



Student Activities Budget Advisory Committee (SABAC)

## **PROTOCOL MANUAL**

**FY21**

***Notice:*** Please note that the RSO Policy and RSO Policy Manual will apply wherever there may be any contradictions between this SABAC Protocol Manual and those documents.

## TABLE OF CONTENTS

<b>SECTION 1. PURPOSE.....</b>	<b>3</b>
1.1 Mandatory Student Fees (Board of Regents Policy 7.3.2.1).....	3
1.2 SABAC Guiding Principles.....	3
<b>SECTION 2. MEMBERSHIP.....</b>	<b>4</b>
2.1 Composition.....	4
2.2 Eligibility.....	4
2.3 Duties of Members.....	5
2.4 Terms of Service.....	5
2.5 Removal of Members.....	5
2.6 Duties of Officers.....	5
2.7 Vacancies.....	6
<b>SECTION 3. GENERAL OPERATING PROCEDURES.....</b>	<b>6</b>
3.1 Meetings.....	6
3.2 Agenda.....	7
3.3 Quorum.....	7
3.4 Presentations.....	7
3.5 Discussions.....	7
3.6 Voting.....	7
3.7 Appeals Process.....	8
<b>SECTION 4. ALLOCATION PROTOCOLS FOR STUDENT ACTIVITY FUNDS.....</b>	<b>9</b>
4.1 Funding Process Overview.....	9
4.2 Funding Requests Processes and Procedures.....	9
4.3 Inappropriate Expenditures.....	11
4.4 Funding Guidelines.....	12
4.5 Travel Funding.....	12
4.6 Funding Limits.....	13
4.7 Change Requests After Funding Approval.....	14

## SECTION 1. PURPOSE

The Student Activities Budget Advisory Committee (SABAC) will serve as an advisory body concerning the allocation of Student Activity Funds (SAF). The committee advises the Vice President for Student Affairs (VPSA) and works collaboratively with the Student Government Association (SGA) and the Office of the Dean of Students.

The Student Activity Fee provides financial support for the Kennesaw and Marietta campuses to enrich the co-curricular student experience and provide essential student services, leadership development opportunities, and student wages for student leader positions. This fee supports qualified Registered Student Organizations and Student Affairs units with a direct student impact through programming, events and activities. The SAF was approved by the Board of Regents prior to 2000.

The purpose of this manual is to provide relevant policies, procedures, and philosophies that guide the work of SABAC.

### 1.1 MANDATORY STUDENT FEES

Most student fees have specific purposes that govern their assessment and use. As the USG Business Procedures Manual (section 24, Student Fees) states:

*“Mandatory Student Fees – As defined in Section 7.3.2.1 of the Board of Regents (BOR) Policy Manual, Mandatory Student Fees are assessed upon enrollment to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of an institution, unless exemption or waiver provisions apply.”*

*Student activity fees are collected for the purpose of supporting programs and services affecting all aspects of student life. Correspondingly, the expenditure of these fees should be student centered with the students being the primary participants or beneficiaries.”*

SABAC manages the Student Activity Fee of \$39 collected each semester per eligible student.

### 1.2 SABAC GUIDING PRINCIPLES

- Registered Student Organizations (RSOs) and Student Affairs units that offer programs and services to the entire student body will be eligible to request funding from SABAC
- The annual allocation process allows RSOs and Student Affairs units to engage in advance planning for programs and events that promote extra-curricular activities for specific purposes, or university-wide events surrounding specific themes
- SABAC will comply with all policies and procedures established by the BOR and KSU, along with all appropriate federal, state, and local laws and guidelines

- SABAC members will be good stewards of the SAF, maximizing access and opportunity within existing fiscal parameters
- SABAC members will execute their duties in a viewpoint neutral manner in accordance with BOR and KSU policies
- SABAC members will demonstrate civility and respect toward all members and guests of SABAC

## **SECTION 2. MEMBERSHIP**

### **2.1 COMPOSITION**

To fully represent the total community it is to serve, SABAC shall be composed of the following 10 voting members:

- Chair: Appointed by the Vice President of Student Affairs (or designee) votes only in the event of a tie
- Vice Chair: Student Government Association Treasurer (or designee)
- Six additional students appointed by the SGA President representing diverse constituencies that are reflective of the student body
- One Faculty Representative selected from among RSO advisors and appointed by the Provost (or designee)
- One Staff Representative selected from within the Division of Student Affairs and appointed by the Vice President for Student Affairs (or designee)

The following will serve SABAC in a non-voting advisory capacity:

- Vice President for Student Affairs (VPSA)
- Associate Vice President & Dean of Students
- One designated Fiscal Manager from the Division of Student Affairs
- One designated representative from the Department of Student Activities
- SABAC Secretary appointed by the Vice President for Student Affairs (or designee)

### **2.2 ELIGIBILITY**

All students serving on SABAC must:

- Maintain good academic standing with the University
- Be enrolled at KSU at least half-time (with the exception of summer term)
- Not be on disciplinary probation

All faculty and staff members serving on SABAC must:

- Be full-time employees of KSU
- Serve or previously served as an advisor, or in some advisory capacity, to a student organization

## 2.3 DUTIES OF MEMBERS

SABAC members must:

- Attend all required orientation and/or training sessions
- Review all agenda materials **prior** to each meeting
- Attend all SABAC meetings, or notify the SABAC Chair and Secretary as far in advance as possible should a conflict arise
- Check KSU email and OwlLife regularly for SABAC related communication and submissions
- Be familiar with all SABAC Protocols

## 2.4 TERMS OF SERVICE

All members of SABAC serve one-year terms and may be appointed for one additional term of service as long as the member remains eligible for service for the entirety of the second term. The Chair and Vice Chair are permanent appointments based on their roles. Each term corresponds to the fiscal year, beginning on July 1 and ending on June 30. Students who graduate at the end of Spring semester may remain on SABAC through June 30.

## 2.5 REMOVAL OF MEMBERS

SABAC members may be removed if they miss three meetings throughout the academic year or are unable to satisfactorily fulfill the expectations of SABAC. The Chair will initiate the process of removing the member by notifying the member via KSU email regarding removal at least three business days prior to the meeting where the chair intends to recommend removal. The Chair will present relevant evidence to support the recommendation and then afford the member an opportunity to respond in person or submit a statement for consideration. Quorum must be established, and a majority vote of the members present will determine the outcome. If removed, the member has the right to appeal the decision in writing within three business days to the Vice President for Student Affairs. If the Chair is believed to be unsatisfactorily fulfilling duties and expectations, the Vice Chair shall issue notice and conduct the appropriate proceedings as outlined herein.

## 2.6 DUTIES OF OFFICERS

SABAC CHAIR

- Presides at all meetings
- Sets the agenda for all meetings
- Votes only in the event of a tie
- Calls special meetings as deemed necessary
- Serves as official spokesperson for SABAC
- Forwards all meeting minutes to VPSA for approval

SABAC VICE CHAIR

- Performs all duties of the Chair in the absence of the Chair
- Maintains a speaker's list during meetings
- Monitors time limits during presentations and discussions
- Assists the Chair with other duties as assigned

#### **SABAC SECRETARY**

- Prepares and distributes agendas and minutes for all SABAC meetings
- Posts the agenda of the upcoming meetings and minutes on the SABAC website
- Schedule SABAC meetings, orientations, and trainings

#### **ASSOCIATE VICE PRESIDENT & DEAN OF STUDENTS (or designee)**

- Attends all SABAC meetings and trainings
- May serve as a resource to SABAC
- Ensures all members are completing their duties and responsibilities to SABAC

#### **VICE PRESIDENT FOR STUDENT AFFAIRS**

- Approves budget allocations

## **2.7 VACANCIES**

Should a position become vacant on SABAC, that position will be replaced by appointment by the appropriate body. Replacement members who are appointed during the year must complete an orientation or training session prior to beginning service. During the period of vacancy quorum will be adjusted accordingly.

## **SECTION 3. GENERAL OPERATING PROCEDURES**

### **3.1 MEETINGS**

There are three types of SABAC meetings: Orientation/Training, Annual Budget Requests, and Supplemental Budget Requests. Orientation/Trainings are conducted each year as an initial meeting for all SABAC members to review policy, protocol, and processes. Supplemental Budget Request meetings occur each month in Fall and Spring Semesters to review requests and recommend allocations for a specific event, activity, or travel occurrence. Annual Budget Request meetings take place each Spring Semester, typically in April, to review requests and recommend allocations for the next Academic Year.

Advertised SABAC meetings are open to the public. All decisions made by SABAC are reflected in the minutes, which are made available to the public, once approved, on the SABAC website section titled "Meetings". Any operating procedure not addressed in this document are subject to the standard established procedures within the latest version of Robert's Rules of Order.

## **3.2 AGENDA**

The SABAC Secretary will send the agenda to all SABAC members at least 48 hours in advance of the meeting. SABAC funding requests are placed on the agenda in the order submitted. Items not received by the deadline for a given meeting will be placed on the subsequent meeting's agenda.

## **3.3 QUORUM**

A simple majority will constitute quorum to conduct official business. The majority of voting quorum must be student representatives. While SABAC permits voting by proxy, those votes do not count toward quorum. If quorum is lost during the meeting, no official business may be conducted again until quorum is established.

## **3.4 PRESENTATIONS**

Registered Student Organization members are highly encouraged to attend the scheduled SABAC meeting to present on the submitted request. If no group members are available to attend the meeting, the SABAC Chair and Secretary should be notified in advance. SABAC may still review the request on the merits of the submission documents and make a decision, allow alternative methods of presentation, or table the request for a future meeting and request the presence of a representative of the group. During the SABAC meeting, RSO representatives will have up to three minutes to present their request. Upon conclusion of the presentation, SABAC members may ask questions for up to three minutes. If the circumstances warrant, SABAC can approve a time extension for additional questions. If critical questions arise that cannot be sufficiently answered during the meeting, SABAC may table the request while the representatives research the questions and provide a timely response.

Advisors are welcome to attend SABAC meetings but may not make presentations on behalf of the group. Advisors may be consulted by the presenting student leaders during the question and answer period of the presentation.

## **3.5 DISCUSSION**

After all presentations are completed, the SABAC members will discuss the requests in preparation of making a motion and voting.

## **3.6 VOTING**

Robert's Rules of Order will serve as the Parliamentary Procedure guidelines that govern the business of SABAC.

Abstaining from a vote should only occur when a conflict of interest exists. Voting members who are unable to attend a meeting but wish to vote on specific agenda items may submit a proxy via email to the Chair and Secretary at least one hour prior to the established starting

time of the meeting. If a member present at the meeting needs to leave, the member may submit desired proxies to the Chair for any outstanding agenda items. Proxy votes do not count toward quorum. Proxy votes cannot be counted if the final motion deviates from the original motion upon which the proxy was cast (i.e. the original motion is amended or fails, and a new motion is introduced).

### 3.7 APPEALS PROCESS

All decisions made by SABAC are advisory recommendations to the Vice President for Student Affairs (VPSA) and may be appealed by the RSO. In the event an RSO's approved annual budget or supplemental funding request is less than the total amount the RSO requested, the RSO may request the VPSA's written decision setting forth the basis for the reduction within ten business days after the RSO receives its approved budget. The VPSA will respond within twenty business days. An RSO may appeal the VPSA's determination after receiving the response, or if the VPSA failed to issue a timely written decision after the RSO properly requested one. **Appeals from an RSO to the VPSA's determination must be submitted in writing to the SABAC Secretary at [sabac@kennesaw.edu](mailto:sabac@kennesaw.edu).** All appeals to the VPSA's decision must be submitted in writing to the SABAC Secretary at [sabac@kennesaw.edu](mailto:sabac@kennesaw.edu) and will be reviewed by the President or his or her designee.

Appeals must be in writing and must be submitted to the President or designee within ten business days after the RSO receives the VPSA's written decision or, if the VPSA failed to issue a timely written decision after the RSO properly requested one, within ten business days after the time for the VPSA to issue the decision has expired.

An RSO's appeal must be based on one of the following grounds:

- SABAC's recommended disapproval of the annual budget request, supplemental funding request, or its determination of any allocation for an item therein was arbitrary or capricious and such recommendation was not remedied by the VPSA's actions;
- The VPSA's disapproval of the annual budget request, supplemental funding request, or his or her determination of any allocation for an item therein was arbitrary or capricious;
- SABAC engaged in viewpoint discrimination or another USG or KSU policy violation, which was not remedied by the VPSA's actions.
- The VPSA engaged in viewpoint discrimination or another USG or KSU policy violation; or,
- The VPSA or SABAC failed to follow the Funding Request Processes and Procedures outlined above.



## **SECTION 4. ALLOCATION PROTOCOLS FOR STUDENT ACTIVITY FUNDS**

### **4.1 FUNDING PROCESS OVERVIEW**

SABAC provides funding for student activities, programs, projects, travel, equipment, and other related items that support and enhance students' extra-curricular experience. RSOs are encouraged to work collaboratively and combine resources to enhance their ability to serve students. When RSOs seek to co-sponsor activities, they should submit a single request to SABAC with a clear itemization of all financial needs and contributions from each individual organization and/or department/office/external agency that is involved.

### **4.2 STUDENT ACTIVITY FEE FUNDING REQUESTS PROCESSES AND PROCEDURES**

#### **Annual Funding Requests**

Registered Student Organizations and Student Affairs units that directly support students requesting annual financial support from KSU are required to submit a completed Budget Request form to SABAC by the last Friday in March at 12 Noon. All decisions made by SABAC are advisory recommendations to the VPSA. SABAC and the VPSA follow the funding guidelines below.

In addition to a completed Budget Request form, the following information must also be submitted for consideration for Annual Funding:

- a detailed written description of the specific programs, activities, or events the RSO or Student Affairs unit that directly supports students intends to sponsor;
- an accurate written cost estimates of any required supplies or services that correlate to the programs, activities, or events;
- a written summary of all revenue received during the current year from dues, ticket sales, fundraisers, donations, or other means; and
- a written estimate of projected revenue from dues, ticket sales, fundraisers, or other means.

Additionally, RSOs or Student Affairs units that received SABAC funds in the current fiscal year must submit a written budget summary demonstrating that the funds were effectively utilized to accomplish the goals for which those funds were awarded.

#### **Supplemental Funding Requests**

RSOs or Student Affairs units that would like to request supplemental funding for a specific event or activity after the Annual Budget deadline must submit the following information no later than one month prior to the regularly scheduled Supplemental Funding Request meeting:

- a detailed written description of the specific programs, activities, or events the RSO or Student Affairs unit that directly support students intends to sponsor;

- an accurate written cost estimates of any required supplies or services that correlate the programs, activities, or events; and
- a written statement demonstrating effective utilization of funds that were allocated in the prior year to accomplish the goals for which those funds were awarded.

### **Student Activity Fee Funding Guidelines**

The amount of funding an RSO may receive, in addition to the \$100 in start-up funds for new RSOs, is determined by the RSO's stated programmatic needs and is dependent upon submission of accurate documentation supporting the request and available funds.

SABAC's recommendations and the VPSA's decisions for RSO funding will be based solely on whether the requesting RSO has met the following viewpoint-neutral requirements, unless the RSO requests funding for prohibited items listed later in this policy:

- The officers and members of the RSO must be currently enrolled students of KSU.
- The RSO's funding application must be submitted by the applicable application deadline.
- The RSO's funding application must be complete.
- If an RSO has undertaken events and activities in the prior year, it must demonstrate that the events or activities met the objectives and budget the RSO presented in the prior year's request.
- Events and activities funded through student activity fees must be open to all KSU students.
- The RSO's request must accurately estimate the likely cost of the event, including by taking into consideration of the number of students likely to attend; however, this criterion shall not be used to consider the content or viewpoint of an RSO's speech, including the presumed popularity or controversial nature of an RSO's speech.
- If an RSO requests funding for one or more events, it must demonstrate a direct connection between the amount of funds requested and the proposed event.
- If an RSO requests funding for one or more events, it must demonstrate that students will be involved in the planning and implementation of the event.
- The proposed facility must be suitable for the proposed events and activities based on the estimated size of attendance, technical and logistical requirements for the event or activity, and accommodation of expected security needs.
- Any honoraria requested must be in the range of honoraria for similar speakers or performers; however, this criterion shall not be used to consider the content or viewpoint of an RSO's speech, including the presumed popularity or controversial nature of an RSO's speech.
- Any travel expense estimates must be objectively reasonable for the type of event or activity proposed.
- Any other viewpoint-neutral criteria that are determined by university legal counsel's written opinion. Any written opinion that contains additional viewpoint-neutral criteria will be published on SABAC's website.

SABAC will not use the following criteria when making funding decisions for RSOs:

- The presumed popularity of an RSO's viewpoint, including the existence among the student body of opposition to, or support for, the group. However, SABAC may consider the number of students expected to be involved in specific activities or events as necessary to estimate variable expenses of the activity or event
- The length of time the RSO has been in existence
- The amount of SABAC funding the RSO has received in the past.

### **4.3 INAPPROPRIATE EXPENDITURES**

SABAC must comply with all rules and regulations of the institution, the Board of Regents (BOR), and any additional requirements imposed by local, state, or federal agencies, when allocating funds from the Student Activity Fee (SAF). SABAC may choose to establish stricter guidelines or funding limits that go above and beyond the regulations set forth by the institution, the BOR, and any additional requirements imposed by local, state, or federal agencies.

Per the USG Business Procedures Manual (section 24.3.1) Student Activity Fees should not be expended on the following:

- Alcohol, tobacco, drugs, or any illegal or substances
- Individual or club memberships in civic organizations
- Political campaigns, parties, candidates, or events
- Off-campus organizations or agencies and their related activities, including churches or related religious organizations, and membership fees for civic organizations
- Scholarships
- Prospective student travel or promotional items
- Prizes or promotional items exceeding state value limits
- Gifts and other items intended primarily for personal use
- Services for individual benefit or of a personal, individual nature
- Items of direct benefit to non-student (including employees)
- Faculty salaries and benefits, including payments for advising
- Employee recognition and meals (including student employees).
- Sales tax
- Events that are not open to all KSU students
- Expenditures that violate applicable law, Board of Regents' policy, and KSU policies and procedures.

This list is not exhaustive and may be altered as necessary to ensure compliance with KSU and other required policies and procedures. RSOs that attempt to use funds inappropriately may become ineligible for future funding, subject to disciplinary action, and/or required to reimburse the University for the inappropriate expenses.

The university also reserves the right to establish maximum reimbursement limits. All reimbursements must be submitted within 30 days of the expense (per KSU policy).

## 4.4 FUNDING GUIDELINES

Items typically funded through SABAC based on BOR guidelines include:

- Independent contractor fees for outside speakers and entertainers (which can include travel related expense, but flat-rate contracted fees are preferred)
- Required licensing and leasing fees and/or related support expenses for risk management related to events and programming
- Event production and promotion expenses (including equipment rental, printing, etc.)
- Prizes/awards from raffles: Participation in the raffle must be available to all students. Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost. For these events, individual prizes must be de minimis in value (not to exceed \$100). If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in the raffle.
- Food and refreshments for student activities when open to all students (closed meetings, club member specific meetings/socials/banquets, or officer meetings are excluded)
- Promotional items directly associated with student events, within individual value limits (note: limited quantity t-shirts for event promotion are permissible, but t-shirts specifically for organization members are not)
- Salaries and benefits for staff members whose role/function directly and specifically relates to serving students engaged in extra-curricular activities, excluding voluntary faculty/staff advisors). The personal services supported by these fees must be directly related to support and administration of the activities funded by the SAF fee. The personal services supported by these fees must be directly related to support and administration of the activities funded by the fee.
- Student salaries for departments/offices that provide designated services and/or activities to students
- Related operating expenses for units that directly and specifically relate to serving students engaged in extra-curricular activities (excluding expenses allocated through institutional or auxiliary budgets)
- Travel that is directly related to a student organization's purpose and through which the members traveling will represent KSU (see TRAVEL for more details)

In any given year, SABAC may also establish guidelines related to specific types of expenditures based on circumstances and the remaining amount of resources available for allocation. If such caps are established, SABAC will ensure that information is included in the minutes of the meeting during which the decision was made.

## 4.5 TRAVEL FUNDING

***DUE TO COVID-19 RESTRICTIONS, THERE WILL BE NO APPROVED TRAVEL THROUGH DECEMBER 31, 2020. This is subject to change based on USG, Georgia Department of Public Health & Centers for Disease Control guidelines.***

RSOs may request SAF funding to support student travel that is directly relevant to the primary mission and purpose of that organization. Students receiving travel funds from SABAC must represent the RSO and university by presenting at conferences, participating in competitions, or related activities where there is a clear business purpose for the travel and a direct benefit not only to the individual student traveling but also to the broader student body and the university.

SABAC will pay student travel costs associated with registration fees, lodging, and transportation. All payment related to travel must be made through SABAC Business Coordinators in Student Activities.

To ensure opportunity for the maximum benefit across the student body, SABAC has established the following travel assistance limits:

- \$500 maximum funding for any individual student per trip
- \$1,500 maximum funding for any individual student per fiscal year
- \$5,000 maximum funding for any registered student organization

Certain travel-related expenses are not covered by SABAC, including travel meals, luggage fees, VISA or passport fees, inoculations, or printed materials.

## **4.6 FUNDING LIMITS**

SABAC utilizes consistent guidelines and may establish specific parameters during the annual budget allocation or supplemental funding process that then apply from that point forward in assessing all submissions. The following guidelines apply, in addition to all other criteria established herein.

- Maximum funding allowed for any single event, program, or activity is \$5000, regardless of how many students or organizations are involved.
- All RSO-sponsored events, programs, or activities must be held on a KSU campus.
- All events, programs, and activities receiving financial support must be open to all KSU students.
- No funding may be provided for events limited to members of the RSO such as general body meetings, membership recognition events, club socials, planning meetings/retreats
- Giveaways/prizes involved in pre-approved equal opportunity drawings cannot exceed a single value limit of \$75 and cannot include the purchase of gift cards
- No personal use items may be purchased by RSO's using student activity funds (e.g. stoles/cords, awards, personalized business cards, nametags, etc.).
- No funds may be allocated for stipends for RSOs as all students and advisors involved with RSOs do so voluntarily
- RSOs may receive up to a maximum of \$500 per fiscal year for approved promotional purposes such as giveaways and print materials, within these specific guidelines:

- Promotions must be consumable in nature (i.e. a giveaway, printed materials) and not “permanent” items or items for which inventory control might be required (including no permanent display boards, banners, tablecloths, etc.).
- No advertising costs associated with non-KSU supported platforms (Snapchat, Instagram, etc.) since the university provides an electronic promotional platform through OwlLife.

#### **4.8 CHANGE REQUESTS AFTER FUNDING APPROVAL**

After receiving SAF funds, sometimes an event or activity or the needs of an RSO may change. Changes to a program or event’s date, location, theme, type of food, or speakers are considered non-substantive, and RSOs may request approval for those changes as long as the revised program or event is consistent with the core purpose and intent of what was originally approved by SABAC. .

The RSO or department should submit their funding update, via email, to [sabac@kennesaw.edu](mailto:sabac@kennesaw.edu) providing all relevant details and supporting documentation regarding the reason for the change. These items will be reflected in the next meeting agenda and minutes as an information item.

If there are substantive changes required, the RSO will be required to complete a new submission to SABAC asking for a new allocation from SABAC, following the regularly established procedures to request supplemental funding.