

RHODES COLLEGE ALLOCATIONS BOARD BY-LAWS

Giving Student Activities Fee Dollars Back to Students:

Your comprehensive guide to the RSG Allocations Board Funding Process

Thank you for reading the Rhodes Student Government Allocations Board By-Laws.

For active participants and stakeholders in Rhodes College student organizations, this should serve as a resource outlining policies and guidelines for student organization activity funding. In the spirit of enhancing the total student experience, we appreciate your interest in our process and involvement and invite suggestions on improving the quality of our service to you.

Funding

General Procedure

Funding requests are accepted on a rolling basis throughout the year and should be submitted no later than four weeks prior to the necessity of the funds. Only complete and properly formatted funding requests submitted through the organization's Allocations Board representative will be considered and will be weighed against the Allocations Board guidelines. Upon the Allocations Board's approval of the funding request, the student organization will immediately be notified of the result. The Rhodes Student Government will receive a summary of the Allocations Board's decisions on at least a bi-weekly basis, upon which they will vote and make recommendations. The organization has until the last day of spring semester classes to spend allotted funds. ** Organizations dissatisfied with the amount recommended can appeal to the Rhodes Allocations Board. In this event, the organization should contact their Allocations Board representative, whose information can be found on the Allocations Board InRhodes page. A hearing will then be scheduled for the organization to come before the Board and to present a revised budget.

Eligibility

Who can ask for money:

A campus organization shall be eligible to submit a budget to the Allocations Board.

- The organization should have a completed, Rhodes Student Government-approved constitution and have a list of current officers on file in the Office of Student Activities and with the Commissioner and the Chair of the Student Organization Relations Committee.
- Organizations whose events are open to the entire student body (non-exclusive) as well as whose events are not partisan in nature (non-political) are eligible for funding.
- Individual Greek chapters are ineligible for funding.
- Only Greek governing bodies (NPC, NPHC and IFC) may receive funding for open, campus-wide activities.
- Class Councils are eligible to receive funding for class-specific events.

How to ask for money:**Orientation Workshops**

All eligible organizations wishing to apply to the Allocations Board for funding shall send at least two (2) representatives, one of whom is the treasurer of the organization, to an Allocations Process Workshop at the beginning of the fall and spring semesters in order to become familiar with guidelines for budgeting and hearings presentations. The organization's Allocations representative will decide the location, time, and date and will preside over the Workshop. At this time, the representative will explain the standard budget-proposal form found on the Allocations Board InRhodes page. If an organization chooses to not attend the Orientation Workshop and submits a budget, the organization is ineligible to request funding. If any further instruction is needed regarding the Allocations Process or Budget Proposal Form, the organization should contact their assigned Allocations Board representative for an individual meeting or the Commissioner. An organization will be notified of their Allocations Board representative following the Board's Fall Retreat.

Funding Request Submission

Funding requests are accepted on a rolling basis throughout the year and should be submitted no later than four weeks prior to the necessity of the funds. Only complete and properly formatted funding requests submitted through the organization's Allocations Board representative will be considered and will be weighed against the Allocations Board guidelines. This request must be submitted to the organization's Allocations Board representative a minimum of seventy-two hours prior to the weekly Allocations Board meeting. Before summer recess, The Board will vote to use a proxy, who is the Commissioner, and funding requests submitted for events prior to four weeks into the fall semester can be approved at the discretion of this proxy.

Hearings

The Commissioner or their representative shall notify the Student Organization of the date of the next Allocations Board meeting, at which they have the option of presenting their funding request. If the organization chooses not to attend the meeting, the Board will review their funding request without their presence. No more than two (2) representatives from each organization may make the request. Organizations shall submit line-item funding requests; that is, each separate program or expenditure and its related cost and value brought to the organization shall be separately listed. Likewise, the Allocations Board shall approve funding for line-item funding requests. If stated by the Board, previously denied line-item requests may be brought back to the Board after proper revisions have been made.

Approval

The Allocations Board will vote on the organization's funding request after it is presented at their next meeting. A summary of these decisions will be presented and voted on at the next bi-weekly Rhodes Student Government General Session.

Notification

The Commissioner or their representative will present each organization with a copy of their approved funding request after the next meeting of the Allocations Board.

Funding Request Guidelines***General Rule of Thumb***

All items funded by the Student Activities Fund must remain with the college.

No expenses related to the following categories will be funded:

- Giveaways / Gifts
- Alcohol

Food

Requests for food will be considered for larger, campus-wide events, especially those that are creative and historically proven and those that promote a sense of community, as inspected on a case-by-case basis at the discretion of the Board. Food requests for routine member meetings will be denied.

Transportation

Transportation-related expenses will be funded at the discretion of the Board. The Board will not fund hotel rooms but will consider requests for expenses such as gas or car rentals, especially if the safety of the students involved could be compromised.

Uniforms

All uniforms that are funded by the Allocations Board must stay with the student organization and may not be personalized. Requests for new uniforms will be considered if the membership of the organization increases or if the condition of the uniforms is unsatisfactory.

Fundraising

Organizations may request money to help with a fundraiser but must reimburse the Student Activities Fund in full before any acquired profits may be used. Any products purchased or money raised using Student Activities Fund money must be reported to the Allocations Board and remain the property of the college.

Printing

There is a \$10 limit on the copy code for each student organization. An organization may only request further printing funds after they have already exhausted the \$10 copy code.

Movies

If there are no copyright restrictions on a movie and its license may be obtained, the Board shall consider purchasing it.

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.

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.

Earmarked Funding

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 majority vote. Once approved, earmarked funds will not be accessible until the following fiscal year. All Earmarks shall be reviewed for adequacy of funding and appropriateness of spending history on a yearly basis.

Presenting Budgets

Earmarked groups are not required to submit funding requests to the Allocations Board. However, their funding expenditures must adhere to the Funding Guidelines. A member of the Allocations Board will be assigned to monitor and advise Earmarked groups if questions arise and will work with the groups as their annual Earmark Review approaches.

Allocations Board Membership

Commissioner

The Allocations Board Commissioner will be elected by the Allocations Board from within the existing Board members or the Secretary and will be approved by a two-thirds majority in both the Allocations Board as well as the Rhodes Student Government Senate. The Commissioner will be re-elected every year in the meeting immediately preceding General Elections. The Allocations Board Commissioner is to be a non-voting member of the Allocations Board.

Responsibility of Commissioner:

The Allocations Board Commissioner will be responsible for:

- Organizing the Orientation Workshops
- Leading all training sessions and meetings of the Allocations Board
- Submitting approved funding requests in the form of a summary to RSG
- Organizing funding requests by quarter
- Assigning and monitoring Allocations Board Members as advisors to student organizations
- Representing the Allocations Board in all RSG Formal Sessions

Secretary

The Allocations Board Commissioner will appoint the Allocations Board Secretary via an application process following Spring General Elections. This recommendation will be approved by a two-thirds majority in both the Allocations Board as well as the Rhodes Student Government Senate. The Allocations Board Secretary is to be a non-voting member of the Allocations Board.

Responsibility of Secretary:

The Allocations Board Secretary will be responsible for:

- Recording the minutes of all meetings of the Allocations Board
- Maintaining all pre- and post-meeting correspondence with members of the Allocations Board
- Compiling all budgets prior to meetings of the Allocations Board
- Communicate regularly with the Commissioner

Members

The Allocations Board shall consist of ten voting members elected from among the full-time students of the Student Body during the spring General Elections, who shall take office in the proceeding fall semester, as well as two freshmen voting members elected from among the full-time students of the Student Body during the fall General Elections, who shall take office immediately following the elections.

Responsibility of Members:

The Allocations Board members will be responsible for:

- Attending all training sessions and meetings of the Allocations Board
- Conducting the Orientation Workshops
- Reviewing and editing all submitted budgets prior to forwarding budgets to the Secretary
- Notifying assigned student organizations of all Allocations meetings
- Meeting as needed with assigned student organizations

Attendance and Replacement of Members

The Allocations Board will meet weekly to discuss and rule on funding requests. A voting member who misses or anticipates missing more than three meetings, at the discretion of the Commissioner, may be dismissed from the Allocations Board. The voting member shall have the right to appeal to the Allocations Board within one week. He/she shall be retained by two-thirds majority vote of the remaining voting members.

If a vacancy in a voting position occurs, petitions shall be made available for the open position. The Allocations Commissioner shall select a candidate from the submitted applications and must be approved by a two-thirds majority in both the Allocations Board as well as the Rhodes Student Government Senate.

Advisors

The Student Leader Coordinator of Rhodes College will serve as the advisor to the Allocations Board.

Quorum

In order for quorum to be met at an Allocations Board meeting, the Board should consist of two-thirds voting members in agreement and the Commissioner.

Training Sessions

The Allocations Commissioner 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, during the first two weeks of each semester.

By-Laws Function and Amendment

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

Amending

Amendment to the Allocations Board By-Laws may be done at the discretion of the Allocations Board members. The revised by-laws must be approved first by a two-thirds majority of the Allocations Board and then by a two-thirds majority of the Rhodes Student Government Senate.

Honor Code

All student organizations as well as the Allocations Board will be held accountable by the Honor Code.