

LSU Student Government

Programming, Support, and Initiatives Fund (PSIF) Bylaws

Revised: Spring 2022

ARTICLE I: Name and Purpose

1. Name

Section 1. 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

Section 2. The purpose of the entity shall be to distribute funds to support the Student Government Spring Concert Event, Homecoming Concert Event, and to provide support funding to Recreational Sports Clubs & Teams, the chartering of new student organizations, student organizations sponsored conferences, late-night, alcohol-free activities, and to aid organizations in launching unique student initiatives.

ARTICLE II: Governance

1. Committee

Section 1. All funding, actions, and operations shall be governed by the Louisiana State University Student Government PSIF Committee, herein referred to as the Committee.

2. Committee; membership

Section 2.A. The following are full members of the Committee:

- A. The Student Government Director of Finance, who serves as Chairperson;
- B. One (1) Senator elected by the LSU Student Senate in the Spring Organizational Session;
- C. The Chairperson of the Budget and Appropriations Committee of the Student Senate
- D. Two (2) members of the Student Government Executive branch appointed by the Student Body President and approved by the Senate;
- E. Four (4) students appointed by the Student Body President and approved by the Student Senate.

Section 2.B. The following are ex-officio, non-voting members of the Committee:

- A. The Student Body President;
- B. The Speaker of the Student Senate;
- C. The Student Government Program Manager

3. Terms of Office

Section 3. Each member of the Committee is obligated to serve a term concurrent with the Student Body President, after which they shall be eligible for re-appointment.

4. Proxies

Section 4. Proxies will be allowed to the Committee; however, any proxy must be a current LSU student in good academic standing with the university. Any member of the Committee requesting a proxy must notify the chairperson twenty-four (24) hours in advance with the name of the proxy for it to count towards their use of proxies described in later sections.

5. Quorum

Section 5. Quorum shall be defined as five (5) members of the Committee present at anyone meeting where official business is conducted.

6. Terms of Committee membership; absences

Section 6. Failure to comply with any of the following shall result in grounds for removal from the Committee.

- (A) The first PSIF meeting of the academic year is mandatory for all full members.
- (B) Each full member is allowed one (1) unexcused absence per semester.
 - a. Excused absences are defined by the Louisiana State University Policy Statement 22 as interpreted by the Chair.
- (C) Each full member is allotted one (1) proxy per semester.

7. Vacancies

Section 7. Replacement of vacant seats shall be coordinated by the Chairperson, the Student Body President, and the Speaker of the Senate within two (2) academic weeks. Failure to comply will result in an appointment by the Student Government Program Manager or a Dean of Students' Office designee, with approval of the LSU Student Body President and the LSU Student Senate.

8. Chairperson; duties

Section 8. 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;
- (G) Post meeting dates and times on the Student Government Website;
- (H) Report all available funding to the Committee at the start of each meeting;
- (I) Meet on a regular basis with the Student Government Program Manager.
- (J) Appoint a Recording Secretary.

9. Recording Secretary; duties

Section 9. The duties of the Recording Secretary shall be as follows:

- (A) Attend all meetings;
- (B) Record attendance;
- (C) Take minutes;
- (D) Record all committee votes;
- (E) Archive all records of minutes and voting.

10. Members; duties

Section 10. The duties of members shall be as follows:

- (A) Attend all meetings of the Committee as a voting member;
- (B) Objectively evaluate every application considered by the Committee.
- (C) Be good stewards of student fees.

ARTICLE III: General Funding Guidelines

1. Funding; Eligibility Requirements

Section 1. In order to be eligible for PSIF funding for an event or program, organizations must be a registered student organization and in good standing with LSU Campus Life.

An event or program is defined as lasting no longer than a consecutive three-day period.

2. Funding; limitations per semester

(A) *Section 2.A.* Per Semester

- a. Organizations may only receive PSIF funds for one (1) program or event per semester and cannot exceed two (2) programs or events per academic year.

(B) *Section 2.B.* Per Year

- a. An organization may only receive funding from the New Initiative Programming Fund once in an academic year. If an organization receives funding from the New Initiative Programming Fund, the organization must utilize that funding before seeking funds for future events from the committee.

3. Funding; restriction on use of additional sources

Section 3. Funding may not be provided to organizations who have accepted funds from the Student Senate for the same semester. In the event that funding from these sources is acquired after the PSIF approval, all PSIF funding will be revoked.

4. Funding; restriction on use of multiple accounts

Section 4. An organization may only receive funding from one PSIF Account per event.

5. Approvals; restriction on approval of multiple applications

Section 5. The first application submitted will be the only one considered. However, the expense lines submitted on the budget may be re-allocated, providing the total sum requested does not exceed the total originally requested amount.

6. Restricted Purchases

Section 6. All state purchasing guidelines and University policies must be adhered to with any funds allocated by this committee. Failure to comply may result in loss of funding.

PSIF may not provide funds for the following:

- (A) To support any program or event where attendance or participation is not open to the LSU student body.
- (B) To purchase alcohol or to support a program or event where alcohol is present.
- (C) Gifts, gift cards, prizes, awards, trophies, or anything of the like.
- (D) Clothing and uniforms except for event-specific t-shirts.
- (E) Decorations for events, including flowers.
- (F) Salaries, stipends, or scholarships.
- (G) Charitable donations.
- (H) Any purchases to be resold
- (I) Non- Sustainable materials if good faith attempts have not been made to find sustainable alternatives.

7. Notification of Sponsorship

Section 7. All events or programs receiving support must recognize PSIF as a sponsor by using the official Student Government logo on all marketing materials, event programs, and communications. Failure to comply will result in loss of privileges to apply for the following two (2) semesters.

8. Expiration of Funding

Section 8. Approved funding expires thirty (30) days after the close of the event or program. All required paperwork and/or receipts must be turned into the Student Government Program Manager.

9. Statement on Equal Opportunity

Section 9. PSIF does not discriminate on the basis of race, creed, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, gender expression, genetic information, sex, marital status, disability, or status as a U.S. veteran.

ARTICLE IV: Spring Concert Fund

1. Purpose

Section 1. Funds available through the Spring Concert fund can only be provided to support the activities of the Student Government Student Entertainment Committee and must be used to support a free spring concert event open to all LSU students.

ARTICLE V: Fall Concert Fund

1. Purpose

Section 1. Funds available through the Fall Concert Fund may only be provided to the Homecoming students as housed in Campus Life. The funds must be used to support a Homecoming concert open to all LSU students.

ARTICLE VI: New Initiatives Programming Fund

1. Purpose

Section 1. The purpose of this fund will be to provide supplemental funding to organizations in launching unique student initiatives.

2. Funding Requirements

- (A) *Section 2.A.* Funds available through the New Initiatives 'Programming Fund can be provided to any registered student organization with a unique student initiative.
- (B) *Section 2.B.* A unique student initiative will be defined as any event, program, project, service, item, or start-up organization that is new and original to LSU students.

- (C) *Section 2.C.* Food and drink may be funded up to eight dollars and zero cents (\$8.00) per student based on anticipated attendance. Suggestion: If an organization, plans seated meals and can provide a guest list, funding for meals may be provided at the rate listed in PM-13: breakfast \$15, lunch \$20, dinner \$35, and buffet reception dinner \$20.
 - a. PSIF reserves the right not to fund food or drink.

3. Startup Funding

- (A) *Section 3.A.* The organization requesting startup funds must be less than two (2) years old and registered with Campus Life.
- (B) *Section 3.B.* A maximum of one thousand five hundred dollars and zero cents (\$1,500.00) may be allocated to an organization for startup funds. Please note these funds are not actually given to the organization but will be utilized as a credit with Student Government.
- (C) *Section 3.C.* Startups can only be funded through this account and must be applied before requesting usage of any other account.
- (D) *Section 3.D.* All funds awarded must be spent in one year from the date of the award. If the awarded organization still has remaining funds from this account at the time of a new application, any such remaining funds must be used toward the most recent application.

ARTICLE VII: Organization Events and Conference Support

1. Purpose

Section 1. Funds available through the Organization Events and Conference Support Fund can be provided to any registered student organization whose event is defined as a campus-wide program or conference.

2. Funding Requirements

- (A) *Section 2.A.* Must be hosting a conference within a ten (10) mile radius of the LSU campus.
- (B) *Section 2.B.* Admission must be open to all LSU students.
- (C) *Section 2.C.* Must be free to all LSU students and advertised as such.

ARTICLE VIII: Late Night Programming Fund

1. Purpose

Section 1. Funds available through the Late Night Programming Fund can be provided to any registered student organization whose event starts after 6:00 PM. In addition, said event or program must offer free admission to all LSU students.

ARTICLE IX: Recreational Sports Assistance Fund

1. Purpose

Section 1. Funds available through the Recreational Sports Assistance Fund can be provided to any student group registered with University Recreation as a "sport club" or deemed a registered "recreational" student organization with Campus Life. Items that are eligible for funding are equipment, rental costs, uniforms approved by the university and costs associated with tournament registration.

ARTICLE X: Application Process

1. Application; defined

Section 1. The official PSIF Application is the most recently updated version as approved by the Director of Finance, the Student Government Program Manager, and the Student Body President.

2. Application; completion

Section 2. Any organization 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. Application Requirements

Section 3. The following items must appear in a completed PSIF application:

- (A) Brief narrative on the organization, it's missions, membership, and it's activities
- (B) Detailed explanation of the event or program. Must include:
 - a. Program purpose and its benefit to the LSU community;
 - b. Event dates, times and venues;
 - c. Projected participation by students, faculty & staff and community members;
 - d. Methods of marketing and advertising the event.
- (C) Explanation of any additional funding or fundraising efforts made by the organization for the event and its success.
- (D) Detailed program/event budget to outline all projected expenditures
- (E) Letter of support from the Organizational Advisor
 - a. LSU Sports Clubs will require the approval of a University Recreation representative

4. Application Deadline

Section 4. Completed applications must be submitted and presented to the PSIF Committee four (4) academic weeks prior to the event or program. It is the responsibility of the applicant to ensure that completed applications are submitted in a manner consistent with the timeline required. Exceptions to this deadline will be determined by the chair of PSIF and the Student Government Program Manager.

Section 4a. Student organizations who chose to host events in the Summer or in August must submit and present their application by the last meeting date of the Spring semester.

5. Presentation

Section 5. In order for requests to be considered, the requesting organization must appear before the PSIF Committee.

The organization representative listed on the application must 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, the organization representatives will be excused, and deliberations will begin.

(A) In the case that the representative listed is unable to attend the PSIF meeting, they must send a representative in their place who is fully equipped to answer any and all questions the committee may have regarding the event and the budget.

If an application's representative fails to report, the application is considered incomplete and must be resubmitted.

6. Award

Section 6. Applicants will be informed in writing within five (5) academic 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. The Student Government Program Manager reserves the right to deny funding of all or part of an award that does not meet the proper credentials per LSU Accounting Services.

7. Required Consultation

Section 7. Within five (5) academic days of receipt of an official award letter, an organization representative must request a meeting with the Program Manager for Student Government. If a meeting is not set, all funds awarded will be deemed null and void.

8. Post Program Report

Section 8. Organizations who receive funding must complete a Post-Program Report to the PSIF Chairperson and Student Government Program Manager within two (2) weeks following the event or program. Failure to provide a post-program report will result in the organization being deemed ineligible for PSIF funds for two (2) semesters. The Chairperson of the Committee will be responsible for recording these instances and will provide the succeeding chairperson with this information.

A Post-Program Report includes, but is not limited to, a record of the number of students who attended the event, problems or obstacles encountered at the event, and the benefit the event had on the LSU Student Body. When marketing materials are used, a copy must be included with the Post-Program Report.

Organizations will not be permitted to apply for funding for events in the future until a Post-Program Report is filed for the most recent event that received PSIF funding.

9. Misrepresentation/Falsifying Documents

Section 9. Applications believed to have misleading, misrepresented, or fraudulent information will be denied and the organization and/or individual will be held accountable. Consequences include, but are not limited to: revocation of funding, limitations on future PSIF funding opportunities, and referral to Student Advocacy & Accountability.

ARTICLE XI: Meetings and Procedures

1. Meetings; defined

Section 1. The Committee shall hold regular meetings once every two weeks. The time and place will be determined by the Chairperson within the first ten (10) days of each semester. These meetings are not subject to change and must be posted on the Student Government website.

2. Meetings; Parliamentary Procedure

Section 2. 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

Section 3. The Chairperson of the Committee shall preside over all meetings and determine the order of business.

4. Meetings; Special

Section 4. Special meetings of the Committee may be called by the Chairperson with no less than twenty-four (24) hours' notice provided to all Committee members and the representatives of any application to be considered at the said meeting.

5. Meetings; Acting Chairperson

Section 5. In the absence of the Chairperson, he/she shall appoint an Acting Chairperson to preside for a term not to extend past adjournment of the current meeting. If the Chairperson's absence extends beyond one meeting, the President shall appoint a new Chairperson.

6. Deliberation

Section 6. The Committee shall discuss the organization's presentation, funding history, appropriate PSIF funding account, and any information pertinent to the application being heard.

7. Voting

Section 7. Full members of the Committee may vote in favor, against, or abstain.

The Chairperson shall record each member's vote and he/she may only vote in the case of a tie. The Acting Chairperson votes in the same capacity as the Chairperson.

8. Agenda; set by the Chairperson

Section 8. The agenda for each meeting of the Committee shall be set by the Chairperson no later than three

(3) class days from the date of the meeting. Applications will be heard in the order in which they are received, with consideration of event dates.

9. Conflicts of Interest

Section 9. 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 the organization's application.

Student Government branch heads are prohibited from presenting applications.

10. Official Records

Section 10. 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 a public record. These records shall be passed down to each proceeding Chairperson.

11. Postponement of Application

Section 11. Any Committee member has the right to call for the postponement of an application. Postponements will be accepted with a majority vote.

ARTICLE XII: Amendments

1. Amendments

Section 1. Amendments to these Bylaws may be approved by a two-thirds (2/3) vote of the Committee present and voting at any regular or special meetings of the Committee.

2. Amendments; submission

Section 2. Proposals for amendments to these Bylaws should be submitted to the Chairperson in writing prior to any regular or special meetings of the Committee.

3. Amendments; consultation

Section 3. All amendments should be submitted to the Student Government Program Manager for advisement on compliance as it relates to all auxiliaries of Louisiana State University

4. Amendments; consideration

Section 4. 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 meetings for final consideration.

5. Ratification

Section 5. These Bylaws shall become effective upon ratification by the PSIF Committee.