



Lehigh University Student Senate

Allocations Rules and Guidelines, Student Clubs and Organizations

As Of Tuesday February 23, 2016

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Article I. The Role of Allocations

Section I.01 The Allocations Committee is a standing committee of the Lehigh University Student Senate consisting of at least 13 undergraduate senators.

Section I.02 The goals of the Allocations Committee include:

- (a) Support the mission, goals, and objectives of Student Senate recognized student organizations in order to enhance student life, enrich the extracurricular experience, and improve the educational climate of the Lehigh University campus;
- (b) Responsible fiscal management of the Student Life Series;
- (c) Allocate funding appropriately to Student Senate recognized students organizations according to the funding guidelines;
- (d) Encourage effective communication and collaboration between Student Senate recognized student organizations;
- (e) Promote sound and responsible financial management and decisions by Student Senate recognized student organizations; and
- (f) Recognize the accomplishments of the Student Senate recognized student organizations.

Section I.03 The Allocations Committee as a whole is responsible for processing all budget and funding requests made by Student Senate recognized student organizations, establishing and encouraging the rules and guidelines for Allocations, and allocating funds to Student Senate recognized organizations.

Section I.04 The Allocations Committee members are individually responsible for the following:

- (a) Upholding the values of Lehigh University's Student Senate as stated in the Student Senate Constitution and Bylaws;
- (b) Serving as an Allocations Liaison to clubs;
 - 1) The duties of an Allocations Liaison include, but are not limited to:
 - a) Communicate with the corresponding Club Affairs Liaison;
 - b) Meet with each assigned club together with the Club Affairs Liaison once per semester; and
 - c) Attend two (2) events during the year for each club with the Club Affairs Liaison.

Article II. Definitions

Section I.05 **ADVANCE PLANNING FUNDS:** funds available after Predetermined Funding amounts finalized to Student Senate recognized Registered and Affiliated Student Organizations that want to apply for funds in preparation for specific events, programs, or initiatives during the subsequent fiscal year.

Section I.06 **AFFILIATED STUDENT ORGANIZATION:** a Student Senate recognized student organization that contributes to the mission and culture of Lehigh University, and the activities and events of these organizations are considered to carry a moderate level of complexity.

Section I.07 **ALLOCATIONS COMMITTEE:** An Undergraduate Student Senate standing committee consisting of at least 13 appointed Senators, one non-voting, elected Treasurer, and a non-voting, professional staff advisor assigned by the Dean of Students.

Section I.08 **BUDGET HEARING:** an in person meeting between the Allocations Committee members in regards to the initial funding of each Sponsored Student Organization.

Section I.09 **EVENT**: a student organization sponsored social, educational, or cultural occasion that is open to members of the Lehigh University campus community.

Section I.10 **FISCAL YEAR**: The University's financial year that runs July 1 to June 30 to match the academic year calendar.

Section I.11 **GRANT**: dollar amount given to an organization without the expectation of repayment or reimbursement.

Section I.12 **GUIDELINE**: suggested standards that the Allocations Committee and Student Senate recognized student organizations should adhere to unless an appeal is made by a club for reconsideration and the Allocations Committee approves the appeal. If an article or section is not explicitly named, "Rules," they may be interpreted as guidelines.

Section I.13 **LOAN**: a dollar amount given to an organization with the expectation of reimbursement.

Section I.14 **ANNUAL ALLOCATION**: funding granted to Affiliated and Registered Student Organizations at the start of the fiscal year.

Section I.15 **QUALITY REVIEW**: a short-answer assessment detailing the extent to which an organization has met the criteria and expectations set by the Allocations Committee in order to more holistically determine an organization's use of funds allocated by the Student Senate.

Section I.16 **REGISTERED STUDENT ORGANIZATION**: a Student Senate recognized student organization capable of functioning with minimal support from the university, but remaining consistent with the mission and culture of Lehigh University. The activities and events of these student organizations are considered to carry a lower level of complexity due to their limited scope.

Section I.17 **ROLLOVER FUNDS**: Student Senate funds with approval from the Student Senate that remain in the student organization account for the subsequent fiscal year.

Section I.18 **RULE**: standards that the Allocations Committee and all Student Senate recognized clubs must adhere to regardless of all special considerations or extenuating circumstances.

Section I.19 **SPONSORED STUDENT ORGANIZATION**: a Student Senate recognized student organization considered to be critical to the mission and culture of Lehigh University. These organizations are inherently linked to the university and are considered to be an integral part of the institution. They typically have a close relationship with a university department or office, and their activities and events are considered to be more complex because of their scope of programming and perceived association with the university.

Section I.20 **SUPPLEMENTAL FUNDING REQUEST**: a request made by a student organization for the approval of additional funding beyond the original allocation provided at the start of the fiscal year for an unanticipated expenses or for an event which it will partner with one or more student organizations.

Section I.21 **STUDENT LIFE SERIES FUND**: funds set aside by the University to be distributed to qualified clubs through the Student Senate Allocations Committee.

Section I.22 **STUDENT ORGANIZATION**: any organization recognized by the Student Senate, whose membership consists of fifty-one percent (51%) undergraduate students and whose president and treasurer are undergraduate students. A student organization can be categorized as one of three types: Affiliated, Registered, or Sponsored.

Article III. Rules of Eligibility

Section I.23 Organizations must meet all of the following requirements in order to receive funding from Student Senate:

- (a) The Lehigh University Student Senate must recognize the organization;
- (b) The organization must submit budgets, if applicable, within their designated time frames to the Allocations Committee, detailing all of the organization's revenue and proposed expenses;
- (c) The organization's president and treasurer must complete the financial workshop offered by the Office of Student Activities;
- (d) The organization must keep an updated list of club officers, their names, and their contact information on LINC and with the Office of Student Activities;
- (e) The organizations must be willing to engage and actively communicate with the Allocations Committee and Club Affairs Liaisons; and
- (f) The organization must follow the policies of Lehigh University, the Office of Student Activities and the Allocations Committee, including those defined in this document.

Section I.24 Student organizations that fail to meet eligibility requirements more than once within a three (3) year period will be referred back to Club Affairs for a review and could potentially lose their status as a recognized club.

Article IV. Expectations of Student Senate Funded Organizations

Section I.25 While these expectations are not mandatory, considerable preference will be given to the student organizations that fulfill these standards.

Section I.26 Organizations are expected to fundraise;

- (i) Senate funds are intended to supplement an organization's operating budget, not be the sole source of funding.
- (ii) Fundraising options include, but are not limited to:
 - 1) Collecting dues from members;
 - 2) Obtaining additional funds or other assistance from academic departments and administrative offices;
 - 3) Inviting other organizations to cosponsor events;
 - 4) Receiving donations or grants from outside sources;
 - 5) Hosting fundraising events; and/or
 - 6) Selling advertisements.

Section I.27 Sponsored Student Organizations will host the events documented in their expected budget;

Section I.28 All Student Senate funded events should be open to the entire student body;

- (i) All events should also be adequately advertised so as to inform the student body that they are welcome.
 - 1) This includes advertising on Linc

- Section I.29 Events should be related to the purpose and mission of the organization;
- Section I.30 All funding requests should be submitted at least four weeks prior to the event date;
- Section I.31 Student organizations should provide Club Affairs with an accurate calendar of events.

Article V. Evaluation Criteria for Funding

Section I.32 The Allocations Committee will consider funding requests holistically, analyzing each organization's operations as measured by the following evaluation criteria and expectations:

- (a) Adherence to the mission of the organization;
- (b) Present and future leadership of the organizations;
- (c) Demonstrated membership growth;
- (d) Demonstrated attendance growth at events;
- (e) Level of activity for the prior and current year;
- (f) Level of internal organization for the prior and current year;
- (g) History of group;
- (h) Overlap with other organization's activities;
- (i) Benefit to the Lehigh University community, especially the undergraduate student population;
- (j) Benefit to the local community;
- (k) Benefit to the members of the organization;
- (l) Fundraising efforts during the prior and current year;
- (m) Availability of funds, both in the Student Life Series Fund and the club's account;
- (n) Manner in which previous funds were used;
- (o) Thoroughness of how an organization's reported budgets and presentations;
- (p) Willingness to co-sponsor with other student organizations and campus departments; and
- (q) Whether or not the club is meeting expectations (see Section IV.02).

Section I.33 The Allocations Committee reserves the right to use its discretion as it aligns with the Bylaws when making funding decisions, unless these guidelines or other Student Senate doctrine expressly state otherwise.

Article VI. Funding for Registered and Affiliated Student Organizations

Section I.34 All Registered and Affiliated Student Organizations will be provided with a predetermined amount of funding to start the fiscal year.

- (a) These predetermined funds are to be used for student organization operations, programs, and initiatives to advance the mission and goals of the respective organization.
- (b) Registered and Affiliated Student Organizations will receive the same funding amount to start the year with the ability to apply for advance planning funds in preparation for the subsequent fiscal year or supplemental funds during the fiscal year.
- (c) Registered and Affiliated Student Organizations are expected to adhere to the Student Senate funding guidelines.
- (d) All Student Senate funds allocated to Registered and Affiliated Student Organizations are eligible for Rollover.

Section I.35 Determination of Funding Amounts

(a) After the Allocations Committee determines the annual allocation amount for Registered and Affiliated Student Organizations, in consultation with the Office of Student Activities, the full Student Senate will approve the annual allocation amount.

(b) The annual allocation amount for Registered and Affiliated Student Organizations is based on the Student Life Series for the subsequent fiscal year less the proposed amount to be allocated to Sponsored Student Organizations.

(c) The annual allocation amount for Registered and Affiliated Student Organizations will be approved by the full Student Senate no later than the second to last full Student Senate meeting of the academic year.

(d) Following the second to last full Student Senate meeting, the Allocations Committee will notify all Registered and Affiliated Student Organizations of the annual allocation amount.

(e) The annual allocation funds will be available to Registered and Affiliated Student Organizations for use at the start of the fiscal year (July 1).

Section I.36 Advance Planning Funds

(a) Following the approval and announcement of the annual allocation amount for Registered and Affiliated Student Organizations for the upcoming fiscal year, Registered and Affiliated Student Organizations can apply for advance planning funds to be used for the subsequent fiscal year.

(b) The advance planning funds are to be event, program, or initiative specific. Any advance planning funding requests for that specific event, program, or initiative will not be considered in the subsequent fiscal year. If the event or initiative is not conducted, these advance planning funds will be returned to the Student Senate.

(c) The advance planning funding request is to be submitted via the *Supplemental Funding Request Form* accessed through the student organization's LINC account.

(d) The advance planning funding request will be reviewed and approved by the Student Senate Allocations Committee with a vote at the final full Student Senate meeting of the spring semester.

Section I.37 Supplemental Funding

(a) Supplemental funding will be set aside for all student organizations to apply for in year funding.

(b) The supplemental funding request is to be submitted via the *Supplemental Funding Request Form* accessed through the student organization's LINC account.

(c) After the Allocations Committee reviews supplemental funding requests and determines a supplemental funding amount, the full Student Senate will approve supplemental funding amounts.

Article VII. Funding for Newly Recognized Student Organizations

Section I.38 Allocations for New Clubs

(a) Following initial Student Senate recognition, a new club will be held under a preliminary budget period of 15 academic weeks during the fall and/or spring semesters in which the preliminarily recognized organization will receive a one-time start-up funding amount of one hundred dollars (\$100.00) in Student Senate funding.

(i) *Further funding may be obtained via Supplemental Funding Requests.*

(b) After satisfactory completion of the above requirement, upon holding an initial meeting with Club Affairs, and receiving full recognition from the Student Senate, an organization is eligible to receive the Annual Allocation amount if designated a Registered or Affiliated Student Organization or submit a budget if designated a Sponsored Student Organization.

(i) If an organization receives full recognition within the first semester, they will receive the full Annual Allocation. If an organization receives full recognition within the second semester, they will receive half of the Annual Allocation.

Article VIII. Rules of the Budgetary and Approval Process for Sponsored Student Organizations

Section I.39 Preparation of Budgets Requests

(a) Consult the appropriate material, made available by the Allocations Committee through their website, for additional references.

(b) Sponsored Student Organizations are expected to submit *proposed budgets* for the subsequent fiscal year and a *quality review* each spring.

1) Exact deadlines are to be determined and publicized by the treasurer each year.

(c) Sponsored Student Organizations are encouraged to elect their incoming executive board prior to the creation and submission of the proposed budget and quality review.

1) Organizations are expected to indicate on the budget report the current and intended executive board members and both parties' corresponding contact information.

2) Each organization's current and intended president and treasurer must be involved in the planning, creation, and presentation of the proposed budget and quality review.

(i) *This is not exclusionary; other members of the organization may assist in the budget process as well.*

(ii) *Student Representatives are responsible for putting their organization's budget together correctly, having financial knowledge of the organization's activities and expenditures throughout the school year, and having knowledge of the Student Senate Allocations Committee Rules and Guidelines as well the University guidelines.*

(b) Each Sponsored Student Organization may submit its proposed budget report in the format of its choice unless a specific request is made by the Allocations Committee.

(c) Each student organization's proposed budget must include:

(i) *The organization's bLUeprint*

(ii) *A written section outlining the student organization's objectives, current and future plans, a written explanation of why they are requesting a certain budget amount and any concerns they wish to convey to the Allocations Committee.*

(iii) *Itemized reviews of all expenditures incurred during the current year in the form of Excel spreadsheets, charts and/or tables.*

(iv) *All scheduled events for the upcoming year*

(v) *Costs for all scheduled events, itemized by expenditure*

1) In the event that complete information for an event is not yet available, estimates are permissible, but explanations as to how those estimates were achieved must be included for funding to be considered.

(d) All organizations are required to complete a quality review.

1) Specific questions within the review may be omitted should they not apply to that particular club.

2) The Allocations Committee and Club Affairs can require an organization to answer the omitted questions upon request.

(e) The Allocations Committee and Club Affairs Liaisons will be available to answer any questions an organization may have during any part of the budgetary or approval process. Their contact information can be found on the Allocations Committee website.

Section I.02 Submission of Budgets

(a) The completed, proposed budget report and quality review should be submitted via LINC prior to the deadline (see section 7.05 for penalties in association with late budget submissions).

(b) Budgets that are missing information or are drastically lacking in quality will be initially sent back to the organization for revision at a minimum of 5 business days prior to their set budget hearing.

1) Organizations that incorrectly submit a budget and fail to fix the issue prior to their budget hearing risk a 10% penalty in their final allocated budget.

(c) Organizations should also indicate on the LINC which type of budget hearing they would prefer. The two (2) types of hearings are:

1) Electronic: A club would choose an electronic budget hearing if they feel the budgetary information they submitted electronically, on the LINC and through additional emails if needed, is sufficient for the Allocations Committee to determine an adequate funding amount.

2) In-Person: A club would choose an in-person budget hearing should they feel they need to further explain the details of their request through additional, face-to-face, presentations to the Allocations Committee.

a) In-Person presentations must be given by at least three executive members, whether it be a combination of current and incoming members.

b) Presentations for in-person budget hearings must include the following:

i) Presentation

ii) Copies of the proposed budget

c) If, for any reason, the Treasurer requests a personal budget hearing, the club must comply.

Section I.02 Funding Decision Processes

(a) Determination of Funding Amounts

2) Determination of funding will occur through consensus of the entire Allocations Committee.

3) Funding amounts will take into account the evaluation criteria for funding in Section IV.01

4) The Allocations Committee will make every attempt at ensuring continuity of funds as a means of ensuring the continued success among Lehigh's student organizations. However, the Allocations Committee reserves the right to change funding amounts where it is deemed necessary.

5) Any decrease in funding will not exceed ten percent (10%) of the previous year's funding provided that the allocation to the Student Senate from the Student Life Series has stayed flat or increased over the prior fiscal year.

a) For the clubs with an allocated budget over ten thousand dollars (\$10,000) a decrease in funding may not exceed five percent (5%).

(b) Auditing

2) Members of the Allocations Committee will be selected to audit each Sponsored Student Organization to ensure that Student Senate funding is being spent according to the budget.

3) In the event unauthorized funding occurs, such as overspending on events, monetary sanctions and freezing of club accounts may occur at the discretion of the Student Senate Treasurer for up to two weeks, at which time a vote of the full Allocations Committee must take place to maintain sanctions.

4) This does not apply to regular meetings or events that do not receive funding from the Student Senate.

Section I.03 Budget Submission to Club Affairs

(a) Upon Senate's approval of the subsequent fiscal year's proposed budgets, Sponsored Student Organizations are required to submit a proposed budget to Club Affairs detailing how they intend to spend their allocated amount. Estimates of unknown costs are allowed, but must include a reasoning as to how the estimated number was derived.

2) Completion of this document must be done by the incoming executive board in power during the time of the actual monetary disbursement.

(b) At the end of the fiscal year, Sponsored Student Organizations are required to submit an *actual budget* to Club Affairs, detailing exactly how their funds were utilized during the year and how they plan to spend or save any remaining money. Estimates for actual spending are permitted.

2) If a Sponsored Student Organizations wishes to save money to rollover into their account for the following year, it must be explicitly stated on their proposed budget, with an explanation as to why the funds are being saved and specifically when the organization plans to use them in the future.

3) The Allocations Committee may choose to approve or reject a rollover request at their discretion.

(c) Exact deadlines for the submission of these budgets is up to the discretion of the treasurer.

(d) Sponsored Student Organizations that do not adhere to this policy risk having their accounts frozen and a referral back to Club Affairs for review.

Section I.04 Past Deadline Budgets

(a) If a Sponsored Student Organization fails to meet the deadline for its proposed budget submission, there will be a second allocation period during the fall semester.

2) Past deadline budgets will be reviewed under the same criteria as all others.

3) In order to encourage responsible planning and facilitate leadership transition, ten percent (10%) of the final funded amount will be withheld.

(b) Any Sponsored Student Organization that submits a budget after the second deadline will not be eligible to receive Student Life Series funding for the fiscal year under consideration.

2) Under extenuating circumstances, the Allocations Committee may accept budgets past the second deadline and withhold twenty-five percent (25%) of the allocated amount.

Section I.05 Recommendation and Approval Process

(a) Determination of funding amounts will occur solely through a consensus of the Allocations Committee. Approval will occur by a majority vote of the Student Senate.

2) The Allocations Committee reserves the right to establish or change funding amounts where they deem necessary.

(b) The Allocations Committee shall forward all budget and alternative funding recommendations, including those recommendations for zero (0) allocations, to the full Student Senate for approval.

(c) The Allocations Committee may recommend that the Student Senate approve requests on a conditional basis.

(d) Requests may be approved by a majority vote from the Student Senate; or, if a majority is not attained, must be returned to the Allocations Committee for further consideration.

(e) Approval by the Student Senate shall be considered authority for transfer of funds.

(f) The Office of Student Activities shall be responsible for the authorized transfer of funds to the appropriate organizations.

2) The Student Accounts Coordinator is also responsible for:

a) The monthly reconciliation of accounts for organizations

b) The disbursement and collection of funds for accounts

(g) Student Senate's funding decisions shall be made available to the public via the Student Senate website or any other appropriate means of communication.

(h) No information may be publicized until it is presented to the full Student Senate by the Allocations Committee and approved.

Article IX. Rules of the Appeals Process

Section I.06 An organization may appeal any decision made by Student Senate by filing a formal, written grievance with the Allocations Committee via e-mail.

(a) All appeals must be submitted within ten (10) working days following notification of Senate's decision.

Section I.07 The organization will be given the opportunity to present their grievances to the Allocations Committee in the form of an oral report.

(a) This report shall be given by no more than three (3) members of the organization, fifty percent (50%) or more being members of the organization's executive board.

(b) This report shall not exceed ten (10) minutes in length and will be followed by a question and answer session.

Section I.08 Deliberation regarding the committee's final action will be closed.

Section I.09 The Allocations Committee's decision following this appeal is discretionary and final with the approval of Full Senate.

(a) Should Allocations decide to alter the original amount, approval must be granted by a majority vote in Senate.

Section I.10 Sponsored Student Organizations may not appeal their initial budget more than once per fiscal year.

Article X. Rollover Funds

Section I.11 All student organizations are able to rollover up to 10% of their Annual Allocation Student Senate funds in the current fiscal year for use in the subsequent fiscal academic year for the purposes of capital or equipment expenditures specific to that student organization's mission, programs/initiatives that benefit the campus community, and expected one-time expenses.

Section I.12 Student organizations that desire to rollover funds need to inform the Student Senate of these plans by April 15.

Section I.13 All rollovers will need to be approved by the Student Senate Allocations Committee and a vote from the full Student Senate.

Section I.14 Under special circumstances a student organization may rollover more than 10% of their allocated Student Senate funds from the current academic year for use in the subsequent academic year.

Article XI. Items and Events Approved for Funding

Section I.15 Advertising

- (a) Flyers, brochures and hand-outs
- (b) Advertisements in all Lehigh publications, such as The Brown & White
 - 2) There is no limit to advertising in internal publications.
- (c) Advertisements in external publications
 - 2) Maximum left up to the Allocations Committee

Section I.16 Banquets and Formals

- (a) The event must be open and advertised to the entire student body to be considered

Section I.17 Competitions

- (a) Maximum one (1) competition is allowable per year
 - 2) This does not apply to organizations whose mission is to compete

- 3) Unless in the circumstance that an organization qualifies for a higher level of competition
- 4) Incurred costs after the qualification for a higher level of competition are fully allowable and will be considered on a rolling basis.
- 5) Any organization that anticipates qualification for a higher level of competition (e.g. regional, district, national) may submit a Supplemental Funding Request before actual qualification.
 - a) In such a case, the request may be reviewed according to standard procedure, but approved only on a conditional basis.

Section I.18 Conferences

- (a) Senate funding is allowable up to \$500
- (i) This provision applies to all costs, including registration and travel expenses
 - (b) Maximum one (1) conference per year
- (i) Includes regionals, nationals, etc.
 - (c) Conferences hosted by an organization at Lehigh
- (i) The organization must first meet with the Campus Events Advisory Group and then the Allocations Committee regarding the details of the event
- (ii) Amount allowed left up to the discretion of the Allocations Committee

Section I.19 Copying

- (a) Use University Printing Services and the Student Organization Resource Room (The SOuRCe) whenever possible.
- (b) Recognized student organizations have access to copying and printing privileges in the Student Organization Resource Room.

Section I.20 Decorations

- (a) Allowable up to \$0.50 per expected attendee
- (b) All non-perishable decorations must be inventoried for later use.

Section I.21 Entertainment

- (a) Musicians, comedians, DJ's, dance acts, etc.
- (b) Fully approvable at reasonable rates, including travel expenses
- (c) Lehigh University students may be paid for their entertainment services at a reasonable market rate.
- (d) All entertainers must complete a contract or agreement stating terms and conditions of the performance with Lehigh University. This process will be facilitated by the Office of Student Activities.

Section I.22 Equipment, Uniforms and Costumes

- (a) Fully approvable so long as they are necessary, inventoried with advisor, and kept for future student organization use
 - 2) To accommodate this requirement, no individual personalization is permitted.
- (b) Medical kits are only approvable if the Office of Intramural and Club Sports cannot provide them.
 - 2) Clubs must briefly explain why they are necessary.
- (c) Student organizations must provide own storage space for their equipment.
- (d) Rental equipment is fully allowable if it is the most economic option or if the student organization lacks the required storage space to purchase the items.

Section I.23 Events over Academic Breaks

- (a) Student organizations must receive approval by the Student Senate Treasurer no later than two (2) weeks prior to the event.
- (b) The officers must provide an itinerary to the Office of Student Activities and the Allocations Committee prior to the trip.
- (c) Attendees shall be responsible for their own dining expenses.
- (d) Unless otherwise stated, all applicable guidelines regarding necessary costs, such as entry fees, travel expenses and lodging, will apply.
- (e) Approvable at the discretion of the Allocations Committee
- (f) A clear description of the benefit to the club or the greater Lehigh University Community must be provided in the budget event description or funding request.

Section I.24 Fees and Charges

- (a) Fixed costs such as set-up, registration, etc., are fully approvable

Section I.25 Food and Refreshments

- (a) Includes paper goods, utensils, etc.
- (b) For organizational meetings
 - 2) Approvable for a maximum of two (2) meetings per year
 - 3) Maximum of \$125 can be spent on food at organizational meetings
- (c) For formals and student-faculty mixers
 - 2) Approvable for a maximum of one (1) each per year
- (d) For speakers/panel discussions and campus-wide productions
 - 2) Refreshments
 - a) Approvable up to three (3) times per year
 - 3) Meals
 - a) May only be for non-lehigh employed speakers
 - b) Maximum \$20 per person for a maximum of 2 total guests
- (e) For cultural events and events involving culinary education
 - 2) The maximum amount approvable is left up to the Allocations Committee's discretion, but it is expected that the allocated amount would generally follow the other guidelines regarding food.
- (f) For events with alcohol service
 - 2) The student organization will first need to have approval from the Campus Event Advisory Group and the Vice Provost for Student Affairs.

Section I.26 Lehigh Ropes Course Leadership Training

Section I.27 Lodging

- (a) Hotel costs up to \$150 per room per night
 - 2) Each overnight stay must be unavoidable
 - a) Student organizations must explain why each stay is unavoidable in order to receive funding.
 - 3) Minimum of four (4) people per room, if group size allows
 - 4) Maximum of 3 hotel stays per fiscal year

Section I.28 Mandatory Hires

- (a) Coaches, referees, judges, security, DJ's, etc.

- (b) Fully approvable at reasonable rates, including travel expenses

Section I.29 Non-Inventoried Supplies

- (a) Any supplies used to create something during an event.
 - 2) These items may be given away at the end of the event should they not be reusable or serve a better purpose donated to others.
- (b) The event must be aligned with the organization's mission.
- (c) Maximum of two (2) events per year
- (d) Allocated amount left to the discretion of the Allocations Committee

Section I.30 Overhead

- (a) Office supplies, telephone charges, website, audio/video film, nametags, etc., are fully approvable.

Section I.31 Panel Discussion, Performers, and Instructors

- (a) Maximum three (3) presenters can be funded per event
- (b) No Lehigh University staff, faculty member, student, or alumnus may be paid as a presenter
- (c) Funding is left up to the discretion of the Allocations Committee, but is generally allowable as long as prices are reasonable

Section I.32 Resume workshops and mock interviews held solely by student groups.

- (a) Maximum amount allowable left up to discretion of the Allocations Committee.

Section I.33 Tickets

- (a) 50% of ticket costs approvable up to a maximum of \$20 per ticket
- (b) Ticket costs for cultural events, such as museum visits, are fully approvable
- (c) Registration is fully approvable at reasonable rates.

Section I.34 Travel

- (a) Personal car
 - 2) Travel expenses shall be covered at a per-mile rate, not to exceed the current Federal rate.
- (b) University car and van rental
- (c) Bus
 - 2) Must be the most economical means of transportation.
- (d) Airfare
 - 2) Air travel must be necessary
 - 3) Economy Class only
 - 4) A maximum of \$300 per ticket is allowed
 - 5) A maximum of two flights per student organization will be permitted per fiscal year. The student traveling must be different on each occasion.
 - 6) Destination must be specified; otherwise request must be resubmitted in more detail.
- (e) External vehicle rental
 - 2) Applicable only in destination area when traveling via airplane.
- (f) Tolls and parking expenses
- (g) Should a club estimate the distance of their destination for funding purposes, an explanation as to how that estimation was achieved must be included.

Section I.35 Venue Rental

- (a) On campus location rentals are fully allowable
- (b) Off campus location rentals are allowed up to 50%
 - 2) Exceptions apply if there is no location on campus suited to meet the needs of the event
 - a) Organizations must explain in their budgets why the off campus venue is necessary

Section I.36 If an organization is hosting the same event more than twice in one year, 50% of the otherwise allowable amount for each event is approved for all of the repeated events.

Article XII. Non-Approvable Items and Events

Section I.37 Events may be deemed unallowable should they not fit with the mission of the hosting organization.

Section I.38 Any function that excludes any student from attending, such as Military Balls.

- (a) Training, competitions, and conferences are excluded from this provision.

Section I.39 Illegal activity

Section I.40 Any activity related to gambling

Section I.41 Legal fees, such as bail, parking tickets, attorney/court expenses, etc.

Section I.42 Any function that promotes any form of hazing.

Section I.43 Promotion of religious institutions and/or activity

Section I.44 Biased political events, including campaign fundraising and speakers tied to political campaigns

- (a) Events presenting political discourse from multiple perspectives may be approved.

Section I.45 Social events, such as parties, non-faculty mixers, etc.

- (a) Unless specifically approved by the Allocations Committee

Section I.46 Food and refreshments for strictly social functions

- (a) See Section 7.05 for exceptions.

Section I.47 Meal or entertainment expenses incurred by the organization's members while traveling on organizational business.

Section I.48 Personal property, including reading books, apparel, tapes, etc.

Section I.49 Awards, gifts, and prizes

Section I.50 Student Salaries

Section I.51 Career services, such as mock interviews or resume workshops held solely or in partnership with University Career Services.

Section I.52 Fundraiser costs

- (a) Organizations may use Senate loans to cover fundraiser costs.
- (b) See Section 9.04 for details.

Article XIII. Alternate Funding Options

Section I.53 All alternative funding requests must be submitted no later than four (4) weeks prior to the event for which the request is made.

- (a) If the above requirement is not met, the Allocations Committee may impose penalties including, but not limited to, withholding a 10% of the funded amount.

Section I.54 Supplemental Funding Requests

- (a) Although the Allocations Committee expects student organizations to make efficient use of the funds initially allocated, supplemental funding may be granted to especially active organizations.
- (b) In order to receive supplemental funding, an organization must submit a *Supplemental Funding Request* to the Student Senate Treasurer via the LINC.
- (c) The evaluation criteria for the appropriation of Supplemental funding are as follows:
 - 2) The organization's spending of, or firm dedication to spend, all allotted Senate funds currently in the organization account
 - 3) All relevant criteria listed in Article IV, especially the availability of reserve funds.
- (d) Supplemental Funding Requests will be reviewed by the Allocations Committee on a rolling basis.
- (e) The final deadline for supplemental funding will be decided upon by the Treasurer

Section I.55 Loans

- (a) Student Senate may confer loans in order to finance an event or item for which an organization lacks the upfront financial resources to host.
- (b) The Allocations Committee will be much more lenient in its appropriation of this type of funding since all funds will be repaid.
- (c) Loans may be applied towards events that Senate would otherwise be unable to fund.
 - 2) An example of such an event would be a fundraiser.
- (d) Any money specified as a loan must be repaid by the end of the fiscal year, unless shorter terms are dictated by the Allocations Committee.
 - 2) If shorter terms are agreed upon, the committee may impose a penalty schedule for late repayment which will be applied to future budgets and/or requests.
- (e) If repayment puts the club account in a deficit at the end of the fiscal year, the officers of the club will be held liable for fifty percent (50%) of the remaining debt and the club will be referred back to Club Affairs for review.

Section I.56 Grant

- (a) Student Senate has the ability to provide recognized student organizations one-time funding through a grant.
- (b) Grants are to be applied to larger capital expenditures, unanticipated expenses, ongoing program or service initiatives, and startup funds for a programming initiative

Section I.57 Reallocation of Funds

- (a) The Allocations Committee realizes that some flexibility is needed concerning the budgeting process.
- (b) The Allocations committee has discretionary power to allow for the reallocation of previously approved funds.
- (c) If a club finds a need to reallocate funds, an officer should sufficiently notify a request to the Student Senate Treasurer and Student Activities.

Article XIV. Violations and Penalties

Section I.58 The Allocations Committee reserves the right to refer to Club Affairs for review of any organization that is believed to have violated these rules and guidelines.

- (a) The Allocations Committee reserves the right to send representatives to the Club Affairs review for observational and informational purposes.

Section I.59 The Allocations Committee has the authority to review all individual accounts and obtain any official ledgers in order to discover violations.

Section I.60 Use of Senate allocated funds to purchase items deemed unallowable is strictly prohibited.

- (a) Clubs may, however, utilize other non-Senate funding sources to pay for these items

Section I.61 The Allocations Committee and the Office of Student Activities shall both be empowered to freeze budgets for the following reasons:

- (a) Deficit balances
- (b) Violating established policies and/or procedures of the University, Student Senate or the Office of Student Activities
- (c) Misuse of funds
- (d) This provision includes the failure to meet any conditions attached to a funding decision, as described in Allowable Items section and on the organization's submitted budgets.

Section I.62 During the initial freeze of an account, the organization must:

- (a) Correct the problem (if applicable)
 - 2) If the violation is in regards to spending Senate funds on unallowable items, clubs must replace the amount spent.
- (b) Attend a review with Club Affairs explaining the details of the infraction and how they intend to correct the problem and prevent similar situations in the future.

Section I.63 A budget may be frozen for a maximum for two (2) weeks. After that, the continuity of the freeze must be voted on by a majority vote from Senate and approved by the Office of Student Activities.

Section I.64 Clubs whose accounts are frozen two (2) or more times within a four (4) year period will be referred back to Club Affairs for review and severely risk losing Senate recognition.