ARTICLE III—ELIGIBILITY FOR STUDENT FEES FUNDING

1. Eligibility for funding from Student Fees requires the Program to satisfy the requirements in one of the following three categories (OAR 580-010-0090):
   a. Student Union Activities. A Program that is an integral part of the operation of Smith Memorial Student Union is the direct responsibility of the Director of Auxiliary Services, the Director of Facilities, and the Vice President for Finance and Administration. The Smith Memorial Student Union Advisory Board must approve all funding requests for Student Fees pertaining to its (SMSU) operation before the requests are brought to the Committee.
   b. Educational, Cultural, and Student Government Activities. Programs in this category must fulfill the requirements of one of the following four groups:
      i. Programs registered as on-campus student organizations by the PSU Student Organization Council (SOC). These Programs may apply for funding from the SOC;
      ii. Programs originating or located on the PSU campus and providing an educational, cultural or service experience for Portland State University students. In order to apply for funding from the SFC, groups must be registered as SOC organizations for at least one full year by the budget submission deadline for SFC funding, and have received a letter of recommendation signed by the SOC and the Student Activities and Leadership Programs Advisor;
      iii. Student publications. All such publications must have the written endorsement of the Publications Board of Portland State University, which serves as publisher of all student publications. The Publications Board shall evaluate and make recommendations concerning publications and their budget requests;
      iv. Student Government. The organization shall be defined in the Constitution of the Associated Students of Portland State University as approved by the students of Portland State University and the University President. The Vice Provost for Student Affairs, or his/her designee, shall evaluate and make recommendations concerning this organization and its budget request.
   c. Athletic Activities. These Programs shall provide athletic activities for students as participants and spectators in the University's athletic programs. The Intercollegiate Athletic Board shall evaluate women's and men's intercollegiate athletics and make recommendations in the development of and adherence to policies and budgets.
2. In addition, all Programs funded by Student Fees must meet all of the following requirements:
   a. A list of officers shall be submitted online, including the officers' Portland State University telephone numbers and e-mail addresses, by the second Friday of Fall term and shall be updated

with the SFC Chair within one week of any changes. The SALP Advisor will not sign off on any expenditures until this information has been submitted.

b. Any Program funded in whole or part by the SFC shall have an equal or majority number of students to voting faculty/staff on its governing or advisory board in order to receive funds. Programs exempted from this requirement are:
   i. Constitutional committees for which requirements are defined in the Portland State University Faculty Governance Guide;
   ii. Childcare services for which requirements are outlined in the Child Development and Family Services Charter;
   iii. Student Legal and Mediation Services;
   iv. Athletics, which is governed by the National Collegiate Athletic Association;
c. Programs funded by Student Fees must utilize the Banner Financial Information System (FIS).
d. All Programs funded by Student Fees must fully disclose all sources of funding.
e. Each student Program is required to have a SALP and/or faculty/staff advisor.
f. Student fees will not be allocated for any use that fails to conform to the requirements of ORS 351.070 (3) (d).
g. All funding requests must first be submitted for review and recommendation to the appropriate SFC Liaison and SALP Advisor (when applicable), faculty/staff advisor (when applicable), and parent board (when applicable).
h. All Programs funded by Student Fees are responsible for over-expenditure of their individual allocations. Programs that exceed their allocation for any given year, necessitating an allocation of Student Fees in excess of the approved amount, will have that excess amount deducted from the budget of the succeeding year. Programs may request to be excused from the reduction in funding by following the procedure outlined in Attachment V.

3. Failure to comply with these requirements or the violation of any other tenet as laid out in these Guidelines may result in the following:
   a. A probationary period (appropriate length and terms to be decided on a case-by-case basis by vote of SFC);
   b. Penalties for the coordinator(s) and/or group;
   c. In extreme cases, the immediate loss of access to Student Fees.