



Student Event Allocation Guidelines & Procedures

Updated Fall 2017

SECTION 1: Explanation of Guidelines & Procedures

- A. These Guidelines and Procedures govern the eligibility of Student Event Allocation funding requests. Simply meeting them does not ensure funding.
- B. The interpretation of these Guidelines and Procedures is delegated to the Student Organization Governance Council and Student Leadership & Involvement with final approval by the Vice President for Student Affairs.
- C. These Guidelines and Procedures are for the allocation and use of the Student Event Allocation funds, which are reviewed annually by the Student Organization Governance Council and Student Leadership & Involvement. These Guidelines and Procedures will become effective upon approval by the Vice President for Student Affairs and supersede all previous Procedures, and will remain effective unless further revised by the Student Organization Governance Council and approved by the Associate Vice President for Student Affairs and Dean of Students.
- D. The Vice President for Student Affairs, President of the University, and the University of Memphis Board Of Trustees reserve the right to review and amend the Guidelines and Procedures for the allocation of the Student Event Allocation funds when necessary to serve the best interest of the student body.

SECTION 2: Federal, State, & University Policies Regarding Student Activity and Student Event Allocation Funds

- A. Student Event Allocation funding is supported by Student Activity Fees. All activity fees collected are state funds, and as such, are subject to all procedures, rules, and regulations relative to state funds, including collection, disbursement, and audit. Ultimate authority for the use of the activity fee rests with the President of the University of Memphis pending approval by the Board of Trustees. Primary consideration will be given to those programs that are available to all students.
- B. Programs limited to special interest groups will not receive funding, unless such program is open to the entire student body and the Student Organization Governance Council recommends approval based on a determination that the program will benefit the entire campus. The use of funds to finance instructional activities, sectarian religious activities, charitable causes, partisan political activities, or salaries for full or part-time staff is prohibited.
- C. Use of Student Event Allocation funds must be in accordance with these Guidelines and Procedures, applicable University policies and procedures, and any legal requirements of the State of Tennessee and the Federal Government.
- D. Any change by the courts, legislature, or Attorney General affecting these Guidelines and Procedures will require revision of the applicable section
- E. With the exception of designated stipends, Student Activity Fee funds are not permitted for use for personal gain or profit by any person or student organization, its members or other persons, or to further any private venture.
- F. Student Activity Fee funds are prohibited for use to establish petty cash funds.
- G. Student Activity Fee funds are prohibited for use to finance, support, or influence voting on any issues currently on a University, local government, state government, or federal government election ballot. Additionally, such funds shall not be used in any manner to influence public opinion or legislation.

- H. Student Activity Fee funds designated for Student Event Allocation are prohibited for use to yield profit for a Registered Student Organization.

SECTION 3: Student Organization Governance Council Membership

- A. The Student Organization Governing Council (SOG Council) is the governing body for all Student Organizations. The SOG Council consists of nine student-voting members who are selected through an interview and appointment process. Four (4) voting members are determined by appointment through University of Memphis (UofM) departments receiving one appointment respectively. The remaining five (5) voting members are selected through an application/interview process. This process shall be conducted annually.
- B. The SOG Council has the following six (6) duties:
- Review interested RSO's and provide recommendation to the Student Leadership & Involvement office for the creation, dissolution, or renewal of an RSO
 - Provide up-to-date reporting on number of registered student organizations and their status
 - Allocate RSO office space
 - Oversee & review RSO policies and procedures
 - Allocate available programming funds to RSO's through an application/interview process
 - Assist in the oversight of Tiger Zone, the online organizational management portal
- C. The SOG Council is dedicated to three (3) core principles:
- Advocating for effective policies, open dialogue, and genuine engagement on behalf of student organizations
 - Providing practical and accessible resources and facilitating widespread and relevant communication
 - Fostering collaboration among student organizations
- D. The SOG Council will meet based on need and upcoming events and measures. Student Organizations or individual students seeking to connect with SOG Council for services and resources should visit the Student Leadership & Involvement website or office.
- E. Student Organization Governance Council members may not present requests.

SECTION 4: Funding Eligibility Requirements

- A. The sole purpose of Student Event Allocation is to fund Registered Student Organizations to host events on UofM's campus. SEA will not fund any proposals where the Registered Student Organization does not have the majority control of the event.
- B. The Student Organization Governance Council defines a Registered Student Organization as a student organization registered with the University of Memphis & Student Leadership & Involvement via Tiger Zone.
- C. Student Event Allocation funds are permitted for use for programs or services that have the potential to directly benefit all students. Therefore, programs must provide for and be representative of a pluralistic student body. Previous program evaluations may be utilized in determining program benefit.
- D. Student Event Allocation funds are necessarily limited and funds will be allocated on the basis of need, quality-planning and expected campus-wide success of the program. Organizations which have funds available will be expected to contribute financially to the Student Event Allocation program and all are urged to seek other alternative sources of funding.

SECTION 5: Funding Category Descriptions

- A. Cultural Program:

1. Emphasizes the manners, arts, customs and conveniences of any given society of people;
 2. Enrich the cultural components of the student life
- B. Educational Program:
1. Enlightens participants on political and social issues; or
 2. Informs participants of possible solutions to personal issues; or
 3. Enhances overall academic experience of students
- C. Service Program: Performance of tasks, which meet community and/or global needs.
- D. Community Building Program: Provides entertainment or activities that supports an overall theme of campus-wide community building.

SECTION 6: Request Process

- A. Student Event Allocation Requests are heard one semester in advance of the program date. Requests for programs in August through December will be heard the previous spring semester and January through May will be heard the previous fall semester.
- B. Student Event Allocation Requests are to be completed online via Tiger Zone. Allocation requests will not be heard unless they are 100% complete. The information on the request is used to complete the contracts used to pay performers/speakers, etc. It is imperative that the information be correct and complete. If there is incorrect information, it may hold up an event or cause it to be cancelled.
- C. The proposal must include the following details:
1. Name of performer/speaker and agency (if applicable)
 2. Address, phone, and email of the agency and/or performer
 3. Time, date, and location of event(s)
 4. Itemized cost of each item requested—including amount paid by organizations and amount being requested by committee
 5. Target audience and numb
- D. Prior to the submission being heard by the committee, the group is required attend a pre-hearing meeting to review proposal and process.
- E. Requests are heard by the Student Organization Governance Council after proposals are submitted. Organization representatives will have the opportunity to sign up for a presentation time upon submitting the proposal.
- F. To approve or deny a proposal will take a two thirds (2/3) vote of the Student Organization Governance Council.
- G. Requests submitted after the published deadline will not be heard.
- H. Funds are necessarily limited and will be allocated because of need, quality planning and expected campus-wide success.
- I. Organizations that have existing funds will be expected to contribute financially to the event; all RSOs are encouraged to find additional sources of funding.
- J. The proposal must state the program's intended audience.

SECTION 7: Funding Guidelines

- A. Proposed programs must be open to the entire University community.
- B. No advance payment may be made, including deposits. Please communicate this to speakers, performers, etc. when making arrangements.
- C. Events should have as much broad appeal to the entire student body as possible.

- D. Proposed programs cannot be fund-raising events for student organizations. If money is raised (by ticket sales, donations, etc.) the organization must return the money raised to Student Leadership & Involvement.
- E. Student Event Allocation funds will not be used for the purchase of awards, prizes, flowers, gifts or any such item, as determined by the Student Organization Governance Council.
- F. Student Event Allocation may only be used to purchase food if allocated specifically for food according to the following requirements:
 - 1. It constitutes an essential part of an educational or cultural program or university event, not as part of a regular organizational meeting.
 - 2. It is used as hospitality for speakers and entertainers, including up to two student representatives from the organization sponsoring the event. The amount per student may not exceed the established University per diem.
 - 3. The maximum amount allocated for food for any program will be \$1,200.
- G. Any spending of Student Event Allocation funds, or promises to spend said funds in connection with a program, cannot take place until the Student Organization Governance Council has approved funding and a post-hearing with Student Leadership & Involvement has been completed. For example, no advertising for a program may be reserved or implemented and contracts cannot be requested, prior to funding being approved.
- H. Prior to the submission, the organization must inform the speaker, performer, etc. that he or she will need to sign a University of Memphis contract and that the University is not permitted to sign that of an agency, etc.
- I. Student Event Allocation will fund no off-campus social activities.

SECTION 8: Program Changes

- A. If an organization has received funding and makes any unapproved changes to the program proposal (including time, date, location, performer, or any other aspect) within six weeks of the date of the program the funding for the program will be rescinded.
- B. If a change in any of the integral elements including dates, exact names of movies, concerts, performers, speakers, venues, etc., occurs after the request has been approved, the organization must submit a Program Change Form for approval by the Student Organization Governance Council.
- C. If the change alters the general nature of the program or if additional funding is required, a new request will be necessary.
- D. If the change of program alters the original request such that the original request would have been in violation of the Procedures, then the change of program will be denied.

SECTION 9: Allocation Fund Expenditures and Revenue

- A. Each organization must adhere to all stipulations placed on its allocation and the funds must be used for the program for which they are allocated. If the program is not held, the funds will revert to the Student Organization Governance Council.
- B. Flexibility between line items will be allowed as long as the Student Event Allocation Guidelines and Procedures are adhered to and the said request totals less than the \$100 with the exception of food and is reviewed and approved by the Student Event Allocation Chair. All other changes over \$100 will be referred back to the committee.
- C. Allocations will not be transferred to the individual organization's account. All expenditures and payments related to allocated funds must be approved through the Student Event Allocation Advisor.
- D. After the Student Organization Governance Council makes decisions regarding allocations, each organization will be notified as to whether or not funding has been allocated.
- E. If an organization has received funding, the student responsible for the event must schedule a post-hearing with the Student Leadership & Involvement. If a post-hearing is not scheduled, then funding will

berescinded

- F. The post-hearing meeting contains information needed to advertise, plan, contract, and execute the program. Do not pay for anything until after the post-hearing meeting, as reimbursements are not available. Under no circumstances can contracts be requested from the performer or group before this meeting is held.
- G. All advertising must state, "sponsored in part by Student Event Allocation"
- H. An evaluation and financial review of the activity will be submitted by the funded organization within two (2) weeks after the event.

SECTION 10: Policy Violations

- A. Deficit spending is prohibited. If an organization incurs a deficit, that organization must meet with the Assistant Director for Student Engagement. The use of that student organization account may be frozen, the organization may be unregistered, and Student Leadership & Involvement will notify University departments of this action. Deficits must be cleared using organizational funds.
- B. The Student Organization Governance Council will address any alleged violation of these Guidelines and Procedures. The Council will notify the organization of the alleged violation in writing and arrange a meeting. If the problem is not resolved within two (2) weeks after the question is raised, the Student Organization Governance Council will hold a hearing, at which any decision will require a 2/3 vote. If the organization is found to be in violation, the Student Organization Governance Council may levy sanctions including, but not limited to, the rescission of the group's entire allocation of the affected funds.
- C. The Student Organization Governance Council will have the authority to rescind funds if:
 - 1. The program as funded has changed;
 - 2. Spending violated these Guidelines and Procedures.
 - 3. An organization has substantially changed its statement of purpose.
- D. Failure to comply with these Guidelines and Procedures and University Policy may result in a "hold" placed on the funding by Student Event Allocation.