or job-hunting, and the most current written agenda must accompany the request.

- D. Only registration, travel (excluding mileage), lodging, and applicable dinner per diem for Kent Campus undergraduates attending a conference, convention, workshop or seminar will be eligible for funding.
- E. Organizations hosting conferences held on the Kent Campus may be allocated up to \$2,000 for educational programs and/or honorariums that are open to the Kent State undergraduate student population
  - 1. Any conference which receives any portion of funding through the allocations process must be organized through the Kent State Conference Bureau
  - 2. The funding guidelines for programs and services will apply to any funding received for conference events. No food shall be funded.
- F. A maximum of \$750 may be allocated to an individual student not representing an organization once a year for an academic conference related to the student's declared major held either at or away from Kent State University with a maximum of up to 12% of the Undergraduate Student Activities Tuition Allocation designated for distribution by the Undergraduate Student Government, and a \$2,000 limit per conference, convention, workshop or seminar.
- G.
  - 1. Student must not be a member of a student organization receiving funds for the same conference
  - 2. Request must have the verification of the academic dean or department chairperson relevant to that student's major.
- H. Undergraduate student organizations are eligible to receive a maximum of **\$2,000 per organization if more than two students are attending.** However, if only one attends there is a \$750 limit per organization, \$1500 limit per organization if two students attend. There is a \$2,000 limit per conference, convention, workshop or seminar.
- I. Monies may be used, from USG operating funds, for official USG travel
- J. Only USG as the major legislative and programming body on campus is eligible to receive the maximum of \$3,000 per conference, convention, workshop or seminar.
- K. An organization is only eligible to attend up to 3 conferences a year per academic year.

## **SECTION 8: FUNDING GUIDELINES FOR PROGRAMS AND SERVICES**

- A. Undergraduate student organizations are eligible to receive a maximum of \$10,000 per program.
- B. Allocations will not be used to make advance payment for goods or services with the exception of pre-registration for conferences, intercollegiate athletic travel arrangements, or magazine subscriptions (ref. Article VIII, Sec. 4, State Constitution O.A.G. 2184, O.A.G. 186 LC) 1952; O.A.G. 736 of 1957).
- C. Allocations will not be used for the purchase of awards, prizes, flowers, gift cards, gift certificates or any such item, as determined by the USG Allocation Committee.
- D. Allocations will not be used for the production of ongoing printed materials (magazines, newspapers, yearbooks, etc.) that are not related to a specific program. The Student Media Policy Committee funds these publications. Allocations may be used for printed material related to a specific program or for organizational correspondence (advertisements, brochures, bulletins, flyers, etc). Money may be used from USG operating funds for the USG newsletter.
- E. Allocations may only be used to purchase food if allocated specifically for food according to the following requirements.
  - 1. Food will not be allocated unless it is a minimal cost as related to the total programs expense. Allocations for food will only be funded for limited portions of hors d'oeuvres, not full meals, for events open to the student body. Food must be determined integral and necessary to the program's purpose by the allocations committee. Food will not be allocated for student organization meetings or committee meetings. Detailed itemized request must be provided with the allocation request from dining services prior to being heard by the Allocations Committee. Otherwise, the request will be tabled until the dining services list is submitted to the Director of Business and Finance.
  - 2. It is part of attending a conference. The maximum reimbursement for food purchases will be the applicable per diem.
  - 3. It is used for hospitality for speakers and entertainers. Up to two undergraduate student representatives from the organization sponsoring the event may accompany the speaker. The amount per person may not exceed the applicable per diem.
  - 4. It is used for stage crew during a USG Programming event.
- F. Allocations will be used to fund base rate, local and long distance phone and internet charges for organizations allocated office space in the Kent Student Center. An amount based on the previous year's expenses and projected increases will be set aside yearly to cover these costs.
- G. All student organizations meeting the requirements in Section 3: A1 will receive basic office supplies. An amount based on the total number of student organizations registered in the previous year along with any projected increase in expenses will be set aside yearly to cover these costs.



- H. For undergraduate student organizations allocated office space in the Kent Student Center with a USG provided computer, computer maintenance and supplies will be provided. An amount based on the previous year's expenses along with projected increases in any expenses will be set aside yearly from the allocations to cover these costs.
- I. Sport club teams are limited to Kent State University facility rental for home game usage only.
- J. Allocations funds will not be used for programs beginning the weekend prior to the last week of classes through final examinations with the exception of a May 4<sup>th</sup> Commemoration or a special circumstances event that is approved by a 2/3 majority vote of the Undergraduate Student Government.
- K. Organizations are eligible to apply for allocations for summer programming if they meet the criteria in Section 3 of these Guidelines and Procedures and have an officer registered as an undergraduate student for Intersession, Summer Term I, II, or III.
- L. The USG is the only organization eligible to employ students on a continuous basis. USG programming board may employ students for specific programs, such as concerts, large scale events.
- M. The USG is the only organization eligible to establish a non-profit business or organization.
- N. If a change in any of the integral elements, dates, exact names of movies, concerts, performers, speakers, venues, etc., occurs after the request has been funded, the organization must submit a Program Change Form for approval by the USG Allocation Committee. The Director for Business and Finance has the authority to approve minor changes in date, time and venue or may refer the Program Change Form to the USG Allocation Committee for review.
  - 1. If the change alters the general nature of the program or if additional funding is required, a new request will be necessary.
  - 2. If the change of program alters the original request such that the original request would be in violation of the Guidelines and Procedures, then the change of program must be denied.
- O. Any spending of allocations, or promises to spend said funds in connection with a program or conference, cannot take place until the Allocation Committee has approved funding.
- P. Any advertising for a program funded by Undergraduate Student Activities Tuition Allocations must primarily focus on KSU undergraduates, include the official Undergraduate Student Government graphic given by the Director Of Business & Finance "Event funded by the Undergraduate Student

Government” and a sample must be submitted to the Director of Business and Finance 3 weeks prior to event.

## **SECTION 9: FUNDING CATEGORY DESCRIPTIONS**

- A. ADMINISTRATIVE:  
Provides funds for service of equipment; or  
Provides funds for consumable supplies; or  
Provides compensation for services rendered by student employees.
- B. CULTURAL PROGRAM:  
Emphasizes the manners, arts, customs and conveniences of any given society of people;  
Provides an experience for refinement of intellectual and artistic taste.
- C. EDUCATIONAL PROGRAM:  
Enlightens participants on political and social issues; or  
Informs participants of possible solutions to personal issues; or  
instructs participants on particular skills.
- D. SERVICE PROGRAM:  
Performance of tasks which meet community and/or global needs.
- E. SOCIAL PROGRAM:  
Provides entertainment; or  
Provides an atmosphere conducive to pleasant socialization.
- F. RECREATIONAL SPORT CLUB FACILITY RENTAL:  
Supports Kent State University sport clubs with facility usage charges.

## **SECTION 10: PROGRAMMING COMMITTEE FUNDING GUIDELINES**

- A. The Programming Committee, as defined in the USG bylaws, will receive a sum equivalent to 54% of the projected annual tuition allocation designated for allocation by USG. In addition, all Programming Committee administrative expenses, excluding those provided to all undergraduate student organizations with Kent Student Center office space and any leadership compensation above and beyond that covered by the leadership matrix, must be paid from the Programming Committee’s 54%.
- B. At the end of each fiscal year, all unused Programming Committee monies will revert back to the USG Allocation Account.

## **SECTION 11: MAY 4<sup>TH</sup> COMMEMORATION FUNDING GUIDELINES**

- A. The May 4<sup>th</sup> Task Force will receive a minimum sum equivalent to 1.75% of the Undergraduate Student Activities Tuition Allocation designated for distribution by the Undergraduate Student Government for the exclusive purpose of funding the May 4<sup>th</sup> Commemoration that will take place during the week of May 4<sup>th</sup> of the respective fiscal year.

- B. Prior to the release of funds referenced in Section 11: A, the applicable May 4<sup>th</sup> Task Force Executive Chair must submit all May 4<sup>th</sup> Commemoration plans to the USG Director of Business and Finance.
- C. Prior to the release of funds referenced in Section 11: A, the applicable May 4<sup>th</sup> Task Force Executive Chair must submit all May 4<sup>th</sup> Commemoration event plans to the USG Allocation Committee for review and recommendation.
- D. The May 4<sup>th</sup> Task Force is still eligible for additional funding in excess of 1.75% for the May 4<sup>th</sup> Commemoration. In order to receive additional funding, all procedures set forth in these guidelines must be followed and the request must be approved by the Allocation Committee.
- E. If the annual May 4<sup>th</sup> Commemoration Allocation Request is less than the permanently established 1.75%, any unused funds will revert back to the USG Allocation Account for reallocation.
- F. The May 4<sup>th</sup> Commemoration memorializes the victims and events associated with the May 4<sup>th</sup>, 1970 shootings, the context in which those events occurred, and the legacy that remains.

## **SECTION 12: ALLOCATION FUND EXPENDITURES AND REVENUE**

- A. Each organization must adhere to all stipulations placed on its allocation and the funds must be used for the program for which they are allocated. If the program is not held, the funds will revert to the allocation account for reallocation. Flexibility between line items will be allowed as long as the USG Guidelines and Procedures are adhered to, with the exception of food. Funds can only be used for food if food was approved during the allocation process. Expenditures and payments related to allocated funds will be monitored by the designated business manager.
- B. All allocations and all income generated from those allocations must be kept in a university account. All income generated from programs funded through the allocation committee will revert to the allocation account.
- C. Admission may be charged to KSU undergraduates if required through contract. Ticket sales for allocated programs to student organizations will be coordinated through the Center for Student Involvement. The practice of accepting donations will not be accepted as an alternative to charging admission.
- D. The expenses or working budget for any program may not exceed the amount allocated for the program. If additional funding is available, it must be documented. Generated income may only be used to cover program expenses if approved by the Executive Cabinet of the Undergraduate Student Government in consultation with the Director for the Center for Student Involvement.

### **SECTION 13: POLICY VIOLATIONS**

- A. Deficit spending will not be tolerated. If a student organization incurs a deficit, that organization must meet with the Director for Business and Finance and the Director, Center for Student Involvement. The organization may be deregistered and the Center for Student Involvement Senior Business Manager will notify University departments of this action. Any deficits must be cleared using non-USG funds.
- B. The Director for Business and Finance will hear any alleged violation of these Guidelines and Procedures. The Director for Business and Finance will notify the organization of the alleged violation in writing and arrange a meeting. If the problem is not resolved within two (2) weeks after the question is raised, USG will hold a hearing at which any decision will require a USG majority. If the organization is found to be in violation, the USG may levy sanctions including, but not limited to, the rescission of the group's entire allocation of the affected funds. (See USG Bylaws Section 4: Duties and Responsibilities for Directors 3.A,B, and C
- C. Failure to comply with these Guidelines and Procedures and University Policy may result in a "hold" placed on the funding by the Director for Business and Finance until the alleged violation is resolved.

### **SECTION 14: APPEAL PROCESS**

If an organization is denied funding by the USG Allocation Committee, a written appeal must be presented to the USG executive cabinet, whereby a majority vote will determine if the request will be reheard by the original hearing body. If the request is reheard, a 2/3 approval will be needed to override the previous denial.

Approved by the Undergraduate Student Government 04/2017