Western Student Association
Allocations Commission
Bylaws and Guidelines
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Preamble

As a standing committee of the Western Student Association (WSA), the Western Student Association Allocations Commission (WSAAC) allocates a portion of the funds collected through the Student Assessment Fee (SAF) to Registered Student Organizations (RSOs). WSAAC is charged with the responsibility of reviewing and making decisions regarding funding proposals submitted by RSOs.

Guiding Principles - Expectations & Considerations

1. WSAAC is only intended to provide supplemental funding to organizations on campus. WSAAC does not exist to fully fund RSO activities. There is an expectation that WSAAC funded RSOs will fundraise, collect member dues, and/or find other ways to fully finance organizational activities.

2. Any WSAAC funding provided to an RSO will have explicit and express purpose.

3. Any WSAAC funded event must engage the campus community and contribute to the educational, recreational, mental, physical, or cultural well-being of the WMU student body.

4. Each event must be accessible to the entire student-body and may not be limited to one student population. Any WMU student will be welcome to attend events funded by WSAAC.

5. It is expected that WSAAC funded RSOs will use local vendors in an effort to reduce costs and give back to the local community.

6. All SAF monies entrusted to the use of an RSO must remain within the University (on campus) accounting systems, as assigned by The Office of Student Engagement (OSE), and may not be transferred into a different fund and cost center, or into an off-campus account, unless approved by the Chair of the WSAAC and the OSE office.

7. In accordance with the University Policy on Discrimination, funding shall not be determined on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

8. Being a recipient of Student Assessment Fee (SAF) funds should not be interpreted as meaning that SAF funded organizations are associated with or controlled by Western Michigan University; the University is not responsible for the organizations’ contracts, acts, or omissions.

9. SAF funds will not be awarded for the personal benefit of individuals or private corporations, charitable organizations or programs, financing political candidates and/or campaigns, religious purposes (i.e. worship, devotional exercises, proselytizing), or to finance any activity contrary to the laws of the State of Michigan and/or the Federal Government. Proposal for fundraising purposes will be denied.
Article I - Funding Qualifications

1. RSOs must be registered with the Office of Student Engagement.

2. The RSO must have a zero or positive balance in its University (on-campus) accounts at the time of application for Student Assessment Fee (SAF) funds.

3. Each academic year, RSOs requesting funding from the WSAAC are required to complete a financial workshop through the office of student engagement. Information relating to this workshop can be found in a supporting document entitled “Allocations 101”. This is available on WSA’s WMU webpage.

4. All RSOs, regardless of the number of active members, must have one registered WSA senator that attends weekly WSA meetings. The senator must be in good standing with WSA and contribute to the student government on campus. This is a prerequisite for funding requests. The application to be a WSA senator can be found at https://wmich.edu/wsa/senate.

Article II - Funding Caps & Restrictions

Section A: General Funding Information

1. WSAAC will not provide funds to recover from bad debt or to erase pre-existing debt, nor will the WSAAC provide funds to cover expenses already incurred.

2. WSAAC will not fund:
   a. Clothing for event budgets
   b. Giveaways & prizes
   c. Photographers, photo booths, or videographers
   d. Scholarships
   e. Salaries
   f. All-inclusive vendor services
   g. Sports Club Council organizations
   h. International Festival events
   i. International travel
   j. Current WMU students acting in the capacity of speakers, performers, or artists

Section B: Funding Caps and Rules

1. WSAAC will fund events, conferences, and operational expenses.

2. Event funding: Event funding for one RSO during one semester will not exceed $10,000. This includes collaborations. Event expenses are restricted to the following:
   a. DJ hourly wage of $50 per hour
   b. $150 for tablecloths
   c. $2000 for professional speakers
d. $500 for decorations

e. $1000 for performers (non-student singers, dancers, artists, etc.)

f. For events with total expenses above $100, total Event funding for food and drink must not exceed 40% of total the budget. Further, funding for food and drink shall only be considered if the event or program is held on the WMU Campus.

3. Operational funding: Operational funding for one academic year will not exceed $1,000.

   a. Operational expenses are defined as anything with a use that is not restricted to a specific program or event. Operational expenses include items such as: food for meetings, T-shirts, office supplies, etc.

4. Conference Funding: Conference funding for one academic year will not exceed $1,000.

   a. Funding can cover car rental and hotel accommodations.
   b. All students attending the conference must be in good academic standing and must be at least part time enrolled.
   c. All students that plan to attend the conference must provide a Faculty or Advisor letter of recommendation that is submitted along with the conference budget.

Section C: Advertising & Promotions

1. RSOs are required to promote any events funded by WSAAC through social media and fliers. RSO event promotional items must brandish the SAF logo.

2. All promotional materials (flyers, posters, buttons, etc.) must be created and printed by the Source. (bottom of the Bernhard Center)

Section D: Collaborations

1. If multiple RSOs work together to fund an event, each RSO must meet criteria listed in this document.

2. Total SAF funding for a collaboration for one event will not exceed $15,000. Each RSO that is requesting funding for a collaboration can request up to $5,000.

3. Each RSO must have a representative knowledgeable about the budget present during deliberations.

4. Each RSO in collaboration must turn in separate budget form(s) reflecting the overall event costs and expenses for which each RSO is seeking funds and all budgets must be turned in at the same time.

5. The same person may not submit budgets for more than one RSO in the collaboration.

6. The main contact person cannot be the same for more than one RSO in the collaboration.

7. No more than four (4) RSOs may receive funding for the same event.
8. If one of the RSOs requesting collaboration funding do not send a representative to deliberations, WSAAC will not hear the budget proposal.

**Article III – Budget Submission and Funding Process**

**Section A: Proposal Submission**

1. Budget Proposal submission(s) for events, operational expenses, and conference expenses in the current cycle will be considered on a first come first serve basis. Budget(s) for events in the following cycle will only be considered after current cycle budget(s) are considered.

2. The WSAAC will follow a funding cap cycle. There will be two cycles within the academic year. The first cycle will be from July-December and the second will be January-April. Caps will reset within the funding cycles.

3. The formal budget submission process and usage of budget forms for RSOs is explained in a supporting document entitled “Allocations 101”. This document can be found on WSA’s webpage. If a budget requires a formal written proposal to be produced, these requirements will be listed in the “Allocations 101” document.

4. Budgets must be submitted correctly, 30+ days before event/conference date to ensure funding.

5. Events and conferences must be held at least five (5) days after the deliberation date.

6. Budgets must be submitted 14 days (2 weeks) before Deliberations. Deliberations dates and budget deadlines can be found on WSA’s webpage.

7. No budget changes will be accepted after the submission deadline. This includes, but is not limited to changes to dates, venue, catering, or entertainment.

**Section B: Forms**

1. All budget request forms must be filled out completely and all required documents must be attached. All tabs/sections must be filled out.

2. Line items must be clearly indicated with a description of the item use.

3. Estimates, price quotes, menus, and biographies must be provided with budget submissions. All documents must come directly from the vendor, speaker, etc. If WSAAC suspects that you may have fabricated or created documents, your organization will be sent to the WSA Judicial Council and OSE for review.

4. Budgets must be submitted by a WMU student account in order to be considered.

**Section C: Budget Denials**

1. The WSAAC reserves the right to deny any budget proposal submission for funding. Budget(s) can be denied for the reasons listed, but are not limited to:
a. Use of incorrect form or revision - budget request form is not filled out per guidelines listed in this document and in the budget itself.
b. Falsified documents (invoices, price quotes, biographies, etc.) are submitted with budgets.
c. The individual presenting on behalf of the organizations lacks adequate knowledge of information that is pertinent to the budget.

Article IV – Deliberations Process

Section A: Dates

1. Deliberation dates can be found on WSA’s WMU webpage.

2. Deliberations held in December and April will primarily be for deliberations for events occurring in the following cycle.

Section B: Expectations

1. RSO’s must send at least one student representative to deliberations to be considered for funding. (and are limited to two student representatives). If no representative is present during the allotted time, RSOs shall not be considered for funding.

2. Presenters must give an overview about what their organization does on campus.

3. Presenters must be able to discuss their event and its purpose, as well as explain how the event will be beneficial to the entire campus community.

4. Presenters must be able to speak about the qualifications of any performers, speakers, or vendors they will work with.

5. Presenters must say where any money raised will be going.

6. Operational Budget submissions under $200.00 do not require an RSO representative to defend the budget request during deliberations. An RSO may still send a representative if desired. Regardless, the Allocations Commission will discuss and vote on the budget during the deliberations meeting. If the budget request is denied, the RSO will receive an email following the end of that deliberations meeting.

7. Event budgets over $2,000 will require a more formal defense during the deliberations meeting. The acting RSO representative will provide the Allocations Commission a presentation that illustrates the importance and impact of the event in question. A formal, typed event proposal is also required to be submitted prior to being approved to attend deliberations.

Section C: RSO Responsibilities

1. RSOs that fail to properly use SAF funds will be sent to the WSA Judicial Council/ OSE and may lose their rights to receive SAF monies for a time period to be determined based on the intent to
defraud the WSAAC, the degree to which SAF money is misused, and the history of the RSOs standing with WSAAC.

2. If an RSO has two events deemed unsuccessful by WSAAC in one funding cycle, the RSO will be sent to the Judicial Council for review and may lose the ability to apply for Allocations funding. Further, After Action Reports must be filed with the WSA Allocations Chair. This document will be available on the WSA WMU webpage.

3. Once an RSO is granted funds for a particular program or expense, the funds must only be used for that program and materials assigned at deliberations and will not be reallocated to other programs or materials sponsored by the RSO.

4. RSO’s are not permitted to charge admission fees at the door for events funded by WSAAC SAF money.

5. RSO’s are not allowed to charge, sell or make a profit from operational items that are used for promotions. In the case of this occurring, the RSO will be sent to the Judicial Council/ OSE for review.

Section D: WSAAC Responsibilities

1. Funding letters will be sent to the RSO within 5 business days after Deliberations.

2. If an RSO is zero funded, no funding letter will be sent. A correspondence will be sent to the RSO, via E-mail, informing them of the decision to zero fund and the rationale behind the decision.

Article V – Commission Composition and Conduct

Section A: Membership

1. There shall be ten (10) students selected to serve on the WSAAC, including the Chair. All students maintaining at least a 2.3 overall GPA average and in good academic standing are eligible. The WSAAC Chair is appointed by the WSA President and approved by a 2/3rds majority vote of the WSA Senate. All commission members will be appointed by the Speaker of the Senate in conjunction with the WSAAC Chair and approved by a 2/3rd majority vote of the Senate.

2. The Campus Activities Board (CAB) will occupy two (2) positions on the WSAAC. These positions will be filled by CAB members who are approved by the CAB Executive Board. It is recommended that the CAB Treasurer holds one of these positions. Each member appointed by CAB will also be approved by the WSA Senate.

3. In the event that a deliberation must be held when the Senate cannot approve the members to the commission the WSAAC Chair has the interim power to appoint members to the committee who are past AC commission members, intended future AC appointees, or current executive board members of SAF funded agencies until such a time that members may be approved.
4. Terms of office for each member shall be the academic year in which they are confirmed.

5. The WSAAC Chair shall have the following responsibilities: to determine the time, date, and agenda for all WSAAC meetings; to preside over all meetings of the WSAAC; to notify each RSO as to the status of WSAAC funding for the proposed budget requests per these guidelines; to notify all RSOs applying for funding of the schedule of deliberations by 5:00 p.m. the Wednesday prior to deliberations, to serve as the chief spokesperson for the WSAAC; to serve on the Executive Cabinet of the WSA; to represent the WSAAC in all budget appeal matters; to appoint a Vice Chair and Secretary; to assign AC members to attend events whose allocations exceed $2,500; and to assist organizations with the creation of program budgets.

6. The WSAAC Vice Chair shall have the following responsibilities: to act in the place of the Chair if the Chair is unable to do so; to assist organizations with the creation of program budgets; to prepare necessary documentation for any budget appeals; to assist organizations that receive over $2,500 from WSAAC; and to reasonably assist the Chair in other functions of the Commission.

7. The WSAAC Secretary, elected by the Allocations Chair, will be a commissioner that shall have the following responsibilities: to maintain a record of allocations for each budget request; to keep a calendar of all events funded by the WSAAC updated; to record the specific reasons the WSAAC has for denying line items; and to maintain a record of all deliberations which can be easily accessed by students on the WSA website.

Section B: Rules of Conduct

1. All WSAAC members are required to attend budget deliberations meetings. These meetings will occur on one Friday of every month- except for the first deliberations of the academic semester. This is at the discretion of the Allocations Commission chair.

2. All members must follow any and all rules of conduct set by the WSA Constitution and Senate Legislation.

3. Quorum is defined as six (6) members of the WSAAC.

4. All ties involving budget deliberations will be resolved with the WSAAC Chair casting a deciding vote.

5. In cases where conflict of interest or biases occur, members of the WSAAC must inform the Commission of the issue and abstain from that particular budget deliberations vote.

6. Before the first deliberations meeting, all WSAAC members are required to file a list of all student organizations of which they are affiliated with to the WSAAC Chair.

7. The WSAAC Chair may remove a member of the Commission from deliberations at their discretion. WSAAC members can only be removed from the Commission by following Judicial Council procedures.
Article VI: Procedural Considerations

1. WSAAC will have the power to interpret and enforce all guidelines. The Chair of the WSAAC can be contacted by any RSO for more information concerning the guidelines or procedures of the WSAAC by visiting our office at The Student Organization Center in the Bernhard Center, or by sending an email to wsaac-chair@wmich.edu prior to a deliberations meeting.

2. The WSAAC will hold regular office hours during the week. Office hours will be held in The Student Organization Center in the Bernhard Center with timeframes posted on WSA’s website.

3. If the WSAAC believes that an RSO has improperly used or handled SAF funds, the WSAAC will refer the situation to the WSA Judicial Council and OSE for investigations and possible sanctioning.

4. Providing false information in the process of seeking a reimbursement is a violation of law and University policy. Any student or RSO who submits documentation that is false will be referred to the Office of Student Engagement.

5. Prior SAF funding does not guarantee future SAF funding.

6. WSAAC and OSE jointly maintain the right to blacklist vendors if malicious or otherwise unethical behavior is believed to occur. If a vendor becomes blacklisted, a list of blacklisted vendors will be published to the WSA WMU webpage.

7. There may be situations that arise where some RSOs will be required to take additional steps in order to secure funding. Because certain requirements cannot be documented in these guidelines, RSOs should take notice that such requirements are a necessary part of the funding process. RSOs will be notified by the WSAAC if such steps are necessary. The Allocations Commission may modify these guidelines on a semester-by-semester basis, as Outlined in the WSA Constitution.

Article VII – Appeals

1. Any RSO may appeal a funding decision to the WSA Judicial Council by submitting a letter detailing the cause for appeal, in writing, to the WSA Chief Justice within 10 business days of the delivery of the decision letter WSAAC. The Council will consider appeals according to guideline specifications. If appeals are granted, a separate judicial process will apply.