

OFFICIAL GUIDELINES
of the
FINANCE COMMISSION

North Dakota State University
Student Government

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Section I: Overview of Student Government Finance

Introduction

The North Dakota State University (NDSU) Student Government Finance Commission is the financial arm of the Student Body. The Commission is responsible for making recommendations to the NDSU Student Senate on how to distribute the Student Activity Fee. The Commission, in fulfilling its duty of making recommendations on budgeting and disbursing the Student Activity Fee, is obligated to consider all matters with fairness and consistency. To achieve objectivity in this task, the Commission adheres to this document as official policy and procedure that will be followed by the Commission.

Although this document is binding in respect to what the Commission is allowed to do, the Commission does recognize the existence of circumstances and conditions warranting special considerations. The Commission gives the Student Senate the charge of making decisions based on the recommendations of this Commission as well as any other existing circumstances that should be considered.

Student Activity Fee

The Commission will present to the Student Senate a recommendation regarding any needed changes in the Student Activity Fee early in the spring semester. It will be the responsibility of the Executive Commissioner to obtain the information needed from the NDSU Budget Director to make an informed recommendation.

Request Preparation

The amount of Student Activity Fee dollars available for the budgeting process is determined by NDSU enrollment figured along with consultation with the NDSU Budget Director. All eligible organizations may apply for funding. Funds are allocated by the Commission through the annual Student Activity Fee budget as well as Contingency, Reserve, and Special Projects requests.¹ Eligibility for funding is detailed in Section II: The Tier System.

Budgeting

All eligible organizations wishing to request funds for the next fiscal year through the annual budgeting process must prepare a budget of expected revenues and expenses and defend the budget by attending a hearing with the Commission. The Student Activity Fee budget for a fiscal year, excluding the appeals process, must be determined by March 15th before the beginning of the next fiscal year, which is July 1 to June 30. Budget requests should not include any dollars for organizational activities which will occur before July 1 of the fiscal year that is being budgeted for.

Appeals Process

An appeals process will occur after the NDSU Student Senate has reviewed and passed the budget for the upcoming fiscal year. Funds² will be reserved during budgeting for an appeals fund. All Tier II organizations that submitted a budget are eligible to appeal the decision of the Student Senate. Organizations have one week after the Student Senate's decision to meet with the Executive Commissioner in order to set up an appeal hearing. Hearings will be heard by the Commission, and they will recommend their decision to the Senate. Appeals will be decided by the Senate at the following Senate meeting.

To receive priority consideration for appeals funding, an organization should:

- 1) Attend the budget hearings, finance forums, and the Student Senate budget meeting,
- 2) Meet all requirements of the CSO Commission and be in good audit standing.

¹ The NDSU Student Senate must approve organization budgets and all other requests for funds.

² Maximum of \$5,000.

Reallocation Request

Any requests for reallocation of funds must come before the Commission. The reallocation must have been unforeseeable at the time of budgeting, as subject to the Commission's discretion. Any excess funds at the end of the fiscal year as a result of reallocation will be transferred into the Student Government reserve fund. Fifteen copies of the reallocation request must be submitted to the Student Government Finance office at least three school days prior to the commission's next scheduled meeting, unless otherwise approved by the Executive Commissioner. The request should include information similar to the sample contingency template found at <http://www.ndsubisonweb.com>.

Auditing

There will be random auditing of organizations by the Commission. Selected organizations must set up an appointment with the Commission within three weeks after notification and must follow all instructions set forth by the Commission. Failure to do so will result in the organization being ineligible for funding for the year in question. Details on the auditing process can be found in Section V: Auditing of Student Organizations.

Fundraising Requirements of Tier II Organizations

Tier II organizations should not expect their sole funding to come from the Student Activity Fee. To make sure that organizations are putting forth an effort to fund their organizations, the Commission will enforce the following rules:

- Tier II organizations are required to fundraise at a level of 15% of the amount that they request from the Student Activity Fee. If X is the amount your organization fundraises, the maximum the Commission will recommend the Student Senate to allocate to your group can be calculated with this formula:

$X/0.15 = \text{Maximum the Commission can recommend to the Student Senate to allocate for your organization.}$

- The allocation from the Finance Commission must still fall within the guidelines.

For example, if an organization fundraises \$300 over the course of the year, it can request up to \$2,000 from the Student Activity Fee. However, if their request only contains \$1,300 worth of items that would be funded by the Commission, that is the allocation that the organization would receive. It is imperative for student organizations to note that the formula does not guarantee student organizations a level of funding.

- The level of fundraising that the Commission will use to determine maximum funding levels for organizations will be based on the fundraising efforts made during the calendar year. Tier II organizations will be expected to keep copies of any checks or deposit slips regarding fundraising efforts, and should expect to present copies of these records along with the organizational funding form. Any organization that fails to submit this form will be ineligible for funding through the annual budgeting process for the next fiscal year.
- Organizations which request under \$409 will be exempt from this fundraising requirement.

Section II: The Tier System

Introduction

The Commission, in its efforts to maintain consistency from year to year, categorizes organizations into three tiers. Each tier has requirements that organizations must meet to be eligible for the funding sources that the tiers provide. Funds will be dispersed based on neutrality of viewpoint as required by the U.S. Supreme Court ruling in *Southworth v. Board of Regents of the University of Wisconsin system*, and will NOT be based on popularity of speech as stated by the U.S. Northern New York District Court in *Amidon v. Student Association of SUNY-Albany*.³

Tier I Entities

A Tier I entity is defined as an organization which meets these qualifications:

- 1) The organization provides important services to the entire student body,
- 2) The organization has established a continued and prominent existence in the NDSU community and will continue to remain in existence for an extended period of time, and
- 3) The organization requires consistent funding to allow for continued existence and appropriate standing.

These organizations will receive a percentage of the student activity fee as recommended by the Finance Advisory Board and the Commission, and approved by the Student Senate. Campus Attractions, Student Government, and the Board of Student Publications are also eligible to receive funding through the contingency fund. Any recommended change in the percentages received by Tier I entities must be approved with a two-thirds affirmative vote of the Student Senate.⁴ Tier I entities are required to present an annual report to the Student Senate in the fall, detailing how student activity fee dollars were spent. The disbursement percentages are outlined in the Student Government Code.⁵

Tier I Roster

Following is a list of the current roster of Tier I entities. Any groups who receive their primary funding under the umbrella of a Tier I entity will also be listed.

- 1) Athletics
 - Men's Athletics, Women's Athletics, and the Cheer Team
- 2) Fine Arts
 - Concert Band, Concert Choir, Jazz Ensemble, Madrigal Singers, Marching Band, Dance Line, Flag Corp, and the Little Country Theater
- 3) Memorial Union
 - Operations, Facility Improvement, Gallery Program, Art Collections, Information Desk, Volunteer Network, Summer Activities, Skills Warehouse
- 4) Campus Recreation
- 5) Board of Student Publications
 - The Spectrum and Administrative Costs
- 6) Student Government
- 7) Campus Attractions

³ Information on these cases are available in the Student Government Finance office.

⁴ Section VIII, line item one of the Student Government Code.

⁵ Section VI, Sub-section B.

Tier II Organizations

Tier II organizations must be recognized by and fulfill the requirements of the CSO. In addition, Tier II organizations must allow any student to be involved in their organization. Any type of membership restriction, objective or subjective, will move an organization from Tier II to Tier III.⁶ Tier II organizations that comply with the guidelines of the CSO and maintain a CSO rating of a three, four, or five can request funding through the annual budgeting process and are eligible for contingency and special projects funding. All Tier II organizations must submit a budget in order to receive any type of funding. If a Tier II organization is placed on probation, it must then be recognized in full for four months before being eligible for funding again.⁷ To be eligible for full funding, Tier II organizations must be full status by the time the budget is passed by the student senate.

Tier III Organizations

Tier III organizations must be recognized by and fulfill the requirements of the CSO. Tier III organizations are defined as student organizations that have qualifications that could restrict interested parties from joining and fairly participating in the organization. Examples of these restrictions include, but are not limited to:

- 1) Grade Point Average requirements
- 2) Organizations restricted to individuals of a certain college/major
- 3) Groups with unilateral political or religious activities
- 4) Any type of age (year in school), gender, ethnicity, or race restriction
- 5) Any organization with an application or recruitment process, in which the organization can grant or refuse membership based on the application or recruitment process

The Commission recognizes that each organization has unique functions. However, to be fair to the student body, our policy is that we will not fund Tier III organizations through the annual budgeting process or through contingency funding. Tier III organizations are eligible for special projects funding. If a Tier III organization is placed on probation, it must then be recognized in full for four months before being eligible to apply for special projects funds.⁷

⁶ A listing of Tier II and Tier III organizations will be kept in the Student Government Finance office.

⁷ This restriction is subject to review by the CSO Commission.

Section III: The Annual Budgeting Process

Introduction

The annual budgeting process takes place in the spring semester, and is the process by which the Commission and Student Senate allocates funds for the next fiscal year. Included in the annual budget will be the funding for:

- 1) Tier I entities
 - Their recommended allocations are based on the percentage system outlined in the Student Government Code.⁸ The Commission, in its budget recommendation to the Student Senate, will not apply Section VI, Sub-section B, line-item 3 of the Student Government Code to the proposed allocations of Tier I entities.
- 2) Tier II organizations eligible to receive funds
 - Their allocations are based on the recommendations of the Commission after they have been adjusted to fit into the standard allocations that are provided in the guidelines. All funding levels listed in this section should be considered recommendations by organizations, and organizations should understand that the Senate has ultimate authority on funding issues.
- 3) Temporary Organizations
 - Their allocation will be funded as outlined on page 10 of the Finance Guidelines.
- 4) The contingency fund
 - This allocation is to ensure that there is funding for the unforeseen expenses of Tier II groups, as well as Campus Attractions, Student Government, and the Board of Student Publications.
- 5) The special projects fund
 - This allocation is to ensure that there is funding if NDSU-affiliated groups are putting on projects that can serve the entire student body.

Procedure for Requesting Funds

To facilitate allocation of activity fees, the Commission requires organizations to adhere to several procedures:

STANDARD BUDGET: If a Tier II organization wishes, they may choose to submit a Standard Budget. A Standard Budget consists of programming, advertising, and administrative expenses as outlined in on page 9 of the Official Guidelines of the Finance Commission. Organizations submitting a Standard Budget will be exempt from the fundraising requirement, and do not need to attend a Budget Hearing. To submit standard budget, an email should be sent to NDSUfinance@gmail.com with the organization name in the subject line. The body of the email only needs to include the words STANDARD BUDGET.

- 1) Use the templates found at <http://www.ndsubisonweb.com> for budget requests. Incomplete budgets (missing account codes, dollar amounts, etc.) can result in a rejected budget by the Commission. You must provide all of the information shown on the top of the budget template.
- 2) Type all budget requests.
- 3) Identify appropriate account codes from the appendices for requested expenditures and list with request.
- 4) Items requested must be clearly defined in order for the Commission to make informed decisions. Poor or incomplete information will likely have a negative impact on funding an organization may or may not receive.
- 5) Travel Requests should include the following information:
 - Destination (use MapQuest to calculate mileage, www.mapquest.com)
 - Date of departure and return
 - Number or people participating
 - Method of transportation (car, van, bus, air, etc.)

⁸ Article VI, Sub-Section B

- Computation of expenses (mileage X current rate)
 - Registration Fees – Food or drink allowances need to be deducted
- 6) Minimize the length of the request without permitting clarity to suffer.
 - 7) Submit an electronic budget file to the Student Government Finance office by the specified deadline. Please follow instructions of the Commission with respect to whether the budget can be filed by e-mail or other methods (floppy disk, CD, etc.) Late Budgets will be penalized 10% for everyday they are late up to 50%.
 - 8) Please follow instructions contained in correspondence from the Commission to arrange appointments for discussing funding requests.

Common Items Requested

Items commonly requested by student organizations are discussed in this section. When requesting items with a standard rate, organizations should only request that amount. If the Commission agrees to fund an activity or event, the standard amount will be the maximum allocated.

Organizations requesting funding from the Student Activity Fee will be budgeted with the following rules and expectations:

- Only one non-competitive convention will be funded per year for a maximum of two people.
- If an organization does not require a number of events for competition, the Commission will fund only the nearest event.
- If an organization is classified as competitive, the Commission will fund only the minimum number of students to be competitive in the event. The Commission will additionally recommend funding for a minimum number of substitutes.
- The Commission will fund only the minimum number of events for an organization to be competitive. If an organization does not have a set number of events to be competitive, the commission will fund travel, lodging, and registration for 5 of the least expensive away events, and registration for 5 home events.
- An organization which receives funding for a competitive event waives its right to funding for a non-competitive convention.
- Organizations affiliated with any University Department(s) must attempt to be funded by the respective department(s).
- Events sponsored through the activity fee will be free or at a reduced cost to NDSU students.

Conference/Competition Expenses

Transportation – Mileage should be requested on a round-trip basis. The Commission may recommend funding for a trip only if the round-trip distance exceeds 100 miles. Air transportation is only funded when less expensive than ground transportation. To determine which method is less expensive, the Commission may use a benchmark of \$350/student for air transportation. The Commission reserves the right to use discretion in the funding of transportation if the cost exceeds \$350/student.

Lodging – Organizations may be funded at the following rate:

<u>Number of conference participants</u>	<u>Allocation</u>
1-4	\$50
5-8	\$100
9-12	\$150
13-16	\$200
17-20	\$250
21-24	\$300

Lodging en route – Organizations may be allocated money for lodging expenses incurred en route to their destination if their round trip is over 1,500 miles. Two nights of lodging en route will be funded as the standard allocation.

*Organizations should request funds for lodging en route separate from the lodging request for the event. Lodging en route subsidies are allocated at the discretion of the Commission and the Student Senate.

Registration Fees – An organization may request funds for registration fees to events attended for the betterment of the organization, its members, and the NDSU Campus. Organizations must reduce the amount requested when food is a portion of the registration fee, or the Commission will do so when considering the line item. An organization may be required to provide the Commission with an itinerary prior to disbursement of allocated funds. The standard deductions are:

<u>Deduction</u>	<u>Event Type</u>
\$4	Breakfast
\$8	Lunch
\$15	Banquet/Dinner

Dues – For dues to be recommended to be funded by the Commission, they must be competitive events. In addition, the Commission will only fund one level of dues (national, state, local, etc.) and will not fund dues for individuals in a club. The Commission will recommend funding for the lesser amount of the competitive dues.

Programming Expenses

Speakers – The Commission may fund special event speakers for up to **\$100/year**.

Films, Video Tapes, and other Programming Events – The Commission may fund programming activities for up to **\$40/year**.

Advertising Expenses

General Advertising – The Commission may fund advertising activities for up to **\$75/year**.

Displays – The Commission may fund displays for up to **\$50/year**.

Website – The Commission may fund a website for up to **\$15/year** in accordance with the minimum Association of Computing Machinery (ACM) requirements.

Administrative Expenses

Postage – The Commission may fund postage for up to **\$39/year**.

*This expense is solely for the purchase of postage stamps. Envelopes, paper, thank-you notes, etc. is to be purchased through the category of office supplies.

Office Supplies – The Commission may fund office supplies for up to **\$50/year**.

Duplication – The Commission may fund duplication costs for up to **\$40/year**.

Miscellaneous Expenses

The Commission may fund miscellaneous expenses or special items compared to the organization's justifications.

Items Not Funded by the Commission

This is a non-exhaustive list of commonly requested items that the Commission will not recommend funding:

- Expenses for faculty members, non-student coaches, non-required coaches, or advisors. NDSU faculty or advisors cannot receive compensation for speaking at an organization's meeting.
- Loans for any purpose.
- Organizations who have not complied with Commission information requests.
- Food or drink – Advertising dollars are not to be used to purchase food.
- Field trips, career fairs, or company tours.
- Equipment for an organization.

If funding for equipment is approved by the Student Senate, the equipment is considered the property of the NDSU Student Government and arrangements will be made to develop a lease agreement between the Student Government and the organization in question.

- Insurance for any purpose.

Temporary Organizations

- All Temporary Tier II Organizations must submit a budget as if they were a full status organization.
- Temporary Tier II Organizations will be eligible for Programming, Advertising, and Administrative expenses as outlined on page 9 the Finance Guidelines.
- To receive funding from the Student Activity Fee Temporary Tier II organizations must submit a Temporary Organization Request for Funding (TORFF.) The TORFF will be reviewed by the Finance Commission and then brought before the Senate for approval.
- Temporary Organizations will not be eligible for Contingency Requests that include travel for their first fiscal year.

Other Considerations on Funding of Student Organizations

- Dual-College and Tri-College organizations will have their budgets adjusted on the following scale:
 - a. Dual-College organizations will be funded at a level of 66.6% of the standard allocations.
 - b. Tri-College organizations will be funded at a level of 50% of the standard allocations.
- The CSO ratings of student organizations will impact their budget allocations on the following scale:
 - a. Organizations with a CSO rating of 5 will be funded at a level of 100% of the standard allocations.
 - b. Organizations with a CSO rating of 4 will be funded at a level of 95% of the standard allocations.
 - c. Organizations with a CSO rating of 3 will be funded at a level of 85% of the standard allocations.
- CSO adjustments will be made after the fundraising component is taken into consideration.
- Funding related to organizations with overt political, religious, or advocacy agendas
The Finance Commission strongly advises the NDSU Student to strictly adhere to the recommendations made by Commission with respect to said organizations, in an effort to protect NDSU and the Student Government from civil litigation. This advisement is to ensure compliance with court decisions made in Southworth vs. The Board of Regents of the University of Wisconsin System and Amidon vs. The Student Association of SUNY at Albany.
- Maximum recommended funding of a Tier II organization
No Tier II organization will receive funding recommendations that total over 1% of the Student Activity Fee budget. This rule applies to the annual budget as well as any contingency requests.

Section IV: In-Year Request Preparation

Introduction

The Commission recognizes that organizations may not have the knowledge during the annual budgeting process needed to make decisions on their budget for the following fiscal year. In addition, unforeseen expenses and opportunities may appear after the budgeting process which, if funded, would serve the student body of NDSU. For these reasons, Student Government has created three funds from which groups can request from. These are the contingency fund, the special projects fund, and the reserve fund, and the process for requesting through these funds is outlined in this section.

Contingency Requests

A portion of the Student Activity Fee budget⁹ is allocated by the Commission for contingency requests. The intent of the contingency fund is to assist organizations in covering expenses that are unforeseen at the time of budgeting. Since the contingency fund is intended to supplement the budgeting of Tier II organizations and student-run Tier I entities, only Campus Attractions, Student Government, the Board of Student Publications, and those Tier II groups eligible to receive funding will be considered eligible for contingency funding. Please adhere to the procedures found on page 8 under the heading “Procedure for Requesting Funds” when submitting a contingency request.

Some factors to consider when submitting a contingency request:

- 1) The Commission recommends funding for contingency requests under the same allocation guidelines as the general budget. Look to Section III: The Annual Budgeting Process to assist in preparing the organization’s request. Please refrain from asking for items that are not funded through the annual budgeting process. Note that the percent adjustment for CSO ratings will be applied on any recommendations that come from the Commission.
- 2) Contingency requests only require data on the specific item or event being requested.
- 3) It is imperative that you include contact information for the club on the request. The Assistant Commissioner will be contacting the organization to set up a meeting time with the Commission.
- 4) The Commission requires a representative of the club who has significant knowledge of the requests to be present at the meeting so that any questions the Commission may have about the request can be answered. This individual, however, does not have to be the president or the treasurer of the organization.
- 5) In order for the request to be eligible for consideration, the organization must have submitted a budget in the annual budgeting process the previous year.
- 6) It will be in the organization’s best interest to have representation from the club at the Student Senate meeting in which the request is being discussed. Contact the Assistant Commissioner for information regarding the time the request is up for discussion on the Senate floor.

Special Projects Requests

A portion of the Student Activity Fee budget¹⁰ is allocated by the Commission for special projects requests. The intent of the special projects fund is to assist organizations in covering expenses related to projects and events that can benefit the entire student body. If an organization is selected to host a conference primarily held at North Dakota State University, the organization may submit a Special Project Request. Special projects funding is open to NDSU-affiliated groups eligible to receive funds. Please adhere to the procedures found on page 8 under the heading “Procedure for Requesting Funds” when submitting a special projects request.

Some factors to consider when submitting a special projects request:

⁹ The Contingency fund must be at least \$20,000.

¹⁰ Minimum of \$10,000.

- 1) Special projects requests only require data on the specific event or item being requested.
- 2) Special projects requests are not limited to the allocation limits of Section III: The Annual Budgeting Process. Therefore, organizations can request funding for items that are not listed in Section III.
- 3) Since the allocation limits of Section III do not apply to special projects requests, the recommendations of the Commission are based on merit.
- 4) The special projects fund will be divided among requesting groups on a first come, first serve basis.
- 5) It is imperative that the organization include contact information for the club on the request. The Assistant Commissioner will be contacting the organization to set up a meeting time with the Commission.
- 6) The Commission requires a representative of the club who has significant knowledge of the requests to be present at the meeting so that any questions the Commission may have about the request can be answered. This individual, however, does not have to be the president or the treasurer of the organization. You will be expected to demonstrate to the Commission that the request can benefit the entire student body.
- 7) It will be in the organization's best interest to have representation from the club at the Student Senate meeting in which the request is being discussed. Contact the Assistant Commissioner for information regarding the time the request is up for discussion on the Senate floor.

Reserve Requests

Allocated monies that are not requested by Tier II groups by the end of a fiscal year are pooled into the reserve fund. Generally, student organizations will not be requesting funding through a reserve request. If the organization would like to submit a reserve request, please contact the Executive or Assistant Commissioner and they will assist the organization in determining if the request falls into this category.¹¹

¹¹ The Reserve fund is discussed in more detail in Section VII of the Student Government Code.

Section V: Auditing of Student Organizations

The purpose of auditing is to regulate organizations receiving funds from the Student Activity Fee that are allocated through Student Government. Organizations that will be audited are those that have received funding through the Student Activity Fee. Auditing will be done as needed to determine whether organizations are utilizing the Student Activity Fee appropriately. Organizations audited will be selected as necessary to ensure compliance with the Official Guidelines of the Finance Commission.

Organizations will be rated on a scale from one to five. A rating of five is the best, with one being the worst. A rating of two or lower may result in the loss of funding for the upcoming fiscal year. Organizations will be notified of their audit and will be obligated to fill out the Finance Commission Auditing Form and submit the completed Finance Commission Auditing Form with all receipts and/or statements identifying expenditures of funds received through Student Government. The auditing form is available online at <http://www.ndsubisonweb.com>. Student Government will not audit all organizations every year; however, every organization that has received funding for the current fiscal year should expect to be audited. The rating scale for audits is as follows:

Rating of 5:

- Finance Commission Auditing Form filled out properly (with respect to account codes, transaction description, proper sources, and uses of funds)
- Receipts submitted. Receipts should be clear. If there are other transactions on the receipts, indicate which transactions relate to the ledger entry. A cleared check or other proof of purchase can be used.
- Funds allocated to the organizations are spent in accordance with the Finance Guidelines and the allocations of the Student Senate.
- Full withdrawals of an organization's allocation are expected to be spent in compliance with the organization's budget. Reasonable indication of an organization accumulating a slush fund with appropriated money will be grounds for being deemed ineligible to receive funding by the Commission, regardless of CSO or audit rating.

Rating of 4:

- Small errors in the entries.
- Account codes are incorrect.
- Transactions relating to funds obtained through Student Government not indicated on receipts.

Rating of 3:

- Missing receipts.
- Account codes are incorrect.

Rating of 2:

- Inaccurate auditing form.
- Missing many receipts.
- Missing major entries.
- Late submittal of audit information, including auditing form and/or any receipts and statements.

Rating of 1:

- No documentation of financial transactions.
- No receipts.
- Money not spent as allocated by Student Government.

The Commission will establish audit ratings that will be used for the following budgeting year. Organizations may obtain a copy of their audit from the Student Government Finance office. Organizations should pay close attention to the comments made on the audit form and make corrections as needed for the next year. The Commission will review audit information with the Student Senate, who has ultimate authority over budgeting issues. It is strongly recommended that organizations keep accurate records of all financial activity, especially funds allocated through Student Government.

Section VI: General Expectations/Disbursement Process

Responsibilities of Organizations

Organizations who receive funds from the Commission and Student Senate agree to accept the added responsibilities set forth by those agencies. The Commission and Student Senate are agents of NDSU and the State of North Dakota. Therefore, it is important for all organizations to carry out the following responsibilities:

- Represent NDSU properly and professionally in accordance with the overall goals of the University.
- Adequately advertise every activity utilized through the Student Activity Fee.
- Direct energy toward betterment of the University, rather than the organization's sole existence.

Conditions for Receiving Funds

When an organization receives funds from the Commission through the Student Senate, they also agree to abide by funding conditions set forth by those agencies. These conditions include:

- The Commission has the authority to recover withdrawn funds, if they are not used in the manner directed by the Commission.
- Organizations must submit financial statements, documenting their disbursements of funds and their authorization, at the request of the Commission.
- Organizations may be required to present an oral report regarding any convention, workshop, or competition utilized through the Student Activity Fee. If requested, the organization must forward a report to the Commission and/or the Student Senate.

Procedures for Disbursement of Funds

Organizations granted a fund allocation can request those funds directly from the Student Government Finance office, as outlined below:

- Organizations can find Reimbursement Request forms and examples of Reimbursement Request forms on the Student Government webpage, <http://www.ndsubisonweb.com>.
- Organizations will receive reimbursement for proven expenses. When completing the Request for Reimbursement all related receipts and proof of expenditures must be attached and turned into the Student Government Finance office for review. After review, the Executive or Assistant Commissioner will then fill out the necessary paperwork and contact the organization after the check has been processed by the University.
- If an organization needs allocated dollars prior to the expenditures, the allocation must be approved by the Executive and Assistant Commissioners, and organizations will be expected to provide receipts within 5 business days of the completion of the expenditures.
- Organizations utilizing the University Accounting system may request a transfer through contacting the Student Government office. These organizations will be expected to provide a year-end summary of expenditures and receipts to the Commission. The Commission will contact your organization to set up a date in which this will be considered due.

Section VII: Operating Procedures of the Commission

Introduction

To ensure effectiveness and efficiency in carrying out the duties of the Commission, these standard operating procedures has been created to clarify the mechanics of the Commission. Outside of exceptions noted in this section of the Official Guidelines of the Finance Commission, *Robert's Rules of Order* will be used to effectively run Commission meetings.

Membership

The Commission shall consist of the Executive Commissioner, the Assistant Commissioner, two Student Senate members, and six student-at-large members.¹² The Executive and Assistant Commissioners are appointed by the Student Body President with approval of the Student Senate. The Student Senate members are approved by the Student Senate. The student-at-large members are appointed by the Executive and Assistant Commissioner with approval of the Student Senate. Terms for the Executive Commissioner, Assistant Commissioner, and the Student Senate members run from the date of appointment until the swearing in of the new Student Senate and executive team. The terms of at-large members run from the time of appointment until September 15th. There is no limit to the number of terms an individual can serve on the Commission.

Replacement of Members

If a vacancy arises on the Commission, the Executive and Assistant Commissioner shall take the appropriate steps to advertise the vacancy and appoint a replacement, subject to Student Senate approval.

Quorum

A simple majority (five votes) shall constitute a quorum. The Executive Commissioner will serve as the chair of the Commission. The chair will be counted as a member of the quorum and is granted full voting rights when he/she is needed to reach five votes on a motion.

Voting

Method of voting shall be determined by the Commission. Voting by proxy is not allowed on the Commission. Members of the Commission are expected to abstain from voting on motions in which there is a clear conflict of interest. The chair shall vote only to break a tie or to reach quorum. A simple majority shall constitute the ruling decision. The Assistant Commissioner will act as secretary of the Commission, and is a full voting member of the Commission. The Assistant Commissioner will serve as chair of the Commission in the absence of the Executive Commissioner, and will appoint a member of the Commission to serve as acting secretary in the Executive Commissioner's absence. When acting as chairperson, the Assistant Commissioner's voting rights will be limited to the voting rights of the chair.

Meetings

All Commission meetings are open to the public. The Executive and Assistant Commissioners are responsible for the agenda and for setting a regular meeting time and place in accordance with the schedules of the Commission members.

The minutes of each meeting shall include a brief rationale for each budget or contingency request and the conclusion of the Commission (as to the granting, denial, or alteration of each budget). The Assistant Commissioner should prepare and distribute the minutes of each meeting to the Commission members.

¹² Members of the Commission must adhere to the minimum academic requirements for officer eligibility in organizations.

Requests for funding should be presented by a representative of the organization requesting funds. This will allow the Commission an opportunity to ask questions. After all questions are answered, the next request should be presented. If more information is needed, a motion to table the request is in order.

Member Responsibilities

Commission members' primary responsibility is to evaluate each organization carefully in accordance with the guidelines. The Executive Commissioner may assign additional duties to the Commission as needed to fully carry out the duties of the Commission.

Removal of Members

Recommendations to the Student Senate for the removal of Commission members will be made whenever the Commission decides the member has not met the responsibilities stated above, upon excessive absences, for withholding information that may affect a request, or for promising funds to an organization before the request is presented to the Commission.

Responsibilities of Student Senators

The Commission shall recommend the responsibilities of Student Senators to the Finance Guidelines. Each Student Senator shall attend at least one Commission meeting, one hour of an individual Budget Hearing in the spring, and one hour of the Finance Forums. Student Senators are also obligated to attend the "Budget Education" meeting put on by the Commission at a specified date at the discretion of the President of the Senate. A Student Senator's failure to fulfill their obligations during the budgeting process can result in losing voting privileges during budgeting at the Senate's discretion.

The Student Activity Fee Budget

The budgets for the following fiscal year of each requesting student organization must be submitted prior to the start of budgeting. Failure by an organization to turn in its budget may result in ineligibility of funding for that organization, or any other action deemed appropriate by the Commission. Exceptions can be made by the Executive and Assistant Commissioners if an organization can show that a later submission will provide more accurate information.

All organizations requesting funds must submit a budget to the Student Government Finance office by the deadline, so that the agenda may be prepared. Review of the budgets should start in February. This allows for a maximum amount of time to consider each request.

It is important that each request be heard individually on its own merits, within the guidelines set by the Commission. The Commission should strive for consistency in their rationale in granting or not granting a budget.

The proposed budget must be ratified by the Student Senate and signed by the Student Body President, Executive Commissioner, and the University President before the budget is final.

Advisor

The Advisor to the Commission will be selected by the Executive and Assistant Commissioner. The Advisor should ideally be either an administrator of the Memorial Union or a faculty member of the College of Business Administration. The Advisor will serve as a neutral and impartial resource to the Commission. The Advisor will attend Commission meetings, Advisory Board meetings, Budget Hearings, and the Finance Forums as needed, provide a historical perspective, and make any recommendations to the Executive and Assistant Commissioners regarding the Commission's activity. The term of the Advisor is indefinite; the Advisor will serve until his/her resignation.

Finance Advisory Board

The Commission, to assure that the issues and concerns of Tier I entities are being heard and met, has established the Finance Advisory Board. The Advisory Board is in place to serve as a link between Tier I entities and the Commission. The Advisory Board will be made up of representation from each Tier I entity, one Student Senator selected by the Student Senate, the Student Body President or Vice President, and the Executive and Assistant Finance Commissioners. The Executive Commissioner will chair the meetings, which will be held once per month or as needed by the Advisory Board. The Advisory Board is an open forum for discussions regarding the funding of Tier I entities. The Advisory Board has the authority to take stances on any finance related issue in Student Government, and these stances will be brought to the Commission and the Student Senate by the Executive Commissioner during his/her executive report. If the stances of the Advisory Board need to be drafted into Senate legislation, the Executive and Assistant Commissioners will see to it that the issue formally reaches the Senate floor.

Section VIII: Reviews and Amendments of the Guidelines

Review of the Guidelines

In the spring of odd-numbered years, these guidelines will be formally reviewed. The group reviewing the guidelines will be called the Finance Review Committee. This committee will consist of the Assistant Finance Commissioner and either the Student Body President or Vice President, who will serve as co-chairs, and five Student Senators (of which none serve on either the Commission or Advisory Board) chosen by the Student Senate. They will meet as needed to complete a thorough review of these guidelines and bring their recommendations to the Student Senate in the form of a Senate bill.

Amendments to the Guidelines

The Commission, at any time, can bring forth Senate legislation to amend these guidelines as needed with an affirmative vote of the Senate. In addition, Student Senators can bring forth amendments to these guidelines at any time. If a Senator wishes to bring forth an amendment, it will be considered proper procedure to bring the legislation to the Commission with an explanation of the intent and necessity of the change. The Commission will then make a formal recommendation to the Senate on the proposed changes, which the Executive Commissioner will provide during his/her executive report.

Appendices

Rental Rates for State Fleet Vehicles

4 Passenger Sedan	\$0.27/mile
Minivan	\$0.40/mile
15 Passenger Van	\$0.49/mile
Mini-Cargo Van/Cargo Pickup	\$0.44/mile
1 Ton Pickup/Cargo Van	\$0.49/mile

Common Account Codes Used by the Finance Commission

Travel	521105
Lodging	521105
Registration	521005
Dues	611010
Officials	621055
Speakers	623185
Film, Video, and other Programming	532045
General Advertising	621020
Displays	621020
Website	621020
Postage	541030
Office Supplies	536015
Duplication	542030
Miscellaneous Expense	621325