

Virginia Tech

Student Budget Board

University Chartered Student
Organizations (UCSO)

Funding Policies & Procedures

Approved by the Commission on Student
Affairs

April 20, 2017

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MISSION

The Student Budget Board (SBB) is a standing committee of the Commission of Student Affairs (CSA). The board manages the allocation process of a portion of the student activities fee to Registered Student Organizations (RSO) and University Chartered Student Organizations (UCSO) and University Student Life Programs (USLP). SBB is a policy board that strives to fund organizations in a fair and equitable manner.

Funds allocated through SBB are meant to enrich the experiences and exposure of the student body (both undergraduate and graduate) during their time at Virginia Tech.

SUPPORTING THOUGHTS

The views and opinions expressed by organizations that are funded through Student Budget Board do not reflect any official policy, stance, or position of the Board and are solely the opinions, viewpoints, or reflections of that specific organization.

COMMISSION ON STUDENT AFFAIRS & STUDENT BUDGET BOARD PURPOSE

The Commission on Student Affairs is one of the standing committees of the University Council and serves as an integral part of Virginia Tech's university governance structure. Each Commission reports to the University Council.

The specific charge to the Commission on Student Affairs and additional information regarding the Commission on Student Affairs can be found at the following website:

http://www.governance.vt.edu/uc_constitution_and_by-laws.html

The creation of the Student Budget Board (SBB) was initiated, by the Commission on Student Affairs (CSA), in order to have a mechanism for reviewing and making allocation decisions in support of student organization programming. The funding comes from a portion of the student activity fees, paid by each Graduate and Undergraduate student. The Policies and Procedures were approved by the CSA and any additional policy changes must also be approved by the CSA.

The Student Budget Board is charged with the responsibility of recommending to the Commission on Student Affairs, with their appropriation strategy, the amount of funds to be distributed to the student organizations for each fiscal year. Procedures for distribution shall be the responsibility of the Student Organization Accounting Office.

MEMBERSHIP

Chair

- Only student member on the board not representing a UCSO.
- Must be a member of the board from the previous academic year, and have sat for, at minimum, one full semester
- Is a non-voting member
- Responsibilities include; set agendas for the meetings, facilitate meetings, and unbiasedly be the board's guide to unilaterally apply policy and precedent.
- Election of the Chair
 - The Chair will be elected by majority vote of current SBB students in February of the year prior to their serving.
 - Nominations for the Chair will be taking at the first meeting in February.
 - All nominations must have a second.
 - At the second meeting in February, all nominees will give a 2-minute speech that speaks to their abilities and desire to serve as Chair.
 - After all speeches are heard, the Board will conduct a secret vote.
 - Votes will be counted by the advisor.
 - The elected Chair is expected to shadow the current Chair throughout the remainder of Spring Semester.

Vice Chair

- Will be appointed at the beginning of the academic year by the Chair
- The selection of the chair must be approved by a majority vote by the board
- They will be picked from one of the USCO student members outlined below
- Selection of the Chair
 - At the SBB Training at the beginning of the year, individuals interested in being Vice Chair will submit a one-page letter of interest
 - Letters will be reviewed by the Chair
 - The Chair may ask for interviews with those interested, if necessary

Student Voting Members

The following UCSO's each have one voting seat on the board:

- Asian American Student Union (AASU)
- The Big Event (TBE)
- Black Organizations Council (BOC)
- Black Student Alliance (BSA)
- Class Systems
- Council of International Student Organizations (CISO)
- Graduate Student Assembly (GSA)
- HokiePRIDE
- Homecoming Board
- Jewish Student Union (JSU)
- Latino Association of Student Organizations (LASO)
- Muslim Student Union (MSU)
- Residence Hall Federation (RHF)
- Student Government Association (SGA)
- Virginia Tech Union (VTU)

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- Greek Councils
 - Interfraternity Council
 - Panhellenic Council
 - National Panhellenic Council (NPHC)
 - United Council of Fraternities & Sororities
 - These organizations will rotate one seat on the board, every four years.

Membership Appointments

- All USCOS are required to have a seat on Budget Board, unless they are a part of the four Greek Councils, which rotate seats.
- The student members of the SBB, must be a member of the officer board of their respective University Chartered Student Organizations (UCSO), or a designee.
- Members must be appointed by their UCSO each year by the end of the first week of classes.
- Should an UCSO decline membership on SBB, they forfeit the right to apply for and be awarded Annual Funding.
 - Should an organization decide they would still like to apply for funding, the Board will evaluate their situation.
 - Should the Board deem it reasonable for the organization to apply, they may be eligible for application through RSO processes and policies.
- Proxies
 - Each organization is allowed to have one proxy member.
 - A proxy member is defined as someone from within each UCSO who can vote on behalf of the organization if the appointed member is not able to attend the meeting.
 - Both the sitting member and the proxy must attend the Board training that takes place at the beginning of the year.
 - These are the only two individuals who can sit on BB on behalf of their organization; otherwise the organization must take an absence.
 - In case of emergency and organization can send an emergency proxy that does not hold voting power but is present so the organization's interests are represented.

Absences

- Each organization is allowed two (2) unexcused absences per semester.
- Excused absences including but not limited to: illness, personal/family emergency, or exam scheduled during the meeting time.
- Unexcused absences are at the discretion of the Chair and Vice Chair.
- All unexcused absences will be reported to the organization's advisor and president
- If an organization has more than two (2) unexcused absences per semester, they will forfeit their seat on SBB for the current academic year.
 - Such an organization can submit a letter of appeal to CSA. CSA can decide to reinstate the organization with a majority vote.

Reinstatement

- In order to amend the members of SBB, groups must submit a letter to the SBB and CSA explaining why membership should be extended/changed.
- Removed organizations can appeal the decision with CSA. CSA may overturn or affirm the decision with a majority vote.

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- Organizations removed due to the attendance policy (more than two unexcused absences in a semester) will be automatically reinstated commencing at the beginning of the following academic year.

New Membership

- Once a new UCSO is established, the following academic year will commence their membership on Budget Board.

Advisor

- The advisor for the Student Budget Board is an full time, staff member appointed through Student Engagement and Campus Life (SECL).
- The advisor is a non-voting member who works closely with the students as well as the Budget Office managers.

MEETINGS

Frequency of Meetings

- As stated above, SBB is a board comprised of many student members.
- The Board meets once per week during the Fall and Spring academic semesters.
- Extra meetings may be held if needed
- The SBB typically meets beginning the third week of the Fall semester and second week of the Spring semester.
- The last meeting of each semester is the week prior to the last day of classes.

Quorum

- Quorum is needed for each SBB meeting in order to vote on requests.
- Quorum is any amount of members above 50 percent of voting members

Urgent Summer Decisions

- The Board will appoint three members from the previous year to a summer committee, along with the Chair for the following year, in order to make decisions on questions presented by organizations over the summer, on previously allocated money.
- All four of these members are “on call” for the entire summer.
- The three members are the primary voters.

POLICY & PROCEDURES FOR UCSO FUNDING

Expectations for Organizations

SBB has expectations for student organizations that apply for funds. These expectations are outlined below.

- Reasonable and justified funding requests
- Programs, events, and travel that align with the organization's mission
- Fiscal integrity and prudent use of funds
- Diverse programming that engages and educates the community
- Abide by all SBB deadlines

Requirements for Application

- In order to apply for funding from Student Budget Board your organization must meet the following criteria:
 - Be registered with Student Engagement and Campus Life (SECL)
 - For returning organizations, you must be fully re-registered with SECL by 5 pm on the Friday of the 4th week of the semester.
 - For new organizations, you must be fully registered following SECL procedures.
 - Have a representative attend a Funding Workshop.
 - These workshops will be offered during the entire Fall and the beginning of the Spring semester.
 - The list of workshops will be available on the SECL website.
 - It is strongly encouraged that your Treasurer be the representative to attend.
- If both of these are not completed, your organization will be ineligible to apply for funding for the entire academic year.
- If your organization received funding in the spring semester, of the previous academic year, your organization is beholden to these requirements or your allocated funds will be forfeited.

Annual Funding

- Annual Funding is a program of funding that allows UCSO's to submit a budget, in the Spring semester, for programs that will occur during the following academic year.
- Organizations must submit budget requests in the prescribed format by the designated deadline.
- Requests submitted after the deadline will not be considered for annual funding for the following fiscal year.
- Due to limited financial resources, organization-funding requests may not be funded in full and some costs and/or projects may be directed to submit contingency funding requests.
- Prior to Annual Funding being finalized SBB must get its appropriation strategy approved by a majority vote of CSA.
- In April, SBB will give an informative presentation on its Annual Funding allocations once finalized.
- Funding decisions are e-mailed to the UCSO in April.
- These funds are available after July 1.

Contingency Funding

- Contingency funding, is available to UCSO's, during the academic year for which they received annual funding.

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- The contingency funding program is designed to address unforeseen needs relating to existing or new programs arising in the course of the fiscal year.
- Organizations must submit their contingency requests at least 30 calendar days prior to the scheduled event or before the requested items need to be paid, whichever is first.

Approved Funds & Payment

- Organizations cannot be reimbursed for *any* payments made prior to the Board's approval of funding.
- Organizations receiving funds are expected to expend those funds in accordance with the way in which they were allocated.
- UCSO are required to submit the payment documentation, direct pay vendor/contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office must be submitted no later than 45 days following the event or payment date.
- Failure to meet this deadline will result in the organization forfeiting the funding and it will revert back to the SBB.
- Contract/Honoraria Agreements
 - Organizations entering into contracts/honoraria agreements must consider tax implications. If the payee does not have a US Taxpayer ID or Federal ID number, tax must be withheld and can take up to 90 days to process.
 - If tax is required to be withheld that actual payment amount will be less than the stated contract fee.
 - Organizations should consult with the Student Organization Accounting Office, Squires 225, prior to entering into any verbal or written agreement with anyone/organization that does not have the appropriate Tax ID number.

Reallocations and Spending of Funds

- Disbursements of funds must follow policy, Annual Funding allocation strategies, and specific notes written on each request.
 - If the expenditure does not align with policy it will not be funded.
 - If there is a question on an expenditure, the organization should contact the SBB Chair prior to spending the funds.
- It is expected that organizations meet their missions and fulfill the projects they applied for.
- Organizations are allowed to spend their funds within any approved category for an approved project.
- Organizations are allowed to move their money across approved projects into previously funded categories.
- If any organization needs funding in a new category or for a new project, SBB approval must be granted before spending funds.

Collaborative Events

- SBB encourages collaboration between organizations for events. Collaborations are crucial to help with the success of events and allows for programs to reach a broader audience.
- Collaborations between two or more organizations must
 - a) meet the mission of both organizations and
 - b) be an active collaboration*.

*SBB defines active collaboration as involvement from members of all involved organizations in the creation, planning, and execution of the program and may include financial contribution from both parties.

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- If you are collaborating on an event, each organization must apply for their own funding for the event.
- UCSOs are prohibited from giving their SBB funds to other organizations directly.

FUNDING GUIDELINES AND RESTRICTED ITEMS

Academic and Administrative Programs

- Programs and activities of student organizations normally considered under the University's academic and/or administrative budget will not be considered for funding.
- Organizations whose members receive academic credit for participating in organizational activity are prohibited from petitioning for funds.
- The board will not fund for a speaker to teach individual classes for academic credit.

Alcohol/Alcohol Licenses

- Alcoholic beverages and licenses for events involving alcohol will not be funded.
- Events with alcohol or held at locations where alcohol is actively being served will not be funded.

Awards

- Awards, plaques, certificates, trophies, and prizes will not be funded.

Campus Campaigns

- Election Campaigns for individuals or organizations will not be funded, unless those elections are open to the entire campus community or entire graduate or undergraduate population.
- Expenses that will be funded must align with other SBB funding (maximum of \$2000 per organization).

Contract/Honoraria

- Payment of honoraria and contractual services from Budget Board funds may be subject to hiring and payroll regulations of the University.
- The board must know who the contracted guest is before funds will be allocated.
- If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for the payment of monies.
- The following maximums are set for per contracted performer
 - Fees for rental vehicles will be maxed at \$35 per day
 - Maximum \$100.00 on night of event for lodging
 - Maximum \$28.00 total for meals (not including alcohol) on day of event
 - Maximum \$500.00 for airfare per contracted guest
 - \$0.27 per mile for gas reimbursement for private vehicle or rental cause of guest (Value is based on 50% of the Federal 2016 Standard Mileage Rates for Business listed on IRS.gov – It is at the discretion of the board with considerations of SBB's available funds to decide whether to adjust this value.)
- Lodging, travel and meals for support for performs (managers, agents, entourage, etc.) will not be funded.
- Inclusive contracts/honoraria
 - Inclusive contracts are contracts that include travel, food, and lodging in a blanket cost for the guest.
 - They are required for Annual Funding.
 - They are strongly encouraged for all other requests.
 - Requests for travel, lodging and meals, in support of invited guests whether there is an actual payment for a contract/honoraria, may be requested

UCSO Funding Policies and Procedures

Employment

- Costs of employment will not be funded.
- Student employment will not be funded unless they are being paid as part of a department within the university.
 - For example: a student working as a Production Technician can be paid. A student working as a DJ or a private contractor cannot be paid.
- Payment of services for performances to other students or student organizations is not funded.

Equipment

- Requests for funding of equipment will be closely examined.
- Requests must be well-developed and supported by the following documentation:
 - Justification, which states a convincing argument for the necessity of the purchase.
 - Detailed understanding of what equipment will be used for and how it will be utilized by the organization.
 - Price quotations by at least three (3) vendors for any single item \$150 or more (Please see Large Line Item Expenses)
 - If an item is less than \$150, please be sure to find the least expensive option.
 - Cost-benefit analysis, which would reflect savings to be achieved by the purchase (specifically for items that will be purchased versus rented).
 - Methods of providing upkeep/maintenance services and supplies consumed in the use of the equipment.
 - Evidence of an official and secure on-campus storage is required for all equipment requests.
 - On campus storage must be an organization's office, advisor's office, or other lockable storage options on campus.
 - Items cannot be stored in a student's residence hall room or in an individual's vehicle parked on campus.
 - If office equipment or supplies are requested- organization must have an on-campus office space in order to receive funding.
- Cost for storage for organizations will not be funded.
- The Board recognizes technological and pricing changes may occur between the award of funds and the actual purchase date for certain types of equipment.
 - A purchase of upgraded equipment that does not exceed the original funding proposal does not require any further action from the organization.
 - However, a letter of justification and prior Board approval are required for the purchase of upgraded equipment that results in additional costs, unless the organization will pay the additional out of non-budget board funds.
- If an organization has received funding within the past 3 years for the same or similar type of equipment, it is up to the Board to determine whether funding for that equipment is deemed necessary.

Dues

- Individual or organizational membership dues are not funded.

Financial Aid and Scholarships

- Tuition assistance in the form of financial aid, scholarships, assistantships, internships, and similar assistance models will not be funded.
- Tutoring expenses will also not be funded.

UCSO Funding Policies and Procedures

Fines and Penalties

- Costs incurred from violations of, or failure to comply with, federal, state, local, or foreign laws and obligations will not be funded.
- Fines and penalties incurred by late payments or other acts of non-compliance with contractors and others will not be funded.

Food and Beverages

- Food service charges, foodservice supplies, food, and beverages will not be funded, unless they are a core part of a cultural event, or food items that are being used for an educational demonstration (i.e. a cooking demonstration by the Cooking Club).
- Cultural tastings and demonstration supplies can be funded up to \$100 per event.
- Food and non-alcoholic beverages consumed by a visiting lecturer, entertainer, or guest of an organization will be funded at up to \$28.00 per individual on the day of the event only.
- Full course meals will not be funded.
- Food service supplies for cultural tastings and/or educational demonstration can be funded up to \$15 per event.

Fund Raising and Philanthropies, Benefits, & Charities

- The costs associated with charitable events may be fundable.
- Allocated funds from SBB cannot go to charities, benefits, third parties, etc.
- Organizations can host events that may result in generated money.
- The board will not fund for contributions to philanthropies, benefits, charities, and/or similar fund raising events.

Furniture

- If an organization requires furniture of any kind, they must come to the Board to request these funds.
- Furniture will not be funded that does not meet the needs of an office (Lounge material appropriate for resource centers will not be funded).

Giveaways

- Promotional items that are event or organization specific are non-fundable.

Installment Funding

- The Board will not enter a funding scenario that would incrementally set aside funds over several consecutive years to fund a single program.
- Funding for security deposits or refundable charges will not be allocated through the Board.

Intramural Fees

- Registration fees for intramurals are not funded

UCSO Funding Policies and Procedures

Insurance

- One quote must be provided for insurance funding requests.
 - Insurance requests are exempt from the “Large Line Items” stipulation outlined below.
- If the Board feels that the quote is higher than average, they may ask for a second quote to be provided before rendering a decision.

Large Line Item Expenses (\$150 or more)

- The Board requires three (3) quotes before it will consider funding large line items
 - Large line items are single items that cost \$150 or more.
 - For example: equipment, rentals, etc.
- Rental or contract services provided or arranged by university vendors and contracts (theater/speaker/performer) are exempt from this provision.
- Insurance is exempt from this provision (please see Insurance section).

Memorabilia

- Yearbook pages, photo albums, videos or photography of the event, and similar memorabilia will not be funded.
 - Electronic versions will also not be funded.
 - Costs associated with producing electronic versions will also not be funded.
- This includes photographers and/or videography services, and any costs associated with them.

Off Campus Events

- USCO's can sponsor group trips that are open to the entire campus and meet their organization's mission.
- Priority will be given to on-campus events. When facilities are unavailable on campus or prove inadequate for the event (objective/logistical reasons only), SBB may fund events held off campus in venues where alcohol is not actively being served.
 - The inability to host the event on-campus must be proven.
 - If space on campus is available and the organization is choosing to have it off-campus, justification must be presented for why this is necessary.
- In cases where hosting off-campus is being explored, organizations must demonstrate the ability of all students to reach the event.
 - The location of the event must be within 0.5 miles of Blacksburg/Roanoke campuses or accessible by Blacksburg Transit.
- Exception for Off-Campus Events:
 - UCSO Off-Campus Group Travel
 - UCSOs, by nature of their mission, tie the institution, and having advisors, are able to take large groups of students off campus to experience opportunities that are not able to be held on campus.
 - This travel must be open to all students on campus.
 - Ex. BOC's trip to the African American Smithsonian museum and SGA's Hokie Day are two examples.

UCSO Funding Policies and Procedures

Office Supplies

- Office Supplies will be held at a maximum of \$150.

Organization Retreats

- Workshops, conferences and orientations will not be funded unless open to all of campus

Personal Financial Gain

- Organizations will not be funded for programs and activities that result in personal financial gain for individual members.
- This includes conference attendance for the purpose of obtaining a job or internship.

Political Programs and Activity

- Organizations will not be provided funding to support in whole or part the campaign of an individual candidate for political office at any level; including campus campaigns.

Practices and Rehearsals

- Practices and rehearsals will not be funded.

Printing or Copying Material

- For print-related advertising (fliers, posters, table cards) organizations will be awarded up to \$100 per event (please see “Publicity and Adversity” below)
 - SBB will examine the type, size, and scope of an event when awarding print-related funding.
- Printing of programs for events will be funded up to \$0.14 per copy.
- Banners (professionally made) will be funded at the following amounts:
 - \$100 per year
 - \$25 for reprinting per year
 - Banners will only be funded for general organization logos/information and may not be event or date specific.

Publicity and Advertising

- The Board will consider the percent of costs that relate to printing, publicity, and advertising in relation to the total program context.
 - Elements of expense should be realistically developed within the nature and size of the program.
- No more than twenty percent (20%) of an overall program cost will be awarded for publicity and advertising.
- For print-related advertising (fliers, posters, table cards) organizations may be awarded up to \$100 per event.
 - SBB will examine the type, size, and scope of an event when awarding print-related funding.
- Publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg/Roanoke campus.
- Restrictions:
 - CD’s for promotional use will not be funded.

UCSO Funding Policies and Procedures

Recruitment

- All cost associated with recruitment will not be funded.

Student Travel and Lodging

- Funds associated with conferences and competitions are maxed at \$2500 per year per organization.
- Expenses incurred by students engaged in off campus travel will be limited to costs of transportation, lodging, and registration fees for conferences and competitions only.
- Funding for attendees at conferences will be limited to four members of the organization who are participating in the event.
- Funding for attendees at competitions will be limited to eight members of the organization who are participating in the event.
- Costs of meals will not be funded.
- International travel is not funded
- Expenses incurred by faculty/staff will not be funded.

Transportation

- The travel location must be known before the board will approve funding.
- The board will fund vehicle rental costs and gas mileage reimbursement.
- The use of private and rented vehicles may be reimbursed at \$0.27 per mile.
 - One vehicle may be reimbursed for 1-4 people traveling. Two vehicles may be reimbursed for 4-8 people traveling.
 - Fees for rental vehicles will be maxed at \$35 per day for use by 1-4 students. If there are more than 4 students, costs for an additional vehicle may be allocated at a maximum of \$70 a day for two vehicles and a maximum of 8 students.
- Airfare may be funded up to \$250 per student for a maximum of four students for conferences and competitions.
- Airfare cost will not exceed \$1000 per organization per year.
- Parking and shuttle costs may be funded at up to \$20 per day.

Lodging

- Lodging for student travel will be funded at \$50 per night, per student for a maximum of four students for conferences and eight students for competitions.
- Additionally, lodging requests per organization must not exceed a maximum of six nights during the fiscal year.
- Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.

Registration Fees

- Conference registration fees may be funded at a maximum of \$250 per student per conference with a maximum of four (4) students per conference and a maximum of two (2) conferences per academic year.
- Competition registration fees may be funded at a maximum of \$2000 for the year per organization.

Telephones

- Only organizations that maintain an office on-campus will be funded for telephone expenses.
- Only one phone line and/or Ethernet line will be funded per organization.

UCSO Funding Policies and Procedures

Towing Services

- Towing will never be funded in any capacity.

Wearing Apparel

If wearing apparel is requested, the board can consider funding under the following conditions:

1. All items funded must remain with the organization, may not become the property of individuals, and must be stored on campus. (See requirements under Equipment)
2. All items funded must be used in organizational programs and activity and not used for private wear.
3. Wearing apparel intended for purposes of advertising, such as T-shirts, will not be funded.
4. Rentals will be encouraged for wearing apparel for cultural shows and performance organizations.
5. Graduation cords and stoles will not be funded.

Website Services

- Registration and maintenance of domain names for organization web sites or web master services will not be funded

APPEALS

- All appeals must be submitted by the organization in writing and filed in accordance with the following appeal criteria. Appeals shall be presented to the appropriate appellate committee, see specific location below. The statements must outline the specific funding decision being appealed and the reason for the appeal.
- Appeals may only be based on the following criteria:
 1. Established policies and procedures were not followed
 2. The organization was denied the opportunity to present significant evidence at the time of the hearing.
 3. The decision was not made within parameters with previous decisions of the board, in the same academic year.
- The fact that a Board did not fund an item at the requested level does not constitute grounds for appeal.

UCSO Appeals

- UCSO's may appeal Student Budget Board allocation decisions to the Commission on Student Affairs (CSA).
- All appeals of allocation decisions must be submitted in writing (via email) to the chair of the Commission on Student Affairs. Appeals must be submitted no later than 5pm on the date two (2) weeks from the date on the award letter.
- The email must have the name of the organization and indicate that it is an appeal in the subject line. The appeal will be delivered to the appeal subcommittee chair to begin the appeal process as outlined below.

CSA Appeals Process

- A standing subcommittee (that does not include any individual who served on the SBB, an individual who is a member of the organization appealing a decision, and is comprised of individuals external to SECL) will review the organization's written appeal to determine if it meets the criteria outlined in the Funding Policy and Procedures.
- If the appeals criteria are met, a full Commission hearing of the CSA will take place.
 - Members of the appealing organization and the SBB will be invited to the appeal hearing.
- If the Appeals Subcommittee determines that the appeals criteria have not been met, then the appeal will be rejected.
- If the appeal decision is rejected the decision will be sent via e-mail to the organization contacts and the Chair of the CSA.

CHANGING POLICY

- In order to amend any items disclosed in this policy document, approval for changes must be made through a majority vote of the CSA.