

# **Student Activities Fund Document**

*Revised December 1, 2004*

**\*This Document takes affect 12:00 AM January 26, 2005\***

## **1.0 Purpose**

The mission of SAFC is to foster growth and excellence in the student experience at Florida Tech. SAFC will fund activities that comply with the following guidelines, irrespective of the viewpoint of the organization, and in accordance with the current edition of the Student Organization Manual and Student Handbook. The committee will not fund activities, which fail to comply with the prescribed guidelines in the SAFC document.

## **2.0 Committee Set-up**

2.0.1 The purpose of the Student Activities Fund Committee (SAFC) is to:

- 2.0.1.1 Distribute the funding to those organizations that apply.
- 2.0.1.2 Determine the appropriateness of organization's funding requests and approve or deny them.
- 2.0.1.3 Interpret guidelines and funding decisions should questions arise.
- 2.0.1.4 To debate each request in a fair and impartial manner based on the event/program and how it benefits the campus community and the organization.
- 2.0.1.5 To fund student activities effectively and efficiently.
- 2.0.1.6 To make SAFC more student friendly.

2.0.2 The SAFC must follow the guidelines stated in Section 5.0 of this document. Any violation of this document by one or all of the SAFC members is grounds for dismissal (see Section 3.3.1).

## **3.0 Voting Members (8)**

Voting members have full privileges regarding discussions and decisions on all issues being moved except those involving an organization to which that member belongs.

- 3.0.1 Treasurer of Student Government (1).
- 3.0.2 President of the Campus Activities Board (1) or his/her designee from the Executive Board.
- 3.0.3 General Manager of FITV (1) or his/her designee from the Executive Board.
- 3.0.4 Editor-in-Chief of the Crimson (1) or his/her designee from the Executive Board.
- 3.0.5 Appointed Members-at-Large (2) – These members are appointed by the President of the Student Government and approved by a majority vote of

the Senate. Appointees must meet eligibility requirements found in Section 3.0.8 of this document.

- 3.0.6 Elected Members-at-Large (2) – These members are elected by the Student Body during elections held by the Student Government in the Spring semester. Candidates that are elected will serve a term of one year starting at the beginning of the fall semester. Candidates must be nominated by any three students at a Student Government meeting. Candidates must meet the eligibility requirements found in Section 3.0.8 of this document.
- 3.0.7 Members-at-Large eligibility requirements
  - 3.0.7.1 Members-at-Large must be approved by the Financial Coordinator of Student Activities and the Dean of Students.
  - 3.0.7.2 Members-at-Large must have a minimum cumulative GPA of 2.50.
  - 3.0.7.3 Members-at-Large must not be on probation or disciplinary/academic suspension.
- 3.0.8 Removal of Members-at-Large
  - 3.0.8.1 Elected Members-at-Large may be recalled by Article VIII of the Student Government Constitution.
  - 3.0.8.2 All Members-at-Large may be impeached as by Article VII of the Student Government Constitution.
- 3.0.9 Section 3.0 of this document will expire on 23 February 2006. Upon expiration, Section 3.0 of the SAFC Document that was in effect on 9 February 2005 will be reinstated.

### 3.1 Non-Voting Members (2)

These members do not have an active role in the final decision of the committee.

#### 3.1.1 Dean of Students

This member, or designated representative, is the advisor for the SAFC.

#### 3.1.2 Financial Coordinator for Student Activities

This member has the following duties:

- 3.1.2.1 Corresponds with and keeps a detailed record of all business performed in SAFC meetings and informs the various organizations the status of their requests.
- 3.1.2.2 Collects all SAFC funding request forms from the SAFC mailbox and makes the copies needed for the meeting (one per member). The Financial Coordinator retains original forms.
- 3.1.2.3 Releases SAFC allocations to the Crimson after primary funding allocations are made.

## 3.2 Duty Positions

All Duty Positions with the exception of the Chair are elected by the SAFC in a popular vote. The Treasurer of Student Government will automatically assume the chair position (effective Summer '98).

### 3.2.1 Chair

3.2.1.1 Schedules meeting times to accommodate the greatest number of SAFC members.

3.2.1.2 Serves as spokesperson for the committee in dealings with University organizations and administration.

3.2.1.3 Serves as Parliamentarian at all SAFC meetings.

3.2.1.4 Keeps a detailed record of all funds obtained and disbursed through the Student Activities Fund.

### 3.2.2 Vice-Chair

Serves as Chair when the selected Chair is not able to attend a meeting or when the Chair can no longer perform the duties assigned.

## 3.3 Member Removal

### 3.3.1 Dismissal

If a member of the SAFC violates the stipulations set forth in this document, or violates the integrity of the Committee, the Chair will dismiss him/her. Members are excused as determined by the Committee.

### 3.3.2 Substitutions

3.3.2.1 The appointed positions will be substituted by their organization's Executive Board.

3.3.2.2 If the Members-At-Large and/or the appointed positions cannot be filled, the remaining SAFC members may appoint a replacement by a majority vote, which must be approved by the Student Government Senate.

## 4.0 Meetings

### 4.1 Attendance

4.1.1 A member of the SAFC cannot receive more than two unexcused absences.

4.1.2 No business may take place without an advisor.

## 4.2 Quorum

A Quorum exists if there is  $\frac{3}{4}$  of the voting members present.

## 4.3 Fund Disbursement

- 4.3.1 Fund disbursement will be handled using the guidelines of Section 5.0 of this document.
- 4.3.2 The SAFC Chair will preside over the proceedings and serve as Parliamentarian.
- 4.3.3 All disbursements must be approved by majority vote of SAFC.
- 4.3.4 An SAFC member may not vote on any matter that involves an organization with which that member is affiliated.
- 4.3.5 An SAFC member may not speak on any matter that involves an organization with which that member is affiliated. Questions regarding an organization that has a member on SAFC should direct questions to another member of the applying organization.

## 5.0 Fund Usage

### 5.1 Qualifications

- 5.1.1 Any organization requesting funds must be currently registered, have a current constitution on file with the Office of Student Activities, have no off campus bank accounts (excluding organizations required by their national/international chapters to have one), and must be actively represented in Student Government.
  - 5.1.1.1 An organization is actively represented so long as some member of that organization is in attendance of at least 75% of Student Government senate meetings every calendar month throughout every academic year. Exceptions may be made at the discretion of the Student Government Executive Board.
- 5.1.2 Individual Residence Hall Councils must apply for funds through the Residence Hall Association.
- 5.1.3 Student Government may apply for funding only when the funding will be used for campus-wide projects and not be used for internal purposes.

### 5.2 General Policy and Criteria Considered in Fund Allocation

- 5.2.1 The amount of funding available from SAFC.

- 5.2.2 The extent to which the proposed program/material is likely to entertain, educate and/or strengthen the Florida Tech student body 6
- 5.2.3 The commitment of the activity sponsors to the execution of the activity.
- 5.2.4 The historical performance, and the projected needs of the activity for the period to be funded.
- 5.2.5 The amount of outside funding the activity has previously received and the potential for additional funding from other sources.
- 5.2.6 The goals of the organization's primary activities.
- 5.2.7 To promote a variety of student activities

#### Specific Instances

##### 5.3.1 Operational Budgets

Each qualified student organization will be allocated an equal amount per semester to cover general operating expenses and internal events, upon receipt of appropriate paperwork.

##### 5.3.2 Conferences/Competitions

Each qualifying organization may receive up to a maximum dollar amount (to be determined during Primary Funding).

#### 5.4 Non-Fundable purchases:

##### 5.4.1 Alcoholic beverages

5.4.2 Equipment such as, but not limited to, furniture, computers, printers, VCRs, cabinets, chairs, uniforms, outing equipment, etc. Exceptions will be made at the discretion of the funding committee. All approved equipment purchases are property of Florida Tech, must remain on university property, and must have an up-to-date inventory at the end of each academic year. Individual members must pay for missing items before any organization can be considered for future funding. After the academic year, an organization may be ineligible for funding if an inventory list cannot be provided.

5.4.3 SAFC funds may not be used to purchase capital equipment. Capital equipment is any tangible nonexpendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit.

5.4.4 Individual membership dues or other items of personal benefit

5.4.5 Paying off existing debts or financing loans.

5.4.6 Projects, programs, or services that are a duplication of such activities or services already provided by University departments or other student groups that have SAFC funding for similar types of events.

- 5.4.7 Personal clothing items, i.e., T-shirts, jackets, hats, etc. Exceptions may be reviewed by the budget committees.
  - 5.4.8 Private lessons.
  - 5.4.9 Legal fees.
  - 5.4.10 Charitable organizations, donations, scholarships, or other philanthropy.
  - 5.4.11 Fundraiser expenses cannot be funded.
  - 5.4.12 Food and/or beverages purchased for consumption at general meetings of an organization.
- 5.5 Fiscal Planning
- 5.5.1 Preparation
    - 5.5.1.1 During the Spring Semester, all organizations will be requested to submit a Fiscal Planning Proposal.
    - 5.5.1.2 The Proposal will encompass all events held by that organization from the Summer Semester to the following Spring Semester inclusive, and will consist of a cover form followed by a series of Fund Request Forms (used for event planning, Section 5.2).
    - 5.5.1.3 All Proposals are due by the eleventh week of the Spring Semester.
    - 5.5.1.4 The Committee will decide on which proposals or portions thereof to grant funding based upon Sections 5.1 and 5.2 of this document and funds available.
    - 5.5.1.5 Eighty percent of the fund or another percentage designated by the SAFC shall be allocated during this process. This percentage must include the allocation of Operational Budgets.
    - 5.5.1.6 Operational Budget amount and Conference/Competition amounts will also be determined at this time.
  - 5.5.2 Process
    - 5.5.2.1 Organizations seeking funding from SAFC for the following academic year must apply during the authorized budget request period the 11th week of the spring semester
    - 5.5.2.2 Those wishing to make a special request for funding during the current academic year do so through the Secondary

Budget request period. The budget process begins during the Fall and this period will be announced in various publications.

### 5.5.3 Budget Request

An organization representative must pick up a Budget Request Packet from the Student Activities Office to apply for funding. This packet will include information on eligibility for funding, deadline for submitting requests, and instructions for completing budget requests. The following requirements are mandatory:

- 5.5.3.1 Prior to submitting deadline a representative of each organization requesting funding **must attend one of the two pre-budget seminars held by the Office of Student Activities.** These seminars will explain the budget process and address additional questions.
- 5.5.3.2 The Proposal(s) will encompass all events held by that organization from May 1, 2004 to April 30, 2005 and will be submitted in the budget request packet.
- 5.5.3.3 All information requested in the Budget Request Packet must be disclosed.
- 5.5.3.4 Each organization that has submitted a budget to the Asst. Director for Student Activities will have the opportunity to be advised on their budget prior to submission.
- 5.5.3.5 The packet must be submitted by **4:30 p.m. on the deadline date.**
- 5.5.3.6 Any organization not meeting these requirements will be ineligible for funding. Only under extenuating circumstances, decided by a 2/3 vote of SAFC, will exceptions be made.

### 5.5.4 Deliberation

- 5.5.4.1 All explanations and pleadings of the budget will be submitted. Once all budget proposals have been completed, SAFC will deliberate and recommend allocation.
- 5.5.4.2 SAFC will deliberate the 13<sup>th</sup> and 14<sup>th</sup> week of the semester.

### 5.5.5 Primary/Secondary Funding Appeals

If an organization or individual finds the budget recommendations unsatisfactory, an appeal may be filed. The appeals process is as follows:

- 5.5.5.1 An appeal, stating the basis for the request for reconsideration, must be submitted in writing to the Office of Student Activities.

- 5.5.5.2 The appeal must be submitted no later than 5:00 p.m. on **the third day after notification for primary funding and seven days for secondary** to the Office of Student Activities.
- 5.5.5.3 SAFC will review the appeal and reach a final decision by a two-thirds majority of present voting members.
- 5.5.5.4 A representative from the organization will have the opportunity to attend the appeals process.
- 5.5.6 Action on the Budget
  - 5.5.6.1 SAFC shall recommend the yearly allocation of student activity fund to student organizations.
  - 5.5.6.2 SAFC shall either approve as submitted or disapprove with specific recommendations for changes to be made. SAFC shall then reconvene, act on recommendations for change, and recommend approval or disapproval.
- 5.6 Event Planning (Secondary Funding)
  - 5.6.1 Meetings
    - 5.6.1.1 SAFC meetings, which encompass event planning, will be held every week (barring unforeseen circumstances), with the first meeting being held no later than the second week of the Fall Semester.
  - 5.6.2 Process
    - 5.6.2.1 A Request for Funding Form must be filled out in entirety to be eligible for Secondary Funding **and be turned in three weeks prior to the event in order to be eligible for funding.**
    - 5.6.2.2 Events denied in primary funding cannot be re-applied for in secondary funding, except for lack of funds, and events denied in secondary cannot be re-applied for that academic year. Or if the appeals process is complete in both cases.
    - 5.6.2.3 Any Student Activities Fund money, which exists after the Primary Funding has been distributed for the Semester, may be used at this time. This includes money that has rolled over from previous Semesters along with unused money returned from organizational accounts.
- 5.7 Verification
  - 5.7.1 All requests for reimbursement must be turned in within 10 (ten) working days after the event.



- 5.7.2 If, at any time, it is uncovered that the organization did not execute the activity for which funding was received, or used monies for un-fundable purposes the organization forfeits all funds allocated for that event.
- 5.7.3 All decisions of the SAFC are FINAL after the appeals process is complete or the denied organization has waived the right to appeal by not filing within the time limits for appeal. If there are any problems with an organization, which cannot be resolved with the guidelines set forth in this document, the policy issue will be resolved by the Student Government Senate.
- 5.7.4 Designated funds must be used for the event purposes, however if the committee is notified monies can be transferred for other purposes within the event.
- 5.7.5 SAFC reserves the right to redistribute allocated funds from one event to another event on a case-by-case basis. However funds can only be re-allocated once and the organization cannot re-apply for funding for the forfeited event.
- 5.7.6 SAFC reserves the right to rescind and/or freeze funding if it is found that an organization does not maintain active representation in Student Government. However, a warning will be issued upon the first infraction and before any action is taken. If the organization is not actively represented one month after the warning, their funding will be automatically frozen. Once the organization resumes active representation in Student Government, their funding will be restored.

## **6.0 Amendments to the Student Activities Fund Document**

- 6.0.1 Suggested amendments should be presented in written form to the Rules Committee of Student Government.
- 6.0.2 A representative for the amendments may attend a Rules Committee meeting to explain the reason for the amendment.
- 6.0.3 The Student Government Senate shall conduct a "formal reading" of the proposed amendments at a Senate Meeting. At this time, the amendments are read and the senators are informed how to get a copy of them.
- 6.0.4 At the following Student Government Senate meeting, the "second reading" of the proposed amendments will be conducted to discuss and possibly amend the proposal. When discussion is complete the Student Government Senate shall adopt the proposed amendments by a 2/3 vote.

## **Addendum**

Below is Section 3.0 that was in effect on 9 February 2005. It is included to satisfy the current Section 3.0.9.

### **3.0 Voting Members (8)**

Voting Members have full privileges regarding discussions and decisions on all issues being moved except for those involving an organization to which that member belongs.

- 3.0.1 Treasurer of Student Government (1).
- 3.0.2 Editor-in-Chief of the Ad Astra Yearbook (1) or his/her designee from the Executive Board.
- 3.0.3 President of the Campus Activities Board (1) or his/her designee from the Executive Board.
- 3.0.4 General Manager of FITV (1) or his/her designee from the Executive Board.
- 3.0.5 Editor-in-Chief of the Crimson (1) or his/her designee from the Executive Board.
- 3.0.6 Appointed Members-at-Large (3) – These members are appointed by the President of Student Government and Approved by a majority vote of the Senate. Appointees must not be on probation or disciplinary/academic suspension.