

Student Government Finance Code
North Dakota State University Student Government
Revised November 2020

Title 1 - Overview of Student Government Finance

1-01 - Introduction

- 1-01-01 - The NDSU Student Government Finance Commission is the financial arm of Student Government. The Commission is responsible for making recommendations to the NDSU Student Senate on how to distribute the Student Activity Fee. The Commission, in fulfilling its duty of making recommendations on budgeting and disbursing the Student Activity Fee, is obligated to consider all matters with fairness and consistency. To achieve objectivity in this task, the Commission adheres to this document as official policy and procedure that will be followed by the Commission.
- 1-01-02 - Although this document is binding in respect to what the Commission is allowed to do, the Commission does recognize the existence of circumstances and conditions warranting special considerations. The Commission gives the Student Senate the choice of making decisions based on the recommendations of the Commission as well as any other existing circumstances that should be considered.

1-02 - Student Activity Fee

- 1-02-01 - The amount of Student Activity Fee dollars available for the budgeting process is determined by NDSU enrollment figures along with consultation with the NDSU Budget Director. All eligible organizations may apply for funding from the Student Activity Fee. The eligibility of student organizations is outlined in Title 2.
- 1-02-02 - The Commission will present a recommendation to the Student Senate regarding any needed changes in the Student Activity Fee by the end of February. It will be the responsibility of the Executive Commissioner to obtain the information needed from the NDSU Budget Director to make an informed recommendation.

1-03 - The Annual Student Activity Fee Budget

- 1-03-01 - The Student Activity Fee budget for a fiscal year, excluding the appeals process, must be determined by March 15, before the beginning of the next fiscal year, which is July 1 to June 30. It shall be the duty of the Finance Commission to ensure that the budget recommendation is submitted to the Student Senate with enough time to meet this deadline.

1-04 - Financial Requests

- 1-04-01 - Funds are allocated by the Commission through the annual Student Activity Fee budget as well as Budget Addition Requests (BAR), Reserve Requests (RR), Multicultural and Educational Programming (MEP) Requests, and Temporary Organization Requests for Funding (TORF). All financial requests, as well as budgets, must be approved by the Student Senate.
- 1-04-02 - All financial requests, as well as the budgets for student organizations, are considered fiscal year requests. Budgets and financial requests apply to the fiscal year in which they were requested and do not rollover to future years, unless explicitly stated in legislation.

1-05 - Reallocation of Funds

1-05-01 - All funds allocated through the budgeting process or through other financial requests are confined to the line item descriptions to which they were allocated. Reallocations of line items are allowed by discretion of the Assistant Executive of Finance with approval of the Finance Commission. All items being reallocated, as determined by the Assistant Executive of Finance, must go on a consent agenda and may be pulled off for discussion in the commission.

1-06 - Auditing

1-06-01 - The purpose of auditing is to regulate organizations receiving funds from the Student Activity Fee that are allocated through Student Government. Any organization that receives funding through Student Government may be audited. Auditing will be done as needed to determine whether organizations are utilizing the Student Activity Fee appropriately. Details on the auditing process can be found in Title 5 of the Code.

1-07 - Organizational Bank Account Access

1-07-01 - The purpose of bank account access is to ensure that any and all student organizational financial information be readily accessible to the Finance Commission in the event that an organization becomes inactive or unable to access or otherwise attend to their account. With regards to any and every student organizational bank account, the title of 'Advisor to the Student Government Congress of Student Organizations' must be listed as an authorized signer.

1-07-02 - Only NDSU students, in addition to the Advisor to the Student Government Congress of Student Organizations, are allowed on the organization's account to receive Tier II funding. Proof of this must be shown at the time of budgeting and may be requested at any point in the year as deemed necessary by the Executive Commissioners of Finance.

Title 2 - The Tier System

2-01 - Introduction

2-01-01 - The Commission, in its efforts to maintain consistency from year to year, categorizes organizations into three tiers. Each tier has requirements that organizations must meet to be eligible for the funding sources that the tiers provide. Funds will be disbursed based on neutrality of viewpoint as required by the U.S. Supreme Court ruling in *Southworth v. Board of Regents of the University of Wisconsin System* and will not be based on popularity of speech, as stated by the *U.S. Northern New York District Court in Amidon v. Student Association of SUNY-Albany*.

2-02 - Tier I Organizations

2-02-01 - A Tier I Organization is defined as an organization which meet the following qualifications.

2-02-01.1 - The organization provides important services to the entire student body.

2-02-01.2 - The organization has established a continued and prominent existence in the NDSU community and will continue to remain in existence for an extended period of time.

2-02-01.3 - The organization requires consistent funding to allow for continued existence and appropriate standing.

2-02-02 - These organizations will receive a percentage of the Student Activity Fee as recommended by the Finance Advisory Board, and approved by the Student Senate. The disbursement percentages are outlined in the ¹current Official Fiscal Year Student Activity Fee Budget. Any recommended change in the percentages received by Tier I Organizations must be approved with a simple majority affirmative vote of the Student Senate². Any change in percentages to Tier I Organizations will be done on the basis of financial need, with consideration to all other Tier I Organizations.

¹ Official current Fiscal Year Student Activity Fee Budget

² Section 7-02-03 of the Student Government Code

Tier I Organizations are required to present an annual report to the Student Senate in the fall, detailing how Student Activity Fee dollars were spent.³

2-02-03 - Tier I Roster

2-02-03.1 - The following is a list of the current roster of Tier I Organizations:

- 2-02-03.1.1 - Athletics
- 2-02-03.1.2 - Bison Information Network
- 2-02-03.1.3 - Campus Attractions
- 2-02-03.1.4 - Campus Recreations and Intramurals
- 2-02-03.1.5 - Memorial Union
- 2-02-03.1.6 - Performing Arts
- 2-02-03.1.7 - Student Government
- 2-02-03.1.8 - The Spectrum

2-02-03.2 - The following Tier I Organizations are classified as student-run:

- 2-02-03.2.1 - Bison Information Network
- 2-02-03.2.2 - Campus Attractions
- 2-02-03.2.3 - Student Government
- 2-02-03.2.4 - The Spectrum

2-03 - Tier II Organizations

2-03-01 - Tier II Organizations must be recognized by and fulfill the requirements of the Congress of Student Organizations (CSO). Tier II Organizations that comply with the CSO Guidelines and maintain a CSO standing of a three, four, or five can request funding through the annual budgeting process and are eligible for Contingency and MEP funding. The CSO standing ratings are defined in the CSO Guidelines Title 8. All Tier II Organizations must submit a budget through the annual budgeting process in order to be eligible for a Standard Operating Expenses line item and submission of Budget Addition Requests. To be eligible for full funding, Tier II Organizations must be in good standing by the time the budget is passed by the Student Senate.

2-03-01.1 - Any organization found to be selective by the CSO will have their funding withheld until deemed nonselective by the CSO. If unable to be budgeted during budgeting due to selectivity, once deemed nonselective by the CSO, the organization is able to come to the Finance Commission and be budgeted at any time during the year.

2-04 - Temporary Tier II Organizations

2-04-01 - Temporary Organizations are Tier II Organizations that have not been granted full standing by CSO. To receive funding from the Student Activity Fee, Temporary Organizations must submit a Temporary Organization Request for Funding (TORF). The TORF will be reviewed by the Finance Commission then brought before the Student Senate for approval. Temporary Organizations will not be eligible for Budget Addition Requests for the fiscal year during which they were granted temporary standing.

2-05 - Tier III Organizations

2-05-01.1 - The CSO Commission, in conjunction with the Student Court, has the right to determine which tier an organization may fall under, on a case-by-case basis. All tier recognition can be found in Title 5 of the CSO Guidelines.

2-05-02 - The Commission recognizes that each organization has unique functions. However, to be fair to the student body, the Commission's policy is that it will not fund Tier III organizations through the annual budgeting process or through In-Year Funds. Tier III organizations are eligible for Multicultural and Education Programming funds. A

³ Section 7-03-01 of the Student Government Code

Tier III organization must be in good standing before being eligible to apply for Multicultural and Educational Programming funds.

Title 3 - The Annual Budgeting Process

3-01 - Introduction

- 3-01-01 - The annual budgeting process, which takes place in the spring semester, is the process by which the Commission and Student Senate allocates funds for the next fiscal year. Included in the annual budget will be the funding for:
 - 3-01-01.1 - Tier I Organizations
 - 3-01-01.1.1 - These recommended allocations are based on the percentage system outlined in the Official current Fiscal Year Student Activity Fee Budget.⁴
 - 3-01-01.2 - Tier II Organizations eligible to receive funds
 - 3-01-01.2.1 - These allocations are based on the recommendations of the Commission after being adjusted to fit into the standard allocations that are provided in the Code. All funding levels listed in this section should be considered recommendations by organizations, and organizations should understand that the Student Senate has the ultimate authority on funding issues.
 - 3-01-01.3 - Temporary Organization Request for Funding (TORF) Fund
 - 3-01-01.3.1 - This allocation is to ensure that there will be an initial funding source for Temporary Organizations that wish to make such a request.
 - 3-01-01.4 - In-Year Request Fund
 - 3-01-01.4.1 - Budget Addition Request
 - 3-01-01.4.1.1 - This allocation is to ensure that there is an initial funding source for the unforeseen expenses of Tier II organizations.
 - 3-01-01.4.2 - Multicultural and Educational Programming
 - 3-01-01.4.2.1 - This allocation is to ensure that there is an initial funding source in the case that eligible organizations are putting on multicultural and educational programs that can serve the student body.
 - 3-01-01.5 -

3-02 - Procedure for Requesting Funds

- 3-02-01 - To facilitate the allocation of the Student Activity Fee for Tier II organizations eligible for funding, the Commission requires organizations to adhere to the following procedures:
 - 3-02-01.1 - All eligible organizations that wish to request funds for the next fiscal year through the annual budgeting process must prepare a budget and defend the budget by attending a hearing with the Commission if they have line items beyond Standard Operating Expenses. Only student members of the organization may be present for the budgeting hearing.
 - 3-02-01.2 - If a Tier II Organization wishes, it may choose to submit a Standard Budget. A Standard budget consists solely of the Standard Operating Expenses line item outlined further in this section. Organizations submitting a Standard Budget do not need to attend a Budget Hearing. To submit a Standard Budget, an email should be sent to the Executive Finance Commissioners with the organization name, the words "Standard Budget," and the amount requested between \$15 and \$50 in the subject line. Such a budget will satisfy the requirement in 4-01-02.2.5 to be considered for a Budget Addition Request.
 - 3-02-01.3 - The following considerations should be taken by organizations:

⁴ Official current Fiscal Year Student Activity Fee Budget Section 7-02-02 of the Student Government Code

- 3-02-01.3.1 - Organizations are required to use the templates found on the Student Government website for budget requests. Incomplete budgets can result in a rejected budget by the Commission. Organizations must provide all of the information shown on the budget template.
- 3-02-01.3.2 - Organizations are required to type all budget requests and submit an electronic budget to the Student Government Finance Office by the specified deadline. All eligible organizations will receive a minimum of a two-week notice before the due date of the electronic budgets.
- 3-02-01.3.3 - Items requested must be clearly defined in order for the Commissioners to make informed decisions. Poor or incomplete information will likely have a negative impact on funding an organization.
- 3-02-01.3.4 - Organizations should follow instructions contained in correspondence from the Commission to arrange appointments for discussing funding requests.
- 3-02-01.4 - Late budgets will be penalized 10% of requested funds for each day they are late, up to a maximum of 50%.
- 3-02-01.5 - To ensure organization budget accountability, a percentage dockage to the calculated budget will be recommended by the Finance Commission using the following Code.
- 3-02-01.5.1 - The Finance Commission will use the previous fiscal year's budget to determine the percentage of the budget utilized.
- 3-02-01.5.2 - The percent of budgets utilized will then be referenced with the following dockage bracket:

3-02-01.5.2.1 -

Percent of Budget Used	Dockage
90-100%	0%
80-89.9%	5%
70-79.9%	10%
60-69.9%	15%
50-59.9%	20%
40-49.9%	25%
30-39.9%	30%
20-29.9%	35%
10-19.9%	40%
0-9.9%	45%

- 3-02-01.5.2.2 -
- 3-02-01.5.3 - The percent of dockage will be added to any other deductions applied to the budget being requested and included in the Finance Commission recommendation to Student Senate.
- 3-02-01.5.4 - Dockages will be applied to the amount budgeted by the Finance Commission. The maximum amount of funding available to an

- organization with a dockage is the dockage percentage of the funding cap less than the maximum funding cap.
 - 3-02-01.5.5 - If the organization did not request a budget in the past fiscal year, no dockage will be applied to the current budget request.
 - 3-02-01.5.6 - The organization may appeal the dockage to the Student Court. During discussion of appeal, current fiscal year budget usage can be considered. With a majority vote by the Student Court, the budget dockage can be adjusted in favor of the student organization, if the student organization gives a reasonable justification for lack of budget usage.
 - 3-02-01.6 - The organization can release the funding budgeted by sending an email to the Assistant Executive Commissioner stating the reason for not planning to attend the event or purchase equipment if the organization will not be attending a conference, competition, or purchasing equipment. This request must be done prior to the date of the event or the purchase of related equipment.
 - 3-02-01.7 - Organizations can release funding upon reimbursement request of related budgeted items with reasoning of unexpected situations, such as discount to budgeted items, weather-related cancellation, price fluctuation in travel or lodging costs, etc.
 - 3-02-01.8 - Budget requests will only include dollars for organizational activities which will occur during the fiscal year that is being budgeted.
- 3-03 - Competitive and Non-Competitive Organizations**
 - 3-03-01 - Competitive Organizations
 - 3-03-01.1 - Competitive organizations are defined as organizations that compete at events against non-NDSU affiliates. Competitive Organizations requesting funding from the Student Activity Fee will be budgeted with the following rules and expectations:
 - 3-03-01.1.1 - The Commission will fund only the minimum number of students to be competitive in the event. If there is no minimum number of students required, the Commission defines this number as one full team plus one-half a team of substitutes, and if one full team cannot be defined by the Finance Commission, then the recommendation will be for seven participants.
 - 3-03-01.1.2 - The Commission, to ensure that student organizations are responsible with travel planning, shall recommend funding travel and registration for five of the least expensive away events and registration for five of the least expensive home events. Should a student organization request funding for more than five away events, the organization shall be required to present to the Commission written justification from the league, Commission, or governing body in which the organization competes justifying the required participation in the additional events. The ultimate responsibility of proof of necessity lies on the organization. Should sufficient evidence not be provided, the Commission shall not recommend funding more than five home and five away events.
 - 3-03-01.1.3 - An organization that receives funding for a competitive event waives its right to funding for a non-competitive conference.
 - 3-03-01.1.4 - Organizations affiliated with any university department must attempt to be funded by the respective department.
 - 3-03-01.1.5 - Competitive organizations are eligible for hosting up to 5 competitive events. Organizations will be funded for home registration and/or what is absolutely necessary to host the event. A non-exhaustive list of fundable and non-fundable items can be found in Section 3-04.

3-03-01.1.5.1 -

3-03-02 - Non-Competitive Organizations

3-03-02.1 - Non-competitive organizations are defined as organizations that do not compete at events against non-NDSU affiliates. Non-competitive organizations requesting funding from the Student Activity Fee will be budgeted with the following rules and expectations:

3-03-02.1.1 - Only one non-competitive home and one non-competitive away conference will be funded per year for a maximum of seven people per event.

3-03-02.1.2 - Organizations affiliated with any university department must attempt to be funded by the respective department.

3-04 - Fundable and Non-Fundable Items

3-04-01 - Fundable Items

3-04-01.1 - Certain items are funded through Student Activity Fee funds for student organizations.

These items include but are not limited to the following:

3-04-01.1.1 - Advertising for general meetings and events

3-04-01.1.2 - Parking Passes (if required for competition/conference)

3-04-01.1.4 - Other items as described in Title 3

3-04-01.2 - Certain items are funded through Student Activity Fee funds for competitive student organizations.

These items include but are not limited to the following:

3-04-01.2.1 - Uniforms (once every 3 years, unless change in league requirements)

3-04-01.2.2 - Storage costs for equipment (see section 3-07-Equipment)

3-04-01.2.3 - Referees

3-04-01.2.4 - Preparation/maintenance costs

3-04-01.2.5 - Required emergency vehicles

3-04-01.2.6 - Medical personnel

3-04-01.2.7 - Individual or team dues, going towards a governing organization, necessary to participate

3-04-01.2.8 - Required coaches

3-04-01.2.9 - Other items as described by Title 3

3-04-02 - Non-Fundable Items

3-04-02.1 - Non-fundable items are not pertinent, relevant, or necessary for the organization.

3-04-02.2 - Certain items are not recommended for funding through Student Activity Fee funds for student organizations. These items include but are not limited to the following:

3-04-02.2.1 - Awards/Prizes

3-04-02.2.2 - Food or Drink

3-04-02.2.3 - Donations or Charitable Contributions

3-04-02.2.4 - Personal business cards

3-04-02.2.5 - Giveaways (i.e. t-shirts, pens, gift bags)

3-04-02.2.6 - Any service or good offered for free through the University

3-04-02.2.7 - Clinics/Camps

3-04-02.2.8 - compensation to members or officers of organizations

3-04-02.2.9 - Expenses for faculty members, non-required coaches, or advisors. NDSU faculty or advisors cannot receive compensation for speaking at an organization's meeting.

3-04-02.2.10 - Loans for any purpose

3-04-02.2.11 - Non-transferable equipment (see Section 3-07-02.2 -Equipment)

3-04-02.2.12 - Personal Insurance

- 3-04-02.2.13 – Bus shuttle passes to and from an airport (since air travel is not funded)
- 3-04-02.2.14 – Alcoholic beverages or any illegal substances or activities
- 3-04-02.2.15 – Illegal activities
- 3-04-02.2.16 – Weapons as defined by Article 3, Section 3.47 of the NDSU Student Code of Conduct.
- 3-04-02.2.17 - All animals

3-05 - Common Items Requested

- 3-05-01 - The common items requested section describes items that are funded through Student Activity Fees on the basis to subsidize costs for student organizations in conferences and competitions. This funding is meant to alleviate related financial burden of necessary expenses for student engagement and development activities.
- 3-05-02 - Transportation
 - 3-05-02.1 - Transportation expenses are recommended by the Commission based on calculating round-trip distance multiplied by a set mileage rate per vehicle, and the number of days for the trip multiplied by the rental rate for each vehicle. The Commission uses the following information in its calculations:
 - 3-05-02.2 - Distance is calculated by using Google Maps(<http://www.maps.google.com/>), with the beginning location being “Fargo, ND” and the ending location being the location of the event. To calculate round-trip distance, the given mileage from Google Maps will be multiplied by two. The Commission will not include intercity travel in its calculations. The Commission reserves the right to use discretion in determining round-trip distance if the event takes place in multiple locations.
 - 3-05-02.3 - Mileage rates are determined based on the GSA Government-Owned Vehicle rate at the time of budgeting in the spring (<http://www.gsa.gov/portal/content/100715>). The current mileage rates can be found in Section 9-02 of the Code. Vehicles are assigned based on the least expensive option. The Commission uses the following seating amounts for vehicles:
 - 3-05-02.3.1 -

Sedan	4 passengers
Minivan	5-7 passengers
Pickup Truck	4 passengers
 - 3-05-02.3.1.1 -
 - 3-05-02.3.2 - The Commission recognizes that a need may arise for additional space or specialized vehicles for travel by organizations. The Commission has the discretion to recommend these vehicles when it sees fit.
 - 3-05-02.3.3 - The Commission will fund \$3 per vehicle per day to provide insurance for the Enterprise Rent-A-Car vehicle and its driver and passengers.
 - 3-05-02.4 - International travel, with the exception of Canada, will not be funded for Tier II organizations for any reason.
 - 3-05-02.4.1 - Travel in Canada will be calculated with the same guidelines used for travel within the United States.
 - 3-05-02.5 - Student organizations will be eligible to request travel funding for any state of the United States of America with the exception of Hawaii.
- 3-05-03 - Lodging

- 3-05-03.1 - Lodging expenses are recommended by the Commission based on the following calculation: a per diem rate multiplied by the number of rooms multiplied by the number of nights stayed. The Commission uses the following information in its calculations:
 - 3-05-03.1.1 - The per diem rate is determined by using the U.S. General Services Administration website (<http://www.gsa.gov/portal/category/21287>). Organizations will be funded at the Max Lodging (ML) monthly rate of the destination location. If the location is not listed, but another location in the same county is listed, the Commission will use the other location's ML rate. If the location is not listed and there is no other location within the same county listed, the standard GSA rate will be used.
 - 3-05-03.1.2 - The number of rooms is determined by using a base of four people per room, rounded up. For example, if nine people are lodging on a trip, the Commission will recommend three rooms. The Commission does not take gender into account when determining the number of rooms.
 - 3-05-03.1.3 - Lodging en route will be recommended only when the following formula is true:
 - 3-05-03.1.3.1 - $m > (x - 5.5) * 65$ OR $m > 650$
 - 3-05-03.1.3.1.1 - m represents the one-way distance in miles and x represents the start time of the event in 24-hour format (e.g. 1:00pm = 13, 5:45pm = 17.75).
 - 3-05-03.1.3.1.2 - This formula assumes that the earliest reasonable time to depart is 5:00am, that organizations need to arrive 30 minutes prior to the start of the event, and that the average driving speed is 65mph.
 - 3-05-03.1.3.1.3 - The second option is if the destination is over 650 miles (one-way) and the organization does not know when the conference starts. According to the Federal Motor Carrier Safety Administration, passenger-carrying vehicles are not allowed to drive more than 10 hours a day. With the standard of 65 miles per hour, that equates to 650 miles.
 - 3-05-03.1.3.2 - The Commission will recommend one night of lodging en route on the trip to the destination and one night on the way back. The standard GSA rate shall be used, with the number of rooms being calculated as shown above.
 - 3-05-03.1.4 - The Commission will not recommend funding for lodging if the round-trip distance does not exceed 50 miles.
 - 3-05-03.1.5 - Students may not make additional charges to the hotel room(s). If a student chooses to do so, that individual and/or representing organization will be held responsible for the payment of the additional charges and no reimbursement will be given for the additional charges.
 - 3-05-03.1.6 - International lodging, with the exception of Canada, will not be funded for Tier II and III organizations for any reason.
 - 3-05-03.1.6.1 - Lodging in Canada will be funded at $\frac{3}{4}$ the Foreign GSA rate of the destination city.
- 3-05-04 - Registration Fees
 - 3-05-04.1 - An organization may request funds for registration fees to events attended for the betterment of the organization, its members, or the NDSU Campus. Standard deductions

will be taken for registration fees that include food (www.gsa.gov/mie). The deduction will be $\frac{3}{4}$ of the government rate. The standard deductions are as follows:

Breakfast	\$8.25/person
Lunch	\$9.00/person
Banquet/Dinner	\$17.25/person

3-05-04.1.1 -

3-05-04.2 - International registration, with the exception of Canada, will not be funded for Tier II and III organizations for any reason.

3-05-05 - Dues

3-05-05.1 - Individual and team dues, towards a governing organization, necessary to participate will be funded by the Finance Commission.

3-05-05.2 - Dues can only be funded to a cap of \$300 per funded member. The cap is the maximum amount that can be recommended after the fundraising requirement and before other deductions, dockages, or penalties.

3-05-06 - Practices

3-05-06.1 - For practice line items to be recommended by the Commission, the organization must justify the need to the Commission. The Commission will not recommend funding for travel for practice.

3-05-06.2 - Funding for practice space rental has a cap of \$15 per funded member per hour of practice. The cap is the maximum amount that can be recommended after the fundraising requirement and before other deductions, dockages, or penalties. The Finance Commission will recommend the lesser of the cap calculation or quote of actual expenses for practice.

3-05-06.3 - Student Organizations will be recommended at 2 hours per practice, 3 practices per week.

3-05-07 - Insurance

3-05-07.1 - The Commission will recommend funding for necessary insurance, such as general liability and accident medical, for events/competitions of the organization.

3-05-07.2 - Insurance rates may be determined from Campus Connexions (www.campusconnexions.com). The Commission requires the organization to do the work of requesting the quote before meeting with the Commission for a funding recommendation. The organization must also provide either a paper or digital copy of the quote to the Executive Commissioners before the meeting.

3-06 - Standard Operating Expenses

3-06-01 - The Commission will recommend \$0-\$50 to any eligible Tier II Organization that submits a budget for its operating expenses and requests the amount needed for the year. If a budget for operating expenses is submitted, but no amount, the default funding amount is \$50.

3-06-02 - If an organization requests less than \$50, the organization may request an increase to their Standard Operating Expenses, up to the \$50 or maximum after the late penalty is applied, through a Budget Addition Request.

3-06-03 - In general, this money is to be used to help the organization with programming events, advertising, website costs, displays, postage, office supplies, etc.

3-06-04 - This money may not be used in conjunction with any trip already funded by the Commission. Also, this money is not to be used for food or any other item in Section 3-07.

3-06-05 - This \$50 is not subject to CSO standing deductions or fundraising requirements but is subject to the late penalty for the budget deadline. However, it is still only allocated to those organizations in good standing with CSO. If the organization requests less than \$50, the late penalty will still apply. The minimum budget, after late penalty applied, is \$15 for the fiscal year.

3-07 - Equipment

3-07-01 - From time to time, organizations need equipment upgrades to support their purposes and activities. While Student Government has a responsibility to provide for the basics, there are other needs that facilitate the opportunities for student involvement and campus-wide programming.

3-07-02 - Finance Commission realizes there are different types of equipment and for funding purposes, the various types are defined below:

3-07-02.1 - Transferable equipment – any equipment that can be transferred between members and continue to uphold its intended purpose.

3-07-02.2 - Non-transferable equipment – any equipment that is personal in nature and difficult or unable to be transferred between members.

3-07-02.3 - Consumable equipment – equipment that is for one-time use or will have a life of less than one year.

3-07-03 - Student organizations eligible to request funding for equipment are those who are “equipment intensive” or focus their activities around the use of equipment. Each student organization will be evaluated on its own merits.

3-07-04 - Eligible student organizations may request funding for equipment that meet the following conditions:

3-07-04.1 - Material in use (vital to the accomplishments of an organization’s purpose)

3-07-04.2 - Fits in the category of transferable or consumable equipment

3-07-05 - If multiple items of the same equipment are being requested, the maximum number of individual items funded will be the number of members calculated based on 3-03-01.1.1 for competitive organizations and maximum of seven people for non-competitive organizations.

3-07-06 - Consumable equipment funding for practice has a cap of \$60 per funded member per practice. The cap is the maximum amount that can be recommended after the fundraising requirement and before other deductions, dockages, or penalties.

3-07-07 - Consumable equipment funding for competition has a cap of \$80 per funded member per event. The cap for consumable equipment funding for practice and competition are separate from each other. The cap is the amount that can be recommended after the fundraising requirement and before other deductions, dockages, or penalties.

3-07-08 - Equipment must be stored in a convenient, secure location where access is available to members of the organization.

3-07-08.1 - Finance will recommend reasonable funding for storage items (i.e. on/off campus rental space and transportable storage) that follow the above expectation of equipment storage. “Reasonable” funding is defined as not falling within a luxury price for the storage item, in comparison to similar storage items available.

3-07-08.2 - Any transportable storage funded in part by Student Activity Fee funds will be considered property of Student Government and cannot be sold. If the organization dissolves, or disbands, said transportable storage must be returned to Student Government and therein the transportable storage will be liquidated.

3-07-09 - Equipment must remain with the organization for the duration of the equipment’s life.

- 3-07-10 - Equipment repair costs due to regular maintenance costs and not because of carelessness or damage done by organization members can be recommended for funding.
- 3-07-11 - Equipment funded in part by Student Activity Fee funds cannot be sold as it is to be considered property of Student Government. If the organization dissolves or disbands, said equipment must be returned to Student Government, and therein the equipment will be liquidated.
- 3-07-12 - Each organization requesting funds for equipment will need to fill out the Organization Equipment Agreement and supply members with the Member Equipment Agreement. Prior to approval of funds the organization must provide the Finance Commission with the signed Organization Equipment Agreement and a copy of the Member Equipment Agreement.

3-08 - Fundraising Requirement of Tier II Organizations

- 3-08-01 - Tier II organizations should not expect their sole funding to come from the Student Activity Fee. To make sure that organizations are putting forth an effort to fund their organizations, the Commission will enforce the following rules:
 - 3-08-01.1 - Tier II organizations are required to fundraise at a level of 30% of the amount allowed by Title 3 of the Finance Code. If “X” is the amount an organization would be allowed from Title 3, the maximum the Commission will recommend the Student Senate to allocate to an organization can be calculated with this formula:
 - 3-08-01.1.1 - $X * 0.7 =$ Maximum the Commission can recommend to the Student Senate to allocate to an organization. For example, if an organization is allowed to receive \$3,000 from the items listed in Title 3 of the Finance Code, the Finance Commission will recommend funding for up to \$2,100 to the Student Senate. The organization must fundraise the remaining \$900.
 - 3-08-01.2 - The recommended allocation from the Finance Commission must still fall within the Code.

3-09 - Other Considerations on Funding of Tier II Organizations

- 3-09-01 - Dual-College and Tri-College organizations will have their budgets adjusted on the following scale:
 - 3-09-01.1 - Competitive Tier II organizations must turn in a team roster at the beginning of each semester. Competitive Tier II student organizations will be funded based on the percentage of NDSU students on their roster up to 80%. CSO standing will also apply. For example, if there are 10 people on a competitive Tier II organization with a CSO standing of 5, and 7 students are from NDSU, they will be funded at 70%.
- 3-09-02 - The CSO ratings of student organizations will impact their budget allocations on the following scale:
 - 3-09-02.1 -

CSO Standing	Percent of Standard Allocation
5	100%
4	95%
3	85%

- 3-09-02.2 -

- 3-09-03 - Organizations having the same people, event, or purpose must follow the following Code:
 - 3-09-03.1 - If two or more student organizations with similar purpose, determined by Student Court, have different people going to the same event, each attending organization will be allocated an amount equal to one organization being funded for the event divided by the number of organizations also attending.
 - 3-09-03.2 - Organizations with similar purpose sending the same people to the same or a different event will not receive funding.
 - 3-09-04 - The Finance Commission strongly advises the NDSU Student Senate to strictly adhere to the recommendations made by the Commission with respect to organizations with overt political, religious, or advocacy agendas, in an effort to protect NDSU and the Student Government from civil litigation. This advisement is to ensure compliance with court decisions made in Southworth vs. The Board of Regents of the University of Wisconsin System and Amidon vs. The Student Association of SUNY at Albany.
 - 3-09-05 - No Tier II organization will receive funding recommendations that total over \$25,000 . This rule applies to the annual budget as well as any Budget Addition Requests for that fiscal year. This total is the maximum amount that can be recommended after the fundraising requirement and before other deductions, dockages, or penalties.

Title 4 - In-Year Request Preparation

4-01 - Introduction

- 4-01-01 - The Commission recognizes that organizations may not have the knowledge during the annual budgeting process needed to make decisions on their budget for the following fiscal year. In addition, unforeseen expenses and opportunities may appear after the budgeting process which, if funded, would serve the student body of NDSU. For these reasons, Student Government has created three funds from which organizations can request. These are the In-Year Request Fund, the TORF Fund, and the Reserve Fund. The process for requesting these funds is outlined in this section.
- 4-01-02 - MEP and Budget Addition Requests are part of the In-Year Request Fund which is allocated at a minimum of \$20,000 every fiscal year and will be allocated to organizations on a first come, first serve basis.

4-02 - BARs

- 4-02-01 - A portion of the Student Activity Fee budget⁵ is allocated by the Commission for Budget Addition Requests. The intent of the In-Year Request Fund is to assist organizations in covering expenses that are unforeseen at the time of budgeting. The In-Year Request Fund is intended to supplement the budgeting of Tier II organizations.
- 4-02-02 - Some factors to consider when submitting a Budget Addition Request:
 - 4-02-02.1 - The Commission recommends funding for Budget Addition Requests under the same allocation guidelines as the general budget. Look to Title 3 to assist in preparing the request. Please refrain from asking for items that are not funded through the annual budgeting process.
 - 4-02-02.2 - The In-Year Request Fund will be divided among requesting organizations on a first come, first serve basis. The In-Year Request Fund may be replenished with funds from the Reserve Fund if deemed necessary by the Executive Finance Commissioners.
 - 4-02-02.3 - Budget Addition Requests only require data on the specific item or event being requested.
 - 4-02-02.4 - It is imperative that the organization includes contact information on the request. The Assistant Executive Commissioner will contact the organization to set up a meeting time with the Commission.

⁵ The In-Year Request Fund must be budgeted at a minimum of \$20,000

- 4-02-02.5 - The organization is required to submit any necessary quotes for items such as registration fees, league dues, practice space rental costs, equipment or any other items included in the Budget Addition Request that is deemed necessary by the Executive Commissioners of Finance. A meeting time will not be scheduled until all necessary quotes have been received by the Executive Commissioners of Finance.
- 4-02-02.6 - The Commission requires a student representative of the organization who has significant knowledge of the requests to be present at the meeting so that any questions the Commission may have about the request can be answered.
- 4-02-02.7 - In order for the request to be eligible for consideration, the organization must have submitted a budget in the annual budgeting process the previous year. A request may be considered if an organization was of Temporary standing at the current fiscal year's budget submission deadline and has since been approved as a Full standing organization in good standing with CSO.
- 4-02-02.8 - The organization will be encouraged to have representation from the organization at the Student Senate meeting in which the request is being discussed. Contact the Assistant Executive Commissioner for information regarding when the request will be up for discussion on the Senate floor.
- 4-02-02.9 - In the event that the organization will not be attending a conference or competition or be purchasing equipment, the organization can release the funding for the respective Budget Addition Request by sending an email to the Assistant Executive Commissioner stating the reason for not planning to attend the event or purchase equipment. This request must be done prior to the date of the event or the purchase of related equipment.

4-03 - MEP Requests

- 4-03-01 - Multicultural and Educational Program Requests will be funded through the In-Year Request Fund. These requests will be distributed to projects that prove to be educationally beneficial to members of the student body. These requests will be available to Tier II and Tier III organizations.
- 4-03-02 - All organizations that apply for the Multicultural and Educational Program Requests (MEP) will have to meet with the Executive Finance Commissioners three weeks prior to the event and submit a thorough budget for the event along with physical quotes for all items requested from Finance Commission.
- 4-03-03 - The organization may also apply for items that are explicitly not recommended by the Finance Commission in Title III. All items must be justified as being essential to the event and needed for educational purposes. A member of the organization who is knowledgeable of the event must be present at the Finance Commission meeting and is highly encouraged to attend the Senate meeting which it is voted on.
- 4-03-04 - The event must be for the benefit of students. Any event, funded by the MEP, must be accessible to any and all students at NDSU. If not on campus, it must be justified to Finance Commission why it needs to be held off campus and how it is still easily accessible to students. The event must also be free of charge or charged at a reduced rate to NDSU students.
- 4-03-05 - The event must prove that it is educational for students. It must also prove to be unique to campus and not be the same or similar to an event that is either held by another organization or the university itself. If another event on campus provides the same benefits, information, and/or experience, then this event should not be funded. Furthermore, an organization can only be approved for one event in a single fiscal year.
- 4-03-06 -

An event is eligible to be funded up to 80%, capped at \$25,000 MEP events must be free to NDSU students, have effective marketing, and have a convenient proximity to the NDSU campus.

- 4-03-07 - Organizations are required to include the statement “Sponsored by Student Government” on all promotional materials.
- 4-03-08 - Funds that are distributed for MEP Requests are subject to a 60 day timeline from the date of the event. Any non-reimbursed funds allocated for the event will be reissued into the MEP Fund at the conclusion of the 60 day timeline.

4-04 - RRs

- 4-04-01 - Allocated funds that are not requested by or reimbursed to Tier II organizations by the end of a fiscal year are pooled into the Reserve Fund. If an organization would like to submit a Reserve Request, they may contact the Executive Commissioners of Finance and they will assist the organization in determining if the request falls into this category.
- 4-04-02 - All Reserve Requests, with the exception of those related to replenishing the In-Year Request Fund, will be reviewed by the Finance Commission and given a recommendation of “do recommend” or “do not recommend” funding of the Reserve Request.
- 4-04-03 - Some factors to consider when submitting a Reserve Request:
 - 4-04-03.1 - The recommendations of the Commission are based on merit.
 - 4-04-03.2 -
 - 4-04-03.3 - Reserve Requests are not subject to the limits of Title 3. Therefore, Student Senators and other sponsors can request funding for items that are not listed in Title 3.
 - 4-04-03.4 - These requests are to be a one-time funding, preferably with a sustainable funding model for costs to continue, whether self-sufficient or through funding sources other than Student Government.
 - 4-04-03.5 - Reserve Requests shall be used to fund capital projects or campus-wide programs, services, or events. The proceeding subsections define the allowable expenditures:
 - 4-04-03.5.1 - Capital projects include the categories of campus improvement or campus beautification; a nonrestrictive speaker, workshop, or presentation; or other projects addressing student-related concerns.
 - 4-04-03.5.2 - Campus-wide programs, services, or events are to be of general appeal and access to the student body.
- 4-04-04 - The Commission will designate a Commission member to evaluate the merits of the request and bring the findings to the next Commission meeting, where the Commission will make their recommendation.
- 4-04-05 - The evaluation of the Reserve Request and recommendation from the Commission must take place before the vote on the Reserve Request at Senate.
- 4-04-06 - Reserve Fund money may not be used for the sole benefit of a department or division of the University.
- 4-04-07 - Reserve Fund money may be used for emergencies.

4-05 - TORF

- 4-05-01 - A portion of the Student Activity Fee Budget⁶ is allocated by the Commission for Temporary Organization Requests for Funding. Because Temporary Organizations are not eligible to receive funds in the annual budgeting process, they must submit a TORF to receive Standard Operating Expenses as outlined in Title 3 of the Finance Code. The rules from Title 3 will apply to TORFs with the exception that only Standard Operating Expenses are allowed to be requested. In an effort to encourage the move to full standing, each organization will only be eligible to submit one TORF over the span of its temporary standing.

4-06 - Absence from Commission meeting

- 4-06-01 - With an In-Year Request (BAR, MEP Request, and TORF), a representative must be present at their scheduled meeting time with the Finance Commission.

If a representative is not present at the originally scheduled meeting for an In-Year Request, the Assistant Executive Commissioner will work to reschedule the meeting. At this second meeting, the original request will be deducted 5% of the overall budget that the Commission would have recommended at the original meeting. If a representative is not present at the rescheduled meeting, a 5% deduction will be added with each additional absence (ex. 10% deduction at the next meeting from original request, 15% the next meeting, etc.).

Title 5 - Auditing of Student Organizations

5-01 - Introduction

- 5-01-01 - The Finance Commission reserves the right to investigate all funding allocated from the Student Activity Fee. If it is determined that there has been inappropriate use, the organization will be subject to disciplinary action by Student Government and University administration. Inappropriate use of the Student Activity Fee can result in funding ineligibility for the remainder of the year in question and the following fiscal year.
- 5-01-02 - It is strongly recommended that organizations keep accurate records of all financial activity, especially funds allocated through Student Government.

5-02 -

Title 6 - General Expectations/Disbursement Process

6-01 - Responsibilities of Organizations

- 6-01-01 - Organizations who receive funds from the Commission and Student Senate agree to accept the added responsibilities set forth by those agencies. The Commission and Student Senate are agents of NDSU and the State of North Dakota. Therefore, it is important for all organizations to carry out the following responsibilities:
 - 6-01-01.1 - Represent NDSU properly and professionally in accordance with the overall goals of the University.
 - 6-01-01.2 - Adequately advertise every activity funded through the Student Activity Fee.
 - 6-01-01.3 - Direct energy toward betterment of the University, rather than the organization's sole existence.

6-02 - Reimbursement/Disbursement Policy

- 6-02-01 - To ensure that Tier II and Tier III Organizations utilize the funds allocated by the Student Senate appropriately, the Finance Commission works off a strict reimbursement-only policy. The Student Senate allocates amounts of the Student Activity Fee to organizations; it does not disburse the money. Organizations are required to follow the process outlined in Section 6-03 of the Code in order to receive allocated money from the Student Activity Fee.

⁶ The TORF Fund must be budgeted at a minimum of ten times the amount of a Standard Budget.

- 6-02-02 - Tier I Organizations are not subject to the reimbursement-only policy. The Executive Commissioner of Finance shall direct the NDSU Accounting Office to disburse Tier I allocated money to the respective organizations at the beginning of the fall semester.
- 6-02-03 - Every organization must fill out the Travel Notification Form two weeks prior to traveling to each event. Failure to do so will forfeit the funding for that event. Each organization will be given one warning per fiscal year. The Travel Notification Form can be found under the Congress of Student Organizations Blackboard page.
- 6-02-04 - The Executive Finance Commissioners reserve the right to edit and adjust budget allocation amounts to a lower value based upon their discretion by utilizing allocation recommendations through the Finance Code when presented with a Reimbursement Request. Such discretion cannot be used for any items that would fall under cumulative travel and registration on competitive organization budgets. Information used to make decisions for adjustments and edits will be documents, such as receipts, organization's testimony, and purchasing statements. Scenarios that will most likely lead to adjustments in reimbursement amounts include, but are not limited to, over-estimates in number of members attending an event, more expensive quotes in line items requested, and incorrect information on events or items.

6-03 - Procedures for Disbursement of Funds

- 6-03-01 - Organizations granted a fund allocation can request those funds directly from the Student Government Finance office, as outlined below:
 - 6-03-01.1 - Organizations can find Reimbursement Request forms and examples of Reimbursement Request forms on the Student Government webpage.
 - 6-03-01.2 - Organizations will receive reimbursement for proven expenses. When completing the Request for Reimbursement, all related receipts and proof of payment must be attached and turned into the Student Government Finance office for review. After review, the Executive or Assistant Executive Commissioner will then fill out the necessary paperwork and contact the organization after the check or direct deposit has been processed by the University.
 - 6-03-01.2.1 - Organizations may be required to present an oral report regarding any conference or competition utilized through the Student Activity Fee. If requested, the organization must forward a report to the Commission and/or the Student Senate.
 - 6-03-01.2.2 - All requests for any given fiscal year must be submitted by July 1st of that fiscal year. If an organization is requesting reimbursement for an event that occurs after May 27th then the request must be submitted within five days of returning from the event, but no later than June 30th.
 - 6-03-01.3 - Email is the official means of communication for Student Government Finance, whose email address shall be ndsu.sg.finance@ndsu.edu. The email address listed on any given request shall be considered the official means of communication for that request. If organizations have incorrectly listed an email address, the Finance Commission shall not be held responsible for withheld funding.
 - 6-03-01.4 - If an organization needs allocated dollars prior to the expenditures, the Executive and Assistant Executive Commissioners must approve the process of having the vendor bill Student Government directly. Money will not be disbursed directly to organizations without proof of purchase under any circumstance.

Title 7 - Operating Procedures of the Commission

7-01 - Introduction

- 7-01-01 - To ensure effectiveness and efficiency in carrying out the duties of the Commission, these standard operating procedures have been created to clarify the mechanics of the Commission. Outside of exceptions noted in this section of the Official Code of

the Finance Commission, *Robert's Rules of Order, Newly Revised* will be used to effectively run Commission meetings.

7-02 - Membership

- 7-02-01 - The Commission shall consist of the Executive Commissioner, the Assistant Executive Commissioner, three Student Senate members, and five student-at-large members. The Executive and Assistant Executive Commissioners are appointed by the Student Body President with approval of the Student Senate. The Student Senate members are appointed and approved by the Student Senate. The student-at-large members are appointed by the Executive and Assistant Executive Commissioners with approval of the Student Senate.
- 7-02-02 - Terms for the Executive Commissioner, Assistant Executive Commissioner, and the Student Senate members run from the date of appointment until the swearing in of the new Student Senate and executive team. The terms of at-large members run from the time of appointment until the end of the fiscal year. There is no limit to the number of terms an individual can serve on the Commission.
- 7-02-03 - Members of the Commission must adhere to the minimum academic requirements for office eligibility in organizations.

7-03 - Replacement of Members

- 7-03-01 - If a vacancy arises on the Commission, the Executive and Assistant Executive Commissioner shall take the appropriate steps to advertise the vacancy and appoint a replacement, subject to Student Senate approval.

7-04 - Quorum

- 7-04-01 - A simple majority (five voting members) shall constitute a quorum. The Executive Commissioner will serve as the chair of the Commission. The chair will be counted as a member of the quorum and is granted full voting rights when he/she is needed to reach five votes on a motion.

7-05 - Voting

- 7-05-01 - The method of voting shall be determined by the Commission. Voting by proxy is not allowed on the Commission. Members of the Commission are expected to abstain from voting on motions in which there is a clear conflict of interest. The chair shall vote only to break a tie or to reach quorum. A simple majority shall constitute the ruling decision. The Assistant Executive Commissioner will act as secretary of the Commission and is a full voting member of the Commission. The Assistant Executive Commissioner will serve as chair of the Commission in the absence of the Executive Commissioner and will appoint a member of the Commission to serve as acting secretary in the Executive Commissioner's absence. When acting as chairperson, the Assistant Executive Commissioner's voting rights will be limited to the voting rights of the chair.

7-06 - Meetings

- 7-06-01 - All Commission meetings are open to the public. The Executive and Assistant Executive Commissioners are responsible for the agenda and for setting a regular meeting time and place in accordance with the schedules of the Commission members.
- 7-06-02 - The minutes of each meeting shall include a brief rationale for each financial request and the conclusion of the Commission (as to the granting, denial, or alteration of each budget). The Assistant Executive Commissioner should prepare and distribute the minutes of each meeting to the Commission members.
- 7-06-03 - Requests for funding should be presented by a representative of the organization requesting funds. This will allow the Commission an opportunity to ask questions. After all questions are answered and a vote is taken, the next request should be presented.

- 7-07 - Member Responsibilities**
 7-07-01 - Commission members' primary responsibility is to evaluate each organization carefully in accordance with the Code. The Executive Commissioner may assign additional duties as needed.
- 7-08 - Removal of Members**
 7-08-01 - The Executive Commissioner of Finance can remove at-large members of the Commission for excessive absences, withholding information that may affect a request, promising funds to an organization before the request is presented, breaking or failing to uphold the Code, failing to perform assigned responsibilities, or other misconduct, with approval of the Commission. Alternatively, the Commission may vote to remove an at-large member with a two-thirds affirmative vote for the reasons mentioned above. Recommendations to the Student Senate for the removal of a Senate-appointed member will be made whenever the Commission decides the Senator has not met his/her responsibilities.
- 7-09 - Responsibilities of Student Senators**
 7-09-01 - The Commission shall recommend the responsibilities of Student Senators to the Finance Code. It is recommended that each Student Senator shall attend at least one Commission meeting and one hour of Budget Hearings in the spring, or two hours of Budget Hearings.
- 7-10 - The Student Activity Fee Budget**
 7-10-01 - The budgets for the following fiscal year of each requesting student organization must be submitted prior to the start of budgeting. Failure by an organization to turn in its budget may result in ineligibility of funding for that organization, or any other action deemed appropriate by the Commission. Exceptions can be made by the Executive and Assistant Executive Commissioners if an organization can show that a later submission will provide more accurate information.
 7-10-02 - It is important that each request be heard individually on its own merits within the Code set by the Commission. The Commission should strive for consistency in its rationale in granting or not granting a budget.
 7-10-03 - The proposed budget must be ratified by the Student Senate and signed by the Student Body President, Executive Commissioner, and the University President before the budget is final.
- 7-11 - Rounding**
 7-11-01 - The Finance Commission shall round all of its recommendations to the nearest dollar. This includes all budget line items as well as any funding requests.
- Title 8 - Reviews and Amendments of the Code**
- 8-01 - Review of the Code**
 8-01-01 - In the fall of odd-numbered years, this Code will be formally reviewed. The group reviewing the Code will be called the Finance Code Review Committee. This committee will be co-chaired by the Executive Commissioner of Finance and the Student Body Vice President and will consist of the following voting members; five Student Senators chosen by the Senate, and two at-large Finance Commissioners chosen by the Commission. The committee will meet as needed to complete a thorough review of the Code and bring its recommendations to the Student Senate in the form of a Senate Bill.
- 8-02 - Amendments to the Code**
 8-02-01 - The Commission can propose amendments to this Code as needed by an affirmative vote. Proposed amendments to the Finance Code may be submitted at any time as a Senate Bill and shall require two readings and a two-thirds affirmative vote of the Student Senate. Once passed, these changes must be submitted to and approved by the Student Government Finance Commission.

Title 9 - Appendices

9-01 - Enterprise Rent-A-Car Rates - page 20

9-02 - Government Mileage Reimbursement Rate - page 20

Rental Rates for Enterprise Rent-A-Car⁷

Sedan	\$44.00/day
Minivan	73.55/day
Half-Ton Pickup	\$70.45/day

Government Mileage Reimbursement Rate⁸ \$0.575/mile/vehicle

⁷ These rates will be adjusted before budget hearings for the following fiscal year.

⁸ These rates will be adjusted before budget hearings for the following fiscal year.