





## **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. 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. As the USG Business Procedures Manual (section 24, Student Fees) states:

- 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)
- Eight (8) additional students appointed by the SGA President representing diverse constituencies that are reflective of the student body or eligible and currently enrolled volunteering students.

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

- Vice President for Student Affairs (VPSA)
- Associate Vice President & Dean of Students or Associate 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

### 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 Owl Life 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

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#### 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: •

after deadline for a given meeting may be denied or may be placed on the subsequent meeting's agenda based on event date and required timelines.

### 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(s). 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 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 tag (1) (b) (5) (D), (4) (38), (01)



### **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

committee. After the discussion, a motion must be raised with the exact verbiage and seconded. If edits have been accepted, the voting member must revise the written proposal and share with the committee, which may require another meeting for the proposal to be voted on. The committee will vote on the motion, and it will pass with a simple majority.

Any amendments that pass in the affirmative are sent to the Vice President of Student Affairs and Legal Affairs for final approval. If the amendment is deemed appropriate by the aforementioned staff members, the verbiage is sent to all members of the SABAC committee. The amended protocol from afterward is amended and distributed. The amendment becomes effective upon final approval.

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

### **4.1 FUNDING PROCESS OVERVIEW**

SABAC provides funding for student activities, programs, projects, travel, 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.

**SABAC has 2 processes:**

- 1. Annual Budget Process**
- 2. Supplemental Budget Process**

#### **Annual Budget Process**

The Annual process is designed for RSOs to plan ahead for the coming academic year.

- o Annual budget submission process: Opens the beginning of March.
- o Annual budget submission process: Closes on the last Friday of March.
- o RSOs can submit when the Annual Budget Submission Process is open.
- o RSOs can request event, promotional, and travel funding in this process.
  - o Requests must be for events OPEN TO ALL KSU STUDENTSunding i



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:

- x a written description of the specific programs, activities, or events the RSO or Student Affairs unit that directly supports students intends to sponsor;
- x an estimated budget request for the proposed program, activity, or event.

### **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:**

- Approved supplemental request event dates cannot fall within 2-weeks of the Supplemental meeting to allow for processing, release of funds, purchase order processing, order, and delivery of requested items.
- a detailed written description of the specific programs, activities, or events the RSO

- x 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.
- x 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.
- x The proposed facility must be suitable for the proposed events and activities based on the



- 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 held off-campus
- Expenditures that violate applicable law, Board of Regents' policy, and KSU policies and procedures.
- No advertising costs associated with non-KSU supported platforms (Snapchat, Instagram, etc.) since the university provides an electronic promotional platform through Owl Life.
- SABAC funds cannot be used for fundraising events.

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.

## 4.5 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.
- 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
- 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:
- Honorariums or speaker fees cannot exceed \$1000 per speaker.
- 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. SABAC funding requests will be denied after all allotted annual funds for the given fiscal year have been exhausted.



## 4.6 TRAVEL FUNDING

*This is subject to change, based on USG, Georgia Department of Public Health & Centers for Disease Control guidelines.*

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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

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organization. Failure to submit a Purchase Request may result in the forfeiture of approved funding.

x For Supplemental Request Funds to be used: A purchase request for items needed MUST be submitted 1 month (or 30 days) prior to spending funds on behalf of the organization. Failure to submit a Purchase Request may result in the forfeiture of approved funding.

x Supplemental Requests: There is a 2-week processing period from the date of Supplemental approval (during the Supplemental Meeting) to funds being released to the RSOs for (e)10.005(s)6 (e)3 (d)10 2 1 Tfe32 f ss(:)Tj0.al Re0 Tc 0 Tw 2.88 Re0 Tc 0 Tw 2.88 Re0 Tc 0

