The purpose of this manual is to incorporate all relevant policies concerning the Student Activities Budget Advisory Committee (SABAC). The manual is intended to assist SABAC members in their initial orientation and ongoing work on the Committee as well as to serve as a reference for petitioning groups in understanding the operations of SABAC.

Policies established by the Board of Regents of the University System of Georgia define SABAC’s purpose and authority.

This manual or any subsequent revisions or amendments must be ratified by a 2/3 vote of the SABAC membership.

This Policy Manual shall be reviewed every two years.
TABLE OF CONTENTS

SECTION 1. PURPOSE
1.1 KSU Policy
1.2 Board of Regents Policy

SECTION 2. MEMBERSHIP
2.1 Composition
2.2 Eligibility
2.3 Appointment of Members
2.4 Duties of Members
2.5 Terms of Service
2.6 Removal of Members
2.7 Elections/Appointments: Officers
2.8 Duties of Officers
2.9 Removal of Officers

SECTIONS 3. GENERAL OPERATING PROCEDURES
3.1 Meetings
3.2 Operating Rules
3.3 Agenda
3.4 Quorum
3.5 Voting
3.6 Appeals Process

SECTION 4. STUDENT ACTIVITIES FUNDING ALLOCATION DEFINITIONS
4.1 Definitions
  4.1.1 Budget Directors
  4.1.2 Fiscal Year
  4.1.3 Funding Structure
4.2 Student Organizations
  4.2.1 Line Item Organizations
  4.2.2 Fee-Eligible Organizations
  4.2.3 Fee-Restricted Organizations
4.3 Funding Allocation Process
  4.3.1 Supplemental Funding Allocation Hearings for RSOs
  4.3.2 Funding Allocation Process for Line Item Budgets
4.4 Inappropriate Expenditure of Funds
4.5 Funding Guidelines
  4.5.1 Travel
  4.5.2 Stipends
  4.5.3 Program/Banquet/Ceremony Requests
  4.5.4 Restrictions
SECTION 5: ORGANIZATION REGISTRATION

5.1 Types of Organizations
5.2 Criteria for Registered Status
5.3 Registration of Sports Clubs
5.4 Loss of Status as Registered or Line-Item Student Organization
   5.4.1 Violations of the Student Code of Conduct
   5.4.2 Violations of RSO Policies
   5.4.3 Review Process
5.5 Non-Discrimination
SECTION 1. PURPOSE

SABAC advises the KSU administration on annual budget allocations of student activity fees, any changes related to student activities fees, and allocations and expenditures of prior year surplus accounts of student activities fees.

1.1 KSU POLICY

The Student Activities and Budget Advisory Committee will serve as an advisory group to the university administration concerning the allocation of student activities funds. This committee will also approve applications for new campus organizations. The results of its work will be reported to the president of the University and the chief student success officer (Office of the Vice President for Student Success).

1.2 BOARD OF REGENTS POLICY

“Each institution shall recommend to the Board of Regents the amount of student activity fees to be charged its students. The Board, after investigation by its staff, shall approve or disapprove the recommendation. When approved by the Board, such fees are mandatory and the fees so collected are subject to the control and audit of the Board of Regents and the institutions concerned.

To ensure the legal expenditures of such funds, the president and the chief business officer of each institution shall annually review the budget for the proposed use of such fees and the president shall certify to the Board of Regents that the proposed expenditures for such fees are for educational, cultural, recreational, or social purposes for the benefit of the students.

The Treasurer of the Board of Regents shall cause an annual audit to be made of such expenditures at each institution and shall determine whether such fees have been expended for the limited purposes intended. Title to all property purchased from student activity funds shall vest in the Regents of the University System of Georgia.

All students activity fees collected by an institution shall be budgeted and administered by the President, using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least fifty percent students. All payments from student activity fee funds shall be made according to the appropriate business practices of the institution. All payments from student activity funds shall be made by the business officer of the institution upon receipt of a properly approved invoice or contract.” (BR Minutes, 1948-49, pp. 291-92; 1981-82, p. 92; 1982-83, p. 303.)

“Institutions of the University System shall submit to the Chancellor, for approval by the Board of Regents, prior to July 1 of each year, an annual budget of income and expenditures of the student activity and student athletic programs to be financed from the fees charged to students for these purposes. Institutions shall submit amendments to this approved budget
routinely to the Board of Regents for approval, under procedures developed by this Fiscal Affairs Staff of the Board of Regents.” (BO Minutes, 1963-64, p. 391; 1984-85, p. 37)
SECTION 2. MEMBERSHIP

2.1 COMPOSITION

To represent fully the total community it is to serve, SABAC shall be composed of 16 members. Voting members designated to represent various constituencies of KSU are as follows:

1. Student: Traditional Age Representative (1 position, appointed, voting)
2. Student: Non-Traditional Age Representative (1 position, appointed, voting)
3. Student: American Minorities Representative (1 position, appointed, voting)
4. Student: International Students Representative (1 position, appointed, voting)
5. Student: Students with Disabilities Representative (1 position, appointed, voting)
6. Student: Graduate Representative (1 position, appointed, voting)
7. Student: SGA President or SGA approved proxy (ex-officio, voting)
8. Administrative Faculty: Director of Student Development, or his/her designee (ex-officio, voting)
9. Administrative Faculty: Director of Student Life or his/her designee (ex-officio, voting)
10. Staff Representative (1 position, appointed, voting)
11. Teaching Faculty Representative (1 position, appointed, voting)

Non-voting members are as follows:

12. Vice President for Student Success (ex-officio, non-voting)
13. Dean of Student Success (ex-officio, non-voting)
14. Assistant Director for Student Involvement (ex-officio, non-voting)
15. The Secretary to the Dean of Student Success serves as SABAC secretary (non-voting)
16. Student Life Business Manager (non-voting)
17. Student: SABAC Chair (elected from among other SABAC positions. Non-voting except as otherwise stated in the SABAC PM)

Student voting members total eight (8), thus meeting the Board of Regents' policy requirement that such committees have a membership of at least 50% students.

2.2 ELIGIBILITY

2.2.1 All students serving on SABAC must:
   2.2.1.1 be members of the constituencies which they are appointed to represent;
   2.2.1.2 have at the time of election and maintain throughout the term a minimum cumulative grade point average of 2.0;
   2.2.1.3 be enrolled in a minimum of six semester credit hours while in office (with the exception of Summer Term);
   2.2.1.4 not be on disciplinary probation.
2.2.2 All faculty and staff serving on SABAC must be employees of Kennesaw State University and members of the constituencies they represent.

2.2.3 Eligibility for membership shall be verified by the SABAC secretary.

2.2.4 Eligibility to Vote:
Once appointed, individual members must read this manual and sign a statement so attesting in order to be eligible to vote at SABAC meetings. The signed statements shall be kept on file by the SABAC secretary for the individual's term of service.

Unless the manual is amended, an individual needs to sign the statement only once, regardless of the number of terms held. Updates to the manual would require new readings and signed statements of all members.

2.3 APPOINTMENTS OF MEMBERS

2.3.1 FACULTY/STAFF APPOINTMENTS
The appointment of faculty and staff representatives occurs prior to the SABAC orientation, which is held in August. The Vice President for Student Success appoints the staff member and the Provost and Vice President for Academic Affairs appoints the faculty member. Positions will not be reappointed during the spring budget hearing process.

2.3.2 STUDENT APPOINTMENTS
The appointment of student SABAC representatives takes place following the Student Government elections, which typically occur in April. The process of appointing SABAC members is as follows:

2.3.2.1 The SGA president, in conjunction with the SABAC secretary, will announce to the student body the availability of SABAC positions for the upcoming year.

2.3.2.2 Students will be invited to complete the SABAC interest form which can be found on the SABAC website.

2.3.2.3 The eligibility of applicants will be verified by the SABAC secretary, and copies of the applications will then be given to the SGA president.

2.3.2.4 The SGA president will appoint student members according to the following guidelines: each candidate should complete and submit an intent to serve form; appointments should be nondiscriminatory, fair, and promote the participation of any interested and qualified KSU students; appointments should be made before the SABAC orientation Students must be members of the constituencies they represent. Positions will not be filled during the budget hearing process.
2.3.3 REPLACEMENTS
Replacement members who are appointed during the year must complete an orientation or training session prior to beginning service.

2.3.4 VACANCIES
Vacancies in student positions shall be filled through appointment by the SGA President following the procedures laid out in Section 2.3.2 of the PM. As indicated in 2.3., no SABAC positions will be replaced during the Budget hearing process.

2.4 DUTIES OF MEMBERS

SABAC members are required to:

1. Attend the Fall SABAC Orientation meeting and the Spring Budget Orientation meeting.
2. Review all agenda materials prior to each meeting.
3. Abide by the policies/procedures as set forth in this manual.
4. Demonstrate civility and respect toward all members and guests of SABAC during meetings.
5. Represent their respective constituencies by communicating all pertinent and relevant SABAC information to them. Suggested methods of communication include but are not limited to posting ads in the Sentinel, using OWL Radio, posting information in any offices that specifically serve the constituency, using Facebook or MySpace, and holding information sessions.
6. Check KSU email account regularly for communication regarding SABAC meetings. Communication from the VP for Student Success and/or the SABAC Secretary to SABAC members will always be sent to the official email addresses of the members. For students this email address is the KSU generated email account, which is mandatory for all students and through which all official University communication is sent. For faculty and staff members, the email address is the KSU email address.
7. SABAC members are expected to attend all meetings. If a member is unable to attend, he/she should contact the Chair or Secretary prior to the meeting. Conflicts between meeting times and instruction/class schedules should be reported to the Chair or Secretary immediately. If schedule conflicts cannot be resolved, the member(s) in question shall be asked to resign.

2.5 TERMS OF SERVICE

2.5.1 Faculty and staff members serve one-year terms and may be appointed for one additional term.

2.5.2 Student members serve one-year terms and may be appointed for additional terms as long as they are currently enrolled students
2.5.3 The Directors of Student Development and Student Life or their designees hold permanent seats.

2.5.4 One-year terms end with the close of the fiscal year (June 30).

2.6 REMOVAL OF MEMBERS

If a member has two unexcused absences during the year, the SABAC Chair shall begin the process to remove the member. The member under review shall be notified by the Chair in writing three (3) business days prior to the meeting at which the Chair’s recommendation shall be submitted.

Based on the recommendation of the Chair, SABAC may, by majority vote, remove said member from SABAC. The member has the option to appeal the decision of SABAC in writing to the VP for Student Success within 48 hours.

2.7 ELECTIONS/APPOINTMENTS: OFFICERS

2.7.1 The SABAC Chair and Vice Chair, who shall be student members, are elected by a majority of the membership at the SABAC orientation session, held at the beginning of the Fall Semester.

2.7.2 The Secretary position is held by the Secretary of the Dean of Student Success.

2.7.3 Upon the election of the SABAC Chair, the position previously filled by the member elected Chair shall be declared vacant and shall be filled by appointment of the SGA President according to the process set forth in this document, 2.3.2.

2.7.4 In the event of the Chair’s resignation, the Vice Chair shall assume the position and duties of the Chair. A new SABAC Vice Chair shall be elected by the Committee.

2.7.5 In the event of the resignation or removal of any officer, the position shall be filled by election by the remaining members of SABAC at the next regularly scheduled meeting.

2.8 DUTIES OF OFFICERS

2.8.1 SABAC CHAIR

a. Presides at all meetings;

b. Serves as official spokesperson for the SABAC to the Vice President for Student Success;

c. Sets the agenda for each meeting;
d. Determines whether late requests will be presented to SABAC for a vote to be added to the agenda;

e. Votes only to break a tie vote;

f. Creates ad-hoc committees as he/she deems necessary;

g. Calls special meetings as he/she deems necessary. The SABAC membership must have at least 72 hours advance notice of the meeting date, time, location, and agenda;

h. Ensures that all members are meeting their duties and responsibilities;

i. Meets regularly with the SABAC secretary to coordinate the agenda and other business communications;

j. Reviews and signs all meeting minutes and;

k. Meets at least twice per semester with the Vice President for Student Success.

2.8.2 SABAC VICE CHAIR

a. Performs all duties of the Chair in the absence of the Chair;

b. Keeps a speaker's list during the meetings;

c. Monitors time during debates;

d. Assists the Chair with other duties as delegated.

2.8.3 SABAC SECRETARY

a. Prepares and distributes agendas and minutes for all SABAC meetings;

b. Posts the agenda of the upcoming meeting and minutes of the previous meeting on the SABAC website and on the SABAC Bulletin Board located in the Student Center and distributes to all SABAC members at least 3 working days prior to the meeting date;

c. Sends agendas and minutes to the student newspaper (The Sentinel) and KSU Archives (two copies);

d. Distributes SABAC mail;
e. Reserves meeting rooms and arranges for the set up;

f. Prepares notebooks containing copies of SABAC Policies and Procedures Manual, the membership list and other resource materials pertinent for the orientation workshop;

g. Prepares notebooks with copies of the annual budget requests for each SABAC member;

h. Provides expenditure updates as requested by the Chair;

i. Provides name cards for each member;

j. Provides assistance as needed for the representative for students with disabilities;

k. Keeps complete files of past SABAC budgets and;

l. Keeps complete files of past SABAC meetings.

2.8.4 VICE PRESIDENT FOR STUDENT SUCCESS

a. Attends meetings and acts as a resource to the committee;

b. Signs all approved minutes;

c. Approves prior year surplus requests;

d. Serves as a member of the Student Fees Committee;

e. Approves budget allocations for line-item budgets and;

f. Acts as liaison between SABAC and the University President.

2.8.5 DEAN OF STUDENTS

a. Attends all meetings and acts as a resource to the Committee;

b. Oversees the performance of the SABAC Secretary;

2.9 REMOVAL OF OFFICERS

In the event that an officer is not fulfilling the duties of the office, a majority vote of the SABAC members is sufficient to remove the officer.
SECTION 3. GENERAL OPERATING PROCEDURES

3.1 MEETINGS

3.1.1 SCHEDULE

3.1.1.1 The first meeting of each year shall be an orientation for all members.

3.1.1.2 During the Fall Semester, SABAC shall meet regularly from 3:30 p.m. to 5:30 p.m. on dates specified by the Vice President for Student Success.

3.1.1.3 During Spring Semester, regular meetings and budget review meetings shall be held from 3:30 p.m. to 5:30 p.m. on dates specified by the Vice President for Student Success.

3.1.1.4 No meetings shall be held during the final exam period of either semester.

3.1.2 PURPOSE

3.1.2.1 Regular meetings are held for the specific purpose of hearing requests for funding, approving changes in RSO by-laws, or reviewing requests to form new student organizations.

3.1.2.2 Budget Review meetings are held for the specific purpose of hearing annual budget requests from line-item organizations.

3.1.2.3 Special meetings may be called by the Chair of SABAC, provided the membership is given at least 72 hours advance notice of the date, time, place, date and agenda.

3.1.2.4 Special called meetings may be held at the request of the Vice President for Student Success to review, advise, and make recommendations on adjusting funding allocations, addressing shortfalls in funding, or on other matters concerning funding for and/or recognition of student organizations. No funding requests shall be heard at special called meetings.

3.1.3 PUBLIC NOTICE

3.1.3.1 Times and dates of SABAC meetings shall be published in the first issue of The Sentinel each semester. Meeting times, dates and information on how to access student representatives shall be posted on the SABAC bulletin board in the Student Center and the SABAC web site.

3.1.3.2 Meetings are open to the public; however, SABAC may go into executive session to hear matters that involve specific individual questions that
are private in nature. All SABAC decisions shall be made in public/open meetings and recorded in the minutes.

3.2 OPERATING RULES

3.2.1 SABAC members are limited to two (2) minutes of continuous individual commentary during discussions. The SABAC Vice Chair shall monitor the time of the commentary. Additional time is permitted at the request of the speaker and at the discretion of the Chair. A member may yield a portion or all of his/her speaking rights to another member.

3.2.2 Discussion should seek to bring out new points and information. The Chair shall discourage repetitious commentary.

3.3 AGENDA

3.3.1 Items shall be placed on the agenda on a first-received basis.

3.3.2 To ensure inclusion, all agenda items must be submitted to the Office of the Dean of Student Success by noon on the day designated as the agenda deadline.

3.3.3 The agenda shall be published, posted, and distributed to each SABAC member at least 3 working days prior to the meeting date.

3.3.4 Any member of SABAC who believes that he/she needs additional information before making a decision may move to table or postpone the agenda item until such information is presented. The motion to table or postpone is not debatable and must pass with a majority vote.

3.3.5 Additional agenda items may be added through regular procedures as set forth in Robert’s Rules of Order, latest edition, or at the request of the VP for Student Success.

3.3.6 Announcements are not agenda items and may be made only after the completion of the official agenda.

3.4 QUORUM

3.4.1 A quorum is required to conduct official business. A simple majority (50% + one) of the voting membership, excluding the chair, constitutes a quorum. SABAC has eleven regular voting positions; therefore, if all positions are filled, the quorum shall be six. If all positions are not filled, quorum shall be 50% + one of filled positions.

3.4.2 Ex-officio, non-voting members and the chair are not members of the quorum.

3.4.3 A member of SABAC who is unable to attend a meeting and who wishes to vote on a specific issue may give a written proxy or an email to the Chair and/or Secretary
one hour before the meeting. The proxy must be dated and signed. Any member in attendance at a meeting who wishes to cast a vote on a matter under consideration by the Body, but finds that he/she must leave, may also submit a written proxy to the Chair or Secretary. Proxy votes do not count toward a quorum. Proxy votes shall not be counted if the motion changes during the meeting.

3.4.4 If quorum is lost during the meeting, the Chair shall announce such, and no official action shall occur from that point of the meeting.

3.5 VOTING


3.5.2 A simple majority (50% plus one) of quorum constitutes the voting decision of the Body.

3.5.3 A 2/3 majority vote of quorum is required to pass amendments to SABAC policies and procedures.

3.5.4 Abstaining from a vote should only occur when the outcome of the vote would benefit the voting member in any financial way or when the member does not have sufficient information to take a stance on a motion. Abstaining is not acceptable as a way of avoiding a public stance on a potentially controversial issue. Members who find themselves repeatedly abstaining are encouraged to examine the extent to which they are representing their constituencies and whether they need to let their constituencies be represented by others.

3.6 APPEALS PROCESS

All decisions made by SABAC are advisory recommendations to the Vice President for Student Success.

3.6.1 Those groups who wish to appeal a SABAC recommendation must send written communication to the Vice President for Student Success. Such letter should be delivered within one week of the SABAC meeting at which the questioned recommendation was made. The Vice President will respond in writing within fourteen days of receipt of letter regarding the appeal.

3.6.2 Those groups who wish to appeal a decision of the Vice President must send a letter to the President of the University within one week of the Vice President’s decision. The Presidents will respond in writing within fourteen days of receipt of the letter regarding the appeal.

3.6.3 Those groups who wish to appeal a decision of the President of the University may address the request to the State Board of Regents. This request may be in writing
and submitted to the Board’s Office of Legal Affairs within a period of 20 days following the decision of the President. The decision of the Board shall be final and binding.
SECTION 4. STUDENT ACTIVITIES FUNDING ALLOCATION PROCEDURES AND DEFINITIONS

4.1 DEFINITIONS

SABAC allocates funds from Student Activity fees throughout the year. The Spring Semester Budget Allocation Hearings are dedicated solely to the funding process for line-item organizations. All other hearings are dedicated to considering funding requests from fee-eligible Registered Student Organizations (RSOs). These processes are presented in detail and are defined in the following sections. Organizations are urged to plan as far in advance as possible in order to permit full consideration of their requests by SABAC.

4.1.1 BUDGET DIRECTORS

Each line-item budget is directly administered by a full-time employee of the University. The Budget Director, usually the advisor, is responsible for working closely with student officers and overseeing the expenditures of line-item budgets. The Budget Director must sign all funding documents before submission to SABAC.

4.1.2 FISCAL YEAR

The Fiscal Year runs from July 1 through June 30. Line-item budget allocations for a new fiscal year may not be accessed until July 1. In addition, close-out procedures for the end of the business year require that deadlines for some transactions be set in May or early June. The Office of Business Services announces these deadlines each year. All groups affected must plan accordingly.

4.1.3 FUNDING STRUCTURE

4.1.3.1 CONTINGENCY

4.1.3.1.1 The Primary function of this account is to cover any shortfalls in funding allocations based on projected revenues from student activity fees. During the Spring Semester Budget Allocation Process, SABAC is required by University and Board of Regents’ Policies to allocate money to a Contingency Account. This account funding is 18% to 20% of the projected revenues from student activity fees for the next fiscal year. All Contingency Funds not spent by the end of the fiscal year, are transferred into Prior Year Surplus (see 4.415).

4.1.3.1.2 Contingency Funds may be disbursed by SABAC after the projected enrollment is met. The guidelines and spending policies for student activity fees shall be followed. The Director of Budget and Planning shall notify SABAC of the amount of available Contingency Funds at its disposal each semester.
4.1.3.1.3. Contingency funds can be used to assist all fee-eligible student organizations. Line-item budgeted organizations may request contingency funds only in cases of emergency and/or unusual circumstance.

4.1.4 SPECIAL PROJECTS

4.1.4.1 The Special Projects account is administered by the Business Manager in Student Life. This account is the line-item budget account that funds the RSO supplemental funding allocations made by SABAC. Funds allocated to registered student organization requests are transferred from either the Contingency or Prior Year Surplus Accounts to the Special Projects Account for disbursement.

4.1.4.2 Any monies that have been moved to the special Projects Account but are unused after the specified time for expenditure shall be transferred back to the Contingency Fund by the Business Manager in Student Life to be available for reallocation.

4.1.4.3 All Special Project unspent balances revert to Prior Year Surplus at the end of the fiscal year.

4.1.5 PRIOR YEAR SURPLUS

4.1.5.1 Monies unspent by all budgeted organizations at the end of each fiscal year are transferred to Prior Year Surplus. No organization is permitted to “roll over” unspent monies from one year to the next. The Vice President for Student Success is responsible for this account.

4.1.5.2 Prior Year Surplus funds may be used for one-time purchasing of equipment. Purchases that qualify as capital expenditure under the University System policy cannot be replaced for 5 years. This equipment shall become the property of KSU and is not to be removed. These funds may not be used for salaries, stipends, honoraria, supplies, travel or ongoing expenditures.

4.1.5.3 Prior Year Surplus is the source for maintenance and repair, as well as refurbishing in the Student Center when needed.

4.1.5.4 The Director of Budget and Planning or his/her designee is required to advise SABAC of the Prior Year Surplus balance at the beginning of the fiscal year.

4.1.6 SPECIAL ACTIVITIES FUNDING
4.1.6.1 Each fee-eligible group may access a specific allocation for operation and program needs annually through Student Life. The amount of the allocation is set by Student Life each year. These monies are part of the Special Activities budget. Fee-eligible groups are not required to petition SABAC directly for these funds. To access these funds, RSO officers should contact the Business Manager in Student Life.

4.1.6.2 The Special Activities Budget also includes funding to assist RSOs in sponsoring programs that are open to the entire campus. Funding is available to be used toward such items as speaker fees, video rental, publicity, refreshments, handout materials, etc. Since funding is limited for this category, RSO officers should contact Student Life as early as possible to make requests.

4.1.6.3 If a fee-eligible organization requires funding beyond what is available through the Special Activities budget, the organization may request funding assistance in the form of a Supplemental Funding Allocation from SABAC.

4.1.7 OTHER DESIGNATED BUDGETS

The Special Events Account is administered through the Office of University Events and supports activities and programs for students sponsored by the Office of the President, such as Graduation and the Holiday Reception for student leaders.

4.2 STUDENT ORGANIZATIONS

4.2.1 LINE-ITEM ORGANIZATIONS

4.2.1.1 Line-item organizations are designated groups and Student Success offices that offer programs and services to the entire student body. Line-item budgeting is a business method of ensuring the continued delivery of services and programs to students. To achieve these goals, advance planning is essential.

4.2.1.2 A line-item status budget allows organizations to engage in advance planning for events that promote the academic, intellectual, athletic, recreational and cultural diversity of the campus, or to concentrate on specific campus-wide events, such as International Week, Homecoming, KSU Day, Chautauqua Lectures, Model UN Competition, and the like.

4.2.1.3 A full-time employee of the University directly administers each line item organization’s budget. The Budget Director, usually the Advisor, is expected to work closely with student officers and oversee the expenditures of line-item budgets. The Budget Director must sign all prepared budget requests before
submitting them to SABAC. Overspending is not considered an acceptable business practice and may result in monetary penalties for the following year.

4.2.1.4 A roster of all organizations and services designated as line-item may be found at the SABAC website (http://www.kennesaw.edu/studentsuccess/sabac.shtml).

4.2.1.5 Line-item status does not guarantee automatic funding of any amount for each year. SABAC will determine whether the services and programs offered by organizations are meeting the needs and interests of the student body.

4.2.1.6 Effective 12/3/08, a moratorium was established on designating new line item organizations.

4.2.2 FEE-ELIGIBLE ORGANIZATIONS

4.2.2.1 Fee-eligible organizations are those registered student organizations (RSOs) that are open to all students for membership and participation. For any student organization to receive funding, the officers must be students who meet the rules under eligibility requirements as published in the RSO Manual. Only KSU students are allowed membership in RSOs.

4.2.2.2 RSOs must be active for one calendar year from the date of approval by SABAC before being granted the privilege of requesting contingency funds from SABAC. Active status is obtained by completing registration requirements as stated by the RSO Coordinator.

4.2.2.3 All fee-eligible organizations that are inactive for one year must reapply to SABAC for registration and shall then fall under the guidelines for new groups.

4.2.2.4 There shall be no discrimination practiced by RSOs that are funded by SABAC.

4.2.2.5 Where relevant, fee-eligible organizations must state within their constitution/by-laws the specifics of any affiliation with off-campus organizations.

4.2.3 FEE-RESTRICTED ORGANIZATIONS

4.2.3.1 Sororities and Fraternities (those groups that fall under the umbrellas of the North American Inter-Fraternity Council [NIC], the National Panhellenic Conference [NPC], and the National PanHellenic Council [NPHC]) the National Association of Latino Fraternal Organizations [NALFO], Fraternity Executives Association [FEA], Association of Fraternity and Sorority Advisors [AFA] and any groups recognized by the AFA) are eligible to receive the same funding as other
RSOs through the Special Activities budget, but they may not request funding from SABAC for other types of funds.

4.2.3.2 Questions about eligibility and procedures may be directed to the Office of Fraternity & Sorority Life. For information on how these groups are formed, see Section 5.3.2.

4.3 FUNDING ALLOCATION PROCESS

4.3.1 SUPPLEMENTAL FUNDING ALLOCATION HEARINGS FOR RSOs

Supplemental Funding Allocation Hearings are held at scheduled times during fall and spring semesters to consider funding requests from all eligible RSOs. Only clubs or organizations that are officially registered with Student Life and sanctioned by SABAC to operate at KSU are eligible for funding. The Contingency Fund or Prior Year Surplus Fund provides monies for these supplemental allocations.

All RSOs wishing to request funding for specific programs, projects, travel, equipment, etc. must first contact Student Life for assistance in determining their eligibility to petition SABAC for supplemental allocations of funds. Only fee-eligible student organizations may be awarded funding from SABAC. The right to petition for additional funds does not guarantee their allocation. The staff of Student Life will also assist organizations in preparing funding requests for SABAC if requested in a timely manner.

4.3.1.1 PROCEDURES FOR REVIEWING SUPPLEMENTAL FUNDING ALLOCATIONS (SEE RSO MANUAL)

4.3.1.1.1 An RSO must submit a completed and signed Activity Request Form or Travel Funding Request Form along with any supporting documentation and be placed on the SABAC agenda in order to request funding.

4.3.1.1.2 A fifteen-minute hearing at the SABAC meeting shall be scheduled for each request. A representative of the group shall have up to 5 minutes to present the request. SABAC requests must be presented by student members of the organization. SABAC members may ask questions and the representative shall respond during the remaining 10 minutes. If a question cannot be immediately answered, the representative shall research the question and present copies of the typed response to SABAC one week prior to the next SABAC meeting.

4.3.1.1.3 After requests for funding have been heard, SABAC members shall determine specific amounts, if any, to allocate for each request. SABAC allocations shall come from Contingency (program & travel costs) or Prior Year Surplus (equipment).
4.3.1.1.4 Once SABAC reaches a decision, it is forwarded to the Vice President for Student Success for final approval (or revision if deemed necessary). Upon the Vice President’s approval, the allocation is considered final.

4.3.2 FUNDING ALLOCATION PROCESS FOR LINE ITEM BUDGETS

4.3.2.1 NOTIFICATION & DEADLINE

In the last half of fall semester, budget packets will be distributed by the SABAC Secretary to all line-item organizations. The budget packet shall consist of forms that can be used as templates for the budget request.

Line-item organizations are required to submit their budget requests for review in order to continue to receive funding. The Budget Director must sign all submissions. The deadline for submitting budget requests is included in the budget packets.

4.3.2.2 BUDGET PRESENTATION MATERIALS

Each line-item organization is required to submit the following:

1. One-page, typed form detailing the organizations’ purpose, major services & activities, target audience and focus of programming efforts;

2. Budget overview form of current budget and requested budget for next fiscal year;

3. Detailed requested budget for next fiscal year;

4. Justification of increase (if increase is requested) and explanation of why the budget was overspent in fiscal year just completed (if applicable).

5. A finalized budget expenditure report from the previous fiscal year and an up-to-date expenditure report for the current fiscal year.

4.3.2.3 BUDGET REQUEST HEARINGS

Line-item organizations have the opportunity to explain their budget requests to SABAC during the spring Budget Allocation Hearings. The SABAC secretary shall distribute the schedule of budget allocation hearings to all line-item organizations with the budget request packet.

4.3.2.4 BUDGET ALLOCATION
After all requests for annual funding have been reviewed, SABAC shall determine the allocation to each organization for the coming fiscal year. The amount available to be allocated is determined by student activity fee projections for the next fiscal year by the Office of Business Services. In determining these allocations, SABAC members are expected to make decisions on behalf of the KSU student body.

If an Advisor/Budget Director finds that the budget allocation fails to meet the projected needs of a particular program or service, the group is expected to adjust their program(s) to accommodate the existing budget. Only in extreme cases shall SABAC consider a request to increase a line-item budget allocation. In such cases, the Advisor/Budget Director shall prepare a supplemental budget request for SABAC’s possible consideration. The legitimacy of any such request is determined solely by SABAC.

4.4 INAPPROPRIATE EXPENDITURE OF FUNDS

4.4.1 When SABAC determines that a fee-eligible or fee-restricted KSU organization is spending funds in a manner inconsistent with the purpose for which the funding is allocated, SABAC may, by a majority vote, restrict the organization’s access to funding and request a review and decision by the Vice President for Student Success.

4.4.2 Any inappropriate expenditure that results in a violation of the Student Code of Conduct or the University System approved business policies and procedures may be turned over to the Office of Student Conduct and Academic Integrity for investigation.

4.5 FUNDING GUIDELINES

4.5.1 TRAVEL

4.5.1.1 Assistance may be requested for travel of students by fee-eligible organizations when members of the petitioning organization will represent the University and gain knowledge or experience that will benefit the student body, the organization, and the greater University community.

4.5.1.2 Line-item organizations are expected to include funding for travel in their annual budgets.

4.5.1.3 Registered student organizations must be active for at least one calendar year from the date of SABAC approval, before being granted the privilege of requesting contingency funds from SABAC for travel. Active status is obtained by completing registration requirements as set forth by the Department of Student Life.
4.5.1.6 Maximum funding for travel:
- 0-200 miles up to $1,200.00 or $200 per student, whichever is less;
- 201-500 miles up to $1,500.00 or $300 per student, whichever is less;
- 501+ miles up to $1,800.00 or $400 per student, whichever is less.

4.5.1.7 No organization shall be allowed more than $1,800 per fiscal year in total travel funds. An organization may appeal to SABAC for an exception to the maximum travel funding.

4.5.1.8 Mileage shall be determined by the requesting group using www.mapquest.com to find the exact number of miles of the destination from KSU.

4.5.1.9 Requests for travel funds shall only be granted before travel. Requests for travel may not be submitted after the fact.

4.5.1.10 Eligibility to Travel Utilizing SABAC-approved Funding

4.5.1.10.1 Students who are enrolled and registered during the semester of travel.

4.5.1.10.2 Students who travel during the summer and have been enrolled and registered during previous spring semester and are registered for fall semester.

4.5.1.10.3 Students may not travel with student funds after they have graduated.

4.5.2 STIPENDS

Stipends are awarded to student officers of line-item organizations on a semester basis in return for leadership services provided to their respective organizations and to the University.

4.5.2.1 Stipends shall be awarded to students as per the following guidelines:

4.5.2.1.1 The student must have and maintain a minimum 2.3 adjusted grade point average during the semester in which the stipend is under consideration. Advisors and students are responsible for adhering to this standard.

4.5.2.1.2 Students will only receive stipends based on hours for which they are registered, for example: a president who is only taking 6 hours per semester may only receive 100% of matriculation fees based on 6 hours.
4.5.2.1.3 The student must not be on disciplinary probation;

4.5.2.1.4 The student must meet other requirements as may be determined by the organization which issues the stipend, and approved by SABAC.

4.5.2.2 Stipends are not automatically awarded, but are earned based on demonstrated merit. Organizations must have a semester review system to determine whether a stipend was earned, and this stipend review process must be outlined in the organization’s by-laws.

4.5.2.3 A student may not receive stipends funds for more than one position, regardless of how many positions the student may hold.

4.5.2.4 The organization’s bylaws must include: offices who are eligible to receive stipends, other eligibility criteria such as grade point average, the stipend percentage per office per semester, and the stipend review system.

4.5.2.5 Stipend Allocations

The stipend allocation amount is based on a tiered system that sets amounts according to level of responsibility. The President of SGA, for example, is eligible to be awarded a larger stipend amount than a senator. SABAC has set ceilings for each tier, however, organizations may choose to award less for each position. The tiers were established to reflect a portion of the cost of matriculation for the higher student positions. Organizations are strongly encouraged to limit stipends to positions that are critical to the well-being of the organization.

The tiered system is detailed here and reflects matriculation fees:

4.5.2.5.1 100% of in-state matriculation fees per semester for the chief student officer (president or chair);

4.5.2.5.2 60% of in-state matriculation fees per semester for vice-presidents, vice-chairs, secretaries and treasurers;

4.5.2.5.3 30% of in-state matriculation fees per semester for senators, executive assistants and program committee chairs;

4.5.2.5.4 10% of in-state matriculation fees per semester for parliamentarians and sergeants-at-arms.

4.5.2.5.5 SABAC reserves the right to limit the base amount of in-state matriculation fees per semester when there is a drop in projected student enrollment.
4.5.2.6 No organization may award a new stipend or create a position with a stipend without approval and appropriation by SABAC.

4.5.2.7 No student shall receive a stipend greater than the costs incurred for mandatory tuition and fees for the semester the stipend is received, irrespective of any financial aid the student may have received.

4.5.2.8 The Student Media Board governs stipends for work on student media.

4.5.3 EVENTS REQUESTS

Fee-eligible organizations are eligible to submit requests for events under the following guidelines:

4.5.3.1 The request form can be found at https://owllife.kennesaw.edu.

4.5.3.3 Funding received for any of these purposes must be used so that the event is open to all KSU students. SABAC will not fund events that are only open to members of the organization.

4.5.3.4 The expenditure must be made through the appropriate guidelines as set forth by the Kennesaw State University Office of Business Affairs.

4.5.4 RESTRICTIONS

4.5.4.1 Funding requests through the Supplementary Budget Hearings must be made and spent in the same fiscal year.

4.5.4.2 No student activity fee monies appropriated by SABAC may be used to pay or benefit a member of the KSU faculty or staff for a personal appearance or service, including advising an organization.

4.5.4.3 Student activity funds may not be used for the following:
   o Alcohol
   o Services for individual benefit or services of a personal, individual nature
   o Donations to churches or other charitable organizations
   o Contributions to off-campus religious organizations
   o Contributions to political candidates or political parties

4.5.4.4 Any fee-eligible KSU student organization wishing to donate funds to organizations other than SABAC approved KSU student organizations must first obtain SABAC approval. Fee-eligible KSU organizations are encouraged to collaborate with each other and to co-sponsor events and activities. Any shared
financial contribution between fee-eligible student organizations must be based upon observable mutual benefits and participation. Organizations must include a statement regarding shared financial support with other RSOs when requesting funding.

4.5.4.5 Organizations receiving donations for an event must include a statement in their budget requests.

4.5.4.6 Only those activities, services, items or programs will be funded which are necessary for the organization’s basic functions and goals. Any items, services or activities bought or funded by student activity funds must be available to all students. Equipment purchased with student activity funds will be accessible to all and is the property of Kennesaw State University.
SECTION 5. ORGANIZATION REGISTRATION

5.1 TYPES OF ORGANIZATIONS

At KSU, student organizations fall into one of the following categories: Academic, communications/media, fraternity or sorority, faith-based/spiritual, graduate, honorary, military, multicultural/global, performance/fine arts, political/social action, pre-professional, special interest, or line-item.

The Department of Student Life maintains an annual listing of active registered student organizations. This list is available at https://owllife.kennesaw.edu.

5.2 CRITERIA FOR REGISTERED STATUS

SABAC will register organizations that:

5.2.1 have goals/objectives/purposes that are consistent with the educational mission of the university;

5.2.2 are able to function within the guidelines established for campus organizations as specified in this and other relevant documents.

5.2.3 are affiliated with a national social fraternity or sorority, if the applicant group desires to be a social Greek chapter affiliated with the National NPHC, NPC, NIC, NALFO, and FEA (See The Office of Fraternity & Sorority Life for more details or visit http://www.kennesaw.edu/greeklife/).

5.2.4 don’t duplicate directly, programs, services, staff duties and organizations already in existence at KSU.

5.2.5 provide a means within the constitution/by-laws for individuals who wish to withdraw their membership. Groups may require withdrawing members to honor financial obligations made during membership;

5.3 REGISTRATION OF SPORTS CLUBS

All groups wanting to register as sports clubs must contact the Department of Sports and Recreation, visit http://www.kennesaw.edu/student_life/intramurals/index.shtml.

5.4 LOSS OF STATUS AS A REGISTERED OR LINE-ITEM STUDENT ORGANIZATION
Loss of RSO status may occur as a result of violations of the KSU Student Code of Conduct, SABAC Policy Manual, KSU approved Business Services policies, or the RSO policies established by the Department of Student Life.

5.4.1 VIOLATIONS OF THE STUDENT CODE OF CONDUCT

5.4.1.1 Student organizations, as well as individual members/officers of the organization acting as part of the organization, are subject to the procedures established by the University for reviewing allegations of violations of the KSU Student Code of Conduct. Student organizations, as well as individual members, may be assigned sanctions as determined by the office of Student Conduct and Academic Integrity to include expulsion from campus. For more information please visit the website at https://web.kennesaw.edu/scai/.

5.4.2 VIOLATIONS OF RSO POLICIES

5.4.2.1 Student organizations, as well as individual members/officers of the organization acting as part of the organization, that violate the RSO policies established by Student Life may be subject to penalties ranging from loss of funding to temporary suspension of campus activities as determined by the Assistant Director of Fraternity & Sorority Life, in the case of fraternity or sorority violations, or the Assistant Director of Student Involvement for all other RSO violations. For more information please visit the website http://www.kennesaw.edu/student_life/.

5.5 NON-DISCRIMINATION

There will be no discrimination of any sort practiced by member organizations funded by SABAC.