

STUDENT ACTIVITIES BUDGET ADVISORY COMMITTEE (SABAC) POLICIES AND PROCEDURES MANUAL

The purpose of this manual is to incorporate all relevant policies and procedures concerning the Student Activities Budget Advisory Committee (SABAC). The manual is intended to assist SABAC members in their initial orientation and ongoing work on the Committee as well as to serve as a reference for petitioning groups in understanding the workings of SABAC.

Policies established by the Board of Regents of the University System of Georgia define SABAC's purpose and authority.

This manual or any subsequent revisions or amendments must be ratified by a 2/3 vote of the SABAC membership.

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SABAC advises the KSU administration on annual budget allocations of student activity fees, any changes of student activities fees, and allocations and expenditures of prior year surplus accounts of student activities fees

1.1 KSU POLICY

“Student Activities and Budget Advisory Committee:

This committee will serve as an advisory group to the university administration concerning the student activities funds and auxiliary enterprises. This committee will approve applications for new campus organizations. The results of its work will be reported to the president of the University and the chief Student Success and Enrollment Services officer."

(KSU Policies and Procedures, Governance and Committees of Kennesaw State University, Section Two, Number III, Standing Committees of the University, p. 2.6).

1.2 BOARD OF REGENTS POLICY

"Each institution shall recommend to the Board of Regents the amount of student activity fees to be charged its students. The Board, after investigation by its staff, shall approve or disapprove the recommendation. When approved by the Board, such fees are mandatory and the fees so collected are subject to the control and audit of the Board of Regents and the institutions concerned.

To ensure the legal expenditures of such funds, the president and the chief business officer of each institution shall annually review the budget for the proposed use of such fees and the president shall certify to the Board of Regents that the proposed expenditures for such fees are for educational, cultural, recreational, or social purposes for the benefit of the students.

The Treasurer of the Board of Regents shall cause an annual audit to be made of such expenditures at each institution and shall determine whether such fees have been expended for the limited purposes intended. Title to all property purchased from student activity funds shall vest in the Regents of the University System of Georgia.

All student activity fees collected by an institution shall be budgeted and administered by the President, using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least fifty percent students. All payments from student activity fee funds shall be made according to the appropriate business practices of the institution. All payments from student activity funds shall be made by the business officer of the institution upon receipt of a properly approved invoice or contract." *(BR Minutes, 1948-49, pp. 291-92; 1981-82, p. 92; 1982-83, p. 303.)*

"Institutions of the University System shall submit to the Chancellor, for approval by the Board of Regents, prior to July 1 of each year, an annual budget of income and expenditures of the student activity and student athletic programs to be financed from the fees charged to students for these purposes.

Institutions shall submit amendments to this approved budget routinely to the Board of Regents for approval, under procedures developed by the Fiscal Affairs Staff of the Board of Regents."
(BO Minutes, 1963-64, p. 391; 1984-85, p. 37)

2.1 COMPOSITION

To represent fully the total community it is to serve, SABAC shall be composed of 16 members. Voting members designated to represent various constituencies of KSU are as follows:

1. Student: Traditional Age Representative (1 position, appointed, voting)
2. Student: Non-Traditional Age Representative (1 position , appointed, voting)
3. Student: American Minorities Representative (1 position, appointed, voting)
4. Student: International Students Representative (1 position, appointed, voting)
5. Student: Students with Disabilities Representative (1 position, appointed, voting)
6. Student: Graduate Representative (1 position, appointed, voting)
7. Student: SGA President or SGA approved proxy (ex-officio, voting)
8. Administrative Faculty: Director of Student Development, or his/her designee (ex-officio, voting)
9. Administrative Faculty: Director of Student Life or his/her designee (ex-officio, voting)
10. Staff Representative (1 position, appointed, voting)
11. Teaching Faculty Representative (1 position, appointed, voting)

Non-voting members are as follows:

12. Vice President for Student Success and Enrollment Services (ex-officio, non voting)
13. Dean of Student Success (ex-officio, non-voting)
14. Assistant Director for Student Involvement (ex-officio, non-voting)
15. The Secretary to the Dean of SSES serves as SABAC secretary (non-voting).
16. Student: SABAC Chair (elected from among other SABAC positions. Non-voting except as otherwise stated in the SABAC PPM).

Student voting members total seven (7), thus meeting the Board of Regents' policy requirement that such committees have a membership of at least 50% students.

2.2 ELIGIBILITY

2.2.1 All students serving on SABAC must:

- 2.2.1.1** be members of the constituencies which they are appointed to represent;
- 2.2.1.2** have at the time of election and maintain throughout the term a minimum cumulative grade point average of 2.0;
- 2.2.1.3** be enrolled in a minimum of six semester credit hours while in office (with the exception of Summer Term);
- 2.2.1.4** not be on disciplinary probation.

2.2.2 All faculty and staff serving on SABAC must be employees of Kennesaw State University and members of the constituencies they represent.

2.2.3 Eligibility for membership shall be verified by the SABAC secretary.

2.2.4 Eligibility to Vote:

Once appointed, individual members must read this manual and sign a statement so attesting in order to be eligible to vote at SABAC meetings. The signed statements shall be kept on file by the SABAC secretary for the individual's term of service.

Unless the manual is amended, an individual needs to sign the statement only once, regardless of the number of terms held. Updates to the manual would require new readings and signed statements of all members.

2.3 APPOINTMENTS OF MEMBERS

2.3.1 FACULTY/STAFF APPOINTMENTS

The appointment of faculty and staff representatives occurs prior to the SABAC orientation, which is held in August. The Vice President for Student Success and Enrollment Services appoints staff members and the Provost and Vice President for Academic Affairs appoints faculty members.

2.3.2 STUDENT APPOINTMENTS

The appointment of student SABAC representatives takes place following the Student Government elections, which typically occur in April. The process of appointing SABAC members is as follows:

2.3.2.1 The SGA president, in conjunction with the SABAC secretary, will announce to the student body the availability of SABAC positions for the upcoming year.

2.3.2.2 Students will be invited to complete the SABAC interest form which can be found on the SABAC website.

2.3.2.3 The eligibility of applicants will be verified by the SABAC secretary, and copies of the applications will then be given to the SGA president.

2.3.2.4 The SGA president will appoint student members according to the following guidelines: each candidate should complete and submit an intent to serve form; appointments should be nondiscriminatory, fair, and promote the participation of any interested and qualified KSU students; appointments should be made before the SABAC orientation.

Students must be members of the constituencies they represent.

2.3.3 REPLACEMENTS

Replacement members who are appointed during the year must complete an orientation prior to beginning service.

2.4 DUTIES OF MEMBERS

SABAC members are required to:

1. Attend the Fall SABAC Orientation meeting and the Spring Budget Orientation meeting.
2. Attend all regularly scheduled meetings.
3. Review all agenda materials prior to each meeting.
4. Abide by the policies/procedures as set forth in this manual.
5. Demonstrate civility and respect toward all members and guests of SABAC during meetings.
6. Represent their respective constituencies by communicating all pertinent and relevant SABAC information to them. Suggested methods of communication include but are not limited to posting ads in the Sentinel, using OWL Radio, posting information in any offices that specifically serve the constituency, using Facebook or MySpace, and holding information sessions.

2.5 TERMS OF SERVICE

2.5.1 Faculty and staff members serve one-year terms and may be appointed for one additional term.

2.5.2 Student members serve one-year terms and may be appointed for one additional term.

2.5.3 The Directors of Student Development and Student Life or their designees hold permanent seats.

2.5.4 One-year terms end with the close of the fiscal year (June 30).

2.6 ATTENDANCE REQUIREMENTS

SABAC members are expected to attend all meetings. If a member is unable to attend, he/she should contact the Chair or Secretary prior to the meeting. Conflicts between meeting times and instruction/class schedules should be reported to the Chair or Secretary immediately. If schedule conflicts cannot be resolved, the member(s) in question shall be asked to resign.

2.7 VACANCIES

Vacancies in student positions shall be filled through appointment by the SGA President following the procedures laid out in Section 2.3.2 of the PPM.

2.8 REMOVAL OF MEMBERS

If a member has two unexcused absences during the year, the SABAC Chair shall begin the process to remove the member. The member under review shall be notified by the Chair in writing three (3) business days prior to the meeting at which the Chair's recommendation shall be submitted.

Based on the recommendation of the Chair, SABAC may, by majority vote, remove said member from SABAC. The member has the option to appeal the decision of SABAC in writing to the VP for SSES within 48 hours.

2.9 ELECTIONS/APPOINTMENTS: OFFICERS

- 2.9.1** The SABAC Chair and Vice Chair, who shall be student members, are elected by the Committee at the SABAC orientation session, held at the beginning of Fall Semester.
- 2.9.2** The Secretary position is held by the Secretary to the Dean of Student Success or his/her designee.
- 2.9.3** Upon the election of the SABAC Chair, the position previously filled by the member elected Chair shall be declared vacant and shall be filled by appointment of the SGA President according to the process set forth in this document, II.E.
- 2.9.4** In the event of the Chair's resignation, the Vice Chair shall assume the position and duties of the Chair. A new SABAC Vice Chair shall be elected by the Committee.
- 2.9.5** In the event of the resignation or removal of any officer, the position shall be filled by election by the remaining members of SABAC at the next regularly scheduled meeting.

2.10 DUTIES OF OFFICERS

2.10.1 SABAC CHAIR

- a. Presides at all meetings;
- b. serves as official spokesperson for SABAC to the Vice President for Student Success and Enrollment Services;
- c. sets the agenda for each meeting;
- d. votes only to break a tie vote;

- e. creates ad-hoc committees as he/she deems necessary;
- f. calls special meetings as he/she deems necessary. The SABAC membership must have at least 72 hours advance notice of the meeting date, time, location, and agenda.
- g. ensures that all members are meeting their duties and responsibilities;
- h. meets regularly with the SABAC secretary to coordinate the agenda and other business communications;
- i. reviews and signs all meeting minutes; and
- j. meets at least twice per semester with the Vice President for Student Success and Enrollment Services.

2.10.2 SABAC VICE CHAIR

- a. performs all duties of the Chair in the absence of the Chair;
- b. keeps a speaker's list during meetings;
- c. monitors time during debates;
- d. assists the Chair with other duties as delegated.

2.10.3 SABAC SECRETARY

- a. prepares and distributes agendas and minutes for all SABAC meetings;
- b. posts the agenda of the upcoming meeting and minutes of the previous meeting on the SABAC website and on the SABAC Bulletin Board located in the Student Center and distributes to all SABAC members at least 5 working days prior to the meeting date.
- c. sends agendas and minutes to the student newspaper (The Sentinel) and KSU Archives (two copies);
- d. distributes SABAC mail;
- e. reserves meeting rooms and arranges for the set up;
- f. prepares notebooks containing copies of SABAC Policies and Procedures Manual, the membership list and other resource materials pertinent for the orientation workshop;

- g. prepares notebooks with copies of the annual budget requests for each SABAC member;
- h. provides expenditure updates as requested by the Chair;
- i. provides name cards for each member;
- j. provides assistance as needed for the representative for students with disabilities;
- k. keeps complete files of past SABAC budgets; and
- l. keeps complete files of past SABAC meetings.

2.10.4 VICE PRESIDENT FOR STUDENT SUCCESS AND ENROLLMENT SERVICES

- a. attends all meetings and acts as a resource to the committee;
- b. signs all approved minutes;
- c. approves prior years surplus requests;
- d. serves as a member of the Student Fees Committee;
- e. approves budget allocations for line-item budgets and acts as liaison between SABAC and the University President.

2.11 REMOVAL OF OFFICERS

In the event that an officer is not fulfilling the duties of the office, a majority vote of the SABAC members is sufficient to remove the officer.

3.1 MEETINGS

3.1.1 SCHEDULE

3.1.1.1 The first meeting of each year shall be an orientation for all members.

3.1.1.2 During the Fall Semester, SABAC shall regularly from 3:30 p.m. to 5:30 p.m. on dates specified by the Vice President for Student Success and Enrollment Services.

3.1.1.3 During Spring Semester, regular meetings and budget review meetings shall be held from 3:30 p.m. to 5:30 p.m. on dates specified by the Vice President For Student Success and Enrollment Services.

3.1.1.4 No meetings shall be held during the final exam period of either semester.

3.1.2 PURPOSE

3.1.2.1 Regular meetings are held for the specific purpose of hearing requests for funding, approving changes in RSO by-laws, or reviewing requests to form new student organizations.

3.1.2.2 Budget Review meetings are held for the specific purpose of hearing annual budget requests from line-item organizations.

3.1.2.3 Special meetings may be called by the Chair of SABAC, provided the membership is given at least 72 hours advance notice of the time, place, date and agenda.

3.1.2.4 Special called meetings may be held at the request of the Vice President for Success and Enrollment Services to review, advise, and make recommendations on adjusting funding allocations, addressing shortfalls in funding, or on other matters concerning student organizations. No funding requests shall be heard at special called meetings.

3.1.3 PUBLIC NOTICE

3.1.3.1 Times and dates of SABAC meetings shall be published in the first issue of *The Sentinel* each semester. Meeting times, dates and information on how to access student representatives shall be posted on the SABAC bulletin board in the Student Center and the SABAC web site.

3.1.3.2 Meetings are open to the public; however, SABAC may go into

executive session to hear matters that involve specific individual questions that are private in nature. All SABAC decisions shall be made in public/open meetings and recorded in the minutes.

3.2 OPERATING RULES

- 3.2.1** SABAC members are limited to two (2) minutes of continuing individual commentary during discussions. The SABAC Vice Chair shall monitor the time the commentary. Additional time is permitted at the request of the speaker and at the discretion of the Chair. A member may yield a portion or all of his/her speaking rights to another member.
- 3.2.2** Discussion should seek to bring out new points and information. The Chair shall take care to discourage repetitious commentary.

3.3 AGENDA

- 3.3.1** Items shall be placed on the agenda on a first-received basis.
- 3.3.2** To ensure inclusion, all agenda items must be submitted to the Office of the Dean of Student Success by noon on the day designated as the agenda deadline.
- 3.3.3** The agenda shall be published and posted and distributed to each SABAC member during the week prior to each scheduled meeting.
- 3.3.4** Any member of SABAC who believes that he/she needs additional information before making a decision may move to table the agenda item until such information is presented. The motion to table is not debatable and must pass with a majority vote.
- 3.3.5** Only agenda items shall be considered at SABAC meetings unless otherwise advised by the Vice President for SSES.
- 3.3.6** Announcements are not agenda items and may be made only after the completion of the official agenda.

3.4 QUORUM

- 3.4.1** A quorum is required to conduct official business. A simple majority (50% plus one) of the voting membership constitutes a quorum. The voting membership is determined by filled positions; vacant positions shall not be counted in determining the quorum. If all 11 voting positions are filled, the quorum shall be 6.
- 3.4.2** Ex-officio, non-voting members are not members of the quorum.

- 3.4.3** A member of SABAC who is unable to attend a meeting and who wishes to vote on a specific issue may give a written proxy to the Chair or the Secretary prior to the meeting. The proxy must be dated and signed. Any member in attendance at a meeting who wishes to cast a vote on a matter under consideration by the Body, but finds that he/she must leave, may also submit a written proxy to the Chair or Secretary. Proxy votes do not count toward a quorum. Proxy votes shall not be counted if the motion changes during the meeting.
- 3.4.4** If quorum is lost during the meeting, the Chair shall announce such, and no official action shall occur from that point of the meeting.

3.5 VOTING

- 3.5.1** Parliamentary Procedure, as documented in the latest edition of *Robert's Rules of Order*, governs the business of SABAC where not specified in this manual.
- 3.5.2** A simple majority (50% plus one) of quorum constitutes the voting decision of the Body. A 2/3 majority vote of quorum is required to pass amendments to SABAC policies and procedures.
- 3.5.3** Abstaining from a vote should only occur when the outcome of the vote would benefit the voting member in any financial way or when the member does not have sufficient information to take a stance on a motion. Abstaining is not acceptable as a way of avoiding a public stance on a potentially controversial issue, even if the member shall be the only one taking that stance. Members who find themselves repeatedly abstaining are encouraged to examine the extent to which they are representing their constituencies and whether they need to let their constituencies be represented by others.

3.6 APPEALS PROCESS

All decisions made by SABAC are advisory recommendations to the Vice President for Student Success and Enrollment Services.

- 3.6.1** Those groups who wish to appeal a SABAC recommendation must send written communication to the Vice President for Student Success and Enrollment Services. Such letter should be delivered within one week of the SABAC meeting at which the questioned recommendation was made. The Vice President will respond in writing within fourteen days of receipt of letter regarding the appeal.
- 3.6.2** Those groups who wish to appeal a decision of the Vice President must send a letter to the President of the University within one week of the Vice President's decision. The President will respond in writing within fourteen days of receipt of the letter regarding the appeal.

3.6.3 Those groups who wish to appeal a decision of the President of the University may address the request to the State Board of Regents. This request must be in writing and submitted to the Board's Office of Legal Affairs within a period of 20 days following the decision of the President. The decision of the Board shall be final and binding.

4.1 OVERVIEW

SABAC allocates funds from Student Activity fees throughout the year. The Spring Semester Budget Allocation Hearings are dedicated solely to the funding process for line-item organizations; all other hearings are dedicated to considering funding requests from fee-eligible Registered Student Organizations (RSOs). These processes are presented in detail and are defined in the following sections. Organizations are urged to plan as far in advance as possible in order to permit full consideration of their requests by SABAC.

4.2 BUDGET DIRECTORS

Each line-item budget is directly administered by a full-time employee of the University. The Budget Director, usually the advisor, is expected to work closely with student officers and oversee the expenditures of line-item budgets and must sign all prepared budgets before submission to SABAC.

4.3 FISCAL YEAR

The Fiscal Year runs from July 1 through June 30. Line-item budget allocations for a new fiscal year may not be accessed until July 1. In addition, close-out procedures for the end of the business year require that deadlines for some transactions be set in May or early June. The Office of Business Services announces these deadlines each year. All groups affected must plan accordingly.

4.4 FUNDING STRUCTURE

4.4.1 CONTINGENCY

4.4.1.1 During the Spring Semester Budget Allocation Process, SABAC is required by University and Board of Regents' Policies to allocate money to a Contingency Account totaling 5% to 10% of the projected revenues from student activity fees for the next fiscal year. The primary function of this account is to cover any shortfalls in funding allocations based on projected revenues from student activity fees. All Contingency Funds not spent by the end of the fiscal year are transferred into Prior Year Surplus (see IV-D-3).

4.4.1.2 Contingency Funds may be disbursed by SABAC after the projected enrollment is met. The guidelines and spending policies for student activity fees shall be followed. The Vice President for Business and Finance shall notify SABAC of the amount of available Contingency Funds at its disposal each semester.

4.4.1.3 Contingency funds can be used to assist all fee-eligible student organizations. Line-item budgeted organizations may request contingency funds only in cases

of emergency and/or unusual circumstance.

4.4.2 SPECIAL PROJECTS

- 4.4.2.1** The Special Projects account is administered by the Business Manager in Student Life. This account is the line-item budget account that funds the supplemental funding allocations made by SABAC. Funds allocated to registered student organization requests are transferred from either the Contingency or Prior Year Surplus Accounts to the Special Projects Account for disbursement.
- 4.4.2.2** Any monies that have been moved to the Special Projects account but are unused after the specified time for expenditure shall be transferred back the Contingency Fund by the Business Manager in Student Life to be available for reallocation.
- 4.4.2.3** All Special Project unspent balances revert to Prior Year Surplus at the end of the fiscal year.

4.4.3 PRIOR YEAR SURPLUS

- 4.4.3.1** Monies unspent by all budgeted organizations at the end of each fiscal year are transferred to Prior Year Surplus. No organization is permitted to "roll over" unspent monies from one year to the next. The Vice President for Student Success and Enrollment Services is responsible for this account.
- 4.4.3.2** Prior Year Surplus funds may be used for one-time purchasing of equipment. This equipment shall become the property of KSU and is not to be removed. These funds may not be used for salaries, stipends, honoraria, supplies, travel or ongoing expenditures.
- 4.4.3.3** Prior Year Surplus is the source for maintenance and repair, as well as refurbishing in the Student Center when needed.
- 4.4.3.4** The Vice President for Business and Finance or his/her designee is required to advise SABAC of the Prior Year Surplus balance at the beginning of the fiscal year.

4.4.4 SPECIAL ACTIVITIES FUNDING

- 4.4.4.1** Each fee-eligible group may access a specific allocation for operation and program needs annually through Student Life. The amount of the allocation is set by SABAC each year. These monies are part of the Special Activities budget. Fee-eligible groups are not required to petition SABAC directly for these funds. To access these funds, RSO officers should contact the Business Manager in Student Life.

4.4.4.2 The Special Activities Budget also includes funding to assist RSOs in sponsoring programs that are open to the entire campus. Funding is available to be used toward such items as speaker fees, video rental, publicity, refreshments, handout materials, etc. Since funding is limited for this category, RSO officers should contact Student Life as early as possible to make requests.

4.4.4.3 If a fee-eligible organization requires funding beyond what is available through the Special Activities budget, the organization may request funding assistance in the form of a Supplemental Funding Allocation from SABAC.

4.4.5 OTHER DESIGNATED BUDGETS

The Special Events Account is administered through the Office of University Events and supports activities and programs for students sponsored by the Office of the President, such as Graduation and the Holiday Reception for student leaders.

4.5 STUDENT ORGANIZATIONS

4.5.1 LINE-ITEM ORGANIZATIONS

4.5.1.1 Line-item organizations are student groups and Student Success and Enrollment Services offices that offer programs and services to the entire student body. Line-item budgeting is a business method of ensuring the continued delivery of services and programs to students. To achieve these goals, advance planning is essential.

4.5.1.2 A line-item status budget allows organizations to engage in advance planning for events that promote the academic, intellectual, athletic, recreational and cultural diversity of the campus, or to concentrate on specific campus-wide events, such as International Week, Homecoming, KSU Day, Chautauqua Lectures, Model UN Competition, and the like.

4.5.1.3 A full-time employee of the University directly administers each line item organization's budget. The Budget Director, usually the Advisor, is expected to work closely with student officers and oversee the expenditures of line-item budgets. The Budget Director must sign all prepared budget requests before submitting them to SABAC. Overspending is not considered an acceptable business practice and may result in monetary penalties for the following year.

4.5.1.4 A roster of all organizations and services designated as line-item may be found at the SABAC website (<http://www.kennesaw.edu/sses/sabac.shtml>).

4.5.2 FEE-ELIGIBLE ORGANIZATIONS

4.5.2.1 Fee-eligible organizations are those registered student organizations (RSOs)

that are open to all students for membership and participation. For any student organization to receive funding, the officers must be students who meet the rules under eligibility requirements as published in the Student Handbook. At least 2/3 of the membership must be currently enrolled students.

4.5.2.2 RSOs must be active for two (2) semesters (excluding summer) before being granted the privilege of requesting contingency funds from SABAC. Active status is obtained by completing registration requirements as stated by the RSO Coordinator.

4.5.2.3 All fee-eligible organizations that are inactive for one year must reapply to SABAC for registration and shall then fall under the guidelines for new groups.

4.5.2.4 There shall be no discrimination of any sort practiced by RSOs that are funded by SABAC.

4.5.3 FEE-INELIGIBLE ORGANIZATIONS

4.5.3.1 Sororities and Fraternities (those groups that fall under the umbrellas of the National InterFraternity Council [NIC], the National PanHellenic Conference [NPC], and the National PanHellenic Council [NPHC]) may not receive funding due to the exclusive nature of their membership. KSU will only register fraternities and sororities that have affiliation with national organizations.

4.5.3.2 Questions about eligibility and procedures may be directed to the Greek Life Coordinator in Student Life. For information on how these groups are formed, see Section 4.9.4.

4.6 FUNDING ALLOCATION PROCESS

4.6.1 SUPPLEMENTAL FUNDING ALLOCATION HEARINGS FOR RSOs

Supplemental Funding Allocation Hearings are held throughout the year to consider funding requests from all eligible RSOs. Only clubs or organizations that are officially registered and sanctioned by SABAC to operate at KSU are eligible for funding. The Contingency Fund or Prior Year Surplus Fund provides monies for these supplemental allocations.

All RSOs wishing to request funding for specific programs, projects, travel, equipment, etc. must first contact Student Life for assistance in determining their eligibility to petition SABAC for supplemental allocations of funds. Only fee-eligible student organizations may be awarded funding from student activity fees. The right to petition for additional funds does not guarantee their allocation. The staff of Student Life will also assist organizations in preparing funding requests for SABAC if so requested in a timely manner.

4.6.1.1 PROCEDURES FOR REQUESTING SUPPLEMENTAL ALLOCATIONS

4.6.1.1.1 Supplemental funding allocation requests must be submitted to the SABAC secretary at least one week prior to a scheduled SABAC meeting. Eligible groups who have not contacted the SABAC secretary by the deadline will not be placed on the agenda. No late submissions will be heard.

4.6.1.1.2 A packet of information on supplemental funding allocation requests is available from the SABAC Secretary. There are three types of requests: travel, program, and equipment. Each request consists of:

- a) form which details proposed expenditure, breakdown of funding request and additional sources of funding;
- b) back-up material (conference material, purchase forms, etc.).

4.6.1.1.3 Requests must be typed and approved by club president, treasurer and advisor. One copy of the completed set of documents must be submitted to the SABAC Secretary by the required deadline.

4.6.1.1.4 A fifteen-minute hearing at the SABAC meeting shall be scheduled for each request. A representative of the group shall have up to 5 minutes to present the proposal. SABAC members may ask questions and the representative shall respond during the remaining 10 minutes. If a question cannot be immediately answered, the representative shall research the question and present copies of the typed response to SABAC one week prior to the next SABAC meeting.

4.6.1.1.5 After requests for funding have been heard, SABAC members shall determine specific amounts to allocate for each request. SABAC allocations shall come from Contingency (program costs) or Prior Year Surplus (equipment).

4.6.1.1.6 Once SABAC reaches a decision, it is forwarded to the Vice President for Student Success and Enrollment Services for final approval (or revision if deemed necessary). Upon the Vice President's approval, the allocation is considered final.

4.6.1.2 PROCEDURES FOR ACCESSING FUNDS

4.6.1.2.1 Organization officers may access their allocation through the Budget Manager in Student Life. Arrangements can be made for petty cash advances as well as reimbursements for items under \$50. Only original itemized receipts may be used to clear petty cash advances or for reimbursement for items under \$50.

4.6.1.2.2 Expenditures of supplemental funding allocations must follow the budget as approved by SABAC. Any unspent funds must

return to Contingency/Prior Year Surplus as applicable. Funds may not be spent by the organization on items not included in the approved funding request.

- 4.6.1.2.3** Original receipts, purchase orders and all official documentation of expenditures must be itemized and kept on file for each request.

4.6.2 FUNDING ALLOCATION PROCESS FOR LINE ITEM BUDGETS

4.6.2.1 NOTIFICATION & DEADLINE

In the last half of fall semester, budget packets will be distributed by the SABAC Secretary to all line-item organizations. The budget packet shall consist of forms that can be used as templates for the budget request.

Line-item organizations are required to submit their budget requests for review in order to continue to receive funding. The Budget Director must sign all submissions. The deadline for submitting budget requests is included in the budget packets.

4.6.2.2 BUDGET PRESENTATION MATERIALS

Each line-item organization is required to submit the following:

1. one-page, typed form detailing the organization's purpose, major services & activities, target audience and focus of programming efforts;
2. budget overview form of current budget and requested budget for next fiscal year;
3. detailed requested budget for next fiscal year;
4. justification of increase (if increase is requested) and explanation of why the budget was overspent in fiscal year just completed (if applicable).

4.6.2.3 BUDGET REQUEST HEARINGS

Line-item organizations have the opportunity to explain their budget requests to SABAC during the spring Budget Allocation Hearings. The SABAC secretary shall distribute the schedule of budget hearings to all line-item organizations with the budget request packet.

4.6.2.4 BUDGET ALLOCATION

After all requests for annual funding have been reviewed, SABAC shall determine the allocation to each organization for the coming fiscal year. The amount available to be

allocated is determined by student activity fee projections for the next fiscal year by the Office of Business Services. In determining these allocations, SABAC members are expected to make decisions on behalf of the KSU student body.

If an Advisor/Budget Director finds that the budget allocation fails to meet the projected needs of a particular program or service, the group is expected to adjust their program(s) to accommodate the existing budget. Only in extreme cases shall SABAC consider a request to increase a line-item budget allocation. In such cases, the Advisor/Budget Director shall prepare a supplemental budget request for SABAC's possible consideration. The legitimacy of any such request is determined solely by SABAC.

4.7 INAPPROPRIATE EXPENDITURE OF FUNDS

When SABAC determines that a fee-eligible KSU organization is spending funds in a manner not best representing the students, SABAC may, by a majority vote, freeze that organization's account and require any further expenditures to be approved by the Student Fees Committee.

4.8 FUNDING GUIDELINES

4.8.1 TRAVEL

4.8.1.1 Assistance may be requested for travel of students when members of the petitioning organization will represent the University and gain knowledge or experience that will benefit the student body, the organization, and the greater University community.

4.8.1.2 Line-item organizations are expected to include funding for travel in their annual budgets. No exceptions shall be made.

4.8.1.3 Fee-eligible organizations may petition SABAC for travel assistance. Travel requests should be made as far in advance as possible within the same academic year.

4.8.1.4 Registered student organizations must be active for two (2) semesters (excluding summer) before being granted the privilege of requesting contingency funds from SABAC for travel. Active status is obtained by completing registration requirements as set forth by the Department of Student Life.

4.8.1.5 Funding for travel is not guaranteed until SABAC approves an allocation.

4.8.1.6 Any funds remaining after the trip is completed shall return to Contingency. Organizations are not free to spend remaining monies on

expenditures that are not detailed in the request.

4.8.1.7 Maximum funding for travel:

- 0-200 miles up to \$1200.00 or \$200 per student, whichever is less;
- 201-500 miles up to \$1500.00 or \$300 per student, whichever is less;
- 501+ miles up to \$1800.00 or \$400 per student, whichever is less.

4.8.1.8 No organization shall be allowed more than \$1800 per fiscal year in total travel funds. Mileage shall be determined by the requesting group using www.mapquest.com to find the exact number of miles of the destination from KSU.

4.8.1.9 Requests for travel funds shall only be granted before travel. Requests for travel may not be submitted after the fact.

4.8.1.10 Organizations are expected to utilize the least expensive methods of travel.

4.8.1.11 Eligibility to Travel Utilizing SABAC-approved Funding

4.8.1.11.1 Students who are enrolled and registered during the semester of travel.

4.8.1.11.2 Students who travel during the summer and have been enrolled and registered during the previous spring semester and plan to enroll and register for fall semester.

4.8.1.11.3 Students may not travel with student funds after they have graduated.

4.8.1.12 Travel Funding Process

4.8.1.12.1 Prior to Travel

- 1 Organization representatives must schedule a meeting with the Business Manager in the Department of Student Life to discuss all aspects of the trip and to access funds.
- 2 Funds may be requested only to cover expenses directly related to travel - registration, transportation, lodging and meals. With justification, registration, transportation and lodging may be pre-paid by the University.
- 3 Students who are traveling are expected to come prepared to the meeting with the Business Manager; e.g., they must bring all registration forms and must have checked into various modes of travel (air, rental car, personal vehicle, etc.).
- 4 Prior to travel, all student participants must complete trip registration and waiver forms, which are available in the Department of Student Life or on the website at www.kennesaw.edu/student_life.

5 No cash advances will be given to any students for travel.

4.8.1.12.2 During Travel

1. Meals must be paid for by participants, who will be reimbursed after the trip is completed.
2. Participants must keep all receipts related to the trip.

4.8.1.12.3 After Travel

1. Travel expense statements, including all original receipts, must be submitted within one week after the completion of the trip.
2. All individuals traveling under the auspices of a KSU organization must submit a detailed account of expenditures (pre-paid or otherwise) before any reimbursements are made.
3. ONLY ORIGINAL ITEMIZED RECEIPTS ARE ACCEPTABLE.

4.8.2 STIPENDS

Stipends are awarded to student officers on a semester basis in return for leadership services provided to their respective organizations and to the University.

4.8.2.1 Stipends shall be awarded to students as per the following guidelines:

- 4.8.2.1.1** The student must have and maintain a minimum 2.3 cumulative adjusted grade point average.
- 4.8.2.1.2** The student must be enrolled for a minimum of six (6) degree credit semester hours for undergraduates or 3 degree credit hours for graduate students
- 4.8.2.1.3** The student must not be on disciplinary probation;
- 4.8.2.1.4** The student must meet other requirements as may be determined by the organization which issues the stipend, and approved by SABAC.

4.8.2.2 Stipends are not automatically awarded, but are earned based on demonstrated merit. Organizations must have a semester review system to determine whether a stipend was earned, and this stipend review process must be outlined in the organization's by-laws.

4.8.2.3 A student may not receive stipend funds for more than one position, regardless of how many positions the student may hold.

4.8.2.4 The organization's bylaws must include: offices which are eligible to receive stipends, other eligibility criteria such as grade point average, the stipend percentage per office per semester, and the stipend review system.

4.8.2.5 Stipend Allocations

The stipend allocation amount is based on a tiered system that sets amounts according to level of responsibility. The President of SGA, for example, is eligible to be awarded a larger stipend amount than a senator. SABAC has set ceilings for each tier; however, organizations may choose to award less for each position. The tiers were established to reflect a portion of the cost of matriculation for the higher student positions.

The tiered system is detailed here and reflects matriculation fees:

4.8.2.5.1 100% of in-state matriculation fees per semester for the chief student officer (president or chair);

4.8.2.5.2 60% of in-state matriculation fees per semester for vice-presidents, vice-chairs, secretaries and treasurers;

4.8.2.5.3 30% of in-state matriculation fees per semester for senators, executive assistants and program committee chairs;

4.8.2.5.4 10% of in-state matriculation fees per semester for parliamentarians and sergeants-at-arms.

4.8.2.6 No organization may award a new stipend or create a position with a stipend without approval and appropriation by SABAC.

4.8.2.7 No student shall receive a stipend greater than the costs incurred for mandatory tuition and fees for the semester the stipend is received, irrespective of any financial aid the student may have received.

4.8.2.8 The Student Media Board governs stipends for work on student media.

4.8.3 PROGRAM/BANQUET/CEREMONY REQUESTS

Fee-eligible organizations are eligible to submit requests for programs, banquets, or ceremonies under the following guidelines:

4.8.3.1 The request form can be found at www.kennesaw.edu/student_life.

- 4.8.3.2** The organization requesting the funding must submit the form and any other supporting documentation to the SABAC Secretary for placement on the SABAC agenda.
- 4.8.3.3** Funding received for any of these purposes must be used so that the event is open to all KSU students. SABAC will not fund events that are only open to members of the organization.
- 4.8.3.4** The event must be advertised widely and well enough in advance for all interested KSU students to participate. Students must have the first opportunity for participation in the event before it is opened to the public or any other guests.
- 4.8.3.5** Once SABAC has approved the request, an appointment must be scheduled with the Business Manager in the Department of Student Life.
- 4.8.3.6** The expenditure must be made through the appropriate guidelines as set forth by the Kennesaw State University Office of Business Affairs.

4.8.4 EQUIPMENT PURCHASE REQUESTS

Fee-eligible organizations are eligible to submit requests for the purchase of equipment under the following guidelines:

- 4.8.4.1** The equipment request form can be found at www.kennesaw.edu/student_life.
- 4.8.4.2** The purchase must be for an item that is considered a one-time expense and not an annual expense. The organization requesting the item must submit the form and any other supporting documentation to the SABAC Secretary for placement on the SABAC agenda.
- 4.8.4.3** Once SABAC has approved the request and prior to making the purchase, an appointment must be scheduled with the Business Manager in the Department of Student Life.
- 4.8.4.4** Once purchased, the item becomes the property of Kennesaw State University and must only be used for the purpose outlined in the request.
- 4.8.4.5** The purchase must be made through the appropriate guidelines as set forth by the Kennesaw State University Office of Business Affairs.

4.8.5 RESTRICTIONS

- 4.8.5.1** Funding requests through the Supplementary Budget Hearings must be made during and spent in the same fiscal year.
- 4.8.5.2** No student activity fee monies appropriated by SABAC may be used to pay or benefit a member of the KSU faculty or staff for a personal appearance or service, including advising an organization.
- 4.8.5.3** Student activity funds may not be used for the following:
- alcohol
 - services for individual benefit or services of a **personal**, individual nature
 - donations to churches
 - contributions to off-campus religious organizations
 - contributions to political candidates or political parties
- 4.8.5.4** Any fee-eligible KSU student organization wishing to donate funds to organizations other than SABAC approved KSU student organizations must first obtain SABAC approval. Fee-eligible KSU student organizations are encouraged to collaborate with each other and to co-sponsor events and activities. Any shared financial contribution between fee-eligible student organizations must be based upon observable mutual benefits and participation. Organizations must include a statement regarding shared financial support with other RSOs when requesting funding.
- 4.8.5.5** Organizations receiving donations for an event must include a statement in their budget requests.
- 4.8.5.6** Only those activities, services, items or programs will be funded which are necessary for the organization's basic functions and goals. Any items, services or activities bought or funded by student activity funds must be available to all members of the organization. Equipment purchased with student activity funds will be accessible to all and is the property of Kennesaw State University.

5.1 TYPES OF ORGANIZATIONS

At KSU, student organizations fall into one of the following categories: line-item, general interest, faith-based, political, performance, service, cultural, academic, honor societies, sports clubs, and Greek organizations.

The Department of Student Life maintains an annual listing of active registered student organizations. This list is available at www.kennesaw.edu/student_life.

5.2 CRITERIA FOR REGISTERED STATUS

SABAC will register organizations that

- 5.2.1** have goals /objectives/purposes that are consistent with the educational mission of the university;
- 5.2.2** indicate a desire to make a positive contribution to the campus community;
- 5.2.3** are able to function within the guidelines established for campus organizations;
- 5.2.4** are affiliated with a national social fraternity or sorority, if the applicant group desires to be a social Greek chapter affiliated with the National NPHC, NPC, NIC, NALFO , and FEA (additional requirements for such organizations are detailed below)
- 5.2.5** avoid duplication of programs, services, staff duties, and organizations already in existence at KSU (organizations which pose such duplication should be prepared to demonstrate better service to the student body as well as wiser use of student activity funds, if applicable);
- 5.2.6** provide a means within the constitution/by-laws for individuals who wish to withdraw their membership. Groups may require withdrawing members to honor financial obligations made during membership;
- 5.2.7** state, within the organization's constitution/by-laws, the specifics of any affiliation with off-campus organizations.

5.3 REGISTRATION PROCEDURES

5.3.1 REGISTRATION OF ORGANIZATIONS THAT ARE NOT SORORITIES OR FRATERNITIES OR SPORTS CLUBS

To form an organization on the campus of Kennesaw State University, a representative from the potential organization must attend an RSO Start-Up Meeting. At this meeting, students will

be given instruction on how to petition SABAC for RSO status. Dates, locations, and times of these meetings are published by the Department of Student Life in print and on its website (www.kennesaw.edu/student_life).

At the RSO start-up meeting, procedures will be explained about how to make a request to SABAC for registration. SABAC agenda deadlines are also distributed.

5.3.1.1 In order to be considered for RSO status, an interest group must have:

3.2.1.1.1 a statement of the purpose(s) of the organization.

3.2.1.1.2 a constitution or set of by-laws, based on the sample provided at the meeting. Once the constitution is written, the potential RSO representative must submit it to the Student Organization Coordinator in Student Life for assistance with clarity and format. If the proposed group is a chapter of a national organization, one copy of the national by-laws or constitution shall be submitted in addition to the group's by-laws;

3.2.1.1.3 a letter from a faculty or staff member indicating willingness to serve as advisor; and

3.2.1.1.4 a list of a minimum of fifteen (15) names, e-mail addresses, phone numbers of interested students who are currently enrolled and intend to participate in the organization.

5.3.1.2 One copy of all documents must be submitted to the Secretary to the Dean of Student Success one week prior to the SABAC meeting in order to be placed on that meeting's agenda. If the deadline is missed, the documents will be placed on the agenda for the next scheduled SABAC meeting.

5.3.2 REGISTRATION OF SORORITIES AND FRATERNITIES

Since each national Fraternity/Sorority governing body (National Panhellenic Conference, North- American Interfraternity Conference, National Pan-Hellenic Council, and National Association of Latino Fraternal Organizations) has separate but similar requirements for the establishment of colonies/chapters on campus, the Assistant Director of Greek Life shall oversee the process to ensure that all appropriate steps in the process are followed. The procedures and guidelines can be found in the Manual of Policies & Procedures regarding KSU Fraternities & Sororities

5.3.2.1 Interested students MUST schedule an appointment with the Director of the Department of Student Life (hereinafter referred to as Director) & the Assistant Director of Greek Life to begin the process. When the steps in the process are satisfied, the Assistant Director of Greek Life shall be responsible for making the presentation to SABAC for provisional status registration and final approval registration.

Please note that Kennesaw State University does not allow registration of any fraternity or sorority that is not affiliated with one of the following national organizations: the National Panhellenic Conference, North- American Interfraternity Conference, National Pan-Hellenic Council, National Association of Latino Fraternal Organizations, and the Fraternity Executives Association.

5.3.2.2 Once a group has received final approval from the Assistant Director of Greek Life and the corresponding council, a presentation will be made to SABAC with the following information submitted to the SACBAC secretary for the archives.

5.3.2.3 All groups must present the following documentation to the Assistant Director of Greek Life who will, in turn, present to SABAC:

- 5.3.2.3.1** Letter from the National Headquarters of the chapter requesting permission to establish a colony or charter at KSU. Letter must be on official letterhead with original signatures (no stamps). This letter can come from a national officer or the person responsible for undergraduate membership or extension/expansion.
- 5.3.2.3.2** Agreements regarding hazing, non-discrimination, and use of alcoholic beverages. These agreements must be signed by the area alumni/ae coordinator, the regional coordinator and a national officer or headquarter staff member.
- 5.3.2.3.3** A letter from the Assistant Director of Greek Life at KSU indicating that he/she will agree to serve as the campus advisor to the group and will agree to work with the group on a regular basis.
- 5.3.2.3.4** The national and local by-laws/constitution of the group, in which is stated the mission, objectives, goals and qualifications for the group. In these by-laws, the group's qualifications for student grades and hours must be stated in order for students to hold office. While credible groups will have these requirements outlined, any group who does not have them outlined must follow KSU's guidelines for students to hold office: "in order to qualify for, hold office, or receive a stipend in any registered organization, a student must have an adjusted cumulative GPA of 2.3 and must be enrolled for a minimum of six degree credit semester hours while holding office. Students who withdraw from classes during the semester or who drop below six hours are immediately ineligible to hold office or run for office in an organization.
- 5.3.2.3.5** Contact names, current telephone numbers, current addresses, and current email addresses of area, regional and national officials for the organization.
- 5.3.2.3.6** Documentation of the associate/new member education program or intake process & procedures for NPHC or NAFLO groups.

~Note the information contained in numbers 4-6 will be kept on file in the Office of Greek Life

5.3.2.4 Upon receipt of ALL the above-mentioned documents, the Assistant Director of Greek Life shall put the request on the SABAC agenda for a meeting.

5.3.2.5 At the SABAC meeting, the Assistant Director of Greek Life shall make the request and present the documents to the SABAC members. Area, regional, national representatives, and students may be present to answer questions.

5.3.2.6 If SABAC approves the request, the group will be granted PROVISIONAL STATUS. Provisional Status will last up to 12 months as some groups may complete charter requirements in less than 12 months. The following guidelines explain the provisional status period:

5.3.2.6.1 Student representatives of the group must meet monthly, in person, via phone, or e-mail with the Assistant Director of Greek Life to discuss and track progress of the group.

5.3.2.6.2 The group may participate in activities such as Week of Welcome, KSU Day, the BASHes, and Greek Life programming efforts, to name a few.

5.3.2.6.3 The group may hold its own recruitment activities, and may have other events and meetings, but ALL publicity MUST identify them as a COLONY or INTEREST GROUP of the national fraternity/sorority, not as the national fraternity.

5.3.2.6.4 In the Provisional Status period, the colony/interest group must attend the following programming efforts provided by the Assistant Director of Greek Life: Alcohol/Drugs, Hazing, Diversity, and Greek 101 to name a few.

5.3.2.7 After the organization has satisfied all the Provisional Status requirements, and has met with the Director & Assistant Director of Greek Life, the Assistant Director of Greek Life will place it on the agenda for a SABAC meeting for its Final Approval.

PLEASE NOTE: FINAL APPROVAL MUST BE GRANTED NO LATER THAN 12 MONTHS FOLLOWING THE GRANTING OF PROVISIONAL STATUS. SABAC HAS THE AUTHORITY TO GRANT EXTENSIONS WITH ADVISEMENT FROM THE ASSISTANT DIRECTOR OF GREEK LIFE IF THE GROUP IS UNABLE TO MEET THE 12-MONTH TIME LINE. IF THE ORGANIZATION DOES NOT MEET THE PROVISIONAL STATUS REQUIREMENTS IN THE ALLOTTED 12-MONTH PERIOD OR ASK FOR AN EXTENSION, THEY MUST BEGIN THE PROCESS OVER FROM THE BEGINNING.

5.3.2.8 When the Assistant Director of Greek Life presents the group to SABAC for Final Approval, the following documents must be submitted again, only if there are changes from the documents that were originally submitted.

5.3.2.8.1 Letter from the National Headquarters of the chapter requesting permission to establish a colony or charter at KSU. Letter must be on official letterhead with original signatures (no stamps). This letter

can come from a national officer or the person responsible for undergraduate membership or extension/expansion.

- 5.3.2.8.2** Agreements regarding hazing, non-discrimination, and use of alcoholic beverages. These agreements must be signed by the area alumni/ae coordinator, the regional coordinator and a national officer or headquarter staff member.
- 5.3.2.8.3** A letter from the Assistant Director for Greek Life at KSU indicating that he/she will agree to serve as the campus advisor to the group and will agree to work with the group on a regular basis.
- 5.3.2.8.4** The national and local by-laws/constitution of the group, in which is stated the mission, objectives, goals and qualifications for the group. In these by-laws, the group's qualifications for student grades and hours must be stated in order for students to hold office. While credible groups will have these requirements outlined, any group who does not have them outlined must follow KSU's guidelines for students to hold office: "in order to qualify for, hold office, or receive a stipend in any registered organization, a student must have an adjusted cumulative GPA of 2.3 and must be enrolled for a minimum of six degree credit semester hours while holding office. Students who withdraw from classes during the semester or who drop below six hours are immediately ineligible to hold office or run for office in an organization.
- 5.3.2.8.5** Contact names, current telephone numbers, current addresses, and current email addresses of area, regional and national officials for the organization.
- 5.3.2.8.6** Documentation of the associate/new member education program or intake process & procedures for NPHC or NAFLO groups.

~Note the information contained in numbers 4-6 will be kept on file in the Office of Greek Life

5.3.2.9 Once SABAC gives final approval to the group, they will be considered full-fledged members of KSU's Fraternity/Sorority community, having met all campus, regional, and national requirements.

5.3.3 REGISTRATION OF SPORTS CLUBS

All groups wanting to register as sports clubs must contact the Intramural and Recreation Services Department.

5.3.4 REGISTRATION OF STUDENT MEDIA

5.3.4.1 The KSU Student Media Board supervises the non-editorial operation of all recognized student media outlets that are supported with student activity fees and using University facilities. The Media Board, in accordance with University policy, shall promote professionalism in the practice of journalism in its publications.

5.3.4.2 All requests for registration of student-run media shall be forwarded to The KSU Student Media Board for review before registered status is considered by SABAC.

5.4 CONSTITUTION/BY-LAW AMENDMENT PROCESS

SABAC recommends that RSO by-laws be amended at least every three years. Once the RSO has followed procedures as set forth in its bylaws for amending the bylaws, they must seek approval from SABAC. In order to be included on the SABAC agenda, one copy of the amended bylaws must be submitted to the Secretary of the Dean of Student Success in Kennesaw Hall one week prior to a scheduled SABAC meeting. The amended bylaws are not in effect until they are approved by SABAC.

5.5 LOSS OF STATUS AS A REGISTERED STUDENT ORGANIZATION

Loss of RSO status may occur as a result of violations of the KSU Student Conduct Regulations or the RSO policies established by the Department of Student Life.

5.5.1 VIOLATIONS OF THE STUDENT CODE OF CONDUCT

5.5.1.1 Student organizations, as well as individual members/officers of the organization acting as part of the organization, are subject to the procedures established by the University for reviewing allegations of violations of the KSU Student Code of Conduct. Student organizations, as well as individual members, may be assigned sanctions as determined by the office of Student Conduct and Academic Integrity.

5.5.1.2 In the event that a student organization, or members/officers of that organization acting as a part of the organization, are found guilty of violating the student code of conduct, a special hearing by SABAC shall be held to determine whether the registered student organization status should be revoked as a result of the findings of the SCAI office.

5.5.1.3 SABAC's decision could range from temporary loss of status to permanent loss of status. If temporary loss of status is the decision, then SABAC shall determine a time at which the organization may return to campus.

5.5.2 VIOLATIONS OF RSO POLICIES/PROCEDURES

5.5.2.1 Student organizations, as well as individual members/officers of the organization acting

as part of the organization, that violate the RSO policies established by Student Life may be subject to penalties ranging from loss of funding to temporary suspension of campus activities as determined by the Assistant Director for Greek Life, in the case of fraternity or sorority violations, or the Assistant Director for Student Involvement for all other RSO violations. Appeal of the decision of the Assistant Director will be to SABAC.

5.5.2.2 In cases where the violation is severe enough to warrant revoking the organization's registration, the Assistant Director will bring the allegations to SABAC for consideration and determination of an appropriate sanction.

5.5.3 REVIEW PROCESS

5.5.3.1 SABAC shall hold a special called meeting to consider allegations of misconduct on the part of student organizations or members/officers acting as part of the organization.

5.5.3.2 Decisions regarding temporary suspension or lesser penalties will be decided by a majority vote of the voting members. Decisions regarding permanent revocation of status as a registered student organization will be determined by a 2/3 vote of the voting members.

5.6 NON-DISCRIMINATION

There will be no discrimination of any sort practiced by member organizations funded by SABAC.

5.7 APPLICATION FOR LINE-ITEM STATUS

5.7.1 CRITERIA

To be considered for line-item status, a student organization must

5.7.1.1 be registered with the Student Life

5.7.1.2 have a faculty or staff advisor

5.7.1.3 be active on campus for a minimum of five years

5.7.1.4 be progressing in activity for that period of time

5.7.1.5 assure that membership and participation are available to all interested students

5.7.2 APPLICATION PROCESS

5.7.2.1 RSO officers must meet with designated Student Life staff to determine if all criteria have been met to request line-item status

5.7.2.2 Representatives of the RSO seeking line-item status must submit an application, which must be signed by the faculty advisor. In this application, the RSO must demonstrate why it deserves to become a line-item organization

5.7.2.3 Applications and supporting materials are submitted to Student Life to begin a four-level recommendation process. The four-level process is as follows:

- Level 1: approval from the student body
- Level 2: approval from SABAC
- Level 3: approval from the Dean
- Level 4: approval from the President

~~5.7.2.4 RSOs who are denied at any level have the right to appeal that decision.~~

5.7.2.5 Line item status does not guarantee automatic funding of any amount for each year. SABAC will determine whether the services and programs offered by organizations are meeting the needs and interests of the student body.