



## Illinois Wesleyan University Student Senate Financial Advisory Board (FAB) Precedent 2023-2024

### General Guidelines & Guidance

- Funding from Student Senate is only available to RSOs who are open to all students.
- A RSO is **not eligible for Student Senate funding** until they have attended **one of the FAB trainings offered each semester** and/or have received separate training with the Treasurer (*Refer to Article 6 of the Code of Finances*).
- All requests **over \$500** need to be submitted **at least two weeks prior** to the event date. If this timeline is not followed, a FAB hearing will not be scheduled and the option of rescheduling the event will be proposed.
- For all FAB hearings, 2 members of each organization must be present in order to request funds; if this is not met, a retroactive punishment may be applied.
- If a RSO's requested funds are approved by FAB and need a second approval (requests over \$500) from the Student Senate General Assembly, the RSO must have one representative at the General Assembly meeting. It is recommended that one of the two members from the FAB hearing is the representative in attendance at the meeting to answer any questions.
- Events, including active instruction, entertainment/royalties, event supplies, food, publicity, publications, and speakers **must be on campus\* and open and free to all IWU students**.
  - *\*Except for performances at the Bloomington Center for Performing Arts and Second Presbyterian Church, but no rent payment for off-campus venues.*
- RSO bonding events cannot be funded.
- No contracts can be signed or payment made until funding is approved.
- There cannot be any payments for students, faculty, or staff for services unless otherwise specified in the Student Senate Constitution, Bylaws, or Code of Finances.
- No funding for presentations of papers or research of any nature at any venue.
- Any invitation to international guests must be approved by the International Office beforehand by an email to the Treasurer otherwise, Student Senate may refuse payment due to legal reasons.
- **All off-campus trips** funded by Student Senate must fill out the [Release and Applicant Information Form](#) and the [Waiver and Assumption of Risk Agreement Form](#).
- Contracts over \$10,000 must be submitted to the Director of the Office of Student Involvement for approval.
- Any FAB member or Student Senate Executive Board member cannot request funds on behalf of any RSO.
- FAB has the capability to interpret the precedent on a case-by-case basis.

## Collaboration Guidelines

- RSOs which work together on an event may petition FAB for additional funding as a result of their collaboration.
- The cost of the request will be split between each RSO that is taking part in the collaborative event.
- A collaborative event (2 or more RSOs) may be allocated up to an additional \$1,000 per request across all precedent categories.
- Hosting or collaborating RSOs are only eligible for collaboration funding if the event shares and promotes values that align with both RSO's mission.

## Precedent Categories

*\*The spending caps in the following precedent categories may not be exceeded by an RSO.\**

- **Active Instruction**
  - **\$1,000 per year** for on campus active instruction involving a group setting with expected active and personal interaction. If facility or location is not available on campus to permit active instruction for a given RSO, off campus instruction can be awarded on a case by case basis.
    - **Example:** A Yoga RSO contracts a local yoga instructor to teach a class on-campus.
- **Capital Development**
  - **\$5,000 per semester** for long-term investments in equipment for RSOs to utilize. The equipment must align with the mission of the RSO. For any requests in which campus construction is required, RSOs should email the Student Senate Treasurer. Capital projects are not funded through FAB.
- **Competition & Tournaments**
  - **\$2,000 per semester** for transportation, lodging and registration for formalized tournaments or competitions. No meals provided.
- **Conferences/Service-Based Trips**
  - **\$3,500 per semester** for conferences/service-based trips that meet the following criteria:
    - Must have a minimum of two (2) people.
    - Conference must have 3 or more represented collegiate institutions present, does not apply to service based trips.
    - Conference must be in conjunction with an international/national/regional organization's convention and/or have a clear and prevalent educational component that is the primary purpose of the conference.
    - Travel and lodging shall be standard accommodations. Standard accommodations are mileage reimbursement one-way at the University's official mileage reimbursement rate & a standard two queen-size bed hotel room.
    - No travel outside of the continental U.S.

- **Entertainment/Royalties**
  - **\$5,000 per semester** for on-campus activities that closely relate to the RSO's mission.
    - Movie rights can be funded if the movie selected is educational and/or cultural and aligns with the RSO's mission.
    - Movie rights must be obtained by Swank Motion Pictures, Inc. in order to show a movie on campus, unless the movie is from Kanopy. Contact the Office of Student Involvement for quotes on movie rights.
- **Event Supplies**
  - **\$250 per event** including decorations and other materials needed for events. No items may remain with the RSO, given to an RSO member, or another individual.
- **Field Trips**
  - **\$500 per semester** for educational purposes that closely relate to the RSO's mission.
    - **Example:** A zoologist's club going to the local Zoo
  - No bonding field trips. No travel outside the continental U.S.
  - Travel shall be standard accommodations. Standard accommodations are mileage reimbursement one-way at the University's official mileage reimbursement rate & a standard two queen-size bed hotel room.
- **Food**
  - **\$3,000 per semester.** The requested food must enhance the educational experience of the event **and** serve a direct purpose to the event.
    - **Example:** An astronaut NASA RSO requesting funds for astronaut food to provide an educational event about space
    - All requests for food **must be catered through Sodexo**, unless Sodexo determines they are unable to fulfill the food request. A menu and an invoice must be provided at the time of the hearing.
    - The event must be on campus.
    - The event needs to be open and advertised to the campus community
    - The food may not be used for recruiting, general body, or executive board meetings.
  - Cultural RSOs may request funding for celebrative, culturally-focused events (i.e. Fruit Mixer, Black Excellence Banquet, etc.) that are in addition to other educational events that involve food. Cultural RSOs can request **up to \$1,500 per event** (cap of two events per semester) for celebrative, culturally-focused events. These requests are inclusive of the \$3,000 semester cap.
- **Memberships & Subscriptions**
  - **\$204 per year per member with a cap of \$6,000 per year** in total costs. Individual memberships & subscriptions for investments to purchase memberships/subscriptions at off-campus businesses to further establish an RSO with their mission. RSOs must show competing membership/subscription prices, if applicable. If the expense exceeds the limit, the remaining amount will not be covered by Senate.
- **Publications**
  - **\$1,000 a year** for production of publications.

- **Publicity**
  - **\$80 per event.** No off-campus publicity or promotion.
- **Speakers**
  - **\$3,000 per semester** for speakers including speaker(s)' food, honorarium, lodging, and travel. A majority of the speaker(s)' time must be a presentation with limited direct group/personal interaction. **FAB requires a W-9 form and an invoice from the speaker, if funded.**

### **Retroactive Punishments**

- If a RSO has not been approved for funding through FAB & enters into a contract or requests a reimbursement for purchases, FAB may choose to pay the contract or reimbursement. If FAB chooses to pay or recommends to pay the contract or reimbursement, the RSO may be subject to penalties.
- All retroactive punishments must be accepted by no less than 3 of the organization's members, one of which is not on the current executive board and one of which must not be a senior in class standing, all 3 present members must accept the punishment

### **Appeal Process**

- Any RSO that has been denied funding by FAB is allowed the opportunity to appeal the decision to the Student Senate Executive Board.
  - Should a RSO want to appeal, a RSO representative must email the Student Senate President within 48 hours of the FAB denial for funds.
- Two RSO representatives must be available to attend a Student Senate Executive Board meeting for the appeal hearing to take place.
- During the appeal hearing, the RSO representatives will speak, then the Senate Treasurer will explain why the FAB denied the request.
- Student Senate Executive Board has the final decision on a request, if appealed.