

Getting the Cash

How To Have A GSB Funding Bill Written For Your Organization

INTRODUCTION

Every year the Government of the Student Body (GSB) allocates nearly \$1.5 million dollars to student organizations and programs at Iowa State University. GSB funds organizations in two main ways: through the Allocation processes and through the Senate's accounts. If you or your organization is looking for funding for a one time expense or a large capital purchase, the Senate's accounts are the way to go. The GSB Senate has accounts that are set up for a one-time purchase or activity. If you are looking for funding for a one-time event, you may be eligible to receive funding through the Senate Discretionary Account. If you are looking for funding for a capital purchase, something with a useful life of more than 3 years, then you may be eligible to receive funding through the Special Projects Account. To receive money from either Senate account, you must work with a GSB Senator to construct a Senate Bill to allocate the funds. The process used to allocate money from one of the Senate accounts takes several weeks. Therefore, it is very important that your organization contact one of the GSB senators four to five weeks before your organization needs the money. If your organization determines that it needs money for a one-time event or expense, simply follow the steps below to have a GSB funding bill written for your organization.

STEP 1: EVALUATE YOUR ORGANIZATION

The Government of the Student Body has specific guidelines within its constitution and bylaws that describe which student organizations the GSB can fund and which organizations they cannot fund. These documents can be found on the GSB website at <http://www.gsb.iastate.edu/documents.shtml>. Chapter 13 of the bylaws is dedicated to finance procedures and policies. Take some time to look over Chapter 13 of the bylaws before contacting your GSB representative. This will help your representative, as well as your organization work together to construct a funding bill for your group.

STEP 2: MEETING THE BASIC REQUIREMENTS

If your organization is seeking funding from the GSB, you need to ensure that your organization meets the basic requirements. The President and other executives of your organization should meet with your group advisor to determine whether your organization adheres to the following requirements:

- You organization must be registered with the Student Activities Center (B6 Memorial Union) as an official student organization
- Your organization must show that it provides a tangible benefit to the University community.
- Your organization's membership must be open to all students.

- Your meetings must be open to all students.
- Your organization must demonstrate a consistent service to the University as a student organization.
- Your organization must not contribute financial or material support to any political party or campaign, or endorse a political party or candidacy.
- Your organization must not have direct ties to a specific local religious institution.
- Your organization must not request money for the purposes of satisfying debts.
- Your organization must not be a college or residence area GSB constituency council (i.e. Towers Residence Associate, Engineering Student Council, Off-Campus Government, etc.).
- Your organization must not receive funding from one or more academic departments or college councils.
- Your organization must consist of students primarily from a variety of academic departments.
- Your organization's members must not receive academic credit for membership in your organization.
- Your organization must not exist, primarily, to help students attain an internship, a scholarship, or attainment of a professional degree status.
- Your organization must not maintain an affiliation with a professional organization.

If your organization meets all of these requirements, and is not a part of the Sports Club Council, please proceed to step 3. If your organization is a part of the Sports Club Council, please refer to step 2b, before proceeding to step 3. Otherwise, if your organization does not meet all of these requirements, set up a meeting with the GSB Finance Director, and your student organization's advisor, to discuss what your group needs to do to become eligible to receive money from GSB. The GSB Finance Director can be contacted at gsbfinance@iastate.edu.

STEP 2B: SPORTS CLUBS

Currently, the Sports Club Council (SCC) of Iowa State maintains as its policy, that all member clubs must first approach the council and receive permission before approaching the GSB for any kind of special funding for their organization. If your organization is a part of the SCC, you will need to contact and receive permission from the Sports Club Council before a GSB funding bill can be written for your club. For further information, speak with your club's SCC representative and/or contact the one of the SCC executives. More information can be found on their website at <http://www.scc.iastate.edu>.

STEP 3: CONTACTING YOUR GSB REPRESENTATIVE

Students have at least two senators directly representing them; one from their college and one from their residency area. Please go to the GSB website available at <http://www.gsb.iastate.edu/legislative/senators.shtml>, to determine who your representatives are.

Since your group may have several members, it is likely that your organization will be represented by multiple senators. Your best strategy is to begin by contacting a senator that you or one of your group members already know from class, work, etc. If you do not know any of the senators, refer to the webpage listed above, and determine which senators can best represent your group.

Once you have identified which senator(s) best represents your organization, you should contact them via phone or email. When you contact a senator, be sure to provide them with the following information:

Your Name
Your College (Business, Engineering, Agriculture, etc.)
Your Area of residence (RCA, UDA, TRA, Off-Campus, Fraternity, etc.)
What student organization your are contacting them in regards to

You should also explain to your senator why your organization is contacting them, as well as describe what kind of help your organization needs. After contacting them, your senator should respond to your organization within the next week.

If you do not hear back from your senator within seven days, contact the Speaker of the Senate, whose contact information can be found on the same webpage where you found your senator's contact information. The Speaker will get back to you within two to three days, and will work with your organization to find a senator that can devote some of his or her time to helping your organization.

STEP 4: THE INFORMATION YOUR SENATOR NEEDS

In order to construct a funding bill for your organization, there are several pieces of information he or she will need to do so.

1. What does your organization do?

This refers back to steps 1 and 2. While this may seem simple, it is important that your senator understands the role your organization plays on campus, because it will be his or her responsibility to inform the other GSB senators of the needs of your organization.

2. Why does your organization need money?

Your senator will be responsible for working with the Finance Director and the rest of the GSB Senate to evaluate your financial need. It is important for them to understand why your organization needs money from the GSB. If your organization had an unseen expenditure such as a piece of equipment that broke, your organization had more than one team qualify for a tournament, an increase in the cost of an item, etc. it is important for the senator to understand the situation.

3. What other sources of revenue does your organization have?

Particularly, for trips and tournaments, the GSB Senate will want to see that the members of the organization have devoted some of their own time towards fundraising to offset the

costs of trips and tournaments. Your senator will need to know how much money each group member contributed toward the trip, as well as how much revenue was generated through fundraising and sponsorship.

Expect that the senator helping your organization will ask you other questions about your group as well as your need for funding. Please be prepared to answer these questions quickly and completely. The more prepared your organization is, the easier it will be for your senator to construct a funding bill for your group.

After your Senator has all of the information detailed above, as well as any other information he or she feels that may be needed, your Senator will work with the Finance Director and the other senators to write a GSB funding bill for your organization.

STEP 5: ATTENDING THE GSB MEETING

The Government of the Student Body senate meets once a week on Wednesday evenings at 7:00 PM. During each meeting, bills (similar to the one being written for you group) are brought to the floor of the senate to be discussed. Passing a bill into law involves a two-meeting process.

At the first meeting, your organization's bill will be up for "first read." In other words, your bill will be read for the first time (hence, first read) and introduced to the Senate. The senators at the meeting will then be permitted to ask questions about the intent of the bill. The senator that authored the bill is the only person who is allowed to answer questions about the intent of the bill. After the senators ask their questions, discussion of the bill is closed until the second meeting.

At the second meeting, your organization's bill will be up for "second read." The GSB Senate will vote on your bill at the second meeting unless one of the senators asks for the vote to be delayed to a later meeting. At the second meeting, the senator that wrote the bill will, once again, read the bill for the senate. After the bill is read for the second time (hence, second read) the floor is open for discussion of your group's bill. When the floor is open for the discussion, the members of the senate are free to ask questions and discuss the bill in general. At this time, members of the senate may wish to ask your organization questions about your need for GSB funding. For this reason, **IT IS VERY IMPORTANT THAT ONE OR MORE MEMBERS OF YOUR ORGANIZATION ATTEND THE SECOND MEETING.** The senators will expect you to be able to answer questions about your trip/project/expense, as well as general questions about your organization. It is advisable that you do as much as you can to prepare for this part of the meeting. You may want to spend some time before the meeting preparing your responses for certain questions that you anticipate will be asked. After your bill has been discussed by the Senate, one of the senators will "call the question," and the senate will vote on your bill.

CONCLUSION

If you follow the steps listed above, you should be able to successfully have a funding bill written for your organization. While the senate may or may not vote to give your organization the money you request from the Senate Accounts, there are other opportunities to receive funding from the Government of the Student Body. If you are unsuccessful at receiving money from the Senate, your organization can apply for funding through the Regular Allocations process in the spring or the Special Allocations in the fall. Information about both allocation processes can be found at [**http://www.gsb.iastate.edu/finance**](http://www.gsb.iastate.edu/finance).