

**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 appropriations to sponsored 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; Ferguson College of Agriculture; Spears School of Business; College of Engineering, Architecture, and Technology; College of Education and Human Sciences; International Student Organization; Multicultural Affairs and Special Constituencies; Campus Life, and; Graduate and Professional Student Government Association.

*2.1.1.* The allocation committee for the Graduate College shall be formed under the auspices of the Graduate and Professional Student Government Association.

*2.1.2.* Groups whose sponsoring organization/department is listed as Campus Life will fall in the Campus Life Allocation Committee.

2.2 All sponsored 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 Campus Life.

### **SECTION 3. MEMBERSHIP OF ALLOCATION COMMITTEES**

3.1 For the College of Arts and Sciences, Ferguson College of Agriculture, Spears School of Business, College of Engineering, Architecture, and Technology, College of Education and Human Sciences, and Graduate and Professional College 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: the faculty advisor to the student council/entity will serve as one of the faculty members; a faculty member, staff, or student organization advisor from within the college/entity will serve as the second. 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 faculty member, staff, or student organization advisor.

3.2.1. One student member from each allocation committee will serve as the secretary for the respective allocation hearings. Each secretary will provide notes to the Appeals Hearing Board.

3.3 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 and Special Constituencies or International Student Organizations. 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.

3.3.1. For the Campus Life allocation committee, the guidelines for membership shall consist of the following: The Director of Student Involvement; one staff member from the Campus Life, two (2) Freshmen Representative Council members: two (2) senators from any constituency; and the SGA Senate Budget Chair.

3.3.2 The AFAP Chair and Vice-Chair shall serve as voting members for the Campus Life allocation hearings and the Appeals allocation hearings.

3.3.3. Multicultural Affairs and Special constituencies shall include but not be limited to groups that represent students of a particular ethnic, racial, sexual orientation, disability or religious group.

3.3.3.1. For the Multicultural Affairs and Special Constituencies allocation committees, the guidelines for membership shall consist of the following: one faculty member, staff, or student organization advisor; two (2) Multicultural Affairs Committee members; and the Multicultural Affairs Committee Director or Assistant Director.

3.3.4. Groups whose sponsoring organization/department is listed as International Student Organization will fall in the International Student Organization Allocation Committee.

3.3.4.1. For the International Student Organization allocation committees, the guidelines for membership shall consist of the following: one staff member from the International Student and Scholars Office; one faculty member, staff, or student organization advisor; two (2) International Student Organization Executive members; and the AFAP Director or Assistant Director.

**3.4** 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.** One student member from the allocation committee will serve as the secretary for the allocation hearings. One student member from the allocation committee will also serve on the Appeals Hearing Board.

**3.6** 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 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 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. APPEALS HEARING BOARD**

**5.1** Membership on the Appeals Hearing Board shall consist of the following: The AFAP Chair, Vice-Chair, and Intern(s); the nine (9) student members from the initial hearing committees; a member of the SGA Senate Budget Committee, preferably the Budget Chair; and two (2) faculty members, staff, or student organization advisers appointed through the Vice President of Student Affairs, which can also be the two (2) members serving on the Appeals Hearing Board

**5.2** There will be an appeals meeting with the Appeals Hearing Board open to all student organizations who did not receive their requested funding within three (3) weeks following the date of notification.

**5.3** After hearing all appeals, the Board may allocate appropriations to any group based on their respective appeal from the appropriations allotted to the Board.

**5.4** Any money not allocated by the Board will be automatically allocated to the Unallocated Account, which provides "Co-Sponsorship" and is operated by the SGA Senate.

**5.5** Quorum for the Board shall be eight (8) and must include one faculty member, staff, or student organization advisor and the AFAP Chair.

**5.6** Meetings of the Board shall not commence until notes are being taken.

**5.6.1.** Note will be taken by one of the committee secretaries.

**5.7** The Board may not revise any allocation committee's decisions based on an appeal from a student organization within that respective allocation committee.

#### **SECTION 6. ALLOCATION BASE PER ALLOCATION COMMITTEE**

**6.1** Part I – 63% of the total Group I appropriations will be divided among the following non-enrollment-based groups by the following percentages: Campus Life, 1%; International, 5%;

Multicultural Affairs (Special Constituency Groups) 10%; Student Government Association, 32%; Co-Sponsorship, 5%; Graduate and Professional Student Association Co-Sponsorship, 5%; Council Governing Board, 5%.

**6.2** Part II –37% of the total Group I appropriations will be allocated based upon the (previous fall semester) enrollment in the following academic units: College of Arts and Sciences; Ferguson College of Agriculture; Spears School of Business; College of Engineering, Architecture, and Technology; College of Education, Human Sciences; Graduate College.

**6.3** The appropriations 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 sponsored, active student organizations of the unit in comparison to the overall number of sponsored, active student organizations of all academic units consisting Part II.

## **SECTION 7. ALLOCATION PROCESS**

**7.1** Each Allocation committee shall use the following guidelines as minimum guidelines when determining allocations to the student organizations under their auspices.

**7.2** All merit/recognition monetary scholarships will not be funded.

**7.3** Any expense item which is not explained or which is listed as "miscellaneous" will not be funded.

**7.4** All expenditures for alcoholic beverages, including beer and wine, will not be funded.

**7.5** 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.

**7.6** Any programming which encumbers funds for a period longer than twelve (12) months will not be funded unless a specific purpose for such is presented and approval is granted by the appropriate council/entity with said amount encumbered accordingly.

**7.7** All expenses which would result in an illegal action will not be funded.

**7.8** Students organizations can use no more than twenty percent (20%) of their allocation for food or refreshments.

**7.8.1.** Refreshments may be purchased for the organization as a whole only.

**7.8.2.** Any usage in excess must be approved by the Student Government Association Audit Committee.

**7.8.3.** Banquets can only be funded if the revenue from the banquet is greater than or equal to the expenditures of the banquet.

**7.9** Late applications will not be accepted.

**7.10** It will be up to the allocation committees' discretion if a group that submits an incomplete application should receive appropriations.

**7.11** Any appropriations which are not allocated by the allocation committees shall be transferred to the SGA co-sponsorship account.

**7.12** 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.

**7.13** 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, each group will be awarded for the next fiscal year. Any organization that submitted their application on time and attended their allocation hearing will receive an allocation not to exceed their request.

**7.14** Each allocation committee should keep notes of the discussions regarding fee allocation to student groups.

**7.15** If a student organization did not receive the full amount of their request, they may appeal the decision and request additional funding, which, when combined with original funding, does not exceed the original request.

**7.15.1** If a student organization fails to attend their appeals hearing they will not receive any additional allocations.

**7.16** Meetings may not commence unless one member of the allocation committee, other than the AFAP Chair or Vice-chair, is taking notes 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.

**7.17** Any student organization that has over twenty percent (20%) non-student membership shall not be funded.

**7.18** Student organizations cannot make direct monetary contributions using AFAP funds to any charitable organizations.

**7.19** 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 8. FINAL PROCEDURES**

**8.1** Following the final meeting of the Appeals Hearing Board, the AFAP Chair will prepare a concise enumeration (i.e. spreadsheet) of the appropriations allocated to each student organization and present that report to the Vice-President of Student Affairs.

**8.2** The AFAP Chair 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 of all student organizations that have applied.

**8.3** Copies of the volumes will be maintained in the office of the Coordinator of Student Government Association and the office of the Student Government Association.

## **SECTION 9. PROCESS CHANGES**

**9.1** Any change to the procedures outlined above must be made with a 2/3 vote of those Senators present at a regular meeting of 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.

**9.2** 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 10. CLUBS AND ORGANIZATIONS**

**10.1** Clubs qualifying under Title 6-2.2 are subject to AFAP guidelines