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1 WHEREAS, certain aspects of the Allocations Manual have become outdated;
2 WHEREAS, it has become apparent that certain policy changes are necessary in order to improve the Allocations process for student organizations;
3 WHEREAS, certain formatting changes must be made to accommodate the changes; now, therefore, be it
4 RESOLVED, on this 17th day of April in the year 2018, the University of Pittsburgh Student Government Board enacts the following revisions to the Student Government Board Governing Code under the short title “Allocations Manual Revisions” and be it further
RESOLVED, that the following changes be made to items in the Governing Code:

[3.2.1.1.1.C] Omit “certified”

[3.2.1.1.2.A.1] Should read, “Be currently registered with the SORC with up to date officers. Registration is a precondition to apply for SGB funding and must be maintained to remain eligible to expend allocated funds. (See https://www.studentaffairs.pitt.edu/sorc/ for certification guidelines.)”

[3.2.1.1.2.A.2] Should read, “Be comprised of at least 75% non-CGS…”

[3.2.1.1.2] Add D. “The term “student organization” in the rest of the Allocations Manual shall refer only to groups who meet the above criteria.”

[3.2.1.2.1] Omit “certified”

[3.2.1.2.1.A] Replace “desirable” with “diverse”

[3.2.1.2.1.B] Should read, “Student organizations are divided into ten categories of activity: arts/literature, competitive sports, ethnic/cultural, honorary, political/advocacy, recreational sport, religious, service, special interest, and student governance.”

[3.2.1.2.2.A] Omit “all”

[3.2.2.1.1.A] Replace “money from” with “funding through”

[3.2.2.1.1.A.2] Omit “,” and Add “or fiscal year.”

[3.2.2.1.2.A.1] Add “and posting guides online.”

[3.2.2.1.2.A] Should read, “1. Be knowledgeable … guides online. 2. Contact an … a request. 3. Submit all … both outcomes.”


[3.2.2.1.2.A.4(original)] Move to [3.2.2.1.2.B]

[3.2.2.1.3.A] Replace “discretion” with “right”

[3.2.2.1.3.C] Replace “of” with “or”

[3.2.2.1.4.A] Omit “at one time”

[3.2.2.1.4.A.1] Should read, “Student organizations collaborating must submit one request with all student organization names listed in the justification section of the request. All funding will be deposited into the account of the organizations listed on the top of the request.”

[3.2.2.1.5.A] Omit “Allocations” and Replace “be accounted for via proof by” with “have”

[3.2.2.1.5.B] Replace “and” with “or”

[3.2.2.2.1.B] Replace all instances of “SAAGs” with “Governance Groups”

[3.2.2.2.2.A.2] Replace “A” with “An undergraduate”
3.2.2.2.2.A.3.c] Replace “by” with “with”
[3.2.2.2.2.A.6] Omit “(the following Tuesday at 8:45pm)”
[3.2.2.2.2.A.8] Replace “A” with “An undergraduate”
[3.2.2.2.2.A.9] Should read, “The Board may approve or revise the Allocations Committee’s recommendation.”
[3.2.2.2.2.A.10] Omit “and shall then be implemented”
[3.2.2.3.1.A] Should read, “Budgets for the upcoming academic year or fall term are…”
[3.2.2.3.1.B] Omit “and announced well in advance”
[3.2.2.3.2.A] Omit “the responsibility … individual organization.” And Replace “NOT” with “not”
[3.2.2.3.2.A.2] Omit “and questions”
[3.2.2.3.2.A.3] Replace “MUST” with “must” and “and attend this” with “to attend a”
[3.2.2.3.2.B] Should read, “During the budgeting process held in the spring, Governance Groups may choose between submitting a semester budget or an annual budget. Governance Groups will be held accountable for their choice made in the spring term.”
[3.2.2.3.3.A] Replace “One” with “At least one undergraduate”
[3.2.2.3.3.A.1] Omit “if it so chooses”
[3.2.2.3.3.C.3] Replace “SAAGs” with “Governance Groups”
[3.2.2.3.3.D] Replace “If a … Allocations liaison.” With “Student organizations are expected to review budget decisions in the SGB office the week following budget hearings.”
[3.2.2.3.3.E] Omit “automatically”
[3.2.2.3.4.A] Omit “Board”
[3.2.2.3.4.A] Replace “Organizations” with “After reviewing the budget decision of the Allocations Committee, organizations” and Omit “of the decision … Allocations Committee”
[3.2.2.3.4.C] Replace “authorized organization leader” with “undergraduate organization representative”
[3.2.2.3.5.A] Replace “done during … public meeting” with “conducted in a public forum,” and Replace “budgets” with “Allocations Budget Hearings”
[3.2.2.3.5.B] Replace “appellant representing their respective organization” with “representative”
[3.2.2.3.5.D] Replace “render … group” with “make a decision.”
[3.2.2.3.5.E] Replace “on a line-item basis” with “by line-item”
[3.2.2.3.5.F] Replace “an authorized organization leader” with “a representative”
[3.2.2.4.1.A] Omit “after the completion of the request”

[3.2.2.4.1.B] Omit “Student organizations … this form.”

[3.2.2.4.2.A] Omit

[3.2.2.4.2.B(original)] Replace “as of June 15” with “at the end of the fiscal year (June 30th)”

[Section 3.2.2.5] Replace all instances of “SAAG” with “Governance Group” and all instances of “SAAGs” with “Governance Groups”

[3.2.2.5.1.B] Replace “follows the Supplemental Process” with “needs to be completed online”

[3.2.2.6.2.B] Replace “SORC Business Manager” with “SGB Allocations Advisor”

[3.2.2.7.1] Should read, “A. Funding decisions … the SGB Judicial Committee regarding decisions … procedures. B. The Judicial Committee will hold a hearing and hear testimony from both the student organization and the Allocations Committee or Board, depending on who made the final decision on the request. C. The Judicial Committee will determine if the decision made is inconsistent with the policies or procedures in the Allocations Manual and make a ruling consistent with the committee’s bylaws. D. After the Judicial Committee’s decision, either party may appeal to the SGB Allocations Advisor. E. The advisor will determine whether or not the appeal request has merit and will be heard or not. If an arbitration meeting is held with representatives of the organization and SGB, the decision of the Advisor is final and no further appeal will be accepted.

[3.2.3.1.0] Replace “Overall Funding” with “General”

[3.2.3.1.1.B] Replace “may” with “shall” and Replace “Certified Student Organizations” with “student organizations”

[3.2.3.1.1.B.1] Replace “the” with “specific” and Add “events”

[3.2.3.1.1.B.2] Should read, “Donations, giveaways, or personal…”

[3.2.3.1.1.B.6] Replace “non-student” with “non-undergraduate student”

[3.2.3.1.1.B.7] Add “,unless required by invited guest”

[3.2.3.1.1.B.8] Should read, “Travel outside continental North America for both organization members and individuals invited to campus.”

[3.2.3.1.1.B.9] Omit
[3.2.3.1.1.B.11(original)] Omit “leadership”

[3.2.3.1.1.B.12(original)] Omit

[3.2.3.1.1.B.13(original)] Replace “Individual” with “Individualized”

[3.2.3.1.1.B.14(original)] Replace “initiated” with “intended”


[3.2.3.1.1.C] Replace “may” with “shall” and Replace “Certified Student Organizations” with “student organizations”

[3.2.3.1.1.C.4] Omit “college” and Omit “sponsoring a recognized student organization”

[3.2.3.1.1.C] Add “7. Spring Break Travel”

[3.2.3.1.2.A] Replace “the Allocations Committee” with “SGB” and Replace “requested” with “funded”

[3.2.3.1.3.A] Replace “approve” with “fund”

[3.2.3.1.4.B] Should read, “SGB may ... at least 75% undergraduate non-CGS Pitt students.”

[3.2.3.1.5.A] Omit “college”

[3.2.3.1.5.B] Omit “In deciding this,”

[3.2.3.1.6] Add “C. SGB will examine if the item funding is requested for stays with the individual or the organization, should the individual leave the organizations.”

[3.2.3.1] Add “Item 8. Spring Break Travel A. SGB shall not fund for spring break travel, unless the dates are outside of the organizations control. 1. Events like annual conferences, regular season or playoff competitions, and week-long service events often cannot occur at other points in the year, and may therefore be judged to be outside of the organization’s control. 2. Events like warm-up tournaments or conferences with multiple date ranges may not be eligible to receive funding. B. The travel will be heavily scrutinized on whether or not it need to occur during the specified dates. C. Organizations must submit actual dates of activity as well as planned travel dates, and these are strictly expected to be followed. Violations of this rule are grounds for funds to be recalled.

[3.2.3.2.1.A] Should read, “In order... SGB employs the following standard...”

[3.2.3.2.1.A.1] Replace “certified” with “registered” and Replace “attainment of the goals” with “mission”

[3.2.3.2.1.A.5] Replace “Are there ... other events?” with “Is there enough time for necessary contracts to be processed?”

[3.2.3.2.2.B] Should read, “Shared Responsibility: All conference ... routinely approve conference requests.”
[3.2.3.2.2.C] Should read, “Decision Making ... attending the
conference and, how attending relates to the purpose of the
organization. The requestor ... the organization and campus as a
whole.”

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

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

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

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

[3.2.3.2.3.B] Omit “Funding”

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

[3.2.3.2.3.E] Omit “the conferences”

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

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

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

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

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

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

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

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

[3.2.3.2.5.D] Add “or group”

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

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

[3.2.3.2.5.G(original).1] Replace “and sound” with “sound”

[3.2.3.2.5.I(original)] Omit

[3.2.3.2.5.J] Replace “price found online” with “prices”

[3.2.3.2.6] Omit

[3.2.3.2.6(revised).A] Replace “to maintain” with “related to” and Omit “from year to year”

[3.2.3.2.6(revised).B] Omit “Funding” and replace “needed. Depending on the student organizations,” with “.”

[3.2.3.2.6(revised).C] Should read, “SGB shall review the need, value, reusability, and purpose … request (i.e. competitive sport, service, etc.).”

[3.2.3.2.6(revised).D] Should read, “Computers: SGB may fund for a single computer for a student organization if it has dedicated office space. SGB shall consider the relationship between an organization and a department or unit."

[3.2.3.2.6(revised)] Add “E. Documentation for the Purchases, Rentals, or Services: Documentation for … or service.”

[3.4.3.2.8(original)] Omit

[3.2.3.3.0] Replace “Types” with “Categories”

[3.2.3.3.1] Replace “Clubs” with “Sports Organizations”

[3.2.3.3.1.A] Omit

[3.2.3.3.1.B(original)] Omit “of the cost”

[3.2.3.3.1] Add “C. SGB recognizes that recreational sport organizations may occasionally with to attend competitions. For this reason, SGB may fund competition expenses for such organizations up to $2,000.”

[3.2.3.3.2.D] Should read, “The overall SGB contribution cap for all expenses shall not exceed $12,500 for competitive sports organizations with submitted roster sizes of fewer than 75 students, and $15,000 for competitive sports organizations with roster sizes equal or greater than 75 students.

[3.2.3.3.2.G] Should read, “The maximum … to receive. The Allocations Committee may not … are subject to SGB scrutiny.

[3.2.3.3.3.A] Replace “certified” with “registered”

[3.2.3.3.3.D] Replace “The members … their participation.” with “Since the members of these organizations are the sole benefactors of participation, SGB places a high expectation of shared responsibility
on these organizations. SGB expects that the members contribute to the funding of their operation.”

[3.2.3.3.4.A] Omit

[3.2.3.3.4.C(original)] Replace “career-oriented endeavors” with “career preparation”

[3.2.3.3.5.A] Replace “eligible” with “student”

[3.2.3.3.5.B] Omit

[Section 3.2.3.4] Replace all instances of “SAAGs” with “Governance Groups” and all instances of “SAAG” with “Governance Group”

[3.2.3.4.2.A] Omit “programming and”

[3.2.3.4.2.B] Replace “$2.50” with “$3.00”

[3.2.3.4.3.A] Omit “As a result ... leadership.”

[3.2.3.4.4.B] Should read, “SGB may approve for meals up to $3.00 per expected Pitt student in attendance.”

[3.2.4.1.1.A] Replace “admissions” with “admission” and Replace “SGB-funded program” with “SGB-funded on-campus program”

[3.2.4.1.1.B] Replace “for non-undergraduate” with “to undergraduate”

[3.2.4.1.1.C] Omit

[3.2.4.1.3.A] Replace “MUST” with “must” and Omit “, the benefactor of the donation and its intended use”

[3.2.4.1.3.B] Replace “No admission fee will be approved to generate funds for a donation, and the” with “The” and Replace “inference” with “indication”

[3.2.4.2.2.A] Omit “certified”; and be it further

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

RESOLVED, that this resolution shall be effective at the beginning of Fiscal Year 2019 and shall reflect the changes shown in the attached document.

ADOPTED: this 17th day of April 2018 by a vote of 8 for, 0 against, and 0 abstentions.

Max Kneis, President
University of Pittsburgh Student Government Board

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