

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 development of all students and to enhancing their entertainment and educational opportunities. It strives to be a resource to all fully chartered organizations, while using student funds as efficiently and effectively as possible.

**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 affiliate 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 President, Council Treasurer, and the Student Representative.
- Clause 2
The Council President, 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 President, Regulations Chair, Council Secretary, ICA Chair, Historian, and Publicity Chair.
- Clause 2
During the first general meeting of the Council following the election of externally elected officers, 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 affiliate 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 may ask two students from outside the Council to assist in the new affiliate membership interview process, preferably from Student Senate and the Student Activities Board.
- Clause 5
New affiliates shall be appointed subject to a simple majority vote by all members of the Council present during their interview. Newly appointed affiliates shall begin assisting the Council in its duties after their training is complete.
- Clause 6
After the first four weeks of the semester following their appointment, the newly appointed affiliates shall be subject to a simple-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 membership on the Council.

Section 5: Council Membership

- Clause 6
The Council shall not consist of less than 15 members, nor shall it consist of more than 30 members.
- Clause 7
In the occurrence that the Council consists of less than 15 members, New Member Applications in accordance with Article III Section 4, Clause 4 shall remain open until such time that the Council consists of at least 15 members.

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
An emergency meeting of the Council must be called within 48 hours upon the submission, to the Council President, 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 election of externally elected officers.
- 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 President 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 President, the Council Vice President shall assume the duties of the Council President for the remainder of the term.
- Clause 3
In the event of a simultaneous vacancy of the Council President and Vice President, the Council shall elect from its own membership a new Council President to serve the remainder of the term.

Article V Conduct Board

Section 1: Provisions

- Clause 1
The purpose of the Conduct Board is to handle incidents of member misconduct in a discrete, fair, and judicious manner.
- Clause 2
Any person who has witnessed a member of FAC behaving in an unprofessional manner or in a way unbecoming of an FAC member shall be able to submit a letter of concern to the FAC advisor explaining the incident of misconduct and all pertinent information and submit it to the FAC advisor.

Section 2: Automatic Expulsion

- Clause 1
A council member will automatically be expelled if they misuse or steal funds.

- Clause 2
A council member who is placed under University probation is asked to voluntarily step down from the Council.
- Clause 3
A council member will automatically be expelled if their cumulative GPA drops below a 2.50 for two consecutive semesters.

Section 3: Referrals

- Clause 1
Conduct Referral letters shall be turned in to the FAC Advisor's office in a sealed envelope marked "Attention: Conduct Board Referral."
- Clause 2
Referrals will be handled confidentially; only FAC Advisors and members of the Conduct Board shall have access to referral forms.
- Clause 3
Referrals can be made by anybody from the Student Association or greater community who wishes to file a complaint.

Section 4: Membership

- Clause 1
Members of the Conduct Board shall be chosen by the FAC advisor.
- Clause 2
The Conduct Board will be comprised of at most 5 members, but shall never fall below 4 members.
- Clause 3
The Conduct Board members must remain the same for the duration of each referral process.
- Clause 4
The Conduct Board shall consist of the FAC advisor and at least three executive committee members.
- Clause 5
If a member of the executive committee feels that there is a conflict of interest with the person being called to hearing, then that member may remove himself or herself and be replaced in the following order: other advisor, other executive committee member, other affiliate of the Council, no replacement.
- Clause 6
In the event that the President is the member being referred to the Conduct Board, the Vice President shall take over presiding.

Section 5: Hearing Process

- Clause 1
After the referral form has been submitted to the FAC Advisor, the form will be passed on to the President of FAC who will assemble the Conduct Board.
- Clause 2
The President will contact the person making the referral to set up a time to meet with the conduct board to provide further details of the incident in question. If the person making the referral is unwilling to meet with the Conduct Board, or a representative from the Conduct Board, within two weeks of submitting the referral, it will be discarded.
- Clause 3
After the Conduct Board meets with the person making the referral, an email will be sent notifying the member in question that they have been referred to the Conduct Board for member misconduct and will be contacted within 24 hours to set up a hearing time. If the member in question is unable or unwilling to meet with the Conduct Board within two weeks of the date of contact, the member will be automatically expelled.
- Clause 4
During the hearing, the Conduct Board will present a summary of the alleged misconduct and provide the member with an opportunity to explain the situation.
- Clause 5
After the member in question has explained their side of the story, the Conduct Board will excuse the member to deliberate until they have come to a unanimous resolution.

Section 6: Resolutions

- Clause 1
Resolutions must be unanimously decided upon by the Conduct Board and can include a warning, expulsion, exoneration, or probation.
- Clause 2
If given a warning, the member in question shall remain an active member of FAC but will be warned that their referral will go into a file for review in the case of future misconduct.
- Clause 3
If expelled, the member in question will be terminated from their position on FAC.
- Clause 4
If exonerated, the member in question will be cleared of any allegations.
- Clause 5
If put on probation, the member in question shall remain an active member of FAC but shall be placed on probation for the remainder of the academic semester, at the end of which they will be asked to meet again with the Conduct Board. At this time the member in question will make a statement of why they wish to remain on FAC, and request removal from probation. The Conduct Board will then choose to exonerate, warn, or expel the member.
- Clause 6
The Conduct Board may elect to reconvene any time during a probationary period in order to vote on a new resolution if they feel the member in question is not upholding FAC standards.
- Clause 7
A resolution must be reached within 48 hours after the hearing.
- Clause 8
The Conduct Board is responsible for notifying the member in question, as well as the person who made the referral of the unanimous resolution within 72 hours after the hearing.

Article VI 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 VII 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 organizations applying for ICA funding.
- Clause 3
Inter-Collegiate Activities (ICA) shall be defined as competition based 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 Student Association 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 each semester shall be the amount budgeted each semester to the Council, plus any money rolled over from the previous semester, 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 organizations 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 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 the Student Association 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 organization shall be \$5,000 per academic semester.
- Clause 6
The maximum funds to be allotted to a specific organization 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 President. The Council President 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 President within two weeks of the grievance appeal being submitted.
- Clause 4
The Ethics Justice shall form a committee in secret that includes the President 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

Section 7: Reappropriation Process

- Clause 1
In the case of a change to a Council approved organization's event so as to alter the event beyond the original purpose and/or design that an organization was approved funding for, an organization must petition the council for a reappropriation of funds toward a new, alternative event, in which the organization may request no more than what the organization was originally allotted.
- Clause 2

Whether or not an organization's event has changed so as to alter the original purpose and/or design of the event, and so require a reappropriation, will be determined by a $\frac{2}{3}$ majority vote of the voting membership council. An organization may then request a reappropriation of funds for an alternative event.

- Clause 3

All organizations seeking reappropriation must submit a new funding application in accordance with Article VII, Section 2 of the Constitution and will promptly receive a new hearing as outlined in Article VII, Section 3.

- Clause 4

If the Council votes that a organization must undergo the reappropriation process, a organization will not be allowed to spend any remaining funds until such time that the Council approves a reappropriation.

- Clause 5

Organizations will be approved by reappropriation by a $\frac{2}{3}$ majority vote of the Council's externally and internally elected membership. If the vote to reappropriate funds is approved, the funds may be reallocated to an organization in accordance with the by-laws. If denied, the remainder of an organization's unspent funds will return to the Council Total Acquired Funds (TAF) account.

Article VIII Regulations

Section 1: Eligibility Requirements

- Clause 1

Any campus organization that has been granted a full 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. If the organization fails to complete the CSI's chartering process, the organization's allocated funding will be removed from appropriations and placed into the Council's Total Acquired Funds (TAF) account.

- 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 $\frac{2}{3}$ -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 $\frac{2}{3}$ 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, personalized 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.

Section 3: Funding Time Frame

- Clause 1

An organization may only spend allotted funds for the semester and/or time period for which they applied, as outlined in an the organization’s funding application which was approved by the Council. Organizations may not use allotted funds from one semester into another.

Article IX
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 X
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 XI
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 President, 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 affiliate membership.

- Clause 3

Once approved by the Council, said approved constitutional amendment(s) shall go into effect the following semester.