GRADUATE STUDENT SENATE LAW BRIEF: Allocation Procedures and Policies and Regulations of the GSS Finance / Allocation Committee

NOTICE: This guideline summarizes procedures and policies to be adhered to by the Graduate Student Senate Finance Committee / Allocations Committee (GSS-FC/AC) and graduate student organizations (GSOs) requesting funds. It is only a brief of the actual LAW itself.

I. RESPONSIBILITIES OF GSOs requesting funds

   A. Shall comply with all requirements set in this brief

   B. Will be held accountable for proper use of funds received from GSS in compliance with the itemized allocation approval by GSS

   C. Are responsible for the accuracy of all information provided to the GSS-FC/AC

II. PROCEDURES AND POLICIES

   A. GSS-FC/AC Meetings, Hearings and Deliberations

      1. Each GSO, upon meeting the criteria in Article V, Section A and meeting the deadline imposed in Article IV, Section C, will be granted a hearing, if they so indicated on their application or in writing to the GSS-FC/AC within three (3) days of the application deadline

      2. Hearing Rules for GSOs requesting a hearing: the hearing shall proceed as follows

         a) At least one representative of the requesting GSO, provided not to be a member of the GSS-FC/AC, must be present at the GSS-FC/AC hearing when the allocation request is being considered

         b) Any GSO missing its appointed hearing will forfeit the right to a hearing, and the GSS-FC/AC shall proceed as though no hearing was requested

         c) During the hearing, the GSS-FC/AC may suggest modifications to the GSO’s allocation requests on an item-by-item basis

      3. If a GSO does not request a hearing, its application shall be reviewed in the order received, and the GSS-FC/AC shall consider
all information contained herein

4. No special consideration shall be given to groups that request a hearing

B. Exchange of Information

1. Requesting GSOs to the GSS-FC/AC at the time of request shall submit FIVE (5) copies of each of the following:

a) GSS Allocation Worksheet which contains

(1) Names and phone numbers of all officers, GSS Senator, and Advisors associated with the GSO

(2) Previous GSS funding information

(3) Number of members, specifying how many are students or faculty, number of graduate versus undergraduates, and if dues are collected, how much and how often

(4) Statement of purpose for the GSO

(5) Entire proposed budget for the current fiscal year, including on the

   (a) Revenue sheet, a list of sources from which the GSO receives additional financial support and the previous end-of-year balance

   (b) Criteria Expenditures sheet, a list of all expenditures including items not to be funded by GSS

b) A cover letter, addressed to the Chairperson of the GSS-FC/AC, providing justification for the request

c) The GSO’s previous fiscal year realized budget and a copy of the previous June end-of-year accounting statement from Campus Organizations

d) A request for books, journals, and other publications must also be accompanied by a statement from the individual in charge of the Departmental Reading room that funds for the items have been denied

e) Verification of expenditure of previous years’ GSS allocations, noting those items purchased with GSS funds on
the “end-of-year” accounting statement

2. GSS-FC/AC Chairperson to the requesting GSO

   a) Must provide all forms and instructions for presenting requests including a checklist and a copy of this LAW prior to the September meeting of the GSS for fall allocations and prior to the February meeting of the GSS for spring allocations

   b) Must issue the requesting GSO of any errors in their application provided it is submitted one week prior to the appropriate deadline

C. GSOs

   1. Must file completed applications by 5:00 PM on the third Friday in October for fall allocations, unless otherwise informed

   2. IF GSS can afford a second allocation period

      a) GSOs not previously funded will be given priority; however all GSOs may apply

      b) GSOs must file completed applications by 5:00 PM on the first Friday in March, unless otherwise informed

   3. Actions on the fall and spring applications will be considered during the GSS meetings in October and March

   4. Financial mismanagement will be grounds for recommending no allocation

      a) Financial mismanagement consists of violating criteria and/or grossly violating the final budget as approved by the GSS in the previous fiscal year

      b) GSS-FC/AC will not recommend allocations for payment of debt

      c) A GSO must prove it has initiated policies to correct previous financial mismanagement

      d) The GSS, through the GSS-FC/AC, reserves the right to audit all GSOs’ accounts. In the even of improprieties, the GSS-FC/AC has the right to withdraw funding from a GSO’s account with the Campus Organization’s office
e) The GSS-FC/AC may subtract from the current request an amount up to that portion of the previous year’s request which was not spent in accordance with the funding guidelines in the Article V below

f) GSS-FC/AC will not consider funding for any liability incurred due to a contract between a requesting GSO and a person, corporation, or other entity unless the contract has been approved by the GSS-FC/AC and the GSS

5. Send the request to the GSS with no recommendation, in which case the action to be taken should be decided on the GSS floor

D. Appeals to the GSS-FC/AC

1. Each GSO will be allowed one week to file an appeal to the GSS-FC/AC after notification of action on its request

2. All appeals will be made to the GSS-FC/AC in writing. The GSS-FC/AC shall decide on the appeal within one week or prior to the completion of the current allocation period or fiscal year

3. Each GSO may make final appeal on the GSS floor

III. CRITERIA FOR EVALUATION
The GSS shall have discretion among GSOs in the expenditure of only those funds allocated directly by the GSS. It shall interpret the criteria established within this bill and apply them to organizations requesting funds. Compliance with these criteria does not assure funding. Failure to comply with these criteria requires rejection or modification of the funding request.

A. Eligibility

1. The requesting GSO must

   a) Be sponsored by a GSS senator in good standing (i.e. a non-delinquent senator, as described in the GSS By-laws)

   b) Be officially registered by the Dean of Students Office by the day that the application is submitted to the GSS Treasurer

   c) Demonstrate a consistent service or tangible benefit to ISU as a functional academic GSO

   d) Have a majority of members who are graduate students

   e) Not consist of students primarily from one academic
department

f) Be open to all registered students and spouse cardholders

g) Hold all meetings open to the public unless permitted to close them under IA Open Meetings Law

h) Not contribute financial or material support to, or accept financial or material support from, any political party or campaign, endorse a political party or candidacy other than for GSS elections, excluding activities that further the principles of citizenship, politics, and patriotism

i) Not have direct ties to a specific local religious institution

j) Not request designated student fees money for the purposes of satisfying debts to either the GSS or outside entities

k) Not be a college or residence area GSS constituency council

l) Not receive funding from one or more academic departments

m) Not allow members to receive academic credit for membership in the GSO

n) Not maintain an affiliation with a professional organization

2. Priorities will be given to

a) Academic activities including legitimate speaker expenses

b) Requests for journals and books specific to the discipline

c) Campus-oriented rather than off-campus activities

d) Allocations benefiting the greatest number of students

e) Interdepartmental programs, departmental organizations, and other graduate student organizations that are not funded by other student organizations

f) Organizations showing financial need

g) Organizations with sound financial records

h) Organizations denied funding in the previous allocation
B. FUNDING CRITERIA

GSS funds come from designated student tuition and fees. These funds are given to the GSS to promote graduate student life on campus through the funding of graduate student organizations. The task given to the GSS-FC/AC is to make recommendations to the GSS regarding the distribution of these tuition and fees through the Allocations process. Through the GSS Law, regulations for the distribution of the fund has been established.

1. General Rules

   a) Fundamental Requirements for Organizations Requesting Funds

   Each organization that is requesting funds from the Graduate Student Senate (GSS) must satisfy the eligibility criteria as stated in Article V, Section A above.

   b) Authority of Implementation

   The GSS-FC/AC is empowered through the Constitution and Bylaws to act on behalf of the Senate on all financial matters, including the interpretation, application, and enforcement of this document. All actions of the GSS-FC/AC are subject to review and / or modification by GSS.

   c) Administrative Reports

   All applicable administrative reports must be filed by an organization with the GSS to be eligible for GSS funds.

   d) Determination Date

   During consideration in the allocations process, the GSS shall evaluate an organization based upon the organization's status as of filing the budget packet for a particular allocations process. No changes in status shall be considered during the allocations process.

   e) Expense breakdown

   ...
f) Financial Records

The Finance Committee and the Finance Chair reserves the right to request a copy of financial records, legal documents, and publicity materials of an organization that has received or is requesting funds. These requests must be fulfilled within five (5) class days without incurring penalty.

g) Filing Fees of Budget Packets

Organizations must return a completed budget packet to the GSS office by the due date without incurring a late fee. A late fee will be assessed at five (5) dollars per day. Packets will be accepted, with an appropriate late fee, for up to three (3) class days after the stated due date.

2. Criteria Expenditures

a) Advertising

(1) Campus Newspapers

Advertising will be funded to graduate student organizations that meet the general funding criteria. The amount funded will be determined on a case-by-case basis.

(2) Other

Advertising in other media will be considered only if direct benefit to Iowa State University (ISU) graduate students can be demonstrated.

b) Books and Journals

(1) Publications must NOT be already available on campus

(2) Organizations must place GSS funded publications in a public location

   (a) The publication must be made available at five (5) or more locations on campus

   (b) Office space is not considered public

(3) Publications will be funded on a subscription basis with the subscription price and quantity negotiated with the
GSS-FC/AC

(a) The published subscription rate is the maximum rate the GSS-FC/AC will pay

(b) Publications are allowed and encouraged to pursue funding from academic departments and from advertising

(4) Publications that receive funding from academic departments or councils will not be considered for funding for GSS-FC/AC purposes

c) Capital Expenses

(1) All capital equipment purchased with GSS funds is property of ISU

(2) Capital expenses for organizations that have been registered with the Student Organizations and Activities Center for less than one (1) year will not be considered

(3) All GSS purchased equipment must be equally accessible to all-relevant members or constituents

(4) Evidence of abuse or mishandling of equipment will be grounds for denial of further requests

(5) Organizations must submit three (3) written bids on a capital equipment request form for each item over $100

(6) The bids must be for the same or comparable equipment from three (3) separate vendors

(7) The GSS will not fund computer hardware unless there is a need for confidential records to be stored on it, or limited access to it

(8) The GSS will fund computer software only in special cases

(9) Disposal of GSS capital equipment requires the written approval of the GSS Treasurer

(10) Other guidelines regarding capital equipment are found in the GSS Bylaws

(11) All organizations requesting capital equipment must submit a current itemized inventory list with their budget request and list the location of the equipment of GSS
tag numbers. These forms are available in the GSS Office

(12) Capital equipment will be defined as an item with a useful life expectancy of at least three (3) years

d) Clothing or Costumes

(1) Only cultural/ethnic costumes will be considered that have more than a one (1)-time use and which have no other use except for the cultural/ethnic event sponsored

(2) An itemized inventory list of clothing and or costumes must be submitted with the budget, including the location of the clothing/costume and the GSS tag numbers

(3) Sports uniforms will not be considered

(4) Organizations must submit three written bids, if available, on a clothing request form for each item over $100

(5) Clothing/costumes must not be available on campus

e) Communications

Requests to fund Ethernet and / or Long Distance Telephone expenses will NOT be considered

f) Conferences and Transportation

Requests for to cover registration fees and transportation to conferences, non-conference, or competitive trips will NOT be considered for GSS allocations. Instead organizations should seek funding through GSS Professional Advancement Grants (PAG)

g) Food

Requests for cultural food events will be considered only if open to the public, in an academic situation fulfilling the general criteria

h) Music

(1) Reasonable costs for services not available on campus will be considered. Regardless of availability or condition,
will not be considered

(2) Disc jockeys will not be funded

(3) Three bids must be submitted

i) Electricity

Requests for funding for electricity for VEISHEA Open House will be considered up to the current Student Organization rate, as determined by VEISHEA Inc. All other requests for electricity will be handled on a case-by-case basis

j) Lectures

Funding for speakers will be considered for organizations that satisfactorily meet the general GSS allocation criteria

k) Paper Newsletters

Requests for paper newsletters will only be considered if the majority of content excludes publication of the minutes of an organization. Newsletters that disseminate information on the progress of an academic interest exemplify fundable paper newsletters

l) Office Supplies

(1) Requests for office supplies for organizations shall be considered according to the following:

<table>
<thead>
<tr>
<th>Graduate Student Organizations:</th>
<th></th>
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<tbody>
<tr>
<td>2 to 9 members</td>
<td>$10 per semester</td>
</tr>
<tr>
<td>10 to 34 members</td>
<td>$16 per semester</td>
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<tr>
<td>35 to 99 members</td>
<td>$20 per semester</td>
</tr>
<tr>
<td>More than 100 members</td>
<td>$30 per semester</td>
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</tbody>
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(2) Stationary will be considered

(3) Organizations asking for above the suggested amount must have an on campus address and a detailed explanation for the additional request
m) **Postage and Shipping**

(1) *United States Mail*

Reasonable requests will be considered. Postage shall NOT be paid to fund recruiting materials for Iowa State University or when organizations use postage to recruit students to ISU.

(2) *Bulk Mail*

Whenever the quantity of any single mailing qualifies for bulk mail rates, only the minimum bulk mail rates will be considered. A bulk mail permit is available through the University Mail Service.

(3) *Electronic Mailing Lists*

The purchase of email lists from the University shall be considered if the organization can demonstrate sufficient cause for the list.

(4) *Freight*

Reasonable requests that further the purpose of the organization will be considered. Failure to submit an itemized list of things shipped shall be grounds for denial of funding. Air rates will not be considered unless it is less than ground rates.

n) **Printing**

(1) *Printing requests will be considered up to the current rates for the ISU Copy Center-University Printing Service. Use of current computer labs is encouraged*

(2) *Printing expenses for organizational phone books will not be considered*

(3) *Color copies will be considered only if the student organization can demonstrate sufficient need for them*

o) **Rentals**

(1) *Reasonable rental costs for services of equipment not available on campus will be considered*

(2) *Disc jockeys will not be considered*

(3) *Rentals of any kind will not be considered*
rental of equipment will not be considered for equipment available on campus

(4) Organizations should use campus resources accessible through the Instructional Technology Center, Recreational Services, and the Memorial Union

p) Repairs

Requests for funds to repair GSS funded equipment shall be considered

3. Under NO conditions will the following be funded by GSS:

a) Requests for equipment, materials, travel funds, or other items that qualify for the PAG and Graduate College

b) Requests for social activities, publicity events, fund-raising, and other essentially non-academic activities or items