

# Appendix E: Standing Rules of the RSO Budget Review Process

## 1. Introduction

- a. The purpose of the Review Process is to:
  - i. Ensure RSOs are meeting the full needs of their constituencies.
  - ii. Instill accountability in RSO leadership.
  - iii. Reward RSOs for outstanding performance.
- b. All RSOs relying on Student Activities Fee for funding shall be subject to these policies and procedures.

## 2. Goal Setting and Assessment

- a. RSO leaders shall work with the Director of Clubs and Organizations to establish, revise, and assess their goals throughout the year.
- b. Goals shall include semesterly and yearly objectives.
- c. Goals shall be structured to include: (1) Exceeding expectations, (2) Meeting expectations, and (3) Not meeting expectations.
- d. Goals shall be derived from, but not be limited to, the RSOs constitution and should be quantitative whenever possible, i.e. number of people per event, number of events per semester, percent of budget spent on co-sponsorship, etc.
- e. Goals shall include, but not be limited to: fiscal and social responsibility, proper representation, co-sponsorship/co-hosting with other RSOs, an effort to work with SG, yearly assessments, and a proper elections process.

## 3. Schedule

- a. Initial goals shall be approved by the SG President prior to the Leadership Retreat, or by October 1. Goals shall then be presented at the Leadership Retreat.
- b. RSO leaders wishing to revise their goals shall meet with the Director of Clubs and Organizations prior to November 15. Revised goals up to November 15 shall be used for all hearings and reviews.
- c. RSO Leaders shall meet with the Director of Clubs and Organizations once in January to assess and document progress in relation to set goals.
- d. Budget reviews shall be scheduled prior to the end of Fall Semester. Reviews shall be held before week 10 of Spring Semester.
- e. Budget review results will be communicated to the RSOs by the SG Finance Director.
- f. Appeals to the budget review decisions must be resolved by the end of week 13 of Spring Semester. If, for some reason, this is not possible, then the Director for Campus Life will make a decision and communicate it with the concerned RSO(s).

#### **4. Budget Reviews**

- a. Each RSO shall be given one (1) hour to accurately convey the extent to which their respective goals were accomplished and to answer any questions by the Budget Committee.
- b. The RSO under review may have up to three (3) members of its executive board present at the time of the hearing.
- c. The Director of Clubs and Organizations is responsible for providing the Budget Committee members with the mid-year assessments.
- d. Based on the extent to which goals were met, the Budget Committee shall determine the change in budget for the upcoming year.
- e. The Budget Committee shall present a written report of up to two pages documenting the reason for their decision.

#### **5. Evaluation for Budget Reviews**

- a. Budgets may have a maximum increase or decrease of 10% depending on available funds in the Center for Campus Life (CCL).
- b. Budget increases or decreases shall be from the base budget, not year-over-year.
- c. If overall budget allocation is less than the total amount allocated for base budgets, the remaining fees shall be given to Finance Committee to be given out as additional funds.
- d. RSOs achieving the majority of goals in the “Exceeding Expectations” category, as interpreted by the Budget Committee, shall be strong candidates for a budget increase.
- e. RSOs failing to meet the majority of goals in the “Meeting Expectations” category, as interpreted by the Budget Committee, shall be strong candidates for a budget decrease.

#### **6. Appeals Hearings**

- a. Only RSOs receiving a budget less than their base budget during the previous year’s Budget Review may appeal.
- b. All appeals will be heard by the Budget Appeals Committee.
- c. Each RSO will be given one (1) hour to justify a budget increase.
- d. The RSO under review may have up to three (3) members of its executive board present at the time of its hearing.
- e. The Budget Committee may increase the RSO’s budget by up to the difference between its base budget and the current year’s budget.

#### **7. Evaluation for Appeals Hearings**

- a. RSOs that earn back any portion of their budget must meet the minimum criteria of (1) being on track to accomplish all goals in the “Meeting Expectations” category, and (2) showing no signs of repeating the shortcomings from the previous year.

- b. For criteria two (2), the Budget Committee shall reference the previous year's budget report.
- c. All decisions are based on the interpretation by the Budget committee.

## **8. Committees**

- a. The Budget Committee: This committee shall consist of 4 members. The SG President, Finance Director, and Director of Clubs and Organizations along with a staff member from Campus Life will comprise this committee.
- b. The Budget Appeals Committee: This committee will consist of 5 members. The SG Director of Clubs and Organizations along with 3 senators (or community representatives) and a CCL staff member will comprise this committee.

## **9. Voting on Appeals**

- a. The Budget Appeals Committee shall not adhere to Robert's Rules of Order, and the meetings shall not be formal. However, quorum and majority vote shall be used to determine voting outcomes.
- b. Five out of the seven members of the Budget Appeals Committee must be present for quorum to exist.
- c. At the completion of a hearing or a review, voting records shall only show a "passed" or a "not-passed" result. This shall be included in the review report.