

## Administrative Code

### Classifications and Standards:

#### Introduction:

Organizations are identified by one (1) of the eight (8) listed classifications. Standards were formed based upon like characteristics / missions of organizations.

#### I. Classifications:

- A. **Recreational:** Organizations whose activities are focused on recreational and leisure activities.
- B. **Professional/Departmental Interest:** Organizations whose activities are focused on promoting the professional and/or academic enrichment of the students interested in the respective profession/academia.
- C. **Honor:** Organizations whose activities are designed to recognize exemplary achievements in scholarship, academia, etc.
- D. **Student Governing Boards:** Organizations whose purpose is to provide governance for selected recognized organizations on campus.
- E. **Teletechnet:** Organizations that do not have a primary member base on the Norfolk campus of Old Dominion University.
- F. **Religious:** Organizations whose activities are targeted at a specific spiritual or religious interest.
- G. **Educational:** Organizations whose activities are primarily educational and/or informative in nature.
- H. **Programming:** Organizations whose educational and social activities are primarily targeted towards the entire university.

#### II. Recognized Organizations Standards

- A. These standards are the basic requirements each organization must fulfill to remain a fully recognized student organization at ODU.
  - i. If any recognized organization does not meet one or any of the below mentioned standards, they should:
    - a. Be placed on provisional status
    - b. Submit a monthly activities report signed by their advisor to the Organizational Affairs (OA) Committee.
  - ii. Full recognition can be restored at the discretion of the OA Committee.
- B. All recognized organizations are required to:
  - i. Be in good standing through the Student Government Association
  - ii. Annually re-register on time through the Office of Student Activities and Leadership with complete and accurate roster information
  - iii. Have at least ten (10) active members on its roster
  - iv. Have an advisor that is either an ODU administrator, faculty member or a graduate assistant, and

- v. Participate in at least two university-sponsored events within the academic year.

### III. **Funded Organization Standards:**

A. These standards are the basic requirements each organization applying for a budget must complete.

- i. Organizations seeking a budget must meet the Recognized Organizations Standards
- ii. Must have at least one member in the House of Representatives
- iii. Additionally they must meet the standards set for their specific classification.
  - a. The standard requirements for each organization will be automatically displayed on their roster.

B. Classification Standards:

- i. **Recreational Organizations** must:
  - a. Hold at least one (1) monthly meeting
    - 1. A minimum of 25% of the total active member base must be present to receive credit for the meeting.
      - Active member base is according to the organization's roster.
  - b. Hold or participate in at least one (1) community service event per semester
  - c. Participate in Mainstreet or the Spring Organizational Fair
  - d. Hold one (1) sponsored event per semester
    - 1. Audience must be equal to or greater than 50% of the total registered active members of the organization.
      - Active member base is according to the organization's roster.
    - 2. Events must be open to the general public and advertised.
  - e. Hold one (1) co-sponsored event per semester
    - 1. Audience must be equal to or greater than 100% of total registered active members of the organization requesting the budget.
      - Active member base is according to the organization's roster.
- ii. **Professional/Departmental Interest Organizations** must:
  - a. Hold at least one (1) monthly meeting
    - 1. A minimum of 25% of the total active member base must be present to receive credit for the meeting.
      - Active member base is according to the organization's roster.
  - b. Hold one (1) sponsored event per semester
    - 1. Audience must be equal to or greater than 50% of the total registered active members of the organization.

- Active member base is according to the organization's roster.
- 2. Events must be open to the general public and advertised.
- c. Participate in Mainstreet or the Spring Organizational Fair, and
- d. Fulfill a minimum of three (3) of the following criteria per academic school year:
  1. Networking / Informational Session / Social Event
  2. Host a Guest Speaker
  3. Hold a Recruitment Event
  4. Hold or participate in a Community Service Event
  5. Participate in a conference, research trip or other trip of educational nature
  6. Sponsor an event with an audience equal to or greater than 100% of total registered active members
  7. Co-sponsor an event with an audience equal to or greater than 150% of total registered active members
  8. Advertise: Tables in Webb Center or departmental building, bulletin boards, Mace&Crown or WODU.

iii. **Honor Organizations** must:

- a. Hold at least one (1) monthly meeting
  1. A minimum of 25% of the total active member base must be present to receive credit for the meeting.
    - Active member base is according to the organization's roster.
- b. Hold one (1) sponsored event per semester
  1. Audience must be equal to or greater than 50% of the total registered active members of the organization.
    - Active member base is according to the organization's roster.
  2. Events must be open to the general public and advertised.
- c. Participate in Mainstreet or the Spring Organizational Fair, and
- d. Fulfill a minimum of three (3) of the following criteria per academic school year:
  1. Networking / Informational Session / Social Event
  2. Host a Guest Speaker
  3. Hold a recruitment Event
  4. Hold or participate in a community service event
  5. Participate in a conference, research trip or other trip of educational nature
  6. Sponsor an event with an audience equal to or greater than 100% of total registered active members
  7. Co-sponsor an event with an audience equal to or greater than 150% of total registered active members
  8. Advertise: Tables in Webb Center or departmental building, bulletin boards, Mace&Crown or WODU.

- iv. **Student Governing Boards** must:
  - a. Hold at least one (1) monthly meeting
    - 1. A minimum of 50% of the total active member base must be present to receive credit for the meeting
      - Active member base is according to the organization's roster.
  - b. Hold or participate in at least one (1) community service event per semester
  - c. Participate in Mainstreet or the Spring Organizational Fair
  - d. Hold two (2) sponsored events per semester
    - 1. Audience must be equal to or greater than 250% of the total registered active members of the organization.
      - Active member base is according to the organization's roster.
    - 2. Events must be open to the general public and advertised, and
  - e. Hold two (2) co-sponsored events per semester
    - 1. Audience must be equal to or greater than 500% of total registered active members of the organization requesting the budget.
      - Active member base is according to the organization's roster.
- v. **Teletechnet Organizations** must:
  - a. Hold at least one (1) monthly meeting
    - 1. A minimum of 25% of the total active member base must be present to receive credit for the meeting
      - Active member base is according to the organization's roster.
  - b. Provide an information table at an Open House/Orientation each semester on their respective campus
  - c. Submit an activities report to the OA committee each semester, and
  - d. Hold one (1) sponsored event per semester
    - 1. Audience must be equal to or greater than 50% of the total registered active members of the organization.
      - Active member base is according to the organization's roster.
    - 2. Events must be open to the general public and advertised.
- vi. **Religious Organizations** must:
  - a. Hold at least one (1) monthly meeting
    - 1. A minimum of 25% of the total active member base must be present to receive credit for the meeting

- Active member base is according to the organization's roster.
  - b. Hold or participate in at least one (1) community service event per semester
  - c. Participate in Mainstreet or the Spring Organizational Fair
  - d. Hold one (1) sponsored event per semester
    - 1. Audience must be equal to or greater than 50% of the total registered active members of the organization.
      - Active member base is according to the organization's roster.
    - 2. Events must be open to the general public and advertised.
  - e. Hold one (1) co-sponsored event per semester
    - 1. Audience must be equal to or greater than 100% of total registered active members of the organization requesting the budget.
      - Active member base is according to the organization's roster.
- vii. **Educational Organizations** must:
  - a. Hold at least one (1) monthly meeting
    - 1. A minimum of 25% of the total active member base must be present to receive credit for the meeting
      - Active member base is according to the organization's roster.
  - b. Hold or participate in at least one (1) community service event per semester
  - c. Hold one (1) sponsored event per semester
    - 1. Audience must be equal to or greater than 50% of the total registered active members of the organization
      - Active member base is according to the organization's roster.
    - 2. Events must be open to the general public and advertised.
  - d. Participate in Mainstreet or the Spring Organizational Fair, and
  - e. Fulfill a minimum of three (3) of the following criteria per academic school year:
    - 1. Networking / Informational Session / Social Event
    - 2. Host a Guest Speaker
    - 3. Hold a Recruitment Event
    - 4. Hold or participate in a community service event
    - 5. Participate in a conference, research trip or other trip of educational nature
    - 6. Sponsor an event with an audience equal to or greater than 100% of total registered active members
    - 7. Co-sponsor an event with an audience equal to or greater than 150% of total registered active members

8. Advertise: Tables in Webb Center or departmental building, bulletin boards, Mace&Crown or WODU.
- viii. **Programming Organizations** must:
- a. Hold at least one (1) monthly meeting
    1. A minimum of 25% of the total active member base must be present to receive credit for the meeting
      - Active member base is according to the organization's roster.
  - b. Hold or participate in at least one (1) community service event per semester
  - c. Participate in Mainstreet or the Spring Organizational Fair
  - d. Hold two (2) sponsored events per semester
    1. Audience must be equal to or greater than 250% of the total registered active members of the organization.
      - Active member base is according to the organization's roster.
    2. Events must be open to the general public and advertised, and
  - e. Hold two (2) co-sponsored events per semester
    1. Audience must be equal to or greater than 500% of total registered active members of the organization requesting the budget.
      - Active member base is according to the organization's roster.

## Student Organization Budgets

### **Introduction:**

A copy of this process will be given to all the presidents of student organizations and their advisors each year. This outlines the process in which student organizations can request an annual budget.

### **Budget Advisory Board:**

- I. The Budget Advisory Board will be comprised of the following:
  - A. The Finance Chairperson of the Student Government Association (who shall serve as the Chair of the Board)
  - B. The Director of Student Activities and Leadership (who shall serve as the Co-Chair of the Board)
  - C. Three (3) members of the Faculty at Old Dominion University, who are voting members of the Board. (Excluding Employees from the Office of Student Activities and Leadership)
  - D. Three (3) members of the Finance committee of the Student Government Association, who are voting members of the Board.

- E. The Secretary (a non-voting member) from the Student Affairs office shall keep accurate minutes of the hearings.
  - i. He/she shall record all official votes and changes concerning budget allocations.
- II. The Budget Advisory Board shall:
  - A. Review each student organization's budget
  - B. Recommend budget allocations
  - C. Adhere to the policies that have been established by the Student Government Association (i.e. Administrative Code of the Student Government)

**Budget Process:**

- I. Prior to submitting a budget request, organizations must ensure that their Activities Report/Roster is accurate and up-to-date. (**DEADLINE:** First Friday of March)
- II. Only recognized student organizations can submit a budget request
- III. Budget requests are due by 5 p.m. on the first Friday of March via the internet.
- IV. New Student Organizations:
  - A. Can receive a maximum budget of \$500.00.
  - B. Consist of:
    - i. Organizations that are inactive for two or more consecutive semesters and
    - ii. Organizations that have not been recognized by the Student Government Association for at least two (2) consecutive semesters.
- V. All organizations submitting a budget request must sign up for a time slot to appear before the Budget Advisory Board
- VI. Each organization is allowed a maximum of two (2) representatives in front of the board
  - A. Representatives cannot members be members of the Student Senate.
  - B. Each organization is allowed a maximum of five (5) minutes to discuss to their budget request.
    - i. Any extra equipment (i.e. projector, laptop) a student organization will need for their presentation must be sent to the Student Government Association's email address ([sga@odu.edu](mailto:sga@odu.edu)) at least one (1) week before their meeting.
- VII. A current expenditure report shall be submitted to the Finance Chairperson by the Fiscal Technician of the Office of Student Activities and Leadership.
- VIII. Once the Budget Advisory Board has finished the process, their findings will be submitted to the Senate

- A. The Cabinet shall call a special session of the Senate, where no other business can be discussed.
  - i. At this meeting, the recommendations shall be debated and voted on.
    - a. Each budget shall be voted on individually and the votes shall be recorded
- B. Once the Senate votes on the recommended budgets, the Finance Chairperson and the Student Body President shall submit the budgets to the Vice President of Student Affairs within two (2) class days.
- C. The Finance Committee shall contact every student organization that submitted a budget request outlining the following information:
  - i. The approval or denial of the request
  - ii. The Amount Allocated to them by the Student Government
  - iii. An itemized list of how the funds can be expended
    - a. To make an expenditure outside the itemized list, the student organization must:
      - 1. Submit a letter to the Finance Chairperson at least two (2) weeks prior to the expenditure requesting to permission to make such allocation.
      - 2. The Finance Chairperson shall notify the student organization, as well as the Fiscal Technician within one (1) week of receipt of request of his/her decision.

### **Appeals Process:**

- I. An organization has five (5) class days from the date of publication of their budget to appeal
- II. To appeal:
  - A. A student organization must submit an email to the Student Government email address (sga@odu.edu) explaining the nature of the appeal
  - B. After receiving the request, the Finance Chairperson must respond to the appellate within three (3) class days to establish an appeals meeting
  - C. The appeals will be heard by the Executive Committee, where the organization will
    - i. Be allowed the maximum of two (2) members to appear before the Executive Committee
      - a. Each appealing organization is allowed a maximum of five (5) minutes to discuss their budget appeal.
    - ii. The Executive Committee will notify the appealing organization within two (2) class days of the decision. No other appeals may be filed.

### **Student Government Allocation Process**

- III. Allocation Policies

A. BUDGET FUNDING PENALTIES:

- i. A penalty may be invoked if an organization fails to spend their allotted funding for the previous budget year.
- ii. A penalty may be invoked if an organization fails to spend fifty-percent (50%) of their allotted funding by the end of the fall semester.
- iii. All penalties that have been invoked on an organization shall be submitted to that organization by five (5) class days after the decision has been made.
  - a. This notification can be done by email or written letter placed in that organization's mail box.
    1. A copy of the letter must be submitted to the Fiscal Technician of the Office of Student Activities and Leadership and the Organization's Advisor.

B. DEADLINE FOR BUDGET REQUEST: Deadlines will not be extended.  
Contingency requests shall not supplement a delinquent budget request.

C. FUNDRAISING: All organizations are expected to cover some of their total expenses through fundraising and/or member dues. The Student Government Association will not supplement dues.

D. ALCOHOLIC BEVERAGE POLICIES: No funds will be allocated for purchase of alcoholic beverages.

E. SCHOLARSHIPS/DONATIONS: Student Organizations are not allowed to use the monies allocated to them by the student government for any type of monetary scholarship or monetary donation for members and non-members.

F. CONFERENCES:

- i. *Registration Fees for Conferences*: The Budget Advisory Board will evaluate each conference request on a case-by-case basis in the initial request.
  - a. The Board will consider funding for all or part of the registration fee for up to 15 people per conference.
  - b. The Budget Advisory Board and the Senate are not compelled to fund the full conference amount.
  - c. Contingency for conference registration fees will be evaluated on a case-by-case basis.
- ii. *Hotel Expenses for Conferences*: The Budget Advisory Board will consider funding all or part of hotel costs for up to three (3) quad rooms (4 people per room) per conference.
- iii. *Travel Expenses for Conferences*: The Budget Advisory Board will evaluate travel expenses on a case-by-case basis.

G. STIPENDS: Recognized Student Organizations are allowed to pay their executive board stipends.

- i. The Student Government Association must approve all stipend amounts.
  - a. The Student Senate must approve any changes in stipend amount during the budget cycle.
- H. FORMS: Budget forms that are not submitted in the proper format (typed, and submitted online, completely filled out) will not be brought to the Board floor for consideration.
  - i. Any deviation of the rules established for submitting these forms must be approved by the Finance Chairperson and this deviation must be made available to all organizations for that particular process.
- I. SENATE MEETINGS: Senate Budget meetings are open to the students and organizations. Senators on the Finance Committee should also be available for meetings during their office hours and by appointment to discuss any budget concern. Office hours for members of the Finance Committee are available at 1050 Webb Center.

## II. Post-Allocation Guidelines

- A. AUTHORIZED SIGNATURES: Each re-registration form has a space for four signatures. These people may reserve space in Webb Center and other campus buildings and can sign for use of the organization's funds. To use these funds, there MUST be two signatures on each form.
- B. PURCHASING PROCEDURES: All organizations must follow University purchasing procedures. Any funds expended not authorized by University purchasing procedures will be absorbed by the person(s) responsible for the expenditure.
- C. REIMBURSEMENTS: Reimbursements will be left to the discretion of the Fiscal Technician in the Office of Student Activities and Leadership.
- D. RECEIPTS: Receipts for merchandise must be submitted to the Fiscal Technician in the Office of Student Activities and Leadership, within five (5) class days of purchase. Repeated violations will result in a review and possible suspension of the budget by the Finance Committee.
- E. TRANSFER AND USE OF FUNDS: There must be a written request submitted to the Chair of the Finance Committee to change a previously approved budget.
  - i. For all events that were allocated funds, the organization may move funds to each event without requesting approval from the Finance Committee
  - ii. For all events that were not allocated funds or are new events, the organization must contact the Finance Chairperson of the Student Government to request approval to move funds.
- F. ORGANIZATIONAL ASSISTANCE FUND: The Student Government Association will consider co-sponsorship of an event for recognized organizations. It is highly recommended that organizations seeking additional

funds apply for organizational assistance. Rules for Organizational Assistance are stipulated on the application form located on the Student Government Association website.

- G. CONTINGENCY REQUESTS: Contingency requests are reserved for new organizations or in the case of current recognized organizations, *unusual or unforeseen circumstances only*. They are allowed only *once per semester*. Rules for contingency requests are stipulated on the application form located on the Student Government Association website. Contingency request will not be used as a reimbursement for student organizations.

IV. **Excess Monies**

- A. At the end of the budget process, excess monies:
- i. Can be placed in Contingency, or
  - ii. Can be re-allocated to student organizations in a special business portion of the Senate Budget Meeting.
- B. All allocations from the Student Government are subject to approval from the Vice President of Student Affairs, and must be submitted to the Office of Student Affairs within two (2) class days of final allocation.

**This budget process must be revisited every two (2) years starting with the year of 2007.**