

**Student Association
Saginaw Valley State University
Allocation Policies and Procedures**

Section 1: Allocations/Scholarships

- 1.1.1 This section applies to the sections on Registered Student Organization Allocations and Individual Enrichment & Leadership Development Allocations.
- 1.1.2 To be reviewed, organizations/students shall sign up prior to an Allocation's meeting. At each Organizational Development Committee meeting, allocations will be reviewed on a first-come, first-serve basis.
- 1.1.3 The Organizational Development Committee will not approve any individual scholarship or organization allocation request that is turned in after the set deadline.
- 1.1.4 The Organizational Development Committee shall not approve any allocation requests dated past the current Association's fiscal year. Requests will be held over for review until the in-coming Organizational Development Committee takes office.
- 1.1.5 Any difference between the allocated amounts and actual receipts handed in shall be returned to the Student Association by the organization or individual receiving funds.
- 1.1.6 Receipts showing amounts spent corresponding to the amount requested shall be turned in to the Student Association office within ten business days after the event or conference. For projects without a specific end date, an appropriate time line for turning-in receipts will be established with the Allocations Director.
- 1.1.7 Registered Student Organization Allocations may turn in original or photocopied receipts. Individual Enrichment & Leadership Development Allocations must turn in original receipts.
- 1.1.8 Any individual or organization denied an allocation or scholarship by the will have ten business days to file a written grievance with the Student Association President.
- 1.1.9 Upon receiving the written grievance, the President shall review the statements and either let the decision of the Association stand, or resubmit the allocation to the Association.
- 1.1.10 In the event of a presidential resubmission, the allocation request shall be returned to the Association for reconsideration. The Association shall follow the standard allocation procedure, except the Allocations Director's report will be replaced with a President's report explaining the reason for the reconsideration.
- 1.1.11 All allocations or scholarships that go to the Association require a two-thirds vote.
- 1.1.12 All allocations requests will go to the Association unless any of the following circumstances exist:
 - a. The allocation request is less than \$1,500.01 and unanimously approved at an Organizational Development Committee meeting properly called and attended by a quorum.
 1. Quorum is defined as a minimum of five representatives in attendance.
 2. All Representatives have full voting rights at all Allocations meetings.
 3. If a Representative abstains from voting in committee, the request will go to the Association
 - b. An allocation request is unanimously denied by the Organizational Development Committee.
- 1.1.13 The Organizational Development Committee shall not approve any individual scholarship or organization allocation in which:

- a. The money will be used for a fundraiser in which the individual or organization makes a profit. The money the individual or organization makes from the event should cover his or hers or its costs.
 - b. The money will be given away to a charity in his or hers or its name.
 - c. The money will be used for the purchase of alcohol.
 - d. The money will be used for the purchase of gas.
 - e. The money will be given to a political candidate, at any government level.
- 1.1.14 Individuals or the primary or secondary contact of all organizations requesting money shall attend all meetings at which the allocation is considered. If neither the primary or secondary contact of an organization are able to attend meeting(s) it is their responsibility to contact the Allocations Director in advance and getting someone else from the organization to attend.
- 1.1.15 If a meeting is missed, a written explanation shall be submitted to the Allocations Director within 48 hours to request rescheduling. Failure to do so will result in the denial of the application.
- 1.1.16 Pursuant to Article II, Section 7 of the Charter, the President's power to veto specific financial allocations includes allocations passed in committee. In the event of a President veto, the Association may overrule the veto by a three-fourths vote.

Section 2: Registered Student Organization (RSO) Allocations

- 1.2.1 First-year RSOs may be allocated special funds to help purchase new equipment or other necessary starting items. These funds shall cover up to 75 percent of expenses and shall not exceed \$600.00. This allocation shall only be given out during the first year an organization is registered as an official club or organization.
- 1.2.2 Representatives are encouraged to abstain when an allocation would personally benefit them.
- 1.2.3 An RSO may receive up to \$1500.00 in total Allocations. No more than \$750 may be allocated for conferences, formals, and/or banquets.
- 1.2.4 The Organizational Development Committee and the Association shall not consider any subsidy amount, for Registered Student Organizations that is in excess of 50 percent of the net expenses. Money received specifically for the project/event (e.g. admission fees) shall be subtracted from the gross expenses to equal net expenses.

Section 3: Study Abroad Scholarship

- 1.3.1 The Study Abroad Scholarship deadlines will remain the same each year:
- a. The Winter Semester deadline is the third Friday of October at 4:30pm.
 - b. The Fall/Spring/Summer Semester deadline is the third Friday in March at 4:30pm.
- 1.3.2 Student Association members are ineligible for Study Abroad Scholarships.
- 1.3.3 Study Abroad Scholarships shall be awarded by following the same process for approving RSO/IELD allocations found in Section 1.
- 1.3.4 The Organizational Development Committee shall set additional requirements only regarding volunteer hours, letters of recommendation, and essay applications.
- 1.3.5 An individual student may receive up to \$600.00 total for a Study Abroad Scholarship. Study Abroad Scholarships shall be awarded each semester in the fall, winter, and spring/summer as the budget permits.

Section 4: Individual Enrichment and Leadership Development (IELD) Allocation

- 1.4.1 The Organizational Development Committee shall set an Individual Enrichment and Leadership Development Allocation deadline, which shall be subject to change with the Student Association fiscal year.
- 1.4.2 Student Association members are ineligible for IELD Allocations.
- 1.4.3 An individual student may receive up to \$300.00 in IELD Allocation money over the course of an academic year. Multiple requests may be made, provided they do not exceed \$300.00 combined.
- 1.4.4 Groups of students consisting of three or more individuals who are attending the same event or working on the same project and are not representing a Registered Student Organization may apply for allocations. The group may receive up to \$750.
- 1.4.5 The Organizational Development Committee and the Association shall not consider any subsidy amount, for Individual Enrichment and Leadership Development, that is in excess of 50 percent of the net expenses. Money received for the project/event (e.g. admission fees) shall be subtracted from the gross expenses to equal net expenses.

Section 5: Community Enrichment Endowment

- 1.5.1 The Organizational Development Committee shall set a Community Enrichment Endowment deadline, which shall be subject to change with the Student Association fiscal year.
- 1.5.2 Student Association members are ineligible for Community Enrichment Endowments.
- 1.5.3 Community Enrichment Endowments shall be awarded by following the same process for approving RSO/IELD allocations found in Section 1.
- 1.5.4 Community Enrichment Endowments shall follow the same guidelines as stated in the Community Enrichment Endowment Application.
- 1.5.5 An individual student who meets all of the criteria on the Community Enrichment Endowment Application may receive one of two (2) \$1000 Endowments per fiscal year to be paid in increments of \$500 over the course of the following fall and winter semesters.

Section 6: Special Considerations

- 1.6.1 Special considerations of funds may be approved by the Organizational Development Committee, with approval from the President, Speaker, and Allocations Director, for the extenuating circumstances for situations that are not addressed by the sections of the Allocation Policies and Procedures.