



Agenda

Monday March 26th, 2018
5:00 PM Blum Union 220

- I. Call to Order
- II. Adoption of the Agenda
- III. Approval of the Minutes
- IV. Reports
 - A. Joseph Kellogg, Student Governor
 - B. Tucker McCoy, Director of Finance
 - a. Alexis Williams – Alternative Spring Break
 - C. Britane Hubbard, Director of Student Involvement.
 - D. Landon Houghton, Director of Public Relations
 - E. Paul Granberry III, Assistant Director of External Relations
 - F. Allen Irving III, Chief Justice
 - G. Reece Christensen, Executive Vice President SGA
- V. President's Report
- VI. Committee Reports
 - A. GriffsGiveBack – Courtney Kipping
 - B. Capital Project Committee – Nick Hanlan
 - C. Campus Safety Committee – Kaylee Sharp
- VII. Unfinished Business
- VIII. New Business
 - A. SB FY18-56 Request to Approve “Appropriation Supply Guidelines” policy Changes/Additions
 - B. SB FY18-57 Approve ALAS for RSO Reinstatement
 - C. SB FY18-58 Request to Approve “FOC Travel Policy” Changes/Additions
- IX. Open Discussion
- X. Announcements

XI. Adjourn



MWSU SENATE BILL #FY18-56

Authored by: BREANNA BLAND, Secretary of Senate
Presented by: Senator SHARP
Meeting Date: First Reading: March 26th, 2018
Second Reading: April 2nd, 2018

An MWSU Senate Bill to approve changes and additions to the FOC "Appropriation Supply Guidelines" policy as requested by the Financial Oversight Committee (FOC).

WHEREAS, the FOC is presenting the attached "Appropriation Supply Guidelines" policy with changes and additions to Senate for approval; and,

WHEREAS, the Financial Oversight Committee has requested the changes and additions to improve the fairness among RSOs for common requested items; and,

WHEREAS, the Financial Oversight Committee has also requested these changes and additions for better clarification for future funding request submitted to FOC; and,

WHEREAS, these changes will also provide some consistency for FOC decisions.

THEREFORE, WE, THE STUDENT GOVERNMENT ASSOCIATION OF MISSOURI WESTERN STATE UNIVERSITY, HEREBY ENACT TO: approve changes and additions to the FOC "Appropriation Supply Guidelines" policy as requested by the Financial Oversight Committee.

THEREFORE LET IT BE FINALLY ENACTED THAT, copies of this bill shall be sent to Kyle Fuson, SGA President, and Shana Meyer, Vice President for Student Affairs for signature.

Finance: No

Appropriation: none

Vote: 2/3

Senate Vote:			
<input type="checkbox"/> ayes	_____	_____	
	SGA Executive Vice President	Date	
<input type="checkbox"/> nays	_____	_____	Approve Veto
	SGA President	Date	
<input type="checkbox"/> abstentions	_____	_____	Approve Veto
	Vice-President for Student Affairs	Date	
Resolution is:	_____	_____	
<input type="checkbox"/> Approved			
<input type="checkbox"/> Denied			

Appropriation Supply Guidelines

Purpose: To assist Recognized Student Organizations (RSOs) in the purchase of items that will benefit the organization to properly function and be recognized.

Goal: To provide supplies or items to assist RSOs in the betterment or recognition of the organization.

Guidelines for General Supplies:

Items that can be requested:

- Reusable marketing material
 - Must refer to Campus Printing for all material before purchasing from an outside seller (tablecloths, vinyl banners, etc.)
 - Funding for organization pop-up tents and tablecloths must not exceed \$300 each.
- Copyrighted/Branded Material
 - If items have any Missouri Western State University copyrighted words or logos, purchase MUST go through Campus Printing.
(<https://www.missouriwestern.edu/cps/wp-content/uploads/sites/215/2014/03/GraphicStandards.pdf>)
 - FOC may purchase the cost of the material requested, but further branding must be financed by the RSO.
 - Any RSO with logos or words that are copyrighted, must get approval from the proper source prior to any orders being placed
- Uniforms
 - Must be a necessity for the RSO to be functionally competitive at a competition or event.
 - RSOs can request no more than ½ of the cost of uniforms not to exceed \$300
 - At the end of every academic year, all items purchased by the SGA must be inventoried and accounted for. This inventory shall be used at the discretion of the FOC to determine the need for replacement of items.
 - Funding for uniforms may only be requested every two academic years.
 - Any uniforms purchased by the SGA are property of the SGA and should be treated as such.
- General Supplies
- Other items to assist in the proper function of the organization Items that can NOT be requested:

- o Food
- o Items not related to the function of the organization
- o Organization Dues
- o Any supplies or equipment that are available to RSOs through the University (CSI, IMC, etc.)
- o Ceremonial/Initiation items

For each item requested you will need to explain the purpose of the item and how it will be used or benefit your organization. The SGA Seal MUST be printed on all Marketing and Clothing items at a minimum size of 1 ½ x 1 ½. A proof must be sent to the SGA Director of Finance AND the Administrative Coordinator of SGA to be approved before printing. Any reusable items must include a storage plan on where the items will be kept and who is in charge of them. Reusable item replacement schedule below:

\$0-\$49.99	Once per Academic Year
\$50.00-\$149.99	Every 2 Academic Years
\$150.00-\$249.99	Every 3 Academic Years
\$250.00-\$349.99	Every 4 Academic Years
\$350.00-\$499.99	Every 5 Academic Years
\$500+	Every 6 Academic Years

Request will be considered in the following order:

1. Co-Sponsorship
2. Travel
3. General Supplies

Approved by Senate 2/27/2017 FY17-63

Follow up:

1. An email will be sent from the Director of Finance within 1-2 business days after the FOC Appropriations meeting.
 - a. Email will contain amount that was approved
 - b. What items were approved
 - c. RSOs can request a written explanation for denied items within five (5) classroom days
2. Set up an appointment with the Administrative Coordinator of SGA
 - a. Provide all documents and plan on how you will obtain your items (ex. Quotes, purchase plan, etc)
 - b. It will be the responsibility of the RSO to submit all required receipts for reimbursement

c. NO funding will be disbursed without receipts.

All items purchased through Appropriations are Property of SGA and should be treated as such. Should any RSO become inactive/lose RSO status or no longer need the items, the RSO is required to turn them into SGA. Items purchased and tagged with a "Property of Student Government" tag will require a yearly inventory check in the Spring Semester. Failure to submit requested information for inventory check will result in the RSO no longer receiving FOC funding of any type until the issue is resolved. The Financial Oversight **Oversight** Committee (FOC) reserves the right to approve or deny any request.



MWSU SENATE BILL #FY18-57

Authored by: BREANNA BLAND, Secretary of the Senate
 Presented by: Director of Student Involvement HUBBARD
 Meeting Date: First Reading: March 26th, 2018
 Second Reading: April 2nd, 2018

An MWSU Senate Bill to approve the reinstatement of Association of Latin-American Students (ALAS) as a Recognized Student Organization (RSO).

WHEREAS, ALAS currently has the required members to become a Registered Student Organization; and,

WHEREAS, its purpose is to "Provide a base support Hispanic/Latino students and the general student body in terms of social, cultural, and academic development"; and,

WHEREAS, the organization meets all requirements to be reinstated as a Recognized Student Organization (RSO).

THEREFORE, WE, THE STUDENT GOVERNMENT ASSOCIATION OF MISSOURI WESTERN STATE UNIVERSITY, HEREBY ENACT TO: approve Association of Latin-American Students (ALAS) for reinstatement as a Recognized Student Organization (RSO).

THEREFORE LET IT BE FINALLY ENACTED THAT, copies of this bill shall be sent to Kyle Fuson, SGA President, Shana Meyer, Vice President for Student Affairs for signature.

Finance: No

Appropriation: None

Vote: 2/3

Senate Vote:			
<input type="checkbox"/> ayes	_____	_____	
	SGA Executive Vice President	Date	
<input type="checkbox"/> nays	_____	_____	Approve Veto
<input type="checkbox"/> abstentions	SGA President	Date	
Bill is:	_____	_____	Approve Veto
<input type="checkbox"/> Approved	Vice-President for Student Affairs	Date	
<input type="checkbox"/> Denied			



MWSU SENATE BILL #FY18-58

Authored by: BREANNA BLAND, Secretary of Senate
 Presented by: Senator SHARP
 Meeting Date: First Reading: March 26th, 2018
 Second Reading: April 2nd, 2018

An MWSU Senate Bill to approve additions to the "FOC Travel Funding Policy" as requested by the Financial Oversight Committee (FOC).

WHEREAS, the FOC is presenting the attached "Travel Funding Policy" with additions to Senate for approval; and,

WHEREAS, the Financial Oversight Committee has also requested these additions for better clarification for future funding request submitted to FOC; and,

WHEREAS, these changes will also provide some consistency for FOC decisions.

THEREFORE, WE, THE STUDENT GOVERNMENT ASSOCIATION OF MISSOURI WESTERN STATE UNIVERSITY, HEREBY ENACT TO: approve changes and additions to the "FOC Travel Funding Policy" as requested by the Financial Oversight Committee (FOC).

THEREFORE LET IT BE FINALLY ENACTED THAT, copies of this bill shall be sent to Kyle Fuson, SGA President, and Shana Meyer, Vice President for Student Affairs for signature.

Finance: No

Appropriation: none

Vote: 2/3

Senate Vote:			
<input type="checkbox"/> ayes	_____	_____	
	SGA Executive Vice President	Date	
<input type="checkbox"/> nays			
<input type="checkbox"/> abstentions	_____	_____	Approve Veto
	SGA President	Date	
Resolution is:	_____	_____	Approve Veto
<input type="checkbox"/> Approved	Vice-President for Student Affairs	Date	
<input type="checkbox"/> Denied			

FOC Travel Funding Policy

Purpose: To **aid** individual(s) and/or RSOs, through funding, to sponsor, or attend, *conferences/competitions* that promote leadership and/or the betterment of their RSO.

Objective: The key objective is to **aid** individual(s) and/or RSOs in the opportunity to participate in *conferences/competitions* that can enhance their education at MWSU.

Requirements:

1. Individual(s) and/or RSOs must be in good standing with the SGA and the university (academic & conduct).
2. All students requesting funds must have a cumulative GPA of 2.25 (on a 4.00 scale) to request funds.
3. Individual student(s) and/or RSOs must submit online applications to SGA with all requested documentation with the application no later than two weeks (10 classroom days) prior to the departure date before the application will be reviewed by the FOC. Missing or incorrect information may result in denied or reduced funding.

Funding Guidelines:

1. FOC should not be the sole funding source for any individual's and/or RSO conferences or competitions.
2. RSOs may request funding up to, but not exceeding \$2,000 per fiscal year.
3. RSO contribution must be at least 50% of the total amount requested.
4. **Up to five** individuals attending the same conference, regardless of RSO affiliation, will be treated as an RSO, and, as such, will have to follow the same guidelines.
5. Individuals may request funding up to, but not exceeding \$500 per fiscal year.
6. Individual contribution must be at least 15% of the total amount requested.
7. If contribution cannot be met, a supplemental Student/RSO Economic Need Application may be requested in place of the original funding application and will be reviewed by the Vice-president for Student Affairs and the SGA Administrative Coordinator. In the case of a Student/RSO Economic Need Application request, Financial Aid verification may be required.
8. The FOC will not fund the following (not limited to): Employment conferences, study abroad, **study away**, clothing, food, dues associated with an organization, non-academic tournaments, **mission trips**, classes for college credit unless covered in mandatory registration fee, graduate school interviews or auditions, unless deemed acceptable by the FOC.
9. The FOC/Senate reserves the right to investigate the use of all funds allocated. If the FOC finds that the funds allocated have been misused or misrepresented, individual(s) and/or RSOs may be held liable and all future funding from SGA be denied for two (2) fiscal years.
10. Any unused funding at the end of the semester will be retained in the 1.2 Campus Organizations (F.O.C.) line of the SGA Budget.

Application Process:

1. Go to the SGA Webpage and under the "Finances and Funding" tab select the appropriate **online** funding application
2. Completely fill out the application and get proper required signatures
3. Complete a "Student Travel Release" form for each attending student

4. Attached all required documentation to completed **online** application
 - a. Completed Student Travel Release(s)
 - b. List of names and G#'s (RSOs)
 - c. Conference Itinerary & Registration fees
 - d. Travel information (Airfare/Bus/Train quote, Car rental and/or MapQuest/Google Maps)
 - e. Lodging Rates/Lodging Reservation
5. Submit completed application with required documentation to the SGA

Follow-up Process:

1. All receipts, corresponding documents, and a typed follow-up report to account for the money allocated must be submitted to the SGA Office (Blum 217) two weeks (10 classroom days) after the event. Failure to comply will result in the termination of current and future funding until the situation is rectified. If an individual(s) and/or RSOs fails to comply in repeated situations, all future funding from SGA may be denied for the following fiscal year.
2. Individual(s) and/or RSOs will set a time with the Director of Finance to attend an SGA Senate meeting to give up to a 3 minute speech about their attendance to the conference/competition.
3. FOC and/or SGA Executive Board reserves the right to deny funding if deemed necessary. Any denial shall require a written reason for the denial.
4. Appeals for Travel shall follow the procedures set out in Article V, Section 6A of the SGA Bylaws