
University of Wisconsin – Eau Claire



Finance Commission

By-Laws

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Article 1. Purpose and Authority

Section 1.01: Purpose

The Finance Commission is a standing commission of the University of Wisconsin-Eau Claire Student Senate and annually recommends to the Senate a plan for the distribution of the allocable portion of the Segregated University Fees (SUF) budget. The Student Senate is the Segregated University Fees Allocations Committee (SUFAC) of this University under Section 36.09(5) of the Wisconsin Statutes and UW System Policy F37 and will annually approve an allocations budget for submission to the Chancellor, basing its decision on the recommendations of the Finance Commission. Allocable Segregated Fees may only be used to support various student services and organizations that meet the criteria defined in these by-laws and that serve to promote the mission of the University and the spirit of the Institution, among other stipulations.

Section 1.02: Authority

The Student Senate of the University of Wisconsin-Eau Claire, as the student governance body of the University, is granted responsibility for the disposition of Segregated University Fees under Wisconsin State Statute §36.09(5) that states, in part:

Students shall have the primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the Chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees that constitute substantial support for campus student activities.

Further guidance on the role of Student Governance in the use of Segregated University Fees is provided in the following Regent Policy Documents and UW System Policies.

Regent Policy Document 86-4, Guidelines for Student Governance, states in part:

Chancellors, in consultation with the students, shall define the allocable and nonallocable portions of the student fee with particularity, observing that this area shall not and cannot without appropriate policy action by the institution and board include withdrawal of fee support from on-going fiscal commitments such as debt service, or the support of staff personnel on continuing appointments.

Regent Policy Document 88-6, Policy and Procedures for Segregated University Fees, states in part:

The Board affirms that: students shall be given an opportunity to review and offer advice concerning the budget of each activity and program that is funded primarily with non-allocable SUF; every effort should be made to provide sufficient time for students to formulate allocable SUF budgets, and to review non-allocable SUF budgets as provided in institutional policies; all ad hoc system wide committees and task forces formed to deal with issues of SUF support shall have student membership.

Article 2. Commission Organization

Section 2.01: Membership

The voting members of the Finance Commission shall be composed of the following:

- One Director of the Commission, who shall be called the Finance Director
- The Student Senate Organizations Commission Director
- Up to seven Student Senators
- Up to six students who are not Senators
- Preference for membership will be given to the Student Senate Treasurer
- The Finance Director, Organizations Commission Director, and Treasurer shall be considered a Senator or Non-Senator in the total count, depending on their status as Student Senators.

Section 2.02: Qualification Requirements for Student Members

All student members of the Commission must be currently enrolled as students at the University of Wisconsin-Eau Claire for a minimum of six credits and must maintain a cumulative G.P.A. of at least 2.0.

Section 2.03: Director

The President and Vice-President of the Student Senate shall appoint the Finance Director, with the advice and consent of the Senate.

Section 2.04: Minimum Composition

All members of the Commission other than the Finance Director and the Organizations Commission Director are recommended to the President for appointment to the Commission by the Director through a process of his/her determination. The Finance Director shall make an effort to appoint members from a wide variety of academic and personal backgrounds. At all times, the Commission must consist of at least one more Senator member than Non-Senator members and a minimum of seven total members. At the start of a new Student Senate session when a new Finance Director is appointed, all members must re-apply to be considered for re-appointment to the Commission.

Section 2.05: Advisors

The campus Chief Business Officer and Chief Student Affairs Officer will serve as advisors to the Finance Commission with no voting rights. If student leaders deem it necessary based on an abuse of power, they may petition the Chancellor through a Commission vote for assignment of different advisor(s) in the place of said advisor(s).

Article 3. Roles and Responsibilities

Section 3.01: Attendance Policy

Commission members are expected to be at all regular meetings, budget hearings, budget deliberations, and budget appeals sessions of the Commission. Excused absences will be tolerated at the discretion of the Finance Director. In the event of two unexcused absences, the Commission member will be subject to removal by the Finance Director.

Section 3.02: Student Commission Members Responsibilities

As members of the Commission and in recognition of the important duties of the Commission, all student members shall be expected to accept the following responsibilities:

- Understand the policies that guide the allocation of the SUF.
- Adhere to the policy of viewpoint neutrality as expressed in Section 4.02 of these by-laws and in compliance with Board of Regents policy and all applicable legal standards.
- Comprehend the budgetary process.
- Contribute to the work of the Commission as a representative of the student body.
- Have an awareness of all Organized Activities and their missions.
- Complete all duties assigned by the Finance Director in a timely, thoughtful, and thorough manner.

Section 3.03: Finance Director

The Finance Director, as Director of the Commission, shall accept the following responsibilities:

- Prepare meeting agendas and minutes.
- Chair all meetings.
- Provide necessary information and guidance to Commission.
- Make available instructions and assign Budget Consultations for specific activities/organizations.
- Establish and disseminate the Budget Hearings schedule.
- Create a detailed record of all student fee funding allocation deliberations.
- Facilitate appeals and award fair time and deliberation for those applying.
- Author the Budget Bill for introduction to the Student Senate.
- Serve regular office hours and provide information to interested parties.

Section 3.04: Advisors

The advisors to the Commission have no voting rights but are expected to support the work of the Commission in the following ways:

- Serve as a resource for the Finance Director and Commission members as well as institutional memory.
- Help formulate recommendations and make suggestions

Article 4. Commission Procedures

Section 4.01: Open Meeting Policy

All Finance Commission meetings shall be open meetings.

Section 4.02: Viewpoint Neutrality Statement

It is the guiding principle of this Finance Commission that all funding decisions will be made without regard to race, color, creed, religion, national origin, ancestry, gender, gender identity or expression, sexual orientation, disability, political affiliation, age, or veteran status of either the organization requesting funds or its individual or collective membership. Allocation decisions and the expenditure of approved allocations must conform with constitutional requirements, including the decision of the United States Supreme Court in *Board of Regents v. Southworth*, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing [Wisconsin Statutes](#), Attorney General's opinions, Board of Regents' regulations, UW System Policy Papers, and State Department of Administration and Office of State Employment Relations regulations.

Section 4.03: Quorum

A quorum is defined as more than fifty percent of voting members present. For purposes of determining a quorum, the Finance Director, Organizations Commission Director, and Student Senate Treasurer shall be considered voting members.

Section 4.04: Voting

- (4.04.1) Voting by the Commission shall be accomplished in accordance with the latest edition of "Robert's Rules of Order" unless otherwise indicated in these articles.
- (4.04.2) Members of the Finance Commission who have in the past or currently hold executive positions in activities or organizations that are funded or have requested funding through SUF may participate in the discussion or debate of any motion. However, such members must abstain on any vote affecting funding for that activity or organization. In addition, any member that has received financial compensation of any sort from that organization must abstain on any vote relating to that organization. Any such member found voting on such a motion will be dismissed from the Finance Commission by the Finance Director.

Article 5. SUF Budget Process

Section 5.01: Outline of Process

The process the Finance Commission shall use to develop a SUF allocation recommendation for consideration by the Student Senate shall proceed according to general order listed below, with the specific steps described in further detail in subsequent sections of this article.

- Send budget instructions to each Organized Activity.
- Assign Commission members to serve as budget consultations for each Organized Activity. The consultations are to meet with a representative from each Organized Activity about budget plans and to report back to the full Commission.
- Designate a tentative funding target and fee rate for the total Organized Activities Budget for the next year to use as a guide during budget deliberations.
- Establish and publicize a schedule for budget hearings.
- Hold budget hearings.
- Hold budget deliberations and vote on a tentative budget level for each Organized Activity.
- Review budget recommendations relative to the tentative funding target and fee level and adjust if necessary.
- Notify each Organized Activity of its tentative budget recommendation and of the deadline for filing an appeal request.

Section 5.02: Student Organization Fund

(5.02.1) Each fiscal year, the Finance Commission shall allocate SUF monies to a Student Organizations Fund (hereafter, the SOF) as a subset of its overall Organized Activity Budget.

(5.02.2) Any Organized Activity being placed in the Student Organization category (detailed in Article 7.02) shall derive any direct SUF support from this fund through the following process.

(5.02.3) This fund shall be supported primarily by dedicated segregated fees, but may be supplemented via allocations from the special reserve or carryover balances.

(5.02.4) The initial recommendations for allocating the SOF shall be conducted by the Organizations Commission of Student Senate. Organized Activities in the Student Organization category must submit budgets in the same fashion as other organized activities. Submitted budgets shall be submitted to the Organizations Commission, the Office of Budget & Finance and the Finance Director at the same time as other Organized Activities.

(5.02.5) The Organizations Commission shall read, investigate, hold hearings, take notes and minutes, and deliberate on these budgets. The Finance Director and another member of Finance Commission must be present for these hearings. The other attending member of Finance Commission should be a non-senator if the Director is a senator, or a senator if the Director is not.

(5.02.6) Any and all Organizations Commission bylaws pertaining to SUF funding hearings must be approved by both the Finance Commission and the Student Senate. If any policies or bylaws are not approved by the Finance Commission or other issues arise, the delegation of this authority to oversee the SOF may be removed at the vote of 2/3 of total voting Finance Commission members. The two Finance Commission members attending the Organizations Commission shall be voting members of the Organizations Commission for the budget process.

(5.02.7) All motions, discussion and voting must be conducted in a Viewpoint Neutral manner in accordance with Finance Bylaws Article 4.02.

(5.02.8) The Organizations Commission Director shall make a presentation to the Finance Commission during Budget Hearings, in which he or she will present the entire SOF proposal from the Organization Commission including the overall and individual allocations. The Director will be called upon to answer any and all questions regarding student organizations and their budgets at this time. The Finance Commission Director, in consultation with the Organizations Commission Director, shall determine an adequate time to present and be questioned for the SOF proposal.

(5.02.9) In accordance with open meetings law, any student organization which wishes to be present in the gallery may also answer questions regarding their student organizations budget at the discretion of the Finance Director, though may not present the SOF proposal.

(5.02.10) The Organizations Commission Director must make a recommendation on individual student organizations as well as an overall spending amount. The Organizations Commission must make a recommendation at or below the SOF level proposed by the Finance Commission.

(5.02.11) The Finance Commission Director shall transmit budget instructions and notifications of all budgetary decisions regarding Student Organizations to the Organizations Commission, its director, the student organizations President and Treasurer (or similar positions) and each organizations advisor.

(5.02.12) Any appeals made through this process will be made on behalf of the student organization and its leaders directly in the appeal process and not through the Organizations Director. Additionally, appeals to Student Senate or the Chancellor will be at the discretion of student organization leaders and their advisor(s) and not the Organizations Director. The Finance Commission may exceed the SOF limit in appeals by majority vote.

(5.02.13) Any special allocation requests shall be presented directly to the Finance Commission and they shall determine if the funding source should be the SOF, carryover balances, the special reserve, or other revenue streams.

Section 5.03: Budget Instructions

The Commission shall, with the help of the University's Budget and Finance Office, provide and distribute instructions for the preparation and submission of budget request for the next year to all Organized Activity representatives.

Section 5.04: Budget Consultations

- (5.04.1) The Finance Director, after considering the organization assignment preferences of each Commission member and at least four weeks prior to the Commission's budget hearings, shall appoint each Commission member, including the Director, to budget consultation groups assigned to specific Organized Activities.
- (5.04.2) Prior to the budget hearings, each commission member, as assigned by the Finance Director, must meet with a representative of each its assigned Organized Activity to discuss the status of the current year's budget and the budget plans for the next year in terms of its strengths, weaknesses, and progress.
- (5.04.3) Prior to the budget hearings, each voting member must brief the Commission on the meetings with each Organized Activity and the strengths, weaknesses, and progress of the organization's budget.

Section 5.05: Tentative Funding Target

- (5.05.1) The Commission shall, at least two weeks prior to the budget hearings, adopt a tentative funding target for the total Organized Activities Budget for the next year to use as a guide during budget deliberations.
- (5.05.2) In establishing a tentative total funding target for the next fiscal year, the Finance Commission shall consider the following:
- The total of the last adopted Organized Activities Budget.
 - Anticipated base adjustments.
 - Any amount the Commission would add or subtract from the SUF carryover balance.
 - Previously adopted minimum allocations.
 - Estimated student enrollment for the next year.
 - Estimated inflation appropriate for the mix of existing activities.
 - UW System fee increase guidelines.
 - Estimated increases in academic tuition and other fees.
 - Students' ability to pay.
 - Any other related factors the Commission deems appropriate.

Section 5.06: Hearing Schedule

The Finance Director, at least six weeks prior to the Commission's scheduled budget hearings, shall notify in writing each Organized Activity representative of the scheduled dates and times of the budget hearings and request that each representative, within two weeks, inform the Finance Director of any date and hearing time preferences their activity may have.

Section 5.07: Scheduling of Hearings

The Finance Director shall, by March of each year, reserve the necessary facilities for budget hearing by the first week in November. The Finance Director, after due consideration of all organizations' hearing preferences and at least one week prior to the budget hearings, shall schedule each Organized Activity for a specific hearing time before the Commission and shall notify in writing each activity, the Senate and its officers, each Finance Commissioner, the Chancellor, the Advisors, and campus media of the complete schedule of budget hearings, including an explanation of hearing format and time limitations.

Section 5.08: Budget Requests

(5.08.1) Budget requests shall be submitted in writing and shall include 1.) a budget worksheet consisting of the current year's estimated budget, the previous year's actual budget and a three-year plan and 2.) a narrative detailing the increases/decreases of the proposed budget, any capital improvements to come, and a description of how the current year's budget is progressing and 3.) A clear itemized report of all revenue streams from any source. Incomplete requests will be returned to the Organized Activity to be completed and resubmitted by a date determined by the Finance Director. Completed requests not turned in by the specified due date will not be accepted.

(5.08.2) Upon receipt of all written Organized Activity budget requests or by the Commission's established deadline for submission of budget requests, whichever occurs first, the Finance Director shall notify in writing the Senate and its officers, each Finance Commissioner, the Chancellor, the Advisors, and campus media of the following:

- Allocation requests and actual allocations for each activity for the previous and current fiscal years.
- Allocation requests of each activity for the next fiscal year.
- Organized Activities portion of the segregated fee for the previous and current fiscal years.

Section 5.09: Late Budget Request Submissions

Budget proposals are to be submitted by the close of business on the day stated in the budget instructions and calendar. Exceptions may be made at the discretion of the Finance Director with counsel from the Commission Advisors.

Section 5.10: Distribution of Requests

Each Organized Activity shall provide sufficient copies of its budget request to provide for the following distribution: one copy to the Finance Director; to each Commissioner member; to the President, Vice President, Senate Program Assistant; to the Chancellor, the Advisors; and a minimum of two copies to be available in the Senate office for inspection by Senators, Senate officers and interested students.

Section 5.11: Budget Hearings

- (5.11.1) The primary purpose of budget hearings before the Commission shall be to further the information gathering of Commissioners and Student Senators and to provide an opportunity for Organized Activity representatives to make oral budget presentations, offer additional justification for the proposed budget and respond to questions of the Commission members.
- (5.11.2) Each Organized Activity shall receive twenty minutes to present its request to the Commission. This time may be divided in any proportion between presentation and answering questions from the Commission members. A majority vote of Commission members may extend the time allotted for any Organized Activity.

Section 5.12: Budget Deliberations

- (5.12.1) The Finance Director and each Commission member shall develop an individual set of allocation recommendations prior to the Commission's deliberations after hearings. The tentative funding target shall be used as a guideline in the development of such individual recommendations, and each Commission member's recommendations shall balance to the tentative funding target.
- (5.12.2) Each Organized Activity shall be discussed individually in turn, with the order determined by the Commission or the Finance Director. With each Organized Activity, the Commission member(s) who recommended the highest allocation shall give his or her rationale for doing so. Then the Commission member(s) who recommended the lowest amount shall be given the same opportunity to provide rationale. The floor will then be opened to discussion on the amount that the Organized Activity requested. Pertinent discussion topics include, among others, the organization's compliance with criteria for recognition as an Organized Activity; budget management competence; quality of services provided to students; and relation of the organization to the mission of the University. At the end of discussion for each Activity, a motion may be offered by a Commission member proposing a recommended funding level for the Activity. The motion may be for any dollar amount equal to or less than the level requested by the Activity. This motion must be seconded but cannot be amended. For a different funding level to be considered, the first motion must be voted down.
- (5.12.3) After the preliminary allocation recommendations are set by vote of the Commission and before deliberations have concluded, any Commission member may offer a motion to revisit any Organized Activity's budget. Reconsideration of the preliminary funding level shall occur only if such a motion is seconded and approved by vote of the Commission.
- (5.12.4) The Commission shall review the sum of all tentative Activity funding recommendations relative to the total Target Funding Level previously set, and any Commission member may offer a motion to re-open discussion on the Target Funding Level.

- (5.12.5) Once all preliminary budget recommendations are in place and the funding target has been adjusted, if necessary, the Commission shall establish 3-year minimum funding levels for Athletics and Recreation, as required by System policy.

Section 5.13: The Tentative Recommendations

- (5.13.1) Following all budget hearings and Commission budget deliberations, the Commission shall adopt the tentative recommendations for Organized Activities allocations and the three-year minimum allocations for Athletics and Recreation.
- (5.13.2) Immediately following Commission adoption of tentative recommendations, the Finance Director, in writing, shall:
- Notify the official representative of each Organized Activity of the Commission's tentative allocation recommendation for that activity, the method and deadline for appealing the Commission's decision, and the date, time, and location scheduled for appeal hearings, if any.
 - Notify the Senate and Senate officers, the Chancellor, the Advisors, and campus media of the tentative recommendations of the Finance Commission and the date, time, and location scheduled for appeal hearings, if any.

Article 6. Appeal Process

Section 6.01: Appeal Requests

Upon receipt of notification of the Finance Commission's tentative allocation recommendation, an Organized Activity may request reconsideration of the tentative recommendation for that activity by submitting a written appeal request to the Finance Director within five business days, unless the Commission provides in advance for a longer response period.

Section 6.02: Acknowledging Appeal Requests

Upon timely receipt of an appeal request, the Finance Director, in writing, shall immediately confirm receipt of the request and notify the representative of the appealing Activity of the format, date, time, and location of the Activity's appeal hearing and of the Activity's opportunity to provide the Commission with a written statement in addition to or in lieu of the oral appeal hearing. Copies of such appeal confirmations shall be provided to the Senate President and Vice President, each Finance Commissioner, the Chancellor, the Advisors, and campus media.

Section 6.03: Appeal Hearing Time Limits

Unless the Commission provides for greater time limits, each appeal hearing before the Finance Commission shall be limited to twenty minutes and may be used for presentation by the appealing Activity, for answering questions from the Commission members, and for answering questions from the gallery, time permitting.

Section 6.04: Notification of Reconsideration Results

Immediately following all appeals hearings, the Commission shall take action on each appeal by vote. The Commission shall reconsider its tentative allocation recommendations for the appealing Activities based on motions from the Commission members. Subsequent to vote by the Commission, the Finance Director shall notify in writing the representative of each appealing Activity of the Commission's final recommendation and the method and deadline for appealing the Commission's final recommendation to the Student Senate. Copies of such notices shall be provided to the Senate President and Vice President, the Advisors, and campus media.

Section 6.05: Appeals to the Student Senate

(6.05.1) An Activity may appeal to the Student Senate the Commission's final allocation recommendation for that Activity by serving written notice to the Senate President within ten calendar days following the Activity's receipt of notification from the Finance Director of the Commission's final allocation recommendation. No activity may appeal to the Student Senate unless it has first appealed to the Commission.

(6.05.2) Upon timely receipt of an appeal notice from an Activity, the Senate President shall:

- Confirm, in writing, receipt of the appeal notice and notify the representative of the appealing Activity of the format, date, time, and location of the Activity's

appeal hearing before the Senate and of the opportunity to provide the Senate with a written statement(s) or other material in addition to or in lieu of the oral appeal hearing. Copies of such confirmation notices shall be provided to the Senate Vice President, the Finance Director, the Advisors, and campus media.

- Schedule the necessary appeal hearings before the Senate during the first and/or second reading of the Finance Commission's Organized Activities Budget Bill.

(6.05.3) Unless the Senate or the President provide in advance for greater time limits, each Organized Activity appealing before the Senate shall be provided ten minutes for an oral presentation, followed by twenty minutes for questions by Student Senators and Senate officers.

Section 6.06: Appeals to the Chancellor

(6.06.1) Following an unsuccessful appeal to the Student Senate, an Activity may appeal an allocation decision to the Chancellor. Such appeal must be submitted in writing within ten days of the Activity's receipt of notice of the Senate's action on the appeal to the Senate.

(6.06.2) Within ten days of the Chancellor's receipt of the appeal request, the Chancellor shall schedule a meeting consisting of the Chancellor, the Commission's two advisors, the Finance Director, the Student Senate President and representatives from the Activity appealing. There will be a ten-minute presentation with time for questions following.

(6.06.3) The Chancellor shall announce his/her decision within one week following the meeting specified in Par. 6.06.2. If the Chancellor determines there was a procedural irregularity regarding the allocation decision of the Student Senate, the Chancellor may remand the decision back to the Student Senate for reconsideration.

(6.06.4) All time limits outlined in this section that involve the Chancellor are subject to extension based on the Chancellor's schedule and potential need to consult with others or gather further information before rendering a decision.

Article 7. Process and Criteria for Becoming an Organized Activity

Section 7.01: Definition

An Organized Activity is a student organization or university service or program that complements or supports the total educational experience of the student, relates to the mission of the University of Wisconsin-Eau Claire and meets the criteria established by the Student Senate for being considered an Organized Activity. Only recognized Organized Activities are eligible to receive Segregated University Fee (SUF) support through the SUFAC (Segregated University Fee Allocation Committee) allocation process.

Section 7.02: Categories

Several categories of Organized Activities are defined for the purpose of establishing separate funding criteria for each category. An Organized Activity must be placed in one of three categories. The categories do not suggest that an Organized Activity has the same purpose, goal, or mission as the others in its category. Organized Activities within categories tend to have funding needs of the same nature. The categories will be used by the Commission to determine the allowable levels of funding for recognized Organized Activities based on the criteria set for each category. The Finance Commission shall make the final determination placing an Organized Activity into one of the three categories.

- **Campus Media**: Campus Media Organized Activities funded through SUF shall include organizations involved in the publishing of student newspapers and other print media and the operating of student radio and television facilities.
- **Student Organizations**: Organized Activities in this category must have an updated, current constitution on file with the Organizations Commission of Student Senate. They must also have an advisor from the faculty/staff of the University who serves on a volunteer basis. Service as the organizations' advisor is not to be in the employee's position description or be part of the employee's recognized workload for the purpose of remunerative compensation.
- **Supplemental Services**: Organized Activities in this category must be advised by a University employee whose position description requires them to advise the organization, whose formal work assignment recognizes such service and who is remuneratively compensated for such service. Organizations in this category must supplement the educational experience or welfare of students on campus, as well as provide a service or product that students are able to utilize to enhance their collegiate experiences.

Section 7.03: Criteria for Recognition

(7.03.1) Membership, Officer Positions, and Participation

- Organized Activities should be open to all students as members and officers without regard to any other affiliations of the students; however, student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g. religious or political) may limit membership, officer positions, or participation in the organization to students who, upon individual inquiry, affirm that they support the

organization's goals and agree with its beliefs. Student organization may not exclude students from membership, officer positions or participation on any basis other than the commitment to the beliefs of the organization, consistent with Board of Regents Resolution I.2.f.(2) of December 9, 2006. Each Organized Activity must allow for the free and open discussion of any issue and for any and all student opinions to be heard.

- The number of students participating in and served by the organization or activity will not be considered in the determination of the status of the organization as an Organized Activity.

(7.03.2) Records

- An organization, to be determined to be an Organized Activity, must have handled its financial activities through the University accounting office for at least the full fiscal year immediately preceding its request for recognition. Once achieving recognition, the organization must continue to work through the university accounting office to maintain status as an Organized Activity.
- Each organization applying for recognition must supply the Commission with budgets and with revenue and expenditure statements for the previous full fiscal year to show budgetary competence.
- A management and accountability review by the Commission must find the organization suitable for funding based on demonstration of the organization's fiscal and management competency and responsibility.

Section 7.04: Written Description of Organization

The organization that wishes to be recognized as an Organized Activity and, as a result, be eligible to apply for SUF support must provide a written description to the Commission prior to April 15th of the semester prior to the academic year in which the organization will submit a request for funds, with actual funding not being available until the subsequent fiscal year. The written description should cover the following, at a minimum:

- A summary of the activities, functions, events, etc. for which the organization anticipates requesting SUF support.
- Why SUF support will be requested/required instead of organization fundraising or other sources of funds.
- Statement of intent covering the mission and expected growth of the organization should it be recognized as an Organized Activity.

Section 7.05: Administrative Homes and Advisors

The student organization shall have an advisor and both academic and administrative homes prior to the last Finance Commission meeting in March of the semester in which the organization requests recognition.

Section 7.06: Review and Recommendation

At its last meeting in March, the Commission shall 1) determine if the statement provided by the organization in response to Par. 7.04 addresses the points outlined in that paragraph; 2) confirm that the organization has found an advisor and academic and administrative homes; and 3) establish that the organization is in compliance with all of the criteria for recognition as an organized activity or is moving to attain that goal by the end of the semester. The Commission that is outgoing, based on the transition to a new student government following elections in April, shall develop a recommendation to the incoming Commission of the new government as to its opinion of whether the organization has complied with recognition requirements. The outgoing Finance Director shall transmit the recommendation in written form, with supporting documentation, to the new Commission once it has been appointed by the new student government. Representatives from the organization must be present at all hearings and/or deliberation meetings.

Section 7.07: Decision

The new Commission shall review all materials submitted to the outgoing Commission that pertain to the organization, including the recommendation of the outgoing Commission. If the need arises, the new Commission may hold additional hearings to obtain further information before reaching a decision. The new Commission shall then vote on whether the organization has fulfilled the requirements for Organized Activity status. The vote to approve recognition of such status shall require a two-thirds (2/3) majority of voting members of the Commission present for passage. Organizations under consideration will be notified by letter of the decision of the Commission prior to the last meeting in April.

Section 7.08: Appeals

A hearing on appeal of a decision denying recognition shall take place during the second meeting of the Commission in September, followed immediately at the same meeting by Commission deliberation. A motion to grant recognition based on the appeal may be introduced by a Commission member and shall require a two-thirds (2/3) majority of voting members of the Commission present for passage. Following action by the Commission, the Finance Director shall notify in writing the organization of the outcome within a week. If the appeal is denied the organization may appeal to the Student Senate in bill form, authored by the Finance Director, such bill to be introduced to the Senate by the last Senate meeting in September. The bill requires by a favorable vote by two-thirds (2/3) of Senators present for passage.

Section 7.09: First Budget Process

During the first budget cycle in which a newly recognized Organized Activity wishes to be considered for SUF support, the organization shall complete the following or be deemed ineligible for funding in that cycle.

- The organization shall provide to the Commission all budgets and financial records for the previous full fiscal year. These are to be provided by the second Commission meeting in September or within two weeks of recognition as an Organized Activity, whichever is later.

- Representatives of the organization shall participate in an interview with the Finance Director and at least one other member of the Commission before the second Commission meeting in October.
- The organization must submit its budget request to the office of the Chief Business Officer and to the Finance Director at least one week prior to the budget deadline established for other Organized Activities.

Section 7.10: Deliberations and Appeals

During deliberations the Organized Activity must receive a majority vote, as required by all Organized Activities, to receive funding or be granted a successful appeal.

Section 7.11: Review of Recognition Status

- (7.11.1) At the time an Organized Activity in the Campus Media or Student Organization category updates or revises its constitution, the status of its recognition as an Organized Activity shall be reviewed. The review shall follow the procedures specified in this article for initial determination of Organized Activity status. Further, a review may be initiated at any time by a Commission vote or through a resolution passed by the Student Senate General Assembly.
- (7.11.2) Organized Activity status, once granted, shall be continuous unless revoked by action of the Finance Commission. Such action shall require a two-thirds (2/3) vote of those members of the Commission present and shall be based on a determination that the organization no longer meets the criteria for recognition as specified in Sections 7.03 and 7.05. Various actions by an organization can trigger a review of its recognition status including, but not limited to, failure by an Organized Activity to submit a budget and budget narrative or revenue and expenditure statements to the Finance Commission.

Article 8. Funding Criteria of Organized Activities

Section 8.01 General Funding Criteria

(8.01.1) Philanthropic Activities

- SUF funding may not be used on any type of philanthropic activity or event.
- Philanthropic events, for the purposes of SUF funding support, are any type of activity, event, program, service, or otherwise, of an Organized Activity that is intended to raise money for any other group, organization, or cause. Organized Activities must use a different source of funding to cover the costs and expenses of this type of activity or event.

(8.01.2) Travel

- Travel must be of benefit to those other than solely the traveler(s).
- A SUF-supported travel shall represent the University itself and not solely the Organized Activity or traveler(s) involved. Compliance with this requirement must be demonstrated to the Finance Commission at budget hearings.

Section 8.02 Student Organizations Funding Criteria

(8.02.1) To be considered for SUF support, Student Organizations must meet the following criteria:

- Activities and events of the Student Organization must be open to all students, except as outlined in Par. 7.03.1 of these bylaws.
- The Student Organization must make a substantive effort to fundraise to match allocated funds.

Section 8.03 Supplemental Services

In determining the allocation amount for each recognized Organized Activity in this category, the Finance Commission will take into consideration any 3-year minimum funding levels that may be in place for the Supplemental Service, the impact of the Supplemental Service on the University, and the employment and other contractual obligations of the Supplemental Service.

Section 8.04: Records

It is the responsibility of each Organized Activity to keep all records, documents and receipts in the case of a possible audit. The length of time each type of record is to be retained shall be in accordance with University records retention standards.

Article 9. Organized Activities Budget Bill

Section 9.01: Budget Bill

Following consideration of all appeals, if any, of its tentative Organized Activities budget allocation recommendations for the next fiscal year, the Commission shall adopt and, via the Finance Director, introduce to the Student Senate a bill proposing the Organized Activities Budget the third meeting of the spring semester that shall incorporate the Commission's final recommendations for Organized Activities budget allocations, the three-year minimum allocations for Athletics and Recreation and the Organized Activities Segregated Fee rate.

Section 9.02: Senate Deliberation

- (9.02.1) Following the hearing of all activity appeals, if any, the Student Senate shall consider and adopt an Organized Activities budget for the next fiscal year.
- (9.02.2) During deliberations, the Finance Director shall be given ten minutes to introduce the bill. During debate, all those present shall have the opportunity to speak no more than five times on the main motion. Speaking time on amendments shall be limited to three turns for each person present wishing to speak, with each turn not to exceed five minutes.
- (9.02.3) All votes on amendments and on the final Organized Activities budget, including the Segregated Fee rate, shall be by roll call. A majority vote of those Senators present is needed for passage of all amendments and the budget bill in its entirety.
- (9.02.4) In the event the budget bill does not receive a majority vote, it will be immediately referred back to the Finance Commission for reconsideration with the intention that the budget bill will be re-introduced by the last Senate meeting in February.

Section 9.03: Budget Transmittal

Immediately following Senate adoption of the Organized Activities Budget, the President shall transmit, with explanation as necessary, copies of the adopted budget to the Chancellor, Commission advisors, and campus media.

Article 10. Special Allocations

Section 10.01: Definition

Occasionally, an Organized Activity may have an unexpected circumstance occur which will change the level of funding needed for a program during the course of a fiscal year. An unallocated portion of the Organized Activities Budget may be held in reserve to enable the Commission and Student Senate to consider cases in which additional funding is deemed appropriate and necessary. These special allocations of funds to Organized Activities are not to be recurring in nature.

Section 10.02: Criteria

The following criteria generally are used in reaching a decision about a special allocation:

- The event or activity to be funded by a special allocation must be judged to be a substantial benefit to the university and/or community.
- This event or activity must be determined to be an extraordinary item. Events or activities shall not be funded via a special allocation on a recurring, yearly basis.
- Primary consideration will be given to groups that attempt to economize on expenses.

NOTE: Meeting these criteria does not insure approval of a special allocation request, as other factors may also affect a funding decision.

Section 10.03: Co-sponsored Events

An Organized Activity may co-sponsor an event that is primarily hosted by another university group (i.e. student club or organization). If the Organized Activity, in co-sponsoring the event, has provided funding for it, the event is eligible for additional funding through a special allocation. Such an event is still subject to the above evaluation criteria and could receive no funding, matching funds or full funding as a special allocation. The co-sponsoring Organized Activity shall be responsible for the request to the Commission as well as the expenditure of the special allocation for the event.

Section 10.04: Introduction and Voting

The unallocated Special Reserve within the Organized Activities Budget used to fund special allocations is controlled by the Controller, who shall allocate funds from the Special Reserve only upon approval of the Student Senate. The special allocation motion shall be introduced by the Finance Director in bill form, and in the next Student Senate meeting's debate, the Director shall refer his or her first speaking turn to the member of the gallery wishing to present this request to the Senate. Passage shall require a majority vote of the Student Senators present.