



Student Allocations Board Code of Operations

Student Activities Department

April 4th, 2019

Title I Procedures of the Board

- Section 1. The ASMSU Student Allocations Board shall operate under the authority of Article II, Section 7 of the ASMSU Constitution, and shall have the responsibility of providing funding to qualified ASMSU Activity Departments, and Registered Student Organizations (RSO's).
- Section 2. Student Allocations Board terms shall be numbered consecutively, beginning with the first Student Allocations Board, convened during the Fall 2014. The duration of each Student Allocations Board term shall be one academic year and be known as its session.
- Section 3. The Code of Operations shall remain in effect until amended or repealed by the Student Allocations Board and accepted by the General Assembly of ASMSU.
- A. A two-thirds (2/3) vote of the seated membership of the Student Allocations Board shall be required to amend this Code of Operations. All Student Allocations Board Members shall be notified of any proposed amendment at least five (5) academic days before such amendment shall be put to vote.
 - B. All procedures not explicitly covered in this Code of Operations shall be conducted in accordance with the ASMSU Constitution, Code of Operations, and Robert's Rules of Order. Meetings shall be run in an informal fashion, with the consent of the Vice President for Student Allocations and the Board, with the exception of voting processes.
- Section 4. Student Allocations Board meetings shall be open to the public. A record will be made of each meeting and will be on file at the Student Allocations Board Office
- Section 5. A quorum shall be one-half, rounded up to the nearest whole number, plus one of the voting members currently serving.
- Section 6. The Student Allocations Board shall meet regularly as called by the Vice President for Student Allocations or as determined by a vote of the board. Public notice of the Board meeting shall be provided at least 24 hours in advance of the meeting.
- Section 7. Each new session of the Student Allocations Board shall be called into session by the new Vice President for Student Allocations.

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- Section 8. Upon the request of three (3) voting members of the Student Allocations Board, the Vice President for Student Allocations shall call a special meeting Board meeting within two (2) academic days. All Board members shall be notified of any meeting thus called, and public notice of will be provided at least 24 hours prior to the meeting.
- Section 9. The Student Allocations Board may adopt motions to clarify its practices and procedures, or for other purposes as deemed necessary or appropriate by the Board. All bills shall be considered adopted if approved by a Majority vote of the Board. All Financial votes shall be adopted by a two-thirds (2/3) majority vote of the members present and voting.
- Section 10. Unless otherwise specified, all votes of the Student Allocations Boards shall be tabulated as a specified majority of the seated members present and voting.
- Section 11. The Vice President for Student Allocations shall maintain financial responsibilities and uphold the integrity of the Code in the absence of the Board. No binding financial agreement may be entered into without the approval of the Board.
- Section 12. This Code of Operations must be reviewed every three academic years by a committee chaired by the ASMSU VPSA, and including at least 3 board-members from the Student Allocations Board, 2 members of the General Assembly's Finance Committee, and the ASMSU Chief Diversity, Equity, and Inclusion Officer
1. These recommendations will be present to the General Assembly by the third week of the Spring Semester of that academic year.

Student Allocations Department

Title II Members of the Board

Section 1. The voting membership of the Student Allocations Board shall consist of never less than twelve (12) and never more than twenty-one (21) members, selected through an open application process and should reflect the diversity of the composition of the Michigan State University undergraduate student body.

- A. The intent of the open application process is to promote a maximum number of undergraduate students to apply for membership.
- B. Previous members of the Board will submit a returning member Application. The previous Vice President will submit recommendations to the Vice President of the next session.
- C. The members of the Student Allocations Board shall be selected by the third week of the fall semester. Any voting seat not filled through the open application process shall be filled by a two-thirds (2/3) vote of the board.
- D. Interviews of new applicants for membership shall be conducted by the Vice President for Student Allocations and other staff of the board with consultation from the HR department. Between twelve and seventeen persons shall be recommended for appointment to the Board.
- E. Members of the Student Allocations Board shall not be officers or representatives of an ASMSU Activity Department, CORES, or COPS group, and must disclose all group memberships or affiliations which members believe may affect their decision-making
- F. Upon selection for Student Allocations board, members must take the following oath: "I solemnly swear or affirm to support the Constitution and Code of Operations of ASMSU and the Student Allocations Board, to make decisions concerning the funding of student groups, organizations, and individuals in a view-point neutral fashion as required by law, and to faithfully discharge the duties as a member of the Student Allocations Board to the best of my ability.

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Section 2. The Vice President for Student Allocations shall evaluate and interview candidates for membership.

- A. A two thirds (2/3) vote of the voting membership of the ASMSU General Assembly shall be required to approve and appoint individuals recommended by the Vice President for Student Allocations. New members shall assume the full duties and responsibilities upon such vote.
- B. If any member of the Student Allocations Board is suspected of violating the oath, the Vice President for Student Allocations shall call and preside over a hearing of the Student Allocations Board for the purpose of hearing testimony regarding the alleged violation. After hearing, members of the Board will vote on whether to remove the alleged violator. A 2/3 majority vote of the Student Allocations Board is necessary for removal.

Section 3. There shall exist a Vice President for Student Allocations who shall serve as the Student Allocations Board Chairperson, as specified by the ASMSU Constitution, and elected, as specified by the ASMSU General Assembly Code of Operations

- A. The Vice President for Student Allocations shall act as the chief administrative/executive officer of the Student Allocation Board and shall have the authority to implement to resolves of the Board.
- B. The Vice President for Student Allocations shall have the following duties and responsibilities:
 - a. Job duties as described by the ASMSU Constitution and ASMSU Code of Operations.
 - b. Job description as posted by the Director of Human Resources
- C. The Vice President for Student Allocations shall be responsible for setting all department and office policies and ensuring they are adhered to.
- D. The term of office for the Vice President for Student Allocations shall be one (1) academic year, beginning with the General Assembly Vice President for Student Allocations election in the

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Michigan State University

spring semester and extending to the General Assembly Vice President for Student Allocations election the following spring semester.

- E. The Board shall conduct a written evaluation of the Vice President for Student Allocations' performance each semester, excluding the summer semester. The Vice President shall distribute the evaluation form no later than October of fall semester and no later than March of spring semester.
- F. In the event of a vacancy of the Vice President for Student Allocations, the Student Allocations Board Financial Manager shall fill the office until the General Assembly votes on a permanent Vice President for the remainder of the session.
- G. The incoming Vice President shall be thoroughly trained by the outgoing Vice President by the end of the Spring Semester.
- H. The outgoing Vice President shall create an informational text document to serve as a training manual for the incoming Vice President.

Section 4. There shall exist a Student Allocations Board Financial Manager shall have the following duties and responsibilities and shall be the chief financial officer of the Student Allocations Board

- A. The Student Allocations Board Financial Manager shall have the following duties and responsibilities:
 - a. Assist the Vice President for Student Allocations
 - b. Oversee other Student Allocations Finance Staff
 - c. Other job duties as outlined in the Job description posted by the Director of Human Resources
- B. The term of office for the Financial Manager shall be one (1) year, beginning with their hiring in the spring semester and extending to the last day of Spring semester of the following year.
- C. The Board shall conduct a written evaluation of the Financial Manager's and his or her staff's performance each semester, excluding summer semester. The Vice President for Student Allocations shall distribute the evaluation form no later than October of fall semester and no later than March of spring semester.

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Michigan State University

- D. In the event of vacancy, Other Student Allocations Board Staff shall fulfill the duties and responsibilities of the Student Allocations Board Financial Manager after consultation with the Vice President for Student Allocations until the office is filled
- E. In the event of vacancy to both the Financial Manager and all other Student Allocation Board Finance staff, the duties and responsibilities of the Student Allocations Board Financial Manager shall be passed to the ASMSU controller after consultation with the Vice President for Student Allocations until the office is filled.
- F. In the event of vacancy of all Student Allocations Board financial staff and the ASMSU Controller, the duties and responsibilities of the Student Allocations Board Financial Manager shall be passed to an ASMSU official called on by the Vice President for Student Allocations.
- G. The incoming Financial Manager shall be thoroughly trained by the outgoing Financial Manager by the end of the spring semester.
- H. In the absence of the Vice President for Student Allocations, the Student Allocations Board Financial Manager shall chair the meeting and fill the office until the General Assembly votes on a permanent Vice President for the remainder of the session.
- I. The outgoing Financial Manager shall create an informational text document to serve as a training manual for the incoming Financial Staff.

Section 5. There shall exist members who shall be responsible to the Student Allocations Board Chairperson

- A. The Student Allocations Board members shall have the following duties and responsibilities:
 - 1. Attend all workshop and leadership seminars towards the Student Allocations Board
 - 2. Attend all Student Allocations Board meetings, unless proper notification of an absence.
 - 3. Carefully consider and examine projects according to set criteria ranging from the fundamental activities of the organization to the practicability and feasibility of the project.
 - 4. Responsibly allocate student tax dollars.

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Michigan State University

5. Attend General Assembly meetings when deemed necessary by the Vice President for Student Allocations.
- B. The Vice President for Student Allocations can choose to elect a Vice Chair to assist in overseeing the Student Allocations Board. The Vice President shall have sole discretion in determining if a Vice-Chair is necessary
1. The Vice-Chair shall be elected from and by the membership of the board
 2. Upon election, the Vice-Chair retains the ability to vote as a member of the board.
 3. The Vice Chair shall have the following duties and responsibilities:
 - a. Serve as the Recording Secretary
 - b. Take roll call
 - c. Tally all votes of the board
 - d. Prepare minutes
 - e. Other duties as requested by the Chairperson
- C. Each member of the Student Allocations Board is required to attend all scheduled Student Allocations Board meetings and other Student Allocations Board events. If a member cannot attend a meeting, they must inform the reason via e-mail or phone for their absence at least twenty-four (24) hours prior to the scheduled meeting. Failure to do so counts as 1 (one) unexcused absence.
1. The Vice President shall have the sole discretion on determining if an absence should be considered excused
- D. During a given session, a member shall be allowed two (2) total unexcused absences from Student Allocations Board meetings per semester.
- E. During each semester of the session, a member shall be required to attend at least two (2) events hosted by the CORES/COPS groups, two (2) events hosted by the RSOs, and at least one (1) General Assembly meeting.
1. Any member can be removed from the board by the Vice President for Student Allocations with consent of those board members present and voting.
 2. Any member removed from the Board has the right to appeal the Board's decision. This appeal will take place at

Associated Students of
Michigan State University

the next scheduled ASMSU Finance Committee meeting
and can only happen once

3. A removed member may file an appeal through a letter addressed to the Vice President for Internal Administration and the Vice President for Student Allocations. The letter must be given to both the VPIA and the VPSA within 5 class days of the meeting of removal.

Section 6. An advisor shall be chosen in a manner determined by the Office of the Vice President for Student Affairs and Services

A. The Student Allocations Board Advisor shall have the following duties and responsibilities:

1. Comprehend the Student Allocations Board Code of Operations and the Student Life Manual
2. Attend all workshops and leadership seminars geared towards the Student Allocations Board
3. Attend all Student Allocations Board meetings, unless proper notification of absence
4. Meet with the Vice President regularly

Section 7. No person may fill more than one (1) position on the Student Allocations Board.



Student Allocations Department

Title III Funding Application Process

Section 1. Any group requesting funds from the Student Allocations Board must be a qualified Registered Student Organization, or ASMSU Activity Department. All individuals and groups applying for funding must comply with all ASMSU and Michigan State University regulations.

A. The Student Allocations Department will verify the eligibility of applicants before they are granted a funding interview.

Section 2. Any Persons requesting funds from the Student Allocations Board must be eligible and enrolled undergraduate students of Michigan State University.

- A. Students must have at least a 2.5 GPA
- B. Have not previously received ASMSU Research Funding within the last academic year.
- C. Attending a qualified event that enhances and undergraduate student's education, including but not limited to the following:
 - 1. Conference
 - 2. Educational Workshop
 - 3. Forum
 - 4. Symposium
 - 5. Scholarly Competition

Section 3. The funding application that shall be used by the Student Allocation Board shall be approved by the current Vice President for Student Allocations.

Section 4. The funding application shall be made available on the ASMSU website.

Section 5. In order to be considered received; the funding application must be typed, collated, stapled, and submitted to the ASMSU Business Office as well as electronically to the Vice President for Student Allocations.

- A. All ASMSU Activity Departments must also submit the following supplementary documents in the same manner as outlined for applications:
 - 1. An Agenda of the event.
 - 2. Co-Sponsorship Agreement Form for every event it participates in that has an additional sponsor that is not ASMSU.

Associated Students of
Michigan State University

- Section 6. Applications must be submitted at least two weeks prior to the meeting at which such applications are to be considered, per the discretion of the Vice President.
- Section 7. All groups or persons that apply for funding must schedule an interview with the Board at the time they submit their applications. Interviews will be scheduled on a first-come first-served basis.
- Section 8. Funding interviews for RSO/CORES/COPS shall consist of a presentation by the group followed by questions and debate from the Board. Questions and debate from the board will be limited to:
- A. Administrative matters
 - B. Benefit to the student body;
 - C. Benefit to the University community;
 - D. Planning and execution of the event, and;
 - E. The groups financing
- Section 9. Funding interview times shall be allotted to groups on a first come, first serve basis.
- Section 10. Groups with scheduled interview times must appear before the Board promptly and timely. If a group is more than 10 minutes tardy for their interview, they will be asked to reschedule their appointment for the next available interview time, per the discretion of the Vice President for Student Allocations.
- A. Groups cancelling their interview within 48 hours of their scheduled time, without a valid excuse, as deemed by the Vice President shall lose their eligibility to interview for the remainder of that academic year.
- Section 11. The Board may proceed to the next interview or other business after a period of ten (10) minutes has passed from a scheduled interview time. Should any group fail to appear before the Board at its scheduled interview time twice during the same semester, that group shall lose its eligibility for funding for that year. The Board may decide to revoke funding for up to two years.
- Section 12. The Vice President shall have the authority to remove eligibility in extraordinary circumstances.
- Section 13. RSOs cannot receive funding from the Student Allocations Board more than once in an academic year.

Associated Students of
Michigan State University

- Section 14. Only applications for events occurring in a current semester will be considered by the board except where necessary for CORES/COPS applications subject to the judgement of the Vice President for Student Allocations and the Student Allocations Board.
- Section 15. An Application will be considered a Fall Semester Application if the event occurs on or after the first day of class and on or before the first day of Spring Semester. Applications will be considered a Spring Semester Applications if the event occurs on or after the first day of Spring Semester and on or before the last day of class. Dates will be determined according to the MSU Registrar's Academic Calendar.
- Section 16. Organization advisors may not be the primary speaker during interviews.
- Section 17. All applicants must fill out the budget sheet attached with the application to receive financial support.
- Section 18. Organizations must disclose all previously registered name within the past five (5) years.
- Section 19. Organizations must provide tangible proof which includes, but is not limited to, itineraries, receipts, airline boarding passes, and check stubs, of the financially granted project. Things that are not considered tangible proof include, but are not limited to, hotel confirmations, airline confirmations, confirmation numbers, and airline itineraries.
- Section 20. Any member of the Student Allocations Board who is a member of any applicant group must abstain from any vote concerning that groups. Their abstention shall not count towards the vote total.
- Section 21. Collaborated projects must submit a list of which organizations were involved and if any have received financial allocations in the past three (3) years
- Section 22. If an organization, group or individual believes the Student Allocations board did not fund the organization, group or individual based on its/their extracurricular speech or expressive activities, the organization, group or individual may appeal the decision directly to the ASMSU Finance Committee. The written appeal must be submitted to the Vice President for Student Allocations within 10 days of the Student Allocations Board's decision, and must state with specificity the basis for the claim that the denial of funding was based on the organization's, group's or individual's extracurricular speech or expressive activities.

Associated Students of
Michigan State University

Section 23. The final deadline for RSOs, Activity Departments to present to the board is three weeks prior to the semester ending. No exceptions shall be made due to the necessity of the processing time of such requests.

Section 24. The views, beliefs, and/or the decisions made by groups funded by ASMSU's Student Allocations Board are the views, beliefs, and/or decisions of the Board's or ASMSU's and groups funded may not present themselves as representing ASMSU.



Title IV Allocations Guidelines

- Section 1. Before any expenditure may be made for any Student Allocations Board allocation, approval must be granted in written form by the Vice President for Student Allocations and Financial Manager
- Section 2. Any individual making changes to the Student Allocations Board account without the express written authorization of the Financial Manager or ASMSU Controller shall be personally liable for those charges.
- Section 3. The Board is not required to allocate the entirety of its budget in any given semester or fiscal year.
- Section 4. The Vice President for Student Allocations shall have the sole Authority to veto expenditures by student groups if:
- A. The expenditure is not presented in the budget of that group
 - B. That group displays evidence of misuse of the funds or financial improprieties.
 - C. The Group fails to meet deadlines set by the Vice President and Financial Manager
 - D. Financial circumstances of the Board necessitate spending cuts or the suspension of funding.
- Section 5. Pursuant to the ASMSU General Assembly Code of Operations, the Vice President for Student Allocations shall have the sole authority to place a hold on any funding allocation passed by the Board. The relevant parts will be notified within 48 hours of the decision of the Board. This hold shall pass the decision of funding from the Student Allocations Board to the General Assembly. A denial of the General Assembly may be applied through a two-thirds (2/3) vote of the General Assembly. Should the General Assembly fail to act on such hold within fourteen (14) academic days, the hold shall be lifted from the allocation.
- Section 6. All financial records, funding applications, and hearing recording will be maintained on file at the Student Allocations Board Office and shall be open to the student body during the Student Allocations Board office hours, or by appointment. Copies of any records, documents or recordings will be provided at the expense of the requesting party.
- Section 7. If a group or organization is denied funding, in whole or in part, Student Allocations Board will provide a written statement of the reason for denial of funding.
- Section 8. All unencumbered funding remaining on the final academic day of the fall semester shall be retained by the Board. Funds remaining at the close of the academic year (last academic day of Spring Semester) shall be allocated to

Associated Students of
Michigan State University

the ASMSU General Rollover Fund

Section 9. Organization advisors may not be the primary representatives during the reimbursement process.



Title V RSO Financial Allocations

- Section 1. Funding for general RSOs are on a reimbursement basis only.
- Section 2. Funds from Start-up Fund will be deposited to the RSO's Student Life account, upon receiving necessary documents.
- Section 3. RSOs must sign the allocation agreement, signature card, and statement of receipt within two (2) academic weeks of the confirmation email.
- Section 4. RSOs applying for funding to attend or travel outside of the greater East Lansing community will be limited to the following eligible expenses:
- A. Conference Registration
 - B. Travel and lodging
 - C. Materials needed for presentation
 - D. Food/Meals
- Section 5. The Allocation Board staff shall not reimburse the following for trips taken outside of the greater East Lansing Community:
- A. Banquets
 - B. Souvenirs
- Section 6. The Student Allocations Staff has the right to make the determination in regard to eligible funding.
- Section 7. All RSO projects toward which the Student Allocations board allocated monies shall:
- A. Carry the ASMSU logo on all paper media publications, advertisements, and promotional literature.
 - B. Display or state at least once during all radio or television presentations that funding has been provided by the ASMSU Student Allocations Board.
 - C. Display the ASMSU logo or state that funding has been provided by the ASMSU Student Allocations Board, on all promotional materials in order to receive funding.
- Section 8. In order to receive funding, physical proof must be given to the Vice President for Student Allocations verifying the placement of the ASMSU logo on all materials
- Section 9. Any student group that received funding from the Student Allocations Board are required to submit financial records to the Financial Manager.:

Associated Students of Michigan State University

- A. These records may be audited by the Student Allocations Board Financial staff or the ASMSU Controller at any time
- B. Failure to surrender such records may result in immediate suspension of that groups eligibility for funding for one (1) academic year.
- C. The Student Allocations Board Financial Manager has the Authority to suspend a group's eligibility with the approval of the Vice President for Student Allocations.

Section 10. Start-up Funds require the submission of a budget after the project is complete to depict the actual expense made by the group. Unused funds must be kept in the common trust of the group. Groups applying for Start-Up funds must fit the following regulations:

- 1. Be a Registered Student Organization, as defined by Michigan State University
- 2. Having been founded in the previous 2 academic years from the date of applying for funds.

Section 11. Start-up RSO may only receive Start-Up Funding once.

Section 12. ASMSU funds shall not be used to pay off existing debts of student groups, or to fund the purchase or maintenance of office machinery, telephone machinery, office supplies or the like.

Section 13. ASMSU funds shall not be used to pay for individual items that will be kept or consumed by individuals outside of the use of the RSO, including but not limited to team uniforms that will be kept by members, individual equipment will be kept by the members.

Section 14. ASMSU funds shall not be used to sponsor fund-raising activities for candidates for public office or political parties in violation of State or Federal campaign finance laws, regulations and/or guidance.

Section 15. The Student Allocations Board shall allocate no less than one hundred (\$100) dollars and no more than four thousand five hundred (\$4500) dollars for any RSO project.

Section 16. The Student Allocations Board shall allocate no less than fifty (\$50) dollars and no more than three hundred (\$300) dollars for any Start-Up Fund project.

Section 17. All RSOs who have been allocated money by the Student Allocations Board must provide all financial proof three (3) weeks after their project/program/conference etc. Failure to do so will result in a forfeit of any granted funds per the discretion of the Vice President for Student Allocations.

- A. If an RSO comes forth and says that financial proof is unable to obtain, the RSO may get an extension as deemed fit by the Vice

Associated Students of
Michigan State University

President.

Section 18. Any RSO, who has been allocated funds for a specific category, may not ask the Board if the category can be exchanged for a Re-allocation of a different category, after the interview process.



Title V ASMSU Activity Department Financial Allocations

Section 1. The designation of a student group as an Activity Department grants eligibility to said group to request and receive monies from the Activity Department Fund of the ASMSU Student Allocations Board. Only a qualified Activity Department may request and receive these funds. The following rules and regulations shall apply to Activity Department Financial Allocations.

1. Each group that is designated as an Activity Department by Title V, Section 2 of this Code shall have funds “earmarked” that outlines only their group may apply for use of those earmarked funds.
2. The use of ‘earmarked’ funds still require approval from the Student Allocations Board.
3. When an Activity Department applies for Financial Allocations, they will automatically use their ‘earmarked’ funds first.
4. Each Activity Department shall be allotted and ‘earmarked’ fund of 2% of the total Activity Department fund.

Section 2. The following are Activity Departments of the Associated Students of Michigan State University:

- A. Council of Progressive Students (COPS)
 1. Alliance of Queer and Ally Students
 2. Arab Cultural Society
 3. Campus Interfaith Council
 4. Council for Students with Disabilities
 5. International Student Association
 6. Jewish Student Union
 7. Student Veterans of America
 8. Women’s Council
 9. Muslim Students Association
- B. Council of Racial and Ethnic Students (CORES)
 1. Asian-Pacific American Student Organization
 2. Black Student Alliance
 3. Culturas de las Razas Unidas
 4. North American Indigenous Student Organization
- C. Other Activity Departments
 1. MSU Telecasters

Section 3. The following applied to the Student Allocations Board activity department training sessions:

- A. The Student Allocations Board will give a training session to all Activity Departments the second week of the Fall Semester to ensure Activity Departments have a working knowledge of

Associated Students of Michigan State University

ASMSU codes, Student Allocations Board procedures, and contract processes

- B. New representatives that did not attend the initial training session will attend an individual training session with the Student Allocations Board Financial Manager and Vice President for Student Funding held outside of Student Allocations Board meetings within one week of active participation in meetings.
- C. All representatives must have a signed Policy Acknowledgement Agreement on file with the Vice President stating that they have read and understand the ASMSU General Assembly codes, SAB codes, Robert's Rules of Order, Co-Sponsorship contracts, and funding proposals by the First Student Allocations Board meeting. If an Activity Department does not turn in their acknowledgement agreement or complete their training session in a timely manner, no funding will be provided to them until the acknowledgment is received.
- D. If an Activity Department does not turn in or complete their training session by the middle of the fall semester, the Activity Department forfeits their 'earmarked funds' as described and governed in Title 5, Section 1.
 - a. If 'earmarked' funds are forfeited, and then the Activity Department completes and turn-in the policy acknowledgement, the Activity Department retains the rights to still apply for financial allocations.

Section 5. A two thirds (2/3) vote of the General Assembly shall be required to approve petitioning student groups for Activity Department classification, unless otherwise specified in the ASMSU Constitution or Manual.

- A. The following criteria shall be necessary for approval of Activity Department classification:
 - 1. Student group must not be a Registered Student Organization or have the intent not to renew registration for the following year.
 - 2. The student group's primary mission should be to produce programs for undergraduate students.
- B. Activity Department classification may be revoked by a two-thirds (2/3) vote of the General Assembly for any of the following incidents.
 - 1. Delivers a product which is purposefully inconsistent with the terms and conditions of their Activity Department Program agreement, or otherwise commit a material breach of any provision in their Program Agreement.
 - 2. Disregards any law or ordinance of the United States, State of Michigan, City of East Lansing, Michigan State University, or ASMSU relating to the program
 - 3. Violates the governing documents of ASMSU, including the Student Allocations Board Code of Operations
 - 4. No longer remains a viable group.

Associated Students of Michigan State University

- Section 6. The Activity Department submitting the event request must be primarily responsible for executing the event. No event will be sponsored or supported by the Student Allocations Board where the event is being held by an affiliate group.
- Section 7. A comprehensive post-programming report, which will include but is not limited to, the verification of the funds collected, expenses incurred, and attendance, is required to be filed with the ASMSU Business Office within 10 business days of the event if a profit was generated from the event.
- A. The report must include the following
 1. All relevant receipts
 2. An evaluation of program based on Success/Failure standards
 3. A copy of relevant print/internet press coverage.
 - B. Failure to submit a complete report within two weeks shall result in all program-funding proposals marked as “hold” until the complete report is received.
 - C. Unless an exemption is made in a case of extenuating circumstances outlined in and submitted to the Vice President, and to be left to the discretion of the Steering Committee no yellows will be processed until a completed report is received.
- Section 8. All profits made from funded events shall be returned to the Student Allocations Board up to the amount of the original allocation. If an event was co-sponsored, Student Allocations shall receive a share equal to its contribution.
- Section 9. Activity Departments holding an event in which tickets are sold but have ticket reconciliation processed through the ASMSU Business office. Furthermore, after each event a reconciliation report of tickets sold, tickets returned, and funds to be deposited in the ASMSU Business Office shall be filed with the ASMSU Business Office by no later than 5 business days.
- Section 10. All visual advertisements for a program are required to feature the “Associated Students of Michigan State University” or “ASMSU” prominently.
- Section 11. Priority shall be given to events held on the Michigan State University campus and within the greater East Lansing area.
- Section 12. Activity Departments shall ensure, to the best of their ability, that all Student Allocations Board events and sponsored programs are fully accessible and accommodating as defined by the Resource Center for Persons with Disabilities.
- Section 13. Activity Departments cannot use ASMSU funds to make payment or sponsor fund-raising activities for candidates for public office or political parties in

Associated Students of
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violation of State or Federal campaign finance laws, regulations and/or
guidance.

