



STUDENT GOVERNMENT ASSOCIATION

STUDENT GOVERNMENT APPROPRIATIONS COMMITTEE POLICY

MISSION STATEMENT

The mission of the Student Government Appropriations Committee (SGAC) is to enhance the quality of the student life, benefit the student body, and/or better The University of Texas at Tyler, by financially subsidizing activities, events, and projects sponsored by fully registered student organizations.

1. SGAC RESPONSIBILITIES

- I. As per the Student Government Association (SGA) Bylaws, the SGAC will be expected to hold weekly meetings and make recommendations regarding the preparation of the SGA Budget. The SGA Treasurer holds the final declaration of budget related matters until, and up to, General Assembly approval.
- II. The SGAC will research, discuss, assess, and vote on student organization funding requests.
- III. The SGAC will uphold the mission statement of the SGAC, represent, and reflect the excellence expected of the SGA.

2. GENERAL SGAC GUIDELINES

- I. The requesting student organization must be currently registered with the Department of Student Engagement prior to receiving a scheduled hearing.
- II. The student organization must be in good standing with The University of Texas at Tyler.
- III. Each organization can request funding up to, but not exceeding, a \$500 cap per semester.
 - i. Organizations can request funding multiple times per semester so long as funds are still available.
- IV. Hearings may be scheduled after receiving a completed request; however, due to a high volume of requests, scheduled hearings may take up to 3 weeks to occur. If the nature of the request is time-sensitive and/or would require additional time for processing (i.e. contracts), the SGA Treasurer may be contacted to discuss a reasonable time frame.
- V. SGAC Request Hearings will be held during weekly SGAC meetings.

- VI. All events, activities, or projects held with funding allocated by the SGAC must be open to and free of admission charges to all students.

Revised Fall 2017

Page 1

- VII. All activities, events, or projects subsidized in part or in full by SGAC must be completely non-exclusive, non-discriminatory, and advertised to the entire student body.
- VIII. Activities, events, and projects subsidized in part or in full by SGAC are subject to be attended by an elected SGA representative with the responsibility to observe that all SGA policies are followed properly.
- IX. Activities, events, and projects subsidized in part or in full by SGAC must display the provided SGA sponsorship document in a prominent location.
- X. Each semester, no new requests will be taken during the two weeks prior to final exams week.
- XI. At the end of the fall semester, all remaining SGAC funds will carry over to the spring semester. Any remaining SGAC funds from the spring semester will be reabsorbed.
- i. Individual student organization funding left over in the fall semester does not carry over.
- XII. All activities, events, or projects funded in part or in full by the SGAC must follow all University guidelines, policies and procedures, as well as Federal, state, and local laws.
- XIII. If a breach in guidelines, policies, or laws occur, the SGAC, the SGA advisor(s), and/or the SGA Budget Authority, reserve the right to refuse/withhold funding as contracted.

3. PROHIBITIONS

- I. The SGAC will not fund any of the following:
- i. Any activities, events, and projects that are directly related to an individual's project, thesis, or dissertation to receive a degree from any university.
 - ii. Any form of fundraising activities, events, and projects, whether for the organization or otherwise.
 - iii. Any activities, events, and projects where alcohol will be present.
 - iv. Any form of illegal activity or unlawful act.
 - v. Travel expenses, including conference fees and/or event registration fees.
 - vi. Membership dues and/or registration fees for organizations. Any expenditure that benefits a sole individual.
 - vii. Requests from any organization that is funded, in part or in full, by any University department.
 - viii. Any organization already receiving Student Service Fees.
 - ix. Retroactive funding requests.
 - x. Non-consumable items, excluding t-shirts and advertising materials.
 - xi. Speaker/presentation fees.

- II. Expenditures not expressly prohibited in this policy may be eligible for funding upon consideration and approval by the SGAC.
- III. Expenditures not expressly prohibited do not indicate a guarantee for approval by the SGAC.

4. ADVERTISING/MARKETING

- I. Advertising materials are defined as materials including, but not limited to, flyers, handbills, and/or posters designed to provide information and/or stimulate interest in an activity, event, or project sponsored by a fully registered student organization.
 - i. Advertising materials are eligible to be funded by the SGAC.

Revised Fall 2017

Page 2

- ii. Any advertisement for student organization activities, events, or projects that is paid for in part or in full using the SGAC funds must include at least one of the following:
 - i. The Statement:
“Funding provided (in part) by the Student Government Association” ii. The Student Government Association Official Seal.
 - iii. A proof of the requested advertising material(s) must be included with the submission of the request.
- II. Marketing items are defined as items including, but not limited to, t-shirts, key chains, and/or cups designed to promote awareness of an organization or its activities, events, or projects.
 - i. Marketing items are eligible to be funded by the SGAC.
 - ii. Marketing items shall not display the name or logo of The University of Texas at Tyler.
 - iii. A proof of the requested marketing item(s) must be included with the submission of the request.
 - iv. Marketing items may be deemed consumable by the SGAC during the Request Hearing.

5. CO-SPONSORSHIP POLICY

The principle of the Co-Sponsorship Policy is to promote increased communication, diversity, education, and collaboration among the students. The SGAC will increase funding to organizations that co-sponsor and pool resources when hosting an activity, event, or project.

- I. Once per semester, a maximum of two organizations may request funding as a unit.

Revised Fall 2017

Page 3

- i. The primary organization that assumes responsibility for the activity, event, or project is referred to as the Host Organization, the partner being the Co-Host Organization.
- II. Organizations applying for Co-Sponsorship must meet the requirements for all other SGAC policies.
- III. During the Request Hearing, the authorized representatives for the Host Organization and Co-Host Organization will be required to provide an account of responsibilities, explaining what each organization intends to be accountable for. This account of responsibilities should be aimed at outlining an effective collaboration.
- IV. Organizations requesting funds for Co-Sponsorship can receive additional funds up to but not exceeding \$300.00 for their Co-Sponsorship. This \$300.00 is in addition to the \$500.00 cap per organization per semester. For example, two organizations who have not been allocated funds during the current semester could receive up to but not exceeding \$1,300.00.
- V. Funds acquired under this policy shall be applied as follows:
 - i. Funding shall first be applied to the \$300 Co-Sponsorship cap.
 - ii. Any remaining funding shall be applied to the requesting organizations' running semester tabs. The remaining funding shall be split at the discretion of the SGAC.
- VI. Subsidies allocated to the Host Organization and Co-Host Organization will be distributed equally unless otherwise approved of by both organization representatives.
- VII. An authorized representative from each organization must be present at the hearing.
- X. An organization cannot participate in Co-Sponsorship more than once per semester.

6. SGAC APPLICATION PROCESS

- I. The requesting organization must be a currently registered student organization with The Department of Student Engagement.
- II. Requests for each semester will be accepted once the approves their yearly budget.
- III. Requests for funding during the fall semester will be accepted during the fall semester of each academic year. Requests for funding during the spring semester will be accepted during the spring semester of each academic year.
- IV. Each semester, no new requests will be taken during the first two weeks of the semester or two weeks prior to final exams week.
- V. Upon receiving a funding request a Request Hearing will be scheduled at least 5 business days after the funding request has been submitted. With a high volume of requests, scheduled hearings may take up to 3 weeks to occur. The Treasurer may be contacted in advance to verify the predicted time frame, especially in the case of time sensitive plans.
- VI. Prior to scheduling a hearing, the SGAC will conduct research regarding the organization's eligibility and assess the feasibility of the request(s).
- VII. Request Hearings will be scheduled during a weekly committee meeting.

- i. The Treasurer will contact the requesting organization via email to schedule the Request Hearing.
- VIII. The individual who made the SGAC funding request from the requesting organization(s) must attend the Request Hearing in order to present the organization's funding request. Additional members are welcome, however, only an authorized representative or advisor may speak once acknowledged by the Committee Chair.
- IX. Justification and estimates for all requests must be presented at the Request Hearing by the requesting organization.
- X. The SGAC and at least one authorized representative of the organization will discuss the most cost-effective estimate for funding along with the quality of service and product when reviewing the request.
- XI. The SGAC will approve or decline pending requests and respond back to the organization within three (3) business days of the Request Hearing.
- XII. During the 3 business days following the Request Hearing, the SGAC may research the request(s) further to verify the options, feasibility, and legality of the request submitted during the Request Hearing.
- XIII. Direct Subsidization: Certain expenditures can be purchased directly by the SGAC on behalf of the organization without the need for reimbursement.
 - i. Timelines for direct subsidization purchases will be expressed to the requesting organization in the approval from the SGA Treasurer.
 - ii. If the proposed timeline does not meet the organization's needs, the organization may contact the Treasurer immediately.
- XIV. Reimbursement: If approved, the SGAC may choose to reimburse the organization's faculty/staff advisor per UT Tyler's Reimbursement Policy.
 - i. All purchase receipts must be submitted to the Office of the Treasurer no later than 3 business days after the event, activity, or project.
 - ii. Late receipts will not be eligible for reimbursement.
 - iii. The SGA does not practice reimbursement to the personal credit cards of non-advisor members in an organization.
 - iv. The individuals looking to receive reimbursement are only eligible if they attend the SGAC Request Hearing prior to the respective event.
- XV. The SGAC will follow the University's reimbursement guidelines.
- XVI. Requests must be made at least two weeks before the respective event.
- XVII. The requesting organization(s) must submit a follow up form at least one week after the respective event to the Treasurer.
 - i. Failure to turn in the follow up form will result in a hold to all further funding until the form is submitted

7. SGAC DISCLOSURES

- I. Organizations with a hold with the Student Government Association shall not be eligible for funding until their balance is paid in full.

- II. The SGAC will abide by all policies and procedures set forth by The University of Texas at Tyler and the UT-System. For more information about university policies visit www.uttyler.edu or www.uttyler.edu/sga
- III. The SGA and the SGAC cannot be held liable for any injuries, death, property damage, or theft resulting from use of funds allocated by the SGAC.
- IV. The President of The University of Texas at Tyler has sole authority to override the Prohibition of alcohol for specific purposes. If and only if proper procedures and measures are accomplished will SGAC override the prohibition of alcohol under the Section 3, Subsection III of this Policy.

Page 5

- V. The SGAC Reserves the right:
 - i. to deny and/or withhold funding for any organization that breaches contract.
 - ii. to pursue a complete refund of allocated funding under breach of contract.
 - iii. to make suggestions to requesting organizations in order to better a request.

8. SGAC APPEALS PROCESS

If an organization disagrees with the amount of money allocated, they may file a written appeal with the SGA Student Judicial Board no more than 48 hours after the notification of the amount approved. The SGA Student Judicial Board shall convene within one week of the submission of an appeal. All Rulings of this board are final.