

TRUMAN STATE UNIVERSITY FUNDS ALLOTMENT COUNCIL BY-LAWS

ARTICLE I ELECTION OF MEMBERS

Section 1: Elected Executive Members

1. The externally elected executive member positions of the Council shall consist of the Council President, Council Treasurer, and the Student Representative.
2. The internally elected executive member positions of the Council shall consist of the Council Vice President, Council Secretary, Council Inter-collegiate Activities Chair, Council Regulations Chair, Council Publicity Chair, and the Council Historian.

Section 2: Council External Elections

1. Council elections for externally elected executive member positions may be held in conjunction with Student Senate elections in the spring and if needed, due to an elected member leaving the council, the fall. If necessary, the Council may hold their own election separate from Student Senate elections.
2. Any persons wishing to run for the position of Council President, Council Treasurer, or Student Representative shall fill out a petition containing no less than 75 legible signatures of members of the Student Association. The Student Association shall be defined as all members of the student body.
3. If the election is held in conjunction with Student Senate elections, the Council election shall be administered by the Student Senate Election Administrator in coordination with the Council Regulations Chair. If the election is held separately from Student Senate elections, it shall be administered by the Council Regulations Chair.
4. Candidates for the position of Council President may not run for any other position that is voted upon during the fall or spring election, including positions on Student Senate.

ARTICLE II INSTALLATION OF MEMBERS

Section 1: Executive Member Installation Procedure

1. Executive members shall be installed at the regular meeting of the Council immediately following their election/appointment.
2. The outgoing Council President shall install the new Council President, if the outgoing Council President is unable to do so the outgoing Vice President may.
3. The new Council President shall install all other members of the Council. If the new Council President is unable to do so, the old Council President may.
4. The outgoing Vice President shall be responsible for installations in the event that the Council President or outgoing Council President is unable to install members into their new positions.

Section 2: Oath of Office

1. All new members shall take the following oath of office:
“I, (state name), do solemnly swear to uphold the Funds Allotment Council Constitution and By-Laws; and in doing so, to assist in meeting the broad developmental needs of students and enhance their entertainment opportunities within the context of a liberal arts institution by funding a variety of events.”

ARTICLE III MEMBERSHIP RESPONSIBILITIES

Section 1: Council President

1. The Council President shall be an externally elected position.
2. The Council President shall serve as the Chief Executive of the Council.
3. The Council President shall preside over all meetings of the Council and set the agenda for meetings.
4. The Council President shall have the power to call special meetings of the Council.
5. The Council President shall have the power to appoint affiliated persons subject to a 6/9 Executive Council vote.
6. The Council President shall, at the beginning of each semester, prepare a slate evaluation of the previous semester, which will briefly list final amounts disbursed, results of evaluations, and other valuable information for each event. These reports shall be made available for review to the Student Association.
7. The Council President shall attend at least two office hours per week.
8. The Council President shall carry out all other duties and responsibilities charged to them by the Council.

Section 2: Council Vice President

1. The Council shall elect, from its own membership, a Council Vice President who shall serve in that position throughout the remainder of their term, at which time a new Council Vice President shall be elected.
2. The Council Vice President shall fulfill the responsibilities of the President in their absence. The Vice President shall also assume the position of the President in the event of the President's resignation until a special election can be held.
3. The Council Vice President shall reserve all rooms for Council use, and do so in a timely manner.
4. The Council Vice President shall be the Risk Management Representative for the Center for Student Involvement.
5. The Council Vice President shall order food for deliberations.
6. The Council Vice President shall organize a retreat dedicated to new member orientation and group cohesiveness. The retreat shall focus on training members to better fulfill the mission of the Council.
7. The Council Vice President shall oversee new member education. New member education shall include, but not be limited to, information regarding the FAC Database,

the rules and regulation of the Council, hearings, deliberations, how to fill out FRFs and supporting documents, and the general structure and function of the Council.

8. The Council Vice President shall attend at least two office hours per week.
9. The Council Vice President shall carry out all other duties and responsibilities charged to them by the Council.

Section 3: Council Secretary

1. The Council shall elect, from its own membership, a Council Secretary who shall serve in that position throughout the remainder of their term, at which time a new Council Secretary shall be elected.
2. The Council Secretary shall be responsible for taking and distributing minutes at Council meetings and recording the reasoning behind funding that is cut during deliberations.
3. The Council Secretary shall keep a list of all members and their contact information.
4. The Council Secretary shall be responsible for keeping track of and notifying members of their number of absences from meetings and office hours.
5. The Council Secretary shall keep a record of all attendees at Council hearings.
6. The Council Secretary shall be responsible for monitoring the submission of applications for funding and preparing a schedule of hearing times.
7. The Council Secretary shall be responsible for monitoring the submission of applications for potential new members and preparing a schedule of interview times.
8. The Council Secretary shall regularly check the FAC email account and shall be responsible for correspondence with organizations via the FAC email, including notification of funding status and amounts.
9. The Council Secretary shall be responsible for creating and distributing a FAC and ICA timeline indicating meeting times, and any other dates pertinent to the Council.
10. The Council Secretary shall be responsible for sending out application evaluations, application revision forms, and fair hearing disclaimer forms after funding hearings are completed.
11. The Council Secretary shall keep the office clean and order office supplies as needed.
12. The Council Secretary shall attend at least two office hours per week.
13. The Council Secretary shall carry out all other duties and responsibilities charged to them by the Council.

Section 4: Council Treasurer

1. The Council Treasurer shall be an externally elected position.
2. The Council Treasurer shall be responsible for monitoring and accounting for all administrative costs of the Council. This will be accomplished by a close-working relationship with the Center for Student Involvement, which has final authority over the Organizational Activities Fund for the University (including signing power on the account).
3. The Council Treasurer shall be responsible for preparing a treasurer's report for stating account balances and transactions when necessary.
4. The Council Treasurer shall generate a slate for deliberations.
5. The Council Treasurer shall oversee that all deposits of money are returned to the Organizational Activities Fund.

6. The Council Treasurer shall be responsible for monitoring all requisitions made by the Council.
7. The Council Treasurer shall be responsible for keeping an account of all Organizational Activities Fund transactions.
8. The Council Treasurer shall give all completed FRFs and supporting documents to the FAC Advisor in a timely manner.
9. The Council Treasurer shall monitor the compilation of the financial records of the Council at the end of each semester.
10. The Council Treasurer shall attend at least two office hours per week.
11. The Council Treasurer shall carry out all other duties and responsibilities charged to them by the Council.

Section 5: Inter-Collegiate Activities Chair

1. The Council shall elect, from its own membership, an Inter-collegiate Activities Chair (ICA Chair), who shall serve in that position throughout the remainder of their term, at which time a new ICA Chair shall be elected.
2. The Council ICA Chair shall preside over all matters regarding ICA.
3. The Council ICA Chair shall be responsible for recording, labeling, and checking out reusable equipment when purchased by any organization.
4. The Council ICA Chair shall be responsible for checking in reusable equipment at the end of each academic year and ensuring that ICA groups pass along uniforms, equipment, and other FAC funded items each semester.
5. The Council ICA Chair shall keep a record of all travel forms and team rosters.
6. The Council ICA Chair shall attend at least two office hours per week.
7. The Council ICA Chair shall carry out all other duties and responsibilities charged to them by the Council.

Section 6: Student Representative

1. The Student Representative shall be an externally elected position.
2. The Student Representative shall work with the Publicity Chair in the recruitment of new members for the Council.
3. The Student Representative shall organize and preside over all FAC and ICA informational meetings and over all funding informational meetings.
4. The Student Representative shall attend Student Senate meetings at the request of the Council, the President of the Student Association, or the Speaker of the Student Senate.
5. The Student Representative shall attend at least two office hours per week.
6. The Student Representative shall carry out all other duties and responsibilities charged to them by the Council.

Section 7: Regulations Chair

1. The Council shall elect, from its own membership, a Regulations Chair, who shall serve in that position throughout the remainder of their term, at which time a new Regulations Chair shall be elected.
2. The Council Regulations Chair shall be responsible for reviewing and proposing amendments to the Council By-Laws and Council Constitution.

3. The Council Regulations Chair shall monitor compliance with the Organizational Activities Fund Guidelines, the Council Constitution, and the Council By-Laws.
4. The Council Regulations Chair shall be responsible for making the application rules available to organizations.
5. The Council Regulations Chair shall check the eligibility of all organizations who seek funding.
6. The Council Regulations Chair shall oversee the entire sanctioning process and communicate with all groups throughout the sanctioning process.
7. The Council Regulations Chair shall maintain a record of all groups that order posters.
8. The Council Regulations Chair shall represent the Council on the Organizational Activities Fund Review Committee.
9. In tandem with the Organizational Activities Fee review, the Regulations Chair shall conduct a mandatory review process of the Council's constitution and by-laws.
10. The Council Regulations Chair shall attend at least two office hours per week.
11. The Council Regulations Chair shall carry out all other duties and responsibilities charged to them by the Council.

Section 8: Publicity Chair

1. The Council shall elect, from its own membership, a Publicity Chair, who shall serve in that position throughout the remainder of their term, at which time a new Publicity Chair shall be elected.
2. The Council Publicity Chair shall be responsible for Council-related advertisements and announcements. This shall include publicity of the funding process, membership recruitment, funded events, etc.
3. The Council Publicity Chair shall ensure that all council publicity shall be completed and posted at least two weeks before the publicized deadline.
4. The Council Publicity Chair shall be responsible for updating the Council website, including uploading the applications for funding and new members.
5. The Council Publicity Chair shall present the slate to the Student Association and upload it to the Council's website.
6. The Council Publicity Chair shall be responsible for the Council's table at the Activities Fair.
7. The Council Publicity Chair shall attend at least two office hours per week.
8. The Council Publicity Chair shall carry out all other duties and responsibilities charged to them by the Council.

Section 9: Historian

1. The Council shall elect, from its own membership, a Historian, who shall serve in that position throughout the remainder of their term, at which time a new Historian shall be elected.
2. The Council Historian shall be responsible for organizing event evaluations, funding applications, surveys, group evaluations, and executive member evaluations.
3. The Council Historian shall be responsible for sending out event evaluations no later than two weeks after the funded group's event.
4. The Council Historian shall maintain all records in the database.

5. The Council Historian shall attend at least two office hours per week.
6. The Council Historian shall carry out all other duties and responsibilities charged to them by the Council.

Section 10: Affiliates

1. Affiliate members shall be defined as nonvoting members of the Council, with the exception of voting on new FAC members.
2. Affiliates shall assist the Council in its work and shall be responsible for attending weekly General Meetings of the Council, Council Hearings, and Council Deliberations.
3. Affiliates shall be responsible for contributing to at least one committee per semester.
4. Affiliates shall be responsible for attending at least one office hour per week.
5. Affiliates shall carry out all other duties and responsibilities charged to them by the Council.

Section 11: Advisor

1. A University employee, preferably with programming experience, shall advise the Council. This advisor should be an employee within Student Affairs.
2. The Council Advisor shall attend funding deliberations.
3. The Council Advisor shall attend weekly meetings as their schedule allows.
4. The Council Advisor shall approve all completed FRFs before they are submitted to the business office.
5. The Council Advisor shall oversee contract negotiations.
6. The Council Advisor shall oversee website administration.
7. The Council Advisor shall carry out all other duties and responsibilities charged to them by the Council within Council and Advisor agreement.

Section 12: Membership Responsibilities

1. All new members shall attend new member orientation meetings.
2. Any council member may miss a maximum of three unexcused FAC mandatory events including, but not limited to, general meetings, hearings, and deliberations without penalty in an academic semester.
3. If a member misses more than three unexcused mandatory events, the Council may complete the impeachment process according to Article IV Section 5 of the Council Constitution.

ARTICLE IV APPLICATION TIMELINE

Section 1: Applications for Funding

1. Applications for FAC and ICA funding will be made available to organizations within the first three weeks of each semester.
2. An informational meeting shall be hosted by the Council for all organizations interested in applying for FAC funding no later than the end of the fifth week of each semester.

3. Separate applications for FAC and ICA funding will be due no earlier than the end of the sixth week of each semester and no later than six weeks before the end of each semester.
4. An FAC event is defined as any event funded by the FAC General Account for activities not involving Inter-Collegiate competition and/or exhibition.
5. An ICA funded group is defined as any organization funded by the ICA Account specifically for Inter-Collegiate competition and/or exhibition.

Section 2: Hearings

1. Each organization eligible for a hearing, as specified in Article VII, Section 1 of the Funds Allotment Council Constitution, shall have a hearing within two weeks of the application deadline.
2. At the hearing, each organization will present a detailed outline of the purpose of their proposed event, as well as an estimated timeline.
3. All Council members may question any organization member in order to clarify the organization's event application.

Section 3: Deliberations and Slate of Events

1. The Council shall, after all hearings have been completed, conduct closed deliberations to discuss and vote on each application for funding.
2. Deliberations shall be presided over by the Council President and the order in which to discuss application for funding shall be left to their discretion.
3. A group's funding may be cut if they apply for the wrong category of funding or if they fail to completely fill out and turn in the funding application and supporting forms by the due date. The amount cut will be an amount determined by the council.
4. A 6/9 Executive Council vote shall be required by the Council to approve the slate as a whole. If the vote does not pass, each group shall be voted upon individually and a 6/9 Executive Council vote shall be required by the Council to approve each group's funding.
5. Any application for Funding that gains a 6/9 Executive Council vote during deliberations shall be included on the proposed slate of events.
6. After voting on the amount of funding for all approved applications, any Council member may move to recall any application for funding that has been voted on previously for the purpose of reallocating those funds or removal from the slate during deliberations.
7. Using the results of deliberations, the Council shall complete and present a slate of FAC and ICA Events to the Student Association as specified within Article VI, Section 4 of the Funds Allotment Council Constitution.
8. From the time that deliberations are completed to the time that the proposed slate of events is presented to the Student Association, all decisions made concerning the proposed slate of events shall remain confidential.
9. All discussions held during deliberations are to remain confidential.
10. The individual voting record of all Council members during deliberations is to remain confidential. Any Council member who reveals the voting record of another Council member will be subject to impeachment and recall as outlined in Article IV Section 6 of the Funds Allotment Council Constitution.

Section 4: Approval of the Slate

1. The slate shall be considered approved if no organization presents grievances with regard to the funding process within two weeks of the presentation of the slate to the Student Association.
2. If a student or an organization submits a grievance, all sections of the slate not directly affected by the submitted grievance will still be considered approved.
3. The Slate of FAC and ICA Events shall include a list of all applications received, a brief summary of why each event did or did not receive funding, the amount and breakdown of funds received by each group, and a detailed outline of how allotted funds will be spent by each organization.
4. All organizations that receive funding must adhere to the outline when requesting funds. Any organization may request a change in their outline. A change in the outline shall require a 6/9 Executive Council vote.

Section 5: Grievance Process

1. Any student organization that participated in the funding application process may file a formal complaint with the Council if they are unsatisfied with the results of the process.
2. All grievances will follow the process outlined in Article VI Section 5 of the Council's Constitution.

ARTICLE V COUNCIL SANCTIONS

Section 1: Misrepresentation of Organization

1. Any organization that fraudulently claims to be chartered when applying for funding may be denied the right to apply for funding for up to two funding periods.
2. Any organization that fraudulently claims to have approval for the event from their advisor when applying for funding may be denied the right to apply for funding for up to two funding periods.
3. Any individual who fraudulently claims to have approval for an event from their organization may be denied the right to apply for funding for up to two funding periods.
4. Any other deliberate misrepresentation in the application or hearing process shall result in the organization being denied the right to apply for funding for up to four funding periods.
5. To determine whether there has been a misrepresentation of an organization, sanctioning must be passed by a 6/9 Executive Council vote.

Section 2: Misuse of Funds

1. Any FAC or ICA organization that submits a FRF for an amount greater than the amount allotted to it by the Council, except reserve funds, shall be denied the right to apply for funding for up to four funding periods.
2. Any FAC or ICA organization that spends money for a purpose other than that specified in their outline, or in a manner not approved by the Council, shall be denied the right to apply for funding for up to four funding periods.

3. Any FAC or ICA funded organization that brings in revenue from admission to an event in excess of the money it directly contributed, and does not return such revenue to the Organizational Activities Fund, as outlined in Article VIII of the Council By-Laws, shall be denied the right to apply for funding for up to four funding periods.
4. Any FAC or ICA organization that fails to spend at least 50% of its allotted funds shall be denied the right to apply for funding for up to two funding periods.
5. To determine whether there has been a misuse of funds, sanctioning must be passed by a 6/9 Executive Council vote.

Section 3: Restricting Access to an Event

1. Any organization that denies access to any member of the Student Association when hosting an event shall be denied the right to apply for funding for up to four funding periods. This excludes those instances where removal of an individual is necessary to the enjoyment of other patrons or in those instances where further admission will present a hazard.
2. ICA groups must allow any member of the Student Association to practice with the team, but may restrict who travels with the team and plays in games or tournaments.
3. The Council shall determine if a group may restrict access to an event by a 6/9 Executive Council vote.

Section 4: Publicity

1. Any organization that fails to adequately publicize an event to the extent that attendance is limited shall be denied the right to apply for funding for up to two funding periods. Events must be publicized at least one week before the event start date.
2. FAC groups must advertise at least once a semester.
3. Groups who receive ICA funds must advertise the opportunity for students to participate in their organization at least once a year. Any organization that fails to do so shall be denied the right to apply for funding for up to two funding periods.
4. Publicity materials funded by the Council must include the FAC logo or an acknowledgment that the event or group is being sponsored by the Council.
5. Posters funded by the Council must advertise for a specific event. This may be waived by a 6/9 Executive Council vote.
6. To determine whether a group has publicized adequately, publicity must be passed by a 6/9 Executive Council vote.

Section 5: Breach of Contract

1. Any organization that fails to meet the terms of a contract as agreed upon by the contracting agency and the organization shall be denied that right to apply for funding for two funding periods.
2. All organizations must comply with the policies of the Center for Student Involvement in relation to contracts or third-party contracting agencies involving allotted funds. The Council reserves the right to deny the disbursement of allotted funding to any organization that fails to adhere to this rule.
3. Any organization that fraudulently signs a contract by forging a signature or otherwise falsifies information in the contract shall be denied the right to apply for funding for up to four funding periods.

4. Any organization that fraudulently represents the University by attempting to enter into contractual agreements on behalf of the University shall be denied the right to apply for funding for up to four finding periods. All organizational Activities Funds must be dispersed with proper University authority.
5. Any organization that has agreed to host an event and subsequently chooses not to produce that event shall be denied the right to apply for funding for two funding periods. This does not include cancellations that are beyond the control of the organization, as determined by the Council.
6. To determine whether there has been a breach of contract, sanctioning must be passed by a 6/9 Executive Council vote.

Section 6: Duties of Funded Organizations

1. An organization is required to attend mandatory meetings, make all arrangements for the funded event, have all posters approved by the FAC advisor, and obey any other documented requests set forth by the Council with a 6/9 Executive Council vote. Failure to perform these duties can result in sanctions by the Council for up to two funding periods.
2. The treasurer shall create a physical list of expectations and set a firm deadline(s) for the Funds Request Form submission process. The deadline(s) shall be within the final week of classes. The expectations set forth by the treasurer shall be enforced by the Council. Deadlines and expectations may be waived by a 6/9 Executive Council vote.
3. All ICA teams must provide travel itineraries with the following information included but not limited to: destination, standing team roster submitted at least once per semester, mode of transportation, etc. Additional items to be included on the itineraries must be provided to the ICA teams well in advance by the Funds Allotment Council. Failure to provide a travel itinerary may result in the Council enacting the organizational punishment process as outlined in the Article VIII in the constitution.
4. Any organization applying for FAC funding for a food-based event requiring a food waiver from Sodexo must obtain said food waiver one week prior to the event. FAC may deny an organization funding if a food waiver is unable to be obtained.
5. If an organization changes the event after the slate has been passed, the Council reserves the right to not fund the event if it is no longer deemed meritable.

Section 7: Power of Members to Impose Sanctions

1. All sanctions imposed by the Council shall require a 6/9 Executive Council vote.
2. The Council may, at any time, recommend that a student or member of an organization be charged with a violation of the Student Conduct Code through a 6/9 Executive Council vote.
3. The Council shall determine if multiple sanctions are to run concurrently or consecutively by a 6/9 Executive Council vote.
4. The Council may, at its discretion, revoke or shorten prior sanctions against an organization by a 6/9 Executive Council vote.

ARTICLE VI RESERVES

Section 1: Definition

1. The establishment of a reserve account shall serve to pay for any unforeseen expenses, beyond the sponsoring organization's control, that may exceed the budget allocated.
2. This reserve account shall be used only in the case of an emergency and is not available for allotment.
3. This reserve account shall be 5% of the Total Acquired Funds (TAF), and is defined in Article VI, Section 1F of the Funds Allotment Council Constitution.

Section 2: Distribution of the Reserve Account

1. If a group's expenses exceed its allocated funding, the sponsoring organization may file a written request to receive funding from the reserve account.
2. The written request shall specify the amount needed and why the group's expenses exceeded the amount allocated.
3. Upon the receipt of the formal request for reserve spending, the Council shall, by a 6/9 Executive Council vote; determine the amount of reserve money to be released.
4. The Council reserves the right to question the organization prior to its vote on spending reserve funds.
5. The total funding an organization receives from their allotted funds and their funds from the reserve account may not exceed \$5,000 a semester for FAC events and \$5,000 a year for ICA organizations.

Section 3: Costs in Excess of Allotted Reserves

1. In the event that an organization is not funded by the reserve account, that organization shall be directly responsible for any costs in excess of the original amount allotted for the event. The Council is under no obligation to provide further assistance to the organization.

Section 4: Extraordinary Administrative Costs

1. The Council may, by a 6/9 Executive Council vote, allocate a portion of the reserve account to pay for extraordinary administrative expenses as described in Article VIII of the By-Laws.

ARTICLE VII ADMINISTRATIVE COSTS

Section 1: Definition

1. All administrative costs of the Council will be paid for from an administrative account monitored by the Council Treasurer. This account shall not exceed 5% of estimated TAF for the current academic year.

Section 2: Uses

1. At the beginning of the academic year, the Council must approve a budget for executive members. Executive member budgets shall last the duration of the academic year and must be passed by a 6/9 Executive Council vote.
2. Council administrative costs may include any printing, publicity and election costs, or any other operational expenses associated with the functioning of the Council.
3. Any expenses over \$100 shall require a 6/9 Executive Council vote.

Section 3: Disposal of Unused Portion

1. The administrative account will be closed at the end of each funding period and all remaining money in the account will be returned to the Organizational Activities Fund for allocation during the next funding period.

ARTICLE VIII RECOVERY OF REVENUE

Section 1: Direct vs. Indirect Revenue

1. Any revenue brought in directly from an event funded by the Council in excess of the amount contributed by the host organization shall be returned to the FAC Budget within the FRF submission deadline of the event.
2. Funded organizations may keep all indirect revenues from funded events. Indirect revenue is defined as income generated outside of the main focus of the event (e.g. t-shirt or other merchandise sales).
3. Organizations must report all revenues to the Council, which, by a 6/9 Executive Council vote, will determine whether revenue is direct or indirect.

Section 2: Repercussions

1. In the event that an organization does not return any excess direct revenue to the Organizational Activities Fund as explained in Section 1 of this Article, that organization may be subject to sanctions by the Council as explained in Article V of the Council By-Laws.

ARTICLE IX FUNDRAISING

Section 1: Fundraising

1. Fundraising for FAC and ICA Organizations is permitted at any time during the year, including fundraising at any ICA funded competition/exhibition.
2. Fundraising for third parties (i.e. charitable or non-profit organizations) by FAC and ICA funded groups is permitted and will not influence the groups funding.

ARTICLE X AMENDMENTS

Section 1: Amendment and Revision Process

1. Any member of the Student Association can propose an amendment or revision to the Council By-Laws.
2. Amendments and revisions to these By-Laws may be passed by a 6/9 Executive Council vote.
3. Once approved by the Council, said amendments or revisions will go into effect the following semester.
4. The updated By-Laws must be uploaded to the Council's website.