

B.B.037

ALLOCATIONS MANUAL REVISIONS

STUDENT GOVERNMENT BOARD UNIVERSITY OF PITTSBURGH

AUTHORED BY: Allocations Chair Reslink
CO-SPONSORED BY:

1 MARCH 2016

Allocations Chair Reslink introduced the following resolution; which was read for the first time.

22 MARCH 2016

Read the second time and voted on.

A BILL

TO REVISE THE ALLOCATIONS MANUAL

1 WHEREAS, certain aspects of the Allocations Manual have become
2 outdated;
3 WHEREAS, it has become apparent that certain policy changes are
4 necessary in order to improve the Allocations process
5 for student groups;
6 WHEREAS, certain formatting changes must be made to
7 accommodate the changes; *now, therefore, be it*
8 RESOLVED, on this 15th day of March in the year 2016, the
9 University of Pittsburgh Student Government Board
10 enacts the following revisions to the Student
11 Government Board Governing Code under the short
12 title “Allocations Manual Revisions” *and be it further*
13 RESOLVED, that

14 [2.1.2] Add: E. For groups submitting programming requests involving
15 bringing a third party (speaker, performer, etc.) to campus, the
16 submitting organization is expected to:

- 17 1. Submit a contract to SORC pertaining to payment of the third
18 party at least ten business days prior
19 to the program date
- 20 2. Submit the request for allocations well enough in advance
21 that funds may be approved prior to this ten business day
22 window.

23 The Chair may refuse to accept requests requiring a contract that are
24 not submitted with enough time for funds to be approved prior to the
25 ten business day contract window.

26 [2.1.5.] Add: D. Whenever possible, documentation must be
27 contemporary (e.g., not from previously submitted requests for the
28 same or similar purchase(s) or event(s)).

29 [2.2.A] Add: 7. For requests over \$1200, groups may remove expenses
30 from their request or provide previously missing documentation prior
31 to the Board's review. However, if groups wish to increase the amount
32 requested or change the line items for which they are requesting, the
33 request must go back to the Allocations Committee for review prior to
34 moving onto the Board.

35 [2.3.4.A] decapitalize "Fall" and "Spring"

36 [2.5.1.B] Omit

37 [2.6.2.B] Replace "Student Life Allocations Advisor" with "SORC
38 Business Manager"

39 [3.1.1.B.4] Omit "including honoraria"

40 [3.1.1.B.8] Add "...due to the inherent liabilities and high costs
41 associated with international travel"

42 [3.1.1.B.9] Should read, "Spring Break travel, unless the dates of travel
43 are out of the group's control..."

44 [3.1.1.B.14] Should read, "Expenses initiated to fulfill academic
45 department requirements..."

46 [3.1.7.A] Should read, "SGB shall not fund for programs or purchases
47 whose primary purposes are to serve as fundraisers that benefit..."

48 [3.2.1.C] Replace "becomes apparent" with "increases".

49 [3.2.2.E] Should read, "...No more than four members will be approved
50 to represent an individual organization. Delegates from multiple
51 organizations may be sent to the same conference based on

52 demonstrated need of attendance and applicability of the conference to
53 organizations' missions."
54 [3.2.2.I.2] Omit, "(For 2015, this is 23.5 cents per mile)."
55 [3.2.3] Add: H. Security Deposits: SGB may not fund for security
56 deposits related to appearances at competitions.
57 [3.2.3.G.2] Omit "(For 2014, this is 23.5 cents per mile)."
58 [3.2.4.B] Should read, "...personal benefit from attendance, in addition
59 to..."
60 [3.2.4.D.2] Omit "(For 2014, this is 23.5 cents per mile)."
61 [3.2.5.E.1] Omit "(For 2014, this is 23.5 cents per mile)."
62 [3.2.5] Add: I. Programs either relating substantively to sustainability
63 or incorporating sustainable practices may be eligible to receive
64 funding from the Green Fund Advisory Board (GFAB).
65 [3.3.2] Retitle, "Competitive Sports"
66 [3.3.2] Replace all instances of "club sport(s)" with "competitive
67 sport(s)"
68 [3.3.2.A] Omit
69 [3.3.2.B] Move bullets up a level
70 [3.3.2.] Add: F. For spring budgets each year, clubs' caps for the
71 following fiscal year will not yet be available. Therefore, when
72 calculating funding eligibility for the next fiscal year for clubs that
73 submit a spring budget, the Chair will utilize the club's SORC deposits
74 from the spring of the previous fiscal year, in conjunction with the
75 club's SORC deposits from the fall of the current fiscal year. Prior to
76 the beginning of the following fiscal year, the Chair will recalculate the
77 club's cap using actual spring deposits from the spring in which the
78 budget in question was submitted. Groups will not be penalized if the
79 revised cap falls below the amount of funds that they were allocated in
80 the spring.
81 [3.3.2.C(revised)] Add: 4. Clubs' maximum caps may be adjusted in the
82 middle of a fiscal year at the clubs' request if their submitted roster
83 size increases to a higher tier of funding eligibility.
84 [3.3.2.C (original)] Omit
85 [3.3.4] Add: C. SGB recognizes that the missions of pre-professional
86 organizations often include aiding their membership in career-oriented
87 endeavors. Consequently, SGB may fund for pre-professional
88 organizations to attend conferences with a predominantly career-
89 oriented focus, as long as the information acquired at the conference

90 can be brought back to campus to benefit all of the organization's
91 members.
92 [3.3.5.C] Replace "becomes apparent" with "increases"
93 [4.1.1.C] Omit, "The revenue from admission fees will be used to
94 reimburse the organization for the amount of funds expended directly
95 by the organization. Any amount over the organization's contribution
96 will be returned to the SGB distribution account. Funds provided by
97 University sponsors, external organizations or individuals will not be
98 reimbursed by admission revenue."
99 ; *and be it further*

100 RESOLVED, that all numbering changes resulting from these
101 revisions shall be automatic, pursuant to the rules set
102 forth in items 1.1.1.0.4 and 1.1.1.0.5 of the Student
103 Government Board Governing Code; *and be it finally*

104 RESOLVED, that this resolution shall be effective at the beginning
105 of Fiscal Year 2016 and shall reflect the changes
106 shown in the attached document.

107 ADOPTED: this 22nd day of March 2016 by a vote of 9 for, 0
108 against, and 0 abstentions.

Nasreen Harun, President
University of Pittsburgh Student Government Board