

# TITLE IV BUDGETARY GUIDELINES

*Last Revised: 02/06/2026*

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

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

## **II. The Budget Committee**

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

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

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

- a. Student Organizations

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

**b. Budget Request Review Procedures**

1. All requests for the allocation of Student Activity Fee funds, whether Supplemental, Reallocations, Semester, or Special Initiative, **must** be submitted using Engage via procedures established by WCSA. The online form **must** be filled out in its entirety, describing the event and providing a detailed itemization/documentation of both the total cost of the proposed event and the proposed use of requested funds.
2. All Supplemental, Semester Budget, and Special Initiative requests (unless otherwise stated in the guidelines) shall be heard by the Full Senate following a recommendation by the Budget Committee. Each request shall be a main motion presented by the Comptroller (or their designee), and the question shall be the allocation of Student Activity Fee funds per the Budget Committee’s recommendation. No funds in an amount less than \$20,000 shall be allocated that have not been approved by a simple majority vote (over 51%) of the Full Senate, no funds in an amount greater than or equal to \$20,000, and less than \$100,000 shall be allocated that have not been approved by a two-thirds (2/3) majority vote of the members present, no funds in an amount greater than or equal to \$100,000 shall be allocated that have not been approved by three-fourths (3/4) majority vote of the members present, withstanding Chapter III (d)(3) Pre-Assembly Request Procedures. A roll call vote will be recorded for any funding requests of \$5,000 or above.
3. Except as provided elsewhere in these Guidelines, no funds shall be allocated for which a Budget Request that has **not** been submitted. If an event/item(s) had already been funded, WCSA will **not** issue a refund.
4. All documentation for all requests for the allocation of Student Activity Fee funds must follow the listed criteria:
  - i. The amount being requested along with the date of the presented subtotals must be in the form of an image such as a screenshot or any image based format, and must be supported with a link to the website or source of the subtotal.
  - ii. All costs must be displayed in their pre-tax amounts.

- iii. The displayed costs must come from a certified website(a website with a living and working domain), a receipt of purchase(if it is a recurring event), a menu clearly displaying costs, a list of rates given by the vendor, contracts with specified pre-tax cost, and agreements of service with pre-tax costs.

Any documentation that does not meet these requirements, or that has not been otherwise approved by the budget committee in other forms of communication, will **NOT** be approved.

#### c. Supplemental Budget Request Procedures

1. All supplemental budget requests **must** be submitted to the Comptroller and the Student Involvement Office **at least three business weeks prior to the proposed date of the event**. Requests submitted after this date may be heard **only** at the discretion of the Budget Committee. If an event/item(s) had already been funded, WCSA will **not** issue a refund.
2. Upon receipt of a request, the Comptroller shall schedule the Budget Committee's hearing of the request and notify the requesting organization of its date. A representative of the requesting organization must appear at the hearing to testify regarding the request. The Budget Committee may, if it possesses adequate information, hear the request and pass a recommendation in the absence of an organization representative. If, in the judgment of the Budget Committee, a request is incomplete or provides insufficient information, it can be returned to the requesting organization for completion/revision, with any such extension, limited to 10 days' time.
3. Large budget requests covering the majority of club/organization programming need to be planned a semester in advance and submitted during the Spring or Fall Semester Budget Request Process. Clubs/organizations are also encouraged to apply for Special Initiative funding depending upon the nature of the programming in question. However, small Supplemental Budget Requests for limited documented additional items can be submitted throughout the semester on a first come, first serve basis and funded based on the availability of funds in that given semester. In general, \$250-500 or less may be eligible for up to 100% funding. There shall be three guiding principles to this provision in that:
  - i. A newly approved/or re-registered club/organization registered with the Student Involvement Office who is in "good standing" can request and be funded at 100% for amounts exceeding \$250-500 since they were **not** able to previously submit a Spring or Fall Budget Request based on availability of funds.

- ii. The Budget Committee may, if funding is available, set aside the provisions of this section in individual cases to be reviewed by the Full Senate to allow any club/organization to request more than \$250-500 should there be availability of Student Activity Fee funds and the requesting organization provides a documented request. Otherwise, this club/organization is welcome to submit a Special Initiative request under Chapter VI.
- iii. Supplemental Budget Requests **are** subject to the Food Clause in Chapter V §(d) and §(e) the Conference Fees, Ticket Costs, and Membership Associations Clause.

**d. Pre-Assembly Request Procedures**

1. Budget Requests submitted prior to the first Full Senate meeting of the Fall Semester of an academic year may be heard according to the provisions of this section.
2. Requests **must** be submitted at least three business weeks prior to the event's proposed date.
3. The request shall be heard by an ad-hoc Budget Committee composed of the elected Cabinet (President, Vice President, Administrative Officer, and Comptroller). 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 the Budgetary Guidelines, and apply all other requirements of these Guidelines except as provided by this section.
4. The Full Senate need **not** approve such requests. The sum recommended by the ad-hoc Budget Committee shall be the sum allocated.
5. The Full Senate shall be informed of these allocations at its first meeting by the Comptroller.

**e. Other Provisions**

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

**i. The following accounts shall exist:**

**a. General Allocation Account**

- i. This shall be the account which Supplemental Budget Requests described in Chapter III §(c) and Spring and Fall Semester Budget Review Procedures described in Chapter III §(b) and Chapter VII are funded from.
- ii. 70% of the Student Activity Fee **must** be allocated to

this account at the start of each semester.

**b. Special Initiatives Account**

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

**c. Administrative Account**

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

**2. Dean of Students' Reserve Account**

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

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

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

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

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

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

**f. Sanctions**

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

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

- a. The Budget Committee shall, at appropriate times or at the request of the President, undertake audits of the accounts of WCSA and student organizations. The Comptroller has audit authority and shall lead the auditing process presenting the results of any performed audits to the Executive Committee.
- b. The Budget Committee shall, at its discretion, require a student organization that has been allocated Student Activity Fee funds to submit an *Allocation Accountability Form*. The content of this Form shall be determined by Budget Committee, but shall include an accounting of the use of Student Activity Fee funds in the event in question.
- c. The Allocation Accountability process shall also seek to gauge the success of the event in terms of student participation and positive campus impact.
- d. The Budget Committee has the authority to remove funds from any student organization account that has posted no transactions for a period exceeding three months. Such monies must be re-deposited in the WCSA General Allocation Account. The Budget Committee shall not remove the monies of any student organization whose proposed and budgeted events are set to occur later in the academic year. The Comptroller shall, prior to undertaking any such transaction, notify the registered officers of the organization in question and request an explanation of the organization's fiscal activity.
- e. The Budget Committee shall not remove the funds of an organization if in the Committee's judgment, that organization has good cause for being fiscally inactive and reasonable plans for spending its allocated funds in the course of the current academic year.
- f. Funds allocated to student organizations for events that, for any reason, are **not** held shall be returned to the WCSA General Allocation Account.
  - i. Student organizations may submit reallocation requests as deemed necessary. See section V. t. for further instructions.
- g. At the end of every academic year, all funds remaining in student organization and/or SLU or HBC accounts shall be removed and placed back in the Dean of Students' Reserve Account.
- h. The account of any organization that has been inactive for two or more years shall be closed, and its balance, positive or negative, transferred to the Dean of Students' Reserve Account.



- i. All advertising by WCSA and, by extension, by the programming arm of the student government (Campus Programming Board), for any event, initiative, fixture, or other items for which Student Activity Fee funds were allocated **must** stipulate that Student Activity Fee funds were used in its support by including the phrase “funded by the WCSA Student Activity Fee” or equivalent advertising language, that emphasizes the fact that funds generated by the students were used and that they were allocated by WCSA.
- j. Events involving clubs and organizations collaborating with the programming arm of the student government (Campus Programming Board), are **required** to include the message described in (i) and will be made aware of the same by the programming arm of the government.
- k. Special Initiative requests from university departments/offices, clubs/organizations, or groups that are funded are also **required** to include phrasing on their advertisement as described in (i).
- l. Clubs and organizations events and programming are **required** to include the message as described in (i) and made aware of the same by means of the Budget Management System (BMS) training overseen by the OWU Student Involvement Office.
- m. The Public Relations Committee will provide templates of acceptable advertising to the Budget Committee to be provided to the Campus Programming Board and all funded budget and Special Initiative requesters. This information will also be posted on the WCSA website and linked on Engage.
- n. The WCSA Comptroller, with the approval of the WCSA Budget Committee and an affirmative two-thirds (2/3) vote of the Full Senate, has the authority to move funds between its own WCSA accounts, unless the moving of funds is approved elsewhere in statute. The WCSA Comptroller is cautioned that such action should only be taken in events of extreme and/or unique need or in the case of account restructuring.
  - i. If there is a surplus in the Special Initiatives Account, the Comptroller should recommend to the Full Senate moving a portion of those funds to the General Allocation Account to meet club/organization funding requests.

## V. Allocation Policies

- a. WCSA strictly supports funding items and programming that is (1) open to and (2) advertised to all of campus. WCSA acknowledges that at the club/organization's discretion, there are cases where clubs/organizations will need to use an application or selection process (such as a random lottery drawing) to determine who could attend an event/trip due to limited availability of spaces or materials available. WCSA will **not** allocate funds to Budget Requests that only serve club/organization group bonding.

- i. Clubs/organizations will have to acknowledge that (1) their club/organization itself is open to all of campus and (2) if their programming will be open to all of campus when submitting a Budget Request on Engage.
  - ii. Entire Budget Requests which only serve club/organization group bonding will be rejected by the Budget Committee.
  - iii. Full Senate will fund individual line items at \$0.00, which only serve club/organization group bonding.
- b. WCSA will **not** allocate Student Activity Fee Funds to pay for any of the following items: taxes; items prohibited by university policy; direct university infrastructure costs, maintenance, or repair; furniture; items available at any University Office or Department (Example: Student Involvement Office, Media Center, Residential Life Office, Office of Multicultural Student Affairs, or Athletics Department); or giveaway items (charitable donations, or **club-specific** t-shirts, gifts, pens, stickers, water bottles, etc.).
  - i. Items given away to ensure equal access to all for a given activity or event are **exempt** from giveaway funding restrictions. This giveaway exemption will be reviewed on a case-by-case basis by the Budget Committee and the Full Senate. (Example: clothing to enable all to participate in Holi, the Festival of Colors).
- c. WCSA will **not** allocate Student Activity Fee Funds to pay for events or programming that would take place after the last day of classes or during any academic break(s) where the campus is closed to students **unless** the request is part of a conference, competition/tournament, or a Campus Improvement Initiative (CII) or Group Development Initiative as described in Chapter VI §(i) and (j) or a conference.
- d. **Food Clause** - WCSA may fund the purchase of all food requests up to 75% for both on-campus events and GDIs. The final decision to fund food for any event remains at the discretion of the Budget Committee and the Full Senate.
  - i. Food prices must be in accordance with the following documentation rules:
    - a. If the documentation is a menu from a restaurant, specific menu items must be noted on the request. (Ex: a food estimate or a food 'allowance' will **NOT** be funded by WCSA).
    - b. Historical or expected attendance must be noted within the request for an event. The expected attendance must match the amount of food being requested.
      - i. The Budget committee should **NOT** solely fund based on historical attendance. However, it should be heavily considered in regards to food funding requests.

ii. All food requests must be for specific events and must be open and advertised to all of campus. Food for regular club/group meetings will **NOT** be funded. When requesting for food, the following must be denoted on the request:

- a. What event the food is going to be utilized for;
- b. What day and time the event will be held; and
- c. How the event will be advertised.

iii. What is considered food will include anything that is a food item or a drink, no matter the purpose. This may include, but is not limited to: baking powder, cooking oil, cooking spray, drinks, flavor packets, flour, food that is to be used as props, gingerbread houses used for competitions, normal food items, etc.

- a. Water may be funded at 100% by WCSA only if deemed necessary for safety by the Budget Committee.

iv. Anything food-adjacent, such as cookware, cups, plates, utensils/plasticware, etc., may be funded by WCSA up to 100%.

v. All events that are providing food funded in part by WCSA must either allow RSVPs via Engage or must utilize a method of checking into an event. Attendance statistics gathered here must be made available to WCSA upon request.

vi. Any events requesting food are required to have either the intent to be in the registration process or be in the registration process on Engage.

vii. In the case of GDIs or off-campus travel, food may be provided at a maximum funding level as deemed by the GDI guidelines regarding off campus travel.

- a. This provision does **NOT** apply when, for example, a club goes off campus to buy food and brings said food back to campus, like a delivery. Cases like these will fall back to guidelines in sections V.d.i - V.d.v..

**e. Conference Fees, Ticket Costs, and Membership Associations Clause -**

The Full Senate supports funding up to 75% of the total cost of educational conferences, tickets, and membership associations. The funding recommendation given by the Budget Committee and the subsequent decision by the Full Senate are final. Clubs/organizations should use a portion of dues/fees and fundraising monies to attend conferences/off-campus events/join membership associations and ask for any potential university or departmental grants or funding. However, under **no** circumstance(s) will WCSA fund conferences, tickets, or joining membership associations in their entirety. The Budget Committee has the discretion to fund conference/ticket requests from either the General Allocation or the Special Initiatives Account (without the need for an endorsing committee letter) as long as the request explains how the conference/off-campus ticketed event is:

- (1) Important to the success and mission of the requesting club/organization, and

(2) What specific plan the requesting club/organization has in place to share what was learned with the rest of campus or their club/organization after the conference/off-campus ticketed event.

- i. Conferences/off-campus events can be funded from the Special Initiatives Account so long as there is **not** a predicted high demand for Initiative funding or a surplus in the General Allocation Account.

**f. Fundraising Clause** - 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 a club/organization is planning to have a bake sale, WCSA would support funding the ingredients for making cookies but **not** already baked cookies to be resold. For a bracelet/blanket/tie-dye shirt sale, WCSA would support funding the materials for making bracelets/blankets/plain white t-shirts, but **not** already made bracelets/blankets/tie-dye shirts. WCSA will **not** fund any items that are bought and can be immediately resold. WCSA supports funding fundraising materials that are an activity for clubs/organizations to put/make together as a group activity.

- i. All earned fundraising monies **must** be deposited in your club/organization's account through the Student Involvement Office. Fundraising monies can be used at the club/organization's discretion as long as it complies with the OWU policies and procedures.
- ii. The Budget Committee may, for serious cause, set aside the provisions of the Fundraising Clause in individual cases to be reviewed by the Full Senate.

**g. Funding for Mandatory Events** - WCSA will **not** allocate funds for any event or program the hosting of which is required for any student's major, academic department or program, or place of residence. Nothing in this section shall be construed so as to prevent the funding of events that students may, by whatever authority, be required to attend as observers.

**h. Double Funding** - WCSA does **not** typically engage in "double funding." Thus, it will **not** typically allocate funds for any event that formed a component of a Budget Request previously passed by WCSA, even if the passed allocation was \$0.00. With exception of circumstances in which the organization, university, and WCSA are **not** in control.

**i. Off-campus Accounts** - WCSA will **not** allocate funds to any organization that maintains, with money from any source, an off-campus bank account, except for Social Greek Letter Organizations. WCSA will allocate funds only by transfer to a University student organization account. However, any funds allocated to an organization with an off-campus bank account may not be deposited into an off-campus bank account.

**j. Clothing Funding** - WCSA shall allocate funds to student organizations for clothing. There are three main types of clothing that WCSA may fund, and they must be denoted within the request, subject to Budget Committee's interpretation. Clothing falls into three categories: uniform, costume, and activity or event based clothing, and each category will be evaluated based on the context of the request. Safety clothing or equipment, for example padding or rented hiking gear, etc., does not fall under this clause.

1. All uniforms and costumes requested are to be expected to stay within the organization for at least four years. The Budget Committee may deny requests for items identical or substantially similar to those funded in previous years unless the organization demonstrates a need for additional sizes or quantities.
  - a. Rosters submitted through Engage are required for all uniform and costume requests. All clothing items may be funded up to 100% depending on the specifications below.
  - b. The Budget Committee may consider replacement requests before the four-year period expires when replacement is necessary for safety.
2. **Uniforms:** WCSA deems uniforms as any piece of clothing that represents the group of students, club, university, and/or promotes any of the aforementioned groups. These items may include gear associated with a national organization when the requestors operate as a chapter or branch of that organization. Fraternities and sororities are not eligible for uniform funding. Uniforms may be funded at a rate of up to 100%.
  - a. Uniforms may only be funded once every four years.
  - b. Uniforms are only eligible for funding if the organization is going off campus for events or is participating in competitions, at the discretion of the budget committee.
  - c. Organizations must maintain their established uniform throughout the four-year cycle.
    - i. If individual members wish to keep their uniforms, they must reimburse the organization at market value so the uniform can be replaced.
    - ii. Organizations are encouraged to establish policies requiring students to reimburse the organization at market value if a uniform is damaged as a result of their actions.
3. **Costumes:** WCSA may fund costumes when the Budget Committee determines they are necessary. Costumes must remain with the organization for at least four years. If an organization requests different costumes from those currently in storage, the Committee may fund the new items. Costumes may be funded up to 75%.

4. **Activity-Based and Event Clothing:** WCSA may fund clothing as part of an activity, cultural event, or fundraiser when the clothing functions as a supply rather than a uniform. Examples include: tie dye shirts produced for fundraising efforts, clothing items used as part of hands-on activities, or items incorporated into cultural or educational events. These items are not expected to remain within the organization for four years when their purpose is tied to a programmatic activity. Requests must clearly demonstrate how the clothing contributes to the event, program, or fundraising initiative. For example, the purchasing of plain white shirts to tie dye, or masks used in a cultural arts workshop, may be eligible for funding. Activity-based and event clothing may be funded up to 100%.

**k. 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.

**l. Awards** - WCSA will **not** allocate funds for trophies, awards, raffle prizes, student achievements, or similar items.

**m. Non Club/Organizational Funding** - WCSA will **not** allocate funds to honorary societies, or university athletic programs, except as specified herein. WCSA will **not** fund academic departments or programming being directly sponsored or designed by such. The provisions of this section do **not** apply to, and shall **not** prevent WCSA from funding clubs/student organizations whose missions involve programming and events that have content involving academic subjects, so long as these organizations are truly independent of the academic departments involving the same subject matter. The WCSA Budget Committee is tasked with ensuring these standards are enforced. This section also does **not** apply to, and shall **not** prevent WCSA from funding intramural or club athletic student organizations.

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

**o. Administrative Account Funding**

1. WCSA may allocate funds for its own use as may be necessary for pursuing its mission and maintaining its infrastructure. WCSA may permit the Executive Board to spend Administrative Account funds at its discretion, including allocating and spending these funds in the furtherance of appropriate projects deemed to be beneficial to student life but not otherwise specified or covered by these Guidelines, including but **not** limited to the funding of WCSA uniforms, an annual WCSA retreat, and/or joining a Student Government Association.
  2. At no point may the amount in Administrative Account exceed \$15,000.
  3. If at any point the amount in this account exceeds \$15,000, the funds in excess of \$15,000 shall be distributed in the following manner:
    - i. All funds in excess of \$15,000 shall be moved to the General Allocation Account immediately, with no vote of the Full Senate required.
- p. Faculty/Staff Funding** - WCSA will **not** allocate funds for the use or expenditures or salary 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.
- q. 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.
- r. Political Programming**
1. Because of the potentially controversial nature of political programming, WCSA maintains very strict and precise guidelines, outlined in this section, governing the allocation of funds to events of this sort. The provisions of this Chapter should be interpreted in light of WCSA's commitment to improving Ohio Wesleyan University and student life and fostering communal respect, diversity, and cohesiveness among the student body.
  2. On-Campus Political Programming: WCSA may fund on-campus events of a political nature if, in the judgment of the body and the Budget Committee such events are primarily educational in purpose, beneficial to the student body, non-injurious to the University community, and judged to possess merit and value. WCSA will **not** fund on-campus events of a political nature if, in the judgment of the body and the Budget Committee such events are solely partisan in nature and bereft of educational value, or are judged **not** to meet the criteria of (a) above.
  3. Off-Campus Political Programming

- i. WCSA will **not** fund student transportation to or participation in off-campus events of which the main focus and central purpose is:
  - a. The partisan advocacy of candidate(s) or parties for political office;
  - b. Fundraising for a political party or candidate(s) for political office;
  - c. Any activity in which participation manifests itself primarily or centrally through action of any type intended or reasonably expected to influence government officials or hinder the enforcement of any law or regulation of the United States, any of the respective states or their political subdivisions, or any foreign state in which the event may take place;
  - d. The violation of any law or regulation of the United States, any of the respective states or their political subdivisions, or any foreign state; Injurious to the community.
- ii. WCSA may fund student transportation to and participation in off-campus events in which:
  - a. Participation manifests itself primarily or centrally through the consumption of information presented by a third party;
  - b. The main focus or central purpose, even if manifested in some type of personal action, in either an observational or philosophical context, is primarily educational, service, religious, cultural, career-oriented, or of immediate and verifiable benefit to the community, provided that the event in question does not violate the provisions of §(a)(3)(i) of this Chapter.
  - c. Such events may be funded even if the event or activities in question are the source of political debate or touch upon questions of a political or partisan nature, provided that the nature of the activity itself does not focus predominantly on the political quality of the event or the political questions arising out of it.
  - d. For the purposes of this section, off-campus political programming includes, but is not limited, to corporate and political lobbying in person or via the mail; political fundraisers for candidates, parties, or political action committees; protests; and political conventions and rallies.
  - e. The Budget Committee and WCSA shall make judgments regarding events of mixed or ambiguous natures according to the provisions of these Guidelines.



iii. For the purpose of interpreting this section, WCSA shall examine the motivating factors, stated and apparent intentions, and main purpose of the students seeking to participate in a given event, in addition to examining the qualities of the event as outlined above, and the mission of WCSA as articulated in this section and elsewhere.

**s. Transportation Funding** - WCSA will allocate funds to pay for a student's or advisor's gas costs to travel for an off-campus event as long as:

1. The event meets other guidelines within our allocation policies, including being open to all of campus.
2. The requested funds include mileage documentation. This documentation must show both where the requested transport is going and how many miles it will take to get there.
3. The Budget Committee will allocate up to \$0.65 per mile (subject to an adjustment per other guidelines and the rate of inflation).
4. Requestors are to be aware that funding is not guaranteed and is subject to percentage rates in accordance with other budgetary guidelines due to the availability of funds.
  - i. For example, in the case of going to and from a conference, which is 50 miles total. Due to conference guidelines, the Budget Committee will fund up to 75% of the total, so  $50 \times 0.65 = 32.50$ . Taking 75% of that amount results in total funding for gas of 24.375 (\$24.38).
5. WCSA will have the ability to adjust this rate once every 2 years. The Comptroller and Budget Committee must evaluate the transportation funding rate every two academic years, and the Comptroller should present a recommendation to maintain, raise, or lower the rate to the Full Senate for consideration.
  - i. The most recent two-year cycle was conducted in the Fall of 2024, which requires the next analysis and recommendation by Fall 2026.

**t. Reallocation of Funds** - Submissions that will be reutilizing money will be referred to as "Reallocations" throughout the rest of this document. Student organizations will have the ability to utilize leftover funds from their events or utilize money provided towards canceled events provided they;

1. Submit a budgetary request through Engage. This request must be submitted at least two weeks prior to the event being hosted and through the Supplemental process. It is suggested that for any amount over \$500, requests be submitted 3 or more weeks in advance as per the timeline of approving budgetary requests.
  - i. Reallocations are **NOT** guaranteed, and if one is requested, there needs to be a justification for why the reallocation should be warranted within the description of the request. Within these justifications, there needs to be a clear reason as to why the original purpose of the funds were not fulfilled.

ii. Organizations are entitled to submit more than one per semester. However it is heavily suggested that organizations submit one or no reallocations per semester. The senate & budget committee should consider the amount of allocations submitted by various organizations when determining whether or not to approve a reallocation.

2. Request materials that are in-line with university policy, WCSA policies and are **NOT** requesting funds for items that are already funded or denied funding by the budget committee for a specific event.

3. All requests that are event-related must be submitted for new events. Organizations should **NOT** be reallocating money to and from the same event the original request was for.

4. Requested items in the same category of items as the original request may be funded at 100%.

i. Example: A student organization requested art supplies (supplies that are funded at 100%) for the canceled event and then requested that the money be used for decorations for another event (decorations that are funded at 100%). This would be allowed due to being in the same category of items as the original request.

5. Money being transferred across different categories will be adjusted as per the guidelines of said category. Further, these adjustments will be based on an upper boundary as per how it could be funded through supplemental or initiative guidelines.

i. Example: Art supplies that were approved at 100% for a now-cancelled event, being transferred to a new event for food, will have those funds adjusted to a maximum of 75% of the food requested for the new event.

6. The Budget Committee is given the authority & ability to approve reallocations that are \$500 or under without full Senate approval.

## **VI. Special Initiative Funding Request Procedures**

### **Special Initiative Review Process**

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

- b. The Special Initiative review process is opened at the moment when the current WCSA Comptroller receives a completed Special Initiative Request on Engage detailing the entire documented budget of the Special Initiative, **not** simply the portions of the budget with which Student Activity Fee funds are being considered and an explanation of the circumstances leading to the pursuit of the WCSA Special Initiative funding. All Special Initiative requests **must** be submitted to the Comptroller and the Student Involvement Office **at least three business weeks prior to the proposed date of the event**.  
Following receipt of an Special Initiative request, the Comptroller shall consult with the WCSA President to determine the most relevant committee, which is **not** the Budget Committee, to review and write a letter on whether the WCSA Full Senate should endorse funding the Special Initiative in question and to explain why the initiative is consistent with the Mission and Purpose Statements in the Constitution of the Wesleyan Council on Student Affairs. If the letter from another committee that is not the Budget Committee finds that the project is inconsistent with WCSA's Mission and Purpose Statements, then the Initiative Request is rejected and will be funded at \$0.00 with a detailed explanation for why the request was rejected provided back to the requester(s).
- c. The Budget Committee should review the Special Initiative request within two Budget Committee meetings or 14 working days of receipt, and the Comptroller should request the aforementioned letter from the committee of the WCSA President's choosing. The Budget Committee should then give a funding recommendation to the Full Senate in line with the continued Special Initiative Guidelines following the conclusion of Budget Committee discussion and receipt of the other committee's endorsing letter.
- d. The requesters of special initiative funds must attend Budget Committee to answer questions of members when called on by the Comptroller or by the majority of the Budget Committee and must attend the Full Senate when called to answer questions by the President, the Comptroller, or the Full Senate.
- e. The Full Senate responds to the Budget Committee's recommendation following the established procedures used to address Budget Requests.
- f. All approved Special Initiatives are required to, immediately following the experience, submit a Stewardship Report to the WCSA Comptroller.
  - i. A Stewardship Report is a form on Engage which outlines how the funds were spent with documentation, the number of students impacted, and ideally, includes photos of the experience and/or events.
- g. Full Senate, with a two-thirds (2/3) supermajority vote, can overrule the funding recommendation of the Budget Committee and, by means of amendment motions, make their funding decision final. Abstentions do **not** count towards reaching an affirmative two-thirds (2/3) supermajority vote for an amendment as they only serve to count towards quorum.

## **Types of Special Initiative Requests**

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

#### **Appropriate CEI's will:**

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

Examples: Large all-campus events such as Martin Luther King Jr. Day events, President's Ball, Student/Cultural Film Festival Screenings, etc.

#### **CEI Requirements:**

- 1) The requesting group **must** have shown that alternative means of funding within the Ohio Wesleyan University structures have failed, cannot cover the entirety, or do not exist,
- 2) That the request, if approved, will benefit the student body significantly, and
- 3) That the Budget Committee, endorsing committee letter (if required), and Full Senate agree that there is a present need for the item(s) in question, the Full Senate is authorized to fully fund such an Initiative.

#### **CEI Funding Guidelines:**

The Full Senate is encouraged to consider fully funding at up to 100% any CEI request understanding that any such request will serve a large portion of the student body in an area of great need. However, requestors are to be aware that funding is **not** guaranteed and is subject to availability of funds and/or leaving a reserve for other initiative requests.

### **i. Campus Improvement Initiative (CII)**

#### **Appropriate CII's will:**

Serve the student body through a student-led campus improvement project.

Examples: Historical or Commemorative Plaques, Student Produced Documentaries on Campus/the OWU Student Experience, Recycling and/or Food Waste Reduction Projects, etc.

#### **CII Requirements:**

- 1) The requesting individual or group **must** have shown that alternative means of funding within the Ohio Wesleyan University structures have failed, cannot cover the entirety, or do not exist,
- 2) That the request, if approved, will benefit the on-campus student experience, and

- 3) That the Budget Committee, endorsing committee letter, and Full Senate agree that there is a present need for the item(s) in question, the Full Senate is authorized to fully fund such an Initiative.

CII Funding Guidelines/Restrictions:

The Full Senate is encouraged to consider fully funding at up to 100% any CII request, understanding that any such request will support the on-campus student experience. However, requestors are to be aware that funding is **not** guaranteed and is subject to availability of funds and/or leaving a reserve for other initiative requests.

WCSA Student Activity Fee funds will **not** and **cannot** be used to support direct Ohio Wesleyan University infrastructure costs, maintenance, or repair, which should be covered by University tuition, fees, and donations. WCSA will **not** fund any Furniture or Hydration Station(s).

## **j. Group Development Initiative (GDI)**

Appropriate GDI's will:

1. Financially support at least small groups of students (2 or more) in missions of personal betterment or advancement,
2. By providing, at times, substantial amounts of money to supplement a portion of costs for students to attend off-campus events/programs.
  - i. The only exception to small groups of 2 or more students is if a single individual applies for GDI funding on behalf of a club/organization with a specific plan to bring information back to campus that would benefit the student body, such as attending a conference on behalf of their respective club/organization then sharing what was learned with the rest of their group. Conference-specific rules and funding restrictions are further described in Title V. Allocation Policies, subsection e.

Examples: Chaplain's Office's Wilderness Treks, Mission Trips/Spring Break Interfaith Service Teams, Ski and Snowboarding Trips, CPB's National Association of Campus Activities (NACA) Annual Conference, etc.

GDI Requirements/Guidelines:

- 1) All Budget Requests/Line Items requesting funding for off-campus travel for OWU students **must** be funded as a GDI and treated as such (unless otherwise stated in the guidelines, i.e., conferences, ticketed events, and club sports).

- 2) Any Initiative Budget Request that meets the requirements of a GDI can be funded for, and only for, the following portions of the request: (1) registration fees to sign up to attend an event/program, (2) transportation/airfare costs, (3) lodging/hotel costs (if it is a multi-day trip), and (4) fundraising materials. The Full Senate can fund up to 51% of (1) registration fees/ticket costs, (2) transportation/airfare costs, and (3) lodging/hotel costs, subject to availability of funds and/or leaving a reserve for other initiative requests. To what degree these three aforementioned items are funded is up to the recommendation of the Budget Committee and the subsequent final decision of the Full Senate. GDI requesters can receive up to 100% of fundraising materials as described in Title V. Allocation Policies, subsection f. However, requestors are also to be aware that funding is **not** guaranteed and is subject to availability of funds and/or leaving a reserve for other initiative requests. Programs funded as GDI's should use a portion of fees/dues and fundraising monies to make up the remaining funding needs and request any potential university or departmental grants or funding.

GDI Restrictions:

- 1) The requesting group **must** have shown that alternative means of funding within the Ohio Wesleyan University structures have failed, cannot cover the entirety, or do not exist.
- 2) Requesters **must** be a group of students (at least 2 or more).
- 3) Student Activity Fee funds **cannot** be used to pay for lodging/hotels within the Columbus Metropolitan area.
- 4) Student Activity Fee funds **cannot** be used to pay for any trips abroad (outside the domestic United States).

Further Initiative Provisions:

1. An individual, club/organization, or group **must** present an Special Initiative Budget Request to the Budget Committee prior to acquiring funds. If the Special Initiative had already been funded, WCSA will **not** issue a refund.
2. Special Initiative funds are **not** to be viewed as an alternative to other University funding avenues for individual students, such as Departmental Grants, Theory-to-Practice Grants (TPG), Small Grants, OWU/Career or Connection Experience Grants/Funds, Diversity, Equity, & Inclusion Grants, etc.
3. The Budget Committee has the discretion to re-classify entire or specific line items of a Spring and Fall Semester or Supplemental Budget Request to any of the three types of Special Initiatives, given the activity/project meets the described requirements. The Comptroller shall then ask for additional information from the requesting club/organization if required and then follow the regular Special Initiative Review Process.

4. The Budget Committee has the discretion to re-classify entire or specific line items of a Special Initiative Request to a Supplemental or Semester Budget Request if the activity/project does not meet the requirements or scale of a Special Initiative. The Comptroller shall then ask for additional information from the requesting club/organization if required and then follow the regular Supplemental or Spring and Fall Semester Budget Review Process.

## **Special Programs of the WCSA**

### **k. Small Living Unit and House of Black Culture Funding**

1. Each Fall Semester, \$900 shall be automatically allocated to Residential Life for each individual Small Living Unit (SLU) and the House of Black Culture (HBC) to fund house projects and programming open to all of campus. All house projects and programming are to comply with university policy and are approved through Residential Life.
  - i. The WCSA Budget Committee should prioritize funding SLU and HBC allocations from the Special Initiatives Account. However, the Budget Committee has the discretion to fund SLU and HBC allocations with a combination of funds from the General Allocation Account should there be a need.
2. Residential Life, House Moderators, and the supervising Residential Life Coordinator of SLUs and HBC are tasked with the proper management of these allocated funds.
3. At the conclusion of each academic year, each SLU and HBC Moderator, with the assistance of the appropriate Residential Life staff, is **required** to prepare and submit a Stewardship Report to the WCSA Budget Committee through Engage.
  - i. A Stewardship Report outlines how the funds were spent with documentation, the number of students attending, and ideally, includes photos of the house project or programming.
4. The WCSA Comptroller and Budget Committee shall, following a SLU and HBC Stewardship Report submission, review each Stewardship Report and then archive the reports for future reference.
5. After every two academic years, SLU and HBC funding rates **must** be evaluated by the Comptroller and Budget Committee, and a recommendation to maintain, raise, or lower the funded amount should be presented to the Full Senate by the Comptroller for consideration. As a part of the review process, the Budget Committee must consult with SLU and HBC Moderators and Residential Life.
  - i. As a part of any recommendation, the Budget Committee must consult with SLU and HBC Moderators and Residential Life and review Stewardship Report Data.

The following questions should be addressed:

- (1) Are SLUs and HBC consistently spending all allocated funds each academic year?
  - (2) Is the amount of funds allocated exceeding house project and programming needs?
  - (3) If any increase in funding is being considered, is there availability to increase funding within the WCSA Student Activity Fee and sustain funding in other areas?
  - (4) If any decrease in funding is being considered, how will this affect SLU and HBC's ability to have house projects and programming?
- ii. The next analysis and recommendation of SLU and HBC funding rates will be conducted in Spring 2026.

## **I. Greek Letter Organizations Recruitment and Retention Funds**

1. Individual Social Greek Letter Organizations shall be ineligible for funding from WCSA.
  - i. Organizations that are National Pan-Hellenic Council (NPHC) organizations with a Chapter on campus, or with a plan to charter on campus, are exempt from the above clause.
  - ii. NPHC organizations shall have the ability to make supplemental budget requests.
2. No individual Chapter of a Social Greek Letter Organization shall be funded when it would not equally benefit all the other individual Social Greek Letter Organizations who are open to individuals of that Chapter, unless otherwise specified in this Title.
3. Individual Social Greek Letter Organizations which partner with at least one Non-Social Greek Letter Organization may be funded for up to 75% of the total financial costs of events deemed by the Budget Committee to be primarily Philanthropic in purpose and nature.
  - i. All Non-Social Greek Letter Organizations who wish to partner with Social Greek Letter Organizations for the purposes expressed in sub-section 3 must be registered through the Student Involvement Office.
4. The Budget Committee shall allocate \$250 from the Special Initiatives Account to the Student Involvement Office for each Social Greek Letter Organization with active members on campus for the purpose of recruiting and retaining new members.



- i. Each Social Greek Organization with active members on campus at the start of the Fall Semester, or who have an active Charter or colony in “good standing” with the University or a City wide Chapter at the start of the academic year shall only be able to access \$250 per academic year from the funds allocated under sub-section 4.
  - a. Social Greek Organizations cannot use the \$250 for a scholarship.
- ii. The allocation shall be made throughout the academic year.
- iii. Social Greek Letter Organizations in order to access funding from the Student Involvement Office must go through the following process:
  - a. An application for funds must be submitted through Engage to the Budget Committee.
  - b. The Budget Committee will review each request and send their recommendations to the Student Involvement Office.
  - c. If a request is approved, the requested funds will be transferred into the IFC or Panhellenic student accounts through the Student Involvement Office.
  - d. The Social Greek organization who requested the funds will receive a purchase card (P-card) through the Student Involvement Office with the requested funds. Funds will come out of the IFC or Panhellenic student accounts.
- iv. The Director of Fraternity and Sorority Life, or their successor or designee, may waive the requirement or provide the Student Involvement Office with a plan as to how the expenditures will be made and comply with all regulations set out by WCSA for NPHC organizations which do not operate under a campus charter.
- v. All Social Greek Letter Organizations and the Student Involvement Office must keep a record of all expenditures from the allocated funds.
- vi. The date when spring supplemental budgets are due each academic year, each Social Greek Letter Organization, in conjunction with the Student Involvement Office, must prepare a Stewardship Report detailing the expenditures regarding the funds allocated from WCSA and the programming that was designed or executed with those funds.

- vii. The WCSA Budget Committee shall, following their submission, review each Stewardship Report. Should a Stewardship Report not be provided or the Stewardship Report provided contain spending that is contrary to the Budgetary Guidelines the Budget Committee has the authority to withhold part of, or the entirety of, that specific Social Greek Letter Organization's funds for the following year.
- viii. As part of the Stewardship Report each Social Greek Letter Organization shall be required to obtain from their campus self-regulatory body proof they are not out of "good standing" with that body.
- ix. If a Social Greek Letter Organization initiates an individual who does not have an OWU GPA or has not completed at least a semester of classes on campus that organization will be prohibited from receiving any Student Activity Fee funds for any purpose.
- x. Any Self-Regulatory Body which Social Greek Letter Organizations may constitute must require that member organizations not admit any student who has not completed one semester at Ohio Wesleyan University.

### **m. Online Graduate School Test Preparatory Program**

- a. Each Spring Semester, up to \$2,000 shall be automatically allocated from the Special Initiatives Account and/or the Dean of Students' Reserve to the Library for the purchase/renewal of an online graduate school test preparatory program called Peterson's Test Prep.
  - i. Priority consideration should be given to a comprehensive online preparatory program with a wide variety of exams such as: DAT, GMAT, GRE, LSAT, MAT, MCAT, PCAT, and/or TOEFL.
  - ii. This program shall be advertised and promoted by the Library and the Student Affairs and Public Relations Committees.
- b. Every academic year, at least four to five weeks before the final Full Senate meeting in Spring Semester, the Student Affairs Committee and Public Relations Committee shall be required to present an evaluation of the Online Graduate School Test Preparatory Program to the Full Senate to see if the continuation of the program is in the best interest of WCSA and the Student Body. This evaluation shall include:
  - 1. Any data on the total number of students who have utilized the program/what specific portions of the program were utilized,
  - 2. How well was the program marketed to the Student Body, and what advertising improvements could be made going forward, and
  - 3. If the price of Peterson's Test Prep program has increased.

- i. Following the aforementioned presentation, the Full Senate shall vote by a simple majority vote (over 51%) to continue the program the following academic year and to modify the amount allocated to the Library if necessary in one Full Senate meeting.

## VII. Spring and Fall Semester Budget Review Procedures

- a. WCSA shall allocate student organizations' semesterly budget for each academic year in the Spring and Fall Semester of the immediately preceding academic year, through the Spring and Fall Semester Budget Review Process.
- b. The provisions of Chapter III §(b)(3) shall **not** apply to the Spring or Fall Funding process.
- c. Requests **must** be submitted by a deadline to be established by the Comptroller in consultation with the Student Involvement Office.
- d. The Budget Committee will **not** accept late submissions for the Spring and Fall Semester Budget Review Process. If an event/item(s) had already been funded, WCSA will **not** issue a refund.
- e. The Spring and Fall Semester Budget Review Processes shall begin with a reasonable number of identical informational sessions held by the Comptroller and members of the Budget Committee. These sessions shall be used to educate student organization representatives about the Spring and Fall Semester Budget Review Process. These sessions shall be held no later than the twelfth week of the Spring or Fall Semester.
  - i. Within said informational sessions, changes made to the budgetary guidelines within the past 12 months must be discussed thoroughly.
- f. Each student organization must send at least one representative to at least one of the informational sessions. If this is not possible, the organization must make suitable arrangements with the Comptroller beforehand. No Spring or Fall Funding allocation shall be made to any organization that was not represented at an informational session or that did not make appropriate arrangements with the Comptroller.
- g. All Spring and Fall Semester Budget Requests **must** be submitted using the online forms on Engage established by WCSA. The online form **must** be filled out in its entirety describing the event and providing a detailed itemization of both the total cost of the proposed event and the proposed use of requested funds.
- h. The Budget Committee shall examine all Spring and Fall Semester Budget Requests according to the provisions of these Guidelines and, after drawing a recommendation for each request, present to the Full Senate these recommendations encompassing the entire Spring or Fall Funding allocation.
- i. The Spring and Fall Semester Budget Review Process shall be completed by the end of the 13<sup>th</sup> week of each semester.
- j. The Budget Committee has the right to amend any Spring or Fall Funding allocations based on enrollment data from the following academic year.

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

## VIII. Recreational Clubs Sports Teams

- a. WCSA shall allocate club sports' semester budget for each academic year in the Spring and Fall Semester of the immediately preceding academic year, through the Spring and Fall Semester Budget Review Process, found in Chapter VII. The Budget Committee shall review the status and participation of each sport/recreational club during the time of the submission processes.
- b. Any sport/recreation club that does not have "good standing" with the Student Involvement Office will be ineligible for Student Activity Fee funds.
- c. Any sport/recreation club that hosts home competitions is required to have an athletic trainer on site at all times during those home competitions.
- d. Club sports are eligible for having a paid coach that will be funded in full if the following criteria are met:
  - 1. The sport/recreation club identifies the coach's participation and club sport expectations.
  - 2. The total amount spent on coaches is less than \$4,000 per academic year through WCSA funding (\$2,000 per semester).
  - 3. Each coach is required to sign and have an executed contract on file in the Student Involvement Office (a copy of be kept within the HR department for Ohio Wesleyan University).
  - 4. The club sport has a posted schedule of practice and competitions in the Student Involvement Office.
  - 5. Is funded in accordance with all statutes.
- e. WCSA shall fund the expense of uniforms after four (4) years, but only after two (2) years of active membership in the Student Involvement Office. The Budget Committee will consider replacing uniforms prior to four years if it is deemed necessary for safety. The purchase of uniforms **must** be in accordance with Chapter V §(j).
- 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. The Full Senate supports funding up to 75% of the total cost of competition/tournament registration fees and player association memberships. The funding recommendation given by the Budget Committee and the subsequent decision by the Full Senate are final. Club sports should use a portion of dues/fees and fundraising monies to attend competitions/tournaments/join player associations. However, under **no** circumstance(s) will WCSA fund competitions, tournaments, or joining player associations in their entirety.
- j. Any sport/recreation team that does not have a roster on file with the Athletics Office will be ineligible for Student Activity Fee funds.
  - 1. Each club sport/recreation team **must** submit an updated roster at least once a semester, prior to requesting any Student Activity Fee funds.
- k. All club sport/recreation teams **must** take sexual assault prevention training as administered by the Director of Student Conduct and Community Standards or their designee in order to be eligible for Student Activity Fee funds.
  - 1. The sexual assault prevention training shall be similar to the training that is required of the NCAA, or as close to the process as possible.
  - 2. The training shall be designed by the Director of Student Conduct and Community Standards, or their successor.
  - 3. All of the players on a team's roster, who have taken part in a competition, **must** have undergone sexual assault prevention training in order for the team to be eligible for Student Activity Fee funds.
  - 4. The Director of Student Conduct and Community Standards, their predecessor, or their designee shall be tasked with sending the report including all students who have completed this training. The Budget Committee shall then be tasked with cross examining said report and sport/recreation teams' rosters to ensure that every player has completed the training.

## IX. Student Activity Fee

- a. The Student Activity Fee rate shall be set by the Wesleyan Council on Student Affairs, subject to final approval through a formal motion to the Ohio Wesleyan Board of Trustees.
- b. The Student Activity Fee shall be \$170 per semester (\$340 per year) for full-time, commuter, and off-campus students.
- c. The Wesleyan Council on Student Affairs and its members recognize the purpose of the Student Activity Fee is to support and enhance a thriving on-campus student experience by supplementing clubs/organization's dues and fundraising monies to a large extent and funding special initiatives for groups of students.

- d. The Wesleyan Council on Student Affairs is to be very conscious of the fact that any increase in the Student Activity Fee has a financial impact on students and should only be recommended by the Comptroller and Budget Committee to the Full Senate after careful consideration and documented analysis. Alternatively, any reduction in the Student Activity Fee may result in a lack of adequate funding for student clubs/organizations and other student initiatives and is not to be recommended by the Comptroller and Budget Committee to the Full Senate until after careful consideration and documented analysis.
  - i. A reason to raise the Student Activity Fee could include rising inflation or a consistent and significant lack of funding, resulting in reduced funding rates across all budget and initiative requests.
  - ii. A reason to lower the Student Activity Fee could include a trend of increased enrollment, bringing in more funding than budget and initiative requests.
- e. The Student Activity Fee rate **must** be evaluated at least every three academic years, if not sooner, by the Comptroller and Budget Committee, and a recommendation to maintain, raise, or lower the fee should be presented to the Full Senate by the Comptroller for consideration.
  - i. The most recent three-year cycle was conducted in the Fall of 2022, which requires the next analysis and recommendation of the Student Activity Fee rate by Spring 2025.

## **X. Amendments**

- a. Amendments to the Budgetary Guidelines shall require a vote of three-fourths (3/4) of the voting members to which the WCSA body is entitled, unless a letter of support from the administrator responsible for the Student Involvement Office supports the amendment in which case the normal conditions of amending this title, shall be enacted by a vote of two-thirds (2/3) of the voting members to which the WCSA body is entitled, provided that no amendment shall be enacted that has not been heard at two separate full-body meetings of WCSA.

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

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

- i. Last Revised: 12/02/2022
- ii. WHEREAS, Ohio Wesleyan University has a student programming board with a primary focus of providing social programming to the full student body and is known as the Campus Programming Board (CPB).
- iii. WHEREAS, CPB was classified as a club/organization under WCSA.
- iv. WHEREAS, CPB was having difficulty securing contracts due to the WCSA Budget allocation procedures.
- v. WHEREAS, programming boards are classified as a branch or arm of the student government at most other comparable institutions.
- vi. WHEREAS, discussions occurred between WCSA and CPB over a few years about beginning a partnership and the terms of such a partnership.

- vii. WHEREAS, both WCSA and CPB came to an agreement and understanding of the same terms of the partnership beginning in 2014.
- viii. **Therefore, the Wesleyan Council on Student Affairs Resolves:**
- ix. That CPB becomes a subordinate body of the Wesleyan Council on Student Affairs, acting as the programming arm of student government,
- x. That CPB and WCSA have entered this partnership for the betterment of both organizations and the campus community,
- xi. That CPB and WCSA will place the finalized agreements found below into both their governing documents and constitutions so that way the partnership may be permanent and concrete.

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

- i. Ohio Wesleyan University has a student programming board with a primary focus of providing social programming to the full student body and is known as the Campus Programming Board (CPB). The Campus Programming Board is a subordinate body of the Wesleyan Council of Student Affairs. As a subordinate body, there are some responsibilities they hold which are similar to a committee, but they will operate under their own CPB Constitution and By-Laws. As a subordinate body, they have the following expectations, requirements, and opportunities:
  - 1. CPB will operate autonomously under this agreement and their Constitution and Bylaws, which **must** be evaluated every three academic years by at least four to five weeks before the final Spring Semester WCSA Full Senate meeting. If there are extenuating/special circumstances to which both the WCSA Cabinet and CPB Executives agree, this agreement can be reviewed earlier. All review/update processes **must** include the following:
    - a. The Vice President of WCSA
    - b. The Comptroller of WCSA
    - c. Advisor(s) of WCSA
    - d. The Co-Presidents of CPB
    - e. The Treasurer of CPB
    - f. Advisor(s) of CPB
  - 2. Each review year the WCSA/CPB agreement is updated the date shall be added at the beginning of the Agreement formatted as "Last Revised: (Date Revised)."
  - 3. The Vice President of WCSA and Co-President-External of CPB shall serve as the contact persons between both organizations and communicate with one another in a timely manner.
  - 4. CPB will receive \$48,000 for their general programming each semester from any available WCSA Accounts at the discretion of the WCSA Cabinet and Budget Committee. This general programming allocation amount is based on historical figures CPB

has requested. This \$48,000 is guaranteed to CPB from WCSA every semester. As good stewards of these funds, CPB is **required** to submit their projected expenditures and budget for the following semester to the WCSA Vice President and Comptroller at the beginning of each academic semester. This is to ensure WCSA is aware of CPB's programming plans for the upcoming semester. At the end of each semester, a Stewardship Report for that past semester's spending **must** also be submitted on Engage to be provided to the WCSA Vice President and Comptroller to be archived.

5. CPB will utilize Student Activity Fee funds allocated by WCSA to pay for attendance at the National Association of Campus Activities (NACA) annual conference. If CPB needs additional funding to attend NACA, CPB can submit a Group Development Initiative (GDI) Request through the Engage Budget Request System detailing the amount they need to attend that is **not** covered by CPB. A minimum of (2) and a maximum of four (4) CPB members, the exact number being dependent on the needs of CPB and the availability of funds allocated by WCSA to CPB, will attend and be financially covered by this allocation agreement.
6. WCSA will entertain a special semester budget general allocation request every three years in the Spring for the purchase of any equipment/operational items needed by CPB. The most recent three-year cycle began in the Spring of 2023. Thus, in the Fall of 2026, these funds may be requested.
7. If there is a unique program for the coming semester/year which demands a higher need of funds than the general programming funds of \$48,000 per semester, CPB may submit a Special Initiative Request for consideration through the Engage Budget Request System. The request is subject to standard WCSA Budget Procedures and the availability of funding. In the absence of concern for the value of the request in question, the WCSA Comptroller and Budget Committee are encouraged to fund the request at the discretion of the Budget Committee and the Full Senate.
8. Furthermore, if expenses arise mid-semester, CPB may request additional funds for events and conferences from WCSA through a Special Initiative Request. However, planning ahead for each semester is **required**, and additional funding is always subject to availability. While WCSA is dedicated to quality programming on campus and recognizes CPB as a crucial element of campus life, all funds requested beyond the guaranteed \$48,000 per semester are to be distributed at the discretion of the WCSA Budget Committee and the WCSA Full Senate. No funds beyond the base \$48,000 allocations are guaranteed to CPB. CPB is expected to



fund conference attendance within the base \$48,000 before requesting additional WCSA Student Activity Fee funds.

9. CPB is expected to be good stewards of WCSA Student Activity Fee funds, meaning that CPB has greater leniency when using funds and is **not** subject to the same WCSA Budgetary Guidelines as other registered clubs and organizations. Such areas of exemption include the following: CPB does **not** have to do fundraising but may do so; CPB may use funds to purchase food if it is as a part of a program benefitting the entire campus; CPB may use funds to buy “giveaways” and a reasonable amount of t-shirts if the program benefits a large portion of the campus, etc.
  - a. CPB may use WCSA Student Activity Fee funds for fundraising **only** through ticket sales for admission to events. CPB itself may **not** charge OWU students any other fee for any event. Under extenuating circumstances or for exceptionally large events, CPB may charge students a fee in collaboration with the WCSA Cabinet and Dean of Students. CPB may purchase merchandise and food for its members using **only** its fundraising funds.
  - b. While CPB may buy “giveaways” under the stipulation mentioned above, this does not include gifts or prizes (such as Amazon gift cards, etc.)
10. CPB’s general programming shall either be a large signature event or an event with which CPB partners with the Office of Multicultural Student Affairs or an organization or organizations affiliated with that office. CPB can, at its discretion, aid other student organization(s), Small Living Unit(s), and department(s) by providing expertise to and support with student organization/SLU/department’s event(s), using the remainder of funds after the allocations described in clauses 11 and 12.
11. CPB shall use between 70%-90% of the funds allocated for general programming for large OWU signature events (i.e., Day on the Jay every semester, President’s Ball every Spring, etc.).
12. CPB shall use between 10%-30% of the funds allocated for general programming for events with which CPB partners with OMSA or an organization or organizations affiliated with OMSA with the intention of furthering OMSA’s goal, which is to “support students who hold historically underrepresented identities to reach their goal of graduation” as well as embodying OMSA’s “Departmental Learning Outcomes” and “Values”. If CPB is collaborating with another organization that is using allocated funds from the WCSA Student Activity Fee, CPB should confirm approved funding from the Student Involvement Office.
13. A large signature event is one in which engages a substantially large portion of campus beyond that of an average club event and

generally carries with it a substantially large financial commitment.

Cole Peterson, WCSA Vice President, 12/02/2022

Kolby Brock, WCSA Comptroller, 12/02/2022

Brad Pulcini, WCSA Co-Advisor, 12/02/2022

Allie Otworth, CPB Co-President External, 12/02/2022

Annie Marazita, CPB Co-President Internal 12/02/2022

Aadarsha Gopala Reddy, CPB Vice President of Finance, 12/02/2022

Molly Grace Lovette, CPB Advisor, 12/02/2022

## **XII. Memorandum of Understanding (MoU) between WCSA and the Dean of Students**

### **a. The Partnership between WCSA and the Dean of Students**

- i. Last Revised: 5/02/2023
- ii. WHEREAS, the Wesleyan Council on Student Affairs (WCSA) historically funded certain student experiences and activities out of its WCSA Rollover Account Savings.
- iii. WHEREAS, in May 2022, the Board of Trustees gave discretion over these Rollover Funds to the Vice President for Student Engagement and Success (Dean of Students) in consultation with the University President.
- iv. WHEREAS, these funds are restricted to being used in ways consistent with the Student Activity Fee's purpose to enhance the student body's on-campus student experience.
- v. WHEREAS, WCSA desires to have the Vice President for Student Engagement and Success and/or President give a documented accounting of where the Dean of Students' Reserve Funds have been spent before the end of each academic year.
- vi. WHEREAS, WCSA desires to collaborate with the Vice President of Student Engagement and Success and President to ensure the best outcome of Student Activity Fee funds for both students and the University, the terms and conditions of this collaboration hereinafter set forth;

### **b. Understanding Between WCSA and the Dean of Students**

1. Historically, WCSA funded the following items out of the WCSA Rollover Account as guaranteed and/or consistent expenditures:
  - a. Mock Convention every four academic years,
  - b. President's Ball,

- c. Small Living Units (SLU) and House of Black Culture (HBC) Allocations,
  - d. Greek Organization Recruitment and Retention Funds,
  - e. New Club/Organization Start-Up Support Funds,
  - f. Engage Club Management Software,
  - g. Library Textbook Purchasing Support,
  - h. Graduate Test Preparation Program,
  - i. Student Emergency Funds,
  - j. The Laptop Accessibility Program,
  - k. Protocol (National Mental Health Hotline), and
  - l. Occasional Improvements to University Infrastructure.
2. Historically, WCSA funded the following items that benefit the student experience or the University, which occasionally required the use of Rollover Funds:
    - a. Bishop Way Training and Programming,
    - b. Chaplain's Office Wilderness Treks,
    - c. Chaplain's Office Mission Trips and Spring Break Interfaith Service Teams, and
    - d. Hydration Station Installation and Maintenance.
  3. Going forward, at the end of each academic year, the Dean of Students' Reserve shall be the account where any leftover/remaining balances of unspent Student Activity Fee funds from the General Allocation, Initiatives, and Administrative Accounts will be transferred.
  4. Given that WCSA no longer has discretion over Rollover Funds, WCSA can no longer fund all of the above items and programming in sections #1 and #2 without assistance from the Vice President of Student Engagement and Success and the President.
  5. WCSA, with its more limited funds, will now only fund student activities whose primary beneficiary is the student population at Ohio Wesleyan University. WCSA Student Activity Fee funds will not and cannot be used to support Ohio Wesleyan University's direct infrastructure costs, which should be covered by University tuition, fees, and donations.
  6. WCSA, with its more limited funds, desires to continue to fund the following:
    - a. Club/Organization Semester and Supplemental Budget Requests,
    - b. Campus Programming Board (CPB) Allocations,
    - c. Small Living Units (SLU) and House of Black Culture (HBC) Allocations,
    - d. Greek Organization Recruitment and Retention Funds,
    - e. New Club/Organization Start-Up Support Funds, and
    - f. Chaplain's Office Wilderness Treks.
  7. WCSA, with its more limited funds, asks the Vice President of Student Engagement and Success and the President to fund the following:
    - a. Mock Convention every four academic years,
    - b. Bishop Way Training and Programming,
    - c. Engage Club Management Software,
    - d. Graduate Test Preparation Program (with annual review by WCSA),
    - e. Student Emergency Funds,

- f. The Laptop Accessibility Program, and
  - g. Hydration Station Installation and Maintenance.
- 8. WCSA, in collaboration with the Vice President of Student Engagement and Success and the President, desire to share the costs of the following:
  - a. President's Ball,
  - b. Chaplain's Office Mission Trips and Spring Break Interfaith Service Teams,
  - c. Alumni Relations and Engagement Office's Homecoming Weekend Student Meal Tickets, and
  - d. Any financial emergencies and/or unique funding need(s) beyond the capacity of the Wesleyan Council on Student Affairs.
- 9. Cost Sharing: Unless noted otherwise, costs shared between WCSA and the Vice President of Student Engagement and Success and the President will be in a 50%-50% proportion.
  - a. If needed, cost-sharing percentages may be negotiated by the WCSA Cabinet (President, Vice President, Administrative Officer, and Comptroller) and the Vice President of Student Engagement and Success, and the President as needed, so long as negotiations follow the requirements of section 13.
- 10. WCSA Emergency or Unique Expenditures Fund: If there should arise a financial emergency and/or unique funding need(s) beyond the capacity of the Wesleyan Council on Student Affairs, the Cabinet (President, Vice President, Administrative Officer, and Comptroller) shall discuss potential cost-sharing options or use of up to a \$30,000 per academic year Emergency Fund with the Vice President for Student Engagement and Success. Any such cost-sharing or use of emergency funds is not a guarantee and is granted or denied at the sole discretion of the Vice President for Student Engagement and Success in consultation with the University President.
  - a. The exact value of the Emergency or Unique Expenditures Fund will be negotiated between the Cabinet and the Vice President for Student Engagement and Success as needed.
  - b. Any such cost-sharing or use of the Emergency or Unique Expenditures Fund is not a guarantee and is granted or denied at the sole discretion of the Vice President for Student Engagement and Success in consultation with the University President.
- 11. Any requests for additional funding from the Dean of Students' Reserve Funds must come through WCSA first. Requests sent to the Vice President of Student Engagement and Success should be sent to WCSA.
  - a. WCSA, as stewards of the Student Activity Fee, should be the primary funder of student club/organization budget and special initiative requests. If necessary, requests may use the WCSA Emergency or Unique Expenditures Fund or review options for additional funding with the Vice President of Student Engagement and Success to secure additional funding.
  - b. WCSA's decision on funding budget requests should be seen as final. The

Dean of Students' Reserve Funds should not be seen as an additional or alternative source of funding.

12. Any use of Dean of Students' Reserve Funds is granted or denied at the sole discretion of the Vice President for Student Engagement and Success in consultation with the University President.
13. Any review or update to this Memorandum of Understanding must require the following individuals:
  - a. A minimum of two WCSA Cabinet members (President, Vice President, Administrative Officer, or Comptroller), one of whom must be the Comptroller.
  - b. The Vice President for Student Engagement and Success (Dean of Students) and/or the University President.
  - c. One of WCSA's advisors.

Sophia Gipson, WCSA President, 5/02/2023

Cole Peterson, WCSA Vice President, 5/02/2023

Karli Walsh, WCSA Administrative Officer, 5/02/2023

Kolby Brock, WCSA Comptroller, 5/02/2023

Dwayne Todd, Dean of Students, 5/02/2023

Dina Daltorio, WCSA Co-Advisor, 5/02/2023