

Appendix A: Standing Rules of the Finance Committee

1. Preamble

- a. The Student Government (SG) Finance Committee is a student run body who allocates additional funding to students and student groups in order to help sponsor events or activities that promote student life at RIT. The money used to award funding to groups is comprised of the student activity fees which every student at RIT pays semesterly. As such, receiving funding from Student Government Finance Committee is a privilege, and should be viewed as such. No group is guaranteed funding and any award amount may fluctuate from year to year as the SG administration and budgetary constraints change. Student Government supports student activities and initiatives but unfortunately may not be equipped to fund all expenses students encounter while pursuing their interests, activities, or education. Students should carefully review our priorities and requirements outlined in this document before requesting funding.

2. Procedure

- a. Membership
 - i. The Finance Committee is chaired by the current Finance Director of Student Government.
 1. In the event that the SG Finance Director is unable to attend a meeting, another representative from the Student Government Cabinet will fill in for him/her.
 - ii. The Finance Committee is comprised of student representatives from the following Representative Student Organizations (RSOs).
 1. This includes: Global Union (GU), ALANA Collegiate Association (ACA), NTID Student Congress (NSC), OUTspoken, Student-Athlete Advisory Committee (SAAC), and Student Government.
 2. Each RSO Director of Finance is required to sit on Finance Committee. In the event that a representative will not be able to attend the full meeting, another representative must attend in their place.
 - iii. The Finance Committee administrative advisor or their designee must also be present during the Finance Committee to ensure consistent and proper procedure.
 1. The administrative advisor may advise the committee and should provide perspective on past events and information concerning a requesting group. He or she does not, however, have a vote in the proceedings.
- b. Meeting Times
 - i. The Finance Committee will meet each academic week during the Fall and Spring semesters.
 - ii. Finance Committee may meet virtually as needed in the summer term as deemed appropriate by the Student Government Director of Finance. These may not be in any specific time-frame and groups should plan their requests accordingly.
- c. Application for Additional Funds
 - i. Any request for funds is initiated by submitting an application for additional funds available through the Student Government website.

- ii. No group will be allowed to appear before the Finance Committee unless this application is completed.
 - iii. Requests will be taken and put on the Finance Committee agenda on a first come-first serve basis, unless deemed appropriate by the Director of Finance.
 - iv. There is no guarantee that a group will be scheduled to meet with the Finance Committee.
 - 1. If a request is in violation of RIT, CCL, or Student Government policy, if the form is incomplete, or if the group is frozen/on hold, then the request for additional funding can be denied before being scheduled for review by the Finance Committee.
- d. Finance Committee Meeting
- i. Prior to the Finance Committee meeting, all requesters will be sent invitations to present. All accepted invitations will appear on the Finance Committee agenda.
 - 1. If an applicant does not appear for the Finance Committee at the agreed upon scheduled time, a discussion may occur regarding the request and a denial may be appropriate.
 - a. If the scheduled time conflicts with a member of the group appearing at Finance Committee, the group may reschedule, but must contact the Director of Finance as soon as possible as to allow for other groups to be reviewed.
 - ii. The Finance Committee adheres to Robert's Rules of Order. Two-thirds of the representatives must be present to achieve a quorum.
 - iii. Meeting is called to order and attendance is taken.
 - iv. The requesting group will be given a few minutes to briefly identify their request, its purpose, and its benefit to themselves and the RIT student body. Elaborate presentations are not required and should be kept short.
 - v. Following the initial presentation, the floor is open to members of the Finance Committee to ask questions regarding any aspect of the proposal, activity, or group. These answers may require additional proof or verification which may slow the award process.
 - vi. After all the questions have been addressed, the requesting group is dismissed.
 - vii. The floor shall be opened to discussion regarding the proposal.
 - 1. The discussion may involve but is not limited to the merits of the event, the history of the requesting group, the level of funds available to them, the level of active fundraising completed, the need of the group, the benefit to the RIT student body or university, and any other considerations that are pertinent to a fair and consistent award process.
 - viii. After discussion has concluded, the Finance Committee will vote on a dollar amount for the activity, the items the funds may be spent on, and any stipulations of an award.
 - 1. Instances may arise where requirements are put in place before a group can access additional funding. This is to ensure proper policy is enforced and that groups are properly spending funds.

- ix. After all the applications have been reviewed and voted on and there are no discussion items, the meeting is adjourned.
- e. Awards
 - i. After the Finance Committee Meeting, the Director of Finance will record each group's award amount and stipulations. In the case of a request denial, the reasons for the decision will be recorded.
 - ii. Within three business days, the Director of Finance will send out award or denial letters to each of the requesting groups and any other advisor or group who needs to be informed of the verdict.
 - iii. Any group failing to claim their award and provide proper documentation to the Center for Campus Life financial staff by the due date will lose their award.
 - iv. Requests under \$500.00 can be approved by the Director of Finance for Student Government without review or approval by the Finance Committee.
 - v. Any award that Finance Committee approves over \$5,000 must be approved by the Student Government Senate before distribution.
- f. Appealing the Finance Committee Decision
 - i. Any group requesting under \$500.00 that is not satisfied with the Finance Director's ruling, may appeal their request to Finance Committee and follow the above meeting procedure.
 - 1. Any group requesting over \$500.00 that is not satisfied with the outcome of the Finance Committee's ruling, may appeal their request to the Student Government Senate. Should the organization making the request be dissatisfied with the outcome, the organization has four (4) week days to give a one page written appeal to the Director of Finance.
 - 2. All request and appeal documents shall be presented to the Senate by the Director of Finance. The Senate discusses and votes to grant or deny the appeal.
 - a. The decision of the Senate is final.
 - b. Should the appeal be denied, the decision of the Finance Committee shall stand. Should the appeal be granted, the request for funds shall be approved.
 - c. Senate may decide on a separate award amount if they choose to not award the request in full.
- g. Amending or Altering the SG Finance Committee Guidelines
 - i. The Center for Campus Life, the Student Government Senate, or the Finance Committee can call for a change or amendment to the current Finance Committee Guidelines.
 - ii. The changes are to be submitted in writing to the Finance Director of Student Government for review.
 - iii. The Finance Committee shall discuss the changes requested and create a recommendation for Senate.
 - iv. Senate will be given the recommendation and consider the amendment as outlined in the Student Government Bylaws.

3. Finance Committee Priorities

- a. Requesting Groups
 - i. Recognized Student Clubs
 - 1. Requests by Social Greek organizations (including councils) will be heard by the Greek Finance Committee and not the Finance Committee
 - ii. Individual Students
 - iii. RIT Departments, Academic Classes, Committees, or other non-student groups

4. Policies & Requirements

- a. Types of Requests
 - i. On Campus Events open to students, faculty, and staff that raise cultural awareness, provide education, or involve the Rochester Community and alumni or late night programs
 - ii. Other on campus events that are open to everyone
 - iii. Other expenses (one time purchases, dues, supplies, etc.) (non-budget items)
 - iv. Off Campus Events
 - v. Travel for competition, presentation, panel, or other events where the student would directly represent RIT
- b. General
 - i. The priority of the Finance Committee is to award funding for events free to the entire RIT student body; this does not pertain to travel or competition related requests.
 - 1. Requests may be considered for events that are not free to students, however the finance committee has the right to stipulate that funds only be granted when events are free
 - 2. Funding may not be awarded to groups whose budget and income (including additional awards, ticket sales, fundraising, gifts, and donations) exceeds the total expenses needed. Funding may be denied to an organization based on the Finance Committee's assessment of a requesting group's financial need.
 - ii. Groups requesting funding for an event, purchase, or travel will be expected to have engaged in active fundraising throughout the year.
 - 1. The Finance Committee defines active fundraising as money generated from activities or services, which are used to offset costs associated with a group's activities or function. This refers primarily to fundraising activities which reflect invested time on the part of the group and does not include member dues, donations, gifts, or additional awards.
 - a. Donations are taken into account by the Finance Committee but are not considered fundraising due to IRS and RIT accounting policies.
 - b. The Finance Committee will evaluate whether the current level of fundraising of a group is acceptable given the scope of the request and type of group requesting funding.
 - c. In the case of CCL recognized clubs, any fundraising money found to be kept outside of the CCL club financial system may

result in disciplinary administrative action for the group through the Center for Campus Life and denial of the request for funding.

- d. Failure to fundraise adequately may result in a denial of funding.
- iii. Any club or group requesting money must be in good judicial and financial standing in order to be considered for funding. Any group who is on hold or frozen is also prohibited from being considered for funding until such time that good club standing is restored.
- iv. Trips or events that have already occurred may still be considered for funding but have a significantly smaller chance of receiving funding. Late requests or poor planning are not valid excuses to change this stance.
- c. Fundraising Requests
 - i. The Finance Committee may, in special and rare circumstances, award funding for the purpose of fundraising to CCL Clubs only.
 - ii. This funding is designed to help a club begin the fundraising process by purchasing needed materials for a planned activity.
- d. Travel
 - 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 a group or individual is representing RIT directly.
 - 1. This includes, but is not limited to, competition, presentations, panel discussions, poster presentations, and RIT student lectures.
 - 2. Funding under these circumstances is restricted to the individuals engaged in the activity or the minimum number of people required to attend.
 - 3. The Finance Committee shall not award any funding for non-students attending the trip. This includes but is not limited to advisors, alumni, coaches, drivers, 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 include all accommodations for only the days they are presenting or competing and no more than 50% of airfare or other travel costs.
 - iv. These funds will only cover the students directly participating in the activity.
 - v. Finance Committee may cover travel costs related to transportation, lodging and registration.
 - 1. If a personal vehicle is used, the student can submit a mileage form which allows for up to a \$0.50/mile reimbursement. Gasoline receipts are only allowed if an SG, PATS, or other outside rental vehicle is used.
- e. Regarding Academic Requirements or Class Projects
 - i. Requests for funding for events whose purpose is to further the academic requirements of a student or group are also not appropriate for the Finance Committee. This includes but is not limited to senior thesis projects, exhibitions and other class work.

- f. Guest Speakers, Artists, or Performer(s)
 - i. Any group wishing to bring in guest speakers, artists, or performer(s) must register their event and complete the contract request form through EMS.
 - ii. Proper contract and tax forms (W-9) must be processed by the Center for Campus Life prior to awarding any funding.
 - iii. Traveling expenses incurred by the performer on their trip to RIT and back home may not be covered by Finance Committee.
- g. T-Shirts, Uniforms, Give-a-ways, Gifts, Prizes, Personal Items, etc.
 - i. The Finance Committee does not typically fund uniforms for any group. Finance Committee may fund for dress that promotes cultural enrichment.
 - ii. Funding shall not be awarded to any group for T-shirt purchases, gifts, prizes, or giveaways.
 - iii. Cash prizes are prohibited to any Center for Campus Life organization including Clubs, Major Student Organizations, and any other affiliated groups.
 - 1. As such the Finance Committee is unable to award funding to any group for cash prizes. This includes non-CCL affiliated groups.
 - 2. No award shall be given out to a group where the funds will be used to buy items for a member's personal use or for future personal property.
- h. Equipment or Material Purchases
 - i. Any group 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. Groups found to be storing materials at these locations will be subject to disciplinary administrative action for the group 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.
- i. Reimbursement
 - i. There is no guarantee that groups will be reimbursed for expenses.
 - ii. Finance Committee cannot reimburse any group without proper, valid, printed original receipts, officially offered as proof of payment by a vendor.
 - iii. Tax cannot be reimbursed as a matter of RIT university policy. Tax exempt forms should be used by any group purchasing items for RIT functions during the time of purchase.
 - iv. Advisors, faculty or staff cannot be reimbursed through Finance Committee. No advisor or faculty/staff member should take personal responsibility for costs because they will not be reimbursed.
- j. Charity
 - i. The Finance Committee is unable to donate money directly to a charity organization or award funding for costs directly associated with a donation.
 - ii. The Finance 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.

- iii. The amount of the proceeds being donated to charity may be considered when Finance Committee is determining an award. Finance Committee will not fund a group the cost of an event so that all the proceeds may go to a charity.
- k. Budgets
 - i. Club budgets and the club budget process is overseen by the Center for Campus Life and not associated with the Finance Committee.
 - ii. Finance Committee does factor a group's operating budget into the decision to award funding.
 - iii. No group may receive funding in order to subsidize their budget. Any group requesting funding must itemize their requests and Finance Committee may choose to fund none, some, or all of the components. Failing to receive a budget from a previous year for any reason will not alter this directive.

5. Additional Functions

- a. RSO Pay Structure:
 - i. The Finance Committee shall meet to review the RSO pay structure every year, or as deemed appropriate by the Senate.
 - 1. This review must occur within the Fall Semester and any proposals should be submitted for Senate consideration by the end of the semester.
 - 2. If Senate deems necessary, they may call on the Finance Committee at any time to review the current pay structure and create a proposal to correct any issues present.
 - 3. This discussion shall occur only if a representative from every RSO is present.
 - 4. Finance Committee's proposal must be in accordance with the current Bylaws and work to create a fair and equitable pay structure for all RSO.
 - 5. Any proposed changes, approved by the senate, will be coordinated by the Director of Finance, the Student Government Administrative Advisors, and the Center for Campus Life professional staff to allocate fees. If the fees cannot be secured for proposed changes, proper justification must be presented to Senate.