

Funding for Student Organizations

100.00 Purpose. The Office of Student Activities in conjunction with the Funding Board allocates funds to registered student organizations for the purpose of providing programs, projects, and events that help organizations succeed in meeting their goals and foster positive student development.

200.00 Funding Board for Student Organizations

201.00 Composition. The Funding Board shall be comprised of 5 members, 2 of whom shall be members of the ASMSU Senate and 3 of whom shall be students-at-large selected by the ASMSU President.

202.00 Mission. The mission of the Funding Board for Student Organizations is to assist in the allocation of funding for student organizations registered with the Office of Student Activities who enrich the mission of Montana State University.

203.00 Responsibilities of Funding Board.

The Funding Board will allocate two-thirds of the estimated student organization fee in the spring semester for student organization activities/programs in the following year. The Office of Student Activities will allocate the remaining one-third of the estimated student organization funding as specified in Section 300.00

The Funding Board will review the funding applications from eligible registered student organizations and select the organizations that will receive funding using the criteria stated herein. The Funding Board shall exercise its discretion to select those programs and activities which it believes will provide enrichment of the academic experience of university students and best serve the interests of students at Montana State University. This discretion includes but is not limited to the funding board not funding student organizations that have not been registered for more than one or two years and have no track record of spending their funding allocation. These student organizations will be encouraged to request Program Support Funds (section 300.00)

300.00 Program Support Allocated by Office of Student Activities

The Office of Student Activities will allocate one-third of the student organization fee for program support in the fall and spring semesters. Program support means support for the activities and operations of a registered student organization.

Registered student organizations may apply for funding by submitting a Program Support Fund application at any time. Funding will be made on a first come first served basis. The Office of Student Activities will establish a maximum award each semester based upon availability of funds and interest of student organizations. Registered student organizations which are unable to apply for Funding Board funding in the spring semester for the following academic year may apply for program support funding. Those organizations receiving Funding Board allocations are not eligible for program support

funding from the Office of Student Activities unless there are funds available after the priority funding date established annually by the Office of Student Activities

400.00 Permitted and Prohibited Uses of Student Organization Fees

401.00 Permitted Uses. The Funding Board may fund:

1. Seed monies for fundraising activities for the registered student organization
2. Travel to conferences and competitions related to the registered student organization purposes.
3. Registration fees for activities and events
4. Educational programs
5. Support for organizational operations such as publicity, office supplies, activities of the registered student organization
6. Movies/films to be shown publicly or to advance the purpose of the registered student organization
7. Speakers/lectures
8. Recognition banquets
9. Other activities consistent with the mission of the registered student organization and MSU.

402.00 Prohibited Uses. The Funding Board will not fund:

1. Events which involve alcohol or tobacco
2. Philanthropic donations, charitable contributions or gifts of any type
3. State and Federal Income taxes
4. Umbrella groups or fees paid to umbrella organizations
5. Any organization that does not have open enrollment
6. Any item or activity deemed excessive, not justified, and/or in conflict with the mission of MSU and ASMSU
7. Social functions that are not related to a program or educational event
8. Payment to members of the organization for any purpose
9. Groups not registered with the Office of Student Activities or not in good standing.

500.00 Funding Application Process. Registered student organizations in good standing may request funding from the Funding Board. Each organization seeking funding must return a complete funding application to the Office of Student Activities. The due date for funding applications changes each spring semester. Please check with the Office of Student Activities for this year's due date. No late applications will be accepted. Incomplete applications must be corrected before the Funding Board will consider the application.

All applications are reviewed by the Funding Board, in conjunction with designated administrators from the Office of Student Activities. If there are questions in regards to

the proposal your registered student organization submits, your registered student organization will be contacted by the Office of Student Activities.

Student Activities and the Funding Board will not accept funding application requests for programs/events/activities that have occurred before the application due date.

501.00 Criteria for Funding. To be eligible for funding, the funding proposal must meet the following criteria:

1. The proposal is consistent with the ASMSU Bylaws and Constitution, state and federal law and the policies of the Board of Regents and Montana State University.
2. The proposal is consistent with the purpose of the registered student organization, as defined in its application.
3. Events or participation in the program is open to all students of Montana State University.
4. Program or service is implemented in compliance with federal and state laws and regulations, city ordinances and university policies.
5. The maximum allowable amount to be allocated to each organization per academic year shall be determined by the Funding Board based upon availability of funds and the level of requests submitted by the registered student organizations.

502.00 Hearing Before Funding Board. Each organization applying for funding from the Funding Board shall be granted a hearing to present their proposal and application to the Funding Board. Upon receipt of the application, the registered student organization will be notified of the hearing date and time.

The Funding Board may ask questions and seek additional information from the representative at the hearing.

600.00 Procedures for use of Student Activity Fee funds. Registered Student Organizations that receive funds from the Funding Board or Office of Student Activities may access the funds as outlined below:

1. Funds will not be dispersed in advance and will be used only for direct payment of pre-approved expenses and/or reimbursements for items in the approved budget. All checks for reimbursement will be made payable to the registered student organization.
2. Receipts for reimbursement are due 30 days after the event/activity has occurred. If receipts have not been received after 30 days, the Office of Student Activities will send a notice to the registered student organization. If receipts have not been submitted within 45 days after the event/activity, no reimbursement will be made.
3. If the registered student organization seeks reimbursement for or has purchased an item that has not been approved as part of the allocation, the student organization's registration will be suspended or revoked. The Office of Student

Activities may impose conditions for reinstatement as may be appropriate under the circumstances.

4. The Office of Student Activities and the Funding Board may suspend or revoke the funding allocation before distribution if the registered student organization has engaged in activities that violate state and federal laws or the policies of the university. The funding will be discontinued as of the date of suspension/revocation and no expenses incurred after that date will be paid.
5. The registered student organization is solely responsible for all expenses that exceed the amount of the allocation awarded to the organization.
6. All publicity materials for programs or services receiving funding must include the phrase “co-sponsored by the Office of Student Activities.”

700.00 Appeal Process. The organization may appeal a decision to suspend or revoke all or a portion of the funding allocation. The appeal process shall be as follows:

1. The registered student organization shall meet with the Office of Student Activities within one week of the notice of suspension or revocation.
2. After the meeting, the Office of Student Activities, in consultation with the ASMSU President for Funding Board funds, will determine what, if any, actions can be taken for the student organization to regain eligibility for access to the funding allocation. If the registered student organization fails to correct or is incapable of correcting the violation of policy, the student organization will not receive any funding and will not be eligible to seek funding for the organization for one academic year.