

# **University of Wisconsin Oshkosh Student Allocations Committee**

## **Policies and Procedure Manual**

**Last Approved:** October 14th,  
2020

### **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 (UW) Oshkosh whose purpose is to provide the maximum benefit possible to the UW Oshkosh campus community through the fair, equitable, and viewpoint-neutral distribution of allocable segregated fees to Oshkosh Student Association (OSA) recognized student clubs and organizations.

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

Section 2.01: The PPM exists to aid OSA-recognized student clubs and organizations in their understanding of SAC operations, as well as bind SAC to the budget process and 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 Administrative Policy 820 "University Segregated Fees".

### **Article 3: Guiding Principles**

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

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

Section 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 Student Clubs and Organizations Funding Eligibility**

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

- a.) The club or organization is officially recognized by OSA;
- b.) Organizational membership has to be open to all UW Oshkosh Students; and
- 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, or take other action as directed by the Chair of SAC.

Section 5.02: OSA-recognized student clubs and organizations wishing to receive SAC funding for the following academic year must submit their budgets in the manner detailed during the Budget Managers' Meeting, or as otherwise communicated by the Chair of SAC. SAC reserves the right to reject any budgets that fail to meet guidelines set at the Budget Managers' meeting or as otherwise

communicated by the Chair of SAC. SAC will not accept any budgets that are submitted past the budget deadline.

Section 5.03: OSA-recognized student clubs and organizations 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, OSA-recognized student organizations will receive notification from SAC. From the time this notification is sent, clubs and organizations wishing to appeal their allocated budgets have two weeks to do so using the process described in Article 11 of this document.

## **Article 6: Unexpected Expense Form**

Section 6.01: Any OSA-recognized organizations may request additional funds for the current year may be presented as an unexpected expense. Approved unexpected expenses are generally limited to groups requesting additional funds due to unexpected costs that could not have been accounted for within the current budget. The number of Unexpected Expense Forms and the amount an organization is able to request annually will be decided by the SAC in the fall of each year.

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

## **Article 7: Limitations for Use of SAC Funds**

Section 7.01: Funds which have been allocated and are available to a group through their university account remain under SAC's ownership and control. The committee only authorizes organizations to use funding for specific purposes.

Section 7.02: Organizations 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 7.03: An organization'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 7.04: An organization's expenses for each fiscal year may not exceed the total amount budgeted for that year. If an organization's expenses for the year exceed the budgeted amount, the difference may be taken from the next year's budget. At the end of the fiscal year, unspent SAC funds are recycled back into the allocation system.

Section 7.05: The University through SAC will retain ownership of all equipment purchased by an organization. Should the organization cease to exist, it is the responsibility of the organization's executive board and advisor to ensure all equipment purchased through SAC funding is returned to SAC.

## **Article 8: SAC Funding Practices**

Section 8.01: Gift cards and gift certificates may not be purchased using SAC funding.

Section 8.02: As mandated by UW System Administrative Policy 820, student segregated fees, and therefore SAC funding, shall not be used to fund academic credit-producing activities. 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 SAC.

Section 8.03: 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 organization rather than individual members.

Section 8.04: Before the purchase of equipment will be funded by 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; and
- c.) A formal check-out procedure to record who is in possession of the equipment at what times.

Section 8.05: Funding from SAC may not be used on any type of fundraising event. Fundraising events are defined as any type of event, program, service, or otherwise, that is intended to either:

- a.) Make a profit for the group;
- b.) Raise additional funds for another program, event, or activity; or

c.) 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 8.06: Funding for travel is limited to community, state, national, or regional conferences and community service-based travel. 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 per OSA-recognized student organization per year. Field trips will be limited to bordering states with Wisconsin, with 7 people maximum, per OSA-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.) per OSA-recognized student organization per year.

Section 8.07: Organizations engaging in overnight travel may be reimbursed for food money for up to \$10 per day of the event, including travel days, per student to be administered by the organization's advisor.

Section 8.08: 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 events. SAC funding for individual registration or entrance fees or dues for events will be awarded on an as-needed basis. In addition, virtual registration or events will be limited to, but not guaranteed for 7 people.

Section 8.09: Funding for airline travel will generally be limited to \$400 per person per ticket.

Section 8.10: Any contracted compensation for professional services, including speakers, is limited to \$15,000 per organization and any compensation beyond what is contracted, is limited to a maximum of \$25.

Section 8.11: The SAC shall not fund any non-specified co-sponsorships of speakers or presenters with other organizations. All co-sponsorship events must be preplanned and in place to be funded.

Section 8.12: Funding for food at regular meetings or virtual meetings are 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 8.13: Funding for subscriptions is limited to resources not currently provided to students through university resources, such as Polk Library.

Section 8.14: SAC funds shall not pay for any individual dues or memberships to professional organizations.

Section 8.15: Organizations 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 event.

Section 8.16: SAC funds shall not pay for any compensations to student assistants or executive board members of student organizations.

## **Article 9: End of Fiscal Year**

Section 9.01: The fiscal year ends on June 30<sup>th</sup>. At this time, all remaining funds left in the University account of any SAC-funded organization, 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 10: Policy Violation Penalties**

Section 10.01: By requesting and accepting SAC funding, an organization is subject to SAC's PPM, as well as the consequences of using funds in ways that violate the PPM. Along with complying with SAC policies, the organization should also abide by University policies.

Section 10.02: Penalties for the misuse of SAC funds, in violation of the PPM, are at the discretion of SAC. These penalties may include a warning, a frozen account, a monetary penalty either this fiscal year or next, denying one fiscal year of funding, or a recommendation to OSA to revoke recognition rights.

## **Article 11: Appeals Process**

Section 11.01: Once 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.

- a.) Notice of an appeal must be submitted in writing to the SAC within two weeks of the committee's original decision notification.
- b.) The appeal must indicate the basis for the appeal. The organization 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).

- c.) SAC will review the appeal as an item of business at the next meeting and make a final determination. The written decision by SAC will address the grounds for the appeal as presented by the appealing organization.
- d.) SAC decisions may be further reviewed through a second appeal through the UW Oshkosh Campus Appeals Committee. Notice of a second appeal must be submitted in writing to the Appeals Committee within two weeks of receiving the written SAC decision. The Appeals Committee is coordinated through OSA.
- e.) The Appeals Committee shall be comprised of a chair that was previously appointed by 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 OSA. A representative from the Dean of Students Office may serve in a non-voting consultative role to the Appeals Committee, as long as they have not been or are currently on SAC. Members of SAC, 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, SAC, and the appealing group may request witnesses or information that will lead to an informed or fair decision.
- f.) 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.

- g.) During this appeals process, both SAC and the appealing group may submit written or oral information regarding their positions.
- h.) The written decision by the Appeals Committee will address the grounds for appeal as presented by the appealing group.
- i.) For appeals relating to funding levels, the written decision by the Appeals Committee shall be final.
- j.) 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.