Standing Rules of the Greek Finance Committee

Updated September 2014
I. 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 requests funds for chapter use in leadership development, philanthropic and community service events, conferences, and events that will better the RIT community.
   B. The Student Government Greek committee will hear requests for additional funding from the recognized social Greek organizations at RIT.

II. Membership
   A. Membership will be comprised of the Treasurers of each of the four Greek Councils (IFC, CPC, NPHC, and NALFO).
   B. If a Treasurer is unable to attend a meeting another representative from that Treasurer’s 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 can not attend a meeting the Director of Finance will chair the committee.
   F. The committee advisor will be the Associate Director for Greek and Departmental Assessment and will have a voice but not have a vote.
   G. If the advisor can not attend a meeting a representative of the Center for Campus Life (CCL) must attend in their place.

III. Eligible Requests
   A. Social Greek organizations and their governance organizations are eligible to make requests.
   B. Requests must be made be made on behalf of a chapter or organization of chapters. Individual members may not request funds without the consent of their chapter.
   C. Requests should be for expenses that in some way add value to the RIT community.
   D. Types of requests:
      1. On campus events
      2. Off campus events
      3. Travel for conventions, conferences, development event, or panels
         a) Travel for personal or professional enrichment, academic development, recreation, alumni relations, soliciting donations, or job networking are not considered appropriate requests for funding.
         b) Travel funds will only be awarded when a organization or individual is representing RIT directly.
Funding under these circumstances is restricted to the individuals engaged in the activity and or the minimum number of people required to attend.

(2) The committee shall not award any funding for non RIT-students, advisors, alumni, faculty, or staff.

c) 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 25% of the total expenses.

(1) In addition, committee may award funding for airfare but not in excess of 25% of the ticket per student. These funds will only cover the students engaged in presenting or representing RIT.

(2) Committee may cover gas and vehicle rental costs, but will not cover the “wear and tear” costs for personal vehicles. RIT Travel Policy refers to the “wear and tear” costs as “Mileage”. This cost is not covered by committee for students traveling in personal vehicles.

(3) Any vehicles used for travel must be insured.

4. Fundraising
   a) The committee may, in special and rare circumstances, award funding for the purpose of fundraising. This funding is designed to help an organization begin the fundraising process by purchasing needed materials for a planned activity.
   b) Failure to do so may result in a deduction of these funds from the organization budget for either the current fiscal year or the following.
   c) If a organization requesting money has no budget and fails to return the money given for fundraising purposes by the specified due date, the organization may face penalties at the discretion of the Associate Director for Greek & Departmental Assessment.

5. Food
   a) The committee will award money for food totaling no more than $200 per event.
   b) Food and its preparation must be RIT approved by Food Service through Event Registration.
   c) If food is being served at an event where money is being collected for the event itself, than the food must be professionally prepared.
   d) The food provider must be approved through the Event Registration process. See the Event Registration office for more information concerning food handling procedures at events.

6. Banquets
   a) No award shall be given to any organization in excess of $500.00 for a banquet or similar event.
   b) Award money can not be used for the purchase of alcohol whatsoever. It is permissible for award money to purchase a temporary Liquor License for an RIT approved vendor.
   c) Partial fund requests can be honored for other components of the event such as food or transportation.

7. Guest Speakers, Artists, Performers
8. T-Shirts, Give-a-ways, Gifts, Prizes, Personal Items, etc.

a) The committee does not fund for uniforms for any organization including sports clubs.

b) Funding shall not be awarded to any organization for T-shirt purchases.

c) Funding may be given for give-a-ways, gifts or prizes, but this will be under special and rare circumstances. organizations should find creative ways to reward participants other than expensive prizes.
   (1) The committee shall not award more than $500.00 in funding for give-a-ways, gifts, or prizes. This is a cap of $500.00 and does not guarantee funding in this amount.
   (2) Special paperwork may be 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.
   (3) Cash prizes are prohibited to any Center for Campus Life organization including Clubs, Major Student Organizations, and any other affiliated organizations. As such the committee is unable to award funding to any organization for cash prizes. This includes non-CCL affiliated organizations.
   (4) No award shall be given out to a organization where the funds will be used to buy items for a member’s personal use or for future personal property.

9. Equipment or Material Purchases

a) Any organization requesting funding for equipment or materials must have space on campus to store the items.
   (1) 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 and denial of the request for funding.
   (2) 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.

10. Charity

a) The committee is unable to donate money directly to a charity organization or award funding for costs directly associated with a donation.

b) The committee will consider funding for charity events as long as the event involves the RIT community. Funding is given to support the activity for students, not to support the charity itself or costs associated with a charity.
c) The amount of the proceeds being donated to charity may be considered when committee is determining an award. The committee will not fund an organization the cost of an event so that all the proceeds may go to a charity.

11. Other
   a) Requests not classified in items 1-10 above will be handled on a per-request basis at the discretion of the committee.

E. Request restrictions:
   1. Events receiving Student Government funding must be open to the RIT community (does not pertain to travel).
   2. Request can not be made for the purchase or any alcohol or any other substances known to be illegal or prohibited by the Rochester Institute of Technology.

IV. Request Procedure
   A. Requests must be submitted via The Link @ RIT: https://thelink.rit.edu/form/start/47168. Additional materials that must be sent via email should be addressed to sggreek@rit.edu.
   B. A copy of the ledger and event/program budget for the chapter or chapters submitting the request must be sent via email to the Greek Senator.
   C. The request due date shall be 96 hours prior to the next regularly scheduled committee meeting.
   D. Any requests that are incomplete prior to the request due date will not be added to the next meeting’s agenda.
   E. Once a request is complete it will be added to the next meeting’s agenda and the organization will be formally notified.

V. Meetings
   A. The Greek Senator is responsible for coordinating committee meetings.
   B. Once a weekly meeting time has been established, the Greek Senator is responsible for notifying the SG President, Vice President, Director of Finance, Officer Manager, Associate Director for Greek and Departmental Assessment, and the governance council Presidents.
   C. Meetings will be held weekly but may be cancelled if no requests are received before the request due date.
   D. Quorum shall be 75% of the committee’s voting members and must be held for all votes.
   E. Meeting 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.

VI. Awards
   A. 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.
   B. The Greek Senator will send award information to the Director of Finance for processing.
   C. Within three business days, the Director of Finance will send out award or denial letters to each of the requesting organizations and any other advisor or organization who needs to be informed of the verdict.
   D. The award letters have specific instructions, deadlines, and stipulations in them and should be read thoroughly.
   E. 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.
F. The Center for Campus Life may postpone or hold an award given by the committee if circumstances arise that requires action. The award will be processed after they release the hold.

VII. Appeal Procedure
   A. Repeals must be submitted to the Greek Senator via email no more than a week after a decision has been sent to the requestors.
   B. Appeals 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.