



WESTERN STUDENT ASSOCIATION ALLOCATIONS COMMISSION Bylaws & Funding Guidelines 2016-2017

PREAMBLE

The Western Student Association Allocations Commission (WSAAC) allocates a portion of the funds collected through the Student Assessment Fee (SAF). The WSAAC will consider the following factors when allocating funds for programs and operational expenses:

□ the positive impact the program will have on campus □ accessibility of the event to Western Michigan University (WMU) students □ the promotion of WMU student development and student learning through the program □ the educational, institutional, recreational, physical or cultural well-being of WMU and/or its students as a result of the program □ the process taken by the Registered Student Organization (RSO) in planning the program including advertising and fundraising □ the need for operational items

Article I – Composition and Conduct

Section A: Membership

1. There shall be ten (10) students selected to serve on the WSAAC, including the Chair. All students maintaining at least a 2.3 overall GPA average and in good conduct standing are eligible. The WSAAC Chair is appointed by the WSA President and approved by a 2/3 majority vote of the WSA Senate. All commission members will be appointed by the Speaker of the Senate in conjunction with the WSAAC Chair and approved by a 2/3 majority vote of the Senate.
2. The Campus Activities Board (CAB) will occupy two (2) positions on the WSAAC. These positions will be filled by CAB members who are approved by the CAB Executive Board. It is recommended that the CAB Treasurer holds one of these positions. Each member appointed by CAB will also be approved by the WSA Senate.
3. In the event that a deliberation must be held when the Senate cannot approve the members to the commission the WSAAC Chair has the interim power to appoint members to the committee who are past

AC commission members, intended future AC appointees, or current executive board members of SAF funded agencies until such a time that members may be approved.

4. Terms of office for each member shall be the academic year in which they are confirmed.
5. The WSAAC Chair shall have the following responsibilities: to determine the time, date, and agenda for all WSAAC meetings; to preside over all meetings of the WSAAC; to notify each RSO as to the status of WSAAC funding for the proposed budget requests per these guidelines; **to notify all RSOs applying for funding of the schedule of deliberations by 5:00 p.m. the Wednesday prior to deliberations** to serve as the chief spokesperson for the WSAAC; to serve on the Executive Cabinet of the WSA; to represent the WSAAC in all budget appeal matters; to appoint a Vice Chair and Secretary; to maintain a record of all “event summary” forms; to assign AC members to attend events whose allocations exceed \$2,500; and to assist organizations with the creation of program budgets.
6. The WSAAC Vice Chair shall have the following responsibilities: to act in the place of the Chair if the Chair is unable to do so; to assist organizations with the creation of program budgets; to prepare necessary documentation for any budget appeals; and to reasonably assist the Chair in other functions of the Commission.
7. The WSAAC Secretary shall have the following responsibilities: to maintain a record of allocations for each budget request; to keep a calendar of all events funded by the WSAAC updated; to record the specific reasons the WSAAC has for denying line items; and to maintain a record of all deliberations which can be easily accessed by students on the WSA website (westernstudentassociation.org).

Section B: Rules of Conduct

1. All WSAAC members are required to attend budget deliberations, which will occur the third Friday of every month, with the exception of the first deliberations of the academic semester, at the discretion of the chair.
2. All members must follow any and all rules of conduct set by the WSA Constitution and Senate Legislation.
3. Quorum is defined as six (6) members of the WSAAC.
4. All ties involving budget deliberations will be resolved with the WSAAC Chair casting a deciding vote.
5. In cases where conflict of interest or biases occur, members of the WSAAC must inform the Commission of the issue, and abstain from that particular budget deliberation.
6. All members are required, before the first deliberation, to file a list of all student organizations with which they are affiliated, to the WSAAC Chair.

7. The WSAAC Chair may remove a member of the Commission from deliberations at their discretion. WSAAC members can only be removed from the Commission by following Judicial Council procedures.

Article II – Qualifications for Funding

1. RSOs must be registered with the Office of Student Activities and Leadership Programs (SALP).
2. The RSO must have a zero or positive balance in its University (on-campus) accounts at the time of application for Student Assessment Fee (SAF) funds.
3. Each academic year, RSOs requesting funding from the WSAAC are required to attend a Financial Managers Workshop offered by the RSO Financial Advisor in SALP before funding can be applied for. In order to receive information about Financial Managers Workshop contact the RSO Financial Advisor at salp-rsofinances@wmich.edu.
4. All SAF monies entrusted to the use of an RSO must remain within the University (on campus) accounting systems, as assigned by SALP, and may not be transferred into a different fund and cost center, or into an off-campus account, unless approved by the Chair of the WSAAC and the SALP office.

Article III – Funding Process

Section A: Budget Submission

1. Budget submission(s) for events in the current cycle will be considered on a first come first serve basis. Budget submission(s) for events in the following cycle will only be considered after current cycle budget(s) are considered. The WSAAC reserves the right to move deliberation of future event(s), with the event occurring no less than 30 days after deliberation.
2. Budget submission(s) for operational expenses in the current cycle will be considered on a first come first serve basis. Budget submission(s) for operational expense in the following cycle will only be considered after current cycle budget(s) are considered. The WSAAC reserves the right to move deliberation of future event(s), with the event occurring no less than 30 days after deliberation.
3. The WSAAC will follow a funding cap cycle. There will be two cycles within the academic year. The first cycle will be from July-December and the second will be January-April. CAPs will reset within the funding cycles.

4. All budgets must be submitted via email to wsaac-chair@wmich.edu on the current event budget request form(s) and operational expenses budget request form(s) provided by the WSAAC. Form(s) can be found at www.westernstudentassociation.org. In the email you must include the name of your RSO, the event title, the month you wish to present your budget, and whether or not it is a collaboration.
5. RSO's are required to fill out an 'RSO Information' form once every school year to be considered for funding (form can be submitted concurrently with the budget request forms).
6. All budget request forms must be filled out **completely**, including two contacts (Name, phone number, and email) whom are affiliated with the organization. The budget should be filled out to represent the cost of the entire event, not just the items for which you are requesting funding. All tabs/sections must be filled out, 'N/A' must be filled out on any tab/section that is not applicable.
7. No budget changes will be accepted after the submission deadline. This includes, but is not limited to changes to dates, venue, catering, or entertainment. Any change to an allocated event without approval from the WSAAC Chair will be sent to the Judicial Council.
8. Line items must be clearly indicated with a description of the item use. If there are any questions regarding filling out a budget, you are urged to seek help from the WSAAC before the submission deadline. Otherwise help is not going to be guaranteed or applicable.
9. The allocations commission will only allocate funds to independent vendors for event services. RSO's seeking funds should provide individual contracts which are subject to review by the RSO Financial Advisor in SALP.
10. The WSAAC will not approve funding for all-inclusive vendor services unless approved by the WSAAC Chair and the SALP office.
11. Any additional event information must be emailed to AC Chair at wsaac-chair@wmich.edu before the submission deadline. This includes, but is not limited to, bios, quotes, etc.
12. The WSAAC reserves the right to deny any budget submission for funding. Budget(s) can be denied for the reasons listed, but are not limited to:
 - a. Use of incorrect form or revision.
 - b. Budget request form is not filled out per guidelines listed in this document.
 - c. 'RSO Information' form is not submitted before budget submission deadline.
 - d. The individual presenting on behalf of the organizations lacks adequate knowledge of information that is pertinent to the budget.

Section B: Deliberation Process

1. Deliberation dates can be found at www.westernstudentassociation.org.
2. RSO's must send at least one representative to deliberations to be considered for funding, (and are limited to two representatives). If no representative is present during deliberations at the allotted time, RSOs shall not be considered for funding.

3. Deliberations held in December and April will primarily be for deliberations for event occurring the following cycle.
4. Deliberations held during Summer II will primarily be for startup funds for an event occurring the immediate fall semester. This means an RSO that is hosting an event for the fall semester can apply to receive a portion of their funding during the Summer II deliberations. The rest of the funds can be obtained during the fall semester. No changes to the budget will be accepted after the initial Summer II deadline. Operational expenses for events occurring the immediate fall semester can apply for funding during summer II deliberations, however funds will affect the upcoming fall cycle.

Section C: Funding Follow-Up Procedure

1. All RSOs that receive funding from the WSAAC will be **required** to fill out an “Event Summary” form within 14 business days after their event. This form can be found at www.westernstudentassociation.org and is to be submitted to the WSAAC Chair at wsaac-chair@wmich.edu.
2. RSOs that fail to submit their event summary form within the allotted time will not be eligible for future funding for the following month and every month until the event summary form is submitted. Once an RSO has reached two months without submitting an event summary form the RSO will not be eligible for future funding until the form is submitted. If any RSO fails to follow the aforementioned procedure, the RSO will be sent to the Judicial Council.
3. All RSOs that receive funding from the WSAAC for operational expenses will be **required** to fill out an end of the semester expenditure report, which lists all funded items with prices and receipts.
4. All events whose allocated SAF monies exceeds five thousand (\$5,00) will be attended by up to two (2) AC members who will ensure that the event is being run as presented unless changes have been cleared by the Chair and the SALP RSO Financial advisor. These members will complete an evaluation form based on a rubric provided to them by the AC chair.
 - a. The WSAAC reserves the right to attend ANY event which is allocated SAF money without prior notification regardless of the amount of dollars allocated.
 - b. RSOs who charge admission will allow the two (2) representatives to attend their event free of charge. If food is being served the representatives will not consume it unless they choose to pay the fee separately.
5. RSOs that fail to properly use SAF funds **WILL** be sent to the Judicial Council and may lose their rights to receive SAF monies for a time period to be determined based on the intent to defraud the AC, the degree to which SAF money is misused, and the history of the RSOs standing with the AC.
 - a. If any RSO has two events deemed unsuccessful in one billing cycle, the RSO will be sent to the Judicial Council for review. This will also result in a lack of available funding for future events in the current and following cycle.

6. An event will be deemed unsuccessful if it meets any of the following conditions:
 - a. Lack of attendance (based on projected attendance)
 - b. If event starts late (30 minutes)
 - c. Poor Logistical Planning and Execution

Section D: Funding Cycle Overview

1. The WSAAC will meet once a month to deliberate on allocation requests. Deliberation dates will be determined by the WSAAC Chair and can be found at www.westernstudentassociation.org. Deliberations will be concluded within ten (10) business days of the budget collection deadline.
2. An RSO applying for SAF funding must submit a budget for consideration no less than thirty (30) days prior to its program in addition to the submission date (TBD by the WSAAC Chair) to ensure funding. Events submitted for consideration cannot be hosted for at least five (5) days after the deliberation date.
3. The WSAAC Chair will notify the RSO of the amount allocated per program within five (5) business days of the conclusion of deliberations. Further notification of allocations will be made to the WSA Senate at the next regular Senate meeting.
4. If an RSO is zero funded, no funding letter will be sent. A correspondence will be sent to the RSO, via E-mail, informing them of the decision to zero fund and the rationale behind the decision.
5. Once an RSO is granted funds for a particular program, the funds must only be used for that program and will not be reallocated to other programs sponsored by the RSO.
6. Once an RSO is granted funds for operational expenses, the funds must only be used for the expenses allocated and will not be reallocated to other expenses that are not voted and approved by the WSAAC.
7. RSO's are allowed to charge admission fees for events bearing in mind that the SAF funds are drawn from students and any profits made no more than the amount funded by the WSAAC during the event must be returned to the WSAAC or donated to a charity of choice. With the donation proof must be shown that a donation was made or that the funds were returned to the WSAAC, with some type of receipt.
8. RSO's are not allowed to charge, sell or make a profit from operational items that are used for promotions. In the case of this occurring, the RSO will be sent to the Judicial Council for review.

Article IV – Funding Restrictions

Section A: General Restrictions

1. The WSAAC will primarily fund RSOs to sponsor campus-wide programs that are open and easily accessible to all WMU students.

2. SAF funds will be distributed on a viewpoint-neutral basis to programs that do not violate local, state, or federal laws; as well as programs that will not result in a direct donation to any sort of political campaign or charitable organization.
3. The WSAAC will not provide funds to recover from bad debt or to erase preexisting debt, nor will the WSAAC provide funds to cover expenses already incurred.
4. In order for a program to be SAF funded through the WSAAC an RSO must put on the event being submitted.
5. The WSAAC will support the operational expenses of an RSO. Operational expenses are defined as anything with a use that is not restricted to a specific program or event. Operational expenses include but are not limited to: t-shirts, office supplies, food for meetings, purchases of equipment.
6. The WSAAC cannot expend funds for the personal benefit of individuals or private corporations, nor programs that do not benefit the wider campus community, or programs that the WSAAC, in its judgment, believe may or could potentially result in a violation of University regulation, or WSA policy. Items deemed for personal benefit could include, but are not limited to: giveaways, food, dues, organizational expenses, salaries and scholarships.
7. Expenses such as rental cars, rental equipment, etc. can be funded by the WSAAC in conjunction that the items funded can/will not be used for the personal benefit of the organization following the completion of the event and the items are justified expense for the event.

Section B: Collaborations

1. If multiple RSOs work together each RSO must meet criteria listed in this document.
2. Each RSO must have a representative knowledgeable about the budget present during deliberations.
3. Each RSO in collaboration must turn in separate budget form(s) reflecting the overall event costs, and expenses for which each RSO is seeking funds and all budgets must be turned in at the same time.
4. The same person may not submit budgets for more than one RSO in the collaboration.
5. The main contact person cannot be the same for more than one RSO in the collaboration.
6. No more than four (4) RSOs may receive funding for the same event.
7. If one of the RSOs requesting collaboration funding do not send a representative to deliberations, the WSAAC will not hear the budget proposal. This would be considered a budget change and no changes are accepted after the submission deadline.

Section C: Funding Caps

1. The SAF cap for the funding cycle, once available, can be requested from the WSAAC.
2. Total SAF funding for a collaboration for one event will not exceed \$20,000. Each RSO that is requesting funding for a collaboration can request up to \$5,000.
3. Total SAF funding for one RSO during one funding cycle will not exceed \$15,000.
4. Funding caps will apply for the funding cycle the event occurs irrespective of when the RSO applies for funding.
5. Total SAF funding for operational expenses for one RSO during one fiscal year will not exceed \$500.
6. \$20,000 for one fiscal year will be set aside from the total SAF funds for operational expenses; \$10,000 per funding cycle (fall and spring funding cycles only).

Section D: Food and Drink

1. The WSAAC does not usually fund food or drink for an event.
2. Total Funding for food and drink must not exceed 40% of total budget of an event.
3. Funding for food and drink will only be considered for events which are not RSO specific and all WMU students are welcome to attend the event.
4. Exceptions to subsection one above can be made and are not limited to events only if that food and drink is integrated into the event within the framework of enhancing the purpose and mission of the event.
5. Funding for food and drink shall only be considered if the event or program is held on the WMU Campus.

Section E: Advertising & Promotions

1. Advertising, **including social media**, is required for all events funded by the WSAAC. No advertising will constitute for zero funding **and must be listed in line items**.
2. Advertising design costs are not funded by the WSAAC and are inclusive but not limited to website design, poster design, etc.
3. All advertising for a program supported by SAF funds must bear the words "SAF Funded" and display the WSA logo in a reasonably prominent location; the logo will be available at www.westernstudentassociation.org, under the Allocations tab.
4. All electronic forms of advertising including, MySpace, Facebook, and mass emailing must bear the

words “SAF Funded”; classified/newspapers ads and chalking are exempt.

5. If these words are not located on the advertisements and this is reported to the WSAAC Chair, the WSAAC will have the authority to review the charges and act appropriately. The Office of SALP must approve all advertising except chalking and classified/newspaper ads.
6. RSOs cannot charge members of their RSO for promotional items that have been funded through the WSAAC. RSOs who do and fail to properly use SAF funds WILL be sent to the Judicial Council and may lose their rights to receive SAF monies for a time period to be determined based on the intent to defraud the AC, the degree to which SAF money is misused, and the history of the RSOs standing with the AC.

Section F: Fundraisers Events

1. All funding requests for events from which proceeds are donated to a charitable organization or are intended to raise revenue for the student organization’s benefit are fundraiser.
2. The WSAAC does not fund fundraisers that benefit the student organization.

Article V: Procedural Considerations

1. The WSAAC will have the power to interpret, and enforce all guidelines. The Chair of the WSAAC can be contacted by any RSO for more information concerning the guidelines or procedures of the WSAAC by visiting our office at The Student Organization Center in the Bernhard Center or sending an email to wsaac-chair@wmich.edu prior to a deliberation.
2. The WSAAC will hold regular office hours during the week. Office hours will be held in The Student Organization Center in the Bernhard Center, and will be posted online on www.westernstudentassociation.org . WSAAC Chair, Vice Chair, Secretary will be in the office for approximately 10 hours per (2 hours/member, 6 hours/Commission Chair) normal business week, subject to the number of members on the Commission.
3. If the WSAAC believes that an RSO has improperly used or handled SAF funds, the WSAAC will refer the situation to the WSA Judicial Council and the office of Student Activities and Leadership for investigations and possible sanctioning. Providing false information in the process of seeking a reimbursement is a violation of law and University policy. Any student or RSO who submits documentation that is false will be referred to the Office of SALP.
4. Information contained on these forms should be considered binding; any confusion regarding the specific requirements contained in these guidelines or on the budget forms should be directed to the WSAAC chair promptly.

5. RSOs are encouraged to show initiative in seeking other sources of funding, and are requested to list them on their budget. Prior SAF funding does not guarantee future SAF funding.
6. There may, from time to time, be situations that arise where some RSOs will be required to take additional steps in order to secure funding. Because all of these requirements cannot be documented in these guidelines, RSOs should take notice that such requirements are a necessary part of the funding process. RSOs will be notified by the WSAAC if such steps are necessary. Because the allocations process is continually improving, the Commission may modify these guidelines on a semester-by-semester basis, as Outlined in the WSA Constitution.

APPEALS

Any RSO may appeal a funding decision to the WSA Judicial Council by submitting a letter detailing the cause for appeal, in writing, to the WSA Chief Justice in room The Student Organization Center in the Bernhard Center within 10 business days of the delivery of the decision letter WSAAC. The WSA Chief Justice may also be contacted by email at wsachiefjustice@wmich.edu. The Council will consider appeals according to guideline specifications. If appeals are granted, a separate judicial process will apply.

