

## **ARTICLE X. STUDENT ASSEMBLY FUNDING CODES**

Approved October 24th, 2022

### **Section 1: The Purpose of the Funding Codes**

- A. The purpose of Student Assembly Funding Codes are:
  - a. To allocate funds to support student organizations and class councils.
  - b. To support the diverse interests of the student body, on and off-campus.
  - c. To financially assist the student body in offering high-quality programming and activities through recognized student organizations, Student Assembly and its committees, and class councils.
  - d. To define the funding proposal and allocation process.
  - e. To clearly outline the guidelines and restrictions for student organizations and class council purchases.
  - f. To ensure the Student Assembly portion of the Student Activities Fee is managed in a fiscally responsible manner.

### **Section 2: Funding Eligibility**

- A. Recognized student organizations, excluding those outlined in Section 2, Point C., are eligible to receive Student Assembly funding.
  - a. An organization is considered recognized and active when it has fulfilled recognition requirements for the Club Review Board and/or renewal requirements from the Student Activities Office.
- B. Student organizations are required to complete funding training each academic year. Any required training must be completed for an organization to remain eligible.
- C. The following recognized student organizations are **not** eligible for SA funding:
  - a. Student organizations that receive funding from another cluster or designated fund as their primary funding source.
    - i. Clusters with separate funding include Club Sports, Chaplaincy, and the Media Board.
    - ii. Other groups and entities that have operational or departmental funding as their primary funding source include: the Campus Activities Board (CAB), Hamilton Association for Volunteering, Outreach, and Charity (HAVOC), Black & Latinx Student Union (BLSU), Gender & Sexuality Union (GSU), Center for Intersectional Feminism (CIF), Hamilton Outing Club (HOC), and Alternative Spring Break (AXB).
  - b. Private societies (i.e. fraternities and sororities).
    - i. Private societies are not eligible for SA funding because they are typically gender-specific (i.e. their membership excludes people of certain genders) and/or they collect membership dues required for all members to be involved in the group.

- D. Participation in all student organizations and their activities funded by the Student Assembly must be open to all members of the Hamilton College student body.
  - a. Organizations with selective teams (e.g. performance groups, academic travel teams, club sports) must hold an open interest meeting at the beginning of each semester, which will be publicized to all students in order to be eligible for SA funding.
- E. Newly recognized student organizations have special rules regarding funding eligibility.
  - a. Newly recognized student organizations will take part in a ‘probationary period’ during the remainder of their first academic year<sup>1</sup>. During the probationary period, new student organizations are only eligible to apply for contingency funding up to \$500 in total.
  - b. These limits will be lifted after the end of their first academic year, under the condition that the organization has established credibility with the Student Assembly.
    - i. Credibility refers to being in ‘good standing’ with the Assembly at the interpretive discretion of the Central Council. An organization’s spending practices, communication with the Assembly, and overall compliance with the Funding Codes and Student Activities policies for student organizations are all factors that may affect credibility.
    - ii. The Director of Organization Relations and the Central Council Treasurer will determine the credibility of an organization, should seek opinions from the Central Council.
- F. Student organizations that raise money or receive partial funding from an outside source are still eligible to apply for Student Assembly funding.
  - a. Money raised through fundraisers, donations, and charitable activities or received from a grant, department, or other outside funding source does not need to be disclosed, but the Central Council may inquire about such funds and may recommend that those funds be used in lieu of Student Assembly funding.
  - b. The Student Activities Office oversees student organization liabilities (fundraising) accounts and may share with the Central Council Treasurer balance updates and information.

### **Section 3: Establishment of Student Organizations Funding Allocation Process**

- A. This section establishes a Funding Allocation Process to be governed and defined by the following:
  - a. Student Assembly has the jurisdiction to oversee the funding process for Student Assembly-funded student organizations.

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<sup>1</sup> New student organizations are accepted once per academic year, typically in mid-late October. These new student organizations will be on probation for the remainder of their first academic year (so through the following May) and will be eligible to apply for full funding for the following academic year.

- b. The Funding Allocation Process describes the procedure through which Student Assembly allocates funding to eligible student organizations (eligibility defined in Section 2).
  - c. The Funding Allocation Process has broken down into two funding processes: an annual budget process and an ongoing contingency budget allocation process.
  - d. Annual and contingency budgets operate via a declining budget model. In a declining budget model, organizations receive a lump sum starting balance and may spend their funds as they see fit to accomplish their organization's objectives while ensuring expenditures adhere to the rules and protocols outlined in Section 4: Guidelines for Specific Types of Expenditures.
  - e. Annual budget proposals and contingency budget proposals will be reviewed by the Central Council Treasurer and voted upon by the Central Council. In the absence of the Central Council Treasurer the Deputy Treasurers will assume responsibility for reviewing and presenting the budget proposals to the Central Council.
  - f. Funding allocation amounts become official only after a majority vote of the Central Council.
  - g. Student Assembly additionally has the authority to oversee the Discretionary Fund, which is defined and outlined in Section 9.
- B. Annual Budget Proposal Process:
- a. Recognized student organizations apply for Student Assembly funding annually via an annual budget proposal. Student organizations should request funding to cover all of their anticipated expenditures for the following academic year through the annual budget proposal.
  - b. The annual budget proposals will be collected and due during the latter half of the spring semester for annual budgets for the following academic (and fiscal) year. The College's fiscal year runs from July 1 to June 30.
    - i. Annual budget proposals will be submitted by student organizations and class councils during a designated timeline set forth by the Central Council Treasurer, in consultation with the Student Activities Office and the Director of Organization Relations.
    - ii. Annual budget proposals must not be submitted prior to student organization renewal for the following academic year.
  - c. Annual budget proposals must be submitted via a proposal form provided by the Central Council Treasurer.

- d. Annual budget proposals will be reviewed by the Central Council Treasurer, who will make recommendations for annual budget allocations. The Central Council Treasurer will present the recommendations to the Central Council for a vote. Funding allocation amounts become official only after a majority vote of the Central Council. The vote must be completed prior to the end of the spring semester for the following academic year's annual budgets.

C. Contingency Budget Proposal Process:

- a. The Purpose of the Contingency Fund
  - i. The contingency budget can be applied to for support for new projects that clubs/organizations did not plan or request for in the annual budget application. However, contingency funding is not guaranteed; due to the flexibility offered by the declining budget model, clubs/organizations must first manage within their already allocated annual budget.
  - ii. In the case that the allocated annual budgets for the clubs/organizations have not been exhausted but the clubs/organizations can articulate exactly how they have committed their remaining funds to be spent over the academic year, then they can apply for contingency funding.
- b. The contingency budget shall be set at least 5 % of the total Student Assembly annual budget or \$5,000, whichever is greater.
  - i. The Central Council has the right to vote for a new contingency budget amount. The vote must pass by a  $\frac{2}{3}$  majority and the vote must occur at least one week before the annual budget proposal process begins for that academic year.
  - ii. If the contingency budget is changed, the funding it receives will come from or move into the annual budget.
  - iii. The amount of money in the contingency budget may increase throughout the academic year if student organizations have rollbacks.
- c. Student Assembly will accept contingency budget proposals throughout the academic year for planned expenditures that will exceed a student organization's allocated annual budget. Contingency budget proposals may also be used by newly recognized student organizations that are in their probationary period.
- d. The contingency budget proposals will be collected on an ongoing basis, weekly, throughout the academic year, excluding breaks. Contingency budget proposals are due on Fridays at noon for the allocation to be voted on at the following Student Assembly meeting.
- e. Student organization expenditures must follow the rules and protocols outlined in Section 4.
- f. Contingency budget proposals must be submitted via a proposal form provided by the Central Council Treasurer.

- g. Contingency budget proposals will be reviewed by the Central Council Treasurer, who will make recommendations for contingency budget allocations. The Central Council Treasurer will present the recommendations to the Central Council for a vote. Funding allocation amounts become official only after a majority vote of the Central Council.
  - i. Contingency budget proposals submitted by Friday at noon will be voted on at the following week's Student Assembly meeting.
  - ii. There will not be votes on contingency budget proposals during school break, barring extenuating circumstances. If the Central Council Treasurer deems an emergency vote is necessary for a contingency budget proposal, the Treasurer has the right to conduct such a vote.

D. Rules for Budget Proposals:

- a. Budget proposals must be submitted using the provided budget proposal forms and may not be submitted via email or other means. Failure to use the correct form will result in the budget proposal not being considered.
- b. Funding allocation amounts become official only after a majority vote of the Central Council.
- c. Late budget proposals will not be accepted.
  - i. If a student organization submits a late annual budget proposal, the proposal will not be considered and the organization will need to apply for contingency funding during the academic year as needs arise.
  - ii. If a student organization submits a late contingency budget proposal (late being after Friday at noon), it will be held and considered with the following week's budget proposals.
  - iii. Student organization leaders may request an emergency vote for a late funding submission through the process outlined in Section 5.
- d. Expenses for events and activities that are a collaboration between two or more student organizations should be submitted in only one organization's budget proposal. Do not divide the expenses for one event/activity between multiple organization budget proposals.
- e. Student organizations should only request funding for activities and events that are open to the entire student body. If an event must have limited spots for attendance, the event should be either first-come, first serve, or the opportunity to pre-register for the event should be advertised to the entire student body.
- f. No student organization shall be allocated a total sum exceeding eight percent (8%) of the total annual budget and contingency budget combined.
  - i. In special circumstances, the Central Council holds the right to override this rule by a  $\frac{2}{3}$  vote.
- g. Budget proposals do not have to be exact/itemized but are encouraged to be as detailed as possible.

- h. For funding purposes, an organization member is defined as an individual who has been on the organization's roster and/or has been a significant contributor to the organization at any point in time within the current semester.
  - i. The Central Council reserves the right to require representatives from any student organization to attend a Central Council meeting or an outside meeting with the Central Council Treasurer to explain their proposal in more detail and answer questions.
    - i. Failure to participate in these meetings may result in the organization's funding request not being approved.
  - j. The cost per student is a metric that the Central Council and student organizations should utilize to evaluate budget proposals. If the average cost per student in a budget proposal seems unreasonably high, this may warrant the Central Council to invite a student organization in for questions about their proposal.
- E. Guiding Principles:
- a. The Central Council should decide on funding allocations based on the following principles:
    - i. The funding requested is needed to implement the organization's planned activities and events.
    - ii. The funding requested is reasonable in relation to the organization's membership and cost per student for planned events and activities.
    - iii. The activities and events the organization plans to hold are in line with the organization's operational goals, as outlined in their organization profile with the Student Activities Office.
    - iv. The activities the organization is planning seem feasible and to a reasonable person, factoring in the organization's history of programming.
    - v. An organization's past spending habits should be considered when allocating budgets.
    - vi. The funding request demonstrates financial responsibility and efficient spending, achievable within the Guidelines for Expenditures (Section 4).
  - b. Student Assembly is the primary funding source for many student organizations. However, Student Assembly is not expected to cover all expenditures for organizations. Student organization members may need to pay for activities that require purchases of things prohibited by the funding codes or when the organization's budget is exhausted. Student organizations can hold fundraisers and collect donations.
  - c. If the total sum of the budget proposals exceeds the amount of funding available, the Central Council shall prioritize approving requests for expenditures that directly support the operational goals of the organization over items such as funding for apparel to give away.

- d. The Central Council Treasurer must work with student organizations to ensure they are minimizing their costs without compromising the nature of their programming.
  - e. The Central Council Treasurer reserves the right to ask organizations about alternative sources of funding.
  - f. The Central Council Treasurer will not make any promises regarding budget allocations to any student organizations or the outcome of funding votes by the Central Council.
  - g. Student organizations should make their best efforts to exhaust their allocated funding for the year and not hoard money to be rolled back.
  - h. No Central Council member shall vote on a budget proposal for which they are a member or otherwise have an unfair bias. Failure to recuse oneself from such votes may be grounds for a vote of impeachment, as laid out in Article VII, Section 2.
- F. Rollbacks:
- a. A ‘rollback’ is when a student organization returns funding from their budget back to the Student Assembly.
  - b. Student organizations should roll back unused funding during the academic year if their intended activities change significantly and the organization is certain the funds will not be used by the organization for other purposes.
  - c. Rollbacks from organization budgets will be put into the contingency budget and can then be reallocated to other organizations via the contingency budget proposal process.
  - d. Funding allocated to student organizations does not roll over to the organization’s budget from year to year. At the end of the academic year, all funding left in student organization budgets gets rolled back to Student Assembly as the parent budget.

#### **Section 4: Establishment of Guidelines for Expenditures**

- A. This section establishes a set of guidelines to be governed and defined by the following:
  - a. The Guidelines for Specific Type of Expenditures outlines rules that student organizations are expected to follow when spending their funds.
  - b. These guidelines additionally apply to all student organizations that receive funding from the Student Activities Fee, including: the Campus Activities Board (CAB), Media Board, Chaplaincy, HAVOC/AXB, and Club Sports.
    - i. There are some exceptions for CAB and Media Board, outlined in Section 4, Points N-O.
- B. Food
  - a. Food may be purchased from Bon Appetit, on-campus vendors (e.g. FoJo Beans and The Toast), grocery stores, and off-campus restaurants.

- b. On-campus events: Food expenses should not exceed \$15.00 per person, per meal.
  - i. The cost for cookware and utensils shall not be counted in the \$15 per person limit.
  - ii. Organizations wishing to host private meals are encouraged to work with Bon Appetit to use a meal exchange. A meal exchange is where student organizations share a list of attendee Hill Card numbers with Bon Appetit and Bon Appetit charges the attendee meal plans to offset some of the expense for a meal.
- c. Off-campus events: Food expenses should not exceed a specified per diem amount (per person, per night off campus), to be reimbursed once the event is finished.
  - i. The per diem amount will mirror the per diem amount set by the Dean of Faculty.
  - ii. Reimbursement requests must include receipts for the food purchases.

#### C. Alcohol

- a. It is prohibited to use funding for alcohol unless it is served by a licensed, third party vendor, which includes Bon Appetit. The request to serve alcohol must also receive special approval from the Central Council Treasurer and the Director of Student Activities, with the final decision falling to the Director of Student Activities in advance of the event.

#### D. Transportati

- a. Funding may be used for travel via personal vehicle, College vehicle, and bus charters.
  - i. Personal Vehicle: Reimbursements for travel via personal vehicle will use the College-approved mileage reimbursement rate<sup>2</sup>. This reimbursement rate is inclusive of tolls, gas, and parking, so funding should not be used to pay for those expenses when traveling by personal vehicle.
    - 1. Reimbursement requests must include a Google map showing the total mileage traveled.
  - ii. College Vehicle: The Transportation Office bills for mileage at the College-approved mileage reimbursement rate and also bills for any tolls. When using a College vehicle, funding may be used to pay for gas purchases.
  - iii. Bus Charters: Bus charters should be booked by the Student Activities Office, Transportation Office, or an organization's cluster head. Funding can be used to pay for the bus charter and 10% gratuity for the bus driver.
- b. It is prohibited to use funding for:
  - i. Tickets for individual travel expenses (e.g. airplane ticket, bus ticket, ship ticket, train ticket, subway fares).

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<sup>2</sup> The current College-approved mileage reimbursement rate is \$0.545 per mile.



- ii. Taxi, Uber, Lyft, or ZipCar rentals.
  - c. Gas purchases are unable to be tax exempt, so funding may be used to pay for the full price of gas purchases, including tax.
- E. Lodging
  - a. Funding may be used to pay for lodging in hotels, lodges, or other housing rentals (e.g. AirBNB).
  - b. Organizations are expected to maximize room capacity, placing four students in a hotel room, as long as room availability and student comfort and safety allows.
  - c. There are limits to the amount of money that can be spent per hotel room per night. The limits are as follows:
    - i. For extended trips (greater than 200 miles away from Hamilton College) organizations may spend up to \$350.00 per room per night.
    - ii. Non-extended trips (within 200 miles of Hamilton College) may spend up to \$250.00 per room per night.
    - iii. Organizations must fundraise or self-fund lodging expenses in excess of these limits.
    - iv. The limits do not apply to other lodging rentals, but organizations should select reasonably priced lodging.
  - d. Student Assembly funds may not be used for incidentals, damage, or room charges.
  - e. Lodging should be booked for student organization travel by the Student Activities Office, or by the organization's faculty/staff advisor.
  - f. Hamilton College is tax exempt in New York and some [reciprocal states](#). Funding may only be used to pay for tax on lodging that is in states where Hamilton College is not tax exempt.
- F. General Supplies
  - a. Funding may be used to purchase general supplies for student organization activities and events.
  - b. Supplies purchased with an organization's funding belong to the student organization and not individual students. As such, supplies should remain with the organization when student members graduate.
  - c. Before a student organization purchases any technical equipment, they should reach out to AV Services and LITS to see if the College already has equipment available.
- G. Publicity, Printing, and Media
  - a. Organizations may spend no more than \$25.00 per event on publicity.
    - i. Publicity, as defined for the purposes of funding, includes emails, posters, flyers, social media advertisements, and any other forms of promotion.

- b. Funding may be used to pay for public performing rights for organizations to advertise the title of films and other media they present. College policy requires organizations wishing to show films or other media, *and advertise the title of the film/media*, to acquire the public performance rights for distribution from appropriate rights holders.
- c. Student organizations should print no more than 20 posters for each event or activity being hosted.

#### H. Apparel

- a. 'Apparel', as defined for the purposes of funding, includes clothing, stickers, or other items considered 'swag' or 'merch'.
- b. Funding may be used to purchase apparel that is necessary for the function of the organization (i.e. uniforms, dance shoes, costumes, team shirts).
- c. Funding may be used to purchase apparel for the purpose of 'merch' or 'giveaway' as long as the apparel will be given to general members of the student organization and/or the student body at large in a fair manner.
  - i. A 'fair manner' in this context means that students are given a reasonably equal opportunity to access the apparel, such as first come, first serve, randomized raffle drawing, or sign-up.
- d. Apparel expenses should not exceed \$35.00 per item.
- e. It is prohibited to use funding for apparel for only the executive board (e-board) of an organization.

#### I. Facilities Management and AV Services

- a. Funding does not need to be used for Facilities Management (FM) expenses, such as set-up/take-down of events. There is a separate funding source where FM charges are billed for all student organizations.
- b. If there is a charge for excessive cleaning or damage from a student organization event, this will be billed back to the student organization's budget. If the student organization does not have sufficient funds to cover the bill, their members will need to cover the remaining bill.
- c. Funding does not need to be used for Audiovisual Services (AV) because these are free to student organizations.

#### J. Contracted Performers and Events

- a. Funding may be used to pay for contracted service providers and performers, presenters, facilitators, and instructors.
- b. Funding may be used to pay for lodging and hospitality (e.g. food, thank you gift) for performers.
- c. It is prohibited to use funding to pay for transportation expenses for a performer. Travel expenses can be included within the performance fee or honorarium, but travel should not be booked separately without explicit approval from the Student Activities Office.

- d. It is prohibited to use funding to pay a current student for a service or performance.
- e. Students are not authorized to sign contracts and/or obligate funding from Hamilton College to any service provider or performer. The Director of Student Activities and Associate Director of Student Activities are the only authorized signatories for student organization events. Under no circumstances may an organization commit the College to a contractual engagement without prior consent of the Director or Associate Director of Student Activities.
- f. Organizations seeking to book or contract outside entertainment or services must meet in advance with the Office of Student Activities to discuss the booking. Contracts will not be initiated less than 10 days prior to the event date.
- g. Funding may be used to pay for international performers and instructors, as long as the performer can provide necessary international payee paperwork for payment.

#### K. Prizes

- a. Funding may be used to purchase prizes given out at student organization events, given that:
  - i. Prizes are not awarded to executive board (e-board) members of the organization hosting the event.
  - ii. All prize winners are currently enrolled students of the College.
- b. Prize expenses should not exceed \$25 per prize and \$50 in prizes for a single event or activity.
- c. It is prohibited to spend funding on cash prizes or cash equivalent prizes (e.g. Visa gift cards).

#### L. Restrictions

- a. In addition to any prohibitions outlined above in Section 4, it is prohibited to use funding for:
  - i. Purchases for on-campus events that are not open to the entire student body.
  - ii. Purchases for on-campus events that have an admission fee. Events may have a suggested donation at the entrance, but no mandatory fee.
  - iii. Paying students for a service (i.e. DJing an event, making a logo).
  - iv. Donations to nonprofit organizations or charitable causes.
  - v. Supplies for fundraising activities (e.g. baking supplies for a bake sale).
  - vi. Externally-hosted webpages<sup>3</sup>.
  - vii. Plastic, single-use water bottles<sup>4</sup>.

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<sup>3</sup> Organizations may contact LITS to create a student organization webpage on the students.hamilton.edu domain.

<sup>4</sup> Organizations are encouraged to provide water in bulk coolers through Bon Appétit as opposed to individual water bottles.

- viii. Power tools without confirmation that appropriate administrative offices have been consulted, and confirmation that the equipment will be safely used and stored.
  - ix. A member or an organization or any student for a service rendered for that organization.
- b. The Office of Student Activities may reject an expenditure based on safety concerns associated with the purchase or event being planned.

M. Tax Exemption

- a. Hamilton College is a tax exempt educational institution, and therefore purchases made with your funding are tax exempt in New York state.
- b. Student organizations should make best efforts to have the tax exemption applied to their purchases. Student Activities reserves the right not to reimburse tax or to have the purchaser get the tax refunded for purchases made on College purchase cards.

N. Exceptions for the Campus Activities Board (CAB)

- a. The Campus Activities Board shall adhere to the guidelines set forth in Section 4, except:
  - i. CAB may charge an admission fee (or sell tickets) for their events because selling tickets helps to manage capacity for events with limited spots.
  - ii. CAB may print more than 20 posters for their events to get posters signed by performers and do giveaways.
  - iii. CAB may host events that have a prize giveaway exceeding \$50.
  - iv. CAB may purchase plastic single-use water bottles if requested by performers in their hospitality rider.

O. Exceptions for the Media Board

- a. The Media Board shall adhere to the guidelines set forth in Section 4, except:
  - i. Media Board may host events that have a prize giveaway exceeding \$50.
  - ii. Media Board may print more than 20 copies of their publications, printing an amount sufficient for their typical readership.

**Section 5: Emergency Votes for Necessary Purchases**

- A. There are sometimes extenuating circumstances in which the success of an event is contingent upon meeting deadlines outside the group's control (e.g. registration deadlines, hotel availability) or when unforeseen expenses are necessary to execute an initiative of event. In these situations, a student organization may need their budget proposal approved outside the standard time frames and therefore request an emergency vote.
- B. In case of a need for emergency funding for a *necessary purchase*, organization leaders may reach out to the Central Council Treasurer after the stated budget request deadline to request an emergency vote (e-vote).

- a. A 'necessary purchase' is defined as a purchase which is absolutely necessary for the organization's function at that moment/in the near future (e.g. transportation and lodging for an upcoming tournament).
- C. Requests for emergency funding should be submitted via the contingency budget proposal and then a request for the emergency vote should be emailed to the Central Council Treasurer.
- D. The Central Council Treasurer shall call for an emergency vote (e-vote) to be taken amongst the Central Council if time permits for the vote to be conducted and the Treasurer deems the purchase to be a necessary purchase as defined above.
- E. Emergency votes are conducted via email through the Student Assembly listserv.
- F. An emergency vote should be done immediately and will close when a majority decision has been reached.
- G. Funding allocation amounts for emergency votes become official only after a majority vote of the Central Council.

#### **Section 6: Violations, Sanctions, and Audits**

- A. An organization will be sanctioned by the Executive Committee if any of the following violations occur:
  - a. Spending money on prohibited expenditures (See Section 4).
  - b. Violating any section of the Funding Codes.
  - c. Overspending their allocated budget by more than \$40.00.
  - d. Committing the College to a contract or agreement not authorized by the Student Activities Office.
  - e. Stealing organization supplies purchased with their budget.
- B. If a violation occurs, the Central Council Treasurer reserves the right to determine appropriate sanctions. Such sanctions include, but are not limited to:
  - a. Increased scrutiny of future budget proposals.
  - b. Temporary suspension of funding privileges for the organization until the organization appoints new leadership.
  - c. Suspension of the organization's funding privileges for the remainder of the semester or academic year.
- C. Assigned sanctions should be based on the severity of the violation and precedent from prior violations and sanctions. The Central Council Treasurer should seek advice from their Advisor prior to issuing sanctions.
- D. The Central Council Treasurer reserves the right to pause review of pending budget allocations and suspend funding privileges for organizations that are being investigated for violations.
- E. Sanctions should be issued within 2 weeks of the Central Council Treasurer learning of a violation and sanctions should be recorded so that the Central Council Treasurer can keep track of violations, assigned sanctions, and sanction deadlines.

- F. Organizations are subject to regular audit of their financial history and events, conducted at the discretion of the Central Council Treasurer. Audit procedures include, but are not limited to:
  - a. Requiring organizations to submit information to Student Assembly after hosting Student Assembly-funded events.
  - b. Requiring organizations to submit records related to their events (e.g. receipts, photos, attendance logs).
  - c. In-person auditing an event by a member of the Central Council or by the Central Council Treasurer.
  - d. Reviewing and evaluating financial receipts and information collected by the Student Activities Office.

### **Section 7: Transparency Requirements**

- A. After each meeting, Student Assembly shall publish the total funds granted to each organization.
- B. Student Assembly shall maintain a public record of how much funding is requested, allocated, and rolled back by each student organization, and the purpose of these funds (including requests which were not approved).
- C. Funding Committee/Central Council members must recuse themselves from voting on funding allocations for organizations in which they are a member or have an unfair bias toward. The Treasurer is responsible for ensuring that members properly recuse themselves.
  - a. When members recuse themselves, the  $\frac{2}{3}$  majority required for funding is taken from the pool of non-recused members.
  - b. In cases where recusals lead to a tie, the Student Assembly President is responsible for breaking the tie.
- D. The Director of Student Activities shall send to the Student Assembly a breakdown of the Student Activities Fee spending for that academic year each June, including breakdowns of spending by the Campus Activities Board (CAB) and Media Board, which shall be published by Student Assembly in the minutes for the first Student Assembly meeting of the fall semester.
- E. The Campus Activities Board (CAB) and Media Board are subject to this bylaw and should adapt this language into their respective constitutions hereto.

### **Section 8: Revisions**

- A. The thresholds and values stated in these codes shall be reevaluated by the Executive Committee every two years to ensure timeliness and accuracy.

- B. Thresholds and values shall be set by the Executive Committee so as to sustainably exhaust the Student Assembly budget throughout the duration of the academic year and to be consistent with other College policies (e.g. the College-approved per diem for food and College-approved mileage reimbursement rate).
- C. Data from approved budgets, including allocations, proposals, and expenditures, shall be maintained by Student Assembly for at least five years after approval to inform future revisions to the codes.

### **Section 9: The Student Assembly Discretionary Fund**

- A. The Purpose of The Discretionary Fund
  - a. The uses of the Discretionary Fund do not strictly apply to the funding codes already set.
  - b. The Discretionary Fund exists for use by the Central Council and Executive Committee to develop Assembly-hosted student programming (such as projects and events hosted by class delegations and/or committees), to promote the Assembly, and for leadership development and activities within the Assembly.
- B. Allocation of the Discretionary Fund
  - a. Discretionary Fund budget proposals must use the budget forms and templates used for other budget proposals.
  - b. Discretionary Fund budget proposals must be submitted at least one week before the scheduled event or expenditure. In the case of extenuating circumstances, a motion to allow late proposals must pass by  $\frac{3}{4}$  vote. Approval for using this fund requires a  $\frac{3}{4}$  vote of the Central Council.
- C. Size of the Discretionary Fund
  - a. The Discretionary Fund will be set at \$15,000, with the provision that additional funds may be requested by the President or Executive Committee for the pursuit of specific initiatives, as long as cumulative discretionary spending for the semester does not exceed 10% of all Student Assembly funding.
  - b. At the end of the academic year, all funding left in the Discretionary Fund gets rolled back to Student Assembly as the parent budget.
  - c. In special circumstances, the Central Council holds the right to override the 10% ceiling by a  $\frac{2}{3}$  vote.
  - d. If the contingency fund has been exhausted, the Student Assembly may, by a  $\frac{2}{3}$  vote, release any or all of the remaining funds to the contingency fund.
  - e. The size of the Discretionary Fund shall be reevaluated when deemed necessary by the Central Council Treasurer.

### **Section 10: The Student Assembly Traditions Fund**

- A. The Purpose of The Traditions Fund

- a. The uses of the Traditions Fund do not strictly apply to the funding codes already set.
  - b. The Traditions Fund shall be used to fund traditions hosted by Student Assembly committees and class councils that have been granted 'tradition status' as defined in ARTICLE XII., STUDENT ACTIVITIES FEE of the Student Assembly Constitution.
- B. Allocation of the Traditions Fund
- a. Traditions Fund proposals must use the budget forms and templates used for other budget proposals.
  - b. Traditions Fund budget proposals must be submitted at least one week before the scheduled event or expenditure. In the case of extenuating circumstances, a motion to allow late proposals must pass by  $\frac{3}{4}$  vote. Approval for using this fund requires a  $\frac{3}{4}$  vote of the Central Council.
  - c. If a class council/committee needs more money than the Traditions Fund can allow, the class council/committee may apply for additional funding from the Discretionary Fund.
- C. Size of the Traditions Fund
- a. The Traditions Fund is allocated annually from the Student Assembly parent budget at the discretion based on the consideration of the Student Assembly Funding Committee.
  - b. At the end of the fiscal year, all funding left in the Traditions Fund remains in the Traditions Fund and will not roll back.
  - c. If the Traditions fund has been exhausted, the Student Assembly may, by a  $\frac{2}{3}$  vote, release any amount or all of the remaining Discretionary Funds to the Traditions Fund.

## **Section 11: The Student Voted Programming Fund**

- A. The Purpose of the Student Voted Programming Fund
- a. The uses of the Student Voted Programming Fund do not strictly apply to the funding codes already set.
  - b. The Student Voted Programming Fund shall be used to fund projects and events hosted by each class council and the Student Assembly at large to initiate activities, promote relationships among class year members, and establish new traditions.
- B. Allocation of the Student Voted Programming Fund
- a. For transparency, Student Voted Programming Fund proposals and votes must be presented in the Student Assembly meeting on Monday before the voting starts by the class year council or Student Assembly president. This announcement can also be made by email to the class or student body listserv in the case that the



Assembly is not in session, in which case the vote announcement (Section B, subsection d) can be contained in the same email.

- b. Each class-year president is in charge of conducting the vote for initiatives to be funded for their class. Only students within that class-year can participate in the vote. Note that students graduating a semester late would be able to vote with their supposed class year.
  - c. If the vote is for an initiative from Student Assembly at large for the entire student body, the Student Assembly president, or their designee, is in charge of conducting the vote. Students from all class-years can participate in the vote.
  - d. Announcement of the vote should occur at least 24 hours before the vote starts via an email sent from the class-year president to their class email listserv or from the Student Assembly president to the full student listserv. The announcement should include a description of the event or activity to be voted on.
  - e. The vote will be digitally held through the Hamilton platform that Student Assembly uses for elections, i.e. Survey Manager
  - f. Each event or activity needs to be voted on separately.
  - g. Approval for using this fund requires a  $\frac{1}{3}$  vote of the entire class-year members, and the vote passes by  $\frac{2}{3}$  majority of the voters. Alternatively, approval will be met with a  $\frac{1}{4}$  vote of the entire class-year members with a  $\frac{3}{4}$  majority of the voters.
  - h. The Student Assembly Treasurer and Director of Student Activities should approve funding for alcohol purchases; this would need to happen before the student body votes for the event with alcohol.
  - i. The voting period is at least 72 hours and will be expanded up to 120 hours if neither of the voting thresholds in Section B., subsection g. are met.
  - j. If proposals do not achieve approval from either of the voting thresholds in Section B., subsection g. within the maximum 120 hours period, the votes do not pass.
  - k. Events that do not pass the vote in the first time can be proposed again, and the votes cast in the original vote are nullified. All students from the class-year, or the full student body if applicable, can participate again in the new vote.
  - l. The results of the vote will be announced in the Minutes and the Student Assembly meeting the following week after the votes.
- C. Size and Allocation of the Student Voted Programming Fund
- a. The Student Voted Programming Fund is allocated annually from the Student Assembly parent budget at the discretion based on the consideration of the Student Activities Fee Committee.
  - b. The division of the Student Voted Programming Fund among class-years and Student Assembly at large should be voted on at the beginning of the academic year.

- i. If a specific class-year or Student Assembly at large is granted a portion of the Student Voted Programming Fund to use, but the funds are not going to be used and there is desire from the Central Council to repurpose those funds, the Central Council can vote to repurpose those funds. A  $\frac{2}{3}$  vote of the Central Council is required for the funds to be repurposed.
  - ii. Once repurposed, the class-year or Student Assembly at large receiving access to the additional funds shall conduct a vote for their proposed initiative following the process in Section B above.
- c. At the end of the fiscal year, all funding left in the Student Voted Programming will be rolled back to the Student Assembly parent budget.