Section 5.07: Scheduling of Hearings

The Finance Director shall, by March of each year, reserve the necessary facilities for budget hearing by the first week in November. The Finance Director, after due consideration of all organizations’ hearing preferences and at least one week prior to the budget hearings, shall schedule each Organized Activity for a specific hearing time before the Commission and shall notify in writing each activity, the Senate and its officers, each Finance Commissioner, the Chancellor, the Advisors, and campus media of the complete schedule of budget hearings, including an explanation of hearing format and time limitations.

Section 5.08: Budget Requests

(5.08.1) Budget requests shall be submitted in writing and shall include 1.) a budget worksheet consisting of the current year’s estimated budget, the previous year’s actual budget and a three-year plan and 2.) a narrative detailing the increases/decreases of the proposed budget, any capital improvements to come, and a description of how the current year’s budget is progressing and 3.) A clear itemized report of all revenue streams from any source. Incomplete requests will be returned to the Organized Activity to be completed and resubmitted by a date determined by the Finance Director. Completed requests not turned in by the specified due date will not be accepted. 4.) A copy of the previous Fiscal Year’s expenditures from the organization’s 128 account as provided by UWISDM

(5.08.2) Upon receipt of all written Organized Activity budget requests or by the Commission’s established deadline for submission of budget requests, whichever occurs first, the Finance Director shall notify in writing the Senate and its officers, each Finance Commissioner, the Chancellor, the Advisors, and campus media of the following:

- Allocation requests and actual allocations for each activity for the previous and current fiscal years.
- Allocation requests of each activity for the next fiscal year.
- Organized Activities portion of the segregated fee for the previous and current fiscal years.

Section 5.09: Late Budget Request Submissions

Budget proposals are to be submitted by the close of business on the day stated in the budget instructions and calendar. Exceptions may be made at the discretion of the Finance Director with counsel from the Commission Advisors.

Section 5.10: Distribution of Requests

Each Organized Activity shall provide sufficient copies of its budget request to provide for the following distribution: one copy to the Finance Director; to each Commissioner member; to the President, Vice President, Senate Program Assistant; to the Chancellor, the Advisors; and a minimum of two copies to be available in the Senate office for inspection by Senators, Senate officers and interested students.

Section 5.11: Budget Hearings
Article 10. Special Allocations

Section 10.01: Definition

Occasionally, an Organized Activity may have an unexpected circumstance occur which will change the level of funding needed for a program during the course of a fiscal year. An unallocated portion of the Organized Activities Budget may be held in reserve to enable the Commission and Student Senate to consider cases in which additional funding is deemed appropriate and necessary. These special allocations of funds to Organized Activities are not to be recurring in nature.

Section 10.02: Criteria

The following criteria generally are used in reaching a decision about a special allocation:

• The event or activity to be funded by a special allocation must be judged to be a substantial benefit to the university and/or community.
• This event or activity must be determined to be an extraordinary item. Events or activities shall not be funded via a special allocation on a recurring, yearly basis.
• Primary consideration will be given to groups that attempt to economize on expenses.

NOTE: Meeting these criteria does not insure approval of a special allocation request, as other factors may also affect a funding decision.

Section 10.03: Co-sponsored Events

An Organized Activity may co-sponsor an event that is primarily hosted by another university group (i.e. student club or organization). If the Organized Activity, in co-sponsoring the event, has provided funding for it, the event is eligible for additional funding through a special allocation. Such an event is still subject to the above evaluation criteria and could receive no funding, matching funds or full funding as a special allocation. The co-sponsoring Organized Activity shall be responsible for the request to the Commission as well as the expenditure of the special allocation for the event.

Section 10.04: Introduction and Voting

The unallocated Special Reserve within the Organized Activities Budget used to fund special allocations is controlled by the Controller, who shall allocate funds from the Special Reserve only upon approval of the Student Senate. The special allocation motion shall be introduced by the Finance Director in bill form, and in the next Student Senate meeting’s debate, the Director shall refer his or her first speaking turn to the member of the gallery wishing to present this request to the Senate. Passage shall require a majority vote of the Student Senators present.

Section 10.05: Special Reserve Account

All special allocations must be paid for directly from the unallocated Special Reserve account within the Organized Activities Budget. Each September, the Finance Commission will allocate a fixed amount from the Carryover balance to be placed in the Special Reserve account. This amount must then be presented to the Senate before October 1 for approval by simple majority. Any increases to the amount allocated to the Special Reserve account must be approved by the Senate by three-fourths majority. Any remaining funds in the Special Reserve account at the end of the fiscal year will be placed back in the Carryover balance.