

University of Wisconsin Oshkosh Student Allocations Committee

Policies and Procedure Manual

Last Approved: 16 April 2014

Article 1: Purpose of the Student Allocations Committee (SAC)

Section 1.01: The Student Allocations Committee is a standing committee of the University of Wisconsin Oshkosh whose purpose is to provide the maximum benefit possible to the UW Oshkosh campus community through the fair, equitable, and view-point neutral distribution of allocable segregated fees to student recognized student organizations.

Article 2: Purpose of the Policies and Procedure Manual (PPM)

Section 2.01: The PPM exists to aid UW Oshkosh recognized student organizations in their understanding of SAC operations, the budget process, and the Committee's funding policies. It has been designed as a supplement to relevant Wisconsin State Law, UW System Policy, and UW Oshkosh Policy including, but not limited to, UW System Financial Policy 50 "University Segregated Fees" (F50).

Article 3: Guiding Principles

Section 3.01: The SAC shall make funding decisions in a viewpoint neutral manner, without regard to religion, gender identity/expression, disability, political affiliation, age, sexual orientation, veteran status, or race.

Section 3.02: The committee operates on a zero-base budget model. This means that each group must justify their entire budget each year.

3.03: SAC budget increase will generally be limited to a maximum of 3% annually, subject to the discretion of SAC and the Finalized budget from the UW Board of Regents.

Article 4: Recognized UW Oshkosh Student Organizations Funding Eligibility

Section 4.01: Clubs and organizations must meet the following criteria to qualify for SAC funding:

- A.) Officially recognized by the Oshkosh Student Association
- B.) Organizational membership has to be open to all UW Oshkosh Students
- C.) Club Sports are not eligible for funding through SAC

Article 5: Budget Process

Section 5.01: Prior to submitting a budget, all clubs and organizations must have a representative attend the Budget Managers' Meeting, in the fall semester.

Exceptions may be allowed on a case-by-case basis by the SAC.

Section 5.02: Recognized student organizations wishing to receive SAC funding for the following academic year must submit their budgets in the manner expressed during the Budget Managers' Meeting. The SAC reserves the right to reject any budgets that are submitted past the budget deadline or fails to meet guidelines set at the Budget Managers meeting.

Section 5.03: Recognized student organizations under Section 4.01 will be given the opportunity to present their budgets to the SAC through a budget hearing process.

Section 5.04: Following the SAC's determination of final budget allocations, recognized student organizations will receive notification from the SAC. From the time this notification is sent, clubs and organizations wishing to appeal their allocated budgets have one week to do so using the process described in Article 11 of this document.

Article 6: One-Time Requests

Section 6.01: Requests for funds for the current year may be presented as a One-Time Request. Approved One-Time Requests are generally limited to groups requesting additional funds due to unexpected costs such as a new event or a one-time purchase.

Section 6.02: Upon completion of the One Time Request form, the group must speak to the SAC Chair or Controller about any requirements or other required forms/documentation, and to set up a presentation time.

Article 7: New Club Procedures

Section 7.01: Any Newly Recognized OSA Club or Organization would be able to request funding if it is their first semester on campus.

Article 8: New club Guidelines

Section 8.01 : Newly recognized OSA Recognized Student Organizations, subject to SAC discretion, will be eligible to receive funding from the New Club Fund (NCF).

a.) A new club is defined as: a club that has not been recognized in four consecutive semesters.

Section 8.02: Access to funding becomes available the following business day of when budgets are due for the a given budget cycle.

Article 9: Limitations for Use of SAC Funds

Section 9.01: Funds, which have been allocated and are available to a group through their university account, remain under the SAC's ownership and control. The committee only authorizes groups to use funding for specific purposes.

Section 9.02: Groups may only use SAC funding for the specific costs, events, and programs that were requested and approved during the budget request. Any changes in budgetary spending must be approved by the committee before the allocated dollars are spent.

Section 9.03: A group's expenses for each fiscal year may not exceed the total amount budgeted for that year. If a group's expenses for the year exceed the budgeted amount, the difference may be taken from the next year's budget. Unspent money at the end of the fiscal year is recycled back into the allocation system.

Section 9.04: A group's total expenses in each line item may not exceed the amount budgeted for that line on the revised budget without first receiving express permission from the committee.

Section 9.05: The University through the SAC will retain ownership of all equipment purchased by a group. Should the group cease to exist, it is the responsibility of the group's executive board and advisor to ensure all equipment purchased through SAC funding is returned to the SAC.

Article 10: SAC Funding Practices

Section 10.01: Gift cards and gift certificates may not be purchased using SAC funding.

Section 10.02: As mandated by UW System Policy Paper F50, student segregated fees shall not be used to fund academic, credit-producing activities. To this end, no SAC funding will be awarded for purposes that are exclusively academic in nature. These activities should receive tangible support from the related department, school, or college. Direct funding, release time for faculty advisors, or use of equipment would be appropriate means of academic department support and should be funded from that department not the SAC.

Section 10.03: No funds will be allocated for the purchase of clothing for advertising purposes, unless they will serve as uniforms for security purposes and will remain with the group rather than individual members.

Section 10.04: Before the purchase of equipment will be funded by the SAC, the requesting group must provide the following:

- A.) A specified University employee designated to keep track of the equipment and who uses it,
- B.) A safe location, on campus for the items to be stored,
- C.) A formal check-out procedure to record who is in possession of it at what times.

Section 10.05: Funding from the SAC may not be used on any type of fundraising event. Fundraising events are, for SAC purposes, any type of event, program, service, or otherwise, that is intended to either: (1) make a profit for the group, (2) raise additional funds for another program, event, or activity, or (3) to raise money for any other group, organization, or cause. Groups must use a different source of funding to cover the costs and expenses of the program and should keep the generated funds in a separate account.

Section 10.06: Funding for non-competitive travel is limited to community, state, regional, or national, these conferences must be beneficial to more than just the attending student(s). The students who attend the conference must be able to bring back something that will then be beneficial to the whole student body. The SAC will fund no more than 2 conferences or field trips (limited bordering states with Wisconsin, with 7 people max) per recognized student organization per year. The SAC will fund a maximum of 4 community service based travel events (within 15 miles from 800 Algoma Blvd) unless otherwise specified per recognized student organization per year.

Section 10.07: Only groups engaging in overnight travel may use allocated funds to provide up to \$10 per day of the event, including travel days, per student for food, to be administered by the group advisor.

Section 10.08: Allocations for individual registration or entrance fees or dues will generally be limited to, but not guaranteed for, 7 people for single-day or 4 people for overnight non-competitive events. SAC funding for individual registration or entrance fees or dues for competitive based events will be awarded on an as needed basis.

Section 10.09: Funding for airline travel, including ticket, baggage, and other related fees will generally be limited to \$400 per person.

Section 10.10: Any compensation for professional services including speakers beyond what is contracted is limited to a maximum of \$25.

Section 10.11: The SAC shall not fund any non-specified co-sponsorships of speakers or presenters with other student organizations. All co-sponsorship events must be preplanned and in place to be funded.

Section 10.12: The SAC will not fund any organizations in which academic credit can be received through the participation of SAC funded events.

Section 10.13: Funding for food at regular meetings is limited to 2 meetings a year, and a maximum of \$5 per person per meeting unless the funding is essential to the club's purpose or mandate.

Section 10.14: Funding for subscriptions is limited to resources not currently provided to students through university channels such as Polk Library.

Section 10.15: SAC funds shall not pay for any individual dues or memberships to professional organizations.

Section 10.16: Groups may not give gifts or donations to any group, organization, or department. The only gifts that are acceptable are small prizes or awards given to students participating in an event or program that is open to the entire student body. This amount will not exceed \$25 per individual.

Article 11: End of Fiscal Year

Section 11.01: The fiscal year ends on June 30th. At this time all remaining funds left in the University account of any SAC- funded group, will be swept up into the SAC holding account. Any negative balances may remain in the group's account. The negative amount may be deducted from any funding approved for the following year.

Article 12: Policy Violation Penalties

Section 12.01: It will be considered an agreement between the SAC and any group it funds, that by requesting (and therefore accepting) SAC funding, the group is aware of every SAC policy, agree that they will not violate them, and if they do violate any policies, are aware and accept any and all penalties that are incurred. Along with knowing the SAC policy the organization should also be aware of University Policies.

Section 12.02: Actual penalty decisions are at the discretion of the committee. Penalties for violation of committee policies may be as simple as a warning, a frozen account, a monetary penalty either this fiscal year or next, to levels severe enough to deny one fiscal year of funding and recommendation to OSA to revoke recognition rights.

Article 13: Appeals Process

Section 13.01: Once the SAC takes final action on the annual budget or any additional allocation decision, the impacted club or organization may file a written appeal of that allocation decision using the following process:

- 1.) Notice of an appeal must be submitted in writing to the SAC within one week of the committee's original decision notification.
- 2.) The appeal must indicate the basis for the appeal. The group must also state whether the allocation decision is unacceptable due to the funding level provided or due to concerns relating to "viewpoint neutrality," as the term was designated in *Board of Regents v. Southworth*, 529, U.S. 217 (2000).
- 3.) The SAC will review the appeal as an item of business at the next meeting and make a final determination. The written decision by the SAC will address the grounds for the appeal as presented by the appealing organization.
- 4.) SAC decisions may be further reviewed through a second appeal through the UW Oshkosh Campus Appeals Committee. Notice of a second appeal must be in writing and submitted to the Appeals Committee, within one week after receiving

the written SAC decision. The Appeals Committee is coordinated through the Oshkosh Student Association.

5.) The Appeals Committee shall be comprised of a chair that was previously appointed by the Oshkosh Student Association (OSA), the President-Elect of the Faculty Senate (or designee), the President-Elect of the Senate of Academic Staff (or designee), and three additional student members, as appointed by the OSA. A representative from the Dean of Students Office may serve in a non-voting consultative role to the Appeals Committee. Members of the Student Allocations Committee, Student Segregated Fees Committee, or the appealing group are not eligible to serve on the committee. No more than one OSA Senator may serve on the committee. The Appeals Committee, the Student Allocations Committee, and the appealing group may request witnesses or information that will lead to an informed or fair decision.

6.) The UW Oshkosh Campus Appeals Committee will review the appeal as an item of business at the next scheduled meeting and make a final determination. The UW Oshkosh Campus Appeals Committee will attempt to hear the appealing group's second appeal within one week of receiving the appeal.

7.) During this appeals process, both the SAC and the appealing group may submit written or oral information regarding their positions.

8.) The written decision by the Appeals Committee will address the grounds for appeal as presented by the appealing group.

9.) For appeals relating to funding levels, the written decision by the Appeals Committee shall be final.

10.) For appeals relating to “viewpoint neutrality,” the written decision by the Appeals Committee shall be final unless the appealing group files a final written appeal to the Chancellor (or their designee) within one week of notification of the decision by the Appeals Committee.