

Louisiana State University
Student Government
Programming, Support, and Initiatives Fund
Bylaws

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 this entity shall be to distribute funds to support the Student Government Spring Concert Event, Homecoming Concert Event, a paid admission concert series, and to provide funding to Recreational Sports Club Teams, the chartering of new student organizations, student organization sponsored conferences, and late-night, alcohol-free activities.

ARTICLE 2
GOVERNANCE

§ 1. 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 and have voting privileges:
 - 1. The Student Government Chief Financial Officer, who serves as Chairperson;
 - 2. Two (2) Senators elected by the LSU Student Senate in its Spring Organizational Session;
 - 3. Two (2) members of the Student Government Executive branch appointed by the Student Body President and approved by Senate;
 - 4. Four (4) students appointed by the Student Body President and confirmed by the Senate

- B. The following are ex-officio members of the Committee and do not have voting privileges:
 - 1. The Student Body President
 - 2. The Speaker of the Student Senate
 - 3. The Dean of Students or his or her designee
 - 4. The Student Government Coordinator

§ 3. Terms of Office

Each member of the Committee shall serve a term of one (1) academic year, after which a successor should be duly chosen.

§ 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. Secretary

A Secretary shall be appointed at the discretion of the Chairperson and approved by a majority of the Committee.

§ 7. Term of Committee membership; absences

Three 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) weeks while class is in session. Failure to comply will result in an appointment from the Deans of Students office.

§ 9. 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.

§ 10. Members; duties

The duties of members shall be as follows:

- A. Attend all meetings of the Committee and cast a vote;
- B. Attend a PSIF orientation before serving;
- C. Assist students in seeking funds and completing applications;
- D. Assist the Chairperson in any way possible; and
- E. Objectively evaluate every application considered by the Committee.

ARTICLE 3 FUNDS AND ELIGIBILITY REQUIREMENTS

§ 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.

§ 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 to be open to all LSU students.

B. Application 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.

§ 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.

§ 4. Organization Initiatives and Conference Support Fund

A. Eligibility

Monies available through the Organization Initiatives and Conference Support Fund can be provided to any registered student organizations 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 local, regional, or national conference on LSU's campus.
2. Registration must be open to all LSU students.

C. Organizational 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.

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. The organization sponsoring the event may not draw profit from admission sales.

§ 5. Late Night Programming Fund

A. Eligibility

Funds available through the Late Night Programming Fund can be provided to any registered student organizations or University department whose events start after 6:00pm and do not end until after 10:00pm. In addition, said event or program must include a significant social component and 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.

§ 6. Recreational Sports Assistance Fee

A. Eligibility

Funds available through the Recreational Sports Assistance Fee 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 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 the following signatures: Organizational President, Organizational Advisor, a Campus Life for Student Leadership and Involvement Representative.

ARTICLE 4 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.

§ 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 program or event. In the event that funding from these sources is acquired after PSIF approval, all PSIF funding will be revoked.

§ 3. Approvals; restriction per event or program

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

§ 4. Restricted Purchases

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.
2. To donate funds, property or any item of value to a charity, political organization or any philanthropic cause. This includes the support of any program or event held in order to accomplish the aforementioned purpose.
3. To purchase alcohol or to support a program or event where alcohol is present.
4. 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.

§ 5. Notification of Sponsorship

All events or programs receiving support must identify PSIF (by name or 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 semester.

ARTICLE 5 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 this article.

§ 3. PSIF Requirements

The following items must appear in a completed PSIF application:

- A. Brief narrative on the organization/department, its mission, 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 fundraising efforts made by the organization for the event and its success.
- D. Detailed program/event budget to outline all projected expenditures.
- E. Signatures 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) 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.

§ 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 Consultation

Within three (3) class days of receipt of an official award letter, an organizational or departmental representative must request a meeting with the 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 provide a report to the PSIF Review Committee within six (6) 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 post-program report should include:

- A. Details of the event including attendance and problems encountered
- B. Final expense statement
- C. Method of notification of PSIF Sponsorship

ARTICLE 6 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) class 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.

§ 3. Meetings; Chairperson to preside

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

§ 4. Meetings; emergency

Emergency meetings of the Committee may be called by the Chairperson or a majority of the Committee's voting membership with no less than forty-eight (48) hours' notice provided to all Committee members and the representatives of any application to be considered at said meeting.

§ 5. 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.

§ 6. 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.

§ 7. 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.

§ 8. Executive Session; allowed on issues of character

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.

§ 9. 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.

§ 10. 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 their 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.

§ 11. Application; representatives 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.

§ 12. Application; penalty for non-representation

If an application's representatives fail to report, the application shall be deferred until the next regularly scheduled meeting.

§ 13. 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.

§ 14. 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 that organization's application.

§ 15. 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.

§ 16. Voting; must be present

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

§ 17. Change of vote; prohibition

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

ARTICLE 7 AMENDMENTS

§ 1. Amendments

Amendments to these Bylaws may be approved by a two-thirds (2/3) vote of the Committee 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.