

TRUMAN STATE UNIVERSITY  
FUNDS ALLOTMENT COUNCIL CONSTITUTION

**ARTICLE I  
Organization Name**

Section 1: Organization Name

- Clause 1  
The name of the organization shall be the Funds Allotment Council, hereafter referred to as FAC or the Council.

**Article II  
Organization Mission**

Section 1: Organization Mission

- Clause 1  
The Truman State University Funds Allotment Council is dedicated to the intellectual and social development of the students and to enhancing their entertainment opportunities. The Council expresses this commitment through the financial support of activities that are organized and sponsored by chartered student organizations. The council will strive to fund a variety of activities sponsored by a variety of organizations that will provide potential benefit to all members of the Student Association and the larger University community. In order to accomplish its mission, the council will attempt to balance the many needs and desires that are inherent in a liberal arts and sciences learning community and provide a slate of activities that furthers the mission of Truman State University.

**Article III  
Membership**

Section 1: Total Voting Membership

- Clause 1  
The total voting membership of the Council shall consist of externally elected membership and internally elected membership.
- Clause 2  
All voting members shall have the same rights and powers except for those explicitly designated in this Constitution or the By-Laws.
- Clause 3  
Externally elected membership, internally elected membership, and affiliated membership shall each have one equal vote in the voting process for new affiliate membership.
- Clause 4  
The total officer membership shall consist of nine voting members.
- Clause 5  
Officer membership shall consist of three externally elected members and six internally elected members.

Section 2: Externally Elected Officer Membership

- Clause 1  
The externally elected membership shall consist of the Council Chair, Council Treasurer, and the Student Representative.
- Clause 2  
The Council Chair, Council Treasurer, and Student Representative must have served at least two semesters on the Council.
- Clause 3  
The requirements in Article III, Section 2 Clause 2 may be waived by a 2/3-majority vote of the Council's

externally elected membership and internally elected membership.

Section 3: Internally Elected Officer Membership

- Clause 1  
The internally elected membership shall consist of the Vice Chair, Regulations Chair, Council Secretary, ICA Chair, Historian, and Publicity Chair.
- Clause 2  
During the first general meeting of the Council following the Spring general election, the outgoing externally elected membership shall conduct elections for the six internally elected officer positions from the Council's existing membership.
- Clause 3  
All internally elected positions shall be appointed by a simple majority of all externally elected membership, internally elected membership, and affiliated membership.
- Clause 4  
No more than three of the Council's internally elected members shall be members of Student Senate.
- Clause 5  
No more than three of the Council's internally elected members shall be members of the Student Activities

Board.

Section 4: Affiliated Membership

- Clause 1  
Affiliated membership shall consist of non-officer membership of the Council.
- Clause 2  
Affiliated membership shall assist in the work of and are expected to perform the same duties as other members as defined in the Council Constitution and By-Laws.
- Clause 3  
The Council shall accept applications for affiliated membership at least once every academic semester. Applications for membership must be well advertised. The deadline for submitting applications shall be no earlier than after the fourth week from the beginning of each semester.
- Clause 4  
The Council shall ask two students—preferably from Student Senate and the Student Activities Board—from outside the Council to assist in the new affiliate membership interview process. Newly appointed affiliates shall immediately begin assisting the Council in its duties.
- Clause 5  
After the first four weeks of the semester following their appointment, the newly appointed affiliates shall be subject to a 2/3-majority confirmation vote by the Council's externally elected membership and internally elected membership. Newly appointed affiliates who are not confirmed shall be dismissed from the Council. Following confirmation, affiliate members shall be eligible to assume voting membership on the Council.

**Article IV  
Responsibilities of Members**

Section 1: Eligibility

- Clause 1  
Any student enrolled full time at Truman State University and meeting the requirements of the Constitution and By-Laws shall be eligible to run for the externally elected membership and internally elected membership, or be appointed to serve on the Funds Allotment Council.
- Clause 2  
Members shall, at the time of their installation and throughout their tenure on the Council, be enrolled as full-time students.
- Clause 3  
Members must maintain a minimum 2.5 cumulative grade point average throughout their tenure on the Council.
- Clause 4  
Members must meet attendance requirements as specified in the By-Laws.

Section 2: Powers of Voting Members

- Clause 1  
All externally elected membership and internally elected membership shall have one vote for all appropriations and other voting decisions.
- Clause 2  
A special meeting of the Council must be called within 48 hours upon the submission, to the Council Chair, of a petition signed by at least three members of the Council.

**Section 3: Length of Terms**

- Clause 1  
All six internally elected members shall serve a term from the date of their appointment by the Council until the subsequent appoints are made by the Council the following year.
- Clause 2  
Externally elected members shall serve a term from the date of their election until the subsequent Spring general election.
- Clause 3  
Any members appointed by the Council to fill a vacancy as set forth in Article IV Section 4 shall serve the remainder of the term of the member who created the vacancy.

**Section 4: Vacancies**

- Clause 1  
In the event of a vacancy of an externally elected membership seat and internally elected membership seat (Council Chair is exempt), the position(s) shall be filled by nomination from existing internally elected membership and affiliated membership. An immediate majority vote from within the council shall approve the nomination.
- Clause 2  
In the event of a vacancy of the Council Chair, the Council Vice-Chair shall assume the duties of the Council-Chair for the remainder of the term.
- Clause 3  
In the event of a simultaneous vacancy of the Council-Chair and Vic-Chair, the Council shall elect from its own membership a new Council-Chair to serve the remainder of the term.

**Article V  
Meetings**

**Section 1: General Meetings**

- Clause 1  
The Council shall hold open general meetings on a regular basis as stipulated by the By-Laws.

**Section 2: Open Meeting Regulations**

- Clause 1  
The Council shall be allowed to close its general meetings to the public only to discuss internal personnel matters and Council deliberations over funding appropriations.

**Section 3: Quorum**

- Clause 1  
A quorum consisting of six voting members of the Council shall be necessary to conduct business.

**Article VI  
Funding Process**

**Section 1: Funding**

- Clause 1  
Each semester the Council may take and approve funding applications for eligible organizations.
- Clause 2  
A separate Inter-Collegiate Activities (ICA) account shall be set up to fund groups applying for ICA funding.
- Clause 3  
Inter-Collegiate Activities (ICA) shall be defined as competition performance, and/or exhibition events.
- Clause 4

The Total Acquired Funds (TAF) for each semester shall be announced on the Council website within the first week of when TAF is first made known to the Council by the University Business Office. The Publications Chair shall draft a press release stating the semester TAF and distribute that press release to the Truman Index, Truman Public Relations Department, and TruView Master Calendar within the first three weeks of the beginning of the semester, or when TAF is first made known to the council by the University Business Office, whichever is first.

- Clause 5  
The Total Acquired Funds (TAF) available to be allocated in the Fall semester shall be the amount annually budgeted to the Council, plus any money rolled over from the previous year fiscal year, minus administrative costs incurred since the beginning of the fiscal year, minus the reserve account as specified in the By-Laws.
- Clause 6  
From the Total Acquired Funds (TAF) available to be allocated, between 30% and 55% must be allotted to the Inter-Collegiate Activities (ICA) account, depending on the relative demand for funding each semester.

#### Section 2: Funding Application Process

- Clause 1  
All organizations must submit a fully completed application for funding in order to be considered for funding by the Funds Allotment Council.
- Clause 2  
A separate application for funding must be submitted by groups applying for funding from the Inter-Collegiate Activities, in accordance with the By-Laws.

#### Section 3: Hearing Process

- Clause 1  
All organizational hearings shall be open to the public.
- Clause 2  
The Council shall grant any organization that receives approval for eligibility for funding from the Council, as specified Article VII and submits its application for funding within the time frame specified in the By-Laws, a hearing by the Council.
- Clause 3  
All organizations are required to attend a hearing. The Council shall provide a secondary hearing time if an organization fails to attend its first scheduled hearing.
- Clause 4  
Failure to attend the first scheduled hearing and subsequent second hearing shall result in a rejection of the organization's application for funding.
- Clause 5  
The requirement in Article VI, Section 3 Clause 4 can be waived by a 2/3-majority vote of the Council's e externally elected membership and internally elected membership.

#### Section 4: Decision Process

- Clause 1  
All Council deliberation meetings shall be closed to the public.
- Clause 2  
All decisions made by the Council concerning event funding shall be made within the guidelines of the mission of the Council, including an emphasis on funding a wide variety of events.
- Clause 3  
The slate of events shall be presented to the Student Association within two weeks of the final hearing on the Council's website. The slate shall include an abbreviated description of the event being funded. All organizations that applied for funding shall be notified of the Council's decision at that time.
- Clause 4  
The Publicity Chair shall draft a press release of the Council's funding decisions and distribute that press release to Truman Today, the Truman Index, and the Truman Public Relations Department within two weeks of the final hearing. All organizations that applied for funding shall be notified of the Council's decision at that time.
- Clause 5  
The maximum funds to be allotted to a Council group shall be \$5,000 per academic semester.
- Clause 6  
The maximum funds to be allotted to a specific group from the Inter-Collegiate Activities (ICA) account shall be \$5,000 per academic year.
- Clause 7

All funds must be allocated and disbursed in accordance with University procedures, local law, state law, and Federal law.

#### Section 5: Grievance Process

- Clause 1  
Grievances must be submitted to the Council within two weeks of the presentation of the slate of events to the Student Association on the Council's website. If no grievances are submitted to the Council in that time, the slate shall be considered final and binding.
- Clause 2  
Any organization that is granted a hearing may submit grievances regarding the funding process to the Council Chair. The Council Chair and Council Faculty Advisor shall first meet with the aggrieved party to address alleged grievances.
- Clause 3  
The Student Senate Ethics Justice shall preside over any grievance appeals submitted by the Funds Allotment Council Chair within two weeks of the grievance appeal being submitted.
- Clause 4  
The Ethics Justice shall form a committee in secret that includes the Chair of the Funds Allotment Council, an additional member of the Funds Allotment Council, two voting Student Senators in addition to the Ethics Justice, a representative from the Student Activities Board, and a student worker from the Center for Student Involvement. All members of this committee (including the Ethics Justice) shall have a vote. The Advisor to the Funds Allotment Council shall also be extended an invitation to the hearing, but will not have a vote.
- Clause 5  
Before this committee, the students bringing forward the grievance shall have the right to testify in addition to any other witnesses they may call or the Funds Allotment Council may call.
- Clause 6  
A grievance will be found true if the investigative committee has found that FAC committed a procedural error in the application process, organization hearing, or deliberations; or violated University policy; or violated local, state, or federal law. A 4/7 majority vote is required. The simple majority decision of this committee shall be the final decision regarding the grievance.
- Clause 7  
Should Student Senate change this grievance process in their standing rules, this grievance process shall be voided. Should this grievance process be voided, FAC externally elected membership, internally elected membership, and affiliated membership shall form a temporary grievance process until a new grievance process can be determined.
- Clause 8  
If the investigative committee determines that said grievances are legitimate, the Council shall fund the aggrieved organization from the Council's reserve count.

#### Section 6: Verification Process

- Clause 1  
All organizations that are allotted funding by the Council shall submit a post-event evaluation within two weeks after the event occurs in accordance with the procedure outlined in the Council's By-Laws.
- Clause 2  
No organization will be eligible to reapply for funding until a completed post-event evaluation is submitted and filed with the Council. There is a statute of limitations of one year for this clause.
- Clause 3  
The requirements in Article VI, Section 6 Clause 2 can be waived by a 2/3 vote of the Council's externally and internally elected membership

## **Article VII Regulations**

#### Section 1: Eligibility Requirements

- Clause 1  
Any campus organization that has been granted a charter by, and is in good standing with, the Center for Student Involvement (CSI), shall be eligible to apply for funding as outlined in the By-Laws. An organization may be allowed to apply in a semester without being chartered if the organization's Center for

Student Involvement organizational development liaison and organization faculty advisor signs an agreement stating the organization is not at risk of failing to complete the CSI's chartering process.

- Clause 2  
The Council shall deny approval for eligibility for funding only when an organization does not meet guidelines specified in the Constitution and By-Laws.
- Clause 3  
Any campus organization that has been sanctioned by the Council shall not be eligible for funding pursuant to the process specified in Article VIII.

#### Section 2: Event Requirements

- Clause 1  
All events funded by the Council must take place on-campus, with the exception of Inter-Collegiate Activities events.
- Clause 2  
Article VII, Section 2 Clause 1 may be waived by a 2/3-majority vote of externally elected and internally elected membership, and must be approved by the Council's Faculty Advisor and the Director of the Center for Student Involvement. Clause 2 will remain in effect until the 2016-2017 renovation of Baldwin Hall is complete.
- Clause 2  
Funding for off-campus publicity shall be left to the discretion of the Council. A 2/3 majority vote of the externally elected membership and internally elected membership is required to fund off-campus publicity.
- Clause 3  
The Council can only fund the purchase of food for an event if food is an essential part of the event.
- Clause 4  
The Council cannot fund the purchase of any equipment that is of personal nature including but not limited to prizes, uniforms, and trophies.
- Clause 5  
The Council will not fund events that may be in violation of or promote the violation of the Student Conduct Code, state Law, or Federal Law.

### **Article VIII Organizational Punishment Process**

#### Section 1: Sanctioning Process

- Clause 1  
A Council sanction shall be defined as a penalty that prevents an organization from receiving Council funding for a period of not less than one funding cycle and not greater than four funding cycles.
- Clause 2  
The Council may sanction any organization, which has misused funds or in any other way violated the rules and regulations of the Council as stipulated in the Council Constitution and Council By-Laws.
- Clause 3  
If the Council finds an organization may have violated the Council Constitution and/or By-Laws, the organization in question must appear before the Council to explain the possible violation and context in which the violation took place. After the organization appears before the Council, the Council will vote to sanction the organization. A 2/3 majority of the externally elected membership and internally membership is required to sanction an organization.
- Clause 4  
If the Council votes to sanction an organization, the sanctioning period shall begin within the next two funding cycles. The start-date of the sanctioning period shall be left to the discretion of the Council.
- Clause 5  
Organizations sanctioned by the Council may appeal the Council's decision using the process as outlined in Article VI, Section 5

### **Article IX Constitutional Authority**

#### Section 1: Governance

- Clause 1  
The Council Constitution and Council By-Laws, and any other documents explicitly mentioned therein, shall be the only governing document of the Council.

#### Section 2: Longevity

- Clause 1  
The Council shall exist subject to the existence of the General Guidelines of the Organizational Activities Fund (OAF).
- Clause 2  
The Council shall be disbanded in the event that the Evaluation Procedure of the General Guidelines of the Organizational Activities Fund (OAF) dissolves the fund.

### **Article X Amendment Procedures**

#### Section 1: Amendment Procedures

- Clause 1  
A rules committee must be established by the Council's Regulations Chair in order to create and propose amendments to the Council's Constitution. The rules committee must consist of the Council Chair, Student Senate members, and Student Activities Board members. Proposed Council Constitution amendments must be approved by a 2/3-majority vote of the rules committee before being proposed to the Council. Each committee member, including the Council Regulations Chair shall have one equal vote.
- Clause 2  
Amendments to the Council Constitution may be proposed by a 2/3-majority vote of the Council's externally elected membership, internally elected membership, and affiliated membership.
- Clause 3  
Once approved by the Council, said approved constitutional amendment(s) shall go into effect the following semester.