

Student Senate Funding Guidelines for Clubs and Organizations

At the beginning of each trimester, clubs, students, and organizations may apply for funding from the Student Senate for the current trimester. Funds will be granted based upon completion of requirements and eligibility as defined in the following sections. Funds will be distributed through reimbursement vouchers or by providing a purchase order and voucher at least one week prior to the time the money is needed.

Clubs and Organizations must abide by the policies set forth in Section 2.5 of the Student Handbook. At all times, the University retains discretion for all funding of student clubs and organizations.

SECTION A. – FUNDING CATEGORIES

Eligible for Funding

- Student Chapters of National, International, or State Organizations
- Service Organizations
- Academic & Technique Clubs
- Practice Management Clubs
- Cultural Clubs
- Student Publications
- Athletic Teams
- Fitness Clubs
- Individual Event Sponsorships
- Student Sponsorships
- ChiroGames
- Clubs associated with For-Profit Organizations

Not Eligible for Funding

- Social Clubs

SECTION B. – BUDGET PROPOSAL PROCESS

Budget Proposal Packets are available from the Student Affairs office starting the first Monday of the second full week of classes. The Budget Proposal Form must be completed by a student member of the applicant club or organization and is due the Friday of the second full week of classes by 1 pm. The form must be submitted to the Student Senate mailbox in the Student Affairs office or to the box hanging outside of the Student Senate office.

Funding provided by the Student Senate will be earned according to the following requirements:

1. 10% of approved funding will be awarded for representation at the Student Club and Organization Leader Meeting.
2. 20% of approved funding will be awarded for representation at Club and Organization Day.

3. 20% of approved funding will be awarded for representation at the Budget Proposal Meeting.
4. 20% of approved funding will be awarded if the budget proposal paperwork is turned in on time and in full; including a members list and the name of the Faculty Staff / Advisor(s) if applicable under the specific requirements of that category.
5. 10% of approved funding will be awarded each month for the following trimester if the club submits, in full, a Monthly Meeting Report, defined as a summary and attendance list of a minimum of one monthly meeting, to the Student Affairs office by the 5th day of the following month, excluding those months in which an inter-term break is scheduled. Note: should a club decide that, due to lack of interest, they must take a trimester break, they must submit that request in writing to the Student Affairs Office before the 5th day of the month following the month in which no meeting was held in order to avoid any reductions for any future trimester.
6. All checks issued by the University Student Senate must be cashed within 90 days of issuance, or they shall be rendered null and void.

Further reductions may occur at the discretion of the Budget Committee and the Cabinet.

BUDGET PROPOSAL MEETING

The Budget Proposal Meeting is held the Tuesday evening of the third full week of classes. A club or organization's Budget Proposal must be presented at the meeting by a student member of the applicant club or organization who is able to adequately answer questions from the Senate about the club or organization and its budget proposal.

Proposals will be presented in the following order:

1. Student Chapters of National, International, or State Organizations
2. Service Organizations
3. Academic, Technique, or Business/Practice Management Clubs
4. Cultural Clubs
5. Student Publications
6. Athletic Teams
7. Fitness Clubs
8. Individual Event Sponsorships
9. Student Sponsorships
10. ChiroGames

Each Budget Proposal will be presented in an open forum with only Senate members allowed to ask direct questions. Once each Budget Proposal has been presented the meeting will be conducted in a closed-door manner. Only the elected officers and class representatives will be in attendance during discussions and voting in order to maintain autonomy of the voting members. In the event that any Senate member is representing a club or is an officer of a club submitting a Budget Proposal, he/she must leave the meeting during the discussion and vote of the club's Proposal.

SECTION C – SENATE BUDGET COMMITTEE

The Student Senate Budget Committee will initially establish budget recommendations for the Senate Committees and the Student Organizations. The Committee will present the budget to the Senate for a majority vote. The committee will consist of the Senate President, Secretary, Treasurer, Parliamentarian, each program Vice President, and three Senate representatives from each program. The three Senate representatives will be chosen by a majority vote of the Senate. The President, Parliamentarian, Secretary and Treasurer will be non-voting members. The Senate President will only vote in the case of a tie.

SECTION D – DISTRIBUTION OF AWARDED FUNDS

Funds allocated to a student/club/organization may only be received by submitting a completed voucher including receipt to the Student Senate mailbox in the Student Affairs office during the trimester in which the expense was incurred. Receipts may be in the form of a copy of a canceled check, a credit card receipt, or original receipt from a business. Hand written receipts will not be accepted. All receipts must be submitted by 1:00pm on the last school day of week 13. After this time, reimbursements will not be considered.

SECTION E - SPECIFIC CLUB / ORGANIZATION GUIDELINES

1. Student Chapters of National, International, OR State Organizations

Must be associated with a state, national, or international professional organization. The major funding for these clubs will be designated to support student involvement in lobbying events or participation in professional conventions relevant to the mission of the club, the Senate, and the University.

REQUIREMENTS:

- A Faculty / Staff Advisor overseeing no more than 3 total student Clubs or Organizations.
- A presentation to the student body of a summary of the convention is required after the event is over.
- One community service hour must be completed by the club, per trimester, for each active member in the club. This activity must be advertised and open to the university and be approved by the Student Senate Cabinet. A report of the community service must be turned in to the Student Senate Cabinet by the last day of regular classes of that term. An active member is defined as any student who receives funding from Senate through his or her organization to offset the costs associated with an event. The number of active members for each trimester shall be determined by the number of students who received funding for the event in the previous year. In the case of a new club, the number of active members shall be defined by the number of students projected to receive Senate funding for the first event.
- An organization must hold, at a minimum, one scheduled meeting a month and must submit a Monthly Meeting Report to the Student Affairs Office by the 5th day of the following month, excluding those months in which an inter-term break is scheduled.
- Submit a detailed proposal to the Senate along with the Budget Proposal including:
 - goals and purpose of the club
 - a proposed budget for the event which includes:
 1. Most economical and reasonable mode of transportation
 2. Most economical available lodging
 3. Registration fee

4. Report of annual fundraisers
5. Submit a roster including the names of the members attending the event as well as the name of the Faculty/Staff Advisor.

ELIGIBILITY:

- Should the club meet the above criteria they will be eligible for funding for their National, International, or State association event in the amount of \$200 per person attending the conference, per year, to offset the costs of:
 1. Registration fees
 2. Hotel costs (must have 4 per room if applicable and appropriate)
 3. Airline/ Mass transit tickets
 4. Driving: (use of personal vehicles) 100% of gas
 - In addition, up to \$300 per trimester may be allocated for speaker fees, fundraisers, and supplies upon Senate approval. Supplies eligible for funding are defined as academic materials, food for meetings, and supplies for advertising.
 - An organization must notify the Senate, at budget proposals, of the convention date and estimated attendees one trimester before attending the event.
 - An organization is only allowed to apply for funding for one convention per year, beginning each summer trimester.
 - An organization may be reimbursed the trimester of, or one trimester before attending the conference, if requested. (Receipts must be presented for reimbursement two weeks prior to departure.)
- Upon total requests exceeding the cap of \$24,000 at anytime during the year, the Student Senate will equally distribute the funds to all qualified applicants, at the Senate's discretion.
- The Senate will set aside \$6,000 per trimester for this fund, beginning each summer trimester. Money not spent at the end of the year will be returned to the Senate general fund.

2. Service Organizations

May be associated with providing service relevant to the mission of the club and the Senate.

REQUIREMENTS:

- A Faculty/ Staff Advisor overseeing no more than 3 total student Clubs or Organizations
- Submit a detailed proposal to the Senate along with the Budget Proposal including:
 - goals and purpose of the club
 - a proposed budget for the traveling event which includes:
 1. Most economical and reasonable mode of transportation
 2. Most economical available lodging
 3. Proposals for fundraisers for costs not covered by the Student Senate
- Submit a roster including the names of the members attending the event including the name of the Faculty/ Staff Advisor.
- A presentation to the student body with a summary of the events is highly encouraged.

ELIGIBILITY:

- Should the club meet the above criteria they will be allowed to request funding for the following (*not to exceed \$1000 per club per trimester except under the discretion of the Student Senate*):
 1. Hotel costs: may be covered up to a maximum of \$75 per person per night.

2. Airline/ Mass transit tickets: may be covered up to a maximum of \$350 for domestic tickets and \$500 for international tickets.
3. Up to 100% of the rental of ground transportation may be covered.

NOTE:

In the event that Service Organizations do not travel to a lower economic area to provide service, the club may default to Section 3 (Academic, Technique, and Business/Practice Management Clubs).

3. Academic and Technique Clubs

REQUIREMENTS:

- A Faculty Advisor overseeing no more than 3 total student Clubs or Organizations
- Clubs are required to collect dues and generate inter-club funds for costs not covered by the Student Senate.
- Submit the most recent member list with the Budget Proposal as well as the name of the Faculty Advisor.
- Submit a schedule of seminars/events to occur during the trimester with the Budget Proposal.
- A presentation to the student body with a summary of the events is highly encouraged.

ELIGIBILITY:

- Should the club meet the above criteria it will be able to request funding for the following (*not to exceed \$1000 for any one club per trimester*):
 1. Membership Dues: \$15/member per trimester. Up to a maximum of 20 members.
 2. Fees for speakers, including airfare and mass transit costs: Fees may be paid up to a maximum of \$700 per trimester.

4. Cultural Clubs

These clubs will provide activities and support for the student body of Northwestern in an effort to increase community awareness and provide opportunities for cultural connections for the campus community.

REQUIREMENTS:

- A Faculty/Staff Advisor overseeing no more than 3 total student Clubs or Organizations
- Submit a schedule and detailed summary of the seminars/events to occur during the trimester along with the Budget Proposal as well as the name of the Faculty Advisor.
- A presentation to the student body with a summary of the events is highly encouraged.

ELIGIBILITY:

- Should the club meet the above criteria, they will be allowed to request funding for the following (*not to exceed \$1000 for any club*):
 1. On-Campus Events: Up to \$500 may be allocated for a social event per trimester per club.
 2. Fees for speakers, including airfare and mass transit costs: Fees may be paid up to a maximum of \$500 per trimester.

5. Student Publications

These student publications will provide information and entertainment in an unbiased and courteous manner to the students, faculty, staff, and administrators of Northwestern.

REQUIREMENTS:

- A Faculty / Staff Advisor overseeing no more than 3 total student Clubs or Organizations
 - Submit a list of student and faculty / staff editors, staff writers, and frequent submission writers with the budget proposal as well as the name of the Faculty/ Staff Advisor. The Faculty / Staff Advisor may also be a Faculty / Staff Editor.
 - Submit a schedule of publication dates and their associated submission deadlines with the budget proposal.
 - Generate funds to support other expenses not covered by the Student Senate, including publication costs, software, hardware, and advertising in accordance with Northwestern policies.
 - The ability to submit work must be made available to the student body. (Work not accepted for publication must be submitted to the Faculty / Staff editor with justification for review and confirmation of unacceptability.)
- Failure to follow any of the above guidelines may result in forfeiting eligibility for funds the following term trimester.

ELIGIBILITY:

- Should the club meet the above criteria, they will be allowed to request funding for the following (*not to exceed \$750 for any publication. Total funding will not exceed \$2000 per trimester for this entire category.*):
 1. Fees directly associated with the printing and publication of the stated student publication.

NOTE:

Should, at any time, the publication be determined by the Student Senate Cabinet to contain slanderous or offensive material, funding shall be withdrawn. Offensive material shall be so defined in accordance with the policies outlined in the University Student Handbook.

6. Athletic Teams

Teams that participate in inter-mural, local, regional and national-level competitions. Competitions include, but are not limited to, leagues, tournaments and sanctioned events.

REQUIREMENTS:

- A Faculty/ Staff Advisor overseeing no more than 3 total student Clubs or Organizations
- Try outs must be held and announced through the NWSU Communications Department.
- Event and competition schedules must be made available to the student body.
- Generate funds to support other expenses not covered by the Student Senate, including equipment and uniforms.
- Uniforms are required to display the Northwestern logo.
- Submit a current roster along with the Budget Proposal as well as the name of the Faculty/ Staff Advisor.

- Submitting a summary of completed events to the NWHSU Communications Department is encouraged.
- Failure to follow any of the above guidelines will result in a reduction in funds as determined by the Senate.

ELIGIBILITY:

- Should the club meet the above criteria they will be allowed to request funding for the following (*not to exceed \$500 for any one team per trimester. Total funding will not exceed \$2500 per trimester for this entire category.*):
 1. League fees, ice/ field/ court fees, fees for officials, tournament and event fees.\

7. Fitness Clubs

Groups of students that participate in athletic and fitness clubs or classes on campus.

REQUIREMENTS:

- A Faculty / Staff Advisor overseeing no more than 3 total student Clubs or Organizations
 - Class / Club meeting times must be announced through the NWHSU Communications Department and via the Fitness Center board located in the Cafeteria each trimester to be available to all students.
 - Generate funds to support other expenses not covered by the Student Senate, including equipment and other expenses.
 - Submit a current participant list along with budget proposals as well as the name of the Faculty / Staff Advisor.
 - Submitting a summary of completed events to the NWHSU Communications Department is encouraged.
- Failure to follow any of the above guidelines will result in a reduction in funds as determined by the Senate.

ELIGIBILITY:

- Should the club meet the above criteria they will be allowed to request funding for the following:
- Funding will not to exceed \$500 for any one club or class per trimester. Total funding will not exceed \$1500 per trimester for this entire category.):
 1. Equipment, guest instructor fees, speaker fees.

8. Student Sponsorships

Student sponsorships are reserved for those students interested in promoting Northwestern in the community.

REQUIREMENTS:

- Submit a summary of the event along with the Budget Proposal
- Submitting a summary of completed events to the Communications department is encouraged

ELIGIBILITY:

- Should the student meet the above criteria they will be allowed to request funding for the following (*not to exceed \$1000 in any one trimester*):
 1. Up to \$250 per student per trimester.

9. ChiroGames

Funding may be made available for student participation in annual events.

ELIGIBILITY:

Entry fees may be paid at a rate of \$71 per attending students, with a maximum of \$4500 a year.

- Teams that compete in the events must meet Level A standards for ChiroGames as defined in the ChiroGames Bylaws.
- Good standards of conduct during competition are imperative.
- The participants must supply any other funding not covered by the Student Senate.
- \$1500 every trimester will be reserved to use toward team events.

10. Discretionary Fund

Money raised by Senate fundraisers and various donations will be reserved every trimester. These funds will only be dispersed in special circumstances by a majority vote of the Senate.

11. Event Sponsorships

Event sponsorships up to \$500 may be available for an event that a student of Northwestern organizes. A maximum of four events may be sponsored per trimester.

- The event must directly benefit the students and community of Northwestern
- The event must be open to all students at Northwestern
- A student must be the primary coordinator for the event and work directly with the senate ensuring that the event upholds the integrity of the institution.

12. Business/Practice Management Clubs

REQUIREMENTS:

- Clubs are required to collect dues and generate intra-club funds for costs not covered by the Student Senate.
- Submit the most recent member list with the Budget Proposal as well as the name of the Faculty Advisor by the assigned due date.
- Submit a schedule of seminars/events to occur during the trimester with the Budget Proposal.
- A presentation to the student body with a summary of the events is highly encouraged.
- Clubs associated with external organizations are not eligible for speaker fees.

ELIGIBILITY:

- Should the club meet the above criteria it will be able to request funding for the following (*not to exceed \$1000 for any one club per trimester*):

1. Fees for educational materials to be held at the school library and supplies for club meetings (not to exceed \$300 per term). Supplies eligible for funding are defined as food for meetings, and supplies for advertising.
2. Fees for speakers and events, including airfare and mass transit costs.

SECTION F -- SENATE COMMITTEES

Standing Student Senate Committees shall include but not be limited to the following:

1. Social Committee: Responsible for planning and conducting the student social calendar for each trimester, and posting notice of such events.
2. Legislative Committee: Responsible for keeping the students informed on the legislative issues affecting them personally in the state of Minnesota and in the districts surrounding Northwestern.
3. Athletic Committee: Responsible for organizing student athletic events. Notice shall be posted of all athletic events sponsored by the Senate to encourage student involvement.
4. Volunteer Committee: Responsible for coordinating community service projects and promoting the University in the community.
5. Education Committee: Responsible for organizing and providing MASH notes, professional examination reviews, and sponsors student appreciation activities.
6. House Committee: Responsible for the upkeep of student commons areas and coordinating issues with University personnel. These areas include the Student Lounge, Cafeteria Commons, Bulletin Boards, Fitness Center, and areas as designated by the Student Senate or the Dean of Student Affairs.
7. Bylaws Committee: Responsible for giving input to the parliamentarian for bylaws revisions.
8. Food Committee: Responsible for organizing food for weekly meetings.

Committees may only spend funds directly towards accomplishing their specific responsibilities. Funds may be transferred between committees or to the discretionary fund, amending the budget proposal. Transfers may only occur if one committee has excess and the transfer of funds will not compromise their responsibilities outlined above. All transfers must be approved by a majority vote.