

**TITLE 8
GROUP I AFAP**

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SECTION 1. PHILOSOPHY AND PURPOSE

- 1.1** The purpose of the Group I Activity Fee Allocation Process is to allocate moneys to recognized student organizations, clubs, and associations. The final allocation is presented in the form of a recommendation to the Vice-President of Student Affairs.
- 1.2** The overriding philosophy of the Group I Activity Fee Allocation Process shall be that academic, social, recreational, and professional involvement is necessary for the development of a well-rounded student. The student organizations at OSU are a diverse community with a wide range of interests. Therefore, this process emphasizes the empowerment of students at all levels in the allocation of student activity fees to ensure equality and fairness.
- 1.3** The process outlined in the following by-laws is based on the philosophy that a specific college council intrinsically knows what is best for the student organizations related to that college. Furthermore, to provide for the highest degree of equality, this process allows for the allocation of moneys based on enrollment in colleges. However, this process also recognizes that certain organizations carry on programming above and beyond their resource allocation and allows for allocation to these groups based on merit and emergency need.

SECTION 2. ALLOCATION COMMITTEES

- 2.1** There will be nine (9) allocation committees, consisting of the following: College of Arts and Sciences; College of Agricultural Sciences and Natural Resources; Spears School of Business; College of Engineering, Architecture, and Technology; College of Education, Health and Aviation; College of Human Sciences; International Student Organization.
- 2.1.1.** The allocation committee for the Graduate College shall be formed under the auspices of the Graduate Student Association.
- 2.1.2.** The allocation committee for the University College shall be formed under the auspices of the University College Student Council.
- 2.1.3.** Groups whose sponsoring organization/department is listed as Leadership and Campus Life will fall in the Leadership and Campus Life Allocation Committee.
- 2.2** All recognized student organizations will be placed under the auspices of one of the nine (9) allocation committees. The AFAP Chair will be responsible for maintaining this list of student organizations and their corresponding allocation committees. A copy of this list will also be maintained by the Department of Leadership and Campus Life.

SECTION 3. MEMBERSHIP OF ALLOCATION COMMITTEES

- 3.1** For the College of Arts and Sciences, College of Agricultural Sciences and Natural Resources, Spears School of Business, College of Engineering, Architecture, and Technology, College of Education, Health,

- and Aviation, College of Human Sciences, International Student Organizations, Multicultural, and Special constituencies, the following guidelines for membership will be used.
- 3.2** Three (3) elected officers of the appropriate student council/entity; two (2) non-elected students selected from within the college/entity (none of which shall be a treasurer for an organization applying for funding); two (2) faculty members from the council/entity: the faculty advisor to the student council/entity will serve as one of the faculty members; a faculty advisor from within the college/entity. The president and head administrator of the respective student councils/entities will select the two (2) non-elected students from its constituent population and the non-council faculty advisor from one of the faculty/staff who serves as an official advisor to one of the student organizations based within the college/entity.
- 3.2.1.** One student member from each allocation committee will serve as the secretary for the respective allocation hearings. Each secretary will also serve on the Appeals Council Governing Board.
- 3.2.2.** Leadership and Campus Life Groups shall be defined as those student organizations which have been formed to provide representation and programming for a specific, non-collegial-based, identifiable group of students that do not fall under Multicultural Affairs Groups and International Student Organizations. These groups may represent students of a particular sexual orientation, religion, political affiliation, or disability. Honorary groups shall fall under this allocation committee. Honorary groups shall be defined as those student organizations which utilize academic achievement and/or leadership and involvement in activities as criteria for membership.
- 3.2.3.** Multicultural groups shall include but not be limited to groups that represent students of a particular ethnic or racial group.
- 3.3** For the Leadership and Campus Life allocation committee, the following guidelines for membership shall consist of the following: The Director or Assistant Director of Campus Life; one faculty member from the Leadership and Campus Life Office, two (2) Freshmen Representative Council members: two (2) senator from any constituency; and the SGA Senate Budget Chair.
- 3.3.1.** One student member from the allocation committee will serve as the secretary for the allocation hearings. The secretary will also serve on the Appeals Council Governing Board.
- 3.4** The AFAP Chair and Vice-Chair shall serve as voting members for the Leadership and Campus Life allocation hearings and the Appeals allocation hearings. For the other hearings, the AFAP Chair and/or Vice-Chair will serve as ex-officio members of each allocation committee, voting only in the case of a tie.
- 3.5** Quorum for all allocation committees shall be five (5) and must include one (1) faculty advisor and one (1) non-elected student from within the constituency.

SECTION 4. AFAP CHAIR AND VICE-CHAIR

- 4.1** The AFAP Vice-Chair shall be selected by the SGA President-Elect and shall be approved by a majority vote of the Senate, and he/she shall be selected to serve a two-year term, assuming the Chair position the second year.
- 4.2** The Chair shall be responsible for providing at least two (2) information workshops on the AFAP process prior to the due date for the applications.
- 4.3** The Chair shall be responsible for tracking ~~all~~ financial data relevant to the AFAP allocation budget.
- 4.4** The Chair shall be responsible for providing all the information necessary for the allocation committee to operate effectively.
- 4.5** The Vice-Chair shall assist the Chair in all the Chair's duties.
- 4.6** The Chair and/or the Vice-Chair shall serve as ex-officio members of each allocation committee, except for the Leadership and Campus Life and Appeals Allocation Hearings.
- 4.7** If the Vice-Chair should resign before the year in which he/she shall become Chair, the SGA President shall select a new Chair and Vice-Chair with the majority approval of the SGA Senate.

SECTION 5. COUNCIL ADVISORY BOARD

- 5.1** Membership on the Council Advisory Board shall consist of the following: The President and Senate Chair of the Student Government Association; the AFAP Chair and Vice Chair; the Director of Student Activities; two (2) non-elected students appointed by the SGA President; and two (2) faculty members appointed through the President's office.
- 5.2** The Council Advisory Board shall be available for consultation in the design of the AFAP applications. The AFAP Chair shall be responsible for having AFAP applications available on the SGA website by October 15. All applications shall be due the last Friday of January.
- 5.3** All Student organizations which applied to receive their funding shall be notified of their allocation and have the opportunity to request an appeal hearing, within one week of their initial hearing.

SECTION 6. APPEALS COUNCIL BOARD

- 6.1** Membership on the Council Governing Board shall consist of the following: The AFAP Chair, Vice-Chair, and Intern(s); the eight (8) secretaries from the initial hearings; a member of the SGA senate Budget Committee, preferably the Budget Chair; and two (2) faculty members appointed through the President's office, which can also be the two (2) faculty members serving the Council Governing Board.
- 6.2** There will be an appeals meeting with the Appeals Council Governing Board open to all student organizations who feel they did not receive sufficient funding within three (3) weeks following the date of notification.
- 6.3** After hearing all appeals, the Board may allocate moneys to any group based on their respective appeal from the moneys allotted to the Board.
- 6.4** Any money not allocated by the Board will be automatically allocated to the Unallocated Account, which provides "Co-Sponsorship" and is operated by the Student Senate.
- 6.5** Money allocated by the Council Governing Board must be used for the proposed purpose.
- 6.6** Quorum for the Board shall be eight (8) and must include one faculty member and the AFAP Chair.
- 6.7** Meetings of the Board shall not commence until minutes are being taken. The Board shall approve the minutes, which shall then be directed to the AFAP Chair.
 - 6.7.1.** Minutes will be taken by one of the committee secretaries.
- 6.8** The Board may not revise any allocation committee's decisions based on an appeal from a student organization within that respective allocation committee.

SECTION 7. ALLOCATION BASE PER ALLOCATION COMMITTEE

- 7.1** Part I – 63% of the total Group I moneys will be divided among the following non-enrollment-based groups by the following percentages: Leadership and Campus Life, see 5.1.2 for guidelines 1%; International, 5%; Multicultural Affairs (Special Constituency Groups) see 5.1.3 for guidelines, 10%; Student Government Association, 32%; Co-Sponsorship, 5%; Graduate and Professional Student Association Co-Sponsorship, 5%; Council Governing Board, 5%.
- 7.2** Part II – 37% of the total Group I moneys will be allocated based upon the current (previous fall semester) enrollment in the following academic units: College of Arts and Sciences; College of Agricultural Sciences and Natural Resources; Spears School of Business; College of Engineering, Architecture, and Technology; College of Education, Health, and Aviation; College of Human Sciences; University College, Graduate College.
- 7.3** The moneys distributed to the groups consisting Part II, shall be based on the following weighted formula. Thirty Percent (30%) of the allocation to an academic unit will be based on the percentage of enrollment of the unit in comparison to the overall enrollment of all academic units consisting Part II. Seventy Percent (70%) of the allocation to an academic unit will be based on the number of recognized, active student organizations of the unit in comparison to the overall number of recognized, active student organization of all academic units consisting Part II.

SECTION 8. ALLOCATION PROCESS

- 8.1** Each Allocation committee shall use the following guidelines as minimum guidelines when determining allocations to the student organizations under their auspices.
- 8.2** All merit/recognition monetary scholarships will not be funded.
- 8.3** Any expense item which is not explained or which is listed as "miscellaneous" will not be funded.
- 8.4** All expenditures for alcoholic beverages, including beer and wine, will not be funded.
- 8.5** In any student organization fundraiser only the net profit may be used for scholarships, additional food expenditures, direct monetary contributions, etc. Check with the Student Government Audit Committee for restrictions.
- 8.6** Any programming which encumbers funds for a period longer than twelve (12) months will not be funded unless specific purpose for such is presented and approval is granted by the appropriate council/entity with said amount encumbered accordingly.
- 8.7** All expenses which would result in an illegal action will not be funded.
- 8.8** Students organizations can use no more than twenty percent (20%) of their allocation amounts for food or refreshments.
- 8.8.1.** Refreshments may be purchased for the organization as a whole only.
- 8.8.2.** Any usage in excess must be approved by the Student Government Association Audit Committee.
- 8.8.3.** Banquets can only be funded if the revenue from the banquet is greater than or equal to the expenditures of the banquet.
- 8.9** Late applications will not be accepted.
- 8.10** It will be up to the allocation committees' discretion if a group that submits an incomplete application should receive moneys.
- 8.11** Any moneys which are not allocated by the allocation committees shall be transferred to the SGA co-sponsorship account.
- 8.12** In order to provide some basis by which to allocate money to student organizations, each allocation committee is allowed to implement restrictions above and beyond the aforementioned minimum restrictions provided a list of these restrictions is made public through the contacting of the adviser of each group under the auspices of the allocation committee by the end of September. All additional restrictions shall not conflict with the minimum restrictions and must be applied equally to all organizations under the auspices of the respective allocation committee.
- 8.13** Each allocation committee shall hold a hearing on the application of each group applying for AFAP funding. After hearing all groups, the committee will review each and decide, based on the amount allotted to that committee to allocate, how much, if any, each group will be awarded for the next fiscal year.
- 8.14** Each allocation committee should keep detailed minutes of the discussions regarding fee allocation to student groups.
- 8.15** Following the review process, if the allocation committee feels that there are certain student organizations with genuine needs above and beyond the resources of the committee, the allocation committee may prepare a proposal outlining the specific needs of those organizations and present it to the Appeals Council Governing Board for funding within a week after the last allocation committee meeting.
- 8.16** Meetings may not commence unless one member of the allocation committee, other than the AFAP Chair or Vice-chair, is taking minutes of the meeting. These minutes must be approved by the allocation committee and must be turned in to the AFAP Chair or Vice-Chair within one week after the last meeting of the allocation committee.
- 8.17** Any student organization that has over twenty percent (20%) non-student membership shall not be funded.
- 8.18** Any student organization that is recognized by the GPSGA shall not be funded.
- 8.19** Student organizations cannot make direct monetary contributions using AFAP funds to any charitable organizations.

- 8.20** Upon request of an organization umbrella group, the AFAP chair and vice chair have the ability to review the use of funding and rescind the funding, if necessary.

SECTION 9. FINAL PROCEDURES

- 9.1** Following the final meeting of the Council Board of Governors, the AFAP Chair will prepare a concise enumeration (i.e. spreadsheet) of the moneys allocated to each student organization and present that report to the Vice-President of Student Affairs.
- 9.2** The Chair of AFAP will also prepare one volume which will include all the AFAP applications, the minutes from all meetings, and the concise enumeration (i.e., spreadsheet) of allocations to all student organizations applying.
- 9.3** Copies of the volumes will be maintained in the office of the Coordinator of Student Programs and the office of the Student Government Association.

SECTION 10. PROCESS CHANGES

- 10.1** Any change to the procedures outlined above must be made with a 2/3 vote of those Senators present at a regular meeting the Student Senate and the approval of the SGA President who will forward said procedures to the Vice President of Student Affairs to obtain official administrative action.
- 10.2** Any changes to the specific allocation percentages enumerated above must be made 2 weeks prior to the date of availability of AFAP applications if they are to affect the upcoming AFAP process.

SECTION 11. CLUBS AND ORGANIZATIONS

- 11.1** Those clubs subject to AFAP guidelines are listed in Title 6-2.2.