



Student Government Association Bylaws and Policy Guide

ARTICLE VII – FUNDING ACT

The following criteria shall govern the allotment of all funds from section 1.2 of the SGA Budget to any individual(s) and/or officially recognized student organization(s).

SECTION 1: PURPOSE

- A. The FOC was created in order to review proposals and allocate funds to individual student(s) and/or officially recognized student organization(s) from Missouri Western State University seeking funds for a conference and/or competition and/or special events as defined in the objectives. The objective of the FOC is to make funds available to a diverse representation of individual students and/or recognized student organization(s) in order to aid them in the betterment of their organization and to the benefit of the campus community.

SECTION 2: FUNDING PROCEDURES

- A. Any individual(s) and/or officially recognized student organization(s) that wish to request funds must first fill out a funding application, which can be obtained in the SGA office (SU217) or online via the SGA website.
 1. Only individual(s) and/or officially recognized student organization(s) in good standing with the SGA shall be eligible to receive funding.
- B. Applications must be received by the Director of Finance, at least one month (21 classroom days) prior to the event for which funding is being requested. Individual student(s) and/or officially recognized student organization(s) applying for funds should keep in mind that if paperwork is not in order, funding could be delayed and/or denied. This will affect the dispersal of said funds. FOC is not responsible for individual student(s) and/or officially recognized student organization(s) applying on time to receive funding.
 1. Requesting funds for summer events shall be submitted prior to the last FOC meeting of the year.
- C. For conferences/competitions, included with the funding application must be: a list of who will be in attendance (if changes are to be made FOC must be notified immediately); an official cost of lodging, tax included, from the place of stay including the name, address and telephone number of said establishment; a travel itinerary, itemizing expenses; the name and address of registration for the conference/competition, and a detailed event itinerary. No money will be allotted unless these things are included.
- D. For special events, included with the funding application must be: a poster/flyer including the dates of the function. If the individual(s) and /or officially recognized student organization(s) is/are bringing in any paid individual(s)/organization(s) they must also include with the funding applications a copy of the contract and/or invoice, the individual(s)/ organization(s) official cost of lodging from the place of stay including the name, address and telephone number of said establishment, and a list of total costs, including tax, of any other expenses to be incurred. No money will be allotted unless these things are included.



Student Government Association Bylaws and Policy Guide

1. W-9 forms are required in order to pay for outside presenters, performers, or services rendered. The W-9 forms may be turned in after the aforementioned paperwork with the understanding that money cannot be allotted to cover this expense unless the W-9 forms are presented. It is required to turn in the W-9 form(s) at least two weeks (10 classroom days) prior to the event/conference in order for payment to be made by date of said event/conference.

SECTION 3: FOC OBJECTIVES

- A. To aid individual(s) and/or officially recognized student organization(s), through funding, to sponsor social and/or cultural events that benefit the campus community.
 - 1. FOC will not fund social and/or cultural events that go against Missouri Western policy.
 - 2. FOC will not fund social and/or cultural events that are not inclusive of the entire campus.
 - 3. FOC will not fund partisan political programs, parties, candidates, or direct lobbying efforts.
- B. To aid individual(s) and/or officially recognized student organization(s), through funding, to sponsor, or attend, conferences that promote leadership and/or the betterment of their organization.
 - 1. The FOC may, at their discretion, choose to allocate up to 100% (one hundred percent) funding to any individual(s) and/or officially recognized student organization(s) that requests funding.
 - 2. FOC will not fund conferences that go against Missouri Western Policy.
 - 3. Same qualifications as 3a, 3.
- C. To aid individual(s) and/or officially recognized student organization(s), through funding, to sponsor, or attend, competitions that promote leadership and/or the betterment of their organization.
 - 1. Same qualifications as 3b, 1 -3.
- D. For all of the above, FOC will not fund the following: Fund raising events; clothing items or uniforms; donations or gifts; pledge activities; association membership dues for individuals; payments of debts and expenditures incurred from any previous fiscal year except.
- E. Officially recognized student organization(s) may request funding up to but not exceeding \$2,500 per fiscal year.
- F. Individuals may request funding up to but not exceeding \$500 per fiscal year.
- G. The key term is to aid individual(s) and/or officially recognized student organization(s). FOC should not be the sole funding source for any individual's and/or officially recognized student organization's events or services and conferences or competitions including co-sponsorships.



Student Government Association Bylaws and Policy Guide

SECTION 4: COMMITTEE HEARING PROCEDURES

- A. After receiving the application, the FOC shall hold a hearing to gather information, which will determine the dispersal of funds being requested.
- B. The individual(s) and/or officially recognized student organization(s) requesting funds are required to make arrangements to send a representative to the FOC hearing. Until a representative is present to discuss funding with the FOC, the application will not be considered and funding will be delayed or denied.
- C. The hearing shall adhere to a structured agenda, proposed by the Director of Finance and the SGA advisor, to be approved by a majority vote of the FOC.
- D. The FOC reserves the right to deny any funding requests by 2/3-quorum vote.

SECTION 5: FOLLOW UP PROCEDURES

- A. All receipts must be submitted to the FOC completed registrations forms, invoices and a typed follow-up report to account for the money allocated two weeks (10 classroom days) after the event. Failure to comply will result in the termination of funding until the situation is rectified. If an individual(s) and/or officially recognized student organization(s) fails to comply in repeated situations, all future funding from SGA may be denied for the following year.
- B. The FOC/Senate reserves the right to investigate the use of all funds allocated. If the FOC finds that the funds allocated have been misused or misrepresented, individual(s) and/or officially recognized student organization(s) be held liable and all future funding from SGA be denied.
- C. Any money spent that is not accounted for will be recovered by the Student Senate or the individual(s) and/or officially recognized student organization(s) will be held liable and may not be eligible to receive and funding from SGA for the following year.

SECTION 6: APPEAL PROCEDURE

- A. Any individual(s) and/or officially recognized student organization(s) may submit an appeal to the SGA President within one week (5 classroom days) from which funding was denied.
 - 1. Within one week (5 classroom days) after the appeal was filed, funds denied will automatically be discussed during new business the following Senate meeting.
 - 2. Student Senate must have a 2/3 vote of quorum to overturn any FOC decision. Any individual(s) and/or officially recognized student organization(s) may submit a *final* appeal to the Associate Dean for Student Development within one week (5 classroom days) from which funding was denied by Student Senate.