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**SUBJECT: SOUTHERN UTAH UNIVERSITY STUDENT ASSOCIATION SENATE  
FUNDING POLICY**

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**ARTICLE I**

**General Guidelines**

SECTION 1: Student fees will not be disbursed for faculty or staff. Faculty and staff should request funds from their department, college, or the Provost.

SECTION 2: Student fees spent should directly benefit current students.

SECTION 3: Students seeking funds must not be on academic probation.

SECTION 4: Clubs approaching the Senate for funds shall first be directed to the Clubs and Student Involvement Assembly. They may then approach the Senate for additional funds.

SECTION 5: Senate shall not make monetary donations to charities.

SECTION 6: Students must pay an equal amount or greater than what they are requesting from Senate. Although students may apply for up to 50% the awarded amount may be less than requested.

SECTION 7: Per Deim, to include food and other personal expenses, will not be funded by Senate. It will also not be considered as a contribution of the students.

SECTION 8: Students shall report back to the sponsoring Senator within two weeks of the event.

- A. They should provide receipts, how the money granted to them was spent, and a brief summary of how the event went.
- B. The sponsoring Senators shall be responsible for collecting the receipts and presenting report to Senate.
- C. The Senate Treasurer will keep track of which bills have been reported on.
- D. If groups fail to report back to Senate within 30 days of event, they will return all of the granted money.

SECTION 9: Clothing will not be funded by the Senate. It will also not be considered as a contribution of the students.

SECTION 10: Students seeking funds shall obtain as many cost quotes as possible for items they are requesting funds for.

**ARTICLE II**

**Conferences/Research Presentations and Competitions**

SECTION 1: Conference/Research Presentation funding is only for presenting at a conference, presenting research findings, or representing SUU at a competition.

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SECTION 2: Food expenses, vehicle wear and tear, and charitable contributions will not be funded or considered as a contribution of the students attending.

SECTION 3: Senate may contribute to the cost of lodging, travel, and conference/registration fees.

SECTION 4: Lodging:

- A. Individual - 50% of cost at a maximum of \$75.
- B. Group - 50% of cost at a maximum of \$100 per room per night.

SECTION 5: Travel – We will fund either the airfare or land travel, not both.

- A. Airfare - 50% of airfare costs at a maximum of \$200 nationally or \$400 internationally.
- B. Rentals – 50% of rental cost at a maximum of \$75 per day per vehicle.

SECTION 6: Registration:

- A. Individual - 50% of cost at a maximum of \$100
- B. Group registration - 50% of cost at a maximum of \$100 per person.

SECTION 7: The Senate will only fund up to seven days.

### **ARTICLE III**

#### **Academic Interest Events**

SECTION 1: Academic interest events are trips for an academic purpose other than presenting or competition. This includes trips for performing and recruiting and informational programs.

SECTION 2: Food expenses, vehicle wear and tear, and charitable contributions will not be funded or considered as a contribution of the students attending.

SECTION 3: Senate may only contribute to the cost of lodging and travel.

SECTION 4: Lodging:

- A. Individual - 50% of cost up to \$35 per person per day.
- B. Group - 50% of cost up to \$50 per room per night.

SECTION 5: Travel – We will fund either the airfare or land travel, not both.

- A. Airfare - 50% of airfare costs up to \$150 nationally or \$300 internationally.
- B. Rentals – 50% of rental cost up to \$50 per day per vehicle.

SECTION 6: The Senate will only fund up to five days.

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**ARTICLE IV**

**Focus Events**

SECTION 1: Focus events, as required by Senate By-Laws, are funded by the Senate and are capped at \$500.

SECTION 2: The Senate shall set aside funds at the beginning of the year for Focus Events for both semesters.

SECTION 3: Focus Events are the only exception to this policy concerning food. Focus event budgets are allowed to include and request funds for food.

**ARTICLE V**

**Open Forums**

SECTION 1: Held when necessary to obtain student voice on matters that affect the entire student body (i.e. Constitution, etc.).

SECTION 2: Open forums are funded by the Senate and are less than \$200. Funding cap shall include room reservation, set-up, and A/V equipment rentals.

**ARTICLE VI**

**Speakers & Professionals asked to come to SUU**

SECTION 1: Senate will generally fund only non-convocation series speakers.

SECTION 2: Senate will fund up to 50% at a maximum of \$600.

- A. Speaker costs include but are not limited to: advertising, equipment rental, and other Centralized Scheduling Charges.

SECTION 3: Senate will only fund 35% of the speaker if it will benefit one College or School specifically.

SECTION 4: The Senate will not fund entertainers.

**ARTICLE VII**

**Student Publications**

SECTION 1: The Senate will only help with actual publication costs. Reimbursements to those who help assemble publication will not be funded.

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SECTION 2: The Senate shall fund no more than 50% of any student driven publication.

**ARTICLE VIII  
Student Research**

SECTION 1: The Senate shall fund no more than 50% of any student-driven research project(s).

**ARTICLE XI  
Student Publicity and Equipment**

SECTION 1: The Senate shall fund no more than 50% of any student publicity.

SECTION 2: Student publicity and equipment consists of banners, posters, fliers, printing, balloons, table cloths, staplers, tape, postage, paper, letterhead, and envelopes.

**ARTICLE XII  
Capital Items**

SECTION 1: Purchased equipment costing over \$500 to benefit a program are considered Capital Items.

SECTION 2: It is required that the requesting group obtain funding from its academic department first. The Senate's allocation will not exceed 50% of the cost of requested capital items.

SECTION 3: Capital items partially funded by the Senate will become property of the department to be included in its inventory.

**ARTICLE XIII  
Deadlines**

SECTION 1: To ease the process of receiving funds those requesting funds should follow these deadlines.

SECTION 2: The deadlines are

- A. 1<sup>st</sup> Quarter
  - i. Event happens between Sept. 15<sup>th</sup> and Nov. 30<sup>th</sup>
  - ii. Deadline is Sept. 1<sup>st</sup>
- B. 2<sup>nd</sup> Quarter
  - i. Event happens between Dec. 1<sup>st</sup> and Feb. 28<sup>th</sup>/29<sup>th</sup>
  - ii. Deadline is Nov. 1<sup>st</sup>
- C. 3<sup>rd</sup> Quarter

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- i. Event happens between Mar 1<sup>st</sup> and May 31<sup>st</sup>
  - ii. Deadline is Feb.1<sup>st</sup>
- D. 4<sup>th</sup> Quarter
  - i. Event happens between June 1<sup>st</sup> and Sep. 14<sup>th</sup>
  - ii. Deadline is May 1<sup>st</sup>

**ARTICLE XIV**

**Exceptions**

SECTION 1: This policy may be overridden by a 2/3 vote of the Senate Body if deemed necessary for individual bills.

SECTION 2: Sponsoring Senators are required to ensure students requesting funds understand this policy.

SECTION 3: Sponsoring Senators will ensure proposed budget follows this policy before it is presented.

**ARTICLE XV**

**Amendments**

SECTION 1: Amendments to this document may be proposed by any Senator.

SECTION 2: Amendments are approved by a 2/3 vote of the Senate.