

# TITLE IV BUDGETARY GUIDELINES

*Last Revised: 10/17/2022*

## **I. Duties of the Comptroller**

- a. The Comptroller shall discharge all duties required of that office by the Constitution and Bylaws of WCSA.
- b. The Comptroller shall be the chief policy expert over the Budgetary Guidelines and continually look for ways to improve the budgetary process.
- c. The Comptroller shall serve as the chair of the Budget Committee overseeing the disbursement of Student Activity Fee funds and keeping sufficient records regarding all fiscal business of WCSA and all allocations made by WCSA.
- d. The Comptroller shall request monthly statements of appropriate accounts from the Budget Committee Advisor.
- e. The Comptroller shall give transparent reports and presentations on budget and initiative requests to the Full Senate.
- f. The Comptroller shall estimate the amount of Student Activity Fee funding that can be allocated each semester.
- g. The Comptroller shall give recommendations to the Executive Committee and Full Senate concerning the appropriate actions to take to ensure the financial health and long-term stability and sustainability of Student Activity Fee funding.
  - i. The Comptroller can consult with the University Vice President for Finance and Administration and Treasurer each fall to see if the university is planning tuition and fee increases, which are a consideration when discussing modifying the Student Activity Fee rate.

## **II. The Budget Committee**

- a. The Budget Committee shall be formed in accordance with the Bylaws of WCSA.
- b. The proceedings of the Budget Committee may be closed at the Committee's discretion.
- c. Upon receiving a budget or initiative request submitted through Engage, the Budget Committee shall hold a hearing at which it shall examine the request in accordance with the provisions of this Title. It shall then, by a simple majority vote (over 51%), make a recommendation to the Full Senate regarding the request.

- d. Three (3) voting members of the Budget Committee, including the Comptroller, shall constitute a quorum for the purpose of holding request hearings and adopting recommendations. If at such a point another voting member of the Senate is a non-voting member of the Budget Committee they may vote if they would make it possible for the Budget Committee to have a quorum. During budget request deliberations, it is encouraged whenever possible but not required that one representative from the Student Inclusion Advocacy Committee (SIAC) attend.
- e. No member of the Budget Committee, including the Comptroller, shall vote on or participate in the deliberations regarding a budget request submitted by an organization to which they belong. Such a member may, however, serve as the organization's representative at the Committee hearing.
- f. If the recusal of members under §(e) of this Chapter makes it impossible for the Budget Committee to hear a request, a SIAC representative and/or sufficient temporary member(s) appointed by the President from the Full Senate shall be granted voting rights so as to reach quorum and hear the request.
- g. In the event of a tie during committee proceedings, a tie can be broken by a non-voting member, a SIAC representative, or a temporary member appointed by the President. If a tie still cannot be broken or no tie-breaking member is present, then the lack of consensus shall be noted, and the request presented to the Full Senate for deliberation.
- h. The Budget Committee reserves the right to reject any budget request if that club/organization has not completed Budget Management System (BMS) training, or if no documentation verifying the prices of a request was provided.
- i. The Budget Committee, when not deliberating on budget requests, should consider the long-term sustainability of the current Student Activity Fee rate and look for ways to improve or clarify areas of the Budgetary Guidelines.
  - i. Reforms to the Budgetary Guidelines should be made with input from the Executive Board, other committees, and stakeholders such as clubs/organizations leaders, the Student Involvement Office, Small Living Units, and Greek Life leaders as appropriate.
  - ii. The Budget Committee (or other committees in consultation with the Budget Committee) will write legislation, and once completed, the Comptroller (or their designee) will present these bills to the Full Senate for consideration.

### **III. Procedures and Sanctions**

- a. Student Organizations

1. Except as provided in these Guidelines, WCSA will allocate funds only to student clubs/organizations registered with the Student Involvement Office and are in “good standing.” In order to receive funds, such clubs/organizations must meet all requirements and abide by all policies of the Student Involvement Office as well as adhere to the WCSA Budgetary Guidelines.

**b. Request Procedures**

1. All requests for the allocation of Student Activity Fee Funds must be submitted using Engage via procedures established by WCSA. The online form must be filled out in its entirety describing the event and providing a detailed itemization/documentation of both the total cost of the proposed event and the proposed use of requested funds. All requests must be submitted to the Comptroller and the Student Involvement Office at least three business weeks prior to the proposed date of the event. Requests submitted after this date may be heard only at the discretion of the Budget Committee.
2. WCSA will support fundraising by determining if the funding is being spent on supplies to support the fundraiser, not items to be resold. For example, if you are having a bake sale, WCSA would support the ingredients for making cookies but not already baked cookies to be resold. WCSA would not pay for merchandise to be used for fundraising. All earned fundraising monies must be deposited in your club/organizations account through the Student Involvement Office. Fundraising monies can be used by the club/organizations discretion as long as it complies to the OWU policies and procedures. The Budget Committee may for serious cause set aside the provisions of this section in individual cases.
3. Upon receipt of a request, the Comptroller shall schedule the Budget Committee’s hearing of the request and notify the requesting organization of its date. A representative of the requesting organization must appear at the hearing to testify regarding the request. The Budget Committee may, if it possesses adequate information, hear the request and pass a recommendation in the absence of an organization representative. If in the judgment of the Budget Committee, a request is incomplete or provides insufficient information, it can be returned to the requesting organization for completion/revision, with any such extension limited to 10 days time.

4. All budget requests shall be heard by the Full Senate following recommendation by the Budget Committee. Each request shall be a main motion, and the question shall be the allocation of Student Activity Fee funds per the Budget Committee's recommendation. No funds in an amount less than \$25,000 shall be allocated that have not been approved by majority vote of the Full Senate, no funds in an amount greater than or equal to \$25,000 and less than \$100,000 shall be allocated that have not been approved by a  $\frac{2}{3}$  majority vote of the members present, no funds in an amount greater than or equal to \$100,000 shall be allocated that have not been approved by  $\frac{3}{4}$  majority vote of the members present, §(c)(3) of this Chapter withstanding.
5. Except as provided elsewhere in these Guidelines, no funds shall be allocated for which a budget request that has not been submitted.
6. Unless as part of a request of the Spring or Fall funding process by the Budget Committee, Budget Committee shall not fund any Student Organization's request that is more than \$350 at more than 100%, nor shall Budget Committee fund any Student Organization's request that is less than \$1,500 and more than \$350 at 95%, nor shall Budget Committee fund any Student Organization's request that is less than \$4,000 and more than \$1,500 at 90%, nor shall budget Budget Committee fund any Student Organization's request that less than \$6,300 and is more than \$4,000 at 85%, nor shall Budget Committee fund any Student Organization's request that is less than \$18,000 and more than \$6,300 at 75%, nor shall Budget Committee fund any Student Organization's request that is more than \$18,000 at 50%.
  - i. A supplemental request that is submitted by two or more student organizations may be funded at 100% by Budget Committee.

c. Pre-Assembly Requests

1. Budget Requests submitted prior to the election of Residential Representatives in the Fall Semester of an academic year shall be heard according to the provisions of this section.
2. The provisions of Chapter III §(b)(1) shall not apply to such requests. Requests must be submitted at least three business weeks prior to the event's proposed date.
3. The request shall be heard by an ad-hoc Budget Committee comprised of the Class Representatives and Executive Officers. This ad-hoc Budget Committee shall, in regard to such a request, act in all appropriate manners as if it were the Budget Committee under these Guidelines, and apply all other requirements of these Guidelines except as provided by this section.
4. The Full Senate need not approve such requests. The sum recommended by the ad-hoc Budget Committee shall be the sum allocated.

5. The Full Senate shall be informed of these allocations at its first meeting by the Comptroller.

**d. Other Provisions**

1. WCSA funds shall be comprised of the “WCSA Student Activity Fee,” or appropriate successor fee, paid by students. These funds shall be organized in university accounts in a manner determined by WCSA and allocated according to the provisions of these guidelines.

i. The following accounts shall exist:

**a. General Allocation Account**

- i. This shall be the account which budget requests described in Chapter III § a sub-section 1 are funded from.
- ii. 70% of the Student Activity Fee must be allocated to this account at the start of each semester.

**b. Initiatives Account**

- i. This shall be the account which requests for funding described in Chapter VI are funded from.
- ii. 26% of the Student Activity Fee must be allocated to this account at the start of each semester.

**c. Administrative Account**

- i. This shall be the account which is described in Chapter V § n.
- ii. All funds spent from the Administrative Account must be voted upon and agreed to by an affirmative two-thirds (2/3) vote of the Executive Committee.
- iii. 4% of the Student Activity Fee must be allocated to this account at the start of each semester.

**2. Dean of Students’ Rollover Account**

i. At the end of each academic year, this shall be the account where any leftover/remaining balances of unspent Student Activity Fee funds from the General Allocation, Initiatives, and Administrative Accounts will be transferred. The Rollover Account is a university account managed by the Vice President for Student Engagement and Success (Dean of Students) in consultation with the University President, to fund programs and events for the student body.

**ii.** Any use of unspent funds is granted or denied at the sole discretion of the Vice President for Student Engagement and Success (Dean of Students) in consultation with the University President. Items funded from Rollover may include but not be limited to the disbursement of Student Emergency Funds, a Laptop Accessibility Program, the Chaplain's Office Mission Trips/Spring Break Interfaith Service Teams, Hydration Station Maintenance, Bishop Way Training/Programming, and a large signature event on campus every 2-4 years including Mock Convention.

**iii.** If there should arise a financial emergency and/or unique funding need(s) beyond the capacity of the Wesleyan Council on Student Affairs, the Cabinet (President, Vice President, Administrative Officer, and Comptroller) shall discuss potential cost-sharing options or use of up to a \$30,000 per academic year Emergency Fund with the Vice President for Student Engagement and Success (Dean of Students). Any such cost-sharing or use of emergency funds is not a guarantee and is granted or denied at the sole discretion of the Vice President for Student Engagement and Success (Dean of Students) in consultation with the University President.

3. Nothing in these Guidelines shall be construed as creating an obligation on the part of WCSA to provide funding for any event or organization. WCSA and the Budget Committee shall consider the historical precedent of requests previously funded but are not completely reliant on precedent. Having received funds in the past should not be seen as a guarantee of funding or a guarantee of the same amount of funding being received in the future. In addition to enforcing the provisions of Chapters III, IV, and V of these Guidelines, the Budget Committee shall, when hearing all requests, consider the following factors:

**i. Campus Impact** - the number of students reasonably expected to be involved in the proposed activity and the number of persons reasonably expected to benefit, as well as the nature of the expected impact or general benefit to the campus or community as a whole.

**ii. Availability** - the availability of the requesting organizations' dues/fundraising alongside Student Activity Fee funds considered in light of the precepts of fiscal responsibility and the foreseeable demand for Student Activity Fee funds during the remainder of the current semester/academic year.

**iii. Logistics of Storage** - WCSA will not fund large equipment where no storage exists for said items.

4. WCSA explicitly reserves to itself the right to allocate funds as it sees fit within the bounds of these Guidelines, regardless of the degree to which its allocation deviates from an organization's request.
5. No allocation's value shall exceed the value of its corresponding request except as may be necessary and just for the remedying of verifiable human error.
6. All statutes regarding maintaining and disbursing the WCSA Student Activity Fee shall be contained within Title IV of the Codified Ordinances and only Title IV of the Codified Ordinances shall have statutes regarding maintaining and disbursing the WCSA Student Activity Fee.

**e. Sanctions**

1. The Budget Committee reserves the right not to make a recommendation, or to recommend \$0.00, for the request of an organization whose representative fails to attend its request hearing.
2. The Budget Committee may, at its discretion and prior to consideration, detract an additional percentage from the requested total of a student organization in the event that it failed to abide by the provisions of Chapter IV in its immediately previous budget request.
3. The officers or individuals in charge of a student organization, or of any requesting entity, shall be personally responsible and liable for the use of funds allocated to that organization by WCSA. WCSA reserves the right to pursue appropriate action, by itself or together with the University, against individuals who misappropriate Student Activity Fee funds. WCSA shall not bear liability for any debt or obligation incurred by any other student organization or its officers or agents.
4. The Budget Committee may, at its discretion, reduce recommendations to, or refuse to hear requests from, student organizations or other requesting entities that have in the same academic year misappropriated Student Activity Fee funds or demonstrated fiscal irresponsibility by spending funds allocated by WCSA in unauthorized manners, as determined by the itemization of the allocation as passed by WCSA.

## **IV. Committee Oversight and Post-Allocation Procedures**

- a. The Budget Committee shall, at appropriate times or at the request of the President, undertake audits of the accounts of WCSA and student organizations. The Comptroller has audit authority and shall lead the auditing process presenting the results of any performed audits to the Executive Committee.

- b.** The Budget Committee shall, at its discretion, require a student organization that has been allocated Student Activity Fee funds to submit an *Allocation Accountability Form*. The content of this Form shall be determined by Budget Committee, but shall include an accounting of the use of Student Activity Fee funds in the event in question.
- c.** The Allocation Accountability process shall also seek to gauge the success of the event in terms of student participation and positive campus impact.
- d.** The Budget Committee has the authority to remove funds from any student organization account that has posted no transactions for a period exceeding three months. Such monies must be re-deposited in the WCSA general allocation account. The Budget Committee shall not remove the monies of any student organization whose proposed and budgeted events are set to occur later in the academic year. The Comptroller shall, prior to undertaking any such transaction, notify the registered officers of the organization in question and request an explanation of the organization's fiscal activity.
- e.** The Budget Committee shall not remove the funds of an organization if in the Committee's judgment, that organization has good cause for being fiscally inactive and reasonable plans for spending its allocated funds in the course of the current academic year.
- f.** Funds allocated to student organizations for events that, for any reason, are not held shall be returned to the General Allocation Account.
- g.** At the end of every academic year, all funds remaining in student organization accounts shall be removed and placed back in the Dean of Students' Rollover Account.
- h.** The account of any organization that has been inactive for two or more years shall be closed, and its balance, positive or negative, transferred to the Dean of Students' Rollover Account.
- i.** All advertising by WCSA and, by extension, by the programming arm of the student government, for any event, initiative, fixture or other items for which Student Activity Fee funds were allocated must stipulate that Student Activity Fee funds were used in its support by including the phrase "funded by the Student Activity Fee via WCSA" or equivalent advertising language, that emphasizes the fact that funds generated by the students were used and that they were allocated by WCSA.
- j.** Events involving clubs and organizations collaborating with the programming arm of the student government, while not required, are encouraged to include the message described in (i) and will be made aware of the same by the programming arm of the government.
- k.** Initiative requests from departments and other entities or individuals that are funded must also include phrasing on their advertisement as described in (i).



- l.** Clubs and organizations, while not required, would be encouraged to include the message as described in (i) and made aware of the same by means of the Budget Management System (BMS) training overseen by the OWU Student Involvement Office.
- m.** The WCSA Comptroller, with the approval of the WCSA Budget Committee and an affirmative two-thirds (2/3) vote of the Full Senate, has the authority to move funds between its own WCSA accounts, unless the moving of funds is approved elsewhere in statute. The WCSA Comptroller is cautioned that such action should only be taken in events of extreme and/or unique need or in the case of account restructuring.
  - i.** If there is a surplus in the Initiatives Account, the Comptroller should recommend to the Full Senate moving a portion of those funds to the General Allocation Account to meet club/organization funding requests.

## **V. Allocation Policies**

### **a. House of Black Culture (HBC) Funding**

1. WCSA shall, in the fall semester of each year, with the annual approval of the WCSA Budget Committee and Full Senate, allocate an amount of \$1,000 to Residential Life for the House of Black Culture (HBC) to provide for programming needs of the residents of the community.
2. These funds can be used for HBC programming, fundraising, recruitment, and retention.
  - i.** Only a maximum of \$250 of the allocated funds may be spent yearly for recruitment and retention of HBC members.
3. Residential Life; the moderators and supervising RLC of HBC is tasked with the proper management of these funds.
4. Besides the Stewardship Reports and recommendations given by the WCSA Budget Committee of such, no further involvement on the part of WCSA or the OWU Student Involvement Office.
5. If HBC has not spent all of the money allocated to it for purposes as mentioned in section 2, then HBC shall be allowed to retain an amount not to exceed 0% of the original allocation for that year from the WCSA. All unused funds are subject to WCSA Rollover account provisions.
6. HBC may only retain funds under the previous clause when the amount previously appropriated to the HBC community is less than 1/4 of the amount that resides in the WCSA Rollover Account.
7. Each HBC, with the assistance of the appropriate Residential Life staff, professional or otherwise, will prepare a Stewardship Report (SR) at the conclusion of each academic year, detailing the expenditures regarding the Student Activity Fee funds and the programming that was designed or executed with those funds.

8. The WCSA Budget Committee shall, following their submission, review each Stewardship Report. Should a SR not be provided or the SR provided contain, spending that is contrary to the Budgetary Guidelines the Budget Committee has the authority to withhold part of, or the entirety of, HBC's funds for the following year.

## **b. SLU Programming Funding**

1. WCSA shall, in the fall semester of each year, with the annual approval of the WCSA Budget Committee and Full Senate, allocate an amount of \$1,250 to Residential Life for each Small Living Unit (SLU) to provide for programming needs of the residents of those communities.
2. These funds can be used for SLU programming, recruitment, and retention.
3. Residential Life; the moderators and supervising RLC of each SLU are tasked with the proper management of these funds.
4. Besides the Stewardship Reports and recommendations given by the WCSA Budget Committee of such, no further involvement on the part of WCSA or the OWU Student Involvement Office.
5. If any SLU has not spent all of the money allocated to SLU programming, then that SLU shall be allowed to retain an amount not to exceed 0% of the original allocation for that year from the WCSA. All unused funds are subject to WCSA Rollover account provisions.
6. SLUs may only retain funds under the previous clause when the amount previously appropriated to the SLU community is less than 1/4 of the amount that resides in the WCSA Rollover Account.
7. If any SLU shall not be renewed by the Residential Life Office all remaining funds allocated to said SLU shall be returned to the WCSA Rollover Account at the conclusion of that academic year.
8. Each SLU, with the assistance of the appropriate Residential Life staff, professional or otherwise, will prepare a Stewardship Report (SR) at the conclusion of each academic year, detailing the expenditures regarding the Student Activity Fee funds and the programming that was designed or executed with those funds.
9. The WCSA Budget Committee shall, following their submission, review each Stewardship Report. Should a SR not be provided or the SR provided contain, spending that is contrary to the Budgetary Guidelines the Budget Committee has the authority to withhold part of, or the entirety of, that specific SLU's funds for the following year.

## **c. Political Programming**

1. Because of the potentially controversial nature of political programming, WCSA maintains very strict and precise guidelines, outlined in this section, governing the allocation of funds to events of this sort. The provisions of this Chapter should be interpreted in light of WCSA's commitment to improving Ohio Wesleyan University and student life and fostering communal respect, diversity, and cohesiveness among the student body.
2. On-Campus Political Programming: WCSA may fund on-campus events of a political nature if, in the judgment of the body and the Budget Committee such events are primarily educational in purpose, beneficial to the student body, non-injurious to the University community, and judged to possess merit and value. WCSA will not fund on-campus events of a political nature if, in the judgment of the body and the Budget Committee such events are solely partisan in nature and bereft of educational value, or are judged not to meet the criteria of (a) above.
3. Off-Campus Political Programming
  - i. WCSA will not fund student transportation to or participation in off-campus events of which the main focus and central purpose is:
    - a. The partisan advocacy of candidate(s) or parties for political office;
    - b. Fundraising for a political party or candidate(s) for political office;
    - c. Any activity in which participation manifests itself primarily or centrally through action of any type intended or reasonably expected to influence government officials or hinder the enforcement of any law or regulation of the United States, any of the respective states or their political subdivisions, or any foreign state in which the event may take place;
    - d. The violation of any law or regulation of the United States, any of the respective states or their political subdivisions, or any foreign state; Injurious to the community.
  - ii. WCSA may fund student transportation to and participation in off-campus events in which:
    - a. Participation manifests itself primarily or centrally through the consumption of information presented by a third party;
    - b. The main focus or central purpose, even if manifested in some type of personal action, in either an observational or philosophical context, is primarily educational, service, religious, cultural, career-oriented, or of immediate and verifiable benefit to the community, provided that the event in question does not violate the provisions of §(a)(3)(i) of this Chapter.

- c. Such events may be funded even if the event or activities in question are the source of political debate or touch upon questions of a political or partisan nature, provided that the nature of the activity itself does not focus predominantly on the political quality of the event or the political questions arising out of it.
- d. For the purposes of this section, off-campus political programming includes, but is not limited, to corporate and political lobbying in person or via the mail; political fundraisers for candidates, parties, or political action committees; protests; and political conventions and rallies.
- e. The Budget Committee and WCSA shall make judgments regarding events of mixed or ambiguous natures according to the provisions of these Guidelines.
  - iii. For the purpose of interpreting this section, WCSA shall examine the motivating factors, stated and apparent intentions, and main purpose of the students seeking to participate in a given event, in addition to examining the qualities of the event as outlined above, and the mission of WCSA as articulated in this section and elsewhere.
- d. Food** - WCSA will fund the purchase of all food up to 75%. The final decision to fund food for any event remains with the Budget Committee and the Full Senate.
  - i. A list of Budget Committee precedents will be made available to the Full Senate and the Budget Committee concerning the funding of food.
- e. Conference Fees** - WCSA shall allocate each organization funds based on the discretion of the budget committee and its importance to the success of the organization as well as its mission. Except in exceptional circumstances, WCSA will not fund conferences in their entirety. WCSA will fund up to 100% of registration fees for both individual registration fees and group registration fees.
- f. Funding for Mandatory Events** - WCSA will not allocate funds for any event or program the hosting of which is required for any student's major, academic department or program, or place of residence. Nothing in this section shall be construed so as to prevent the funding of events that students may, by whatever authority, be required to attend as observers.
- g. Double Funding** - WCSA does not typically engage in "double funding." Thus, it will not typically allocate funds for any event that formed a component of a Budget Request previously passed by WCSA, even if the passed allocation was \$0.00. With exception of circumstances in which the organization, university, and WCSA are not in control.

- h. Off-campus Accounts** - WCSA will not allocate funds to any organization that maintains, with money from any source, an off-campus bank account, except for Social Greek Letter Organizations. WCSA will allocate funds only by transfer to a University student organization account. However any funds allocated to an organization with an off-campus bank account may not be deposited into an off-campus bank account.
- i. Uniform Funding** - WCSA shall allocate funds to student organizations for uniforms if they are an integral part of the activities of the organization, but such an allocation can be made only once every four years. However, the Budget Committee will consider replacing uniforms prior to these four years if deemed necessary for safety.
1. Uniform is defined as anything that may represent the organization in question and promotes both the organization and the University.
  2. Participants who wish to keep their uniform after leaving the University or the organization must pay the organization market value for their uniform.
    - i. Organizations are expected to use these funds to purchase replacement uniforms.
  3. WCSA will not allocate additional funds for uniforms unless the organization has gained additional members or unless additional sizes are needed.
    - i. When presenting a request for uniforms, a roster list of members and uniform sizes must be submitted to the Budget Committee.
- j. Unapproved Reimbursements** - WCSA will only allocate funds for events in advance, and will not reimburse any organization for any expenditure that was not approved beforehand by WCSA through the provisions of these Guidelines.
- k. Awards** - WCSA will not allocate funds for trophies, awards, raffle prizes, student achievements, or similar items.
- l. Non Club/Organizational Funding** - WCSA will not allocate funds to honorary societies, or university athletic programs, except as specified herein. WCSA will not fund academic departments or programming being directly sponsored or designed by such. The provisions of this section do not apply to, and shall not prevent WCSA from funding clubs/student organizations whose missions involve programming and events that have content involving academic subjects, so long as these organizations are truly independent of the academic departments involving the same subject matter. The WCSA Budget Committee is tasked with ensuring these standards are enforced. This section also does not apply to, and shall not prevent WCSA from funding intramural or club athletic student organizations.

**m. Semester Funding** - WCSA will not allocate funds as yearly operating budgets for any organization except through Spring or Fall Funding. At all other times it will allocate funds only for specific events, and through the ordinary allocation process outlined in Chapter III.

**n. Administrative Account Funding**

1. WCSA may allocate funds for its own use as may be necessary for pursuing its mission and maintaining its infrastructure. WCSA may permit the Executive Board to spend Administrative Account funds at its discretion, including allocating and spending these funds in the furtherance of appropriate projects deemed to be beneficial to student life but not otherwise specified or covered by these Guidelines, including but not limited to the funding of WCSA uniforms, an annual WCSA retreat, and/or joining a Student Government Association.
2. At no point may the amount in Administrative Account exceed \$15,000.
3. If at any point the amount in this account exceeds \$15,000, the funds in excess of \$15,000 shall be distributed in the following manner:
  - i. All funds in excess of \$15,000 shall be moved to the General Allocation Account immediately, with no vote of the Full Senate required.

**o. Faculty/Staff Funding** - WCSA will not allocate funds for the use or expenditures of faculty or staff members, even when involved in student activities. WCSA may allocate limited funds for the participation of other non-Ohio Wesleyan University Students in student organization activities, but only if such participation is deemed absolutely necessary for the event, and only if no other source of funding within the University or outside of it, is available for this purpose. No such funds shall be allocated for the use of any person possessing a degree from any college or university.

**p. Discrimination** - WCSA does not discriminate, nor may its funds be used to support programming which discriminates, on the basis of race, sex, disability, religion, sexual orientation, national or ethnic origin.

**q. Greek Letter Organizations Recruitment and Retention Funds**

1. Individual Social Greek Letter Organizations shall be ineligible for funding from WCSA.
  - i. Organizations that are National Pan-Hellenic Council (NPHC) organizations with a chapter on campus, or with a plan to charter on campus, are exempt from the above clause.
  - ii. NPHC organizations shall have the ability to make supplemental budget requests.
2. No individual chapter of a Social Greek Letter Organization shall be funded when it would not equally benefit all the other individual Social Greek Letter Organizations who are open to individuals of that chapter, unless otherwise specified in this Title.

3. Individual Social Greek Letter Organizations which partner with at least one Non-Social Greek Letter Organization may be funded for up to 75% of the total financial costs of events deemed by the Budget Committee to be primarily Philanthropic in purpose and nature.
  - i. All Non-Social Greek Letter Organizations who wish to partner with Social Greek Letter Organizations for the purposes expressed in sub-section 3 must be registered through the Student Involvement Office.
4. The Budget Committee shall allocate \$250 from the Initiative Account to the Student Involvement Office for each Social Greek Letter Organization with active members on campus for the purpose of recruiting and retaining new members.
  - i. Each Social Greek Organization with active members on campus at the start of the Fall Semester, or who have an active Charter or colony in “good standing” with the University or a City wide Chapter at the start of the academic year shall only be able to access \$250 per academic year from the funds allocated under sub-section 4.
    - a. Social Greek Organizations cannot use the \$250 for a scholarship.
  - ii. The allocation shall be made throughout the academic year.
  - iii. Social Greek Letter Organizations in order to access funding from the Student Involvement Office must go through the following process:
    - a. An application for funds must be submitted through Engage to the Budget Committee.
    - b. The Budget Committee will review each request and send their recommendations to the Student Involvement Office.
    - c. If a request is approved, the requested funds will be transferred into the IFC or Panhellenic student accounts through the Student Involvement Office.
    - d. The Social Greek organization who requested the funds will receive a purchase card (P-card) through the Student Involvement Office with the requested funds. Funds will come out of the IFC or Panhellenic student accounts.
  - iv. The Director of Fraternity and Sorority Life, or their successor or designee, may waive the requirement or provide the Student Involvement Office with a plan as to how the expenditures will be made and comply with all regulations set out by WCSA for NPHC organizations which do not operate under a campus charter.

- v. All Social Greek Letter Organizations and the Student Involvement Office must keep a record of all expenditures from the allocated funds.
- vi. The date when spring supplemental budgets are due each academic year, each Social Greek Letter Organization, in conjunction with the Student Involvement Office, must prepare a Stewardship Report detailing the expenditures regarding the funds allocated from WCSA and the programming that was designed or executed with those funds.
- vii. The WCSA Budget Committee shall, following their submission, review each Stewardship Report. Should a SR not be provided or the SR provided contain spending that is contrary to the Budgetary Guidelines the Budget Committee has the authority to withhold part of, or the entirety of, that specific Social Greek Letter Organization's funds for the following year.
- viii. As part of the Stewardship Report each Social Greek Letter Organization shall be required to obtain from their campus self-regulatory body proof they are not out of "good standing" with that body.
- ix. If a Social Greek Letter Organization initiates an individual who does not have an OWU GPA or has not completed at least a semester of classes on campus that organization will be prohibited from receiving any Student Activity Fee funds for any purpose.
- x. Any Self-Regulatory Body which Social Greek Letter Organizations may constitute must require that member organizations not admit any student who has not completed one semester at Ohio Wesleyan University.

## **VI. Initiatives**

- a. WCSA and the Budget Committee are not, in any way, obligated to fund any Initiative. The recommendation given by the Budget Committee and the subsequent decision by the WCSA Full Senate are final.



- b. The Initiative review process is opened at the moment when the current WCSA Comptroller receives a completed Initiative Request on Engage detailing the entire documented budget of the project, not simply the portions of the budget with which Student Activity Fee funds are being considered and an explanation of the circumstances leading to the pursuit of the WCSA Initiative funding, from the requesting organization; a letter from the most relevant committee as determined by the President of the Student Body, which is not the Budget committee, endorsing the project and explaining why the project is consistent with the Mission Statement and Purpose of the Wesleyan Council on Student Affairs. The requester of initiative funds must attend Budget Committee to answer questions of members when called on by the Comptroller, or by the majority of the committee, and must attend the Full Senate when called to answer questions by the President, or the Comptroller, or the Senate.
- c. The Budget Committee reviews the letter and the request within 10 days of receipt of the aforementioned letter. They give a recommendation to the Full Senate following the conclusion of the Budget Committee discussion and decision. This decision should be made in line with the following Initiative Guidelines.
- d. The Full Senate responds to the Budget Committee's recommendation following the established procedures used to address budget requests.
- e. All approved Initiatives are required to, immediately following the experience, submit a Stewardship Report to the WCSA Comptroller.
  - i. A Stewardship Report is a form on Engage which outlines how the funds were spent with documentation, the number of students impacted, and ideally, includes photos of the experience and/or events.
- f. WCSA Full Senate, with a two-thirds (2/3) supermajority vote, can overrule the recommendation of Budget Committee and, by means of amendment motions, make their decision final.

### **g. Campus Experience Initiative (CEI)**

Appropriate CEI's will:

1. Serve the entire student body
2. Improve the on-campus student experience
3. Provide an accessible service or an opportunity for experience for all students on campus

Examples: Orientation support, counseling services subsidies, readership programs (newspaper subscriptions), hydration stations.

While the recommendation is solely that of the Budget Committee in session, the Budget Committee is encouraged to consider fully funding any request that meets the requirements of a CEI, understanding that any such request will serve a large portion of the student body in an area of great need. Provided that the requesting individual or group has shown that alternative means of funding within the Ohio Wesleyan University structures have failed and that the request, if approved, will benefit the student body significantly and that the Budget Committee agrees that there is a present need for the item(s) in question, the Budget Committee is authorized to fully fund such an Initiative. An individual or group must present a request to the Budget Committee prior to acquiring funds. If the project had already been funded, WCSA will not issue a refund.

## **h. Personal Development Initiative (PDI)**

Appropriate PDI's will:

1. Financially support individuals in missions of personal betterment or advancement.
2. Provide, at times, substantial amounts of money for a single individual or small group.

Note: All initiatives sponsoring off-campus travel by OWU community members must be categorized as PDI's and treated as such. (Examples: Mission Trips/Spring Break Interfaith Service Teams, Wilderness Treks, Leadershape).

Any Initiative request that meets the requirements of a PDI can be funded for, and only for, the following portions of the request: Registration fees, travel costs and lodging costs. The Budget Committee and WCSA can fund up to 50% of the total cost of these three items. Which of these (Registration, travel and/or lodging costs) are funded, to any degree, is up to the recommendation of the Budget Committee and the subsequent decision of the WCSA Full Senate.

WCSA will not fund any lodging to events within the Columbus Metropolitan area.

## **VII. Sports/Recreational Clubs**

- a. WCSA shall allocate club sports' semester budget for each academic year in the Spring and Fall Semester of the immediately preceding academic year, through the Spring and Fall Funding process, found in Chapter VII. The Budget Committee shall review the status and participation of each sport/recreational club during the time of the submission processes.
- b. Any sport/recreation club that does not have "good standing" with the Student Involvement Office will be ineligible for Student Activity Fee funds.

- c. Any sport/recreation club that hosts home competitions is required to have an athletic trainer on site at all times during those home competitions.
- d. Club sports are eligible for having a paid coach that will be funded in full if the following criteria are met:
  - 1. The sport/recreation club identifies the coach's participation and club sport expectations.
  - 2. The total amount spent on coaches is less than \$4,000 per academic year through WCSA funding (\$2,000 per semester).
  - 3. Each coach is required to sign and have an executed contract on file in the Student Involvement Office (a copy of be kept within the HR department for Ohio Wesleyan University).
  - 4. The club sport has a posted schedule of practice and competitions in the Student Involvement Office.
  - 5. Is funded in accordance with all statutes.
- e. WCSA shall fund the expense of uniforms after four (4) years, but only after two (2) years of active membership in the Student Involvement Office. The Budget Committee will consider replacing uniforms prior to four years if it is deemed necessary for safety. The purchase of uniforms must be in accordance with Chapter V §(h).
- f. WCSA shall fund the expense of necessary equipment for the sport/recreation club at the discretion of the Budget Committee.
- g. The sport/recreation club must have a posted schedule of practice and competitions with the Student Involvement Office.
- h. The sport/recreation club must have all medical, risk, equipment and any other required forms completed and on file in the Student Involvement Office prior to any competition start.
- i. WCSA can fund up to 100% of competition registration fees. Team dues are encouraged as a part of the fundraising process to offset costs.
- j. Any sport/recreation team that does not have a roster on file with the Athletics Office will be ineligible for Student Activity Fee funds.
  - 1. Each club sport/recreation team must submit an updated roster at least once a semester, prior to requesting any Student Activity Fee funds.
- k. All club sport/recreation teams must take sexual assault prevention training as administered by the Director of Student Conduct and Community Standards or their designee in order to be eligible for Student Activity Fee funds.
  - 1. The sexual assault prevention training shall be similar to the training that is required of the NCAA, or as close to the process as possible.
  - 2. The training shall be designed by the Director of Student Conduct and Community Standards, or their successor.

3. All of the players on a team's roster, who have taken part in a competition, must have undergone sexual assault prevention training in order for the team to be eligible for Student Activity Fee funds.
4. The Director of Student Conduct and Community Standards, their predecessor, or their designee shall be tasked with sending the report including all students who have completed this training. The Budget Committee shall then be tasked with cross examining said report and sport/recreation teams' rosters to ensure that every player has completed the training.

## **VIII. Spring and Fall Funding**

- a. WCSA shall allocate student organizations' semesterly budget for each academic year in the Spring and Fall Semester of the immediately preceding academic year, through the Spring and Fall Funding process.
- b. The provisions of Chapter III §(b)(3) shall not apply to the Spring or Fall Funding process.
- c. Requests must be submitted by a deadline to be established by the Budget Committee.
- d. The Budget Committee will not accept late submissions for the Spring and Fall Funding process.
- e. The Spring and Fall Funding processes shall begin with a reasonable number of identical informational sessions held by the Comptroller and members of the Budget Committee. These sessions shall be used to educate student organization representatives about the Spring and Fall Funding processes. These sessions shall be held no later than the twelfth week of the Spring or Fall Semester.
- f. Each student organization must send at least one representative to at least one of the informational sessions. If this is not possible, the organization must make suitable arrangements with the Comptroller beforehand. No Spring or Fall Funding allocation shall be made to any organization that was not represented at an informational session or that did not make appropriate arrangements with the Comptroller.
- g. All Spring and Fall Funding requests must be submitted using the online forms on Engage established by WCSA. The online form must be filled out in its entirety describing the event and providing a detailed itemization of both the total cost of the proposed event and the proposed use of requested funds
- h. The Budget Committee shall examine all Spring and Fall Funding requests according to the provisions of these Guidelines and, after drawing a recommendation for each request, present to the Full Senate these recommendations encompassing the entire Spring or Fall Funding allocation.
- i. The Spring and Fall Funding process shall be completed by the end of the 13<sup>th</sup> week of each semester.
- j. The Budget Committee has the right to amend any Spring or Fall Funding allocations based on enrollment data from the following academic year.

- k. The Budget Committee may fund any Spring or Fall budget request at up to 100%.

## **IX. Student Activity Fee**

- a. The Student Activity Fee rate shall be set by the Wesleyan Council on Student Affairs, subject to final approval through a formal motion to the Ohio Wesleyan Board of Trustees.
- b. The Student Activity Fee shall be \$170 per semester (\$340 per year) for full-time, commuter, and off-campus students.
- c. The Wesleyan Council on Student Affairs and its members recognize the purpose of the Student Activity Fee is to support and enhance a thriving student experience by supplementing clubs/organization's dues and fundraising monies to a large extent and funding special initiatives for students.
- d. The Wesleyan Council on Student Affairs is to be very conscious of the fact that any increase in the Student Activity Fee has a financial impact on students and should only be recommended by the Comptroller and Budget Committee to the Full Senate after careful consideration and documented analysis. Alternatively, any reduction in the Student Activity Fee may result in a lack of adequate funding for student clubs/organizations and other student initiatives and is not to be recommended by the Comptroller and Budget Committee to the Full Senate until after careful consideration and documented analysis.
  - i. A reason to raise the Student Activity Fee could include rising inflation or a consistent and significant lack of funding, resulting in reduced funding rates across all budget and initiative requests.
  - ii. A reason to lower the Student Activity Fee could include a trend of increased enrollment, bringing in more funding than budget and initiative requests.
- e. The Student Activity Fee rate must be evaluated at least every three academic years, if not sooner, by the Comptroller and Budget Committee, and a recommendation to maintain, raise, or lower the fee should be presented to the Full Senate by the Comptroller for consideration.
  - i. The most recent three-year cycle was conducted in the Fall of 2022, which requires the next analysis and recommendation of the Student Activity Fee rate by Spring 2025.

## **X. Amendments**

- a. Amendments to this Title, except amendments regarding the allocation of student activity fee directly to the accounts in Chapter III Sub-Chapter d which shall require a vote of three-fourths (3/4) of the voting members to which the WCSA body is entitled, unless a letter of support from the administrator responsible for the Student Involvement Office supports the amendment in which case the normal conditions of amending this title, shall be enacted by a vote of two-thirds (2/3) of the voting members to which the WCSA body is entitled, provided that no amendment shall be enacted that has not been heard at two separate full-body meetings of WCSA.

## **XI. Library of Textbooks**

- a. \$4,500 shall be allocated each year for the purchase of Textbooks from the Rollover account.
- b. Texts shall only be purchased in approved categories:
- c. The first category shall be prioritized for texts used in 100 to 200-level general education classes that are greater than \$70 and are not already owned or on reserve at the Library.
  - i. In the case of remaining funding, any funds left over can be spent on upper-level texts that are greater than \$70 at the discretion of the library staff.
- d. The second category shall be for a one academic year pilot program starting Fall 2022 involving the purchase of an online graduate test preparatory program of Peterson's Test Prep.
  - i. Priority consideration should be given to a comprehensive online preparatory program with a wide variety of exams such as: DAT, GMAT, GRE, LSAT, MAT, MCAT, PCAT, and/or TOEFL.
  - ii. The results of the pilot program will be evaluated at the end of Spring 2023 to see if the continuance of the program is in the best interest of WCSA and the Student Body.
- e. Both categories shall continue the exclusion of supplementary materials and textbooks which require access codes.
- f. All texts must be purchased at the discretion of the library staff to determine the final purchase list and facilitate purchase unless extenuating circumstances arise.
  - ii. Extenuating circumstances being if WCSA becomes aware of a text that is in demand by students but is not currently available at the Library.
- g. New and used copies of selected texts will be purchased through the bookstore when possible.
- h. All texts remain property of WCSA.
  - i. Once a text is deemed no longer necessary, the library staff can explore buyback options with the bookstore, putting funds made into the WCSA Rollover account, but if the buyback is not applicable, then the text can be donated.
- i. Every year, the Academic Affairs Committee shall be required to perform an audit of the Library of Textbooks which shall contain the following:

- i. The historical purchasing record
- ii. The frequency each book is checked out.

## **XII. Agreement between WCSA and CPB**

### **a. The Partnership between WCSA and CPB**

- i. Last Revised: 4/21/22
- ii. WHEREAS, Ohio Wesleyan University has a student programming board with a primary focus of providing social programming to the full student body and is known as the Campus Programming Board (CPB).
- i. WHEREAS, CPB was classified as a club/organization under WCSA.
- ii. WHEREAS, CPB was having difficulty securing contracts due to the WCSA Budget allocation procedures.
- iii. WHEREAS, programming boards are classified as a branch or arm of the student government at most other comparable institutions.
- iv. WHEREAS, discussions have occurred between WCSA and CPB over the past few years about beginning a partnership and the terms of such a partnership.
- v. WHEREAS, both WCSA and CPB have come to an agreement and understanding of the same terms of the partnership, therefore, the Wesleyan Council on Student Affairs Resolves:
- vi. That CPB becomes a subordinate body of the Wesleyan Council on Student Affairs, acting as the programming arm of student government,
- vii. That CPB and WCSA have entered this partnership for the betterment of both organizations and the campus community,
- viii. That CPB and WCSA will place the finalized agreements found below into both their governing documents constitutions so that way the partnership may be permanent and concrete.

### **b. Agreed to Terms for the WCSA and CPB Partnership**

- 1. Ohio Wesleyan University has a student programming board with a primary focus of providing social programming to the full student body and is known as the Campus Program Board (CPB). The Campus Program Board is a subordinate body of the Wesleyan Council of Student Affairs. As a subordinate body, there are some responsibilities they hold which are similar to a committee, but they will operate under their own CPB Constitution and By Laws. As a subordinate body they have the following expectations, requirements and opportunities:
  - i. CPB will operate autonomously under their Constitution and

Bylaws, which must be reviewed and updated every other year by the last day of classes of the Spring Semester. All review/update processes must include:

- a. The Vice President of WCSA
- b. The Comptroller of WCSA
  - c. The Treasurer of CPB
  - d. The Co-Presidents of CPB
  - e. The Advisor of CPB
  - f. The Advisor of WCSA
  - g. A member of WCSA's Administrative Policy Committee
- ii. Each review year the WCSA/CPB agreement is updated the date shall be added at the beginning of the Agreement formatted as "Last Revised: (Date Revised)".
- iii. CPB will not be an elected body, but rather a selected body. An application process must be completed as defined in the CPB constitution. The CPB Advisor, select CPB Officers, and select CPB Directors must be a part of the selection committee and the WCSA Ex-Officio member to CPB may serve on the selection committee as needed
- iv. The WCSA Ex-Officio to CPB will not be a member of CPB, and vice versa. This Ex-Officio will be appointed at the beginning of each new WCSA and/or CPB term.
  - v. A member of CPB will serve as an Ex-Officio member of WCSA and a WCSA member will serve as an Ex-Officio to CPB. The WCSA member serving as a liaison to CPB shall attend the CPB planning meeting and CPB regular executive and full body meetings as needed. The CPB Member serving as a liaison to WCSA shall attend WCSA Full Senate Meetings as needed.
- vi. The Vice President of WCSA and Co-President-External of CPB shall serve as the contact people in the absence of the designated liaisons.
- vii. CPB will receive \$43,000 for their general programming each semester. This general programming allocation amount is based on historical figures CPB has requested. This \$43,000 is guaranteed to CPB from WCSA every semester. As good stewards of these funds, CPB is required to submit their projected expenditures and budget for the following semester to the WCSA Vice President and Comptroller at the beginning of each academic semester. This is to ensure WCSA is aware of CPB's programming plans for the upcoming semester. At the



end of each semester, Expenditure Reports for that past semester's spending should also be provided to the WCSA Vice President and Comptroller to be archived.

- viii. CPB will utilize their rollover funds to pay for attendance at NACA (National Association of Campus Activities) annual conference. If CPB needs additional funding to attend NACA, they can submit a letter to the WCSA Comptroller detailing the amount they need to attend that is not covered by CPB rollover funding. A minimum of (2) and a maximum of four (4) CPB members, the exact number being dependent on the needs of CPB and the availability of WCSA Student Activity Fee funds, will attend and be financially covered by this allocation agreement.
- ix. Considering the nature of CPB's financial needs and bearing in mind the goal of programming in advance, WCSA declares CPB exempt from the standard student-organization "rollover" procedures. Any and all unspent money allocated to CPB will remain in their account until they choose to spend it.
- x. WCSA will entertain a supplemental budget request every three years in the Spring for the purchase of any equipment/operational items needed by CPB. The most recent three-year cycle began in the Fall of 2016. Thus, the Spring following the start of the cycle is when the fund may be requested.
- xi. If there is a unique program for the coming semester/year which demands a higher need of funds than the general programming funds of \$43,000 per semester, CPB may submit a budget request for consideration, in the form of a letter addressed to the WCSA Vice President and Comptroller detailing the budget request, following which a meeting would be held between WCSA and CPB to discuss the request. After this meeting, the WCSA Comptroller and Budget Committee would make their recommendation to the Full Senate within 10 business days of the letter's submission. At this point, normal budget request procedures will follow. In the absence of concern for the value of the request in question, the WCSA Comptroller and Budget Committee are encouraged to fund the request at the discretion of the Budget Committee and Full Senate.
- xii. Furthermore, if expenses arise mid-semester, CPB may request for further funds for events (such as the Concert Management

Institute, the Trendsetter Tour, etc.) from WCSA by using the supplemental budget request system, however planning ahead for each semester is encouraged. While WCSA is dedicated to quality programming on campus and recognizes CPB as a crucial element of campus life, all funds requested beyond the guaranteed \$43,000, besides allocations for NACA and CMI, per semester are to be distributed at the discretion of WCSA Budget Committee and the WCSA Full Senate. No funds beyond the base \$43,000 and NACA and CMI allocations are guaranteed to CPB. CPB will fund those conferences with CPB budget rollover funds before requesting supplemental funds.

- xiii. CPB is expected to be good stewards of WCSA Student Activity Fee funds, meaning that CPB has greater leniency when using the funds and is not subject to the same WCSA Budget Guidelines as other approved clubs and organizations. Such areas of exemption include the following: CPB does not have to do fundraising, but may do so; CPB may use funds to purchase food if it is as a part of a program benefitting the entire campus; CPB may use funds to buy “giveaways” and t-shirts if the program benefits a large portion of the campus; etc.
  - a. No WCSA Student Activity Fee funds can be used to do fundraising. CPB may also purchase merchandise for its members using only its fundraising funds.
  - b. While CPB may buy “giveaways” under the stipulation mentioned above, this does not include gifts or prizes (such as Amazon gift cards etc.)
- xiv. CPB’s general programming shall either be a large signature event or an event with which CPB partners with the Office of Multicultural Student Affairs or an organization or organizations affiliated with that office. CPB can, at its discretion, aid other student organization/s, Small Living Unit/s and department/s by providing expertise to and support with student organization/SLU/department’s event/s, using the remainder of funds after the allocations described in clauses xv and xvi.
- xv. CPB shall use between 70%-90% of the funds allocated for general programming for large signature events.
- xvi. CPB shall use between 10%-30% of the funds allocated for general programming for events with which CPB partners with OMSA or an organization or organizations affiliated with OMSA with the intention of furthering OMSA’s goal which is

to “support students who hold historically underrepresented identities to reach their goal of graduation” as well as embodying OMSA’s “Departmental Learning Outcomes” and “Values”.

- xvii. A large signature event is one in which engages a substantially large portion of campus beyond that of an average club event and generally carries with it a substantially large financial commitment.