

The Student Media Group:
Allocations
Bylaws & Funding Guidelines

PREAMBLE

The Student Media Group (SMG) allocates a portion of the funds collected through the Student Assessment Fee (SAF) to support student media projects. The SMG will consider the following factors when allocating funds:

- How does this project incorporate media?
- How does this project benefit the greater WMU student body?
- What is the accessibility of the project to WMU students?
- How effective is the planning of this project?

ARTICLE I – Composition and Conduct

Section A: Membership

1. There shall be three (3) students selected to serve on the SMG Allocations Committee. The SMG Board Vice-Chair will be a permanent member of the committee. The SMG Board Chair will appoint the other two (2) members of the committee from the voting members of the SMG Board, with a recommendation that at least one (1) be a Student At-Large. The SMG Board Chair has the ability to remove a member of the SMG Allocations Committee at his or her discretion.
2. Terms of service on the SMG Allocations Committee shall be for one year, with one year being defined as the length of the SMG Board cycle which runs annually from May 1 through April 30.
3. The SMG Board Vice-Chair responsibilities for the SMG Allocations Committee meetings shall be to coordinate agendas, preside over proceedings, and present recommendations to the SMG Board for funding consideration. The SMG Board Vice-Chair will also appoint one of the other members of the SMG Allocations Committee as Secretary. The Secretary will be responsible for documenting the minutes of the meetings, maintaining a list of all funding requests, maintaining a list of all approved projects, maintaining a list of all denied projects with supporting information regarding the denial.

4. All SMG Allocations Committee members will be expected to attend all scheduled meetings. In the event of a scheduling conflict, any SMG Allocations Committee member may designate an alternate to represent him or her at a meeting and to cast a proxy vote. The member must submit a proxy authorization request via email to the SMG Board Chair for approval at least two (2) hours prior to scheduled meetings. The proxy is good for one (1) meeting only.

Section B: Rules of Conduct

1. SMG Allocations Committee meetings will typically be held at 1:00 p.m. on the third Friday of every other month, one hour prior to scheduled SMG Board meetings, with a few exceptions including: dates that coincide with Spring or Winter breaks, exam weeks, holidays, or other schedule conflicts. In the event that funds for allocation have been depleted any remaining scheduled meetings will be cancelled for the year. An updated list of meeting dates and times will be maintained on the SMG website at: <https://ose-smg.wixsite.com/studentmediagroup>
2. SMG Allocations Committee meetings will follow any and all rules of conduct defined in the SMG Board Charter.
3. Quorum is defined as two (2) members of the SMG Allocations Committee.
4. In cases where conflict of interest occurs, members of the SMG Allocations Committee must inform the SMG Vice-Chair and abstain from that particular deliberation. In a situation where the member is the SMG Vice-Chair, they must inform the SMG Board Chair and abstain from that particular deliberation.

ARTICLE II - Qualifications for Funding

1. The applying body must be a Registered Student Organization (RSO) at WMU or an individual that is sponsored by an RSO.
2. RSO must be officially registered with the Office of Student Engagement (OSE) and in good standing at the time of application for funding.
3. RSO must have a zero or positive balance in its University (on-campus) accounts at the time of application for funding.
4. Each academic year, any RSO interested in requesting funding from the SMG Allocations Committee is required to attend a Financial Managers Workshop offered by

the RSO Financial Advisor in the OSE **prior** to submitting an application. To receive information about Financial Managers Workshop contact the RSO Financial Advisor in the OSE or visit <http://wmich.edu/studentengagement/rso/finances>

5. All SAF monies entrusted to the use of an RSO must remain within the University (on campus) accounting systems, as assigned by OSE, and may not be transferred into a different fund and cost center, or into an off-campus account, unless approved by the chair of the SMG Board and the OSE. In the event that an RSO receiving funding does not have a University (on-campus) account one will be created for them through the OSE.

ARTICLE III - Funding Process

Section A: Budget Submission

1. Student media projects are defined as being created by WMU student(s) and incorporating a form of media as an element of the project. The definition is, by design, somewhat vague in order to encourage the creativity of the potential project submissions.
2. An applicant may submit a request for an award of up to \$500 for a student media project. However, if the student media project is specifically commissioned by the SMG Board, the applicant may submit a request for an award of up to \$1000.
3. Budget submission(s) for student media projects in the current cycle will be considered on a first come, first served basis. Budget submission(s) for student media projects in the following cycle will only be considered after the current cycle budget(s) are considered. The SMG reserves the right to move the deliberation of future media-based projects in the event that the timing of the project overlaps budget cycles.
4. The SMG will accept applications for funding on a rolling basis. The budget for allocations will follow the fiscal cycle, and will reset at the end of the fiscal year (June 30) or sooner if the budget is depleted.
5. All applications must be submitted via the SMG Funding Request form at: <https://wmich.campuslabs.com/engage/submitter/form/start/161156>
6. The budget forms should be filled out to represent the entire cost of the student media project, not just the portion for which funding is being requested.
7. Budget changes after will not be accepted after the submission is made. This includes, but is not limited to changes in dates, venue, catering or entertainment. If the applicant

wishes to make any changes, they must alert the SMG Allocations Committee prior to presenting and submit an entirely new allocations form for consideration. In addition, any change to an allocated project without approval from the SMG Board will face the risk of having those funds revoked.

8. If there are any questions about creating a budget, applicants should seek help from the SMG or OSE Financial Advisor before submitting. Otherwise, help cannot be guaranteed.
9. The SMG reserves the right to deny, without explanation, funding for any budget submission.

Section B - Deliberation Process

1. Deliberation will take place at SMG Allocations meetings. The schedule can be found at: <https://ose-smg.wixsite.com/studentmediagroup>
2. Applicants selected to present their request before the SMG Allocations Committee will receive an email invitation specifying the date and time for their presentation. Applicants may send a maximum of two (2) representatives and will have up to five (5) minutes for their presentation. If applicant representatives fail to appear for their scheduled presentation without prior authorization from the SMG Allocations committee, they will forfeit the opportunity to be considered for funding, and would need to resubmit an application form for consideration.
3. A list of scheduled SMG Allocations Committee meetings is updated regularly and available at: <https://ose-smg.wixsite.com/studentmediagroup>
4. SMG Allocations Committee will vote on each student media project and prepare a recommendation for the SMG Board to review at the next scheduled SMG Board meeting. SMG Board will ultimately vote on the final approval of student media project funding.
5. Voting results for student media project funding will be available at: <https://ose-smg.wixsite.com/studentmediagroup>

Section C - Funding Follow-Up Procedure

1. Student media projects receiving funding will be contacted via email with details on the process by the Assistant Director of Student Media within five (5) business days of approval.

2. The SMG reserves the right to require that all student media projects receiving funding must include:
 - a. SMG logo
 - b. SAF logo
 - c. Funding disclaimer: “Funding for this student media project is provided by Student Assessment Fees through the Student Media Group.”
 - d. SMG disclaimer: “Views and opinions expressed in this student media project are solely those of the creators and do not necessarily reflect those of the Student Media Group, its members, or Western Michigan University.”
3. Student media projects receiving funding will be **required** to fill out the SMG Project Recap form within 10 business days after completion of the project. This form can be found at <https://wmich.campuslabs.com/engage/submitter/form/start/161165>. Failure to complete this form within the allotted time could result in funding being revoked, the inability to apply for funding in the future, or other sanctions at the discretion of the SMG Board.
4. In the event that the student media project includes any attendance fees, the SMG reserves the right to send up to three (3) representatives free of charge.
5. Failure to use the allocated funds as specified in the approved student media project funding request without prior written consent from the SMG Board could result in the funds being revoked, loss of the ability to request funds in the future, being sent before the WSA Judicial Council, or other sanctions deemed appropriate and necessary at the discretion of the SMG Board.

APPEALS

1. Any RSO may appeal a funding decision to the WSA Judicial Council by submitting a letter detailing the cause for appeal, in writing, to the WSA Chief Justice in the Student Organization Center in the Bernhard Center within 10 days of the delivery of the decision letter. The WSA Chief Justice may also be contacted by email at wsa-chiefjustice@wmich.edu The Council will consider appeals according to guideline specifications . If appeals are granted, a separate judicial process will apply.

*Approved by Student Media Group Board on Friday, February 16, 2018