

Budgetary Guidelines

Wesleyan Council on Student Affairs

I. Duties of the Treasurer

- a. The Treasurer shall discharge all duties required of that office by the Constitution and Bylaws of WCSA.
- b. The Treasurer shall oversee the disbursement of WCSA funds, and keep sufficient records regarding all fiscal business of WCSA and all allocations of WCSA funds.
- c. The Treasurer shall request monthly statements of appropriate accounts from the advisor or Student Involvement Office liaison to the budget committee.
- d. The Treasurer shall take appropriate steps to ensure the financial health and stability of WCSA.

II. The Budget Committee

- a. The Budget Committee shall be formed in accordance with the bylaws of WCSA.
- b. The proceedings of the Budget Committee may be closed at the Committee's discretion.
- c. Upon receiving a budget request, the Budget Committee shall hold a hearing at which it shall examine the request in accordance with the provisions of these Guidelines. It shall then, by majority vote, make a recommendation to the full body regarding the request.
- d. Three voting(3) members of the Budget Committee shall constitute a quorum for the purpose of holding request hearings and adopting recommendations.
- e. No member of the Budget Committee shall vote on or participate in the deliberations regarding a budget request submitted by an organization to which he/she belongs to as an active member. Such a member may, however, serve as the organization's representative to the Committee hearing.
- f. If the recusal of members under §(e) of this article makes it impossible for the Budget Committee to hear a request, the President shall appoint for this purpose sufficient temporary members from among the full body.

III. Procedures and Sanctions

- a. Student Clubs/organizations
Except as provided in these Guidelines, WCSA will allocate funds only to student clubs/organizations registered with the Student Involvement Office and are in "Good Standing". In order to receive funds, such clubs/organizations must meet all requirements and abide by all policies of the Student Involvement Office as well as adhere to the WCSA Budgetary Guidelines.
- b. Request Procedures
 - 1. All requests for the allocation of student activity funds must be submitted using the online OrgSync Budget Management System established by WCSA and The Student Involvement Office. The online form must be completed in its entirety describing the event and providing a detailed itemization of both the total cost of the proposed event and the proposed use of requested funds. All requests must be submitted to the WCSA Budget Committee two business weeks prior to the proposed date of the event. Requests submitted after this date may not be heard at the discretion of the Budget Committee.

2. All student organizations must use non-WCSA funds for at least 10% of the total request of any event for which a budget request is filed. WCSA will support fundraising by determining if the funding is being spent on supplies to support the fundraiser, not items to be resold. For example, if you are having a bake sale, WCSA would support the ingredients for making cookies but not already baked cookies to be resold. WCSA would not pay merchandise to be used for fundraising. All earned fundraising monies must be deposited in your club/organizations account through the Student Involvement Office. Fundraised monies can be used by the club/organizations discretion as long as it complies to the OWU policies and procedures. The Budget Committee may for serious cause set aside the provisions of this section in individual cases.
 3. Upon receipt of a request, the Treasurer shall schedule the Budget Committee's hearing of the request, and notify the requesting organization of its date. A representative of the requesting organization must appear at the hearing to testify regarding the request. The Budget Committee may, if it possesses adequate information, hear the request and pass a recommendation in the absence of an organization representative. If, in the judgment of the Budget Committee, a request is incomplete or provides insufficient information, it may be returned to the requesting organization for completion.
 4. All budget requests shall be heard by the full body following recommendation by the Budget Committee. Each request shall be a main motion, and the question shall be the allocation of WCSA funds per the Budget Committee's recommendation. No funds shall be allocated that have not been approved by majority vote of the full body, §(c)(3) of this Article withstanding.
 5. Except as provided elsewhere in these Guidelines, no funds shall be allocated for which a budget request has not been submitted.
- c. Pre-Assembly Requests
1. Budget Requests submitted prior to the election of Residential Representatives in the Fall Semester of an academic year shall be heard according to the provisions of this section.
 2. The provisions of Article III §(b)(1) shall not apply to such requests. Requests must be submitted at least two business weeks prior to the event's proposed date.
 3. The request shall be heard by an ad-hoc Budget Committee comprised of the Class Representatives and Executive Officers. This ad-hoc Budget Committee shall, in regard to such a request, act in all appropriate manners as if it were the Budget Committee under these Guidelines, and apply all other requirements of these Guidelines except as provided by this section.
 4. The full senate need not approve such requests. The sum recommended by the ad-hoc Budget Committee shall be the sum allocated.
 5. The full senate shall be informed of these allocations at its first meeting.
- d. Other Provisions
1. WCSA funds shall be comprised of the Student Activity Fee, or appropriate successor fee, paid by students. These funds shall be organized in university accounts in a manner determined by WCSA, and allocated according to the provisions of these guidelines.
 2. Nothing in these Guidelines shall be construed as creating an obligation on the part of WCSA to provide funding for any event or organization. In addition to enforcing the provisions of Articles III, IV, and V of these Guidelines, the Budget Committee shall, when hearing all requests, consider the following factors:

ii. Availability - The availability of WCSA funds considered in light of the precepts of fiscal responsibility and the foreseeable demand for them during the remainder of the current academic year.

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

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proposed and budgeted events are set to occur later in the next two academic semesters. The Treasurer shall, prior to undertaking any such transaction, notify the registered officers of the organization in question and request an explanation of the organization's fiscal activity.

- e. The Budget Committee shall not remove the funds of an organization, if in the Committee's judgment, that organization has good cause for being fiscally inactive and reasonable plans for spending its allocated funds in the course of the current academic year.
- f. Funds allocated to student clubs/organizations for events that, for any reason, are not held shall be returned to the WCSA general allocation account.
- g. At the end of every academic year, all funds remaining in student organization accounts shall be removed and placed back in the WCSA general allocation account.
- h. The account of any organization that has been inactive for **two or more years** shall be closed, and its balance, positive or negative, transferred to the WCSA general allocation account.
- i. All advertising for any event for which WCSA funds were allocated must stipulate that WCSA funds were used in its support by including the phrase "partially funded by WCSA," or equivalent advertising language.

V. Allocation Policies

a. Political Programming

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

- d. The violation of any law or regulation of the United States, any of the respective states or their political subdivisions, or any foreign state; Injurious to the community.
 - ii. WCSA may fund student transportation to and participation in off-campus events in which:
 - a. Participation manifests itself primarily or centrally through the consumption of information presented by a third party;
 - b. The main focus or central purpose, even if manifested in some type of personal action, in either an observational or philosophical context, is primarily educational, service, religious, cultural, career-oriented, or of immediate and verifiable benefit to the community, provided that the event in question does not violate the provisions of §(a)(3)(i) of this article.
 - c. Such events may be funded even if the event or activities in question are the source of political debate or touch upon questions of a political or partisan nature, provided that the nature of the activity itself does not focus predominantly on the political quality of the event or the political questions arising out of it.
 - d. For the purposes of this section, off-campus political programming includes, but is not limited, to corporate and political lobbying in person or via the mail; political fundraisers for candidates, parties, or political action committees; protests; and political conventions and rallies.
 - e. The Budget Committee and WCSA shall make judgments regarding events of mixed or ambiguous natures according to the provisions of these Guidelines.
 - iii. For the purpose of interpreting this section, WCSA shall examine the motivating factors, stated and apparent intentions, and main purpose of the students seeking to participate in a given event, in addition to examining the qualities of the event as outlined above, and the mission of WCSA as articulated in this section and elsewhere.
- b. Food** - WCSA shall not, except as provided in this section, allocate funds for the purchase of food. WCSA may allocate funds for the purchase of food if, in its determination, such food is central and integral to the proposed event in question. WCSA may allocate funds for the purchase of food if, in its determination, extenuating or unusual circumstances make the presence of food at the proposed event of such importance that, even if not central or integral to the event, its absence would seriously detract from the event's contribution to the university community.
- Nothing in these Guidelines shall be construed in such a way so as to obligate WCSA to allocate funds for the purchase of food in any circumstance. Nothing in these Guidelines shall be construed in such a way so as to prevent WCSA from allocating funds for the annual Trustee Dinner.
- c. **Conferences** - WCSA shall allocate each organization funds based on the discretion of the budget committee and its importance to the success of the organization as well as its mission.
 - d. Except in exceptional circumstances, WCSA will not fund conference fees in their entirety. WCSA will fund up to 50% of individual conference or competition

registration fees for individuals and up to 90% for entire group fees.

- d. **Academic funding** - WCSA will not allocate funds for any event or program the hosting of which is required for any student's major, academic department or program, or place of residence. Nothing in this section shall be construed so as to prevent the funding of events that students may, by whatever authority, be required to attend as observers.
- e. **Double funding** - WCSA does not engage in "double funding." Thus, it will not allocate funds for any event that formed a component of a Budget Request previously passed by WCSA, even if the passed allocation was \$0.00. With exception of circumstances in which the organization is not in control. WCSA will not double fund if proper planning is not executed.
- f. **Off-Campus accounts** - WCSA will not allocate funds to any organization that maintains, with money from any source, an off-campus bank account. WCSA will allocate funds only by transfer to a University student club/organization account.
- g. WCSA shall allocate funds to student clubs/organizations for uniforms if they are an integral part of the activities of the organization, but such an allocation can be made only once every four years.
- h. **Unapproved reimbursements** - WCSA will only allocate funds for events in advance, and will not reimburse any organization for any expenditure that was not approved beforehand by WCSA through the provisions of these Guidelines.
- i. **Awards** - WCSA will not allocate funds for trophies, awards, raffle prizes, student achievements, or similar items.
- j. **Non club/organizational funding** - WCSA will not allocate funds to honorary societies, academic departments or their subsidiaries, or university athletic programs, except as specified herein. Nor will WCSA allocate funds to student clubs/organizations for the support of programming hosted by academic departments or programs. The provisions of this section do not apply to, and shall not prevent WCSA from funding intramural or club athletic student clubs/organizations.
- k. **Semester funding** - WCSA will not allocate funds as yearly operating budgets for any organization except through Spring or Fall funding. At all other times it will allocate funds only for specific events, and through the ordinary allocation process outlined in Article III.
- l. **Radio station** - The provisions of Section (j) of this Article shall not apply to WSLN, the Ohio Wesleyan University radio station. WCSA may, for the betterment of the University community, allocate funds for the improvement, operation, or maintenance of WSLN and its facilities and equipment.
- m. **Executive funding** - WCSA may allocate funds for its own use as may be necessary for pursuing its mission and maintaining its infrastructure. WCSA may permit the Executive Committee to spend these funds at its discretion, including allocating and spending these funds in the furtherance of appropriate projects deemed to be beneficial to student life but not otherwise specified or covered by these Guidelines.
- n. **Faculty/Staff funding** - WCSA will not allocate funds for the use or expenditures of faculty or staff members, even when involved in student activities. WCSA may allocate limited funds for the participation of other non-Ohio Wesleyan University Students in student organization activities, but only if such participation is deemed absolutely necessary for the event, and only if no other source of funding within the University or outside of it, is available for this purpose. No such funds shall be allocated for the use of any person possessing a degree from any college or university.

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

VI. Sport/Recreation Clubs

- a. WCSA shall allocate sport/recreation clubs' semester budget for each academic year in the spring and fall semester of the immediately preceding academic year, through the spring and fall funding process, found in Article VII. The Budget Committee shall review the status and participation of each sport/recreation club during the time of the submission process.
- b. Any sport/recreation club that does not have "Good Standing" with the Student Involvement Office will be ineligible for WCSA funds.
- c. Any sport/recreation club that hosts home competitions is required to have an athletic trainer on site at all times during those home competitions.
- d. Club sports are eligible for having a paid coach that will be funded in full if the following criteria are met:
 - 1. The sport/recreation club identifies the coach's participation and club sport expectations.
 - 2. Coach is under a stipend payment. Each coach may not receive an excess of \$4,000 per academic year through WCSA funding (\$2000 per semester).
 - 3. Each coach is required to sign and have an executed contract on file in the Student Involvement Office (a copy of be kept within the HR department for Ohio Wesleyan University).
 - 4. The club sport has a posted schedule of practice and competition times and dates in the student involvement office.
- e. WCSA shall fund the expense of uniforms after four (4) years but only after two (2) years of active membership in the Student Involvement Office. The purchase of uniforms must be in accordance with Article V §(g).
- f. WCSA shall fund the expense of necessary equipment for the sport/recreation club at the discretion of the Budget Committee.
- g. The sport/recreation club must have a posted schedule of practice and competitions with the Student Involvement Office.
- h. The sport/recreation club must have all medical, risk, equipment and any other required forms completed and on file in the Student Involvement Office prior to any competition start.
- i. WCSA can fund up to 50% of competition registration fees for individuals and up to 90% for entire team fees. Team dues are expected to be collected as part of the fund raising process.

VII. Spring and Fall Funding

- a. WCSA shall allocate student clubs/organizations' semesterly budget for each academic year in the spring and fall semester of the immediately preceding academic year, through the spring and fall funding process.
- b. The provisions of Article III §(b)(3) shall not apply to the spring or fall funding process.
- c. Requests must be submitted by a deadline to be established by the Budget Committee.
- d. The Budget Committee will not accept late submissions for the spring and fall

funding process.

- e. The spring and fall funding processes shall begin with a reasonable number of identical informational sessions held by the Treasurer and members of the Budget Committee. These sessions shall be used to educate student organization representative's about the budget process and guidelines.
- f. Each student organization must send at least one representative to at least one of the informational sessions that cover the Budget Management System of OrgSync as well as WCSA guidelines for submissions. If this is not possible, the organization must make suitable arrangements with the Treasurer beforehand. No spring or fall funding allocation shall be made to any organization that was not represented at an informational session or that did not make appropriate arrangements with the Treasurer.
- g. All spring and fall funding requests must be submitted using the online OrgSync Budget Management System. The online form must be completed in its entirety describing the event and providing a detailed itemization of both the total cost of the proposed event and the proposed use of requested funds.
- h. The Budget Committee shall examine all spring and fall funding requests according to the provisions of these Guidelines and, after drawing a recommendation for each request, present to the full body a single recommendation, which shall comprise a single main motion, encompassing the entire funding allocation.
- i. The spring and fall funding process shall be completed by the end of the appropriate semester.
- j. The Budget Committee has the right to amend any spring or fall funding allocations based on enrollment data from the following academic year.

VIII. Amendments

- a. Amendments to these Guidelines may be enacted by a vote of two-thirds of the voting members to which the WCSA full senate is entitled, provided that no amendment shall be enacted that has not been heard at two separate full-senate meetings of WCSA.

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