



Registration Guidelines

Organization and Finance Committee Updated August 2021

PREAMBLE

The Organization and Finance Committee (hereinafter referred to as the Committee) shall serve as the primary examiner of all student organization funding requests through the Northern Iowa Student Government (hereinafter referred to as NISG), with NISG Senate having the final approval. The Committee and NISG shall abide by the guidelines set forth in this document when funding student organizations.

Receiving NISG funds is a privilege; therefore, these guidelines have been adopted to establish a procedure to fairly and justly facilitate the distribution of these funds.

In no case should allocation of funding constitute support of the ideas or opinions shared by student organizations or events. NISG supports the sharing of all ideas and opinions to broaden perspectives.

Section I: General Funding Guidelines

Article 1: Policy

1. Only currently registered student organizations may submit a request for funding.
2. All funding requests must first be heard by the Committee before becoming legislation.
3. Budgets for funding requests must be submitted on the forms provided by the Committee. Funding may be jeopardized if budgets are not submitted on the proper form.
4. Any funding requests forwarded to the Senate shall be placed on the Controversial Docket for one reading.
 - a. The Committee must provide rationale for denial at the regular Senate meeting upon request.
 - b. Two standing Senators may sponsor the legislation only if funding requests are denied by the Committee.
 - c. In the event that a student organization wants to appeal the decision of the Organization and Finance Committee, the organization must submit a written/emailed argument to the NISG Senate indicating why the Committee's decision should be reversed.
 - i. Two standing Senators must then sponsor the legislation.
5. All funds must be spent according to these guidelines, the specific allocations approved by the committee and University policy.
6. Allocations may only be spent on items budgeted and/or approved by NISG.
 - a. All organizations shall keep precise financial records.
7. If two or more organizations have been allocated matching funding for the same specific purpose/program through the budgetary process, the organization must submit a copy of each receipt showing an itemized list of all expenses incurred to the Director of Administration and Finance.
8. The NISG Senate is charged with approving or denying funding of student organizations by majority vote.

Section II: The Annual Budgetary Process

1. The Director of Administration and Finance shall organize an annual hearing process through which student organizations can apply for funding that is not bound by the Contingency Fund guidelines.
 - a. The Committee should remember that Budgetary Process is intended to encourage student organization to plan their activities in advance.
 - b. The Budgetary Process should offer incentives for student organizations to participate in the process, which include by are not limited to:
 - i. Funding of line items not typically funded through the Contingency funding process.
 - ii. Funding higher monetary amounts than are typically allocated through the Contingency funding process.
 - c. The Committee shall set parameters for the Budgetary Process each year that considers the current budget and requests being made by the student organizations at the time.
2. Programs that violate University policy shall not be funded during the Budgetary Process.

Section V: Amendments

Amendments to these guidelines must be presented in bill form to the Senate, placed on the Controversial Docket and obtain a 2/3 vote of the Senate in order to be ratified. Ratified amendments should be listed below this section.

10/84

1/87

1/89

5/89

11/89 Name Change

12/89

1/94

3/98 To agree with Federal Supreme Court Ruling

2/2000 To allow for Student Government Expenditures

1/2002 Changes to agree with Federal Supreme Court Ruling

4/2002 Removal of Funding Guidelines

1/2007 Overhauled all guidelines and added the Panther Fund

11/2007 Revision of Funding and Recognition Bylaws

1/2009 Revision of Funding and Recognition Bylaws

4/2010 Overhauled all guidelines and created a separate document of Bylaws

2/2011 Allowing for open and closed student organizations

4/2011 Addition of Section V: Weekend Event Compensation

3/2012 Overhaul of Funding and Recognition Guidelines 2012

9/2014 Overhaul of Funding and Registration Guidelines established in 2013

4/2015 Addition of Section III, Article 6: Parameters for Funding Travel

4/2016 Addition of Section III, Article 7: Parameters for Funding Events During Summer or Welcome Week, clarification of role of advisors

9/2016 Split Funding and Recognition Guidelines into two separate documents. Overhaul of Funding Guidelines. Addition of chart in Section II. Clarification of funds for conferences/travel. Addition of Post Event Report.

10/2018 Updated Contingency Guidelines Costs

8/2021 Split Annual Budgetary and Contingency Fund Guidelines into two separate documents.

Removed outdated and abandoned practices (i.e. deferred funding)