Fall 2013

F13RS SGB No.1 (PSIF-OIF Account)

Miranne

Stewart

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A BILL

TO AMEND THE PROGRAMMING, SUPPORT, AND INITIATIVES FUND (PSIF) BYLAWS
TO ESTABLISH THE ORGANIZATIONS' INITIATIVES FUND

PARAGRAPHS 1:
WHEREAS, THE STUDENT GOVERNMENT SENATE PASSED SGCR NO. 16 IN SPRING OF 2013 TO PLACE A REFERENDUM BEFORE THE LOUISIANA STATE UNIVERSITY A&M STUDENT BODY IN THE SPRING 2013 ELECTION TO REPURPOSE THE PAID ADMISSION CONCERT FUND, A SELF-ASSESSED STUDENT FEE, TO THE PROPOSED ORGANIZATIONS' INITIATIVES FUND, AND;

PARAGRAPHS 2:
WHEREAS, THIS REFERENDUM WAS PASSED IN THE 2013 SPRING ELECTION WITH 84.4% OF THE STUDENT BODY IN FAVOR, AND;

PARAGRAPHS 3:
WHEREAS, THE PSIF BYLAWS NEED TO BE UPDATED TO INCLUDE THE DETAILS OF THE NEWLY REPURPOSED ACCOUNT, AND;

PARAGRAPHS 4:
WHEREAS, THE PSIF BYLAWS ALSO NEED TO BE UPDATED AS A WHOLE TO ENSURE THAT THE COMMITTEE IS FUNCTIONING IN THE MOST EFFICIENT AND EFFECTIVE WAY POSSIBLE, AND;

PARAGRAPHS 5:
WHEREAS, THE PSIF BYLAWS SHALL READ AS FOLLOWS:

ARTICLE 1
NAME AND PURPOSE

§ 1. Name
The name of this entity and all its subsidiaries shall be the Louisiana State University Student Government Programming, Support and Initiatives Fund, herein referred to as PSIF.

§ 2. Purpose
The purpose of the entity shall be to distribute funds to support the Student Government Spring Concert Event, Homecoming Concert Event, a paid admissions concert series, and to provide relief funding to Recreational Sports Club Teams, the chartering of new student organizations, student organizations sponsored conferences, late-night, alcohol free activities, and to aid organizations in launching unique student initiatives.

ARTICLE 2
GOVERNANCE

Committee
All funding, actions, and operations of the PSIF shall be governed by the Louisiana State University Student Government Programming, Support, and Initiatives Fund Committee, herein referred to as the Committee.

2. Committee; membership

A. The following are full members of the Committee:
   1. The Student Government Director of Finance, who serves as Chairperson;
   2. Two (2) Senators elected by the LSU Student Senate in the Spring Organizational Session;
   3. Two (2) members of the Student Government Executive branch appointed by the Student Body President and approved by the Senate;
   4. Four (4) students appointed by the Student Body President and confirmed by the Senate.

B. The following are ex-officio, non-voting members of the Committee:
   1. The Student Body President;
   2. The Speaker of the Student Senate;
   3. The Student Government Financial Coordinator

3. Terms of Office

Each member of the Committee is obligated to serve a term of one (1) academic year, after which they shall be eligible for re-appointment.

4. Proxies

Proxies will be allowed to the Committee; however, any proxy must be a member of Student Government who has participated in PSIF orientation.

5. Quorum

Quorum shall be defined as a simple majority of the Committee’s voting membership, numbering five (5).

§6 Vice Chairperson

A member of the committee shall serve as Vice Chairperson, at the discretion of the Chairperson and approved by a majority of the Committee.

§7. Term of Committee membership; absences

Two unexcused absences from the regularly scheduled meetings per semester of the Committee shall be grounds for removal from the Committee.

§8. Vacancies

Replacement of vacant seats shall be coordinated by the Chairperson, the Student Body President, and the Speaker of the Senate within four (4) two (2) weeks while class is in session.

§8. Chairperson; duties
The duties of the Chairperson shall be as follows:

A. Report all meeting dates and times at the beginning of the semester;
B. Preside over all meetings and vote in the case of a tie;
C. Set the agenda for all meetings;
D. Maintain communication of the Committee;
E. Organize and file all documents and records;
F. Report on a regular basis to the Student Senate, Office of the Dean of Students, and Campus Life; and
G. Post meeting dates and times and available funding on the Student Government Website;
H. Report all available funding to the Committee at the start of each meeting.

§9. Members; duties

The duties of members shall be as follows:
A. Attend all meetings of the Committee and cast a vote;
B. Assist students in seeking funds and completing applications;
C. Assist the Chairperson in any way possible; and
D. Objectively evaluate every application considered by the Committee.

ARTICLE 3
FUNDS AND ELIGIBILITY REQUIREMENTS

In order to be eligible for PSIF funding, organizations must be registered and in good standing with LSU Campus Life.

ARTICLE 4
§1. SPRING CONCERT FUND

A. Eligibility

Funds available through the Spring Concert fund can only be provided to support the activities of the Students on Target Committee of Student Government and must be used to support a free spring concert event open to all LSU students.

B. Application Requirements

For funding to be approved, a completed application must be submitted with the following signatures: Students on Target Director, Students on Target Advisor, Campus Life Representative.

ARTICLE 5
§2. FALL CONCERT FUND

A. Eligibility

Funds available through the Fall Concert Fund may only be provided to the Homecoming Committee as housed in Campus Life. The funds must be used to support a Homecoming concert open to all LSU students.
B. Applications Requirements

For funding to be approved, a completed application must be submitted with the following signatures: Homecoming Overall Chair, Homecoming Advisor, and a Campus Life Representative.

ARTICLE 6
§3. PAID ADMISSIONS CONCERT FUND

A. Eligibility

Funds available through the Paid Admissions Concert Fund can be provided to any registered student organizations or University departments who can provide evidence of their ability to successfully and fiscally manage a concert event.

The funds must be used to support a concert event which meets the following criteria:

1. Event must be held in a restricted venue with admission being based on ticket purchase or entrance fee.

2. Projected ticket sales must equal or surpass the amount of funds required to book, produce, promote, and staff the concert event.

3. All profits from ticket or vendor sales must be returned to the account.

B. Application Requirements

For funding to be approved, a completed application must be submitted with the following signatures: Organizational President, Organizational Advisor, and a Campus Life Representative.

The completed application should also include:

A. Detailed business plan to include budget, logistical plan, staffing patterns, marketing plan, and projected profits.

B. Statement of event responsibility to outline why the organization/department is capable of organizing and fiscally recovering from a paid concert event.

ORGANIZATIONS’ INITIATIVES FUND

A. Purpose

The purpose of this fund will be to provide financial assistance to organizations in launching unique student initiatives.

B. Eligibility

Funds available through the Organizations’ Initiatives Fund can be provided to any registered student organization with a unique student initiative. A unique student initiative will be defined as any event, program, project, service, or item that is new and original to LSU students. Organizations may only receive funding from the Organizations’ Initiatives Fund one time in an academic year. University departments are not eligible to apply for funding through the Organizations’
Initiatives Fund. Monies available through the Organizations’ Initiatives Fund can be provided to any student organization whose request falls under the following three categories as defined below in Article 6, Sections D, E, and F. The Committee may, on a case-by-case basis, consider a funding request that is not categorized as previously stated. This will require a majority vote by the Committee members present and voting.

C. Applications Requirements

For funding to be approved, a completed application must be submitted with the following signatures: Organizational President, Organizational Advisor, and a Campus Life Representative.

D. Events and Programs Regulations

Events funded through this account must have a realistically estimated attendance of at least five hundred (500) LSU students. Applications should include a detailed business plan to include budget, logistical plan, marketing plan, and sources of additional funding.

E. Exclusive-use Initiatives

Exclusive-use initiatives are restricted to use by one organization. The initiative must be directly related to the purpose of the organization. Any item purchased must have a usable life of at least three (3) years and the organization must include evidence of the initiative’s sustainability in their application. Funding is limited to one thousand dollars and zero cents ($1,000.00). PSIF reserves the right to audit or relinquish any misused items.

F. Community-use Initiatives

Community-use initiatives should be accessible by the LSU student body. Bidding will be required for any purchases with an estimated value over five thousand dollars and zero cents ($5,000.00). Any item purchased must have a usable life of at least three (3) years and the organization must provide evidence of the initiative’s sustainability in their application.

G. Limitations

The following will not be awarded funding:

1. Food and drink;
2. Salaries, stipends, or scholarships;
3. Charitable donations.

ARTICLE 7

§4. ORGANIZING INITIATIVES AND CONFERENCE SUPPORT FUND

A. Eligibility

Monies available through the Organization Initiatives and Conference Support Fund can be provided to any registered student organization or University department whose events are defined as the following: organizational start-up, campus-wide program, or
conference. Application must include signatures from the Organizational President, Organizational Advisor, and a Campus Life Representative.

B. Conference Support Fund Criteria

1. Must be hosting a conference within a ten mile radius of the LSU campus.
2. Registration must be open to all LSU students.

C. Organization Startup Fund Criteria

1. Organization must be less than two (2) semesters old
2. Limited to $1500 in PSIF funds to be used for recruiting and marketing events. Funding for start-up costs will be limited to one thousand five hundred dollars and zero cents ($1,500.00) to be used for recruiting and marketing of the student organization.

D. Campus Wide Programming Fund Criteria

1. Must be open to all students and advertised as such.
2. Admission cannot be charged with the exception of ticket revenue that will offset the costs of the event incurred by the organization. The organization sponsoring the event may not draw a profit from admission sales. Should ticket revenues exceed the expenses incurred by the organization, the remaining profit will be returned to PSIF, up to the amount awarded.

ARTICLE 8
§ 5. LATE NIGHT PROGRAMMING FUND

A. Eligibility

Funds available through the Late Night Programming Fund can be provided to any registered student organization or University department whose event starts after 6:00 pm and does not end until after 9 pm. In addition, said event or program must offer free admission to all LSU students.

B. Application Requirements

For funding to be approved, a completed application must be submitted with the following signatures: Organizational President, Organizational Advisor, and a Campus Life Representative.

ARTICLE 9
§ 6. RECREATIONAL SPORTS ASSISTANCE FEE FUND

A. Eligibility

Funds available through the Recreational Sports Assistance Fee Fund can be provided to any student group which is registered with University Recreation as a “sport club” and also deemed a registered student organization by the University. Items which that are
eligible for funding are uniform and equipment costs, along with costs associated with tournament registration and travel.

B. Application Requirements

For funding to be approved, a completed application must be submitted with following signatures: Organization President, Organizational Advisor, a Campus Life for Student Leadership and Involvement Representative, and a University Recreation representative.

ARTICLE 4-10
GENERAL FUNDING GUIDELINES

§ 1. Funding; limitations per semester

Organizations and/or departments may only receive PSIF funds for one program/event per semester and cannot exceed two (2) programs/events per academic year. An event is defined as lasting no longer than 72 hours over a consecutive three-day period. An organization may only receive funding from the Organizations’ Initiatives Fund once in an academic year. If an organization receives funding from the Organizations’ Initiatives Fund, the organization will still be eligible for funding from any other PSIF account in the following semester.

§ 2. Funding; restriction on use of additional sources

Funding may not be provided to organizations who have received funds from Student Senate or the Organizational Relief Fund for the same semester. In the event that funding from these sources is acquired after PSIF approval, all PSIF funding will be revoked.

§ 3. Approvals; restriction on use of additional sources

For any single event or program, only one PSIF request may be approved. In the case that more than one organization submits a request for the same event/program; applications will be considered in the order received.

§ 4. Restricted Purchases

All state purchasing guidelines and University policies must be adhered to with any funds allocated by this committee. Failure to comply may result in loss of funding.

PSIF may not provide funds for the following:

1. To support any program or event where attendance or participation is not open to the LSU student body: this rule does not apply to exclusive-use initiatives as defined in Article 6, Section D;

2. To donate funds, property or any item of value to a political organization or religious campaign. This includes the support of any program or event held in order to accomplish the aforementioned purpose.
2. To purchase alcohol or to support a program or event where alcohol is present;

3. To purchase items given to individuals or that will be kept by the organization. Any items purchased should be considered “one time use.” This includes, but is not limited to, gifts, clothing, decorations, equipment, re-usable signage and non-exhaustible supplies. Gifts, gift cards, prizes, awards, trophies, or anything of the like;

3 Clothing;

4 Decorations for events, including flowers.

§ 5. Notification of Sponsorship

All events or programs receiving support must identify PSIF by using the official Student Government logo as a funding source on all marketing materials, event programs, or communications. Failure to comply will result in loss of privileges to apply for the next following two (2) semesters.

§ 6. Statement on Equal Opportunity

PSIF does not discriminate on the basis of race, creed, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, gender expression, genetic information, sex, marital status, disability, or status as a U.S. veteran.

ARTICLE 5-11
APPLICATION PROCESS

§ 1. Application; defined

The official PSIF Application is the most recently updated version as approved by the PSIF Committee.

§ 2. Application; completion

Any organization or department seeking funds must complete an official PSIF application and provide all supporting materials and signatures required therein. Only completed applications will be accepted for consideration. Applications may not be deemed complete without the PSIF requirements mentioned in section 3 of the article.

§ 3. PSIF Requirements

The following items must appear in a completed PSIF application:

A. Brief narrative on the organization/department, its missions, its membership, and its activities.

B. Detailed explanation of the event or program. Must include:
1. Program purpose and its benefit to the LSU community;

2. Event dates, times and venues;

3. Projected participation by students, faculty & staff and community members;

4. Methods of marketing and advertising the event.

C. Explanation of any additional funding or fundraising efforts made by the organization for the event and its success.

D. Detailed program/event budget to outline all projected expenditures.

E. Signatures and supporting materials as required by the specific fund.

§ 4. Application Deadline

In order to be considered, completed applications must be submitted to the Student Government office no less than four (4) six (6) weeks before the event or program for which funds requested are to be held. It is the responsibility of the applicant to ensure that completed applications are submitted in a manner consistent with the timeline required. Exceptions to this deadline will be determined on an individual case basis.

§ 5. Review

In order for requests to be considered, they must appear before the PSIF Committee. Approval requires a majority vote of all voting members present.

§ 6. Award

Applicants will be informed in writing within two (2) class days of the PSIF meeting of the status of their application. The award letter will outline the amount approved, any restrictions placed on funds and any additional requirements that must be completed.

§ 7. Required Consolation Consultation

Within three (3) class days of receipt of an official award letter, an organizational or departmental representative must request a meeting with the Financial Coordinator for Student Government. If a meeting is not set, all funds awarded will be deemed null and void.

§ 8. Expiration of Funding

Approval of funding expires thirty (30) days after the event or program has been held. All required paperwork and/or receipts must be turned into the Coordinator before the expiration of approval to be eligible for payment or reimbursement. Internal transactions to University service providers are deemed an exception (I.e. Chartwells/LSU Dining, Facility Services/ LSU Police or LSU Student Union).

§ 9. Post Program Report
Organizations or departments who receive funding must complete the Post Program Report to the PSIF Review Committee within two (2) weeks following the event or program for which funding was provided. Per LSU Student Government Bylaws, failure to provide a post-program report will result in the organization or department being deemed ineligible for PSIF funds for two semesters. The Chairperson of the Committee will be responsible for recording these instances and will provide the succeeding chairperson with this information.

The Post Program report is located on the SG website.

ARTICLE 6-12
MEETINGS AND PROCEDURES

§ 1. Meetings; defined

The Committee shall hold regular meetings once every two weeks at a time and place to be determined by the Chairperson within the first ten (10) days of each semester. These meetings are not subject to change and must be properly posted.

§ 2. Meetings; Parliamentary Procedure

Unless otherwise provided in these bylaws, the newest edition of Robert’s Rules of Order shall govern the proceedings of the Committee.

§ 2. Meetings; Chairperson to preside

The Chairperson of the Committee shall preside over all meeting of the Committee and discretion over the format of the meetings and order of business.

§ 3. Meetings; extraordinary

Extraordinary meetings of the Committee may be called by the Chairperson or a majority of the Committee’s voting membership with no less than twenty-four (24) hours’ notice provided to all Committee members and the representatives of any application to be considered at the said meeting.

§ 4. Acting Chairperson

In the absence or incapacity of the Chairperson, the Committee shall elect, by majority vote, an Acting Chairperson who will serve as the presiding officer for a term not to extend past adjournment of the current meeting.

§ 5. Acting Chairperson; ability to vote

The Acting Chairperson, being a full voting member of the Committee, shall be allowed to vote on any measure before the Committee. For the purposes of a roll call vote, his or her name shall be called last.

§ 6. Chairperson; calling the roll, voting to break tie
The Chairperson shall call the roll of the committee and record each member’s vote in the event a roll call vote is requested. The Chairperson may only vote in the case of a tie, and he/she may vote in favor, against, or abstain.

§ 7. Executive Session; allowed on issues of characters

The Committee may enter into executive session during the consideration of any application, only when issues of character of the organization and/or its members arise.

§ 8. Executive Session; no votes may be taken

Pursuant to the Open Meetings Law of the State of Louisiana, no votes may be taken while the Committee is in executive session.

§ 9. Agenda; set by the Chairperson

The agenda for each meeting of the Committee shall be set by the Chairperson no later than five (5) class days from the date of the meeting. Organizations wishing for the applications to be heard by the Committee must have submitted it to the Student Government Executive Office by this deadline. Otherwise, late applications shall be deferred to the next regularly scheduled meeting. Applications will be heard in the order in which they are received.

§ 10. Application; representative must be present

The representatives of any application may not choose for the application to be considered alone, without representation. Representatives must be present for consideration.

§ 11. Application; penalty for non-representation

If an application’s representative fails to report, the application shall be deferred until the next regularly scheduled meeting, or will be heard at said meeting at the discretion of the Committee.

§ 12. Representatives; procedure for presentation

An application’s representative will have the right to give a presentation to the Committee before deliberations begin. Once their presentation is complete, the Committee may pose questions to the representatives. At the discretion of the Chairperson, deliberations will begin and the representatives will no longer be able to address the Committee.

§ 13. Recusation

In the event that a member of the Committee is a member of an organization requesting funding, or if the Chairperson sees fit for a conflict of interest, said member must recuse himself/herself from consideration of the organization’s application.

§ 14. Official Records
The official records of the Committee, including, but not limited to voting records, applications, and award letters, shall be kept by the Chairperson and shall be public record.

§ 15. Voting; must be present

A member of the Committee must be present in order to vote.

§ 16. Change of Vote; prohibition

Once a vote has been taken and the result announced, no member may change his or her vote.

ARTICLE 7-13
AMENDMENTS

§ 1. Amendments

Amendments to these Bylaws may be approved by a two-thirds (2/3) vote of the Committee present and voting at any regular or special meeting of the Committee.

§ 2. Amendments; submission

Proposals for amendments to these Bylaws should be submitted to the Chairperson in writing prior to any regular or special meeting of the Committee.

§ 3. Amendments; consideration

A Proposal for amendments shall be introduced by the Chairperson at the meeting following its submission and may then be deferred until the next regularly scheduled or special meeting for final consideration.

§ 4. Amendments; approval

The Student Senate must approve amendments to the PSIF Bylaws by a simple majority vote.

§ 5. Ratification

These Bylaws shall become effective upon ratification of the PSIF Committee and the Student Senate.

PARAGRAPH 6: THEREFORE, BE IT ENACTED BY THE LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE STUDENT SENATE THAT THE PSIF BYLAWS ARE TO BE AMENDED.

PARAGRAPH 7: THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A TWO-THIRDS (2/3) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL
ACTION, or if vetoed by the President and subsequently approved by the Senate, on the date of such approval.