

Student Activities Budget Advisory Committee (SABAC)

PROTOCOL MANUAL

The purpose of this manual is to incorporate relevant policies, procedures and philosophies that guide the work of the Student Activities Budget Advisory Committee (SABAC). This manual is intended to assist SABAC members in their initial orientation and ongoing work on the Committee as well as to serve as a reference for student organizations and advisors to understanding the operations of SABAC. The student organization manual created by the Department of Student Activities provides additional guidelines and details, as well as information available online through owllife.kennesaw.edu.

Last Updated: August 24, 2016

TABLE OF CONTENTS

SECTION 1. PURPOSE

- 1.1 Board of Regents Policy
- 1.2 SABAC Guiding Principles

SECTION 2. MEMBERSHIP

- 2.1 Composition
- 2.2 Eligibility
- 2.3 Replacing Vacancies
- 2.4 Duties of Members
- 2.5 Terms of Service
- 2.6 Removal of Members
- 2.7 Duties of Officers

SECTIONS 3. GENERAL OPERATING PROCEDURES

- 3.1 Meetings
- 3.2 Agenda
- 3.3 Quorum
- 3.4 Presentations
- 3.5 Discussions
- 3.6 Voting
- 3.7 Appeals Process

SECTION 4. STUDENT ORGANIZATION STRUCTURE

- 4.1 Classification
- 4.2 Category
- 4.3 Ineligible Organizations
- 4.4 Removal of Organizational Status

SECTION 5: ALLOCATION PROTOCOLS FOR STUDENT ACTIVITIES FUNDS

- 5.1 Funding Process Overview
- 5.2 Budget Management
- 5.3 Inappropriate Expenditures
- 5.4 Funding Guidelines
- 5.5 Travel Assistance Funds
- 5.6 Stipends
- 5.7 Additional Funding Sources

SECTION 1. PURPOSE

The Student Activities and Budget Advisory Committee (SABAC) will serve as an advisory group to the university administration concerning the allocation of student activities funds. This committee can also serve as an advisory body regarding the processes and protocols related to the registration and management of student organizations. The committee is directly advisory to the Vice President for Student Affairs (VPSA), and works collaboratively with the Student Government Association (SGA) and the Office of the Dean of Students.

1.1 BOARD OF REGENTS POLICY (7.3.2.1 Mandatory Student Fees)

Mandatory student fees are defined as fees that are assessed upon enrollment to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of an institution. Fees assessed to one of the aforementioned groups of students with an exclusion for distance learning students are also defined as mandatory fees. Mandatory fees may be required by the Board of Regents or by the institution subject to approval by the Board of Regents. Specifically included in the definition of mandatory student fees are those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee. (BoR Minutes, May 2010; February 2015)

Mandatory fees shall include, but not be limited to:

1. Intercollegiate athletic fees;
2. Student health service fees;
3. Transportation or parking fees (if the latter are charged to all students);
4. Student activity fees;
5. Technology fees;
6. Facility fees; and
7. Mandatory food service fees. (BoR Minutes, January 2010; February 2015)

Purposes and rates for all mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester. Exceptions to this requirement may be granted upon recommendation of the Chancellor and the approval of the Board of Regents. When there is a change in the purpose of the mandatory fee, it shall be subject to approval by the Board of Regents. All mandatory fees assessed to students enrolled in twelve (12) credit hours or more shall be assessed at the Board approved rate. Institutions may prorate mandatory fees on a per-credit-hour basis for students taking fewer than twelve (12) credit hours. Institutions may elect to reduce Board-approved mandatory fees for students enrolled in summer courses. (BoR Minutes, May 2010; February 2015)

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government

associations should make a concerted effort to include broad representation among the students appointed to the committee. (BoR Minutes, June 2009; January 2010; May 2010)

All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee. (BoR Minutes, June 2009; January 2010)

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 1999-2000, p. 364).

1.2 SABAC GUIDING PRINCIPLES

- Student activities fees are collected for the primary purpose of supporting programs and services engaging various extra-curricular aspects of student life
- Expenditure of these fees should be student centered with students being primary participants and beneficiaries
- These fees may be used to support a broad spectrum of student related services, most commonly in the areas of social and entertainment activities, student organizational activities, student leadership, and student government association activities
- These fees support many activities that cannot be funded through other sources
- An organization's classification determines its rights and responsibilities, and corresponding potential financial support
- Organizations and affiliated departments/offices that offer programs and services to the entire student body will be eligible for greater financial support
- The annual allocation process allows organizations and affiliated departments/offices to engage in advance planning for events that promote extra-curricular activities for specific purposes, or university-wide events surrounding specific themes
- These fees can also support the affiliated departments/offices that directly provide and/or guide these activities and services in collaboration with students
- SABAC will use a data-driven approach to assess whether the services and programs offered by organizations and/or affiliated departments/offices are meeting the diverse needs and interests of the student body
- SABAC will comply with all policies and procedures established by the BoR and KSU, along with all appropriate federal, state, and local laws and guidelines
- SABAC members will be good stewards of the resources entrusted to them by the student body of KSU, maximizing access and opportunity within existing fiscal parameters
- SABAC members will execute their duties in a viewpoint neutral manner, without prejudice, and according to these guiding principles

SECTION 2. MEMBERSHIP

2.1 COMPOSITION

To fully represent the total community it is to serve, SABAC shall be composed of the following 10 voting members:

- Chair: Assistant Dean of Students for Student Life (votes only in the event of a tie)
- Vice Chair: Student Government Association Treasurer (or designee from treasurer's committee)
- Five Additional Students appointed by the SGA President representing diverse constituencies that are reflective of the student body*
- One Faculty Representative selected from among the advisors and appointed by the Provost (or designee)
- One Staff Representative selected from among the advisors and appointed by the Vice President for Student Affairs (or designee)
- One Staff/Administrator Representative appointed by the Vice President for Student Affairs (or designee)

The following will serve SABAC in a non-voting advisory capacity:

- Vice President for Student Affairs (VPSA)
- Dean of Students (DOS)
- One designated Business Manager from the Division of Student Affairs
- One designated representative from the Department of Student Activities
- SABAC Secretary (Secretary to the Dean of Students or designee)

* Six of the ten voting members are students, and of the four voting staff members the Chair can only vote in the event of a tie. This composition exceeds the policy requirement from the Board of Regents. The SGA President in selecting the five additional voting student members must select representatives that demonstrate the diversity of the student body in the broadest sense. This can include students who represent both undergraduate and graduate students, traditional and non-traditional aged students, various historically under-represented student populations, international and domestic students, students representing different organizational classifications and categories, etc. The voting student members cannot all represent any one common organizational affiliation or demographic commonality. All students who meet the eligibility requirements are invited to seek appointment to SABAC.

2.2 ELIGIBILITY

All students serving on SABAC must:

- Maintain good academic standing as defined by the appropriate university catalog throughout their term of service
- Be enrolled at KSU (which can include eCore) at least half-time as defined by the appropriate university catalog (with the exception of summer term)
- Not be on disciplinary probation
- Be familiar with all SABAC Protocols and Student Organization Rules and Regulations

- Pledge to execute their duties in a viewpoint neutral manner, without prejudice, and according to the guiding principles of SABAC

All faculty and staff members serving on SABAC must:

- Be full-time employees of Kennesaw State University in good standing
- Serve or previously served as an advisor or in some advisory capacity to a student organization
- Be familiar with all SABAC Protocols and Student Organization Rules and Regulations
- Pledge to execute their duties in a viewpoint neutral manner, without prejudice, and according to the guiding principles of SABAC

2.3 REPLACING VACANCIES

Should a position become vacant on SABAC, that position will be replaced through the same appointment process as the original position was appointed, with appropriate due diligence to honor the representative diversity of the body. Replacement members who are appointed during the year must complete an orientation or training session prior to beginning service. During the period of vacancy quorum will be adjusted accordingly. Replacement appointments will not be made during the annual budget hearing and allocation process.

2.4 DUTIES OF MEMBERS

SABAC members must:

- Attend all required orientation and/or training sessions, or complete an acceptable alternative
- Thoroughly review all agenda materials prior to each meeting
- Attend all SABAC meetings, or notify the SABAC Chair and Secretary as far in advance as possible should a conflict arise
- Abide by the protocols established in this manual
- Demonstrate civility and respect toward all members and guests of SABAC
- Represent respective constituencies and actively engage and educate peers about SABAC
- Check KSU email and OwlLife regularly for SABAC related communication and submissions

2.5 TERMS OF SERVICE

All members of SABAC serve one-year terms, and may be appointed for one additional term of service as long as the member remains eligible for service for the entirety of the second term. The Chair and Vice Chair are permanent appointments based on their roles. Each term corresponds to the fiscal year, beginning on July 1 (or upon appointment if after July 1) and ending on June 30. Students who graduate at the end of Spring semester as well as continuing students who choose not to enroll in Summer classes may still fulfill the remainder of their term through June 30. If the employment of a faculty or staff representative ceases, the term will end immediately.

2.6 REMOVAL OF MEMBERS

If a member is unable to attend meetings or is otherwise unable to satisfactorily fulfill the duties and expectations of SABAC, the Chair shall initiate the process of removing the member. The Chair shall notify the member via official KSU email at least three business days prior to the meeting where the chair intends to recommend removal. The Chair will present relevant evidence to support the recommendation and then afford the member an opportunity to respond in person or submit a statement for consideration. Quorum must be established and a majority vote of the members present will determine the outcome. If removed, the member has the right to appeal the decision in writing within three business days to the Vice President for Student Affairs. If the Chair is believed to be unsatisfactorily fulfilling duties and expectations, the Vice Chair shall issue notice and conduct the appropriate proceedings as outlined herein.

2.7 DUTIES OF OFFICERS

SABAC CHAIR

- Presides at all meetings
- Sets the agenda for all meetings
- Determines if late submissions or special requests will be added to the agenda
- Votes only in the event of a tie
- Creates ad-hoc committees as deemed necessary
- Calls special meetings as deemed necessary, with notice to SABAC of at least three business days
- Serves as official spokesperson for SABAC
- Ensures all members are completing their duties and responsibilities to SABAC
- Communicates regularly with the SABAC Secretary to ensure timely completion of all SABAC activities
- Reviews and signs all meeting minutes
- Keeps the Dean of Students and VPSA informed of relevant SABAC matters

SABAC VICE CHAIR

- Performs all duties of the Chair in the absence of the Chair
- Maintains a speaker's list during the meetings
- Monitors time limits during presentations and discussions
- Assists the Chair with other duties as assigned

SABAC SECRETARY

- Prepares and distributes agendas and minutes for all SABAC meetings
- Posts the agenda of the upcoming meeting and minutes of the previous meeting on the SABAC website
- Maintains all official SABAC records and communication, and distributes/archives in accordance with established university procedures
- Coordinates the logistics for SABAC meetings, schedules, orientations and trainings

- Serves as liaison for Chair regarding budget matters, assisting in maintaining expenditure and allocation balance updates

DEAN OF STUDENTS

- Attends meetings and acts as a resource to the Committee
- Oversees the performance of the SABAC Secretary
- Monitors compliance with SABAC Protocols and Robert's Rules of Order

VICE PRESIDENT FOR STUDENT AFFAIRS

- May attend meetings and acts as a resource to the Committee
- Signs all approved minutes
- Approves prior year surplus requests
- Approves budget allocations
- Oversees Student Fee Committee
- Acts as liaison to the University President

SECTION 3. GENERAL OPERATING PROCEDURES

3.1 MEETINGS

Each year an initial orientation/training meeting will be held for all SABAC members. Once trained, the body will begin holding regular meetings to receive funding requests from student organizations. SABAC seeks to create a consistent meeting schedule for each semester, providing multiple opportunities to submit funding requests. Once established, the meeting schedule for each semester will be posted on the SABAC website. Organizations are encouraged to plan as far in advance as possible to ensure sufficient time to submit requests, have them reviewed, approved, funds allocated, and all necessary university procedures completed. Organizations are also encouraged to thoroughly discuss their planning process and funding needs with advisors and the Department of Student Activities before submitting a request online through OwlLife to maximize the successful completion of the SABAC process.

The SABAC meeting schedule will indicate the purpose for each meeting, which can include hearing requests and allocating specific purpose funds for individual groups, or budget hearings and allocation meetings to review annual budget requests for select organizations and departments/offices that provide direct service to students consistent with the BoR policy and guidelines established herein. Advertised SABAC meetings are open to the public, though as deemed necessary by the Chair SABAC can enter executive session. All decisions made by SABAC are reflected in the minutes, which are made available to the public once approved. SABAC is an advisory body making recommendations to the Vice President for Student Affairs.

Special meetings called by the Chair, or called at the request of the Dean of Students or Vice President for Student Affairs, will serve the specific purpose for which the meeting was called, and will not serve as a general request or allocation meeting. Specially called meetings will include the members of SABAC and any relevant invited guests related to the purpose for which the meeting was called. Any operating procedures not addressed in this document are subject to the standard established procedures within the latest version of Robert's Rules of Order.

3.2 AGENDA

Requests are placed on the agenda in the order submitted. Items not received by the established deadline for a given meeting will be placed on the subsequent meeting's agenda, unless a special exception is made by the Chair. Incomplete submissions that remain incomplete by the time of the meeting will be moved to the subsequent meeting's agenda. The order of the agenda may be adjusted at the discretion of the Chair to enhance the functionality of the meeting and/or accommodate any special needs that might arise.

3.3 QUORUM

A quorum is required to conduct official business. A simple majority (50% + one) of the voting members constitutes a quorum. SABAC has ten members who are potentially eligible to vote (including the chair); therefore, if all positions are filled quorum is six. If all positions are not filled, quorum shall be 50% + one of filled positions. Ex-officio, non-voting members cannot be included for quorum. While SABAC permits voting by proxy (see Voting) those votes do not count toward quorum. If quorum is lost during the meeting, the Chair shall inform the body and no official business may be conducted again until quorum is established.

3.4 PRESENTATIONS

After submitting a funding request by the established deadline, student organization members are highly encouraged to attend the scheduled SABAC meeting to provide a presentation on the request. If no group members are available to attend the meeting, the SABAC Chair and Secretary must be notified in advance. SABAC may still review the request on the merits of the submission documents and make a decision, allow alternative methods of presentation, or table the request and forward to a future meeting and request the presence of a representative of the group. Advisors are welcome to attend SABAC meetings but may not make presentations on behalf of the group. Advisors may be consulted by the presenting student leaders during the question and answer period of the presentation.

During the SABAC meeting, the representatives for each request will have up to five minutes to present. Upon conclusion of the presentation, SABAC members may ask questions for up to five minutes. If the circumstances warrant, SABAC can approve a time extension for additional questions. If critical questions arise that cannot be sufficiently answered during the meeting, SABAC may table the request while the representatives research the questions and provide a timely response.

3.5 DISCUSSION

After the presentation, the SABAC members will have up to five minutes to discuss the request. Each member is limited to one minute of continuous commentary, and no member should speak again until all other parties wishing to speak have had an opportunity to do so. Only new points not already expressed should be introduced during discussion, and members should avoid reiterating points already discussed, asking irrelevant questions, or engaging in instructive

commentary that already exists in other resources (like the Student Organization Manual) or should be addressed by advisors or departmental staff. Time limits may be extended as warranted, but the Chair must carefully consider the volume of remaining agenda items and other group members present that have not yet presented. Discussion items can be tabled at any time and reintroduced later in the same meeting or tabled for a future meeting.

3.6 VOTING

Parliamentary Procedure, as documented in the latest edition of Robert's Rules of Order, governs the business of SABAC where not specified in this manual. A simple majority (50% + one) of the members present (presuming quorum has been established) constitutes a successful vote. A 2/3 majority vote of quorum is required to pass amendments to the SABAC Manual.

Abstaining from a vote should only occur when a conflict of interest exists or when the member does not have sufficient information to make an informed decision. Abstaining is not an acceptable way of avoiding a public stance on a potentially controversial issue. Members who find themselves repeatedly abstaining are encouraged to examine the extent to which they are representing their constituents and honoring their commitment to SABAC.

Voting members who are unable to attend a meeting but wish to vote on specific agenda items may submit a proxy via email to the Chair and Secretary at least one hour prior to the established starting time of the meeting. If a member present at the meeting needs to leave the meeting, the member can submit desired proxies to the Chair for any outstanding agenda items. Proxy votes do not count toward quorum. Proxy votes cannot be counted if the final motion deviates from the original motion upon which the proxy was cast (i.e. the original motion is amended or fails and a new motion is introduced).

3.7 APPEALS PROCESS

All decisions made by SABAC are advisory recommendations to the Vice President for Student Affairs. Any group wishing to appeal a SABAC decision must submit the appeal in writing through the SABAC Secretary (email to sabac@kennesaw.edu). The appeal must be submitted within five business days of the vote (or within five business days of when the group was notified of the outcome in the event the vote was not finalized at the same meeting as the request). The written appeal should include all relevant information that the group wishes the VPSA to consider. It is not customary to meet with the VPSA, but instead the appeal is reviewed and decided based upon the merits of the information submitted and a review of the originally submitted request and documentation from the relevant SABAC meetings and discussions. The VPSA may choose to consult with whomever might be useful in evaluating the merits of the appeal. The VPSA will respond within fifteen business days from the date of submission.

Appeals of the decision of the VPSA must be submitted to the President of the University within five business days following the same procedure as the appeal to the VPSA (email to sabac@kennesaw.edu). The President will respond within 15 business days of receipt of the appeal request, and the President's decision is the final decision of the institution.

SECTION 4. STUDENT ORGANIZATION STRUCTURE

KSU seeks to provide all students the opportunity to engage in extra-curricular activities and develop practical life skills and leadership skills. All students are encouraged to join existing student organizations, or if students have interests not currently represented through an existing organization to create a new organization. There are no limits on the numbers of organizations KSU can host; however, there are finite resources to support these organizations. To ensure resources are allocated in a manner that maximizes the benefit to the largest number of students, organizations are classified and categories based on purpose, function and affiliations. All organizations should have relevance to the larger mission and vision of the university, and must function within established guidelines. All organizations must complete a basic annual registration process, and depending on the classification the organization is seeking may have additional registration and training requirements. Students seeking to create a new organization must thoroughly review the existing organizations to ensure there is no duplication of activities, programs, or services already being offered through another organization. New organizations must create a constitution and by-laws, minimally adopting the elements included within the required template provided by the Department of Student Activities. Information about organizations is available online at owllife.kennesaw.edu. Student Organizations that are affiliated with non-university international, regional, or state organizations must disclose such affiliations and provide any required documentation about affiliation expectations that might exist from those host organizations.

4.1 CLASSIFICATION

Student organizations must complete an annual registration process, during which the organization will indicate into which of four classifications it desires to be recognized. All organizations regardless of classification are “Registered” Student Organizations (RSOs). The Department of Student Activities will review all requests and based on the criteria below determine the appropriate classification for each organization. As the purposes and activities of student organizations evolve, the organization may seek a different classification. Appeals of classification assignments may be submitted in writing within five business days to the Assistant Dean of Students for Student Life. An additional appeal may be submitted within five business days of that decision notice to the Dean of Students. The decision of the Dean shall be final. The four classifications are:

University Chartered – The organization and its activities are critical to the mission and culture of the university, inherently linked to the university, or are an integral part of the institution. The organization is closely aligned with a university department or office. The activities and events are university-wide and complex, and the organization will have an assigned full-time professional staff advisor whose role as primary advisory will be included in a job description. Chartered organizations may request office space, receive priority space reservations, request an annual budget, are eligible to provide stipends to officers within established guidelines, and may submit special requests to SABAC for longer-term financial planning if activities may span multiple fiscal years. The organization leaders will be required to complete training, and if serving in any official representative capacity of the university may receive funding for uniforms. As appropriate, the organization may also request funding for promotional items,

expanded travel funds, university-wide coordinated programming and functions, and awards/banquets that represent the entire university in coordination with the Division of Student Affairs. Chartered organizations are eligible for all benefits afforded to the other three organizational classifications.

Sponsored – The organization contributes to the mission and culture of the university, and activities and events are moderately complex. The organization could have responsibility for functions and/or events that are specifically linked to Chartered Organizations. The organization will have an assigned full-time advisor who is affiliated with a specific department, office, or function, but serving as an advisor may or may not be a specific function included within a job description. Sponsored organizations may request office or shared work space, receive priority reservations for coordinated large scale programming, request an annual budget, request expanded travel funds, and receive group training. Sponsored organizations are eligible for all benefits afforded to Affiliated and Recognized organizational classifications.

Affiliated – The organization is one of common interest among a group of students, open to all students, typically requires minimal support from the university to function, and remain consistent with the mission and culture of the university. The nature of the organization's activities are less complex but still serve the needs and interests of segments of students. The organization must have a full-time employee advisor, chosen by the group, and must be registered for at least one calendar year to become eligible to request funding from SABAC. These groups may reserve space and receive funding for specific purposes that are open to all students and serve a greater programmatic function than just specific and limited organizational activities. These groups may charge membership dues to fund their desired group-specific activities and self-manage those funds. There are registration and training requirements for these organizations, but there are no organization-specific training or retreat requirements.

Recognized – The organization functions in the most basic way as a student club that represents a common interest among some group of students, or a narrow and specific common affiliation that may only apply to a subset of students. These clubs typically require minimal to no support from the university to function, select their own advisor (who must be employed full-time at KSU), and are not eligible for SABAC funding. These general interest clubs may reserve rooms, identify their affiliation with KSU within the guidelines established in the Student Organization Manual, and charge membership dues to fund their desired club-specific activities and self-manage those funds. These clubs may hold meetings and sponsor limited-scope activities, but typically will not independently host large scale events seeking a broad university-wide audience. There are minimal registration and training requirements for these RSOs.

In assessing the appropriate classification for an organization, scope of function and service is an important factor. For example, if KSU students who happen to work at McDonald's wish to form an organization, a distinction between Affiliated and Recognized might be if the organization is seeking to serve all KSU students who work at all McDonald's and/or students who may be interested in learning more about the experience of being a KSU student and working at McDonald's, this may be best classified as an Affiliated organization. However, if the students who happen to work only at the McDonald's on Cobb Parkway wish to form an organization, and the students who work only at the McDonald's on Wade Green Rd wish to

form a separate organization, these may be best classified as Recognized organizations since the scope of function and service is very limited and specific.

4.2 CATEGORY

The category of an organization describes the type of organization and the common purposes that exist among similar organizations. Organizations can request a category affiliation during the annual registration process, and some organizations may fall into multiple categories. An assigned category is independent of classification. Categories can include: Academic or Major/Program Affiliated, Communication/Media, Fraternity/Sorority, Faith-Based/Spiritual, Honors/Society-Affiliated, Diversity/Multicultural/Global, Political/Social Action/Justice, Environmental/Sustainable, Performance/Fine Arts, and Special Interest. Additional categories can be established as interests emerge.

While category is different from classification, some organizations that share a common category or specific subset within a category may form into councils, and those councils may form as an independent body seeking classification and potentially funding. For example, there are numerous competition teams that are academic in nature and affiliated with a specific major or program, but collectively those competition teams may share a common purpose and might be best served through a coordinated council. SABAC reserves the right to provide funding through a council for support both of the council and the organizations within it. If SABAC designates a budget allocation as being inclusive to both the council and its component organizations, the individual organizations may not seek further individual financial support from SABAC.

4.3 INELIGIBLE ORGANIZATIONS

Organizations that are selective and/or discriminatory in membership (such as fraternities and sororities, or other organizations that require members to apply and be evaluated/interviewed before being eligible for membership) may still be recognized by the university but will not be eligible to request individual organizational financial support from SABAC.

Club Sports and Intramurals are independently organized, registered, and funded through the Department of Sports and Recreation, and therefore are not eligible for student organization status or funding through SABAC.

4.4 REMOVAL OF ORGANIZATIONAL STATUS

All student organizations must comply with the established policies, procedures, and protocols of the university and SABAC. Organizations must also comply with all expectations outlined in the KSU Codes of Conduct. Failure to do so may result in loss of organizational status, and in addition to actions against the organization, individual members who violate rules and codes of conduct may also be held individually accountable. Appropriate due process is afforded to both organizations and individuals, as outlined on the Student Conduct and Academic Integrity (SCAI) website (scai.kennesaw.edu). Appeal procedures are also described in the relevant sections of the codes of conduct and SCAI procedures. Violations of protocols not within the SCAI Codes of Conduct will be referred to the Department of Student Activities.

Violations of the constitution and/or by-laws of any individual organization will be adjudicated within the guidelines established within those documents. If those documents do not provide mechanisms for addressing violations and/or removing officers, the current edition of Robert's Rules of Order will be followed. The Department of Student Activities must be notified and will assist groups in ensuring compliance with the appropriate procedures.

SECTION 5. ALLOCATION PROTOCOLS FOR STUDENT ACTIVITIES FUNDS

5.1 FUNDING PROCESS OVERVIEW

The Office of Financial Services provides anticipated enrollment and fee income for the next fiscal year to SABAC. This data also includes fixed costs for salaries and benefits that are funded from student activities fees, and the resulting balance that is available for allocation to student organizations. The University is required to allocate a percentage of the fund balance to be held in contingency in the event that actual fee revenue does not meet projections. The contingency funds have historically averaged between 18% and 20% of projected revenue minus fixed costs. Based on how organizations are classified, some are eligible to submit an annual budget request and those organizations and affiliated departments/offices receive first consideration for funding. The annual budget allocation process typically allocates up to the remaining balance minus fixed costs and contingency. Any remaining balance after the annual budget allocations are completed along with designated contingency funds (once revenue generation is confirmed) are made available for SABAC to allocate through regularly scheduled meetings to the remaining eligible student organizations who did not already receive an annual budget. Any funds not expended by the established deadline at the end of the fiscal year (ending June 30) are transferred into a prior year surplus fund to be allocated by the VPSA and SABAC for specific approved uses. SABAC allocations and outstanding balances do not roll over from year to year to the individual organizations. SABAC reserves the right to review the use of allocated funds at any time and to make adjustments to allocations if funds are not being used for the purposes stated in the original request.

SABAC provides funding for student activities, programs, projects, travel, equipment, and other related items that support and enhance the students' extra-curricular experience. Organizations are encouraged to work collaboratively and combine resources to enhance their ability to serve students. When organizations seek to co-sponsor activities they should submit a single request to SABAC with a clear itemization of all financial needs and contributions from each individual organization and/or department/office/external agency that is involved.

5.2 BUDGET MANAGEMENT

Organizations that are eligible for annual budget allocations based on their classification must be aligned with a department, office, or program that provides budget management through a professional staff member. These departments typically have a designated Business Manager who coordinates financial processing and professional organization advisors who ensure appropriate oversight and compliance with institutional policies and procedures. For organizations that do not receive annual budgets but submit on-going requests to SABAC throughout the year, the advisor serves as the first level of budget management with additional

oversight being provided through the Business Manager for Student Life. Additional budget management and support for SABAC is provided through the Fiscal and Planning Officer for the Division of Student Affairs.

Organizations that receive annual budgets are not eligible to seek additional financial support from SABAC. Special requests for exceptions must first be reviewed by the Chair of SABAC to determine if the request is permissible. For organizations that are not eligible for an annual budget and must submit requests for consideration during a regular meeting of SABAC, those organizations are still encouraged to prepared the most comprehensive and complete budget request possible so SABAC fully understands what support the organization is seeking throughout that entire fiscal year. The ideal goal is for each organization seeking financial support to submit no more than one request per semester or academic year to SABAC.

5.3 INAPPROPRIATE EXPENDITURES

SABAC must comply with all rules and regulations of the institution, the BOR, and any additional requirements imposed by local, state, or federal agencies. Student Activities Fees were created to serve a specific and unique purpose in support of extra-curricular activities for students that cannot be financial supported through other institutional funding sources and provide direct benefit to students. These fees were not intended to subsidize or supplement other university functions that are more appropriately funded through other sources (such as curricular activities already funded through state appropriations and tuition, or other programs/services/activities already funded through another mandatory fee or auxiliary funding source). While student programming may align with the interests of other university entities, such as academic departments or auxiliary enterprises, student activities fees are not intended to fund those entities or provide benefit to individuals who are not currently enrolled fee-paying students.

The items below cannot be funded by SABAC per BOR guidelines:

- Alcohol, tobacco, drugs, or any other related illegal or restricted items
- Political parties, candidates, or events
- Off-campus organizations or agencies and their related activities, including churches or related religious organizations, and membership fees for civic organizations
- Fundraisers, donations, or gratuities
- Scholarships or individual membership fees
- Prizes or promotional items exceeding state value limits
- Gifts and other items intended primarily for personal use
- Services for individual benefit or of a personal, individual nature
- Items of direct benefit to non-student (including employees)
- Salaries or instructional costs for faculty, including payments for advising
- Employee recognition and meals (including student employees)
- Sales tax

This list is not exhaustive, and may be altered as necessary to ensure compliance with KSU and other required policies and procedures. In addition, even in cases where it may be appropriate for SABAC to provide funds for a certain purpose, but the requested item is inconsistent with the

purpose, mission, or goals of an organization, SABAC may deem the request inappropriate. The use of all SABAC funds once allocated will be reviewed regularly to ensure compliance, and organizations that use allocated funds inappropriately may become ineligible for future funding, subject to disciplinary action, and/or required to reimburse SABAC for the inappropriate expenses.

In situations where students and/or advisors have paid expenses from their own personal funds and are seeking reimbursement, if the request is deemed inappropriate no reimbursement will be issued. It is imperative that organization leaders and/or advisors receive advance approval before spending any of their own money to ensure those expenses are eligible for reimbursement. Also note that even for offices that have petty cash reimbursement capability, the same policies apply. The university also reserves the right to establish minimum and maximum reimbursement limits. Established limits may delay the timeframe in which a reimbursement is eligible for processing.

5.4 FUNDING GUIDELINES

Items typically funded through SABAC based on BOR guidelines include:

- Independent contractor fees for outside speakers and entertainers (which can include travel related expense, but flat-rate contracted fees are preferred)
- Required licensing and leasing fees and/or related support expenses for risk management related to events and programming
- Event production and promotion expenses (including equipment rental, printing, etc.)
- Prizes or awards only when equally available to all students, within individual value limits (excluding cash), including awards for contests and competitions
- Food and refreshments for student activities when open to all students (closed meetings, club member specific meetings/socials/banquets, or officer meetings are excluded)
- Promotional items directly associated with student events, within individual value limits (note: limited quantity t-shirts for event promotion are permissible, but t-shirts specifically for organization members are not, with the exception of organizations within certain classifications that require uniforms)
- Salaries and benefits for staff members (when role/function directly and specifically relates to serving students engaged in extra-curricular activities, excluding voluntary faculty/staff advisors)
- Stipends and/or student salaries for select organizations and departments/offices that provide designated services and/or activities to students
- Related operating expenses for units that directly and specifically relate to serving students engaged in extra-curricular activities (excluding expenses allocated through institutional or auxiliary budgets)
- Furniture, fixtures, or equipment directly and specifically used related to serving students engaged in extra-curricular activities (with appropriate inventory control)
- Travel that is directly related to a student organization's purpose and through which the members traveling will represent KSU (see TRAVEL for more details)

This list is not exhaustive, but is meant to establish baseline parameters within which SABAC will evaluate requests for funding. Some expenditure types are only appropriate for certain organizations based on the purpose, mission, or goals of the organization. Inclusion on this list

does not mean that every organization is guaranteed financial support for those items. Even when SABAC allocates funds to an organization for certain intended purposes, the actual expenditure of the funds is still governed by the policies and protocols established by the BOR and KSU. Organizations may be required to comply with specific restrictions related to which vendors may be used, how expenses may be processed, and specific amounts of funds that may be allocated for specific purposes.

If KSU partners with specific vendors for promotional items or other services, such as food delivery, then organizations will be required to use those approved vendors when using SABAC funds. For example, if KSU establishes a discounted rate with Papa John's for pizza delivery, organizations wishing to purchase pizza from Mellow Mushroom may do so from private funds but SABAC funds would only be used for Papa John's and only when the appropriate KSU rate without tax is charged.

SABAC may also establish guidelines related to specific types of expenditures and those guidelines may vary based on circumstances and the remaining amount of resources available for allocation in any given fiscal year. For example, to maximize access to student activities funds to the greatest number of organizations, SABAC may establish caps on the amount of funds that any organization may receive for an individual speaker, event, or promotional item. At any time that such caps become established, SABAC will ensure that information is included in the minutes of the meeting during which the decision was approved and those minutes will be available to the public through the SABAC website. SABAC will also proactively collaborate with the Student Government Association and the Department of Student Activities to keep student organization leaders informed.

5.5 TRAVEL ASSISTANCE FUNDS

Organizations may request SABAC assistance to support student travel when that travel is specifically related to the purpose and/or functions of that organization and the participants are representing the university. This typically includes travel assistance for students presenting at conferences, participating in competitions, or related activities where there is some direct benefit not only to the individual student traveling but also a greater benefit to the broader student body and the university. Employee travel expenses may be eligible for SABAC assistance when there is direct relevance and purpose for the employee to travel related to the requesting organization. This typically includes travel assistance for an organization advisor who may be driving a vehicle or serving in an official capacity with the sponsoring organization. Employee travel assistance should not exceed the equivalent assistance provided to students.

Anyone receiving travel assistance from SABAC may be required to provide a presentation or written report upon return sharing what was learned through the travel experience to demonstrate value back to the institution. This may include a presentation at an organization meeting, participation in a symposium where multiple student organizations are collectively sharing knowledge, an online blog, an article in a newsletter, or sharing through some other student media outlet.

Students and/or advisors who receive financial support from other SABAC funded entities are not eligible to submit additional direct requests for consideration during a regular SABAC meeting. Likewise, all requests for travel assistance must include full disclosure of any other financial support related to that travel (such as financial support for an academic department, travel grant from an external organization, discounts or fee waivers from the sponsoring organization, shared expenses with other attendees, etc.).

To ensure opportunity for the maximum benefit across the student body, SABAC has established the following travel assistance limits (inclusive of all related travel expenses including registration fees):

- \$500 maximum funding for any individual student/advisor
- \$2000 maximum funding for any individual organization
- \$2000 maximum funding for all individuals attending any conference or travel activity even if representatives from multiple organizations are attending

Organizations are not guaranteed to receive travel assistance funds or the full amount admissible. SABAC will carefully assess all requests based on relevance and potential return on investment, within the parameters of the funds remaining to support other student activity fee needs. If travel assistance funds are provided, those funds may be assigned to pay for specific uses and/or prohibited from being assigned to pay for other uses based on how certain expenses must be processed. For example, if the Budget Manager processing the travel can directly pay registration costs, the allocated funds will be used to support that purposes first. Certain travel-related expenses are not covered by SABAC, including food and per diems. Typically SABAC travel funds are solely used for registration, airfare, van rental, gas reimbursements, or lodging. Depending on timing and/or the nature of travel, students and/or advisors may be expected to self-fund and be reimbursed. SABAC also reserves the right to issue travel assistance funds in the form of a grant to be issued in one lump sum upon completion of travel.

Anyone receiving travel assistance funds who fails to attend the designated travel or fails to satisfactorily complete the established expectations for participating may be required to reimburse SABAC for any travel funds expended, and may become ineligible for reimbursement of person funds expended. In such cases SABAC may also restrict individuals and/or organizations from being eligible to request future travel funds for a designated period of time.

SABAC will not fund travel for activities that are solely of specific benefit to an individual organization and/or the individual members within an organization. For example, student organizations seeking off-campus retreat, Spring Break trips, etc. Some exceptions apply based on classification. Organizations are still encouraged to seek the experiences they believe will be beneficial, and may pass the cost along to those who participate or raise funds to support those activities. Organizations wishing to engage in certain types of off-campus service activities are encouraged to coordinate with existing university-wide programs such as Alternative Spring Break or opportunities offered through Volunteerism and Service Learning Support.

Everyone traveling must be eligible to receive SABAC funding at the time of travel (students must be currently enrolled and advisors must be current full-time employees). Summer conference travel is permissible for students not enrolled in summer classes providing the

students were enrolled in the prior Spring term and are registered for the subsequent Fall term. Students may not receive travel assistance after they have graduated.

5.6 STIPENDS

Stipends may be awarded to specific student officers serving in designated roles within Chartered and select Sponsored organizations. Affiliated and Recognized organizations are not eligible for stipends. When eligible, stipends are issued on a semester basis in return for extensive leadership services provided to the organization and the university. Typically, student leadership roles that are eligible for stipends are investing significant hours of time each week in service that benefits the greater student body. Students serving in positions that are eligible to receive stipends must:

- Maintain the required adjusted GPA established by the Department of Student Activities and the organization
- Be in good standing without any outstanding disciplinary action or probation
- Complete the full terms of service required to receive the stipend
- Remain enrolled at least part-time based on the guidelines in the catalog
- Comply with all established requirements in the organization's constitution and bylaws

Student leaders are eligible to receive a stipend for only one designated position of service. Stipend amounts may vary based on scope of position, service provided, and level of enrollment. For example, the organization president may receive a higher stipend than other executive officers. SABAC reserves the right to establish specific limits on the amount of stipend that may be provided to any individual student and/or leadership position, as well as the amount or percentage of allocated budget that may be designated toward stipend use for any individual organization. Stipends are not intended to be rewards but financial support for students who are providing unique, substantial, and exceptional service to the university.

5.7 ADDITIONAL FUNDING SOURCES

Expenses that solely or primarily serve only the members of an individual organization cannot be funded through SABAC. SABAC funds cannot be used for donations or seed money for fundraisers or to purchase items being sold. Organizations are highly encouraged to be creative and maximize opportunities for additional support, both financial and gifts in kind. These may include but are not limited to:

Membership Dues – all student organizations are eligible to establish membership dues to help support activities that are specific to the members of that organization. Dues should be reasonable and appropriate based on the nature of the organization and the benefits provided as a result of the dues paid. While organizations can limit participation in certain activities to active members and/or hold certain closed meetings, general interest meetings and activities supported by SABAC allocations must be open to all currently enrolled students. Organizations typically manage these funds through off-campus bank accounts with local banks or credit unions.

Fundraising – organizations may host fundraising activities or collect donations for various approved purposes, and must fully disclose to anyone contributing to the fundraiser exactly

where the funds will go. If fundraising is conducted to support an off-campus organization, when possible it is best to have donors submit their gifts directly to the recipient of the philanthropy. For example, if an organization is hosting a Relay for Life team, instead of collecting cash or checks the members can direct donors to the American Cancer Society Relay for Life team website where donations are made directly to the American Cancer Society and the KSU team still receives appropriate credit for the gift.

Sales – within established institutional guidelines, and local, state, and federal laws, organizations may generate revenue through ticket sales to events or sales of products. A common item a group might sell is t-shirts, and since no SABAC funds are being used the group is not restricted to any specific vendor (however any protected marks, logos, or text must receive KSU approval). Items can be sold “at cost” to cover solely the expense or sold at a premium to raise funds to support the organization. Groups may also use ticket sales to wholly fund or subsidize the costs of hosting approved activities and events. When SABAC provides partial funding, those funds must be used solely to support students, and all non-students must be charged an appropriate fee to cover the full cost of their participation. KSU employee discounts can be offered as long as those discounts are not subsidized by SABAC but through another funding source (internal or external to KSU). Organizations are encouraged to use existing university resources for managing ticket sales, especially in venues that already utilize systems like the KSU Marketplace or online ticket sales vendors.

Affiliation Funds – many groups that are affiliated with international, national, regional, state, local, honorary, professional associations, or non-profit organizations and agencies have access to funding from those external sources. Organizations with these affiliations are expected to maximize the utilization of those funding sources before seeking SABAC support.

Grants, Scholarships and Sponsorships – many groups and/or individual members within those groups may be eligible to pursue private funding sources that provide support for specific activities, competitions, conferences, etc.

Collaborative Sponsorship – often activities that are of interest to the student members within a group will also be of interest to other student organizations, KSU departments, offices, centers, or programs that have access to institutional or private funds. Co-sponsoring can generate additional revenue and enlarge support for and attendance at programs and events.

Regardless of the nature of additional funding sources, all organizations are obligated to utilize appropriate fiscal management practices to ensure accountability and minimize risk of violations. Advance communication with the Department of Student Activities is essential to ensure compliance and maximize organizational success.