

**STUDENT ORGANIZATIONS FUNDING GUIDELINES
TEXAS CHRISTIAN UNIVERSITY**

ARTICLE I

Scope

Section 1. This document shall represent the full-time members of the undergraduate student body and faculty as defined by Texas Christian University.

Section 2. The Finance Guidelines shall be binding on all officers and Finance Board members participating in the Student Government Association (SGA), as outlined in the Student Government Code (SGC) Title 2 Chapter 1 Section 1.

Section 3. All decisions involving the Finance Board and Appeals Board shall be open to any current TCU student and will not be restricted on the basis of race, color, religion, sex, national origin, ethnic origin, disability, age, gender, sexual orientation, covered veteran status, or any basis protected by law.

Section 4. All financial awards will be provided via the Maximum Available Student Organization Funding amount, as determined by the current fiscal year budget.

ARTICLE II

Finance Board

Section 1. The mission of the Finance Board is to fulfill the fiduciary responsibilities of SGA through the fair allocation of student organization funding.

Section 2. The Finance Board shall consist of a relatively heterogenous grouping of six to eight undergraduate students in-accordance to the sitting Treasurer's discretion.

Heterogeneity can be accomplished through, but not limited to:

- (a) Academic standing;
- (b) College affiliation;
- (c) Greek affiliation or lack thereof;
- (d) Campus-wide involvement.

Section 3. All Finance Board members must abide by the following ethics guidelines when evaluating funding applications:

- (a) Rely solely on information provided within application responses, as outlined in Article III;
- (b) Recuse oneself if there is any opportunity for a conflict of interest, including, but not limited to, possession of a leadership position within the requesting organization;

- (c) Prioritize the Funding Guidelines, as well as TCU's Student Code of Conduct, Mission Statement, and University Values, above one's personal beliefs and opinions;
- (d) Assume that the items requested by a student organization will be used for the fulfillment of an organization's purpose, as stated in their application.

Section 4. A violation of the ethics guidelines, defined as the inability to perform functions outlined in Section 3, will result in a Finance Board member being subject to immediate removal by the sitting Treasurer.

Section 5 Any sitting member of the SGA House, Cabinet, or Judicial Board who suspects an ethical guideline infraction may report the concern to the Chief Justice, who will take appropriate action.

ARTICLE III

Financial Awards

Section 1. Funding Eligibility

To be eligible for funding, a student organization must:

- (a) Be recognized and in good standing with Student Activities as an active undergraduate organization;
- (b) Have no outstanding financial responsibilities;
- (c) Use funding within the semester of the initial request;
- (d) Use SGA funding only for the purposes approved by the Finance Board. Misuse of funds may result in penalties, as determined by the Finance Board and Student Activities.

Section 2. Funding Timeline

For events or purchases requiring direct billing or contract-based items (equipment rentals, yard sign purchases, on-campus services such as DJs, novelty rentals like photobooths, etc.):

- (a) Funding applications must be received four weeks in advance of the event if unable to use a TCU-approved vendor.
- (b) Funding applications must be received two weeks in advance of the event if using a TCU-approved vendor.
- (c) Information about approved vendors can be found by emailing sgapurchasing@tcu.edu.

Section 3. Funding Utilization

- (a) Funding must be used within the semester of the initial request;
- (b) Organization funds should not be used to purchase items that will be reimbursed by SGA funds;

- (c) Only current TCU students, faculty, and staff are eligible to receive reimbursements. Off-campus advisors, parents, registered affiliates, and organization bank accounts cannot be reimbursed.

Section 4. Funding Certainty

The following are always able to be funded, as funds allow:

- (a) Yard signs used as a marketing strategy for a student organization event;
- (b) Security fees for a large-scale event.

Section 5. Funding Limitation

The following are unable to be funded:

- (a) Items that serve no valuable purpose for the fulfillment of an organization's mission, as defined in Article VI Section 3 of this guideline;
- (b) Prizes;
- (c) Travel and lodging expenses;
- (d) Registration or conference fees;
- (e) Food that does not enhance or promote the mission or purpose of the organization as defined in Article VI Section 3 of this guideline. This includes general organization meetings;
- (f) Internal social or formal events;
- (g) Events where an undergraduate student is charged an entrance fee. Faculty, staff, graduate students, and community members may be charged and an optional donation upon entry is permitted;
- (h) Direct monetary contributions to non-profit organizations or scholarship funds;
- (i) Alcohol, drugs, or any items banned as outlined in Section 3 of the TCU Code of Student Conduct;
- (j) Software, technology, or supplies provided for all students by TCU;
- (k) Funds to pay off fines or penalties levied against the organization or its members.

Section 6. Finance Board Discretion

- (a) The Finance Board holds interpretative discretion for cases that fall between the scope of Section 4 and Section 5;
- (b) All evaluations, decisions, and interpretations of Article VI Section 3 are at the sole discretion of the SGA Finance Board;
- (c) Each funding request is reviewed on a case-by-case basis, and the Finance Board reserves the right to grant exceptions when deemed in the best interest of the student body;
- (d) If a denied funding applicant disagrees with the Finance Board's discretion, they are allowed the ability to appeal the initial decision as outlined in Article VII.

ARTICLE IV

Organization Classification Interpretation

Section 1. Organization Classifications

All student organizations are interpreted based off their primary classification into one of the following facets:

- (a) Academic;
- (b) Service;
- (c) Cultural;
- (d) Religious;
- (e) Leadership;
- (f) Recreational

Section 2. Interpreting Food Across Organization Facets

- (a) Food shall not be approved as a primary means of garnering attention or attendance at for a hosting organization.
- (b) To mitigate inequities associated with providing food for student organizations, organizations within the defined facets in Section 1 may demonstrate the following to be deemed eligible for requesting food:
 - a. Academic organizations must demonstrate some concept or concepts essential to further the organization's mission;
 - b. Service organizations must demonstrate the essential nature of food as a medium for service;
 - c. Cultural organizations must demonstrate a unique tie to the community or communities that define the organization's identity;
 - d. Religious organizations must demonstrate a tradition essential to the event's religious affiliation;
 - e. Leadership and recreational organizations are prohibited from requesting food unless there is an intrinsic tie to another facet, of which they must abide by former subsections in this section.

Section 3. Handout items requested by student organizations shall not be approved as a primary means of advertising or marketing a hosting or partner organization.

ARTICLE V

Organization Funding Application

Section 1. Organization Funding and Collaboration Request Overview

- (a) All organizations must fill out the same application to receive SGA funding;
- (b) Within the funding request, the following sections must be included:
 - a. Funding Acknowledgement
 - b. Organization Information
 - c. Collaboration
 - d. Funding Information

Section 2. Funding Acknowledgement

All organizations must understand and acknowledge the following before moving forward in their funding request:

- (a) The Finance Board reserves the right to make whatever funding decision they deem fit, as outlined in Article III Section 6;
- (b) The Finance Board makes their decisions in preference order in accordance with their funding priorities;
- (c) The Finance Board may ask for any organization to present further information if they see fit;
- (d) Organizations may appeal outlined in Article VII;

Section 3. Homecoming Funding

- (a) All funding with regards to Homecoming comes from the designated Homecoming line-item allocation from the Fiscal Year budget;
- (b) Student organizations, including Greek chapters, must select a homecoming liaison to register an organization's participation in Homecoming activities for a given academic year;
- (c) Prospective Homecoming participants must opt-in to the following two-tiered model of parade involvement, as outlined below:
 - a. High involvement – Large student organizations or Greek chapters may participate in a formal float competition judged by TCU staff or other appropriate neutral parties
 - b. Low involvement – Small or medium-sized student organizations and Greek chapters may participate in walking groups or decorated vehicles.
- (d) The maximum amount an organization may request as a high or low involvement parade member is determined by the active SGA Cabinet;
- (e) Student organizations can request funding for either of the following activities:
 - a. Parade walking group and/or banner competition;
 - b. Parade float group;

ARTICLE VI

Funding Decisions

Section 1. Organizations are limited to a maximum of \$15,000 in SGA funding per academic year. This cap applies to the total combined amount allocated for all approved events, programs, and functions.

Section 2. The Finance Board must consider funding priorities. Such are outlined whereas (a) is the strongest priority and (e) is the weakest:

- (a) On-campus student organization event that is accessible, available, and appealing to all students;
- (b) On-campus student organization activity that enriches the student experience for all student organization members and is actively furthering one's mission;
- (c) Off-campus student organization activity that enriches the student experience for all student organization members and is actively furthering one's mission;
- (d) Off-campus student organization activity that enriches the student experience for a subset of the organization's members and is actively furthering one's mission;

(e) Student organizations that are not actively furthering one's mission.

Section 3. An organization's mission is the primary consideration with all Finance Board decisions. An organization's mission is defined as one's driving motive to serve the student body as a contributing member of the TCU community.

Section 4. The Finance Board must reach a simple majority to approve an organizational funding request. The Finance Board holds interpretative discretion of the provided information in a funding request.

Section 5. All applicants will be informed of the Finance Board's decision within the week of the funding request's review. All decisions shall provide transparency into the financial allocation provided upon request.

Section 6. When a financial request is accepted in-part, providing approval for some line-item requests and denying others, the funding applicant must be made aware of these differences.

Section 7. When any component of an applicant's request is denied, the Finance Board must provide the individual in-question with an opportunity to appeal the decision, as outlined in Article VII.

ARTICLE VII

Appeals

Section 1. All appeals from the Finance Board must be completed 48-hours after receiving a funding decision. An appeals application will be attached in instances where the Finance Board does not completely fund a given request.

Section 2. The SGA Treasurer will confirm receipt of the appeal and notify the organization of the date which their appeal will be reviewed. The Treasurer may extend the organization the offer to attend the appeal review.

Section 3. Appeals will be reviewed by the SGA Cabinet members during their next scheduled meeting. An advisor must be physically present at the review.

Section 4. In the event an advisor is unable to be present at the review, they are able to satisfy the Section 4 requirement through one, or a combination, of the following means:

- (a) Review the appeal before it is finalized;
- (b) Be present through some electronic mean, be it through phone call or by Zoom.

Section 5. Successful appeals garner a majority vote of SGA Cabinet, resulting in an overturn of the Finance Board's initial line-item ruling. Once the initial ruling is overturned, the Cabinet may decide to fully or partially fund requested items individually.

ARTICLE VIII

Amendments

Section 1. All proposed amendments to these guidelines may only be introduced by the Treasurer and co-sponsored by an active Finance Board member.

Section 2. The amendment will be introduced as a bill to the House of Representatives, requiring a two-thirds vote to pass guideline changes.

Section 3. The Speaker of the House may correct grammatical errors within these guidelines.