

Student Allocations Board Code of Operations

July 19th, 2023

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Title I Procedures of the Board

Section 1. The ASMSU Student Allocations Board shall operate under the authority of Article II, Section 7 of the ASMSU Constitution, and shall have the responsibility of providing funding to qualified ASMSU Activity Departments, and Registered Student Organizations (RSO's).

Section 2. Student Allocations Board terms shall be numbered consecutively, beginning with the first Student Allocations Board, convened during the Fall 2014. The duration of each Student Allocations Board term shall be one academic year and be known as its session.

Section 3. The Code of Operations shall remain in effect until amended or repealed by the Student Allocations Board and accepted by the General Assembly of ASMSU.

A. A two-thirds (2/3) vote of the seated membership of the Student Allocations Board shall be required to amend this Code of Operations. All Student Allocations Board Members shall be notified of any proposed amendment at least five (5) academic days before such amendment shall be put to vote.

a. Following the approval of the Student Allocations Board, any amendment to this Code of Operations must be approved by a two-thirds (2/3) vote of the General Assembly.

B. All procedures not explicitly covered in this Code of Operations shall be conducted in accordance with the ASMSU Constitution, Code of Operations, and Robert's Rules of Order. Meetings shall be run in an informal fashion, with the consent of the Vice President for Student Allocations and the Board, with the exception of voting processes.

Section 4. Student Allocations Board meetings shall be open to the public. A record will be made of each meeting and will be on file at **the Department of Student Allocations**. Such **records shall be made available to members of the public by contacting the RSO Assistant**.

Section 5. A quorum shall be one-half, rounded up to the nearest whole number, plus one of the voting members currently serving. **A quorum shall be required to conduct any official Student Allocations Board business, including casting votes on funding proposals or approving amendments to the Code of Operations.**

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Section 6. The Student Allocations Board shall meet regularly as called by the Vice President for Student Allocations or as determined by a vote of the board. Public notice of the Board meeting shall be provided at least 24 hours in advance of the meeting.

Section 7. Each new session of the Student Allocations Board shall be called into session by the new Vice President for Student Allocations.

Section 8. Upon the request of three (3) voting members of the Student Allocations Board, the Vice President for Student Allocations shall call a special meeting Board meeting within two (2) academic days. All Board members shall be notified of any meeting thus called, and public notice of will be provided at least 24 hours prior to the meeting.

Section 9. The Student Allocations Board may adopt motions to clarify its practices and procedures, or for other purposes as deemed necessary or appropriate by the Board. All bills shall be considered adopted if approved by a Majority vote of the Board, **except for those bills that include binding financial agreements**. All Financial votes, **including those related to funding proposals**, shall be adopted by a two-thirds (2/3) majority vote of the members present and voting.

Section 10. Unless otherwise specified, all votes of the Student Allocations Boards shall be tabulated as a specified majority of the seated members present and voting.

Section 11. No binding financial agreement **between the Student Allocations Board and outside entities** may be entered into without the approval of the **board's voting membership**

Section 12. This Code of Operations must be reviewed every three academic years (**beginning in spring semester 2023**) by **an ad hoc committee** chaired by the ASMSU VPSA, and including at least 3 board-members from the Student Allocations Board, 2 members of the General Assembly's Finance Committee, and the ASMSU Chief Diversity, Equity, and Inclusion Officer

1. These recommendations will be present to the General Assembly by the third week of the Spring Semester of that academic year.
2. **These recommendations will take immediate effect once approved by the General Assembly. The procedures for presenting these recommendations and voting for their ratification shall be governed by the ASMSU General Assembly.**

Title II

Members of the Board

Section 1. There shall exist an **elected** Vice President for Student Allocations, as specified by **Title IV, Section 7 of the General Assembly Code of Operations and the ASMSU Constitution**

- A. The Vice President for Student Allocations shall act as the chief executive officer of the Student Allocation Board (non-voting powers) and shall have the authority to implement resolutions of the board.**
- B. The Vice President for Student Allocations shall have the following duties and responsibilities:**
 - a. Chair all meetings of the board.**
 - b. Create and manage an open application process for prospective Student Allocations Board members.**
 - i. The open application process shall include and abide by an anti-discriminatory policy.**
 - c. In cooperation with CDEIO, host an implicit bias training that voting members of the board are required to attend. This training shall take place at least once per session of the board, at a time deemed appropriate by the Vice President for Student Allocations.**
 - d. At the beginning of each academic year, conduct a rules review process for all members of the board that clarifies the purpose and content of this Code of Operations.**
 - e. Set expectations for what the funding application must look like.**
 - f. Manage funding agreements and other financial matters in conjunction with the Student Allocations Board Financial Manager**
 - g. Upholding the integrity of the Code in the absence of the board.**
 - h. Establishing and enforcing all administrative and office policies relevant to the day-to-day operations of the Department of Student Allocations.**
 - i. Fulfill other job duties as described by the ASMSU Constitution, the General Assembly and ASMSU Code of Operations, and the job description as posted by the Director of Human Resources.**
- C. The term of office for the Vice President for Student Allocations shall be one (1) academic year, beginning with the General Assembly Vice President for Student Allocations election in the spring semester and extending to the General Assembly Vice President for Student Allocations election the following spring semester.**
- D. The Board shall conduct a written evaluation of the Vice President for Student Allocations' performance each semester, excluding the summer**

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semester. The Vice President shall distribute the evaluation form no later than October of fall semester and no later than March of spring semester.

- E. In the event of a vacancy of the Vice President for Student Allocations, the Student Allocations Board Financial Manager shall fill the office until the General Assembly votes on a permanent Vice President for the remainder of the session.
- F. The incoming Vice President shall be thoroughly trained by the outgoing Vice President by the end of the Spring Semester.
- G. The outgoing Vice President shall create an informational text document to serve as a training manual for the incoming Vice President, which addresses both department and Student Allocations Board best practices.

Section 2. There shall exist a Student Allocations Board Financial Manager shall have the following duties and responsibilities and shall be the chief financial officer of the Student Allocations Board

- A. The Student Allocations Board Financial Manager shall have the following duties and responsibilities:
 - a. Assist the Vice President for Student Allocations
 - b. Oversee other Student Allocations Finance Staff
 - c. Other job duties as outlined in the Job description posted by the Director of Human Resources
- B. The term of office for the Financial Manager shall be one (1) year, beginning with their hiring in the spring semester and extending to the last day of Spring semester of the following year.
- C. The Board shall conduct a written evaluation of the Financial Manager's and his or her staff's performance each semester, excluding summer semester. The Vice President for Student Allocations shall distribute the evaluation form no later than October of fall semester and no later than March of spring semester.
- D. In the event of vacancy, Other Student Allocations Board Staff shall fulfill the duties and responsibilities of the Student Allocations Board Financial Manager after consultation with the Vice President for Student Allocations until the office is filled
- E. In the event of vacancy to both the Financial Manager and all other Student Allocation Board Finance staff, the duties and responsibilities of the Student Allocations Board Financial Manager shall be passed to the ASMSU controller after consultation with the Vice President for Student Allocations until the office is filled.
- F. In the event of vacancy of all Student Allocations Board financial staff and the ASMSU Controller, the duties and responsibilities of the Student Allocations Board Financial Manager shall be passed to an ASMSU official called on by the Vice President for Student Allocations.

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- G. The incoming Financial Manager shall be thoroughly trained by the outgoing Financial Manager by the end of the spring semester.
- H. In the absence of the Vice President for Student Allocations, the Student Allocations Board Financial Manager shall chair the meeting and fill the office until the General Assembly votes on a permanent Vice President for the remainder of the session.
- I. The outgoing Financial Manager shall create an informational text document to serve as a training manual for the incoming Financial Staff.

Section 3. There shall exist a RSO Assistant shall serve as the chief operations officer of the Student Allocations Board, and who shall report to the Vice President for Student Allocations.

- A. The RSO Assistant Shall have the following duties and responsibilities:**
 - a. Keep a tracking record of RSO and CORES/COPS applications, names, emails in one place
 - b. Communicate with RSOs and CORES/COPS to schedule meetings with the Student Allocations Board
 - c. Be responsible for communicating issues that arise with the Vice President for Student Allocations.
 - d. Fulfill other job duties as described by the ASMSU Constitution, the General Assembly and ASMSU Code of Operations, and the job description as posted by the Director of Human Resources.

Section 4. There shall exist members who shall be responsible to the Student Allocations Board Chairperson

- A. The Student Allocations Board members shall have the following duties and responsibilities:**
 - a. Attend all workshop and leadership seminars towards the Student Allocations Board
 - b. Attend all Student Allocations Board meetings, unless proper notification of an absence.
 - c. Carefully consider and examine projects according to set criteria ranging from the fundamental activities of the organization to the practicability and feasibility of the project.
 - d. Responsibly allocate student tax dollars.
 - e. Attend General Assembly meetings when deemed necessary by the Vice President for Student Allocations.
- B. The Vice President for Student Allocations can choose to elect a Vice Chair to assist in overseeing the Student Allocations Board. The Vice President shall have sole discretion in determining if a Vice -Chair is necessary.**
 - a. The Vice President for Student Allocations shall oversee the Vice-Chair election process**
 - b. A 2/3 majority is required to elect a Vice-Chair**
 - c. The Vice-Chair shall be elected from and by the membership of the board
 - d. Upon election, the Vice-Chair retains the ability to vote as a member of the board.
 - e. The Vice Chair shall have the following duties and responsibilities:
 - i. Serve as the Recording Secretary
 - ii. Take roll call

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- iii. Tally all votes of the board
- iv. Prepare minutes
- v. **After three (3) weeks into the academic year, be able to serve on board member interviews**
- vi. Other duties as requested by the Chairperson

C. Each member of the Student Allocations Board is required to attend all scheduled Student Allocations Board meetings and other Student Allocations Board events. If a member cannot attend a meeting, they must inform the reason via email or phone for their absence at least twenty-four (24) hours prior to the scheduled meeting. Failure to do so counts as 1 (one) unexcused absence.

- a. The Vice President shall have the sole discretion on determining if an absence should be considered excused

D. During a given session, a member shall be allowed two (2) total unexcused absences from Student Allocations Board meetings per semester.

E. During each semester of the session, a member shall be required to attend at least two (2) events hosted by the CORES/COPS groups, two (2) events hosted by the RSOs, and at least one (1) General Assembly meeting.

- a. **Members will record event attendance as mandated by the Vice President for Student Allocations**
- b. A removed member may file an appeal through a letter addressed to the Vice President for Internal Administration and the Vice President for Student Allocations. The letter must be given to both the VPIA and the VPSA within 5 class days of the meeting of removal.

Section 5. The voting membership of the Student Allocations Board shall consist of never less than twelve (12) and never more than twenty-one (21) members, selected through an open application process and should reflect the diversity of the composition of the Michigan State University undergraduate student body.

- A. The intent of the open application process is to promote a maximum number of undergraduate students to apply for membership.
 - a. **The Vice President for Student Allocations shall be responsible for developing, opening, and closing this open application, in consultation with the ASMSU Department of Human Resources.**
- B. Previous members of the Board **who intend to serve in a future Student Allocations Board session shall submit a returning member application.** The previous Vice President for Student Allocations will submit recommendations to the **incoming Vice President of the next session of the board**
- C. The members of the Student Allocations Board shall be selected by the third week of the fall semester. Any voting seat not filled through the open application process shall be filled by a two-thirds (2/3) vote of the **ASMSU General Assembly**

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- D. **Voting Members of the Student Allocations Board shall not be on a board nor decision-making members of an ASMSU Activity Department, CORES, or COPS group, and must disclose all group memberships or affiliations that may potentially create a conflict of interest for groups applying for funding.**
- E. **The Student Allocations Board shall not conduct official business with less than twelve total appointed board members without the express consent of the ASMSU General Assembly.**
 - a. **If approved to conduct official business with less than twelve voting members, a quorum shall continue to be half of the active voting membership, plus one. In such case, the Student Allocations Board**
- F. Upon selection for Student Allocations board, members must take the following oath: "I solemnly swear or affirm to support the Constitution and Code of Operations of ASMSU and the Student Allocations Board, to make decisions concerning the funding of student groups, organizations, and individuals in a view-point neutral fashion as required by law, and to faithfully discharge the duties as a member of the Student Allocations Board to the best of my ability.

Section 6. The Vice President for Student Allocations shall evaluate and interview candidates for membership.

- A. A two thirds (2/3) vote of the voting membership of the ASMSU General Assembly shall be required to **confirm the appointment of potential members** recommended by the Vice President for Student Allocations. New members shall immediately assume the full duties and responsibilities of membership on the Student Allocations Vote upon a successful vote by the General Assembly.
- B. **Any and all internal interviews of board members shall be conducted in compliance with, and consultation with, the ASMSU Department of Human Resources.**
- C. **During the first three weeks of the fall semester, evaluations and interviews shall include, at a minimum:**
 - a. **The Vice President for Student Allocations;**
 - b. **The Chief Diversity, Equity, and Inclusion Officer, or a designated representative for this individual; and,**
 - c. **The ASMSU Graduate Assistant.**
- D. **During the fourth week of the fall semester and onwards, evaluations and interviews shall include, at a minimum:**
 - a. **The Vice President for Student Allocations;**
 - b. **The RSO Assistant; and,**
 - c. **The SAB Vice Chair.**

Section 7. Any member can be removed from the board by the Vice President for Student Allocations with consent of those board members present and voting with quorum.

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- A. Any member removed from the board has the right to appeal the board's decision to the ASMSU Finance Committee. This appeal will take place at the next scheduled ASMSU Finance Committee meeting, and can only happen once. The decision of the ASMSU Finance Committee shall be final in this matter.**
 - a. The procedures for appeal, including the medium of initial appeal, hearing procedures, and voting procedures, shall be determined by the ASMSU Finance Committee..**
- B. If any member of the Student Allocations Board is suspected of violating the oath, the Vice President for Student Allocations shall call and preside over a hearing of the Student Allocations Board for the purpose of hearing testimony regarding the alleged violation. After hearing, members of the board will vote on whether to remove the alleged violator. A 2/3 majority vote of the Student Allocations Board is necessary for removal.**

Section 8. An advisor shall be chosen in a manner determined by the Office of the Vice President for Student Affairs and Services

- A. The Student Allocations Board Advisor shall have the following duties and responsibilities:**
 - 1. Comprehend the Student Allocations Board Code of Operations and the Student Life Manual**
 - 2. Attend all workshops and leadership seminars geared towards the Student Allocations Board**
 - 3. Attend all Student Allocations Board meetings, unless proper notification of absence**
 - 4. Meet with the Vice President regularly**

Section 9. No person may fill more than one (1) position on the Student Allocations Board. **Voting members of the board shall not serve as paid staff members of ASMSU during their appointment. If a voting member is discovered to have more than one position on the Student Allocations Board, or a paid position with ASMSU concurrently with board membership, they shall be removed from their position on the board.**

Title III

Funding Application Process

Section 1. Any group requesting funds from the Student Allocations Board must be a qualified Registered Student Organization, or ASMSU Activity Department. All individuals and groups applying for funding must comply with all ASMSU and Michigan State University regulations.

- A. The Student Allocations Department will verify the eligibility of applicants before they are granted a funding **presentation appointment**.
- B. Groups requesting funds must have an AR number with the university.**
- C. An RSO shall not be eligible to receive funding from the Student Allocations Board if it is not actively registered with the Office of Spartan Experiences during the semester in which funding would be granted.**

Section 2. Any Persons requesting funds from the Student Allocations Board **on behalf of an RSO or ASMSU Activity Department must meet the following conditions in order to be eligible:**

- A. The person must be enrolled in an undergraduate degree-granting program at Michigan State University during the semester in which funding would be allocated.
 - a. Members of “linked” programs, or those concurrently pursuing graduate-level degrees at Michigan State University, are eligible to receive funding so long as they have not yet received their undergraduate-level degree.
- B. The person must have a cumulative GPA of at least 2.500, if not applying during the first semester of their undergraduate career.
- C. The person must have paid the ASMSU Tax

Section 3. The funding application that shall be used by the Student Allocation Board shall be **reviewed, revised, and approved** by the current Vice President for Student Allocations on an annual basis.

Section 4. **It is the responsibility of the Vice President for Student Allocations to confirm that the Student Allocations Board funding application is easily accessible for members of the public through the ASMSU website and other digital mediums.**

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Additionally, if any substantive changes are made to the funding application following annual review by the Vice President for Student Allocations, those changes shall be clearly identified to the public.

Section 5. In order to be considered received; the funding application must be typed, collated, stapled, and submitted to the ASMSU Business Office as well as electronically to the Vice President for Student Allocations.

- A. All ASMSU Activity Departments must also submit the following supplementary documents in the same manner as outlined for applications:
 1. An Agenda of the event.
 2. Co-Sponsorship Agreement Form for every event it participates in that has an additional sponsor that is not ASMSU.

Section 6. RSO Funding Applications must be submitted at least two weeks prior to the **event/project date** at which such applications are to be considered. **ASMSU Activity Department Funding Applications must be submitted at least five weeks prior to the meeting at which such applications are to be considered**, per the discretion of the Vice President.

Section 7. All groups or persons that apply for funding must schedule an interview with the Board at the time they submit their applications. **No group is eligible to receive funding from the Student Allocations Board unless they present their proposal to the board during one of its regularly scheduled meetings.**

- A. **Presentations** will be scheduled on a first-come first-served basis, **and presentation schedules shall be maintained by the RSO Assistant**
- B. **Presentation slots will be 10 minutes; 5 minutes for the actual presentation and 5 minutes for a period of question from the Student Allocations Board.**

Section 8. Funding interviews for RSO/CORES/COPS shall consist of a presentation by the group followed by questions and debate from the Board. Questions and debate from the board will be limited to:

- A. Administrative matters
- B. Benefit to the student body;
- C. Benefit to the University community;
- D. Planning and execution of the event, and;
- E. The groups financing

Section 9. **The Vice President for Student Allocations shall determine whether presentations will be delivered in-person or virtually, and communicate the**

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presentation medium with all parties prior to the next regularly scheduled board meeting.

Section 10. Groups with scheduled interview times must appear before the Board promptly and timely. If a group is more than 10 minutes tardy for their interview, they will be asked to reschedule their appointment for the next available interview time, per the discretion of the Vice President for Student Allocations.

- A. Groups canceling their interview within 48 hours of their scheduled time, without a valid excuse, **at the discretion** of the Vice President, shall lose their eligibility to **present or apply for funding from the Student Allocations Board** for the remainder of that academic year.
- B. **The RSO Assistant shall keep a record of all organizations deemed ineligible for funding from the board.**

Section 11. The Board may proceed to the next interview or other business after a period of ten (10) minutes has passed from a scheduled interview time. Should any group fail to appear before the Board at its scheduled interview time twice during the same semester, that group shall lose its eligibility for **Student Allocations Board** funding for that year.

Section 12. The Vice President shall have the authority to removed eligibility in extraordinary circumstances.

Section 13. RSOs cannot receive funding from the Student Allocations Board more than once in an academic year.

Section 14. Only applications for events occurring in a current semester will be considered by the board except where necessary for CORES/COPS applications subject to the judgement of the Vice President for Student Allocations and the Student Allocations Board.

Section 15. An Application will be considered a Fall Semester Application if the event occurs on or after the first day of class and on or before the first day of Spring Semester. Applications will be considered a Spring Semester Applications if the event occurs on or after the first day of Spring Semester and on or before the last day of class. Dates will be determined according to the MSU Registrar's Academic Calendar.

Section 16. Organization advisors may not be the primary speaker during interviews.

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Section 17. All applicants must fill out the budget sheet attached with the application to receive financial support.

Section 18. Organizations must disclose all previously registered name within the past five (5) years.

Section 19. Organizations must provide tangible proof which includes, but is not limited to, itineraries, receipts, airline boarding passes, and check stubs, of the financially granted project. Things that are not considered tangible proof include, but are not limited to, hotel confirmations, airline confirmations, confirmation numbers, and airline itineraries.

Section 20. Any member of the Student Allocations Board who is a member of any applicant group must abstain from any vote concerning that group. Their abstention shall not count towards the vote total.

Section 21. Collaborated projects must submit a list of which organizations were involved and if any have received financial allocations in the past three (3) years

Section 22. If an organization, group or individual believes the Student Allocations board did not fund the organization, group or individual based on its/their extracurricular speech or expressive activities, the organization, group or individual may appeal the decision directly to the ASMSU Finance Committee. The written appeal must be submitted to the Vice President for Student Allocations within 10 days of the Student Allocations Board's decision, and must state with specificity the basis for the claim that the denial of funding was based on the organization's, group's or individual's extracurricular speech or expressive activities.

Section 23. The final deadline for RSOs, Activity Departments to present to the board is three weeks prior to the semester ending. No exceptions shall be made due to the necessity of the processing time of such requests.

Section 24. The views, beliefs, and/or the decisions made by groups funded by ASMSU's Student Allocations Board are the views, beliefs, and/or decisions of the Board's or ASMSU's and groups funded may not present themselves as representing ASMSU.

Section 25. All applicant groups must submit "Diversity, Equity, and Inclusion" statements (known colloquially as DEI statements) to be governed by the following rules and procedures:

1. DEI statements shall highlight how the RSO/Activity Department supports Diversity, Equity, and Inclusion within the RSO and it's

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membership, how the RSO/Activity Departing supports DEI work at MSU broadly, and/or plans the RSO/Activity Department has to support DEI work internally and externally.

2. Groups that do not initially submit a DEI statement will be contacted by the RSO Assistant, who shall ask them to follow through with submitting the statement.
3. Any groups that do not complete the statement, after contact from the RSO Assistant, shall have their application considered incomplete, and not be scheduled for a board meeting until they submit the statement.
4. All DEI statements will be submitted to the Student Allocations Board in full.

Title IV Allocations Guidelines

Section 1. Before any expenditure may be made for any Student Allocations Board allocation, approval must be granted in written form by the Vice President for Student Allocations and Financial Manager

Section 2. Any individual making changes to the Student Allocations Board account without the express written authorization of the Financial Manager or ASMSU Controller shall be personally liable for those charges.

Section 3. The Board is not required to allocate the entirety of its budget in any given semester or fiscal year.

Section 4. The Vice President for Student Allocations shall have the sole Authority to veto expenditures by student groups if:

- A. The expenditure is not presented in the budget of that group
- B. That group displays evidence of misuse of the funds or financial improprieties.
- C. The Group fails to meet deadlines set by the Vice President and Financial Manager
- D. Financial circumstances of the Board necessitate spending cuts or the suspension of funding.

Section 5. Pursuant to the ASMSU General Assembly Code of Operations, the Vice President for Student Allocations shall have the sole authority to place a hold on any funding allocation passed by the Board. The relevant parts will be notified within 48 hours of the decision of the Board. This hold shall pass the decision of funding from the Student Allocations Board to the General Assembly. A denial of the General Assembly may be applied through a two-thirds (2/3) vote of the General Assembly. Should the General Assembly fail to act on such hold within fourteen (14) academic days, the hold shall be lifted from the allocation.

Section 6. All financial records, funding applications, and hearing recording will be maintained on file at the Student Allocations Board Office and shall be open to the student body during the Student Allocations Board office hours, or by appointment. Copies of any records, documents or recordings will be provided at the expense of the requesting party.

Section 7. If a group or organization is denied funding, in whole or in part, the Student Allocations Board will provide a written statement of the reason for denial of funding.

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Section 8. All unencumbered funding remaining on the final academic day of the fall semester shall be retained by the Board. Funds remaining at the close of the fiscal year (last academic day of Spring Semester) shall be allocated to the ASMSU General Rollover Fund

Section 9. Organization advisors may not be the primary representatives during the reimbursement process.

Title V

RSO Financial Allocations

Section 1. By default, funding for RSOs are primarily on a reimbursement basis, however, RSOs may apply for direct funding to be placed into the RSO AR or AU account at the discretion of the Student Allocations Board and Vice President for Student Allocations.

Section 2. Funds from Start-up Fund will be deposited to the RSO's Student Life account, upon receiving necessary documents.

Section 3. RSOs must sign the allocation agreement, signature card, and statement of receipt within two (2) academic weeks of the confirmation email.

Section 4. RSOs applying for funding to attend or travel outside of the greater East Lansing community will be limited to the following eligible expenses:

- A. Conference Registration
- B. Travel and lodging
- C. Materials needed for presentation
- D. Food/Meals

Section 5. The Allocation Board staff shall not reimburse the following for trips taken outside of the greater East Lansing Community:

- A. Banquets
- B. Souvenirs

Section 6. The Student Allocations Staff has the right to make the determination in regard to eligible funding.

Section 7. All RSO projects toward which the Student Allocations board allocated monies shall:

- A. Carry the ASMSU logo on all paper media publications, advertisements, and promotional literature.
- B. Display or state at least once during all radio or television presentations that funding has been provided by the ASMSU Student Allocations Board.
- C. Display the ASMSU logo or state that funding has been provided by the ASMSU Student Allocations Board, on all promotional materials in order to receive funding.

Section 8. In order to receive funding, physical proof must be given to the Vice President for

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Student Allocations verifying the placement of the ASMSU logo on all materials

Section 9. Start-up Funds require the submission of a budget after the project is complete to depict the actual expense made by the group. Unused funds must be kept in the common trust of the group. Groups applying for Start-Up funds must fit the following regulations:

1. Be a Registered Student Organization, as defined by Michigan State University
2. Having been founded in the previous 2 academic years from the date of applying for funds.

Section 10. Start-up RSO may only receive Start-Up Funding once **within 2 years of the creation of the RSO. RSOs are able to request start-up funding and general RSO funding at the same time per the discretion of the Vice President for Student Allocations.**

Section 11. ASMSU funds shall not be used to pay off existing debts of student groups, or to fund the purchase or maintenance of office machinery, telephone machinery, office supplies or the like.

Section 12. ASMSU funds shall not be used to pay for individual items that will be kept or consumed by individuals outside of the use of the RSO.

Section 13. ASMSU funds shall not be used to sponsor fund-raising activities for candidates for public office or political parties in violation of State or Federal campaign finance laws, regulations and/or guidance.

Section 14. The Student Allocations Board shall allocate no less than one hundred (\$100) dollars and no more than four thousand five hundred (\$4500) dollars for any RSO project.

Section 15. The Student Allocations Board shall allocate no less than fifty (\$50) dollars and no more than **seven hundred and fifty (\$750)** dollars for any Start-Up Fund project.

Section 16. All RSOs who have been allocated money by the Student Allocations Board must provide all financial proof **two (2)** weeks after their project/program/conference etc. Failure to do so will result in a forfeit of any granted funds per the discretion of the Vice President for Student Allocations.

- A. If an RSO comes forth and says that financial proof is unable to be obtained, the RSO may get an extension as deemed fit by the Vice President.

Section 17. Any RSO, who has been allocated funds for a specific category, may not ask the Board if the category can be exchanged for a Re-allocation of a different category, after the interview process.

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Section 18. **The items are not allowed to be reimbursed through the Student Allocations Department**

- A. Giveaways**
- B. Scholarships**
- C. Gift Cards**
- D. Drones**
- E. Extra charges on invoices such as extra fees on a car rental**

Section 19. Eligibility for direct funding shall require the RSO in question to disclose all account balances officially affiliated with that RSO. Eligibility shall be determined by the Student Allocations Board within a closed session during the meeting in which the RSO in question is requesting funds. The Board and VPSA reserve the right to request additional documentation not herein named for the purpose of making a determination.

Title VI

ASMSU Activity Department Financial Allocations

Section 1. The designation of a student group as an Activity Department grants eligibility to said group to request and receive monies from the Activity Department Fund of the ASMSU Student Allocations Board. Only a qualified Activity Department may request and receive these funds. The following rules and regulations shall apply to Activity Department Financial Allocations.

1. Each group that is designated as an Activity Department by Title V, Section 2 of this Code shall have funds "earmarked" that outlines only their group may apply for use of those earmarked funds.
2. The use of 'earmarked' funds still requires approval from the Student Allocations Board.
3. When an Activity Department applies for Financial Allocations, they will automatically use their 'earmarked' funds first.
4. Each Activity Department shall be allotted and 'earmarked' fund of 2% of the total Activity Department fund.

Section 2. The following are Activity Departments of the Associated Students of Michigan State University:

A. Council of Progressive Students (COPS)

1. Alliance of Queer and Ally Students
2. Arab Cultural Society
3. Campus Interfaith Council
4. Council for Students with Disabilities
5. International Student Association
6. Jewish Student Union
7. Student Veterans of America
8. Women*s Council
9. Muslim Students Association

B. Council of Racial and Ethnic Students (CORES)

1. Asian-Pacific American Student Organization
2. Black Student Alliance
3. Culturas de las Raza Unidas
4. North American Indigenous Student Organization

Section 3. The following applied to the Student Allocations Board activity department training sessions:

A. The Student Allocations Board will give a training session to all Activity Departments the second week of the Fall Semester to ensure Activity

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Departments have a working knowledge of ASMSU codes, Student Allocations Board procedures, and contract processes

- B. New representatives that did not attend the initial training session will attend an individual training session with the Student Allocations Board Financial Manager and Vice President for Student Allocations held outside of Student Allocations Board meetings within one week of active participation in meetings.
- C. All representatives must have a signed Policy Acknowledgement Agreement on file with the Vice President stating that they have read and understand the ASMSU General Assembly codes, SAB codes, Robert's Rules of Order, Co-Sponsorship contracts, and funding proposals by the First Student Allocations Board meeting. If an Activity Department does not turn in their acknowledgement agreement or complete their training session in a timely manner, no funding will be provided to them until the acknowledgement is received.
- D. If an Activity Department does not turn in or complete their training session by the middle of the fall semester, the Activity Department forfeits their 'earmarked funds' as described and governed in Title 5, Section 1.
 - a. If 'earmarked' funds are forfeited, and then the Activity Department completes and turn-in the policy acknowledgement, the Activity Department retains the rights to still apply for financial allocations.

Section 5. A two thirds (2/3) vote of the General Assembly shall be required to approve petitioning student groups for Activity Department classification, unless otherwise specified in the ASMSU Constitution or Manual.

- A. The following criteria shall be necessary for approval of Activity Department classification:
 - 1. Student groups must not be a Registered Student Organization or have the intent not to renew registration for the following year.
 - 2. The student group's primary mission should be to produce programs for undergraduate students.
- B. Activity Department classification may be revoked by a two-thirds (2/3) vote of the General Assembly for any of the following incidents.
 - 1. Delivers a product which is purposefully inconsistent with the terms and conditions of their Activity Department Program agreement, or otherwise commits a material breach of any provision in their Program Agreement.
 - 2. Disregards any law or ordinance of the United States, State of Michigan, City of East Lansing, Michigan State University, or ASMSU relating to the program
 - 3. Violates the governing documents of ASMSU, including the Student Allocations Board Code of Operations

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4. No longer remains a viable group.

Section 6. The Activity Department submitting the event request must be primarily responsible for executing the event. No event will be sponsored or supported by the Student Allocations Board where the event is being held by an affiliate group.

Section 7. A comprehensive post-programming report, which will include but is not limited to, the verification of the funds collected, expenses incurred, and attendance, is required to be filed with the ASMSU Business Office within 10 business days of the event if a profit was generated from the event.

- A. The report must include the following
 1. All relevant receipts
 2. An evaluation of program based on Success/Failure standards
 3. A copy of relevant print/internet press coverage.
- B. Failure to submit a complete report within two weeks shall result in all program-funding proposals marked as "hold" until the complete report is received.
- C. Unless an exemption is made in a case of extenuating circumstances outlined in and submitted to the Vice President, and to be left to the discretion of the Steering Committee no yellows will be processed until a completed report is received.

Section 8. All profits made from funded events shall be returned to the Student Allocations Board up to the amount of the original allocation. If an event was co-sponsored, Student Allocations shall receive a share equal to its contribution.

Section 9. Activity Departments holding an event in which tickets are sold but have ticket reconciliation processed through the ASMSU Business office. Furthermore, after each event a reconciliation report of tickets sold, tickets returned, and funds to be deposited in the ASMSU Business Office shall be filed with the ASMSU Business Office by no later than 5 business days.

Section 10. All visual advertisements for a program are required to feature the "Associated Students of Michigan State University" or "ASMSU" prominently.

Section 11. Priority shall be given to events held on the Michigan State University campus and within the greater East Lansing area.

Section 12. Activity Departments shall ensure, to the best of their ability, that all Student Allocations Board events and sponsored programs are fully accessible and accommodating as defined by the Resource Center for Persons with Disabilities.

Section 13. Activity Departments cannot use ASMSU funds to make payment or sponsor

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fund-raising activities for candidates for public office or political parties in violation of
State or Federal campaign finance laws, regulations and/or guidance.