

Article I. Structure, Duties, and Membership

Section A. The Student Activity Finance Board (SAFB) is to follow the Equal Employment / Education Opportunity and Non-Discrimination Policy of the University of Missouri System.

Section B. The SAFB shall be charged with the appropriation of all collected student activity fees including:

1. Direct Student Funding Fees – these are dedicated fees collected for those Registered Student Organizations (RSO)s and activities that have been approved by the Student Council.
2. External Funding Fees – these are funds available for distribution to RSOs which receive less than fifty percent of their operating budget from the fees described in 1 above.
3. Equipment and Contingency Fund Fees – these are funds available for purchases of equipment (of \$5000 or more) or unforeseen circumstances that are not otherwise in the budget of the organization requesting funds.

Section C. The SAFB has the following duties and powers:

1. To provide to the Student Council a recommendation of student activity fees and their distribution to RSOs.
2. To bring up RSOs for financial review at its own discretion or at the request of the Student Council Executive Board, Student Involvement, or by petition of 5 students.
  - a. Financial Review shall be defined as:
    - i. Submission of at least two years of prior budgets unless the organization has existed for less time.
    - ii. A meeting with the SAFB Chair and/or a SAFB member(s) to discuss submitted budgets
      1. The RSO under review may be required to gather data or evidence to explain certain line items of their organization.
      2. The RSO under review may be required to gather data or evidence to demonstrate the usage of their group by Missouri S&T Students.
    - iii. A potential follow up meeting at most one month after the initial review meeting to discuss follow up concerns.
  - b. The results of a Financial Review may be used in determining future recommendations for the RSO under review or may result in penalties being enacted against the organization as defined in Article II - Section C or Article III - Section C.

Section D. To be eligible to serve on the SAFB, members must meet the following criteria during their entire term on the Board:

1. All members must be students and voting members must have been enrolled for a minimum of two semesters at the Missouri University of Science and Technology.
2. All members must have a cumulative GPA of 2.5 or higher.
3. No more than two members of the SAFB may be members of a single fraternity, a single sorority, a defined community in a residence hall, or a Student Activity Fee funded organization, with the exception of Student Council, voting members of the Interfraternity Council, the Residence Hall Association, the Panhellenic Council, the Greek Independent Board, the Associated Students of the University of Missouri, or the National Pan-Hellenic Council.
4. In order to be eligible to serve on SAFB, applicants must fill out a formal application, available on the SAFB website, and either a physical or an electronic copy must be turned in to the SAFB Chair. After submission of the application, the SAFB shall then schedule an interview, if necessary, with the applicant. If positions are available on SAFB, applicants may be voted upon to become SAFB electees by a majority vote of SAFB after all current applicants have interviewed.
5. Each individual SAFB electee shall be brought forth to the Student Council General Body to be approved to serve on the SAFB by a two-thirds vote. Only the SAFB may bring forth nominees to be approved by the Student Council General Body.
6. If a member has more than two unexcused absences in a semester, the SAFB Chair, the DSF Chair, and the EFC Chair will review the membership with the Student Involvement Advisor. The three SAFB chairs may then remove the member by a unanimous vote.
  - a. Members under review for missing meetings will have the option to appeal their membership within 30 days.
  - b. To retain membership, the three SAFB chairs will make another vote.

Section E. The SAFB's membership shall consist of the following:

1. Ex-officio members – these members shall act as advisors to SAFB and be non-voting members. They shall be as follows:
  - a. SAFB Alumni Advisor – any past SAFB Chair still enrolled as a student.
  - b. SAFB Advisors – shall be the Student Involvement Director and the Student Council Advisor.
  - c. Club Sports Council President - shall be the current semester's Club Sports Council President and shall advise and assist on Club Sports Matters

- d. Club Sports Council Treasurer - shall be the current semester's Club Sports Council Treasurer and shall advise and assist on Club Sports Matters
2. There shall be up to 18 voting members selected to serve on SAFB.
3. Any SAFB member who is a member of an organization that receives funding through the yearly Student Activity Fee Referendum may not take part in that organization's funding process, with the exception of Student Council. Any SAFB member who was a member of an organization that receives funding through the yearly Student Activity Fee Referendum may not take part in that organization's funding process within the SAFB for at least two semesters after leaving that outside organization.
4. In addition to the members listed above, there shall also be an SAFB Chair. Their duties are as follows:
  - a. The SAFB Chair shall have served a minimum of two semesters on the SAFB.
  - b. The SAFB Chair shall be a non-voting member.
  - c. The SAFB Chair shall serve only one term, which shall begin at the first Student Council meeting in December and shall end upon the election of a new SAFB Chair.
  - d. At the end of the term, the former Chair may stay on SAFB as a non-voting alumni advisor until the end of their undergraduate career.
  - e. A majority of the SAFB shall nominate the SAFB Chair to be approved by two thirds majority vote in the Student Council General Body.
  - f. The SAFB Chair is an ex-officio member of both Student Council and Student Council's Executive Committee.
  - g. The SAFB Chair must be transitioned with the previous SAFB Chair and the Student Council Advisor before the first Student Council meeting in January.
5. In addition to the members listed above, there shall also be a Direct Student Funding (DSF) Chair. Their duties are as follows:
  - a. The DSF Chair shall serve for one calendar year, beginning in January.
  - b. This DSF Chair shall be responsible for the DSF process.
  - c. This DSF Chair must be transitioned with the previous DSF Chair and the Student Council Advisor before the first Student Council General Body meeting of their term.
6. In addition to the members listed above, there shall also be an External Funding Contributions (EFC) Chair. Their duties are as follows:
  - a. The EFC Chair shall serve for one calendar year, beginning in January.
  - b. This EFC Chair shall be responsible for the EFC process.

- c. This EFC Chair must be transitioned with the previous EFC Chair and the Student Council Advisor before the first Student Council meeting of their term.

Section F. Membership Removal and Officer Vacancies

1. All members of the SAFB shall serve until they resign from their position on the Board, become ineligible, or are removed from their position.
2. SAFB members, including the SAFB Chair, EFC Chair, and DSF Chair, may be removed from their positions by a majority vote of SAFB.
3. In the event that the SAFB Chair position becomes vacant, the Student Council Officers, by a majority vote, shall elect an Interim Chair until a new Chair can be elected to fulfill the remaining term.
4. The recommended order of candidates to be considered for the interim position shall be the DSF Chair, EFC Chair, and SAFB voting members.
5. In the event that a DSF or EFC Chair position becomes vacant, the SAFB Chair shall appoint an Interim Chair until a new Chair can be elected to fulfill the remaining term.
6. Any SAFB member shall be eligible to serve as the Interim Chair.

Section G. SAFB Procedures

1. All recommendations for funding must be approved by the SAFB with a majority vote before the recommendation may be brought before the Student Council General Body.
2. In the case of a tie during SAFB voting, the SAFB Chair shall vote to break the tie.
3. The fiscal agent of an organization receiving funding from any part of Section B of this article must be present at the Student Council meeting at which their funding request shall be voted upon. Failure to appear at said meeting is grounds for a recommendation for no funding.

Article II. Direct Student Funding (DSF)

Section A. Responsibilities Concerning DSF

1. The SAFB shall provide financial assistance to eligible organizations and present recommendations to the student body on what they find to be appropriate funding for each group. The SAFB shall act as a liaison in assessing both student body expectations and organization needs.
2. Any organization that is not currently receiving DSF shall submit to the SAFB Chair and DSF Chair a document of no more than two pages giving the reasons the organization feels it meets the eligibility requirements and should receive direct student funding. They shall also submit an initial budget that includes both expenses and income for their first proposed funding year, excluding expected direct student funding. This must be done in the Spring semester, two weeks before the second to last Student Council General Body meeting.
3. Organizations eligible to apply for DSF shall fall into at least one of the following categories and be reviewed by the SAFB:
  - a. Campus Departments providing student activities,
  - b. Programming Boards,
  - c. Media Organizations,
  - d. Governing Bodies or,
  - e. Any other organization that benefits the entire student body without regard to membership.
4. DSF approval for an organization's application shall be with an SAFB majority vote and a three-fourths Student Council vote at the second to last Student Council meeting of the Spring semester.
5. Organizations shall remain approved for DSF until one of the following criteria occur:
  - a. The organization's scope changes such that it no longer meets the definition of an eligible organization,
  - b. The organization is approved by Student Council for zero dollars of Direct Student Funding for two consecutive years,
  - c. Student Council approves the removal of the organization in question by a three-fourths majority vote, or
  - d. SAFB unanimously recommends that the organization be removed from DSF.
6. Organizations requesting funding from DSF shall supply a summary of their request to the SAFB by the first Friday in October. Failure to provide this summary is grounds for a recommendation for no funding.
7. Should the SAFB consider an organization for removal from DSF, the organization shall be presented to the Student Council with the following criteria:

- a. It is recommended that the organization under consideration shall have a minimum of ten minutes to present any case for remaining approved for funding.
  - b. Student Council shall approve this removal by a three-fourths vote.
  - c. An organization removed from DSF shall be eligible for External Funding Club Appropriations the first semester after its approved budget expires.
8. The SAFB shall have access to all pertinent fiscal information from organizations requesting fees, including audits.

Section B. Final Student Activity Fee Recommendations

1. The Student Activity Fee recommendation procedure shall follow the calendar set by the SAFB Chair the previous Spring semester.
2. The SAFB shall assist the organizations requesting funding in preparing their budgets. The process for submitting requests for student activity fees shall be as follows:
  - a. Organizations shall submit their preliminary budgets to the SAFB.
  - b. The SAFB shall review these budgets and recommend any changes to the organizations.
  - c. Organizations shall submit an electronic copy of their final proposals to the SAFB Chair.
  - d. If a complete budget is turned in after the established dates without an approved written excuse to the SAFB, the organization may not be eligible for funding for the fiscal term in question.
3. The SAFB shall hold an open forum concerning the proposed student activity fees for the student body during the Student Council General Body meeting set by the calendar. Information about each organization, including the current level of funding, the requested level of funding, and the Board's recommended level of funding shall be made available.
  - a. During this open forum, Student Council and the entire student body may make recommendations to adjust the SAFB recommendation.
4. The Student Council shall debate, amend if needed, and vote during the next Student Council meeting on the DSF recommendations for the subsequent academic year. These recommendations shall then be submitted to the Vice Chancellor of Student Affairs or the Dean of Students, no later than the deadline given by Student Affairs.
  - a. The Student Activity Fee recommendation for Student Council, if any, cannot be amended by Student Council and is automatically approved.
  - b. The SAFB shall release all recommendations to funded organizations and the student body no less than 48 hours in advance of both aforementioned meetings.

- c. The Student Council President shall be responsible for seeing the recommendations of the Student Council are defended at every level of the University administration.

Section C. Activity Fee Incident Procedures

1. Should an organization receiving DSF incur a deficit or violate University procurement policy, the SAFB can recommend, by simple majority vote, that Student Council place that organization on probationary status.
2. Organizations on probationary status must:
  - a. Provide the SAFB a written explanation of how the debt or violation occurred along with an outline of how the organization shall rectify the debt, and
  - b. Have their fiscal agent meet with the Director of Student Involvement.
3. Once the organization has rectified the debt, the SAFB must review the probationary status. If the SAFB feels the organization can handle its own finances, the SAFB may recommend that the organization be taken off of probationary status by a three-fourth majority vote of Student Council.
4. Being placed on probationary status is grounds for that organization to be recommended reduced or no funding for the current funding term.
5. Any organizations placed on probationary status two or more times in a two-year period shall not be eligible to receive direct student funding for a period of no less than one year.

Section D. Equipment and Contingency (E&C) Fund

1. The E&C Fund shall be administered by the SAFB throughout the school year as requests are filed.
2. The purpose of the E&C Fund shall be to:
  - a. Enable all University RSOs, excluding University-approved housing, to make long term purchases on a limited basis that cost more than a total of \$5,000 or to;
  - b. Provide a contingency fund for the External Funding funds or to;
  - c. Provide a contingency for other RSOs.
3. Organizations requesting funding from the E&C Fund shall supply a summary of their request to the SAFB. Two price quotes must be included.
4. Organizations requesting funding from the E&C shall supply the SAFB with a summary of their request, including a formal explanation of the events leading up to the request. This documentation shall be kept by the SAFB and Student Council.
5. Student Council must approve a request by majority vote after being given a recommendation by SAFB. The encumbrance of funds shall be spread evenly over one or more semesters. Funding approval applies for all the scheduled semesters.

6. In the event that any External Funding line item exceeds the estimated cost approved by the Student Council, up to ten percent of the amount appropriated can automatically be taken from the E&C Fund. Should the additional amount exceed ten percent of the amount appropriated, the Board shall review the request and follow the procedure outlined in Article II Section D subsection 5.
7. To approve the use of the E&C Fund, other than the procedure outlined in Article II Section D subsection 6, a majority of the SAFB may recommend to Student Council immediate allocation at any time during the academic year, requiring a majority vote to pass.
8. Cancellation of an equipment purchase shall cause any remaining funds to become unavailable to the organization.
9. The SAFB must follow up on all requests made to this fund.
10. Funds appropriated by the Board from the E&C Fund must be spent within one calendar year from the time the funds are available. If the organization has not used the fund to make their equipment purchase within the given time frame, the funds for purchases shall no longer be available to the organization.



Article III.

External Funding

Section A. Responsibilities Concerning External Funding

1. It shall be the responsibility of SAFB to review requests for and to administer the Club Appropriations Fund, the Professional Projects Fund, the Club Sports Fund, and the Campus Events Fund.
2. An organization must meet the following criteria to be eligible for External Funding:
  - a. All University-recognized organizations, excluding university-approved housing, may receive funds. No organization can receive External Funding if that organization already receives direct student funding.
    - i. New RSOs may receive funds. For these purposes, a group becomes a new organization when Student Involvement approves its proposed constitution. It may request funds as a new organization during the first two set appropriation periods following this approval, or by special consideration approved by the SAFB.
  - b. Only RSOs who have met all recognition requirements within the semester requesting funds are eligible for SAFB funding.
  - c. All organizations may receive funds if they have a Student Council Representative, which will be verified by the SAFB, before funding is recommended. Failure to have a Student Council Representative is grounds to receive no External Funding.
  - d. If an organization previously received funding:
    - i. For requests with a total budget below \$1000, the organization must have spent within \$200 of the allocated funding to be eligible for the subsequent funding term.
    - ii. For requests with a total budget between \$1000 and \$5000, the organization must have spent at least 80 percent of the allocated funding to be eligible for the subsequent funding term.
    - iii. For requests with a total budget above \$5000, the organization must have spent within \$1000 of the allocated funding to be eligible for the subsequent funding term.
  - e. The board recognizes that there are some extenuating circumstances regarding the use of External Funding, therefore the appeals process is as follows:
    - i. File an Appeal Form with the SAFB before any EFC application deadline.
    - ii. AnSAFB Chair will hold an official review with a representative of the organization in question.

- iii. The SAFB will issue an official written ruling to the organization in question, approved by a two-thirds majority of the SAFB.
- f. If an organization misuses Student Activity Fee funds or the Student Involvement purchasing protocol the organization will be required to appear before the Board and a Student Involvement representative to explain their actions. In addition:
  - i. The SAFB will write a formal ruling on the consequences, if any, that the organization may incur. The SAFB may revoke an organization's ability to receive funding for a maximum of two semesters per incident.
  - ii. Student Involvement must approve the ruling of SAFB.
  - iii. Organizations are also subject to any existing University of Missouri System protocols for the misuse of funds.

Section B.      Transfer of External Funds

1. In order to transfer funds from one organization to another organization during a Student Council External Funding approval meeting, a three-fourths majority vote of Student Council is required; moreover both organizations must be listed within the same External Fund. These provisions for transferring funds can be used for organizations in any of the above-listed External Funds, but funds cannot be transferred from one External Fund to another.
2. In order to transfer funds from one External Fund to another External Fund during a Student Council External Funding approval meeting, a three-fourths majority vote of Student Council is required, moreover a majority of the SAFB must approve the transfer.
3. Any organization receiving funds from one External Fund cannot receive funds from any other External Fund for the same expense or event.

Section C.      Activity Fee Incident Procedures

6. Should an organization receiving External Funding incur a deficit or violate University procurement policy, the SAFB can recommend, by simple majority vote, that Student Council place that organization on probationary status.
7. Organizations on probationary status must:
  - a. Provide the SAFB a written explanation of how the debt or violation occurred along with an outline of how the organization shall rectify the debt, and
  - b. Have their fiscal agent meet with the Director of Student Involvement.
8. Once the organization has rectified the debt, the SAFB must review the probationary status. If the SAFB feels the organization can handle its own

finances, the SAFB may recommend that the organization be taken off of probationary status by a three-fourth majority vote of Student Council.

9. Being placed on probationary status is grounds for that organization to be recommended reduced or no funding for the current funding term.
10. Any organizations placed on probationary status two or more times in a two-year period shall not be eligible to receive direct student funding for a period of no less than one year.

#### Section D. Club Appropriations Fund

1. The purpose of the Club Appropriations Fund is to financially help new organizations and to help existing organizations fund programs or equipment that would normally be beyond their budgeted resources.
  - a. Equipment approved by Student Council through Club Appropriations for an organization must be a one-time purchase expected to last for at least three years, have a permanent on-campus storage place, and be used by the organization to achieve their mission. If no storage space is available on-campus for equipment and an organization has made arrangements for off-campus storage, Student Council may at its own discretion approve funding for such equipment, provided that all off-campus storage arrangements were previously disclosed to the SAFB.
  - b. The organization must provide a minimum of two price quotes (when possible) for each line item that is over \$100 that the organization is requesting. The lowest price quote must be accepted for equipment requests unless the requesting organization can show just cause to accept another quote, which may be approved through the Student Involvement Director or the SAFB.
2. The Club Appropriations Fund application deadline will always be the 8th week of the Fall and Spring semester. Money can be spent beginning on August 1st for Fall semester funding and January 1st for Spring semester funding
3. The SAFB shall advertise the Club Appropriations Fund and the application deadline for at least two weeks prior to the day on which all applications are due. The SAFB shall be responsible for receiving and reviewing any requests. The SAFB shall review all applications and records and shall submit its recommendations to the Student Council Executive Board.
4. To be considered for funding, organizations must complete the Club Appropriations Fund application and submit it to the SAFB by the deadline stated on the application.
  - a. Requests turned in after the deadline will not be accepted.
  - b. An executive member from the organization may meet with the SAFB prior to submitting the application, at another mutually

agreeable time. A representative of the requesting organization shall be expected to answer questions about the applications at the meeting with the SAFB.

- c. The Chair shall present SAFB's recommendation to the Student Council Executive Board. Student Council shall consider the requests at the following General Student Council meeting each semester.
5. The maximum amount recommended for any one organization during an academic semester shall not exceed 30 percent of the semester starting balance of the Club Appropriations Fund for that academic semester.
6. Organizations may not be recommended more than 50 percent of the submitted semester budget, unless the organization has been registered in the last two semesters.
  - a. Organizations that have registered within the last two semesters may be recommended up to 100 percent of their semester budget.
7. The main motion to approve the recommendations of the SAFB requires a two-thirds majority vote of Student Council.
8. Organizations approved for Club Appropriations Funding shall follow these procedures.
  - a. The Treasurer of the organization shall meet with a representative of the Office of Student Involvement to make arrangements for the use of the appropriated funds after Club Appropriations funding approval. The Student Involvement Advisor shall inform the organization as to the current University regulations concerning the method of spending the funds.
  - b. Organizations must spend the funds within the semester they were approved for or the funds become unusable to the organization. If an organization can show just cause as to a need for the funds to be available for more than the semester allocated, then the organization must file an Extension form with SAFB and receive approval for the funds to be available for one extra semester. Extended funds may not be extended again.
9. At any time, if an organization decides that it no longer needs equipment purchased through the Club Appropriations Fund, ownership shall revert back to the Club Appropriations Fund account. The SAFB will work with Student Involvement to dispose of these items as they see fit, with all proceeds from the sale of these items going to the Club Appropriations Fund.
10. The EFC Chair, in consultation with the SAFB, shall recommend changes, if needed, to how much of the Student Activity Fee goes to the Club Appropriations account for the following academic year.
11. When making their recommendations each semester for Club Appropriations, seven items shall be taken into account by the SAFB.

- a. New organizations shall be given priority in funding and may receive funds for operational costs, equipment, and programming.
- b. The scope and necessity of the service that the organization provides to the campus as a whole. How many Missouri University of Science and Technology students shall benefit per dollar spent? Requests that benefit the entire campus shall be given first priority.
- c. Is the item requested beyond the organization's budgeted resources? What will the organization do if SAFB does not recommend funding?
- d. How shall the funding be used by the organization? How shall the requested funds help the organization achieve their goals at the current time and in the future?
- e. How much funding has the organization received from the Student Activity Fee in the past five years, and how have they used that funding?
- f. What funds has the organization raised from other sources (fundraising, dues, and donations)? New organizations are not required to have other sources.
- g. For line item requests, how available is the requested line item from a department on campus, another campus organization, or in the surrounding area? What percentage of the total cost is the organization funding? Organizations that are providing matching funds shall be given priority based on the percentage of the total cost that they are funding.

12. The following items are not to be funded by External Funding:

- a. Any travel expenses (fuel, vehicle rental, hotel, etc.)
- b. Food and refreshments for regular meetings, etc;
- c. Deficits incurred by the organization;
- d. Any expenses incurred prior to the approval of funding;
- e. Any expenses for an item intended for a specific individual including but not limited to clothing, graduation cords, etc;
- f. Any expense for items with the intent to resell or donate said item(s);
- g. Fundraisers;
- h. Gifts or compensation for visiting speakers
- i. The purchase of alcohol;
- j. Off-campus activities if adequate facilities are available on campus;

Section E. Professional Projects Fund

1. During any semester, the EFC Chair, along with the SAFB Chair, the Student Involvement Advisor, and the Student Council Recorder, shall generate a list

of organizations that shall be recognized as Professional Projects for the following semester.

2. The Professional Projects Fund application deadline will always be the fourth Friday of the Fall semester.
3. The SAFB shall advertise the Professional Projects Fund and the application deadline for at least two weeks prior to the day on which all applications are due. The SAFB shall be responsible for receiving and reviewing any requests. The SAFB shall review all applications and records and shall submit its recommendations to the Student Council Executive Board.
4. Each Professional Project group shall supply the following to SAFB when submitting the Professional Projects application in the fall semester of each year:
  - a. A copy of the current year's budget including all sources of income, expected income, and all expected expenditures. This budget shall be signed by the organization's designated fiscal agent, president, and faculty advisor and shall include the email addresses and phone numbers of each.
5. Professional Project groups may only transfer funds through a University account.
6. Each professional project group may request up to 50 percent of their expenses from the Professional Projects Fund.
7. Early in the fall semester, the EFC Chair will make themselves available to assist Professional Projects in preparing their budgets.
8. Funds for Professional Project appropriations shall come from the Professional Projects Fund of the Student Activity Fee.
9. To be considered for funding, organizations must complete the Professional Projects Fund application and submit it to the SAFB by the deadline stated above.
  - a. Requests turned in after the deadline will not be accepted.
  - b. A representative from the organization may meet with the SAFB prior to submitting the application. A representative of the requesting organization shall be expected to answer questions about the applications at the meeting with the SAFB.
  - c. The Chair shall present the SAFB's recommendation to the Student Council Executive Board. Student Council shall consider the requests at the following General Student Council meeting each semester.
10. Professional Projects appropriations shall be for the entire year, although half of the funds will not be available until spring semester Activity Fees are paid.
11. The EFC Chair, in consultation with the SAFB, shall recommend changes, if needed, to how much of the Student Activity Fee is appropriated to the Professional Projects account for the following academic year. The EFC Chair shall present this budget to the SAFB during the Student Activity Fee process.

12. Equipment approved by Student Council through Professional Projects for an organization must be a one-time purchase lasting for at least three years, have a permanent on-campus storage place, and be used by the organization to achieve their mission. If no storage space is available on-campus for equipment and an organization has made arrangements for off-campus storage, the SAFB may at its own discretion approve funding for such equipment, provided that all off-campus storage arrangements were previously disclosed to the SAFB.
  - a. The organization must provide a minimum of two price quotes (if possible) for each line item over \$500 that the organization is requesting. The lowest price quote must be accepted for equipment requests unless the requesting organization can show just cause to accept another quote, which may be approved through the Student Involvement Director or the SAFB.
13. Any Professional Project or group of Professional Projects may request funds to be set aside for a piece of required equipment. The total cost of this item must be less than the amount required in the E&C Fund. Appropriated funds shall roll over to the following year; at which time it may be increased.
  - a. The amount set aside cannot exceed the amount originally proposed for the total cost of the equipment. The allocated amount must be used for the item the funds were originally set aside for, unless all organizations involved in requesting funds agree to change the item, the SAFB votes by a two-thirds majority, and Student Council approves the change.
  - b. If the rollover line item amount is not increased or spent in three years, the funds will revert back to the Professional Projects Fund.
14. Funds from the Professional Projects Fund must be spent within the academic year they were approved, or the funds become unusable to the Professional Project group with the exception of funds specifically requested to be set aside for larger purchases.
15. The following items are not to be funded by the Professional Projects Fund:
  - a. Any travel expenses (fuel, vehicle rental, hotel, etc.)
  - b. Food and refreshments for regular meetings, etc;
  - c. Deficits incurred by the organization;
  - d. Any expenses incurred prior to the approval of funding;
  - e. Any expenses for an item intended for a specific individual including but not limited to clothing, graduation cords, etc;
  - f. Any expense for items with the intent to resell or donate said item(s);
  - g. Fundraisers;
  - h. Gifts or compensation for visiting speakers
  - i. The purchase of alcohol;

- j. Off-campus activities if adequate facilities are available on campus;

Section F. Competitive Club Sports Fund

1. During any semester, the Club Sports Council President shall generate a list of organizations that shall be recognized as Club Sports for the following semester and will submit the list to the EFC Chair no later than the 10th week of Semester.
2. The Club Sports Fund application deadline will always be the close of business on the 10th week of each semester.
3. The SAFB shall advertise the Club Sports Fund and the application deadline for at least two weeks prior to the day on which all applications are due. Additionally, the SAFB will notify the Club Sports Council President about the upcoming deadline and submit to them the most recent copy of the Club Sports Application to distribute to clubs. The Clubs Sports Council shall be responsible for receiving and reviewing any requests. The Club Sports Council shall review all applications and records and shall submit its recommendations to the SAFB. SAFB will then submit its recommendation to the Student Council Executive Board.
4. Each Club Sports group shall electronically supply the following to the Club Sports Council when submitting the Club Sports application in the fall semester of each year:
  - a. A copy of the current semester's budget including all sources of income and expenditures
  - b. A copy of the upcoming semester's budget including all expected income and expenses
  - c. Signatures from the organizations treasurer, president and faculty advisor
5. Early in the fall and spring semester, the Club Sports Council Treasurer will make him- or herself available to assist Club Sports in preparing their budgets.
6. Funds for Club Sports appropriations shall come from the Club Sports Fund of the Student Activity Fee.
7. Funds requested for an expense judged to be the responsibility of individual members of the organization including but not limited to athletic competitions and training trips must benefit the entire group of members attending from the organization and shall be governed by the Club Sports Allocation System.
8. The final day to purchase items from a semester budget will be December 31st and June 30th of the same fiscal year.
9. To be considered for funding, organizations must complete the Club Sports Fund application and submit it to the Club Sports Council by the deadline stated above.
  - a. Applications turned in after the deadline will not be accepted.



- b. To be eligible for funding, a representative from the organization must meet with the Club Sports Council Treasurer prior to submitting the application. A representative of the requesting organization shall be expected to answer questions about the applications at the meeting with the Club Sports Council Treasurer.
  - c. The SAFB Chair shall present the SAFB's recommendation to the Student Council Executive Board. Student Council shall consider the requests at the following General Student Council meeting each semester.
- 10. Club Sports appropriations shall be for the entire following semester.
- 11. The EFC Chair, in consultation with the SAFB, shall recommend changes, if needed, to how much of the Student Activity Fee is appropriated to the Club Sports account for the following academic year. The EFC Chair shall present this budget to the SAFB during the Student Activity Fee process.
- 12. Equipment approved by Student Council through Club Sports for an organization must be a one-time purchase lasting for at least three years, have a permanent on-campus storage place, and be used by the organization to achieve their mission. If no storage space is available on-campus for equipment and an organization has made arrangements for off-campus storage, Student Council may at its own discretion approve funding for such equipment, provided that all off-campus storage arrangements were previously disclosed to the SAFB.
  - a. The organization must provide a minimum of two price quotes (when possible) for each line item that is over \$100 that the organization is requesting. The lowest price quote must be accepted for equipment requests unless the requesting organization can show just cause to accept another quote, which may be approved through the Student Involvement Director or the SAFB.
- 13. Any Club Sports or group of Club Sports may request funds to be set aside for a piece of required equipment. The total cost of this item must be less than the amount required in the E&C. Appropriated funds shall roll over to the following semester, at which time it may be increased.
  - a. The amount set aside cannot exceed the amount originally proposed for the total cost of the equipment. The allocated amount must be used for the item that the funds were originally set aside for, unless all organizations involved in requesting funds agree to change the item, the SAFB votes by a two-thirds majority to change it, and Student Council approves the change.
  - b. If the rollover line item amount is not increased or spent in three years, the funds will be put back into the Club Sports Fund.
- 14. Funds from the Club Sports Fund must be spent within the semester they were approved, or the funds become unusable to the Club Sports group with

the exception of funds specifically requested to be set aside for larger purchases.

15. Funds allocated to clubs may be used for any purchases that are allowed within the rules stated by this code and the Club Sports Allocation System.
16. The following are not to be funded:
  - a. Food and refreshments for regular meetings;
  - b. Deficits incurred by the organization;
  - c. Any expenses incurred prior to the approval of funding;
  - d. The purchase of alcohol;
  - e. Off-campus activities if adequate facilities are available on campus;
  - f. Fundraisers;

#### Section G. Campus Events Fund

1. The purpose of the Campus Events Fund is to help organizations sponsor campus events.
2. Organization and event eligibility:
  - a. Events are only eligible for recommendations up to 50% of the total event cost
  - b. The event is a recurring campus-wide event held no more than once a semester,
  - c. Occurred in the year directly prior to the request,
  - d. Will be open to all students, and
  - e. If at all possible, is being held on university property.
3. The SAFB shall advertise the Campus Events Fund and the application process throughout the year. The SAFB shall be responsible for receiving and reviewing any requests.
4. To be considered for funding, organizations must complete the Campus Events application and return it to the SAFB at least 60 days prior to the event.
  - a. The SAFB shall review all applications and records and shall submit its recommendations to the Student Council Executive Board within 20 business days during the fall and spring semesters of the submittal of the application.
  - b. For events occurring during the first 60 business days of a semester, applications must be submitted to the SAFB during the semester (fall or spring) prior to the event. The applications must be received by the SAFB no less than 40 days before the end of the semester. The SAFB must then review the application and submit its recommendation to the Student Council Executive Board by the Student Council Executive Board meeting prior to the last General Student Council meeting of the semester

- c. To be eligible for funding, a representative from the organization must meet with a representative of SAFB at a mutually agreeable time prior to submitting the application. A representative of the requesting organization shall be expected to answer questions about the applications.
  - d. The Chair shall present the SAFB's recommendation to the Student Council Executive Board. Student Council shall consider the requests at the following General Student Council meeting.
- 5. The main motion to approve the recommendations of the SAFB requires a two-thirds majority vote of Student Council.
- 6. Organizations approved for Campus Event Funding shall follow these procedures:
  - a. A representative of the organization shall meet with a representative of the Office of Student Involvement to make arrangements for the use of the appropriated funds within 45 business days of the Campus Events funding approval. The Student Involvement Director shall inform the organization as to the current University regulations concerning the method of spending the funds.
  - b. If the amount of purchase is greater than the amount approved for that purchase, the difference will be made up from the RSOs on campus account. If the amount of purchase is less than the quote accepted, the difference shall immediately revert back to the Campus Events Fund.
- 7. Programming sponsored in part or in whole by the Campus Events fund, must acknowledge Student Council support on all campus-wide publicity.
- 8. If a campus event for which funds were appropriated by Student Council needs to be rescheduled, the SAFB must be notified prior to the event's original date and time. The proposed new date must be approved by a two-thirds majority vote by the SAFB. The SAFB approval vote for the new date need not occur before the event's original date and time, but said vote must occur prior to event's rescheduled date and time.
  - a. If the SAFB rejects all new dates on which an event can be rescheduled, an organization may appeal the SAFB's decisions to Student Council at the next General Council meeting. After hearing the reasons why the SAFB rejected the proposed new dates and the reasons why the organization considers their dates reasonable, Student Council can overrule the SAFB and approve a date with a two-thirds majority vote.
  - b. If no acceptable date can be mutually agreed upon by an organization and SAFB, or upon appeal, by an organization and Student Council, all allocated funds for that event shall revert back to the Campus Events Fund.

- c. The rescheduled date must be before the end of the following semester of the original date
- 9. Student Council reserves the right to revoke any appropriations at any time prior to the expense for which funds were approved. This action requires a three-fourths vote of Student Council. The funds revoked shall be unusable until the end of the semester, when it shall revert back to the Campus Events Fund.
- 10. If an organization decides that it no longer needs items or funding through the Campus Events Fund, ownership shall revert back to the Campus Events Fund account. The SAFB, in cooperation with Student Involvement, will dispose of these items and funds as they see fit, with all proceeds from the sale of these items going to the Campus Events Fund.
- 11. The EFC Chair, in consultation with the SAFB, shall recommend changes, if needed, to how much of the Student Activity Fee is allocated to the Campus Events account for the following academic year.
- 12. The EFC Chair shall present this budget to the SAFB during the Student Activity Fee process.
- 13. When making recommendations for Campus Events Funds, the EFC Chair shall take these items into account.
  - a. The scope and necessity of the service the organization provides to the campus as a whole. How many Missouri University of Science and Technology students shall benefit per dollar spent? Requests that benefit the entire campus shall be given first priority.
  - b. Is the item beyond the organization's budgeted resources? What will the organization do if SAFB does not recommend funding?
  - c. How will the funding be used by the organization? How will the requested funds help the organization achieve their goals at the current time and in the future?
  - d. How much funding has the organization received from Student Activity Fee in the past five years, and how have they used that funding?
  - e. What funds has the organization raised from other sources (fundraising, dues, and donations)?
  - f. For line item requests, how available is the requested line item from a department on campus, another campus organization, or in the surrounding area? What percentage of the total cost is the organization funding? Organizations that are providing matching funds shall be given priority based on the percentage of the total cost that they are funding.
  - g. All decisions shall follow the Missouri University of Science and Technology Discrimination Policy.
  - h. How does your organization plan to advertise to the student body as a whole? Any travel expenses (fuel, vehicle rental, hotel, etc.)

14. The following are not to be funded:
  - a. Any travel expenses (fuel, vehicle rental, hotel, etc.)
  - b. Food and refreshments for regular meetings;
  - c. Deficits incurred by the organization;
  - d. Any expenses incurred prior to the approval of funding;
  - e. The purchase of alcohol;
  - f. Off-campus activities if adequate facilities are available on campus;

- Article IV. Code Amendment, Review, and Dissemination
- Section A. This Code shall be reviewed throughout the year at least every spring semester.
1. The SAFB Chair and the Student Council treasurer shall host focus groups, made up of members of the four groups listed below, to determine what revisions, if any, need to be made to the code.
    - a. Professional Project Group Leaders
    - b. Club Sport Group Leaders
    - c. Campus Events Host Group Leaders
    - d. All Organization Leaders
  2. Members required to serve on the SAFB during the code review process: the SAFB Alumni Advisor, the SAFB Chair, the current Direct Student Funding Chair, the External Funding Chair, the Student Involvement Director, the Student Council President, the Student Council Treasurer, the Club Sports Council President, and the Club Sports Council Treasurer.
- Section B. The Code may be amended by a two-thirds majority vote on both the SAFB and the Student Council, pending Student Involvement approval.
- Section C. For any funding process that is in progress, defined as the time between applications being made available and final Student Involvement approval, the SAFB Code in place when applications were made available shall be used. Code amendments passed during this time shall go into effect following all final Student Council funding approvals.
- Section D. After being amended, copies of the approved code must be distributed to all SAFB members, Student Council Executive Committee members, all organization fiscal agents, any Student Council member requesting a copy, and the Department of Student Involvement.
- Section E. The Code must also be posted on the Student Involvement website and the Student Council website alongside the Student Council Constitution and Bylaws.