

Section 1: Mission Statement

We, the members of the student government association , in recognition of our responsibility to serve and represent the students of the University of Illinois Springfield (UIS), establish this Bylaw to ensure the fair and equitable allocation of funds. Committed to transparency, we strive to foster an inclusive process that enhances the experience of all UIS students by engaging diverse student demographics. We seek to provide regular updates on financial decisions and maintain a collaborative working relationship between the Student Government Association (SGA) and SOFA/SAC. Through these principles, we aim to uphold the best interests of the student body and strengthen our community.

Section 2: Timeline for Allocation Process

Clause A : It shall be the duty of every SGA to prepare a document no later than the second meetings of the spring semester each year. Detailing out funding priority goals for the next upcoming academic year. The document shall contain no less than 2 goals that the SGA wishes to see programming incorporate. The document shall be used to help SGA determine which programs or entities receive funding priority, **but not aligning with any or all goals does not mean a program or entity will not receive funding.**

Clause B: The process will begin with Phase 1 by sending out the Phase 1 Allocation Request Form by the first SGA meeting in the month of February to both SAC and SOFA. The form should be returned to the SGA for discussion and review by the first meeting in the month of March.

Sub Clause 1: Representatives of requesting organizations should be present at the first meeting in the month of March in order to provide a presentation of broader goals as well as to answer any simple questions regarding the information provided in their submitted Phase 1 document

Clause : It shall be the duty of every SGA to prepare a document no later than two meetings after Phase 1 presentations. Detailing out specific information needed to reach a funding allocation decision . The document shall contain requests for information SGA deems necessary to make an informed decision including things such as financial statements, attendee information, previous programming etc. A separate document shall be created for each organization requesting and approval by SGA at large before being sent

Clause C: After review of the Phase 1 document, SGA should continue on to Phase 2 by sending each respective organization the appropriate Phase 2 document. These documents should be sent by the SGA to the both organizations by the conclusion of the first SGA meeting in the month of March. The documents should be submitted to SGA for review by the first SGA meeting in the month of April.

Sub-Clause 1: The Phase 2 documents should be reviewed and revised to reflect any questions or goals specific to the interests of the current SGA.

Sub Clause 2: Representatives of requesting organizations should be present at the first meeting in the month of April in order to answer specific questions pertaining to the information provided in the submitted Phase 2 documents.

Clause D: Upon reviewing all of the documents from Phases 1 and 2 as well as taking into account the presentations and answers provided by both SAC and SOFA, the SGA should deliberate amongst themselves in a closed session before voting upon the allocations in an open session.

Section 3: SGA Policies for Allocation

Clause A: No more than 10% of requested or spent budget shall be used on overhead expenses. For the purpose of this clause overhead shall be defined as cost for things that do not directly go to populations being served. This includes things like conferences, Shirts and other merchandise for personal use, printers and administrative tasks, or any expenses not being directly used on the student body at large.

Clause B: The organization receiving funds shall be required to submit a written report for every regularly scheduled SGA meeting as to how funds are being spent, the process of programming with said funds bi-monthly.

For the purposes of this clause an email sent to SGA inbox shall satisfy the requirements of reporting.

Sub clause 1: If requested by the SGA at large or executive committee, an organization that receives funds may be called to deliver an in person report or answer question so long as 2 week notice is given.

Clause C: All SGA members should complete the national coalition building institute training prior to taking part in the allocation process. If a member has not completed said training, they can either not partake in the allocation process or should complete the training.

Clause D: Failing to comply with clauses within this section will be taken into account during future determinations for allocating funds.

Section 4: Deliberations of Allocations

Clause A: The first factor to consider for allocation is programming that works to engage all demographics and communities on campus including but not limited to campus resident students, online students, commuter students, international students, etc.

Clause B: The second factor to consider for allocation is the potential high impact nature of some events and how they can have a pronounced impact on a student's experience.

Clause C: All deliberations shall take place within closed sessions with minutes being taken and published of the general discussion of deliberations. All voting and decisions made after deliberation shall be in open sessions and a reasoning provided in open session for the decision made.

Clause D: it shall be the duty of every SGA member to review documents and information before deliberation sessions to ensure timely and active deliberations.

Clause E: In the course of deliberations SGA will not consider the race, gender, religion, sexual orientation, or political ideology of members of organizations during deliberations.

Section 4: Funding in Support of the Allocation Process

The SGA will allocate \$100 to SAC and SOFA to support the process of preparing the allocation forms and gathering the necessary items and data. These funds can be used at the discretion of both organizations.