Appendix A: GSO Funding Policy

The Graduate Student Government (hereby referred to as "GSG") will attempt to provide funding to each eligible Graduate Student Organization ("GSO") that applies for funding. GSOs, however, should not solely rely on GSG funding and should make every attempt to secure funds through multiple avenues. All GSO financial accounts, including Revenue Fundraising Accounts, must adhere to the GSG Funding Policies outlined in this appendix, as well as University policies.

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I. Definitions

A. Graduate Student Organization (GSO): A student group formally recognized by GSG.
B. Fiscal Year (FY): July 1st through June 30th of the following year.
C. Finance Committee (FC): see the GSG Bylaws Article VI for composition and functioning of the GSG Finance Committee.
D. Line Item Funding: a main source of funding for a GSO's operating budget for one fiscal year (FY) which is not restricted to specific aspects of the funded GSO's program.
E. Ad hoc Funding: Ad hoc Funding is intended to assist in the GSO's operating budget by providing monetary support for specific events, initiatives, and programs throughout the FY. To this end, Ad hoc Funding supplements Line Item Funding or provides extra monetary aid for GSOs.
F. Student Engagement and Leadership (SEL): division of Student Activities and Campus Life (SACL) which supports student involvement and activities, including but not limited to account management and fund transfers.
G. Revenue Fundraising Accounts (fundraising accounts or FAs): are accounts open to all GSOs in good standing. The purpose of FAs is to provide GSOs the flexibility to raise and use funds in accordance with SEL and University policies on fundraising.
H. Over Expenditure: An over expenditure occurs when a GSO spends beyond the approved amount of Line Item and/or Ad hoc Funding approved by GSG.

I. Good Standing: A GSO is considered in good standing when they meet the eligibility requirements outlined in section II below.

II. Recognition

A. GSG may recognize any graduate student group that satisfies the following conditions:
   1. The group's purpose or mission does not substantially duplicate that of an existing GSO.
   2. The group's purpose or mission is lawful and complies with University policies and the Code of Student Conduct.

B. Recognition by GSG is governed by strict viewpoint neutrality. No group may be denied recognition on the basis of its political or religious views.

C. To seek recognition, prospective GSOs must complete an official application provided by GSG. The application must include:
   1. A clear statement of purpose
   2. Names and NetIDs of the initial officers
   3. A copy of the group's Bylaws
   4. The Bylaws must, at a minimum, include:
      a) Defined officer roles
      b) Fair and open procedures for officer elections
      c) A recurring timeline for annual elections
      d) The definition and rights of GSO members
      e) A procedure for amending the Bylaws

D. The GSG Treasurer will review applications and provide an initial response within one week of submission. The Treasurer may:
   1. Grant immediate recognition and refer the group to the SEL for activation, or
   2. Identify curable deficiencies in the application and communicate with the applicants regarding potential remedies. The Treasurer will continue to review updates to the application until it is accepted or rejected.
   3. If the Treasurer determines that an application should be rejected, they must inform the applicants of the reason and provide an opportunity for a written response. The Treasurer must then present the application and any applicant responses to the GSG Steering Committee for a final decision. Applicants will be notified in writing of the Committee's decision, which may be appealed to the GSG Supreme Court.

III. Activation

A. A recognized GSO must also be considered active by SEL in order to access University resources including room reservations, event approvals, ticketing, travel requests, and purchase requests.

B. To become active, recognized GSOs must complete the activation procedures established by SEL, including all required training modules.

IV. Eligibility

A. Line Item and Ad hoc Funding is only available to GSOs that are recognized by the GSG,

considered active by SEL and GSG, and do not have a deficit. GSOs must meet eligibility requirements when applying for and using GSG allocated funding.

V. Funding Types and Restriction of Use

A. Line Item Funding

1. **Summary:** A Line Item budget must be submitted by the GSO for every FY. The receipt of Line Item funds for one FY does not guarantee a GSO funding for the next or any other FY.
2. **Restrictions of Use:** Line Item Funds are not restricted to specific aspects of the funded GSO's program or mission. However, use of Line Item Funding must also follow the rules and legal restrictions set by the University and policies for state funds.

B. Ad hoc Funding

1. **Summary:** Ad hoc funds are meant to supplement a GSO's Line Item Funding in a FY.
2. **Restrictions of Use:** GSOs may apply for up to $1,000 of Ad hoc Funding as many times as needed throughout the FY, but only once per event, initiative, or program. Submitting multiple applications of Ad hoc Funding for the same event will be denied. Use of Ad hoc Funding is restricted to the specific event, initiative, or program that the funds were intended to support and must also follow the rules and legal restrictions set by the University and policies for state funds.

VI. Application and Review Procedures

A. Line Item Funding

1. Before February 1st, the GSG, in conjunction with SEL, shall make Line Item Funding application forms available. GSG will advertise the availability of Line Item Funding at least two weeks before the application deadline.
2. After the completed applications have been received, the FC shall review all Line Item Funding requests. If needed, the FC will communicate with representatives from each GSO to discuss their funding requests. By majority vote, the FC will determine each GSO's Line Item Funding allocation. The Senate voting procedures will follow item D article VIII in the GSG Bylaws.
3. Line Item Funding, if granted, will be for the following FY.

B. Ad hoc Funding

1. All GSOs requesting Ad hoc Funding from the GSG must submit a funding proposal for review by the FC. Proposals should include the following:
    a) The name, email address, and phone number of the person submitting the GSO's Ad hoc Funding request.
    b) The name, email address, and phone number of the GSO member with signature responsibility (SR), if different from applicant.
    c) The specific amount of Ad hoc funds requested.
    d) A brief explanation of the nature and purpose of the requesting GSO with specific attention to graduate student participation.
    e) A brief explanation of the event, initiative, or program for which the Ad

hoc funds are requested.

f) The specific amount of Ad hoc funds requested.
g) An itemized budget for the proposed event, initiative, or program detailing:
    (1) anticipated expenses,
    (2) all committed and requested
    (3) funding sources and amounts, and
    (4) estimates of any funds to be raised by the event, initiative, or program.

2. After the completed application has been received, the FC shall review the Ad hoc Funding request. If needed, the FC will communicate with a representative from the GSO to discuss their funding request. By majority vote, the FC will determine if the Ad hoc Funding request will be funded, and in what amount. The contact person from the GSO will be informed through email of the FC's decision within two business days of the vote.
3. At the next Senate meeting, the Treasurer – with support from the Finance Committee – will give a brief report to the Senate on all Ad hoc Funding requests submitted since the last Senate report, including:
    a) which GSOs have applied,
    b) what events, initiatives, or programs were the focus of the funding request(s),
    c) which application(s) were funded, and
    d) in what amount(s).
4. If the amount of Ad hoc funding that has been distributed to GSOs within an FY is within $501 or equal to the amount of total possible Ad hoc Funding approved in the GSG FY Line Item Budget, then the Treasurer should consider proposing an amendment to the GSG FY Line Item Budget to increase the amount of available Ad hoc Funding. See the GSG Constitution and Bylaws for more information about the process of amending a Senate approved GSG FY Line Item Budget.

VII. Distribution and Use

A. Any approved Line Item Funds are only usable during their approved FY and cannot be carried over to the following FY. Any unused portion of Line Item Funding at the end of the FY will be re-appropriated to GSG.
B. All access to and transfer of funds are completed by staff within the SEL office.
C. Line Item or Ad hoc Funding should be spent by the last day of the FY. If this date falls on a weekend or holiday, then the previous Friday becomes the deadline. GSOs should account for time needed to access the funds through speed-type, purchase order, and travel/pro card. Further restrictions will be set by SEL and/or University policy.

VIII. Revenue Fundraising

A. FAs are created by and within the restrictions of University policies. The Treasurer and representatives within SEL are responsible for providing guidance to GSOs regarding the creation and proper functioning of FAs.
B. Oversight and regulations on FAs:
    1. Unlike Line Item and Ad hoc Funds, these accounts' funds will roll over from

year-to-year

2. All FAs pay an administrative overhead charge as determined every year by the University. GSOs should take into consideration the administrative overhead charge when determining their FA budgets.
3. FAs should be used for all fundraising activities. All GSOs connected to the University are forbidden to open financial accounts of any kind outside the University.

C. Please refer to SEL for further policies regarding FAs.

IX. Over Expenditure Procedures

A. The Treasurer will be responsible for tracking all financial transactions by funded GSOs. If the Treasurer notices a GSO has overspent it will be the responsibility of the Treasurer to notify the FC and the GSO in question.

B. Upon notification of over-spending, the GSO in question will have two weeks to collect all necessary expenditure receipts and send a representative to meet with the FC to review the expenditures. Failure to meet with the FC within two weeks of the over spending notification will result in sanctions as determined by FC majority vote.

C. Sanctions may include, but are not limited to, an account freeze over GSO funds or a ban on applying for Ad hoc Funding. See below for sanction guidelines.

D. If it is concluded that the GSO overspent their funds, the GSO will have 60 days or until the end of the FY, whichever is sooner, to pay in full the overspent amount to GSG. If the GSO fails to pay the total amount overspent, it will be subject to one or more of the following sanctions as determined by the FC:

1. Appropriation of the necessary funds from GSO FAs to balance delinquent GSO Line Item and Ad hoc funds.
2. Immediate loss of additional Line Item and Ad hoc funding for the current FY.
3. Immediate loss of Line Item or Ad hoc funding for the upcoming FY.
4. Immediate loss of GSO status.
5. Members of the GSO will lose their right to fundraise and/or use any funds in their fundraising accounts up to the end of the current FY.
6. Members of the GSO will lose their right to fundraise and/or will not be allowed to use any funds in their fundraising accounts up in the next FY.