**Article I. Purpose of the Student Activity Fund**

**Section 1.01**

Student activities and programs, which may be funded by the student activity fee, are defined as lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and community in which they live; athletic activities, including intercollegiate contests, forensics, dramatics, and other such other activities of any nature...contribute to the educational, cultural, or physical well being of the student body (M.S. 165.01 Subd.5).

**Article II. Student Activity Fund Committee**

**Section 2.01 Responsibilities**

(a) The Student Activity Fund Committee (SAFC) will review budgets, oversee expenditures of the Student Activity Funds, hear budget grievances, receive petitions from organizations for changes in policy or budgets, recommend on the distribution of funds, and make recommendations to the WSU Student Senate on said matters.

(b) Be responsible to update main policies and procedures.

**Section 2.02 Meetings**

(a) This committee shall meet no less than once every two academic weeks during fall and spring semester.

(b) Committee meetings shall be run in accordance with Robert’s Rules of Order unless otherwise stated by the chairperson.

**Article III. Funding Policies**

**Section 3.01 Before receiving or requesting any funding the club/organization requesting funds must be an active, recognized group by WSU Student Senate.**

**Section 3.02 All SAF funded student clubs/organizations are required to maintain all related accounts with the WSU Business Office
Section 3.03 A club/organization may be eligible for a 900 account with the Business Office for the purpose of maintaining monies from fundraising, club memberships, and/or dues.**

**Section 3.04 All SAF accounts shall follow the State of Minnesota purchasing guidelines, SAFC Rules, and Business Office policies.**

**Section 3.05 Demonstrated fiscal responsibility within the club/organization shall be used in consideration of SAF allocations**

**Section 3.06 Funds requested and purchases made must be consistent and congruent with the stated purpose of the club/organization in its submitted Funding Request.**

**Section 3.07 All SAFC Requests should include appropriate invoice(s) and a detailed itemized budget.**

**Section 3.08 All eligible student clubs/organizations receiving SAF funds are subject to audits by SAFC, SFMC, WSU Administration, WSU Business Office, and MnSCU.**

**Section 3.09 Any club/organization that is found to have abused an SAF allocation may be penalized or may not be eligible for any further funding.**

**Section 3.10 Any club which violates any terms of their constitution required to be included by student senate may be penalized or may not be eligible for any further funding.**

**Section 3.11 An eligible representative shall have read over the SAFC rules and Business Office procedures.**

**Section 3.12 Student Activity Fee monies cannot be used to purchase postage stamps, but pre-metered university envelopes may be purchased at facilities in the physical plant.**

**Section 3.13 Specific Funding Restrictions**

(a) SAFC will not fund for salaries.

(b) SAFC will not fund for direct contribution to charitable organizations or individuals.

(f) SAFC will not fund for recognitions with a monetary value of more than $10.

(g) SAFC will not fund for more than $10 of promotional club apparel, per member, per year

(c) SAFC will not fund for payments to WSU employees

(d) SAFC will not fund for purchases that will become the personal property

(e) SAFC will not fund for the purchases of illegal substances, tobacco, or alcohol.

(h) SAFC will not fund for online subscriptions.

(i) SAFC will not fund for the rental of real estate or storage facilities. This does not include the rental of hotel or banquet facilities.

(j) SAFC will not fund for debt incurred by a club/organization.

(l) SAFC shall not fund airfare

(m) SAFC shall not fund food for conferences if the committee will be funding conference costs such as travel and conference fees

**Section 3.14 Food will be allowed for banquets, special events, and recruiting events**

**Section 3.15 No club/organization shall be funded where participants will receive academic credit.**

**Section 3.16 Any club/organization receiving money from the SAF is accountable for all revenues and expenses it incurs.**

**Section 3.17 Any unused SAF monies must be returned to the SAF reserve at the end of the fiscal year.**

**Section 3.18 Policy Violations**

(a) Current on-campus accounts may be frozen if found in abuse of these policies.

(b) Future funding may be withheld if found in abuse of these policies.

(c) SAFC may submit a committee recommendation to Student Senate to revoke a club’s status due to financial negligence based on information from the Business Office.

**Article IV. Annual Financial Review**

**Section 4.01 Purpose of an Annual Financial Review**

(a) Annual Financial Reviews will be performed in order to guarantee that funds are used towards the purpose in which they were requested. Annual Financial Reviews will be performed in order to compile a club/organization’s financial history.

**Section 4.02 Any club/organization that receives SAF monies and does not complete an Annual Financial Review will not be eligible for SAF monies the following fiscal year. If a club has not completed an Annual Financial Review, that club is entitled to an appeal process directed by SAFC.**

**Section 4.03 Procedures for Annual Financial Review**

(a) The Student Senate Treasurer shall make Annual Financial Review packets available in the Student Senate Office. Annual Financial Reviews will take place in the fall and spring semester of each academic year.

(b) SAFC will contact any clubs with which it wishes to meet at least 30 days before the end of spring semester.

(c) Student clubs/organizations shall include with their Annual Financial Review packet an account summary form obtained from the Business Office

(d) SAFC may use Homecoming activities, office supplies, recruitment, number of requests granted, and number of active members in club/organization for the purpose of determining amount of starter budgets in its recommendation to the Student Senate.

**Section 4.04 Club/organizations shall provide to the committee all requested receipts and other documentation of fiscal activity.**

**Section 4.05 Club/organizations may request funding for activities falling between the start of the next fiscal year and the second week of fall semester at their Annual Financial Review.**

**Article V. Audits**

**Section 5.01 Purposes of Audits**

(a) To ensure that student clubs and organizations are acting in good faith and adhering to the SAFC rules.

(b) To protect student funds from mismanagement, purposeful or accidental.

(c) To allow for suggestions for improved fiscal management.

**Section 5.02 Procedure for Audits**

(a) SAFC will gather any materials deemed relevant or necessary. The committee shall determine the relevant or necessary materials for each audit.

(b) Should evidence of possible misfeasance, malfeasance, or nonfeasance be found, SAFC will contact the club/organization and/or its advisor with information regarding possible infractions and request a meeting wherein the club/organization and/or its advisor will be allowed an opportunity to defend the club/organization’s actions. Materials will be presented to the club or organization in question at this time.

(c) Should a request for a meeting be denied, the club/organization in question will not be eligible for SAF funds until it meets with the committee.

(d) Detailed minutes, including a record of discussion, will be kept at all meetings wherein audit materials and/or audit-related actions are discussed.

(e) The SAFC Chair or Vice Chair will draft a report regarding the outcome of the audit. The contents of the report will be decided by the committee. This report will be presented to Student Senate as well as to the club/organization and its advisor.

Section 5.03 Randomized Audits

(a) SAFC will audit eight (8) randomly selected clubs or organizations (four per semester) during the academic year.

(b) SAFC will define a process for randomly selecting clubs and organizations by the third meeting of each semester.

(c) No club or organization shall be selected for a random audit more than once every two years.

**Article VI. Funding Requests**

**Section 6.01 Purpose of Funding Requests**

1. In order to ensure that current club/organization’s leadership is able to determine the direction for that year and is not bound by the budgets of the previous year’s leadership, student clubs/organizations are allowed to request funding for the use by the club/organization as long as it complies with SAFC rules.
2. Funding requests must be submitted in the format provided online

**Section 6.02 Procedures for Obtaining Funding Requests**

1. Student clubs/organizations must complete an online funding request on the WSU Student Senate Site.
2. Only student organizations whose president & financial officer have attended their training sessions and signed their statement of agreement, and who are in good financial standing with the Student Activity Fund Committee, may receive Student Activity Fund money.
(c) Funding requests must be submitted in the format provided by the Student Activity Fund Committee

(d) All initial funding requests (including reimbursements) must be made at least 30 days before payment is due. All funding requests are subject to SAFC approval.

(e) SAFC will review completed Funding Requests and make recommendations to Student Senate.

 i. Any request from the SAF must be brought first to SAFC regardless of the amount that they are requesting

(f) SAFC may request a meeting with a group if it deems such a meeting to be necessary or prudent.

**Section 6.03 Restrictions on Funding Requests**

(a) A club/organization may submit any number of funding requests per semester.

(b) Clubs are eligible for half of their funding each semester. An appeals process, administered by SAFC, is available for clubs with extenuating circumstances.

(c) SAFC can only distribute half of its allocated budget each semester. In the event SAFC allocates more than 50% of its budget due to an SAFC appeal process (above), those allocated monies will be subtracted from the total budget available of the current fiscal year.

(d) A club/organization is eligible for $2000 from the start of the fiscal year.

**Section 6.04 Funding Requests will be made available for review by Student Senators a minimum of forty-eight hours before being voted upon by Student Senate.**

**Section 6.05 SAFC will make a recommendation to Student Senate regarding the starting balance for the Funding Request Account.**

**Article VII. Fixed Budget Allocations**

**Section 7.01 Purpose of Fixed Budget Allocations**

(a) To allow a club/organization which undertakes a similar set of events and/or activities each year to receive monies for these events and/or activities each year.

(b) To encourage long-range planning and improved transition efforts in club/organization leadership.

(c) To increase the predictability of SAF allocations so as to allow for better monitoring of the fund and its monies by SAFC.

(d) To reduce the number of Funding Requests being reviewed by SAFC on a yearly basis.

**Section 7.02 Procedures for Obtaining Fixed Budget Allocations**

(a) A Club/organization may receive a Fixed Budget Allocation by completing the application for such an allocation included in the Annual Financial Review Packet made available each spring.

(b) SAFC will review the applications received and make a recommendation to the Student Senate regarding the allocations at the close of the Annual Financial Reviews.

(c) Fixed Budget Allocations will be available for use by the club/organization at the start of the next fiscal year.

**Section 7.03 Restrictions on Clubs/Organizations Receiving Fixed Budget Allocations**

(a) A club/organization receiving a Fixed Budget Allocation will not be eligible for Funding Requests.

(b) A club/organization receiving a Fixed Budget Allocation will not be eligible for an Annual Financial Review Starter Budget.

**Section 7.04 A club/organization receiving a Fixed Budget Allocation must renew its application each year.**

**Section 7.05 Eligibility for Fixed Budget Allocations**

(a) Before applying for, or receiving, a Fixed Budget Allocation the club/organization requesting the allocation must be an active, recognized group in good standing with WSU Student Senate.

(b) The club/organization must be able to produce at least three (3) years of financial documents showing SAF allocations and expenditures.

(c) The club/organization must be open to new members throughout each semester. Further, membership may not be restricted except where it can be objectively to be necessary, and to be achieved by objective measures.

(d) The club/organization must hold the majority of its business meetings on campus.

(e) The club/organization must maintain a club/organization website. (f) The club/organization must attend one Club Fair in addition to the number required for active status.

(g) The club/organization must complete two (2) community service or leadership-oriented events per year.

(h) The club/organization must complete two (2) fundraising events per year.

**Section 7.06 Should a club/organization become ineligible for a Fixed Budget Allocation at any point, it will have one semester to show that it meets all of the criteria for eligibility. Should it fail to do so, the club/organization will become ineligible for future Fixed Budget Allocations until Student Senate decides otherwise.**

**Section 7.07 Probationary eligibility may be granted to a club/organization for a period of time not to exceed one fiscal year**.

**Article VIII. Definitions**

**Section 8.01 A clubs/organization considered “active” shall be one that meets all of the following criteria:**

(a) At least ten (10) enrolled WSU students. Clubs who don’t meet this requirement will not be eligible for SAF funds.

(b) An annually updated club constitution, submitted before midterms of the fall semester.

(c) Submitted an online directory form

(d) Attended the fall club fair. (For special circumstances, please contact the ASO director. The ASO director has the discretion to wave this requirement).

(e) An updated website, which includes basic club information, meeting time and location, and a website modification date. Failure to meet these requirements will result in removal of the club’s active status, and therefore makes the club ineligible for funding.

**Section 8.02 A Club/organization considered “in good standing” shall be one**

**which has not been penalized for policy infractions within the past five (5) fiscal years.**

**Section 8.03 SAFC will make a recommendation to Student Senate regarding the starting balance for the Fixed Budget Allocation Account.**

**Article IX. Amendments and Exceptions**

**Section 9.01 Any amendments made to these rules shall be approved by a 2/3 vote of Student Senate.**

**Section 9.02 Any exceptions to SAFC’s rules are made at the discretion of Student**

**Senate by majority vote.**