Recognized Student Organization Funding Policies

Recognized Student Organizations (RSOs) may request funding from the Armstrong State University RSO budget for programs and conference registrations at any time during the academic year (August-May). The RSO Funding Board meets bi-weekly during the academic year to review requests. The Board will evaluate requests based upon the educational purpose, number of students served, the general value and scope of the event, and whether the event falls within RSO Finance Policy as derived from the Board of Regents Student Fees: Purposes and Uses Policy 24.3

- Program funding is available for RSOs during the academic year through an online application process to the RSO Funding Board. Requests must be completed and submitted four (4) weeks prior to the event. Exceptions will be made for those events that occur early in the following semester.

- Conference registration funding may be requested once for up to $400 per RSO per semester. Registration funds are available only to student members of the organization. Funds are available for registration only and will not cover lodging, travel, or meals.

The RSO Funding Board:

- Will consist of at least 5 senators and the SGA treasurer
- Quorum (2/3) must be present to run meetings

Basic guidelines for requests are as follows:

- Programs must be on campus and open to all students.
- Programs must be visibly advertised across campus at least one week prior to the event and all advertising must display the SGA logo.
- Programs should be free to students.
- Programs must not include alcohol, tobacco, or any illegal substance.
Programs must not be a charitable fundraiser.

If an organization requests 10% or more of the initial RSO budget, the organization will receive a maximum of 75% of the requested amount.

Funds granted must be used for the program or convention for which they are allocated.

Separate requests must be made for individual programs.

An individual organization may not receive more than 15% of the initial RSO budget per academic year.

RSOs are limited to a single request for funds per event.

After the Recognized Student Organization’s application is submitted to the Office of Student Life, the process for receiving funds is as follows:

- The SGA Treasurer will schedule a time for a representative to present the request to the RSO Funding Board.
- A representative of the organization must be present at the time of that meeting to share the request with the RSO Funding Board.
- The Board will then (1) approve the request, (2) approve it with amendments, or (3) deny the request.
- If the amount is approved the request will go to the next SGA Senate meeting for final approval.
- A representative may be required to speak before the SGA Senate on behalf of their organization prior to the approval of funds.
- If the amount approved is 10% or more of the initial RSO budget, a representative from the organizations must speak at the following SGA senate meeting.
- If funding is approved, a representative of the funded RSO must work with the Office of Student Life to successfully complete the planning and funding of the event within University approved procedures.
When a request is being reviewed by the Senate:

- If a representative is to misspeak on behalf of an RSO by providing incorrect calculations, false information, or attempts to request an amount greater than that approved by the RSO Funding Board, the motion will be immediately tabled until the following SGA Senate meeting. At the following meeting, the representative will be asked to return with an itemized cost list (or expense report) before a motion for the requested amount is approved.

- If a representative is to misspeak by providing incorrect calculations, false information, or attempts to request an amount greater than that approved by the RSO Funding Board for a second time (at the following SGA Senate meeting), a new request must be made through the RSO Funding Board.

Amendment:

- This policy may be amended by two thirds vote of the senate and must be in compliance with Georgia Board of Regents policy.

Matthias Downs  
SGA President 2015-2016  
9 February 2016