

Budgetary Guidelines

Wesleyan Council on Student Affairs

- I Duties of the Treasurer
 - A The Treasurer shall discharge all duties required of that office by the Constitution and Bylaws of WCSA.
 - B The Treasurer shall oversee the disbursement of WCSA funds, and keep sufficient records regarding all fiscal business of WCSA and all allocations of WCSA funds.
 - C The Treasurer shall request monthly statements of appropriate accounts from the University Vice President of Financial Affairs.
 - D The Treasurer shall take appropriate steps to ensure the financial health and stability of WCSA.

- II The Budget Committee
 - A The Budget Committee shall be formed in accordance with the Bylaws of WCSA.
 - B The proceedings of the Budget Committee may be closed at the Committee's discretion.
 - C Upon receiving a budget request, the Budget Committee shall hold a hearing at which it shall examine the request in accordance with the provisions of these Guidelines. It shall then, by majority vote, make a recommendation to the full body regarding the request.
 - D Three members of the Budget Committee shall constitute a quorum for the purpose of holding request hearings and adopting recommendations.
 - E No member of the Budget Committee shall vote on or participate in the deliberations regarding a budget request submitted by an organization to which he belongs. Such a member may, however, serve as the organization's representative to the Committee hearing.
 - F If the recusal of members under §(E) of this article makes it impossible for the Budget Committee to hear a request, the President shall appoint for this purpose sufficient temporary members from among the full body.

- III Procedures and Sanctions
 - A Student Organizations
 - 1 Except as provided in these Guidelines, WCSA will allocate funds only to student organizations registered with the Student Involvement Office, or its successor departments. In order to receive funds, such organizations must meet the requirements of the Student Involvement Office for student organizations.
 - 2 Student organizations must abide by all policies of the Student Involvement Office.
 - B Request Procedures
 - 1 All requests for the allocation of student activity funds must be submitted using a Universal Budget Request Form established by WCSA. The Form must bear the name of the event for which funding is requested, and must be filled out in its entirety.
 - 2 All requests must be submitted to the Student Involvement Office or the Treasurer at least two weeks prior to the proposed date of the event. Requests submitted after this date will not be heard, and no funds will be allocated for them.
 - 3 All requests must include an explanatory letter both describing the event and providing as detailed as possible an itemization of both the total cost of the proposed event and the proposed use of requested funds.

- 4 All student organizations must use non-WCSA funds for at least ten percent of the total cost of any event for which a budget request is filed. These funds must be listed in the itemization of the event's expenses. The Budget Committee may for serious cause set aside the provisions of this section in individual cases.
- 5 Upon receipt of a request, the Treasurer shall schedule the Budget Committee's hearing of the request, and notify the requesting organization of its date.
- 6 A representative of the requesting organization must appear at the hearing to testify regarding the request. The Budget Committee may, if it possesses adequate information, hear the request and pass a recommendation in the absence of an organization representative.
- 7 If, in the judgment of the Budget Committee, a request is incomplete or provides insufficient information, it may be returned to the requesting organization for completion. For the purposes of §(B)(2) of this article, the original date of receipt shall be the date submitted.
- 8 All budget requests shall be heard by the full body following recommendation by the Budget Committee. Each request shall be a main motion, and the question shall be the allocation of WCSA funds per the Budget Committee's recommendation. No funds shall be allocated that have not been approved by majority vote of the full body, §(C)(3) of this Article withstanding.
- 9 Except as provided elsewhere in these Guidelines, no funds shall be allocated for which a budget request has not been submitted.

C Pre-Assembly Requests

- 1 Budget Requests submitted prior to the election of Geographical Representatives in the Fall Semester of an academic year shall be heard according to the provisions of this section.
- 2 The provisions of Article III §(B)(2) shall not apply to such requests. Requests must be submitted at least two days prior to the event's proposed date.
- 3 The request shall be heard by an ad-hoc Budget Committee comprised of the Class Representatives and Executive Officers. This ad-hoc Budget Committee shall, in regard to such a request, act in all appropriate manners as if it were the Budget Committee under these Guidelines, and apply all other requirements of these Guidelines except as provided by this section.
- 4 The full body need not approve such requests. The sum recommended by the ad-hoc Budget Committee shall be the sum allocated.
- 5 The full body shall be informed of these allocations at its first meeting.

D Other Provisions

- 1 WCSA funds shall be comprised of the Student Activity Fee, or appropriate successor fee, paid by students. These funds shall be organized in university accounts in a manner determined by WCSA, and allocated according to the provisions of these guidelines.
- 2 Nothing in these Guidelines shall be construed as creating an obligation on the part of WCSA to provide funding for any event or organization. In addition to enforcing the provisions of Articles III, IV, and V of these Guidelines, the Budget Committee and WCSA shall, when hearing all requests, consider the following factors:
 - a) Campus Impact – the number of students reasonably expected to be involved in the proposed activity and the number of persons reasonably expected to benefit, as well as the nature of the expected impact or general benefit to the campus or community as a whole;

- b) The requesting organization's need for funding, considered in light of its demonstrated fundraising attempts and the availability of other sources of funding;
 - c) The availability of WCSA funds considered in light of the precepts of fiscal responsibility and the foreseeable demand for them during the remainder of the current academic year.
- 3 WCSA explicitly reserves to itself the right to allocate funds as it sees fit within the bounds of these Guidelines, regardless of the degree to which its allocation deviates from an organization's request.
 - 4 No allocation's value shall exceed the value of its corresponding request except as may be necessary and just for the remedying of verifiable human error.
 - 5 WCSA encourages student organizations to pursue funding from the "Alcohol-Free Fund" through the Residential Life Office as a supplement to WCSA funding and as a source of funds for those aspects of events for which WCSA may not allocate funds.
- E Sanctions
- 1 The Budget Committee reserves the right not to make a recommendation, or to recommend \$0.00, for the request of an organization whose representative fails to attend its request hearing.
 - 2 The Budget Committee may, at its discretion and prior to consideration, detract ten percent from the requested total of a student organization in the event that it failed to abide by the provisions of Article IV in its immediately previous budget request.
 - 3 The officers of a student organization shall be personally responsible and liable for the use of funds allocated to that organization by WCSA. WCSA reserves the right to pursue appropriate action, by itself or together with the University, against individuals who misappropriate WCSA funds. WCSA shall not bear liability for any debt or obligation incurred by any other student organization or its officers or agents.
 - 4 The Budget Committee may, at its discretion, reduce recommendations to, or refuse to hear requests from, student organizations that have in the same academic year misappropriated WCSA funds or demonstrated fiscal irresponsibility by spending funds allocated by WCSA in unauthorized manners, as determined by the itemization of the allocation as passed by WCSA.

IV Committee Oversight and Post-Allocation Procedures

- A The Budget Committee shall, at appropriate times or at the request of the President, undertake audits of the accounts of WCSA and student organizations. The Treasurer shall present the results of these audits to the Executive Committee.
- B The Budget Committee shall, at its discretion, require a student organization that has been allocated WCSA funds to submit an Allocation Accountability Form. The content of this Form shall be determined by WCSA, but shall include an accounting of the use of WCSA funds in the event in question.
- C The Allocation Accountability process shall also seek to gauge the success of the event in terms of student participation and positive campus impact.
- D The Budget Committee may remove the funds from any student organization account that has posted no transactions for a period exceeding three months. Such monies must be re-deposited in the WCSA general allocation account. The Budget Committee shall not remove the monies of any student organization whose proposed and budgeted events are set to occur later in the academic year. The Treasurer shall, prior to

undertaking any such transaction, notify the registered officers of the organization in question and request an explanation of the organization's fiscal activity.

- E The Budget Committee shall not remove the funds of an organization, if in the Committee's judgment, that organization has good cause for being fiscally inactive and reasonable plans for spending its allocated funds in the course of the current academic year.
- F Funds allocated to student organizations for events that, for any reason, are not held shall be returned to the WCSA general allocation account.
- G At the end of every academic year, all funds remaining in student organization accounts shall be removed and placed back in the WCSA general allocation account.
- H The account of any organization that has been inactive for two or more years shall be closed, and its balance, positive or negative, transferred to the WCSA general allocation account.
- I All advertising for any event for which WCSA funds were allocated must stipulate that WCSA funds were used in its support by including the phrase "partially funded by WCSA," or equivalent language.

V Allocation Policies

A Political Programming

- 1 Because of the potentially controversial nature of political programming, WCSA maintains very strict and precise guidelines, outlined in this section, governing the allocation of funds to events of this sort. The provisions of this article should be interpreted in light of WCSA's commitment to improving Ohio Wesleyan University and student life and fostering communal respect, diversity, and cohesiveness among the student body.
- 2 On-Campus Political Programming
 - a) WCSA may fund on-campus events of a political nature if, in the judgment of the body and the Budget Committee such events are primarily educational in purpose, beneficial to the student body, non-injurious to the University community, and judged to possess merit and value.
 - b) WCSA will not fund on-campus events of a political nature if, in the judgment of the body and the Budget Committee such events are solely partisan in nature and bereft of educational value, or are judged not to meet the criteria of (a) above.
- 3 Off-Campus Political Programming
 - a) WCSA will not fund student transportation to or participation in off-campus events of which the main focus and central purpose is:
 - i) The partisan advocacy of candidate(s) or parties for political office;
 - ii) Fundraising for a political party or candidate(s) for political office;
 - iii) Any activity in which participation manifests itself primarily or centrally through action of any type intended or reasonably expected to influence government officials or hinder the enforcement of any law or regulation of the United States, any of the respective states or their political subdivisions, or any foreign state in which the event may take place;
 - iv) The violation of any law or regulation of the United States, any of the respective states or their political subdivisions, or any foreign state;
 - v) Injurious to the community.
 - b) WCSA may fund student transportation to and participation in off-campus events in which:

- i) Participation manifests itself primarily or centrally through the consumption of information presented by a third party;
- ii) The main focus or central purpose, even if manifested in some type of personal action, in either an observational or philosophical context, is primarily educational, service, religious, cultural, career-oriented, or of immediate and verifiable benefit to the community, provided that the event in question does not violate the provisions of §(B)(3)(a) of this article.
- iii) Such events may be funded even if the event or activities in question are the source of political debate or touch upon questions of a political or partisan nature, provided that the nature of the activity itself does not focus predominantly on the political quality of the event or the political questions arising out of it.
- c) For the purposes of this section, off-campus political programming includes, but is not limited, to corporate and political lobbying in person or via the mail; political fundraisers for candidates, parties, or political action committees; protests; and political conventions and rallies. The Budget Committee and WCSA shall make judgments regarding events of mixed or ambiguous natures according to the provisions of these Guidelines.
- d) For the purpose of interpreting this section, WCSA shall examine the motivating factors, stated and apparent intentions, and main purpose of the students seeking to participate in a given event, in addition to examining the qualities of the event as outlined above, and the mission of WCSA as articulated in this section and elsewhere.

B Small Living Units

- 1 WCSA shall neither hear requests from nor allocate funds to individual Small Living Units.
- 2 The allocation of WCSA funds both to the Small Living Unit Programming Board, or its successor organizations, for events sponsored or coordinated by a Small Living Unit or a Small Living Unit resident in fulfillment of Residential Life policies shall be governed by all the provisions of these Guidelines, except that no provision elsewhere in these Guidelines shall withstand any provision of this section, except as provided herein.
- 3 WCSA may, through the Spring Funding process, allocate un-itemized funds to the Small Living Unit Programming Board, or its successor organizations, for the hosting of acceptable, unspecified house programs as defined in this section.
 - a) These funds shall not in one academic year exceed \$1,500 per Small Living Unit.
 - b) WCSA may only allocate funds under this subsection during the Spring Funding process. All other requests by the Small Living Unit Programming Board or its successor organizations shall be subject to the provisions of Article VI, §(H).
 - c) No other student organization except that described in this section shall be eligible to receive un-itemized funds under it. The provisions of this subsection [V(A)(3)] shall be null and void in any academic year in which neither the Small Living Unit Programming Board nor any equivalent student organization is registered with the Student Involvement Office or its successor.
- 4 WCSA may, through the Budget Request process outlined in Articles II and III of these Guidelines, allocate funds to the Small Living Unit Programming Board, its successor organizations, or another student organization, for the purpose of hosting or funding Small Living Unit projects or programs used for the fulfillment of Residential Life policies, subject to the following provisions:

- a) The total value of such allocations in a single academic year shall not exceed \$5,000;
- b) Such requests shall be subject to, and considered by the Budget Committee in accordance with, all the provisions of these Guidelines;
- c) No WCSA funds shall be allocated for any internal house project not intended or reasonably expected to involve participation by or provide benefit to the student body as a whole;
- d) WCSA shall not, in any single academic year, allocate funds to more than one program fulfilling, in any part, any student's obligations under the policies of the Residential Life Office.

C Food

- 1 WCSA shall not, except as provided in this section, allocate funds for the purchase of food.
 - 2 WCSA may allocate funds for the purchase of food if, in its determination, such food is central and integral to the proposed event in question.
 - 3 WCSA may allocate funds for the purchase of food if, in its determination, extenuating or unusual circumstances make the presence of food at the proposed event of such importance that, even if not central or integral to the event, its absence would seriously detract from the event's contribution to the university community.
 - 4 Nothing in these Guidelines shall be construed in such a way so as to obligate WCSA to allocate funds for the purchase of food in any circumstance.
 - 5 Nothing in these Guidelines shall be construed in such a way so as to prevent WCSA from allocating funds for the annual Trustee Dinner.
- D WCSA shall allocate each organization funds for only one off-campus conference in any single academic year unless the organization's parent or umbrella organization mandates participation in multiple conferences, or such participation is judged to be essential to the organization's purpose. Except in exceptional circumstances, WCSA will not fund conference fees in their entirety.
- E WCSA will not allocate funds for any event or program the hosting of which is required for any student's major, academic department or program, or place of residence. Nothing in this section shall be construed so as to prevent the funding of events that students may, by whatever authority, be required to attend as observers.
- F WCSA does not engage in "double funding." Thus, it will not allocate funds for any event that formed a component of a Budget Request previously passed by WCSA, even if the passed allocation was \$0.00.
- G WCSA will not allocate funds to any organization that maintains, with money from any source, an off-campus bank account. WCSA will allocate funds only by transfer to a University student organization account.
- H WCSA will not allocate funds to any organization for uniforms, including but not limited to jerseys, shoes, mouth guards, t-shirts, and similar personal equipment. It may allocate funds for general sports equipment such as nets, cones, or balls.
- I WCSA will only allocate funds for events in advance, and will not reimburse any organization for any expenditure that was not approved beforehand by WCSA through the provisions of these Guidelines.
- J WCSA will not allocate funds for trophies, awards, raffle prizes, or similar items.
- K WCSA will not allocate funds to honorary societies, academic departments or their subsidiaries, or university athletic programs, except as specified herein. Nor will WCSA allocate funds to student organizations for the support of programming hosted by academic departments or programs. The provisions of this section do not apply to,

and shall not prevent WCSA from funding, intramural or club athletic student organizations.

- L WCSA will not allocate funds as yearly operating budgets for any organization except through Spring Funding. At all other times it will allocate funds only for specific events, and through the ordinary allocation process outlined in Article III.
- M The provisions of Section (K) of this Article shall not apply to WSLN, the Ohio Wesleyan University radio station. WCSA may, for the betterment of the University community, allocate funds for the improvement, operation, or maintenance of WSLN and its facilities and equipment.
- N WCSA may allocate funds for its own use as may be necessary for pursuing its mission and maintaining its infrastructure. WCSA may permit the Executive Committee to spend these funds at its discretion, including allocating and spending these funds in the furtherance of appropriate projects deemed to be beneficial to student life but not otherwise specified or covered by these Guidelines.
- O WCSA may allocate and spend funds for the recognition of student achievements.
- P WCSA will not allocate funds for the use or expenditures of faculty or staff members, even when involved in student activities. WCSA may allocate limited funds for the participation of other non-Ohio Wesleyan University Students in student organization activities, but only if such participation is deemed absolutely necessary for the event, and only if no other source of funding within the University or outside of it, is available for this purpose. No such funds shall be allocated for the use of any person possessing a degree from any college or university.

VI Spring Funding

- A WCSA shall allocate student organizations' annual budget for each academic year in the Spring Semester of the immediately preceding academic year, through the Spring Funding process.
- B The provisions of Article III §(B)(2) shall not apply to the Spring Funding process.
- C Requests must be submitted by a deadline to be established by the Budget Committee.
- D The Budget Committee shall deduct five percent from the recommendation of any group that submitted its request after the specified deadline.
- E The Spring Funding process shall begin with a reasonable number of identical informational sessions held by the Treasurer and members of the Budget Committee. These sessions shall be used to educate student organization representatives about the Spring Funding process. These sessions shall be held no later than the eighth week of the Spring Semester.
- F Each student organization must send at least one representative to at least one of the informational sessions. If this is not possible, the organization must make suitable arrangements with the Treasurer beforehand. No Spring Funding allocation shall be made to any organization that was not represented at an informational session or that did not make appropriate arrangements with the Treasurer.
- G All Spring Funding requests must be submitted using a Spring Funding Cover Form established by WCSA.
- H All Spring Funding requests must include a detailed itemization of each proposed event and its costs, as well as the proposed expenditure of funds requested. No funds will be allocated for un-itemized general use.
- I The Budget Committee shall examine all Spring Funding requests according to the provisions of these Guidelines and, after drawing a recommendation for each request, present to the full body a single recommendation, which shall comprise a single main motion, encompassing the entire Spring Funding allocation.

J The Spring Funding process shall be completed by the end of April.

VII Amendments

A Amendments to these Guidelines may be enacted by a vote of two-thirds of the voting members to which the WCSA body is entitled, provided that no amendment shall be enacted that has not been heard at two separate full-body meetings of WCSA.

Revision and Amendment History:

Adopted May 22, 1979
Amended March 3, 1981
Amended March 25, 1985
Amended November 13, 1989
Revised April 15, 1991
Revised/Amended February 15, 1993
Revised/Amended March 20, 1995
Revised/Amended September 5, 1996
Amended October 27, 1997
Amended March 1998
Amended September 1999
Amended October 2000
Revised/Amended March 5, 2001
Revised/Amended March 2003
Revised April 22, 2007