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I. IUSA Funding Board

A. Full name: Indiana University Student Association (IUSA) Funding Board

B. The IUSA Funding Board office is located at the Indiana Memorial Union in Room 387 of the Student Activities Tower.

C. The Directors will determine the IUSA Funding Board meeting schedule. Meetings should be held once a week throughout the academic year, but the Director may determine what day of the week and its time.

1. Meetings for 2009-2010 will be held on Wednesdays at 7 p.m. Specific meeting dates are listed below:

September: 9, 16, 23, 30	January: TBA
October: 7, 14, 21, 28	February: TBA
November: 4, 11, 18	March: TBA
December: 2, 9	April: TBA

D. IUSA Funding Board provides support to student groups by helping them obtain necessary funding in order to enhance their respective organizations. IUSA Funding Board offers monetary assistance by helping to fund specific initiatives and events.

1. IUSA Funding Board was created to provide monetary assistance to groups for events, daily expenses, diversity initiatives, student awareness programs, and speakers among other items.
2. Events and initiatives are evaluated by the IUSA Funding Board's members (Addressed in Sections IV & V).

E. In addition to provide funding support, the IUSA Funding Board is an advocacy organization that will provide guidance and feedback to organization's wishing to sponsor events. IUSA Funding Board should be a resource for the student groups that it represents.

F. IUSA Funding Board is a branch of the IUSA, and will uphold the values of the larger organization. In addition, there should be direct consultation between the Board and the IUSA executives as needed throughout the year to facilitate smooth operations.

II. Funding Board Member Selection Process

A. The IUSA Funding Board will consist of eleven board members and two Directors.

B. The Directors will be appointed by the outgoing IUSA Funding Board with a $\frac{3}{4}$ majority. The incoming Directors must have at least one year of experience serving on the IUSA Funding Board.

C. The eleven board members will be elected by a combination of elections and appointments.

1. Four board members will be elected through the IUSA Elections, which typically take place every spring for the upcoming year. Candidates must file and be eligible under the IUSA Election Code, specifically under Sections I-III (found at <http://www.indiana.edu/~iusa/>).

2. Four board members will be nominated by the incoming IUSA President-elect. This must be done in consultation with the incoming Director and/or the previous year's Director.

a. The IUSA President-elect's appointments must be received by the upcoming Director before the completion of the end of the current academic year.

b. If the IUSA President-elect fails to make their selections before the completion of school in May, s/he forfeits his/her selections. These appointments will then be made by the upcoming Directors.

3. The remaining three appointments will be made by the upcoming Directors in unison.

4. The IUSA Funding Board and its board members should strive to reflect the diversity of the student body that it represents. In this spirit, the President-elect and upcoming Director should try to appoint board members from diverse backgrounds and majors.

D. The Director may select up to four alternate appointments. If an active board member is unable to fulfill their duties (outlined in Section III) for any reason, the Directors may replace such member with an alternate.

1. The Director should seek alternates no later than the beginning of the academic year.

2. Before replacing a board member, the Director must consult with the Assistant Dean and the IUSA Funding Board adviser(s).

III. Funding Board Member Job Descriptions and Expectations

A. The IUSA Director's activities include, but are not limited to:

1. Create the schedule of meeting dates and times.

2. Review the application prior to the meetings and ensuring their eligibility (see Section IV below).

a. Submitted applications must be posted on OnCourse the Monday prior to the Wednesday meeting.

3. Consult regularly with the IUSA Funding Board adviser(s), the Dean, and the Student Organizational Accounts (SOA) office.

4. Coordinate with the IUSA Funding Board members to better assist the organizations seeking funding.

5. Provide feedback, guidance, and help to organizations seeking funding. This requires maintaining constant contact with organization members by:

a. Holding regularly scheduled office hours: The Director must hold office hours in their office for at least three hours every week. Office hours should be broken down into two separate days.

b. Answering emails, telephone calls, and other messages promptly: Messages received to the IUSA Funding Board email account (iusaaid@indiana.edu) should be checked regularly (at least once every day).

6. Pay all bills promptly and accurately. Check requests must be written, signed by the Dean, and submitted to the Student Organizational Accounts (SOA) office within one week upon receiving them.

7. To ensure credibility, the Director must maintain accurate accounting information.

a. A ledger should be kept documenting all expenditures paid from the IUSA Funding Board account.

- b. A ledger should be kept documenting how much organizations were awarded, when they were awarded this money, and how much they actually spent. Unspent funds will be re-awarded to other organizations at a later date.
- 8. The IUSA Funding Board directors should present a monthly budget update to the IUSA Congress in order to assure accountability and openness.
- 9. The two directors will split the responsibilities equally. The work load will be divided alphabetically, from A-L and M-Z, wherein each director will handle all aspects of communication, funding requests, and paperwork for subsequent organizations.
 - a. Director one will be responsible for A-L and also will be the individual that signs all check requests. Each director is responsible for filling out their respective requests, but Director one maintains the responsibility to sign and deliver all checks to the SOA office.
 - b. Director two will be responsible for M-Z and also will be the individual that monitors the internal functionality of the Board, including attendance, event-response papers, and direction of the weekly meeting.
- B. The IUSA Funding Board members' activities include, but are not limited to:
 - 1. Attend all meetings regularly and on time.
 - a. If a board member is going to be absent, it is their responsibility to inform the Director prior to the meeting.
 - b. Three excused and/or more than one unexcused absences per semester will result in a removal from the IUSA Funding Board.
 - 2. Attend all mandatory training sessions that are scheduled by the Directors.
 - 3. Act as a student advocate, helping student organizations fund and put on initiatives.
 - 4. Participate, ask questions, and engage with organizations in the meetings.
- C. IUSA Funding Board members and the Directors are allowed to attend any event or initiative funded by IUSA Funding Board for free.
 - 1. Each board member, including the Directors, should attend at least one IUSA Funding Board event per month.
 - 2. Each board member should submit a well-developed paragraph to the OnCourse site about the student organization event s/he attended, including information about attendance, organization, and recommendations for next year.

IV. Funding Eligibility

- A. IUSA Funding Board cannot use activity fee money to support organizations funded through other portions of the Student Activity fee and will work with groups listed on the Bursar check-off on a case-by-case basis.
- B. Every IUSA Funding Board -funded organization must be registered with the Student Activities Office (SAO) prior to seeking funding.
- C. All groups seeking IUSA Funding Board funding must attend a mandatory SAO Orientation, which will be held at the beginning of the year.
 - 1. If an organization does not have a member present, that organization must schedule a make-up meeting with the Funding Board adviser before they are eligible for funding.
 - 2. If an organization does not attend the Orientation or a make-up meeting, they will not be able to seek IUSA Funding Board funding.
- D. IUSA Funding Board will look more favorably upon initiatives that serve and are open to all students, faculty, and staff (public) in order to receive requested funding. The "public"

includes student journalists and the press. The press cannot be denied entry into any event that is open to the public.

E. IUSA Funding Board cannot fund initiatives and events that have already occurred.

1. Applications to IUSA Funding Board are accepted for upcoming initiatives only.
2. Organizations must submit their applications and present to IUSA Funding Board before the start of their initiative.

F. Funding may only be used for the line item expenditures that have been approved by IUSA Funding Board. Funding is awarded on a case-by-case basis.

1. IUSA Funding Board cannot fund plaques, awards, trophies, medals, or other-related gift items with the exception of speaker honorariums.
2. IUSA Funding Board cannot fund direct donations made by student organizations to private or philanthropic causes.

G. Organizations can only be awarded a maximum of 75 percent of the total initiative cost.

1. Initiatives that charge a fee to enter or attend can only be awarded a maximum of 35 percent of the total cost.
2. Conferences or long distance trips are determined on a case-by-case basis, but such initiatives that are only open to group members can only be awarded a maximum of 35 percent.

H. Each organization can only seek IUSA Funding Board funding twice a semester.

1. Organizations may apply for more than one initiative at a time. Each different initiative must have its own itemized budget and proposal.

I. No student organization can typically receive more than \$10,000 in IUSA Funding Board monies per academic year. Exceptions can only be approved by the Dean.

J. IUSA Funding Board analyzes the organization's proposals, not the organization's viewpoint. Organizations cannot be denied funding because of its opinion or point of view.

K. In addition, monies received from IUSA Funding Board must be spent in accordance with:

1. the IU Student Code of Conduct
2. the Drug Free Schools and Regulations

L. Funds cannot be used for:

1. Personal use
2. Any purchase of alcohol
3. Support of sectarian religious activity
4. Support of or influencing legislation
5. Litigation against the university
6. Support of any political campaign or in behalf of any candidate for public office.

M. IUSA Funding Board will look favorably upon student organizations that receive outside funding before requesting money from IUSA Funding Board.

V. Pre-Funding Procedures

A. Before receiving IUSA Funding Board funding, organizations must attend the SAO Orientation or attend a make-up meeting (see IV, Section D. above).

B. Applications can be uploaded from the website (www.indiana.edu/~iusaaaid).

1. Applications must be filled out completely before submitting, including an itemized budget.
2. All applications must be signed by the organization's faculty adviser.

- C. Completed applications must be submitted to the IUSA Funding Board website (www.indiana.edu/~iusaaid) by 5pm the Monday before the scheduled meeting
- D. Once the applications are received by IUSA Funding Board, the Director will email the contact-person of each group no later than 4 p.m. on the day prior to the meeting to confirm.
 - 1. Each email will contain the date, time, and place of the meeting. Attached will be an agenda with each organization's name and their scheduled presentation time.
- E. All meetings will be held on Wednesday at 7 p.m. in IMU Room 385.
 - 1. Each organization needs to arrive 10-15 minutes before the scheduled meeting time emailed to them.
 - 2. Each organization should have 2 or 3 presenters. Presenters must be student members.
 - 3. Presentations should only last about 5 minutes, due to the volume of funding requests. Presenters will be asked to describe their planned initiative, how much money they are requesting, and other pertinent information. This presentation will be followed by a brief question and answer session.

VI. Post-Funding Procedures

- A. After completing the meeting, IUSA Funding Board will stay to discuss the organizations' presentations and determine how much each group shall receive.
 - 1. Organizations will be evaluated based on their eligibility (Section IV) and their initiative proposal.
 - 2. IUSA Funding Board members will discuss each initiative proposal and will award funding based on their discretion. An itemized list of what IUSA Funding Board will fund and the amount will be provided to each group.
- B. Within 2 business days of the meeting date (the following Friday), the Director will email each organization with an information packet. The email will be sent to one of the organization's presenters and will include the following attachments:
 - 1. An itemized Excel sheet stating what and how much IUSA Funding Board will fund.
 - 2. A list of post-funding procedures. The procedures will outline what the organization needs to do to ensure quick and accurate transfer of funds.
 - 3. A group responsibility form. This must be signed and returned to ensure the organization will act responsibly and as directed when using IUSA Funding Board funding.
 - 4. A feedback form. This form must be filled out and returned to the IUSA Office in order for the organization to receive funds.
 - 5. An IUSA Funding Board logo. Any printed materials that IUSA Funding Board funds, including newspaper advertisements, fliers, bulletins, etc., must contain the IUSA Funding Board logo.
- C. IUSA Funding Board will deposit funds into an SOA account for each student group.
 - 1. Each group must turn in a copy of their receipts to the IUSA Funding Board office and the physical receipts to the SOA for every purchase made.
 - 2. Funding may only be used for items approved by IUSA Funding Board. Any group who uses funds improperly and without authorization must reimburse IUSA Funding Board, and will not be allowed to seek IUSA Funding Board for an entire year (365 days).

IUSA Funding Board reserves the right to amend and alter any of the above-mentioned policies with a $\frac{3}{4}$ majority of its Board members and directors then final approval by a vote of IUSA Congress. If Congress fails to vote, or disapproves, IUSA Funding Board will function with its previous Constitution until an agreement can be reached between the two organizations. This is to ensure organizational accountability and transparency for IUSA Funding Board, which is tasked with allocating a large sum of IU Bloomington student fees. Organizations will be notified if any IUSA Funding Board policy is changed or amended.

Any organization that acts in violation of any of these policies may jeopardize their current and future funding status with IUSA Funding Board.