

FUNDS ALLOTMENT COUNCIL

BY-LAWS

Revised 4/29/2026

ARTICLE I

FUNDING APPLICATION PROCESS

Section 1: Eligibility Requirements

1. Any Recognized Student Organization (RSO) that has been granted a full charter by, and is in good standing with, the Union & Involvement Services (U&I), shall be eligible to apply for funding as outlined below. If the organization fails to complete the U&I's chartering process, the organization's allocated funding will be removed from appropriations and placed into the Council's Total Acquired Funds (TAF) account.
2. Any campus organization that has been sanctioned by the Council shall not be eligible for funding pursuant to the process specified in Article III of the Council By-Laws.

Section 2: Event Requirements

1. All events funded by the Council must take place on-campus, with the exception of Inter-Collegiate Activities events or if the organization has received approval by $\frac{2}{3}$ majority of the Council.
2. A $\frac{2}{3}$ majority vote of the Council is required to fund off-campus publicity.
3. The Council can only fund the purchase of food for an event if food is the main focus, or essential for the event to occur.
4. The Council cannot fund the purchase of any equipment that is of personal nature including but not limited to prizes, personalized uniforms, trophies, etc.
5. The Council will not fund events that may be in violation of or promote the violation of the Student Conduct Code, university policy, state law, or federal law.

Section 3: Timeline for Funding Process

1. Applications for FAC and ICA funding will be made available to eligible organizations within the first eight weeks of each semester and shall remain open for at least one month prior to hearings taking place.
2. An informational meeting regarding funding applications shall be hosted by the Council for all organizations interested in applying for funding within a week of applications being made available.
3. Each organization eligible for a hearing, as specified in Article I, Section 6 of the

Council by-laws, may have a hearing within two weeks of the application deadline. Hearings shall occur as outlined in Article I, Section 6 of the Council By-laws

4. Deliberations shall occur and be completed within a week of the final hearing. Deliberations shall occur as outlined in Article I, Section 7 of the Council By-laws
5. The slate and The Total Available Funds (TAF) for each semester shall be made available on the official FAC website within two weeks of the final hearing. All organizations that applied for funding shall be notified of the Council's decision at that time.

Section 4: Applications for Funding

1. An FAC event is defined as any event funded by the FAC General Account for activities not involving Inter-Collegiate competition and/or exhibition.
2. A separate Inter-Collegiate Activities (ICA) account shall be set up to fund organizations applying for ICA funding.
3. ICA event shall be defined as competition based events or are organizations that are competitive in nature.
4. The Total Available Funds (TAF) consists of each semester's budgeted amount for the Council plus any prior-semester rollover funds, minus administrative expenses, the reserve account, and the portion designated for FAC internal operations.
5. From the TAF to be allocated, between 30% and 55% must be allotted to the ICA account, depending on the relative demand for funding each semester.
6. The maximum funds to be allotted to a single organization considered to fall under FAC event as defined in Article I, Section 4.1, shall be \$5,000 per academic semester.
7. The maximum funds to be allotted to a specific organization from the Inter-Collegiate Activities (ICA) account shall be \$5,000 per academic year.
8. All funds must be allocated and disbursed in accordance with University procedures, local law, state law, and Federal law.

Section 5: Funding Application Process

1. All organizations must submit a fully completed application for funding in order to be considered for funding by the Funds Allotment Council by the specified deadline. After the deadline, no new applications will be considered.
2. A separate application for funding must be submitted by organizations applying for funding for multiple events and/or equipment not associated with a specific event from the Inter-Collegiate Activities
3. Any FAC group seeking funding for an event shall submit one application per event they are seeking funding for.

4. Any organization must, when requested, provide documentation for their respective event(s) or documentation of the previous year's (or most recent) event in order to determine the past success of the event. This documentation can include photos, videos, itineraries, schedules, programs, etc.
5. Multiple groups can apply separately for funding for the same event. Groups applying for the same event shall have the maximum funding of a single group, as specified in Article I, Section 2 of the Funds Allotment Council By-Laws.

Section 6: Hearings

1. All organizational hearings shall be open to the public.
2. A minimum of three FAC Council members, including at least one Executive Officer, must be present for each organizational hearing.
3. The Council shall grant any organization that is eligible for funding, as specified in Article VIII and submits its application for funding within the time frame specified in Article IV, Section 1 of the Council By-Laws, a hearing.
4. Each organization that has submitted an application is required to attend a hearing. If an organization fails to sign-up for a hearing slot or does not attend a hearing without prior approval from the council, the funding application(s) submitted by the organization will not be considered. If an organization is unable to attend the original scheduled hearing, a secondary hearing time shall be provided by the Council.
5. At the hearing, each organization will present a detailed outline of their funding needs, as well as an estimated planning timeline.
6. All Council members may question any organization member in order to clarify the organization's application.
7. Organizations may ask questions regarding the funding process or for clarification from the Council
8. The requirement in Article VII, 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 7: 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. All decisions made by the Council concerning event funding shall be made within the guidelines of the mission of the Council
3. Deliberations shall be presided over by the Council President and Treasurer and the order in which to discuss applications for funding shall be left to their discretion.
4. A group's funding may be reduced or denied if they apply for the wrong category of

funding, if they fail to completely fill out and turn in the funding application and supporting forms by the due date, if there are errors in their application, or if they fail to arrive at a scheduled hearing without Council approval. This reduction is up to the discretion of the Council.

5. Council members affiliated with an organization applying for funding may not advocate in any form for that organization during deliberations and cannot provide additional information beyond that provided in the organization's funding application and hearing.
6. All discussions held during deliberations are to remain confidential.
7. The individual voting record of all Council members during deliberations is to remain confidential.
8. Any Council member who violates the confidentiality of the By-laws Article IV, Section 3, Clause 8-10 will be subject to a conduct hearing and removal as outlined in Article V of the Funds Allotment Council Constitution.

Section 8: Approval of the Slate

1. A 2/3 majority vote of the Council shall be required to approve the entire slate . If the vote does not pass, each group shall be voted upon individually and a 2/3 majority vote of the Council shall be required to approve each group's funding.
2. Any Council member may move to object to any application for funding that has been voted on previously for the purpose of reallocating those funds or removal from the slate during deliberations.
3. If the slate as a whole fails to be approved by a 2/3 majority vote of the Council, members affiliated with an organization being considered for funding must abstain from voting on the organization's funding application.
4. Any application for funding that gains a 2/3 majority vote of the Council during deliberations shall be included on the official slate.
5. Using the results of deliberations, the Council shall complete and present a slate of FAC and ICA funding to the Student Association, within two weeks of final deliberations. All organizations that applied for funding shall be notified of the Council's decision at that time.
6. From the time that deliberations are completed to the time that the official slate is presented to the Student Association, all decisions made concerning the official slate shall remain confidential.
7. The slate shall be considered final if no organization presents grievances with regard to the funding process within two weeks of the presentation of the slate to the Student Association.
8. If an organization submits a grievance, sections of the slate may be affected by the

submitted grievance. All sections of the slate not affected by this process will still be considered final

9. The slate of FAC and ICA events shall include the premises of the events funded.
10. Any organization that did not receive full funding shall be provided with an explanation of why their funding was reduced or denied at the time the final slate is publicized.
11. All organizations that receive funding must adhere to their application when requesting funds. Any organization may request a change in their funded event application, which shall require a $\frac{2}{3}$ majority vote of the Council.

Section 9: Grievance Process

1. Any student organization that participated in the funding application process may file a formal complaint with the Council if they believe they have been treated unfairly or an error had occurred during the funding process. The Council President and Council Advisor shall first meet with the aggrieved party to address alleged grievances.
2. Grievances must be submitted to the Council within two weeks of the publication 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.
3. The Council Regulations Chair shall preside over any grievance appeals submitted by the Funds Allotment Council within two weeks of the grievance appeal being submitted.
4. The Council Regulations Chair shall form a committee consisting of the Council President, the Council Regulations Chair, two additional members of the Council (nominated by the President), two representatives from Student Government. Every member of this committee, except the Council Regulations Chair, shall have a vote. The Council Advisor shall be extended an invitation, but will not have a vote.
5. If the Student Government refuses or is unable to provide the representative(s), the Funds Allotment Council may appoint alternate representatives from the student body, nominated by the Council President and approved by a simple majority vote of the Executive Board.
6. If the Council President or Regulations Chair is unable to attend hearings, the Council Vice President or another member of the Council appointed by the Council President shall take their place.
7. Any organization raising a grievance shall have the right to speak to the committee in addition to any other students, staff, or faculty they or the Council may call.
8. 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. The simple majority decision of this committee shall be the final decision regarding the grievance.

9. If the investigative committee determines that said grievances are legitimate, the Council shall fund the aggrieved organization from the Council's reserve account.

Section 10: Duties of Funded Organizations

1. An organization is required to attend mandatory meetings, such as Funded Groups Night, make all arrangements for the funded event, have all Council funded publications and advertising approved by the FAC advisor, and obey any other documented requests set forth by the Council with a 2/3 majority vote of the Council. Failure to perform these duties can result in sanctions by the Council for up to four funding periods.
2. The Council shall set a firm deadline for the Funds Request Form and documentation submission process. The deadline(s) shall be within the final two weeks of classes. Deadlines and expectations may be waived by a 2/3 majority vote of the Council.
3. All organizations applying for FAC funding for a food-based event requiring a food waiver from Sodexo must obtain said food waiver two weeks prior to the event. FAC may deny an organization funding if a food waiver is unable to be obtained.

Section 11: Funding Time Frame

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

Section 12: Event Evaluation Process

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.
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.
3. The requirements in Article I, Section 8 Clause 1&2 can be waived by a 2/3 vote of the Council

ARTICLE II REALLOTMENTS AND REAPPROPRIATIONS

Section 1: Reallotment Process

1. An organization may petition for a transfer of funds from one funding category to another.
2. All reallotments must be sent at least one week before the group wishes the change to occur.

3. A reallocation request must be submitted to the group's liaison via the official FAC email to be brought to the next full council meeting. The reallocation request must contain specific information regarding the reallocation, including but not limited to categories the funds are to be transferred between and the amount requesting to be transferred.
4. All reallocations must be approved by a 2/3 majority vote of the Council.
5. The organization's liaison shall notify the organization if the reallocation passes or fails within 48 hours of the vote being cast.
6. If the reallocation passes, the Council Treasurer shall update the public slate within 48 hours of the vote being cast showing the reallocation for the amended categories.

Section 2: Reappropriation Process

1. In the case of a change to an organization's funded event that alters the event beyond the original purpose and/or design that was approved for funding, the organization must petition the council for a reappropriation of funds toward a new, alternative event, in which the organization may request no more funds than what was originally allotted.
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 2/3 majority vote of the voting membership council.
3. All organizations seeking reappropriation must follow the same as the reallocation process as outlined in Article II, Section 1.
4. If the Council votes that an organization must undergo the reappropriation process, an organization will not be allowed to spend any remaining funds until such time that the Council approves a reappropriation.
5. The Council may vote to freeze specific categories of an organization's slate as part of the reappropriation process, as opposed to the entire slate. The council will examine the applicability of the funds in each category to the organization's original, Council-approved, purpose for funding to determine which categories of funding require an alternative application as outlined in the FAC Constitution Article VII Section 7
6. Reappropriations shall require approval by a 2/3 majority vote of the Council. 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 shall remain as they were prior to the reappropriation request.
7. An organization for whom a reappropriation was denied may submit additional reappropriation requests. Additional requests must differ from previously failed reappropriation requests.
8. The Council Treasurer shall update the public slate showing the reappropriation for the amended categories

ARTICLE III 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 individual who fraudulently claims to have approval for an event from their organization cannot be in contact with FAC for up to two funding periods. The Organization itself will not be sanctioned unless otherwise determined by the Council, and if so the organization may be denied the right to apply for funding for up to two periods.
3. 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.
4. The Council may determine that there has been misrepresentation of an organization through a 2/3 majority vote of the Council with supporting documentation.

Section 2: Misuse of Funds

1. Any FAC or ICA organization that deliberately submits a FRF for an amount greater than the amount allotted to it by the Council, except reserve funds, and fails to repay the overage amount in a timely manner, may be denied the right to apply for funding for up to four funding periods, or until all debts to FAC have been repaid.
2. Any FAC or ICA organization that spends money for a purpose other than that specified in their application, or in a manner not approved by the Council, may 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 FAC funded event or any aspect of the event that was funded by FAC, may 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. The Council may determine that a group has misused funds through a 2/3 majority vote of the Council with supporting documentation.

Section 3: Restricting Access to an Event

1. Any organization that denies access to any member of the Truman Student Body when hosting an event may be denied the right to apply for funding for up to four funding periods. This excludes instances where removal of an individual is necessary to the enjoyment and/or safety of other patrons or in instances where further admission will present a hazard.

2. ICA groups must allow any member of the Truman Student Body to practice with the team or otherwise participate in club activities, but may restrict who travels with the team and plays in games or tournaments.
3. The Council may allow a group to restrict access to an event by a 2/3 majority vote of the Council with supporting documentation.

Section 4: Publicity

1. Any organization that fails to adequately publicize an event may 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 each event for which they have been allocated funding.
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. Any digital promotion of an FAC funded event must include the official FAC social media account or an acknowledgment that the event or group is being sponsored by the Council.
6. Posters funded by the Council must advertise for a specific event unless the Council waives this requirement with a 2/3 majority vote of the Council.
7. The Council may determine that a group has not adequately publicized through a 2/3 majority vote of the Council with supporting documentation.

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 may be denied that right to apply for funding for up to four funding periods depending on the severity of the breach.
2. All organizations must comply with the policies of the Union and Involvement Services and the University 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 may be denied the right to apply for funding for up to four funding periods and may be subject to the University Student Code of Conduct.
4. Any organization that fraudulently represents the University by attempting to enter into contractual agreements on behalf of the University may be denied the right to apply for funding for up to four funding periods. All organizational Activities Funds must be

dispersed with proper University authority.

5. Any organization that forms a contractual agreement without the processing of the FAC advisor and University Contracting process will not be able to use their allotted funds for the payment outlined in the contract.
6. Any organization that has agreed to host an event, has started the contracting process, or has a fully executed agreement and subsequently chooses not to produce that event may be denied the right to apply for funding for up to four funding periods. This does not include cancellations that are beyond the control of the organization, as determined by the Council.
7. The Council may determine that a group has breached a contract through a 2/3 majority vote of the Council with supporting documentation.

Section 6: Power of Members to Impose Sanctions

1. The Council may sanction a group if they have committed an infraction as listed in Article III Sections 1-6. 2. All sanctions imposed by the Council shall require a 2/3 majority vote of the Council.
2. The Council may, at any time, submit a report through the Office of Citizenship and Conduct that a student or an organization has potentially committed a violation of the Student Conduct Code through a 2/3 majority vote of the Council.
3. The Council shall determine if multiple sanctions are to run concurrently or consecutively by a 2/3 majority vote of the Council.
4. The Council may, at its discretion, revoke or shorten prior sanctions against an organization by a 2/3 majority vote of the Council.

Section 7: Sanctioning Process

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.
2. The Council may sanction any organization, which has violated the rules and regulations of the Council as stipulated in Article III Section 1 thru section 5 of the Council By-Laws.
3. If the Council finds an organization may have violated the Council Constitution and/or By-Laws, the organization in question must attend a Sanctioning hearing, in which the organization must appear before the Council to explain the possible violation and context in which the violation took place.
4. Failure of an organization to attend a sanctioning hearing may result in the Council proceeding in the sanctioning process without input from the organization in question.
5. After the Sanctioning Hearing, the Council may then sanction the organization by a 2/3

majority vote.

6. If the Council votes to sanction an organization, the sanctioning period shall begin within the next funding cycle. Sanctioning does not impact the organization's ability to use any funds they have currently been allotted.
7. Organizations sanctioned by the Council may appeal the Council's decision using the process as outlined in Article I, Section 9
8. Organizations may be sanctioned for more than four funding cycles, should there be extenuating circumstances, such as outstanding debt to FAC or the university, with a $\frac{2}{3}$ majority vote of the Council.

ARTICLE IV RESERVES

Section 1: Definition

1. The establishment of a reserve account shall serve to pay for any unforeseen expenses, beyond the funded 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), as defined in Article I, Section 4.4 of the Council By-Laws.

Section 2: Distribution of the Reserve Account

1. If a group's expenses exceed its allocated funding, the 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 determine the amount of reserve money to be released by a $\frac{2}{3}$ majority vote.
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 the requested funds from the reserve account may not exceed \$5,000 a semester for FAC events and \$5,000 an academic 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.

2. If an organization does exceed allotted funding and is not funded by the reserve account, the overage must be paid to the order of FAC in a timely manner as determined by the Council.

Section 4: Extraordinary Administrative Costs

1. The Council may, by a 2/3 majority vote of the Council, allocate a portion of the reserve account to pay for extraordinary administrative expenses as described in Article V of the By-Laws.

ARTICLE V 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 semester.

Section 2: Uses

1. At the beginning of each semester, the Council must approve a budget for executive members. Executive member budgets shall last the duration of the academic semester and must be passed by a 2/3 majority vote of the Council.
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 approval by a 2/3 majority vote of the Council.

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 overall FAC budget for allocation during the next funding period.

ARTICLE VI RECOVERY OF REVENUE

Section 1: Direct vs. Indirect Revenue

1. Organizations cannot generate direct revenue from any Council funded event, or

specifically funded aspects of an event. Direct Revenue is any income generated from entry into the event, the main focus of the event or an aspect of the event that is funded by the Council.

2. Funded organizations may keep all indirect revenue from funded events. Indirect revenue is defined as income generated outside of the main focus of the event and is not generated from any aspect specifically funded by the Council.
3. Organizations must report all revenues to the Council, which, by a 2/3 majority vote of the Council, will determine whether revenue is direct or indirect.

Section 2: Repercussions

1. If the Council determines an organization has generated direct revenue from an FAC funded event, that organization may be subject to sanctions by the Council as explained in Article III of the Council By-Laws, and may be required to return funds to the Council.

ARTICLE VII FUNDRAISING

Section 1: Fundraising

1. Fundraising for FAC and ICA Organizations is permitted at any time during the year, including fundraising at any FAC funded event or 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 a group's funding.
3. The Council is unable to fund any aspect of an event specifically used for fundraising purposes.

ARTICLE VIII AMENDMENTS

Section 1: Amendment and Revision Process

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