

Student Activity Fee Budgeting Committee

PURPOSE:

The Student Activity Fee Budgeting Committee, hereafter to be referred to as the Committee, is a standing committee of Rockhurst University. The Committee's purpose is to distribute the funds generated through the Student Activity Fee. Funds are to be distributed fairly among the student clubs and organizations that request them through an analytical evaluation of the fiduciary evidence presented by the club or organization. The Committee allocates the Student Activity Fee throughout the school year, providing the students of Rockhurst University with a variety of beneficial programs and services.

Article I: Composition

Section 1

The Committee shall be composed of the following members:

- The Student Senate President or an appointed member of Senate executive board
- Student Senate Vice President of Finance
- Student Senate Finance Committee Representatives
- Graduate student from Helzberg School of Management
- Graduate student from Graduate and Professional Studies
- Graduate student from Graduate Health Sciences program
- The Director of Student Life
- One additional member of the University faculty or staff

Section 2

The Student Senate Vice President of Finance and the Director of Student Life shall serve as co-chairs of the Committee.

Section 3

The Student Senate, facilitated by the Student Senate President, shall appoint all Senate and Undergraduate Student Representatives for the Committee, while the graduate representatives shall be appointed by their respective school.

Section 4

The power to cast votes shall be vested equally in all members, with the notable exception of the Director of Student Life. The Director of Student Life shall serve as a non-voting member with the specific role of moderating the Committee meetings and shall serve as the tie-breaking vote in the event that it is required.

Section 5

Should any of the student members be unable to serve, then the Student Senate (for undergraduates) or the sponsoring school (for graduates) will nominate a replacement.

Article II: Meetings

Section 1

The Committee shall meet on a weekly basis or as deemed necessary by the Committee Co-Chairs. Meetings will begin with the discretion of the Committee Co-Chairs as well. While weekly meetings are more likely, it can be called at any time during the academic year.

Article III: Funding Decisions

Section 1

The Committee should not be the sole means of funding for any club or organization, although each club or organization will be reviewed on a case-by-case basis.

Section 2

If a club or organization is dissatisfied with the process or the decisions of the Committee, they shall then have the right to file an appeal in accordance with the stated appeals process.

Article IV: Proposal Process

Section 1

The process for applying to receive funds shall take the following steps:

Step 1: Apply

The Committee shall have proposal guidelines and request forms for every registered club and organization at any point each semester. Request forms will be designed to allocate finances necessary for either the current or following academic semester. Thus, all clubs and organizations must be prepared for all proposed activities prior to the submission of their allocation application.

Step 2: Present

The club or organization will then have the opportunity to engage the Committee in a short presentation, exceeding no more than 10 minutes. Clubs and organizations must present if they are requesting more than \$500. Those clubs and organizations who choose to present to the Committee should be adequately prepared, complete their presentation in a timely manner, and submit to a question-and-answer session with the members of the Committee as deemed necessary.

Section 2

All clubs and organizations who fail to submit a budget proposal and allocations applications for the subsequent semester by the stated deadlines will need to request funds during the subsequent semester, though they may request funding through the Contingency Fund and/or Travel Fund as appropriate.

Article V: Auditing

Section 1

If the Committee finds any of the information presented by a club or organization to be questionable, the Committee reserves the right to call for an audit. An audit can take place at any time during the academic year and can be requested for any number of reasons including, but not limited to suspicion of fiscal abuse, suspicion of embezzlement, mismanagement of funds, failure to follow proposed budget, failure to produce accurate financial records, and excessive expenditures. The Committee additionally reserves the right to sanction offending clubs or organizations appropriate to the situation at hand. Furthermore, all student clubs and organizations are subject to the University Code of Conduct and any behavior of an illegal or questionable nature may be, at the discretion of the committee, reported to the appropriate University authorities.

Section 2

In the event of an audit, the club or organization being audited will be required to turn over all available financial statements and bookkeeping documents from the previous seven years.

Article VI: Misuse of Funds

Section 1

Any organization that is found guilty of misusing allocated funds may forfeit their ability to receive future funding until repayment is made. Organizations or individuals violating funding rules will have to repay the funds that they misused at the discretion of the Committee. Additionally, the Committee reserves the right to enact further sanctions against the offending club or organization including but not limited to the inability to use the University credit cards, extensive monitoring, and the revocation of all spending privileges without prior approval from the Director of Student Life.

Section 2

If a specific individual is found guilty of misusing funds allocated to an organization, that person will be penalized rather than the penalty being imposed on the organization as a whole. Individuals who misuse or steal allocated funds will have to repay the funds that they are found to have used improperly, at the discretion of the Committee.

Section 3

As a method of repayment of misused funds, the Committee reserves the right to add an amount equal to that of the improperly used funds to the guilty individual's Student Account. Particularly severe cases of funding abuse or theft may be referred to proper University authorities.

Article VII: Appeals Process

Section 1

In the event that a club or organization disagrees with the amount of funds allocated to them, they may submit an appeal. All appeals regarding the Committee's decisions must be made in

writing and presented to both the Student Senate President and the Director of Student Life within two weeks of the initial funding notification.

Section 2

When an appeal occurs, the club or organization contesting the decision will be granted a hearing in front of the Student Senate at large. Hearings shall be no longer than 10 minutes in length and shall be professional and courteous in nature. All appeal hearings shall be open to the University community at large and shall occur at the first available Student Senate meeting following the filing of the appeal.

Section 3

The entire Student Senate shall then have the opportunity to discuss and vote upon the appealed proposal, although Senators serving on the Committee will be excluded from the vote as they made the original allocation decision. The club or organizations shall be notified of the appeal decision within one week of the hearing.

Section 4

A simple majority shall be required to grant an appeal and overturn the previous decision made by the Committee. All appeals decisions made by the Student Senate at large are binding.

Article VIII: Voting Process

Section 1

Voting concerning the allocation of monies to various clubs and organizations shall take place immediately following the presentation and/or discussion of the proposal within the Committee.

Section 2

All proposals must pass the committee with a 2/3 supermajority vote. Those proposals which do not pass the committee with a 2/3 supermajority may be modified in Committee and voted on again to the satisfaction of the Committee.

Article IX: Contingency Fund

Section 1

The Contingency Fund shall be available to student clubs and organizations to provide financial support for well-planned but unanticipated events, special or unique circumstances, or unanticipated opportunities.

Section 2

The Contingency Fund shall not be used to provide monies for regular scheduled events or events that were forgotten in the original proposal, and all clubs and organizations are reminded that the failure to submit an original proposal serves as a forfeiture of all regular funding for the semester in question.

Section 3

Clubs and organizations who failed to provide a budget proposal the prior semester need not apply for event funding for the current term unless it can truly be described as an unanticipated, special, and unique at its discretion, and is under no obligation to hear requests for the Contingency Fund which do not meet these requirements.

Article X: Travel Fund

Section 1

Funds necessary for travel should not be included in the annual budget proposal. Rather, monies for travel should be requested on an individual basis at least one (1) month prior to departure. Organizations or clubs wishing to travel need to abide by the University Travel Policy.

Section 2

Approved travel expenses include conference registration fees, airfare and/ or gas for vehicles, hotel rooms, when necessary, etc.

Section 3

Clubs and organizations seeking funding for travel must submit a proposed itinerary and a list of all attendees to the Committee prior to the allocation of any funding.

Section 4

Travel Fund resources are limited only to undergraduate students as graduate student schools currently receive 33% of the Student Activity Fee for this purpose.

Article XI: Rollover Funds

Section 1

All monies left unspent in the student organization accounts at the end of the year will remain in the organization's account. Funds shall not be returned to the Student Activity Fee Account or the Contingency Fund, except to cover any deficits incurred by the organization during the course of the year.

Section 2

All unspent funds must be accounted for and stated correctly on the club or organization's allocations proposal. Along with the proposal given by a club or an organization, the Committee will consider the amount of funding left in that account from the previous year when allocating funds.

Section 3

All membership fees and fundraising that a club or an organization raises in the previous year must also be documented in the proposal. The Committee will especially consider this entrepreneurship and business-like manner when distributing funds.

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