

Section VI.D.13. Student Organization Funding Procedures

These procedures supplement and clarify Section VI.D.13 of the Lone Star College System District Policy Manual (“Policy Manual”) last revised by the Board of Trustees on **November 3, 2016** – setting out the College’s policy regarding registered student organizations.

The Policy Manual controls when a conflict arises between it and the procedures below. These procedures were last updated on **August 27, 2018**. These Procedures were originally not opened to a notice and comment period, but this version was opened to notice and comment from July 24, 2018 through August 7, 2018.¹

1. Student Fees. The College is governed in accordance with applicable institution of higher education statutes. Specifically, the Texas Education Code requires that compulsory fees be allocated with the advisement of a Student Fee Advisory Committee. The College adheres to this requirement and has developed a process for such advisement. The Student Fee Advisory Committee works with the applicable college administration to allocate a sum certain to the Registered Student Organization (RSO) overall budget. Funds from that budget are used to fulfill individual RSO funding requests.

2. Scope of Procedures. The process discussed herein is applicable only to RSO funding requests. This process is purposefully separate from other budget allocations to ensure that no arbitrary decisions are made regarding such funding. This process also does not account for allocations made to sports-related student activities.

3. Maximum Fund Allocation. Each RSO receives a maximum fund allocation. This allocation is not automatic; it must be requested by each RSO. Unrequested funds will revert to the RSO overall fund in that particular fiscal year. There is no “cap” or “maximum allocation” implied or expressed by these Procedures. Instead, the “Maximum Fund Allocation” addresses what was previously a sequential release of funds at some colleges. For example, there is no “cap” on what a particular RSO might be awarded in student activity funds, but whatever the sum ends up being, it must be distributed in one lump-sum payment to the RSO rather than doing so in a piecemeal fashion. Nothing in these Procedures, however, limits a college’s ability to enact such caps.

4. Requested Funds. RSOs may request funds itemized as follows:

- a. On- and –Off Campus Event Expenses. This includes contracted services including rentals, performers, speakers, as well as food and non-alcoholic beverages, advertisements, and other event-related expenses.

¹ See *Young Conservative of Texas, et. al., v. Head, et. al.*, Civ. Action No. 18-286, in United States District Court for the Southern District of Texas, Houston Division. This document is the second iteration of these Procedures. These amendments were proposed by a majority of the student life office representatives, with the documented support of their respective colleges, during the summer of 2018.

- b. Student Travel. This includes conference fees, airfare, lodging, meals, other conference-related fees, and other travel-related fees—including mileage reimbursements.
- c. Promotional Items. These items are needed to support recruitment and market efforts.
- d. Supplies. Supplies that support the RSO and its mission.

Participating in an RSO allows students an opportunity to learn self-management and accountability. To this end, RSOs have discretion in how they use and itemize the maximum allocation with one exception: fund requests that consist solely of conference travel will be automatically denied. This ensures that the student body benefits from the RSO experience and not just select RSO members. Outside this exception, RSO funding requests will be approved unless the requests includes a prohibited item or activity as detailed in section 5 below.

5. Prohibited Items and Activities. RSO funding requests that encompass one of the following items or activities will be automatically denied.

- a. Purchasing alcohol, tobacco, or drugs.
- b. Lending, scholarships, monetary gifts or awards.
- c. Using funds for the benefit of an elected official or a candidate for public office.
- d. Philanthropic endeavors.
- e. Any activity or item prohibited by law or College policy.
- f. Seed money.

6. Request Process. RSOs will submit their funding requests to the applicable student life office. Each college is responsible for clearly delineating intake processes and application tracking. Colleges may vary in their process-related procedures, but must ensure that such processes align with these Procedures and Board Policy.

7. Application Review. The SACF reviews RSO funding requests each budget cycle. Review must be done in accordance with the Texas Education Code, Board Policy, and these Procedures. Review of RSO funding requests is limited to the criteria in Sections 4 and 5 above. RSOs must be notified within a reasonable time whether their funding request was approved, partially approved, or denied. If a request is denied or partially denied, the reason(s) for the denial must be specified in writing.

8. Appeal Process. RSOs may appeal fund denial that is within the maximum allocation. The RSO may appeal the denial (or partial denial) by requesting a hearing using the hearing process found in the Non-Academic Misconduct Procedures (Section 8) found here: [http://www.lonestar.edu/departments/generalcounsel/Section%20VI.G.%20Student%20Discipline%20Procedures Amended 12.9.16.pdf](http://www.lonestar.edu/departments/generalcounsel/Section%20VI.G.%20Student%20Discipline%20Procedures%20Amended%2012.9.16.pdf). Using the Non-Academic Misconduct Procedures does not imply that fund denial is non-academic misconduct; rather, the hearing process used under those procedures ensures that an RSO receives all protections available against arbitrary denials.

9. Additional Rules and Processes. Colleges may adopt additional rules and process that govern process-based issues. Such rules and processes cannot conflict with this document or Board Policy. To the extent that any conflict exists, Board Policy and Chancellor Procedures, respectively, govern.

Approved: August 27, 2018



Stephen C. Head, Chancellor
Lone Star College