

RHODES STUDENT GOVERNMENT
The By-Laws of the Allocations Board and
Procedures for Student Activity Fund Allocation

Last amended: February, 2008

PREAMBLE

The Allocations Board is a semi-autonomous body reporting to the Student Government whose purpose is to allocate the Student Activity Fund among eligible student organizations efficiently and in such a way as to provide Rhodes students with the best possible extracurricular opportunities.

ARTICLE I. MEMBERSHIP

- SECTION 1** **Voting Members:** The Allocations Board shall consist of ten (10) voting members elected from among the full-time students of the Student Body during the spring General Elections and who shall take office in the proceeding fall. This is to allow the old Allocations Board to complete spring allocations and to appropriate the discretionary fund.
- SECTION 2** **Chair:** The Treasurer of the Student Government shall serve as Chair of the Allocations Board, but shall vote only in the case of a tie. Organizations will contact the chair when seeking approval for New Events during the semester as well as allocate the Discretionary Fund. The chair at any time may seek the advice of the Voting Members.
- SECTION 3** **Advisors:** The Advisors of the Rhodes Student Government shall serve as advisors. The Advisors shall help resolve disputes and assist with any necessary administrative functions, but shall not vote.
- SECTION 4** **President:** The President of Student Government shall have membership on the Board *ex officio*.
- SECTION 5** **Vice Treasurer:** There shall also be a Vice Treasurer, who shall have the following responsibilities: to call and record an accurate roll at all official meetings of the Allocations Board; to record minutes of all official meetings of the Allocations Board; to submit to the Chair of Internal Affairs of the Senate of Rhodes Student Government, all minutes of budget hearings; and to assure those minutes are properly archived in the Office of Rhodes Student Government. The Vice Treasurer will serve as the Treasurer's

replacement, if necessary, and will act as the Treasurer's apprentice. Applications will be solicited in the Fall and a candidate will be appointed. The candidate will be subject to a two-thirds (2/3) confirmation of the voting members of the Allocations Board. The Vice Treasurer shall not have a vote, unless there is a tie.

ARTICLE II. ATTENDANCE

SECTION 1 **Voting Members:** Voting members shall be required to attend all official meetings of the Allocations Board. A voting member who misses or anticipates missing more than three (3) hours of any official meetings shall, at the discretion of the Treasurer, be dismissed from the Allocations Board.

SECTION 2 **Appeals:** The voting member shall have the right of appeal to the Allocations Board within one week. He/she shall be retained by seven (7) votes of the remaining voting members.

ARTICLE III. REPLACEMENT

SECTION 1 **Vacancy:** If a vacancy in a voting position occurs, petitions shall be made available for the open position. The Internal Affairs Committee of the Student Government shall fill the position from the submitted applications, subject to approval of the Senate

SECTION 2 **Emergency Voting Members:** In the case that a voting member incurs an emergency and will not be able to attend the Allocations process, an Emergency Voting Member must fulfill the position. Emergency Voting Members will primarily consist of those who applied, but were not elected for Allocations Board. In addition, two (2) Rhodes Student Government Senators will be selected by the Treasurer and President of the Student Body to act as emergency replacement members. Those selected will be approved by Senate with a two thirds (2/3) majority vote. The vacant positions will be filled firstly with those who received the most votes in the past Allocations Board election, and then, only if necessary, will be the Student Government members fulfill the position.

ARTICLE IV. ELIGIBILITY

A campus organization shall be eligible to submit a budget to the Allocations Board for Fall or Spring Allocations if:

SECTION 1

Approval: The organization has a completed and approved constitution, as approved by the Student Government, and a list of current officers on file in the Office of Student Involvement and with the Student Government's Vice-Treasurer and the Chair of the Student Organization Relations committee.

SECTION 2

Non-Political and Non-Exclusive: Non-exclusive, non-political organizations are eligible for funding at the discretion of the Allocations Board. The Allocations Board shall work under the following definitions of the political and exclusive, and shall use as a definitive reference the U.S. Tax Code and under the advice of the Comptroller.

1) Political- any student group or activity that is partisan in nature (i.e. that works to influence legislation and/or the outcome of a political election.

2) Exclusive- any student group or activity in which involvement is not open to every student at all times.

SECTION 3

Exception: Exclusive and/or political groups may be eligible for funding of campus-wide, open activities. However, individual Greek chapters are ineligible for funding. Only Greek governing bodies (Pan-Hellenic, NPHC and IFC) may receive funding for open, campus-wide activities.

ARTICLE V. THE ALLOCATIONS PROCESS

SECTION 1

Orientation Workshops: All eligible organizations wishing to apply to the Allocations Board for funding for the following semester shall send at least two (2) representatives, one of whom is the treasurer of the organization, to an Allocations Process Workshop in the fall and spring in order to become familiar with guidelines for budgeting and hearings presentations. The Treasurer of the Student Government will decide the location, time and date and will preside over the Workshop. If he or she has not done so already, the Treasurer will at this time issue a standard budget-proposal form and inform the representatives of both the deadline for Budget-Proposal submission and the punitive measures that will be taken if a student organization does not comply with the regulations. If an organization chooses to not attend the Orientation Workshop and submits a budget, the Treasurer has a right to deny a organization of an Allocations hearing.

SECTION 2

Allocations Board Training: The Treasurer of the Student Government is responsible for familiarizing the members with the factors affecting allocations and the various budget proposals. There shall be an Allocations Board training retreat, which the members shall be required to attend, at least two (2) weeks before the hearing. The Treasurer shall preside over this training retreat. If there are changes to the Board membership during the fall, a similar orientation to the Board must be held in the spring.

SECTION 3

Hearings: The Treasurer shall assign each organization a specific hearing time. It is at this hearing that the organization shall present its budget proposal. No more than two (2) representatives from each organization shall make the proposal except for the Publications Board. The Editor of each publication and the Commissioner of the Publications Board shall attend the Publications Board hearing. The Allocations Board is not obligated to hear the budget proposal of any group that misses its assigned hearing time without having presented a valid excuse to the Treasurer at least twenty-four (24) hours in advance. The validity of the excuse shall be determined by the Treasurer. Organizations shall submit line-item budget proposals; that is, each separate program or expenditure and its related cost shall be separately listed. Likewise, the Allocations Board shall approve funding for line-item budgets. At the Board's discretion, certain line items of an organization's budget may be examined at separate hearings.

SECTION 4

Quorum: Quorum for official meetings of the Allocations Board shall consist of at least seven (7) voting members and the Treasurer of the Student Government.

SECTION 5

Fall and Spring Allocations: The total amount of the Student Activity Fund, after the subtraction of Earmarked funding (see Article VI), will be divided into a 50:50 ratio between the Fall and Spring semesters. Organizations will request funding for the Spring in the previous Fall, and funding for the Fall in the previous Spring.

SECTION 6

Discretionary Fund: During the year, the Allocations Board may entertain requests from any student organization for funding for unforeseen events or programming. Any surpluses attained throughout the year will be placed in the Discretionary Fund for proper redistribution as stated in Article VIII, Section 10.

SECTION 9

Approval: The Allocations Board shall be required to submit both the fall and spring budgets and any other decisions not specified by

these by-laws to the Student Government for approval by two-thirds (2/3) of the Senate.

SECTION 7 **Notification:** The Treasurer will present each organization with a copy of its budget within one (1) week after the budget is approved by the Student Government.

SECTION 8 **Appeals:** One percent (1%) of the Student Activity Fund shall be earmarked for appeals (Article VI). If an organization feels that its tentative allocation is grossly inadequate, it may appeal to the Allocations Board before a deadline determined by the Treasurer. Appeals shall be submitted directly to the Treasurer. If the Board does not determine it necessary to use the entire Appeals Fund, the difference shall be absorbed into the Discretionary Fund. The Treasurer will present the final budget within two (2) weeks after the Appeals deadline.

ARTICLE VI. EARMARKED FUNDING

Organizations, in which success requires the ability to plan spontaneous events and/or includes the high risk of unforeseen costs, have the ability to apply for earmarked funding. Organizations who receive earmarked funds are guaranteed a certain percentage of the Student Activity Fund.

SECTION 1 **Eligibility:** Any organization wishing to receive earmarked funding must appeal to both the Allocations Board and the Rhodes Student Government, both of which must review the merits of each case and approve of the earmarking with a two thirds (2/3) majority vote. Once approved, earmarked funds will not be accessible until the following fiscal year.

SECTION 2 **Budget Outline:** Although Earmarked organizations do not have to apply with a specified line-item budget, organizations will be required to submit an outline of events and programming to the Allocations Board. Earmarked organizations will be evaluated for surplus and consequently Probationary Status before Spring Allocations only.

SECTION 3 **Regulations:** Earmarked organizations must still abide by regulations stated in Article VII and Article VIII.

SECTION 4 **Discretionary Fund:** Five and one half percent (5.5%) of the total Student Activity Fund shall be earmarked during Spring Allocations as a Discretionary Fund -- to be used in case of fiscal emergencies among the funded organizations.

SECTION 5 **Student Government Funding:** The Student Government shall be guaranteed three percent (3%) of the total Student Activity Fund.

SECTION 6 **Publications Funding:** The Publications Board shall be guaranteed \$35,000 of the total Student Activities Fund. This allocation of Student Activity Fund granted to the Publications Board shall be reconsidered every two (2) years.

SECTION 7 **Lecture Board Funding:** The Lecture Board of Rhodes College will receive \$40,000 of the Student Activities Fund. This allocation of Student Activity Fund granted to the Lecture Board shall be reconsidered every two (2) years.

SECTION 8 **Rhodes Activities Board Proposal:** The Rhodes Activities Board of Rhodes College shall be required to submit a non-binding budget proposal to the Allocations Board. The Rhodes Activities Board will receive fifty percent (50%) of the total Student Activities Fund. This allocation of Student Activity Fund granted to the Rhodes Activities Board shall be reconsidered every two (2) years.

SECTION 9 **Appeals:** One percent (1%) of the Student Activity Fund shall be earmarked for appeals (Article V, Section 8).

ARTICLE VII. FACTORS AFFECTING BUDGETING FOR STUDENT ORGANIZATIONS

Factors the Allocations Board shall consider in approving, denying, or amending budget proposals or line items therein include, but are not limited to, the following: the size of the organization (the number of students it actively involves), its influence (the number of students it serves), its purpose and activities, its history of responsible use of Activity Fund monies, the funding it receives or might receive from other sources, its unique value to the College Community, and its contributions to the College's image and purpose. Voting members of the Allocations Board shall not vote to approve expenditures that are inconsistent with the ideological concerns described above.

SECTION 1 **Gifts:** The Allocations Board does not allocate funds for awards or gifts, regardless of the recipient's connection to Rhodes. Funding in the form of gifts can only be obtained if it is required for a service. The Board can fund speaker honorariums only if they are required by the speaker.

- SECTION 2** **New Events:** Those requesting money for new functions and/or products should remember that since such events do not have an empirical record of accomplishment, significant documentation on the proposed plans should be provided. The Allocations Board welcomes the opportunity to examine new campus life programming and will look for indication of strong management, fiscal discipline, and extensive planning/marketing for new events.
- SECTION 3** **Fundraising:** Organizations are allowed to raise money outside of their share of the Student Activity Fund. Such funds can generally be used for a wider variety of events and purposes. If any organization needs startup money for the fundraiser, they may request funding from the Allocations Board through the normal venue of Fall/Spring hearings. Once the Board has been tapped for funding, organizations must adhere to the college's standards of use for that money, namely the purpose must be inclusive and non-political. If an organization desires to use an event for fundraising, the fundraiser must pay for the event in its entirety and no Student Activity funds may be used for that event. Only after the event is paid for with the fundraised money can the additional profits be used for other purposes. As per the standards of the college, any products purchased or money raised using SAF money must be reported to the Allocations Board and remain the property of the college.
- SECTION 4** **Clothing:** The Allocations Board does not fund expenditures on clothing. Clothing funding is typically not provided because clothing is a temporary expenditure that is member-specific and cannot often be passed down to succeeding group members. The Allocations Board, however, can fund uniforms. A uniform is defined as a necessary dress item required for participation of that group in an event. Uniforms must not be personalized and must remain the property of the school.
- SECTION 5** **Food:** Funding for food shall not be provided by the Allocations Board unless the event centers on food. The organization must prove that food is essential to the event's purpose during the hearing process.
- SECTION 6** **Travel:** The Allocations Board does not fund money for the expense of travel for any organization unless that organization has a demonstrable need for that travel for the purposes of the development and function as determined by the Allocations Board.
- SECTION 7** **Movies:** If funds are available and the license can be obtained by the petitioning organization, Allocations Board shall consider

funding this event. If there are no copyright restrictions on a movie, the Board shall consider purchasing the movie.

SECTION 8

Co-Sponsored Events: In order to encourage effective and popular programming, the Allocations Board shall give preference to events that are sponsored by two or more Student Organizations. If organizations wish to have the Board give their events preference, they must submit a Co-Sponsorship Event form to the Treasurer or Vice-Treasurer one (1) week before spring or fall hearings. The Board will consider these requests before any others.

ARTICLE VIII. RESPONSIBILITY

To ensure that Student Activity Fund is spent efficiently and for its allocated purpose, it is essential that student organizations both keep track of their expenses and spend money for what it was originally allocated.

SECTION 1

95/75 Accountability Ratio: To remain in good standing with the Allocations Board, each student group is responsible for spending ninety-five percent (95%) of their allocated budget within the semester. If an organization fails to spend ninety five percent (95%) of their budget, seventy five percent (75%) of the budget-total in violation will be the maximum amount of money that the organization can receive from the next semester that the organization applies for Allocated money. Similarly, if an organization spends over one hundred percent (100%) of their allocated budget in that semester, they will receive the same penalty. Allocations Board may either penalize an organization for the next semester that the organization applies for Allocated money, or the following year in the same semester correlating to the violation. Depending on severity of the given situation or spending history of an organization, the Allocations Board reserves the right to penalize organizations beyond a twenty five percent (25%) deduction.

SECTION 2

Probationary Status: Organizations that fail to meet the responsibility guidelines in Article VIII Section 1, will be given a probationary status. In order to recover good standing with the Allocations Board, organizations on probation must spend ninety five percent (95%) of their allocated budget for the following semester. Organizations who fail to spend this amount will be subsequently penalized according to Article VIII, Section 1. Organizations that successfully spend their ninety five percent (95%) of their budget while on probationary status will be on good

standing the following semester. However, if organizations fail to adhere to regulations stated in Article VII or maintain a poor history of spending, the Allocations Board reserves the right to place organizations on Probationary Status. Status will be determined by a two thirds (2/3) majority vote.

- SECTION 3** **Surplus Evaluation:** Probationary status will be determined before both Fall and Spring Allocations.
- SECTION 4** **Exception:** Earmarked organizations will only be evaluated for Probationary Status before every Spring Allocation.
- SECTION 5** **Spending:** During the semester, if an organization forecasts a surplus, they may request to shift funding. Organizations may shift surpluses from one line item to another allocated line item. Organizations may create a new line item that was not previously approved during the Allocations process, provided that they obtain the Treasurer’s approval before the funds are shifted. Money may not be shifted from one allocated semester to another.
- SECTION 6** **Exception:** Earmarked organizations are able to shift funds within the fiscal year.
- SECTION 7** **Explanations:** If during the Allocations Process, the board forecasts that an organization is likely to be placed on Probationary Status from the current semester, the Board will require a sufficient reason and explanation of how the organization will spend the remaining funds or why funds had not been spent originally. If the organization cannot present a legitimate excuse or reason, then the organization will be placed on Probationary Status and penalties will be enacted for the semester in which the organization is requesting funds for.
- SECTION 8** **Failed Explanations:** If a legitimate excuse or reason, as stated in Article VIII, Section 7, is approved and yet, the organization fails to spend 95% of their originally allocated budget, they will be placed on Probationary Status. Organizations will face penalties described in Article VIII, Section 1. If an organization had been allocated more money for the upcoming semester than they had been in the original semester, then the difference in addition to twenty five percent (25%) of the original budget will be subtracted from the upcoming budget. If the organization had requested the same amount or less for the upcoming semester as they had the previous semester, then twenty five (25%) or the original budget will subtracted from their current budget. If this occurs, then a new

projected budget with the new funds must be submitted to the Treasurer for approval.

SECTION 9 **Appeals:** Student organizations may appeal any of these penalties. Organizations must contact the Treasurer at within one week after the organization has been notified. Appeals must be validated by a two thirds (2/3) majority vote of the Allocations Board.

SECTION 10 **Surplus Accountability:** If an organization determines that it will be unable to spend all of its allocated funds, it may at any point in the year return the money to the Discretionary Fund for redistribution as stated in Article V, Section 6. If an organization chooses to return all unnecessary funds, they must do so before the Budget-Proposal deadline (Article V, Section 1). If an organization returns more than twenty five percent (25%) of the original budget to the Discretionary Fund, then Allocations Board will determine whether or not an organization will be placed on Probationary Status.

ARTICLE IX. SUPREMECY

The Rhodes College Student Government Constitution and the Allocations Board By-Laws are the only two governing documents used to allocate the Student Activity Fund..

SECTION 1. **Amending:** Amending the By-Laws of the Allocations Board must first be approved by a two-thirds majority (2/3) of the Allocations Board. If the Allocations Board approves it then the RSG Senate must approve the same amendment by a two-thirds majority (2/3) as well.

SECTION 2. **Honor Code:** All student organizations will be held accountable by the Honor Code.