

Appendix G: Standing Rules of the Greek Finance Committee

1. Purpose

- a. The purpose of the committee is to provide a fair and simple means for members of the Fraternity and Sorority Life community at RIT to request funds for chapter use in leadership development, philanthropic and community service events, conferences, and events that will better the RIT community.

2. Membership

- a. Voting membership will be comprised of the Vice President of Finance and President of each of the Greek Councils.
- b. If the Vice President of Finance and/or President is unable to attend a meeting, another representative from that council must attend in their place.
- c. The Student Government Greek Senator will serve as committee chairman and will vote only to break a tie.
- d. The SG Director of Finance will serve as a non-voting committee member.
- e. If the Greek Senator cannot attend a meeting, the Director of Finance will chair the committee.
- f. The committee advisor will be the Associate Director for Fraternity & Sorority Life and will serve as a non-voting committee member.
- g. If the advisor cannot attend a meeting, a representative of the Center for Campus Life (CCL) must attend in their place.

3. Requesting Funds

- a. The Student Government Greek Finance Committee will hear requests for additional funding from Office of Fraternity and Sorority Life recognized social Greek organizations, their respective councils at RIT and the Greek senator.
- b. Organizations must be in good standing with their council, the Office of Fraternity and Sorority Life, and the Center for Student Conduct.
- c. Requests must be made on behalf of a chapter or organization of chapters. Individual members may not request funds without the consent of their chapter.

- d. If the request is \$250 or less, the award can be determined by the Greek Senator with approval of the Director of Finance.
 - (i) If the request is more than \$250, the organization must present their request to the Greek Finance Committee.
 - (ii) The committee may still hear requests under \$250 if deemed necessary by the Greek Senator, the Director of Finance, or the Associate Director for Fraternity and Sorority Life.
- e. The organization must be notified at least 24 hours in advance of the time and place of the meeting of the Finance Committee.
- f. If two or more governing councils make a request together, the request will be heard by the Student Government Finance Committee. The meeting will follow standard Finance Committee procedures with guidance from the Greek Senator. The Associate Director for Fraternity and Sorority Life, or their designee, will attend this meeting.

4. Possible Requests

- a. On campus events
- b. Off campus events
- c. Travel for conventions, conferences, development event, or panels
 - i. Travel for personal or professional enrichment, academic development, recreation, alumni relations, soliciting donations, or job networking are not considered appropriate requests for funding.
 - ii. Travel funds will only be awarded when an organization or individual is representing RIT directly.
 - 1. Funding under these circumstances is restricted to the individuals engaged in the activity
 - 2. The committee shall not award any funding for non RIT-students, advisors, alumni, faculty, or staff.
 - iii. Due to the expensive nature of travel and the removal of funds from the RIT campus, any funding awarded for travel will be limited to no more than 50% of the total expenses.

1. In addition, the committee may award funding for airfare but not in excess of 50% of the ticket per student. Priority will be given to fund the students engaged in presenting or representing RIT.
 2. The committee will fund travel in personal vehicles in accordance with university policy.
- iv. Food
1. The food provider, food and its preparation must be RIT approved by Food Service through Event Registration.
 2. If food is being served at an event attendees are charged to enter, then the food must be professionally prepared.
- v. Guest Speakers, Artists, Performers
1. Any organization wishing to bring in guest speakers, artists, or performers must register their event and complete the contract request form through Event Registration.
 2. Proper contract and tax forms (W-9) must be processed by the Center for Campus Life prior to awarding any funding.
- vi. T-Shirts, Giveaways, Gifts, Prizes, Personal Items, etc.
1. The committee does not fund for uniforms for any organization.
 2. Funding shall not be awarded to any organization for T-shirt purchases.
 3. Funding can be given for giveaways, gifts or prizes, but is not encouraged.
 - a. The committee shall not award more than \$300.00 in funding for giveaways, gifts, or prizes.
 - b. Special paperwork is required by CCL when gift certificates are given out. Organizations using funds for this purpose should speak with the Financial Coordinator for CCL or his/her staff before purchasing the certificates.
 - c. Cash prizes are prohibited to any Center for Campus Life organization including Clubs, Major Student Organizations, and any other affiliated organizations.

- d. No award shall be given out to an organization where the funds will be used to buy items for a member's personal use or for future personal property.
- vii. Equipment or Material Purchases
 - 1. Any organization requesting funding for equipment or materials must have space on campus to store the items.
 - a. Personal apartments or dorm rooms are not approved storage locations. Organizations found to be storing materials at these locations will be subject to disciplinary administrative action for the organization through the Center for Campus Life.
 - b. Any equipment or material purchase may be postponed if it is deemed that Public Safety, Risk Management, or another responsible organization needs to be involved with the request.
- viii. Charity & Philanthropy Events
 - 1. The committee is unable to donate money directly to a charity organization or award funding for costs directly associated with a donation.
- d. Anything not listed above is at the discretion of the greek senator

5. Request Restrictions:

- a. Requests cannot be made for the purchase of any alcohol or any other substances known to be illegal or prohibited by the Rochester Institute of Technology.
- b. Requests cannot be made for private chapter formals or banquet events
- c. Requests cannot be made to fund chapter operations such as insurance, dues, initiation fees, etc.
- d. Requests cannot be used to pay for tax on a reimbursement.
- e. Requests cannot be used to pay for the reimbursement of any non-RIT student.

6. Request Procedure

- a. Requests must be submitted using the form available on the Student Government website.
 - i. Once the form is completed, the Greek senator will look over the information and may ask the requester additional questions or for additional information.
 - ii. Once a request is complete, the committee will be formally notified and the information will be sent to all of its members
 - iii. Any requests that are deemed incomplete will not be added to the next meeting's agenda.
- b. The requester will be notified of the time in which they will come to present to either the greek senator or the entire committee.
- c. After the presentation, the committee will then decide the amount to award (if any).

7. Meetings

- a. The Greek Senator is responsible for coordinating the committee meeting location, time and agenda every semester.
- b. Once a weekly meeting time has been established, the Greek Senator is responsible for notifying the Director of Finance, Associate Director for Fraternity & Sorority Life, and the voting members
- c. Meetings will be held weekly but may be cancelled if no requests are received before the request due date.
 - i. For requests under \$250, only the greek senator will attend the meeting unless stated otherwise.
- d. Quorum shall be 75% of the committee's voting members and must be held for all votes.
 - i. A council that presents to the committee will abstain from the vote for their own request.
- e. Meetings are not required to follow Robert's Rules of Order due to the small and intimate nature of the committee but the chairman may elect to employ them as necessary to control the meeting.

- f. When presenters for a request are invited, they must discuss their request with the greek senator/committee before a decision is reached.

8. Awards

- a. General
 - i. After the committee meeting, the Greek Senator will record each organization's award amount and stipulations. In the case of a request denial, the reasons for the decision will be recorded with substantiation from these policies.
 - ii. Within two business days, the Greek Senator will send out award or denial notice to each of the requesting organizations and any other advisor or organization who needs to be informed of the verdict.
 - iii. The award letters have specific instructions, deadlines, and stipulations in them and should be read thoroughly.
 - iv. Any organization failing to claim their award and provide proper documentation to the Center for Campus Life financial staff by the due date may lose their award and have to reapply. Funding may be denied or significantly reduced the second time if this occurs.
 - v. The Center for Campus Life may postpone or hold an award given by the committee if circumstances arise that require action. The award will be processed after they release the hold.
- b. Stipulations & Restrictions
 - i. Any event that uses funds awarded from greek finance committee must be open to all RIT students
 - ii. Any event that uses funds awarded from the greek finance committee can not charge RIT students
 - 1. A group may charge if the funds only cover RIT services. (RIT Food Services, Tech Crew, Public Safety, Brick City Catering etc)
 - a. The event must be for a philanthropic/charitable purpose and cannot be fundraising for the group.
 - b. The committee may dictate how much the organization can charge for the event

- c. Proof of donation after the event must be presented to the committee if applicable
- iii. Awards may come with extra stipulations or restrictions that the committee sees fit.
- iv. Any organization found not following the stipulations or restrictions of the request will be subject to punishment by the Office of Sorority & Fraternity life.

9. Appeals

- a. Appeals can be made if an organization is not satisfied with their initial award amount or denial.
 - i. Appeals must be submitted to the Greek Senator via email no more than a week after a decision has been sent to the requestors.
 - 1. The email should clearly state the reason for the appeal and include any updated or new information that could provide basis for the decision to be overturned.
 - ii. Appeals will be added to the agenda of the next possible committee meeting.
 - iii. Appeals follow the same procedure as regular requests.
 - iv. The committee can choose to make a new decision or stay with their previous one.
 - v. Under special circumstances, if the organization feels that the committee did not make a proper or ethical decision they may request to Student Government Finance Committee after a meeting with the greek senator and director of finance.