



## **MSU Club Sports Funding Policies**

Effective August 2019

### **Funding Purpose & Source**

Club Sport funding at MSU is in place to support registered Club Sports to assist them in meeting their club goals and foster positive student development. Up to \$75,000 will be reserved from the Student Organization Fee and given to the Club Sports Executive Board to allocate to registered Club Sports.

### **Recreational Sports & Fitness**

MSU's Recreational Sports & Fitness' Director of Club Sports will oversee the allocation process and serve as the staff advisor to the Club Sport Executive Board. They will serve as the primary liaison between the Club Sports Funding Board and the Office of Student Engagement (OSE). MSU Recreational Sports & Fitness will manage the Club Sport Funding allocations. Funded Club Sports will work with this office to spend their allocated funds.

### **Club Sports Executive Board**

The Club Sports Executive Board (CSEB) will be responsible for allocating a portion (no greater than \$75,000) of the student organization fee to registered Club Sports.

#### **Purpose**

The Club Sports Executive Board will determine, by application, the tier level of each of the Club Sports. After the tier level for a club has been determined, the CSEB will then allocate money to the club based on their budget in the application process.

#### **Composition**

The CSEB shall be comprised of seven total members (one chair and six voting members). The board will be advised by the Director of Club Sports, who will not have any voting rights.

#### **Board Appointments**

All appointments will be made at the beginning of the spring semester.

- The Club Sports Council will make nominations for one club member from each level of the Club Sports tier system, for a total of four representatives.
- One ASMSU Senator
- Two non-Club Sport students will be appointed by the ASMSU President or ASMSU Senators.
- The board will have one Chairperson, who is a non-voting member, unless a tie-breaker is

necessary. Chairperson will be appointed by the Club Sports Council by nomination.

### **Voting**

Four voting members will represent a quorum and must be present in order to make funding decisions and tier level placements. The CSEB Chair will serve as a tie-breaker if necessary.

### **Conflict of Interest**

If a member of the CSEB has a conflict of interest (i.e. they are a member of the club that's being voted on/discussed), they must reveal this to the board and are to abstain from voting and partaking in deliberations about decisions regarding the club.

### **Responsibilities of Executive Board**

The CSEB will allocate a portion of the student organization fee to registered Club Sports, based on the established tier categories. The CSEB will review the funding applications from eligible registered Club Sports and select the organizations that will receive funding using the criteria stated within the Club Sports Funding Policies. A CSEB assistant or other designee will provide a write-up review explaining the reasons for funding or not funding an organization. The CSEB shall exercise its discretion to select programs and activities which it believes will provide enrichment of the academic experience of university students and best serve the interests of students within the Club Sports program and at Montana State University.

### **Training/Orientation**

All CSFE members will go through training, hosted by the Director of Club Sports.

### **Governing Policies**

The Club Sport funding policies will be in place to guide application review. Current student organization prohibited and permitted uses for funds (stated within these funding policies) will still apply, however, additional policies will be implemented based on the Club Sports Funding model.

### **Budget & Allocations**

The maximum allowable amount to be allocated to each Club Sport per academic year shall be determined by the established tier system and availability of funds. Budget and available funds will fluctuate based on student enrollment.

Club Sports will be INELIGIBLE to apply for Mass, Rolling or Matching Funding. Any money not allocated directly to the Club Sports will be reserved for new Club Sports that may form during the academic year outside the regular spring allocation timeline. It may also be used for clubs who qualify for post season travel and to hire and pay athletic trainers for home events. Any money leftover will be returned to the Club Sport Reserve Fund and rolled into the next fiscal year.

## **Applications**

All clubs must submit their application for funding by the Spring deadline to be eligible to receive funding. Applications turned in after the deadline will not be considered. Applications must be completely filled out to be eligible to receive the maximum amount of funding for that tier. Club Sports

will not be eligible to receive Rolling funding or Match funding from the Office of Student Engagement.

**Application Process:**

**Step 1: Submit Application.** Fill out the application that can be found on the Club Sports website. [www.montana.edu/clubsports](http://www.montana.edu/clubsports) by the deadline.

**Step 2: Application Review.** The Club Sport Executive Board will meet to decide on funding allocations. Organizations will be notified within one week of the Funding Board meeting if their funding application was approved and the total amount awarded.

**Step 3: Attend Fall Spending Orientation** An officer from your club must attend an orientation hosted by the Director of Club Sports or Office of Student Engagement at the beginning of the semester to learn the process for spending your allocated money.

**Criteria for Funding**

To be eligible for funding, the funding proposal and organization must meet the following criteria:

1. The student organization must be currently registered with the Office of Student Engagement as a registered Club Sport with Recreational Sports & Fitness, and in good standing (not on probation or revoked status).
2. The funding proposal must be SUBMITTED by the deadline set for general funding and SUBMITTED at least two weeks before the funding is needed for special circumstances funding (if there is funding available).
3. Club Sports must choose on their application which tier they would like to be in for the upcoming year and they must have completed all requirements of their tier from the previous year. Detailed requirements and responsibilities can be found at [montana.edu/clubsports](http://montana.edu/clubsports).
4. The proposal is consistent with the purpose of the registered student organization, as defined in its application.
5. Events or participation in the program is open to all students of Montana State University.
6. Program or service is implemented in compliance with federal and state laws and regulations, city ordinances and university policies.
7. Tier System Requirements. Clubs that are in a tier and do not meet the requirements of that tier during the academic year will be moved to a lower tier at the next funding application. Clubs may lose funding for lack of fulfilling their tier requirements. A current tier system requirement document can be found on the Club Sports website. Maximum funding amounts per club per tier are as follows:
  - a. Varsity Tier - \$4,000
  - b. Second Tier - \$2,500
  - c. Third Tier – 1,250
  - d. Fourth/Conditional Tier - \$500

## **Permitted and Prohibited Uses of Student Organization Fees**

**Permitted Uses.** The Executive Board may fund:

1. Seed monies for fundraising activities for the registered student organization.
2. Travel (domestic only, excluding Canada) to conferences and competitions related to the registered student organization purposes.
3. Registration fees for activities, events or conferences.
4. Educational programs.
5. Support for organizational operations such as publicity, office supplies, and 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. Other activities consistent with the mission of the registered student organization.

**Prohibited Uses.** The Funding Board will NOT fund:

1. Purchase of alcohol or tobacco.
2. Philanthropic donations, charitable contributions or gifts of any type.
3. State and Federal Income taxes.
4. Any organization that does not have open enrollment and does not comply with the anti-discrimination section of the RSO Policies, found [HERE](#).
5. Any item or activity deemed excessive, not justified, and/or in conflict with the mission of the registered student organization.
6. Social functions that are not related to a program or educational event.
7. Payment to members of the organization for any purpose.
8. Funding Board will **not accept funding application requests for programs/events/activities that have already occurred. No retroactive funding.**
9. Items already purchased before funding is approved.
10. Scholarships.
11. Bank account fees (initial deposits, overdraft, monthly fees, etc.).
12. Coach stipends, travel expenses (i.e. hotel rooms, rental cars), etc.
13. Individual gear that stays with the club member and not the club's property.

### **Food Policy**

Student Organizations may not spend more than **\$100** in club funding on food and beverages at general club meetings for the entire academic year. Special events, programs, etc., is excluded from this cap in spending.

### **Procedures for use of Student Organization Fee funds**

Club Sports that are allocated funds must work with Recreational Sports & Fitness to spend their funds. Clubs may access the funds as outlined below:

1. Club Sports **MUST** attend a spending orientation **BEFORE** they are allowed to spend any of their allocated money.
2. 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 reimbursement will be made payable to the registered student organization, not to individual club members or advisors. A student organization **MUST** have a bank account in place prior to submitting any receipts for reimbursement.
3. Receipts for reimbursement are due no more than 30 days after the event/activity has occurred.

4. The registered student organization is solely responsible for all expenses that exceed the amount of the allocation awarded to the organization.

## **Compliance**

Failure to follow these processes and timelines may result in loss of future funding:

- Turning in reimbursement receipts within 30 days
- Turning in P-Card purchase receipts within 24 hours
- Turning in Costco forms within 24 hours
- Turning in travel forms within 10 days
- Not complying to the requirements of your appointed tier

If your student organization does not follow the above, you will receive a written warning first. If any of the above rules are broken a second time, the CSEB and/or RSF has the right to revoke eligibility of club funding for one academic year.

Recreational Sports & Fitness and/or Club Sport Executive Board may suspend or revoke the funding allocation before distribution if the registered student organization has engaged in activities that violate state and/or 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.

If it is reported that any clubs, club leaders, members or advisors are misusing organization funds, RSF will report to the MSU Dean of Students Office for further investigation. All individuals involved may face disciplinary measures through the MSU Student Code of Conduct and if applicable, state and local laws will apply. The student organization may also face suspension or probation as a registered student organization.

Clubs who have funding, but are in a probation or suspension status with the university will not have access to their allocated funds until probation/suspension is lifted. If not lifted by the end of the current fiscal year, that student organization's money will be forfeited.

## **Denial of Funding**

In the event a club disagrees with the Club Sport's Executive Board decision to not fund a club or not fund to the level expected, clubs are able to appeal this decision. The appeal process shall be as follows:

1. Meet with the staff advisor (Director of Club Sports) to discuss.
2. Make a formal written appeal. **MUST be made within ONE WEEK of being notified of denial of funding.**
3. Written appeal will be brought to the Director of Rec Sports and Fitness and the Dean of Students for a hearing and voted on. Any decision that comes from the appeal group will be held as final.

## **Suspension or Revocation of Funding**

The organization may appeal a decision to suspend or revoke a student organization's funding. The appeal process shall be as follows:

1. The registered student organization shall meet with the Director of Club Sports within one week of the notice of suspension or revocation.

2. After the meeting, the Director of Club Sports, in consultation with the Chair of Executive Board, 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.

### **Policy Review**

These policies will be reviewed each spring and voted on by the Club Sports Executive Board and Club Sports Council.