

Article X. Student Assembly Funding Codes Updated Spring 2018 for Fall 2018

Section 1. The Purpose of Student Assembly Funding

- A. Student Assembly funding serves to promote equity, efficiency, and excellence, giving as many organizations as possible the opportunity to provide the highest quality programming feasible.
- B. The purpose of the Student Assembly funding allocations are the following:
 - a. To provide a more proactive, strategic spending plan for student organizations and for the entire student body.
 - b. To support the diverse interests of the Hamilton College student body, on and off campus.
 - c. To financially assist the student body in offering more high-quality programming on campus.
 - d. To assist the class delegations in conducting business and sponsoring Central Council activities.

Section 2: Funding Prerequisites

- A. Organizations wishing to access funding from Student Assembly must be recognized by the Office of Student Activities as a Recognized Student Organization, fulfilling the recognition requirements set by Office of Student Activities in consultation with Student Assembly.
 - a. Newly recognized organizations may be subject to a probationary period or a set funding amount for their first semester/year as designated by the Organization Recognition Committee through Student Assembly. The Funding Committee will allocate funding to newly recognized organizations based on the recommendations/rules enacted by the Organizations Recognition Committee.
- B. Participation in all Student Assembly funded organizations and their on-campus events must be open to all members of the student body of Hamilton College. All students must have the opportunity to participate in organizations and off-campus events funded by Student Assembly.
 - a. Organizations with selective teams must hold an interest meeting at the start of each semester open and publicized to the entire student body to select their team delegates.
- C. Organizations that receive dues or have private funds set aside for them must register disclose the amount of funding available to their organization from their outside funds for their programming when applying for Student Assembly funding.
- D. Organizations that receive donations or raise money through fundraisers do not need to disclose these funds in their budget proposals, but the Funding Committee may recommend that those funds be used in lieu of Student Assembly Funding.
- E. The Central Council reserves the right to require representatives from any student organization to attend a Central Council meeting or a Funding Committee meeting to explain their proposal in more detail. Failure to participate in these meetings may jeopardize the organization's ability to have their funding request approved.

Section 3: Strategic and Non-Strategic Funds

- A. 80% of the Student Assembly budget, less holds and the discretionary fund, shall be allocated to the strategic budget fund. The remaining 20% shall be allocated to the non-strategic fund, available throughout the semester.
- B. Student Organizations should apply for Strategic Funding for any events planned for the semester. The purpose of Strategic Funding is to encourage organizations to plan ahead for their semester's activities.
- C. Organizations will be given a deadline at or around 2 weeks into the semester to submit their strategic budget proposals, with funds to be voted on at the following Central Council meeting.
- D. No student organization, through a combination of strategic and non-strategic funds, shall be recommended by the funding committee to receive greater than 8% of the Central Council's total semester funds.
 - a. In special circumstances, the Central Council holds the right to override this rule by a $\frac{2}{3}$ vote.
- E. Any funds remaining in the strategic fund shall be moved to the non-strategic fund after the Central Council has voted on all strategic budget proposals submitted within the strategic budget deadline.

Section 4: Guidelines for Student Organizations Requesting Funding

- A. Budget proposals must be submitted to the Funding Committee at least ten days in advance of the event.

- B. Budget proposals must follow the downloadable template available on the Student Activities and Student Assembly websites. Failure to do so will result in a rejected budget. It is the student organization's responsibility to use the correct and most current forms for budget proposals.
 - a. Organizations collaborating on an event must submit all requested items on a single budget.
- C. Budget proposals must contain the following:
 - a. An itemized list of all expenses the organization is requesting be funded by Student Assembly.
 - b. The number of students expected to benefit from the funding.
 - c. A detailed explanation of the purpose of the event and how the event will advance the mission of both the organization and Hamilton College.
 - d. The date, time, and location of the event.
 - e. Endowed organizations must provide documentary evidence of how their endowment funding is allocated toward the program.
 - f. Any other information requested by the Student Assembly Funding Committee.
 - g. If the proposal includes equipment, a storage plan must be outlined.
- D. Itemization requirements for specific types of expenditures:
 - a. Food for On-Campus Events
 - i. Student Assembly will only provide funding for food for on-campus events if the food enhances the quality of the event and the event is open to the entire student body.
 - a. If the food is central to the event (i.e. a meal), the Funding Committee will recommend funding up to \$8 per student anticipated to attend the event.
 - b. If the food is not central to the event (e.g. incentive to come), the Funding Committee will recommend funding up to \$5 per student.
 - c. The costs for cookware and utensils shall not be counted in the \$5 and \$8 per student calculations.
 - ii. Organizations wishing to host private meals are encouraged to work with Bon Appetit to use a meal exchange.
 - iii. If an organization wishes to order from a restaurant or catering service, that organization must itemize the food items they wish to order in their budget proposal.
 - iv. Organizations that would like to cook food are encouraged, but not required, to itemize all ingredients they wish to purchase to cook the food.
 - b. Food for Off-Campus Events
 - i. Organizations may request up to \$15 per person per night spent off-campus.
 - a. Reimbursement requests must include receipts.
 - c. Transportation
 - i. Student Assembly will provide funding for group travel via personal vehicle, College vehicle, and bus charters.
 - a. If using a personal vehicle, the Student Assembly will provide the IRS mileage rate, inclusive of tolls, gas, maintenance, and parking.
 - b. If using a College vehicle, the Student Assembly will provide the IRS mileage rate, exclusive of tolls, gas, maintenance, and parking.
 - c. Organizations must include a map detailing the starting address, ending address, and total round trip mileage of the trip in their budget proposal to validate the mileage funding the group is requesting.
 - ii. Student Assembly will not fund tickets for individual travel expenses (e.g. airplane ticket, bus ticket, ship ticket, train ticket, subway fares).
 - iii. Student Assembly will not fund taxi, Uber, Lyft, or ZipCar rentals.
 - d. Lodging
 - i. Organizations requiring hotels or overnight lodging for events are expected to maximize room capacity, placing four students in a room, assuming room availability and that the rooms can be made single-sex for those that desire it.
 - ii. For extended trips (greater than 200 miles away from Hamilton College) organizations may request up to \$300 per room per night. Non-extended trips (within 200 miles of Hamilton College) may request up to \$200 per room per night. Organizations must fundraise or self-fund lodging expenses in excess of this amount.
 - iii. Student Assembly will fund Airbnb, lodges, or other forms of overnight housing using the same price limits identified above for hotel rooms.

- iv. Student Assembly funds may not be used for incidentals, damage, or room charges.
- v. Overnight lodging must be booked within two weeks of funding approval.
- e. Alcohol
 - i. Student Assembly will not provide funding for alcohol unless it is served by a licensed, third party vendor. The request must also receive special approval from the Funding Committee and the Director of Student Activities, with the final decision falling to the Director of Student Activities.
 - ii. Student Assembly will not consider budget requests for social space events unless pre-approved by the Director or Assistant Director of Student Activities.
- f. Publicity
 - i. All Student Assembly-funded events must be announced to the Publicity Chair by the non-strategic deadline prior to the week's Central Council meeting. All events will be included in an email to be sent out by the publicity chair on a weekly basis.
 - ii. Publicity funds are capped at \$20 per event.
 - a. Publicity, as defined for the purposes of Student Assembly funding, includes emails, posters, flyers, and any other forms of advertisement.
 - b. The Central Council shall not provide funding for apparel or stickers as a form of advertising for a club itself. However, the Central Council may elect to provide funding for apparel or stickers for events, provided the event is open to the entire student body, the apparel or stickers enhance the mission of the event, and it is publicized how apparel or stickers will be allocated.
- g. Custodial Services & Utility Fees
 - i. Organizations do not need to request non-strategic/strategic funding for custodial expenses. Physical Plant charges for club events will be billed to the Student Assembly Central Council budget. Student Assembly will cover setup/cleanup fees within a reasonable range. If a club abuses this privilege and there is a charge for excessive cleaning or damage, this will be billed back to the student organization members to pay.
 - ii. Campus Audiovisual Services (AV) and Event Staff are free to student organizations.
- h. Contracted Performers
 - i. Students are not authorized to sign contracts and/or obligate funds from Student Assembly and Hamilton College to any service provider or performer. The Director of Student Activities and Assistant Director of Student Activities are the only authorized signatories for student organization events. Under no circumstances may an organization commit the College to a contractual engagement without prior consent of the Director or Assistant Director of Student Activities. If this occurs, the organization will lose access to funding for at least one semester.
 - ii. Student Organizations seeking to contract or request funding for outside entertainment or services must meet in advance with the Office of Student Activities to discuss negotiation strategies prior to contacting the outside entertainment. Student organizations seeking to contract outside entertainment must attend the Office of Student Activities' contract workshop.
 - iii. Student Assembly, in consultation with the Director and Assistant Director of Student Activities, reserves the right to deny funding for international payments if doing so presents an undue burden.
 - iv. Student Assembly will fund reasonable fees and expenses for performers and service providers that student organizations wish to bring to campus.
 - a. Student Assembly will fund performer fees and hospitality (food and lodging) for performers. Student Assembly will not fund separate travel expenses for performers.
- i. Prizes
 - i. Prizes may not be awarded to members of the organization hosting the event. A member is defined as an individual who has been on the organization's roster and/or has been a significant contributor to the organization at any point in time within the current semester.
 - ii. Organizations awarding prizes must record the prize winner's name, email address, Hillcard number, and estimated value of the prize, to be submitted to Student Activities.

- iii. All prize winners must be currently enrolled students of the College.
 - iv. Cash prizes are forbidden.
 - v. Total prizes requested may not exceed \$40 per event, with a maximum value of \$20 per prize.
 - j. Films
 - i. Organizations wishing to show films or other media must acquire the public performance rights for distribution from appropriate rights holders.
- E. Prohibitions
 - a. Student Assembly will not fund purchases for on-campus events that are not open to the entire student body.
 - b. Student Assembly will not fund externally-hosted webpages. Organizations may contact LITS to create a club webpage on the students.hamilton.edu domain.
 - c. Student Assembly will not fund plastic, single-use water bottles. Organizations are encouraged to provide water in bulk coolers through Bon Appetit as opposed to individual water bottles.
 - d. Student Assembly will not fund donations to nonprofit organizations, and fundraising events with a mandatory entrance fee.
 - e. Student Assembly will not fund “miscellaneous costs/items.”
 - f. Student Activities reserves the right to reject an event budget based on safety concerns. Student Assembly will not fund power tools without confirmation that appropriate administrative offices have been consulted and the equipment will be safely used and stored.
 - g. Student Assembly will not fund club uniforms or gear.
 - h. No organization may receive funding from Student Assembly to pay a member or any student for a service rendered for that organization. A member is defined as an individual who has been on the organization’s roster and/or has been a significant contributor to the organization at any point in time within the current semester.
- F. Reallocations & Rollbacks
 - a. An organization cannot request money for one event and spend it on another event.
 - i. Organizations wishing to reallocate funds leftover from one event to another event/purpose must first receive approval from the Student Assembly Treasurer by emailing satreas@hamilton.edu the details of the reallocation request (how much funding, for what purpose, etc.).
 - b. If an organization does not spend all of the money it was allocated for an event or expenditure, the excess funds should be “rolled back” to Student Assembly.
 - i. The student organization is responsible for ensuring that excess funds are returned within one week of the event or expenditures by contacting the Student Assembly Treasurer.
- G. Student Assembly reserves the right to audit spending of funds allocated to organizations to verify appropriate spending and check for available rollbacks.
- H. Outside Funds
 - a. Organizations that receive a bulk of their funding from a College endowment or standing College budget line must provide documentation of these funds and how they will be allocated to the event or program in the budget proposal.
 - b. Neither the Funding Committee nor Central Council shall discriminate against endowed organizations.
- I. The Funding Committee has the authority to reject unsatisfactory budget proposals and ask organizations to re-submit their proposals.
- J. The Student Assembly Treasurer reserves the right to withhold tax amounts when reimbursing costs in which the purchaser failed to utilize Hamilton College's tax exempt status.
- K. Future Funding
 - a. There are sometimes extenuating circumstances in which the success of an event is contingent upon meeting deadlines outside the group’s control (e.g., registration deadlines, hotel availability, agent management, contract and concert planning, co-sponsorship restrictions.) In these situations, a student organization may apply for funding the semester prior to the semester the event will occur.
 - i. A non-strategic budget proposal deadline to apply for future funding will be held on the last Saturday of November and April.

- ii. Budgets submitted for future funding must include all expenses related to the event. Additional budget proposals for additional expenses related to this future event will not be considered.
- iii. If future funding is approved, immediate expenses will be paid for by Student Activities during the “requested semester.” However, all expenses will be counted towards the organization’s total amount of funding requested for the following semester.

Section 5: Guidance to the Treasurer and to the Funding Committee

- A. The Student Assembly Treasurer may not make any promises to any student organization with regard to funding allocations. No such promise shall be guaranteed by the Funding Committee or the Central Council. Funding amounts become official only after the approval of the Central Council.
- B. An organization will be put on probation at the discretion of the Student Assembly Treasurer if either of the following occurs:
 - a. Spending money on items not approved.
 - b. Overspending by more than \$40.00.
 - c. Committing the College to a contract not authorized by the Office of Student Activities.
- C. The Funding Committee shall examine all budget proposals to determine whether to recommend them to the Central Council.
- D. The Funding Committee shall meet at least once during the beginning of each semester and at any time deemed necessary by the Student Assembly Treasurer or the Student Assembly President.
- E. In examining budget proposals, the Funding Committee will review and recommend funding allocations based on the following principles:
 - a. The Funding Committee must work with student organizations to ensure they are minimizing their costs without compromising the nature of their programming. The Funding Committee reserves the right to ask organizations about alternative sources of funding.
 - b. No organization shall be recommended by the Funding Committee to receive greater than 8% of the Student Assembly’s semester-long budget. In special circumstances, the Central Council can override this rule with a 2/3 vote.
 - c. The merits of each proposal shall be evaluated using the guidelines set forth in Article X, Section 4. If the average cost per student in a budget proposal seems unreasonably high, the Funding Committee reserves the right to meet with representatives from the organization for further explanation.
- F. Organizations are subject to regular audit of their financial history and events, conducted at the discretion of the Funding Committee. Audit procedures include, but are not limited to:
 - a. Requiring organizations to submit information to Student Assembly after hosting Student Assembly-funded events.
 - b. Requiring organizations to submit records related to their events (receipts, pictures, etc.).
 - c. In-person audit (i.e. at an event) by a member of the Executive Committee or the Funding Committee of Student Assembly.
 - d. Review and evaluation of financial receipts and information collected by the Office of Student Activities.
- G. If organizations are found in violation of funding codes, the Executive Committee reserves the right to determine appropriate sanctions. Such sanctions include, but are not limited to, increased scrutiny of future funding proposals as well as potential suspension of funding privileges for the organization in question.
 - a. Greater auditing scrutiny includes, but is not limited to, event-specific financial audit.
 - b. The Executive Committee reserves the right to conditionally sanction organizations found to be in violation of the funding codes.
 - i. This may include suspension of funding until the organization appoints new leadership.
 - c. Section 11 lists additional sanctions.

Section 6: Guidance to the Central Council

- A. Student Assembly shall not discriminate against organizations with outside funds.
- B. The Central Council is instructed to decide on funding based on the following criteria:
 - a. The amount the organization has requested and spent previously during the semester.
 - b. The strength of the organization's budget proposal.

- c. The amount of the budget the organization is requesting in relation to organization membership and cost per student.
 - d. The time and effort the organization must put into the programming.
- C. No Student Assembly member may vote for funds for clubs of which they are a member or toward which they have an unfair bias. Failure to recuse oneself from such votes may be grounds for a vote of impeachment, as laid out in Article VII, Section 2.

Section 7: Holds

- A. The Director of Student Activities has the authority to distribute the Student Activities Fee between Student Assembly and other holds/projects pertinent to the operations and mission of the Office of Student Activities.
 - a. Student Assembly has the right to ask the Director of Student Activities for a breakdown of how the Student Activities Fee is being distributed and to advocate for changes to the holds and distribution if they feel changes should be made.
- B. Holds are not available for individual student organizations.

Section 8: Transparency Requirements

- A. After each meeting, Student Assembly shall publish the amount of money granted to each organization, as well as the purpose of the funds.
- B. Student Assembly shall maintain a public record of how much funding is requested, allocated, and rolled back by each student organization.
- C. Organization members must recuse themselves from voting on funding allocations for organizations in which they are a member or have an unfair bias toward. The Treasurer is responsible for ensuring that members properly recuse themselves.
 - a. When members recuse themselves, the $\frac{2}{3}$ majority required for funding is taken from the pool of non-recused members.
 - b. In cases where recusals lead to a tie, the Student Assembly President is responsible for breaking the tie.

Section 9: Revisions

- A. The thresholds and values stated in these codes should be re-evaluated every two years to ensure timeliness and accuracy.
- B. Thresholds and values should be set so as to sustainably exhaust the Student Assembly budget throughout the duration of the semester.
- C. Data from approved budgets, including allocations, proposals, and expenditures, shall be maintained by Student Assembly for at least five years after approval to inform future revisions to the codes.
 - a. The Funding Committee is responsible for this maintenance.
 - b. For the purposes of this accounting, individual proposals within strategic budgets should be considered individually.

Section 10: The Student Assembly Discretionary Fund

- A. Purpose of the Discretionary Fund
 - a. The use of the Discretionary Fund is excluded from all funding codes set forth hitherto. The following guidelines apply to the use of the Discretionary Fund.
 - b. The Discretionary Fund shall exist for use by the Central Council or Executive Committee to develop programming for the benefit of the student body and to promote Student Assembly as a governing body on campus.
 - c. The Discretionary Fund may also be used for leadership development and activities within Student Assembly, and for projects and events hosted by the class delegations or committees of Student Assembly.
 - d. If a program continues consistently for three years, it is recommended that a committee established by the Student Assembly or student organization run the program and apply for funding outside the Discretionary Fund.
- B. Discretionary Budget Proposals
 - a. Discretionary Budget proposals must use the non-strategic budget template and form.

- C. Size, Approval, and Evaluation
 - a. The Discretionary Fund will be set at \$5,000 each semester. Any funds not used at the end of a semester will be rolled into general Student Assembly funding.
 - b. If the general fund has been exhausted, the Student Assembly may, by a $\frac{2}{3}$ vote, release any or all of the remaining funds back into the general Student Assembly fund. Applications do not require approval from the Funding Committee. Proposals to the Discretionary Fund must be submitted at least 24 hours before the scheduled event or expenditure. In the case of extenuating circumstances a Motion to Suspend the Rules must pass by $\frac{2}{3}$ vote.
 - i. All other itemization rules, however, still apply.
 - c. Approval for using this fund requires a $\frac{2}{3}$ vote of the Central Council.
 - d. The size of the Discretionary Fund shall be reevaluated every semester, and the Fund itself shall be reevaluated every two academic years.

Section II: Consequences for Failure to Abide by the Codes

- A. Rollbacks
 - a. If more than \$200 are rolled back after either midway through the semester or after the final non-strategic deadline, the club or organization will be ineligible to apply for Strategic funding in the following semester.
- B. Event Publicity
 - a. If the event information is not sent to the Student Assembly Publicity Chair by the non-strategic deadline prior to the event, the club or organization will receive a warning. If it happens twice, approved funding for future events will be rescinded.
- C. Planning
 - a. If your event requires you to meet with either the Director of Student Activities or Assistant Director of Student Activities, you must meet with them in advance.
 - i. If your event requires anything to be ordered and delivered, you must plan accordingly to ensure that the items arrive in time for the event.
 - b. If an organization does not plan far enough in advance for an event, the Student Activities office reserves the right to either postpone or cancel the event.
- D. If students are found to have violated the Hamilton College Code of Conduct, the Funding Committee reserves the right to freeze the organization's account.
- E. The Funding Committee reserves the right to postpone recommendations if given inadequate information.
- F. If an organization commits the College to a contractual engagement without prior consent of the Director or Assistant Director of Student Activities, the organization will lose access to funding for at least one semester.