**Student Organization Budget Committee Information**

**Only groups that had a representative from their organization attend one of the informational meetings may turn in a proposal.**

Student organizations and university-sponsored student groups at Wright State University have the opportunity to receive funding from the university in the form of base budget allocations. The following describes the process through which student organizations at Wright State University receive base budget allocations from the university.

**Guidelines for the Allocation and Use of Student Organization Budget Committee Funds**

Wright State University registered student organizations may apply to the Student Organization Budget Committee (SOBC) for an annual operating budget. Funds must provide a service that benefits registered students and may not be allocated or expended for any purpose contrary to the mission of Wright State University.

Registered student organizations must comply with all university policies and procedures as outlined in the Wright Way Policy, The Student handbook, The Residence Hall Source Book, other relevant university publications, and state and federal law.

Registered student organizations must be in good standing to apply for and receive funding. Good standing is defined as, but not limited to, being in good financial standing with the university and any other pertinent governing bodies, not on disciplinary probation, or suspension, and in compliance with all university policies.

All funded programs must be open and accessible to all Wright State students in accordance with all pertinent local, state, and federal laws.

Organizations receiving funds must have an officer responsible for compliance with pertinent guidelines. This is usually the president. Please see guidelines for officers in The Student Handbook.

SOBC funding may not be used to:

* Support or sponsor ballot initiatives or for any partisan political purposes
* Support or sponsor political lobbying
* Support religious rites, services, or attempts to convert people to a particular religious faith
* Provide financial support to off-campus organizations whose principal purposes are political, religious, or ideological in nature.
* Purchase alcohol or any product that violates university policy.
* Establish petty cash funds
* Pay individual membership dues
* Purchase personal clothing items (T-shirts, jackets, hats, etc.). Exceptions may be made if the request benefits a broad number of WSU students.
* Pay tuition, general fees, fines, parking passes.

State sales tax cannot be reimbursed.

No funds may be allocated or used for contributions to charitable organizations or causes, or for the campaign or election of candidates for Wright State University Student Government.

**1. Student Organization Budget Committee (SOBC):**
The Student Organization Budget Committee (SOBC) is charged with the responsibility of determining which student organizations will receive base budget funding and in what amount. The SOBC will develop an overall student organization base budget appropriation which includes all individual student organization allocations plus any allocated reserve. Furthermore, the SOBC will make recommendations to the university as to increase funding for student organizations or not.

The composition of the SOBC shall be (1) the Assistant Vice President for Student Affairs who will serve as chair of the committee, (2) the Student Government President or Vice President, (3) a member of the student assembly other than the President or Vice President, and (4) three at-large student representatives appointed by the Assistant Vice President for Student Affairs who are intended to provide a broader representation of students on the committee. The total voting membership consists of five students and the chair. A student co-chair will be selected from the student membership.

**2. Meetings**
The SOBC is required to hold at least one open hearing relative to requests made to the committee by student organizations requesting base budget allocations. Notice of the date(s) and time(s) for the hearing(s) will be publicized at least one week prior to the date of the hearing(s).

The SOBC shall ordinarily conduct hearings prior to April 1, 2015. Notes of all hearings and deliberations will be kept and maintained by the Office of the Vice President for Student Affairs.

**3. Eligibility for Allocations**
To be eligible for a base budget from the university, a registered student organization must be in good standing to apply for and receive funding. Good standing is defined as, but not limited to, being in good financial standing with the university and other pertinent governing bodies, not being on disciplinary probation or suspension, and being in compliance with all university policies.

All funded programs must be open and accessible to all Wright State students. Registered student organizations must comply with all university policies and procedures as outline in the *Wright Way Policy, The Student Handbook, The Residence Hall Source Book, The Code of Student Conduct*, other relevant university publications, and state and federal law.

**4. Required Submissions**
The following information must be submitted in writing by the student organization to the SOBC:

**a)** A detailed, line item request using the SOBC Funding Request Forms including projected expenses and revenue must be submitted.

**c)** A detailed information on all sources of revenue, inside or outside the university, available to the organization.

The above information must be submitted by an organization/group in the time frame specified and the format specified by the SOBC in order to be considered. Unless an exception is granted in advance by the SOBC, deviations in the specified frame or format will result in the request not being considered.

**5. Base Budget Levels**
At the conclusion of the hearings, the SOBC shall set the level or appropriation - the sum of the individual student organization allocations plus any amount designated as reserve - with the advice and consent of the Vice President for Student Affairs. If SOBC does not request an increase, the Vice President will take the appropriate steps to establish the student organization base budget allocations in accordance with SOBC recommendations.

The SOBC, at its discretion, shall set aside some amount of SOBC funds to constitute a funding reserve to be used by the Special Funding Committee (SFC) which will serve as a source of one-time funding during the fiscal year.

If SOBC represents an increase in funding to student organizations, the Vice President or designee shall send the recommended appropriation to the Student Government Association. The SGA may:

**a)** Endorse the appropriation and return it to the Vice President for inclusion in the university budgetary process.

**b)** Amend the SOBC appropriation and submit the amended appropriation to the Vice President. The Vice President may accept the SGA amended appropriation or amend the SGA recommended appropriation. The Vice President will then include the approved appropriation in the university budget process.

**c)** Take no action. In this circumstance, the Vice President will include the SOBC recommended appropriation in the university budget process.

**6. Obligations of Funded Organizations** - Organizations that receive base budget allocations from the SOBC are required to participate in a President & Treasurer training offered by the Office of Student Activities. Failure to participate will be cause for the university to withhold or remove the base budget funding from the organization.

**7. Members of Budget Committees** - Students who are selected to serve on the SOBC and other university budget committees will be involved in making funding decisions for student organizations and groups with which they may have an affiliation. In order to serve on these committees, it is expected that student members will set aside personal biases and act in an objective and a fair manner. Those unable to do so will be removed from funding deliberations. The major objective is to make decisions in the best interests of the entire student body and the university as a whole.