

B.B.056

ALLOCATIONS MANUAL REVISIONS

STUDENT GOVERNMENT BOARD UNIVERSITY OF PITTSBURGH

AUTHORED BY: Allocations Cory Stillman

CO-SPONSORED BY: President Max Kneis, Board Member Maddie Guido, Allocations Committee Members Ellie Bell, Ben King, Erin McMahon, and student organization representatives Noelle Marousis and Ben Sheppard.

10 APRIL 2018

Allocations Chair Stillman introduced the following bill; which was read for the first time.

17 APRIL 2018

Amended by Board Member Maddie Guido, with approval from Allocations Committee Chair Cory Stillman. Final vote taken by the Board.

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2 outdated;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 organizations;
6 WHEREAS, certain formatting changes must be made to
7 accommodate the changes; *now, therefore, be it*
8 RESOLVED, on this 17th day of April in the year 2018, 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 the following changes be made to items in the
14 Governing Code:

15 [3.2.1.1.1.C] Omit “certified”
16 [3.2.1.1.2.A.1] Should read, “Be currently registered with the SORC
17 with up to date officers. Registration is a precondition to apply for SGB
18 funding and must be maintained to remain eligible to expend allocated
19 funds. (See <https://www.studentaffairs.pitt.edu/sorc/> for certification
20 guidelines.)”
21 [3.2.1.1.2.A.2] Should read, “Be comprised of at least 75% non-CGS...”
22 [3.2.1.1.2] Add D. “The term “student organization” in the rest of the
23 Allocations Manual shall refer only to groups who meet the above
24 criteria.”
25 [3.2.1.2.1] Omit “certified”
26 [3.2.1.2.1.A] Replace “desirable” with “diverse”
27 [3.2.1.2.1.B] Should read, “Student organizations are divided into ten
28 categories of activity: arts/literature, competitive sports,
29 ethnic/cultural, honorary, political/advocacy, recreational sport,
30 religious, service, special interest, and student governance.”
31 [3.2.1.2.2.A] Omit “all”
32 [3.2.2.1.1.A] Replace “money from” with “funding through”
33 [3.2.2.1.1.A.2] Omit “,” and Add “or fiscal year.”
34 [3.2.2.1.2.A.1] Add “and posting guides online.”
35 [3.2.2.1.2.A] Should read, “1. Be knowledgeable ... guides online. 2.
36 Contact an ... a request. 3. Submit all ... both outcomes.”
37 [3.2.2.1.2.A] Add: “4. Are undergraduate executive board members of
38 the requesting organization.”
39 [3.2.2.1.2.A.4(original)] Move to [3.2.2.1.2.B]
40 [3.2.2.1.3.A] Replace “discretion” with “right”
41 [3.2.2.1.3.C] Replace “of” with “or”
42 [3.2.2.1.4.A] Omit “at one time”
43 [3.2.2.1.4.A.1] Should read, “Student organizations collaborating must
44 submit one request with all student organization names listed in the
45 justification section of the request. All funding will be deposited into
46 the account of the organizations listed on the top of the request.”
47 [3.2.2.1.5.A] Omit “Allocations” and Replace “be accounted for via proof
48 by” with “have”
49 [3.2.2.1.5.B] Replace “and” with “or”
50 [3.2.2.2.1.B] Replace all instances of “SAAGs” with “Governance
51 Groups”
52 [3.2.2.2.A.2] Replace “A” with “An undergraduate”

53 [3.2.2.2.2.A.3.c] Replace “by” with “with”
54 [3.2.2.2.2.A.6] Omit “(the following Tuesday at 8:45pm)”
55 [3.2.2.2.2.A.8] Replace “A” with “An undergraduate”
56 [3.2.2.2.2.A.9] Should read, “The Board may approve or revise the
57 Allocations Committee’s recommendation.”
58 [3.2.2.2.2.A.10] Omit “and shall then be implemented”
59 [3.2.2.3.1.A] Should read, “Budgets for the upcoming academic year or
60 fall term are ...”
61 [3.2.2.3.1.B] Omit “and announced well in advance”
62 [3.2.2.3.2.A] Omit “the responsibility ... individual organization.” And
63 Replace “NOT” with “not”
64 [3.2.2.3.2.A.2] Omit “and questions”
65 [3.2.2.3.2.A.3] Replace “**MUST**” with “must” and “and attend this” with
66 “to attend a”
67 [3.2.2.3.2.B] Should read, “During the budgeting process held in the
68 spring, Governance Groups may choose between submitting a semester
69 budget or an annual budget. Governance Groups will be held
70 accountable for their choice made in the spring term.”
71 [3.2.2.3.3.A] Replace “One” with “At least one undergraduate”
72 [3.2.2.3.3.A.1] Omit “if it so chooses”
73 [3.2.2.3.3.C.3] Replace “SAAGs” with “Governance Groups”
74 [3.2.2.3.3.D] Replace “If a ... Allocations liaison.” With “Student
75 organizations are expected to review budget decisions in the SGB office
76 the week following budget hearings.”
77 [3.2.2.3.3.E] Omit “automatically”
78 [3.2.2.3.4] Omit “Board”
79 [3.2.2.3.4.A] Replace “Organizations” with “After reviewing the budget
80 decision of the Allocations Committee, organizations” and Omit “of the
81 decision ... Allocations Committee”
82 [3.2.2.3.4.C] Replace “authorized organization leader” with
83 “undergraduate organization representative”
84 [3.2.2.3.5.A] Replace “done during ... public meeting” with “conducted
85 in a public forum,” and Replace “budgets” with “Allocations Budget
86 Hearings”
87 [3.2.2.3.5.B] Replace “appellant representing their respective
88 organization” with “representative”
89 [3.2.2.3.5.D] Replace “render ... group” with “make a decision.”
90 [3.2.2.3.5.E] Replace “on a line-item basis” with “by line-item”
91 [3.2.2.3.5.F] Replace “an authorized organization leader” with “a
92 representative”

93 [3.2.2.4.1.A] Omit “after the completion of the request”
94 [3.2.2.4.1.B] Omit “Student organizations ... this form.”
95 [3.2.2.4.2.A] Omit
96 [3.2.2.4.2.B(original)] Replace “as of June 15” with “at the end of the
97 fiscal year (June 30th)”
98 [Section 3.2.2.5] Replace all instances of “SAAG” with “Governance
99 Group” and all instances of “SAAGs” with “Governance Groups”
100 [3.2.2.5.1.B] Replace “follows the Supplemental Process” with “needs to
101 be completed online”
102 [3.2.2.5.1] Add “C. A supplemental request form for the item funds are
103 being moved to needs to be completed.” and Add “D. The Budget
104 Modification process then follows the supplemental process, and
105 required Board approval.”
106 [3.2.2.6.2.B] Replace “SORC Business Manager” with “SGB Allocations
107 Advisor”
108 [3.2.2.7.1] Should read, “A. Funding decisions ... the SGB Judicial
109 Committee regarding decisions ... procedures. B. The Judicial
110 Committee will hold a hearing and hear testimony from both the
111 student organization and the Allocations Committee or Board,
112 depending on who made the final decision on the request. C.
113 The Judicial Committee will determine if the decision made is
114 inconsistent with the policies or procedures in the Allocations Manual
115 and make a ruling consistent with the committee’s bylaws. D.
116 After the Judicial Committee’s decision, either party may appeal to the
117 SGB Allocations Advisor. E. The advisor will determine whether
118 or not the appeal request has merit and will be heard or not. If an
119 arbitration meeting is held with representatives of the organization
120 and SGB, the decision of the Advisor is final and no further appeal will
121 be accepted.
122 [3.2.3.1.0] Replace “Overall Funding” with “General”
123 [3.2.3.1.1.B] Replace “may” with “shall” and Replace “Certified Student
124 Organizations” with “student organizations”
125 [3.2.3.1.1.B.1] Replace “the” with “specific” and Add “events”
126 [3.2.3.1.1.B.2] Should read, “Donations, giveaways, or personal...”
127 [3.2.3.1.1.B.6] Replace “non-student” with “non-undergraduate
128 student”
129 [3.2.3.1.1.B.7] Add “,unless required by invited guest”
130 [3.2.3.1.1.B.8] Should read, “Travel outside continental North America
131 for both organization members and individuals invited to campus.
132 [3.2.3.1.1.B.9] Omit

133 [3.2.3.1.1.B.11(original)] Omit “leadership”
134 [3.2.3.1.1.B.12(original)] Omit
135 [3.2.3.1.1.B.13(original)] Replace “Individual” with “Individualized”
136 [3.2.3.1.1.B.14(original)] Replace “initiated” with “intended”
137 [3.2.3.1.1.B] Add “14. Capital improvements to any facilities”
138 [3.2.3.1.1.C] Replace “may” with “shall” and Replace “Certified Student
139 Organizations” with “student organizations”
140 [3.2.3.1.1.C.4] Omit “college” and Omit “sponsoring a recognized
141 student organization”
142 [3.2.3.1.1.C] Add “7. Spring Break Travel
143 [3.2.3.1.2.A] Replace “the Allocations Committee” with “SGB” and
144 Replace “requested” with “funded”
145 [3.2.3.1.3.A] Replace “approve” with “fund”
146 [3.2.3.1.4.B] Should read, “SGB may ... at least 75% undergraduate
147 non-CGS Pitt students.”
148 [3.2.3.1.5.A] Omit “college”
149 [3.2.3.1.5.B] Omit “In deciding this,”
150 [3.2.3.1.6] Add “C. SGB will examine if the item funding is requested
151 for stays with the individual or the organization, should the individual
152 leave the organizations.”
153 [3.2.3.1] Add “Item 8. Spring Break Travel A. SGB shall not fund for
154 spring break travel, unless the dates are outside of the organizations
155 control. 1. Events like annual conferences, regular season or
156 playoff competitions, and week-long service events often cannot occur
157 at other points in the year, and may therefore be judged to be outside
158 of the organization’s control. 2. Events like warm-up tournaments
159 or conferences with multiple date ranges may not be eligible to receive
160 funding. B. The travel will be heavily scrutinized on whether or not
161 it need to occur during the specified dates. C. Organizations must
162 submit actual dates of activity as well as planned travel dates, and
163 these are strictly expected to be followed. Violations of this rule are
164 grounds for funds to be recalled.
165 [3.2.3.2.1.A] Should read, “In order... SGB employs the following
166 standard...”
167 [3.2.3.2.1.A.1] Replace “certified” with “registered” and Replace
168 “attainment of the goals” with “mission”
169 [3.2.3.2.1.A.5] Replace “Are there ... other events?” with “Is there
170 enough time for necessary contracts to be processed?”
171 [3.2.3.2.2.B] Should read, “**Shared Responsibility:** All conference ...
172 routinely approve conference requests.”

173 [3.2.3.2.2.C] Should read, “**Decision Making** ... attending the
174 conference and, how attending relates to the purpose of the
175 organization. The requestor ... the organization and campus as a
176 whole.”

177 [3.2.3.2.2.D] Replace “Limit” with “Cap” and Omit “Do not request
178 more than \$2,000.”

179 [3.2.3.2.2.E] Replace “No” with “Expenses for no” and Replace
180 “approved” with “funded”

181 [3.2.3.2.2.G] Replace “used and the” with “used. The”

182 [3.2.3.2.2.K] Replace “If available, an” with “An” and Replace “price
183 found online” with “prices”

184 [3.2.3.2.3.B] Omit “Funding”

185 [3.2.3.2.3.C] Replace “club” with “competitive” and replace “academic
186 competitive” with “recreational sport, special interest”

187 [3.2.3.2.3.E] Omit “the conferences”

188 [3.2.3.2.3.H] Should read, “... for security deposits or any other
189 refundable deposits related...”

190 [3.2.3.2.3.I] Replace “price found online” with “prices”

191 [3.2.3.2.4.A] Replace “to transport students” with “for expenses related
192 to traveling” and Omit “The General ... local travel.”

193 [3.2.3.2.4.B] Omit “Funding” and Add “General Travel requests carry a
194 high expectation of shared responsibility.”

195 [3.2.3.2.4.C] Replace “club” with “competitive”

196 [3.2.3.2.4.E] Replace “Miscellaneous Expenses: ... these expenses.”
197 with “E. **Lodging:** One room may be allocated for lodging per four
198 students attending.”

199 [3.2.3.2.4.F] Replace “for rental” with “for lodging, rental” and Replace
200 “price found online” with “prices”

201 [3.2.3.2.5.B] Omit “Funding” and Replace “have its request denied”
202 with “be”

203 [3.2.3.2.5.D] Add “or group”

204 [3.2.3.2.5.F] Omit “For food ... below.” and Add “and need”

205 [3.2.3.2.5] Add “G. **Food:** SGB may elect to fund for food for
206 organizations, only when the food contributes to the programing by
207 adding significant value to the experience of the event (i.e. cultural or
208 educational benefit). 1. SGB does not fund full meals and instead
209 may elect to provide a sampling of the food. SGB may not fund for food
210 in excess of \$3.00 per expected Pitt student attending the open
211 programing event. 2. SGB will under no circumstance provide

212 funding for food for organizational meetings or membership
213 recruitment purpose for any organization.
214 [3.2.3.2.5.G(original).1] Replace “and sound” with “sound”
215 [3.2.3.2.5.I(original)] Omit
216 [3.2.3.2.5.J] Replace “price found online” with “prices”
217 [3.2.3.2.6] Omit
218 [3.2.3.2.6(revised).A] Replace “to maintain” with “related to” and Omit
219 “from year to year”
220 [3.2.3.2.6(revised).B] Omit “Funding” and replace “needed. Depending
221 on the student organizations,” with “.”
222 [3.2.3.2.6(revised).C] Should read, “SGB shall review the need, value,
223 reusability, and purpose ... request (i.e. competitive sport, service,
224 etc.).
225 [3.2.3.2.6(revised).D] Should read, “**Computers:** SGB may fund for a
226 single computer for a student organization if it has dedicated office
227 space. SGB shall consider the relationship between an organization
228 and a department or unit.”
229 [3.2.3.2.6(revised)] Add “**E. Documentation for the Purchases,**
230 **Rentals, or Services:** Documentation for ... or service.”
231 [3.4.3.2.8(original)] Omit
232 [3.2.3.3.0] Replace “Types” with “Categories”
233 [3.2.3.3.1] Replace “Clubs” with “Sports Organizations”
234 [3.2.3.3.1.A] Omit
235 [3.2.3.3.1.B(original)] Omit “of the cost”
236 [3.2.3.3.1] Add “C. SGB recognizes that recreational sport
237 organizations may occasionally wish to attend competitions. For this
238 reason, SGB may fund competition expenses for such organizations up
239 to \$2,000.”
240 [3.2.3.3.2.D] Should read, “The overall SGB contribution cap for all
241 expenses shall not exceed \$12,500 for competitive sports organizations
242 with submitted roster sizes of fewer than 75 students, and \$15,000 for
243 competitive sports organizations with roster sizes equal or greater
244 than 75 students.
245 [3.2.3.3.2.G] Should read, “The maximum ... to receive. The Allocations
246 Committee may not ... are subject to SGB scrutiny.
247 [3.2.3.3.3.A] Replace “certified” with “registered”
248 [3.2.3.3.3.D] Replace “The members ... their participation.” with “Since
249 the members of these organizations are the sole benefactors of
250 participation, SGB places a high expectation of shared responsibility

251 on these organizations. SGB expects that the members contribute to
252 the funding of their operation.”
253 [3.2.3.3.4.A] Omit
254 [3.2.3.3.4.C(original)] Replace “career-oriented endeavors” with “career
255 preparation”
256 [3.2.3.3.5.A] Replace “eligible” with “student”
257 [3.2.3.3.5.B] Omit
258 [Section 3.2.3.4] Replace all instances of “SAAGs” with “Governance
259 Groups” and all instances of “SAAG” with “Governance Group”
260 [3.2.3.4.2.A] Omit “programming and”
261 [3.2.3.4.2.B] Replace “\$2.50” with “\$3.00”
262 [3.2.3.4.3.A] Omit “As a result ... leadership.”
263 [3.2.3.4.4.B] Should read, “SGB may approve for meals up to \$3.00 per
264 expected Pitt student in attendance.”
265 [3.2.4.1.1.A] Replace “admissions” with “admission” and Replace “SGB-
266 funded program” with “SGB-funded on-campus program”
267 [3.2.4.1.1.B] Replace “for non-undergraduate” with “to undergraduate”
268 [3.2.4.1.1.C] Omit
269 [3.2.4.1.3.A] Replace “MUST” with “must” and Omit “, the benefactor of
270 the donation and its intended use”
271 [3.2.4.1.3.B] Replace “No admission fee will be approved to generate
272 funds for a donation, and the” with “The” and Replace “inference” with
273 “indication”
274 [3.2.4.2.2.A] Omit “certified”; *and be it further*
275 RESOLVED, that all numbering changes resulting from these
276 revisions shall be automatic, pursuant to the rules set
277 forth in items 1.1.1.0.4 and 1.1.1.0.5 of the Student
278 Government Board Governing Code; *and be it finally*
279 RESOLVED, that this resolution shall be effective at the beginning
280 of Fiscal Year 2019 and shall reflect the changes
281 shown in the attached document.
282 ADOPTED: this 17th day of April 2018 by a vote of 8 for, 0 against,
283 and 0 abstentions.
284

Max Kneis, President
University of Pittsburgh Student Government Board