Virginia Tech

Student Budget Board

University Chartered Student Organizations (UCSO) Funding Policies

Approved by the Commission on Student Affairs

4/26/2018

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 STATEMENTS

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.

Given that students, attending the Roanoke campus pay the Blacksburg Campus student activity fee, organizations functioning at that campus are eligible for Budget Board funds. Throughout the document if the Blacksburg campus community is named, the Roanoke campus community is the equivalent location for student organizations that are at the Roanoke campus.

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

Definition

- SBB consists of student members selected from our UCSOs.
    - All USCOs are required to have a seat on Budget Board, unless they are a part of the four Greek Councils, which rotate seats, every four years.
- 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.
- Each organization is required to have a primary and secondary member.
    - Both members must attend the Board training that takes place at the beginning of the year.
    - These are the only two individuals who can sit on SBB on behalf of their organization; otherwise the organization must take an absence.
- Members must be appointed by their UCSO by the end of the first week of classes each year.
    - If there is a need to change a member, that need must be made known to the Chair and Advisor, ASAP.
    - If this occurs at the semester change- membership must be appointed 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.
- Once a new UCSO is established, the start of the following academic year will commence their membership on Budget Board.

Responsibilities

- Primary Members:
    - Attend and actively participate in SBB meetings
    - Review and present on assigned requests ahead of time
    - Pass information from SBB on to other SBB members within the organization and their respective UCSO
    - Respond to any and all e-votes
    - Accept and complete delegated tasks from the Chair
- Secondary Members:
    - Attend and actively participate in SBB meetings in the absence of their primary member; including all responsibilities in that capacity
    - Serve as the organization's representative on Appeals Hearings
- Membership Absences
    - Each organization is allowed two (2) absences per semester.
    - All absences will be reported to the president and advisor of the organization and the SBB Chair.
    - If a representative is more than 20 minutes late to a meeting, that will count as an absence.
    - Exceeded Absence Allowance
        - If an organization has more than two (2) absences per semester, they will forfeit their seat on SBB for the current academic year, thus forfeiting their ability to apply for Annual Funding for the next academic year.

        - An organization who has been removed from SBB can submit a letter appeal to CSA.
- Removal of Members from SBB
    - Process for Removal
        - If a member of SBB is not upholding their responsibilities, they may be removed from their position.
        - A letter outlining detailed evidence of why the member should be removed, must be presented to Advisor.
            - The letter may be written by other Board members, Vice Chair, and/or the Chair.
            - The President and Advisor of the organization of the member up for removal will be notified that the removal process has been initiated.
        - At that time, the Advisor will commence a review of the letter and determine if a hearing needs to take place.
        - If a hearing is needed, it will follow the structure for Appeals.
            - Members of same organizations as the member up for removal cannot sit on the hearing.
    - If a member is removed, the UCSO has 2 weeks from date of removal to find a replacement.
    - If a replacement isn't found in 2 weeks, the organization forfeits their seat.

Chair

- Only student member 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
- Serves from the conclusion of the final meeting in the Spring semester through the following final meeting of the Spring semester.
- Responsibilities include;
    - Set agendas for the meetings
    - Facilitate and attend all meetings
    - Maintain SBB Chair email account
    - Unbiasedly be SBB's guide to unilaterally apply policy and precedent
    - Review Funding Workshop content
    - Hold regular office hours and meet with organizations
    - Attend university meetings as necessary
    - Coordinate Annual Funding process
    - Coordinate Appropriations Strategy with the Advisor
    - Meet weekly with the advisor
    - Delegate tasks to the Vice Chair and/or other SBB representatives.
- Election of the Chair
    - The Chair will be elected by a simple majority vote of current SBB students in February prior to their term.
    - Nominations for the Chair will be taken 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 an anonymous vote.

    - Votes will be counted by the advisor and current chair.
        - If the current chair is re-running, another member, who is not running, will be selected to help count votes.
    - The elected Chair is expected to shadow the current Chair throughout the remainder of Spring Semester.
- Removal of the Chair
    - If the Chair is not upholding their responsibilities, they may be removed from their position.
    - A letter outlining detailed evidence of why the Chair should be removed, must be presented to CSA.
        - The letter may be written by Board members, Vice Chair, and/or the Advisor.
    - At that time, CSA will commence a review of the letter and determine if a hearing needs to take place.

<u>Vice Chair</u>

- Responsibilities
    - Attendance at all SBB meetings
    - Support and take delegation from the Chair
    - Take the place of Chair at meetings, if needed
    - Policy revisions and edits (precedent review)
    - Represent the Board's interests at Appeals meetings
    - Coordinate Appropriations Strategy with the Advisor
    - Meet weekly with the advisor
- Appointment of the Vice Chair
    - The Vice Chair is appointed by the Chair serving within the same academic year.
    - The Chair will solicit interest from members after their election in Spring semester.
    - Those who are interested must be returning to the Board the following academic year, as a representative from an UCSO.
    - If no one fits the above criteria, then interest will be solicited at the SBB training that takes place at the beginning of the fall semester.
    - The selection of the Vice chair must be approved by a simple majority vote by the board
    - Their term commences at the same time as the Chair, if they're selected in the Spring, or immediately upon selection and approval, if done in the Fall.
    - Individuals interested in being Vice Chair will submit a one-page letter of interest to the Chair.
    - Letters will be reviewed by the Chair and Advisors
    - The Chair may ask for interviews with those interested, if necessary
    - Upon review, the Chair will make a recommendation to the Board.
- Removal of the Vice Chair
    - If the Vice Chair is seen to not uphold their responsibilities, they can be removed from their position, not the Board, by the Chair.
    - A letter can be submitted to the Chair from Board Members or the Chair may draft their own document outlining their lack of responsibility.
    - The Chair will review the letter or take their own statement to the Board for review and a vote to uphold the removal decision or deny it.

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) 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) 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.
- 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.

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.
    - This includes insurance costs relating to the service or presence of alcohol at events.
- 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.
    - SBB will not fund contract payments or honoraria to employees of Virginia Tech.
- 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

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, Large Line Items, and Similar Purchases

- 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.
  - If you are purchasing an item versus renting it, a cost-benefit analysis is required to reflect savings to be achieved by the purchase.
  - Cost-benefit analysis, which would reflect savings to be achieved by the purchase
  - A storage location for organization equipment must exist.
  - Organizations are expected to keep their equipment with their organization from year to year.
- If an organization is funded for equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
  - For example: if your organization was funded in 2017-2018, you would be eligible for the same equipment again in 2020-2021.
- 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.

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.

Fundraising, Philanthropies, Benefits, & Charities

- The costs associated with charitable events may be fundable.
    - If any organization is hosting a philanthropy, benefit, or similar type of event, costs associated with putting the event, may be requested.
    - The event must be an activity open to the Blacksburg campus-community that is participatory in nature.
- Allocated funds from SBB cannot go directly 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 fundraising 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

Insurance

- SBB will fund general liability insurance for organizations.
    - General liability insurance is defined as a policy that comprehensively covers and organization for an activity, or activities they are hosting which fit within the parameters of funding by SBB.
    - Insurance that provides coverage to individual members of the organization will not be funded.
- One quote must be provided for insurance funding requests.
    - Insurance requests are exempt from the "Equipment, Large Line Items and Similar 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.
- Vehicle insurance will not be funded.

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

- SBB will consider funding off campus events if…
    - … facilities are unavailable on campus and/or
    - … facilities prove inadequate for the event.
- If an organization is applying to host an event off-campus the event location must be within Blacksburg town limits and accessible by the Blacksburg Transit.
    - If the event is being sponsored by organizations at the Roanoke campus, the events must be within 5 miles of the Virginia Tech Carilion Research Institute.
- When applying for funding, justification must be given as to the needs for hosting off-campus.
- If an organization is requesting a space reservation fee, even if the event is free to students, a cost-benefit analysis (of the event being hosted off campus verses on) must be conducted and submitted.
- Exception for Off-Campus Events:

- USCO's can sponsor group trips that are open to the entire campus and meet their organization's mission.
- 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.

Office Supplies

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

Organization Retreats

- Workshops, orientations, and similar type of events 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 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 (flyers, 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 (flyers, 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.

Recruitment

- All cost associated with recruitment will not be funded.

Student Travel and Lodging for Conferences and Competitions

- Funds associated with conferences and competitions are maxed at $2500 per year per organization.
- Expenses incurred by students engaged in travel for conferences and competitions will be limited to costs of transportation, lodging, and registration fees.
- 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 and train fare may be funded up to $250 per student and at no more than $1000 per year per organization.
- Parking and shuttle (including ride-share) 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.
- 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.

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 websites or webmaster services will not be funded

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.