

FUNDS ALLOTMENT COUNCIL CONSTITUTION

Revised 10/2/2025

Article I Organization Name

Section 1: Organization Name

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

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 Structure and Admission

Section 1: Council Membership

1. The council shall aim not to consist of fewer than 15 members, nor shall it consist of more than 30 members. The applications shall remain open until that checkpoint is reached.
2. If the Council consists of fewer than 15 members, New Member Applications in accordance with Article III, Section 3, Clause 1 shall remain open until such time that the Council consists of at least 15 members.

Section 2: Eligibility

1. Any full-time degree-seeking student at Truman State University who meets the requirements of the Constitution shall be eligible to run for executive positions or be appointed to serve on the Funds Allotment Council.
2. Members shall, at the time of their installation and throughout their tenure on the Council, be enrolled as full-time students.
3. Members must maintain a minimum 2.5 cumulative grade point average throughout their tenure on the Council.
4. Members must meet attendance requirements as specified in the Article V, Section 9, Clause 4.

Section 3: New Member Applications

1. The Council shall accept applications for general membership at least once every academic semester. Membership applications must be well-advertised. The deadline for applications shall be no earlier than the fourth week from the beginning of each semester.
2. New members shall be appointed subject to a simple majority vote by all members of the Council present during the interview.
3. After the first four weeks of the semester following their appointment, the candidate shall be subject to a simple majority vote by the council. Candidates who do not receive a majority vote shall not be invited to join the Council. Following confirmation, candidates shall be eligible to assume membership of the council.

Section 4: Removal of Membership

1. Removal of membership shall occur if found necessary by the conduct board as outlined in Article VII.
2. New members shall be appointed subject to a simple majority vote by all members of the Council present during the interview.

Section 5: Anti-Hazing Policy

1. The Funds Allotment Council fully understands and will abide by the anti-hazing policy (abusive affiliation) as outlined in the Student Conduct Code of Truman State University 8.050.2 - Expectations for Student Organization Conduct Section 14: Abusive Affiliation.
2. If a violation of the Student Code of Conduct or Non Discrimination/Title IX occurs, The Funds Allotment Council is responsible for reporting the information to the appropriate offices.

Article IV Election of Members

Section 1: Executive Committee

1. The externally elected position of the Council shall consist of the Council President.
2. The internally elected executive members shall consist of the Council Vice President, Council Treasurer, and Council Secretary.
3. The Council President and Council Treasurer must have served at least two semesters on the Council.
4. The Council Vice President and Council Secretary must have served at least one semester on the Council.
5. The requirements in Article IV, Section 1, Clauses 3 and 4 may be waived by a 2/3-majority vote.

Section 2: Chairship Positions

1. The chair positions of the Council shall consist of the External Representative, Council Regulations Chair, and Council Publicity Chair.
2. The externally elected chair position shall consist of the External Representative.
3. The internally elected chair positions shall consist of the Council Regulations Chair and Council Publicity Chair.
4. All chair positions shall have served on the Council for at least one semester.
5. The requirements of Article IV, Section 2, Clauses 4 may be waived by a $\frac{2}{3}$ majority vote.

Section 3: Council External Elections

1. Council elections for externally elected executive member positions may be held in conjunction with Student Government elections in the spring and, if needed, due to an elected member leaving the Council, in the fall. If necessary, the Council may hold its own election separate from Student Government elections.
2. If the election is held in conjunction with Student Government elections, the Council election shall be administered by the Student Government Election Administrator in coordination with the Council Regulations Chair. If the election is held separately from Student Government elections, it shall be administered by the Council Regulations Chair.
3. Candidates for the position of Council President and External Representative shall not run for any other position voted upon during the Student Government elections while running for or in the position of Council President and External Representative. If external elections are performed separately from the Student Government elections, candidates may not run for any other position on the ballot.

Section 4: Council Internal Elections

1. At a meeting, no earlier than two weeks before the scheduled election. All eligible members shall have the right to submit nominations, including self-nominations.
2. Each nominated member shall be allowed to deliver a speech of up to five minutes in duration before the Council to present their candidacy. This privilege can be waived by the nominee voluntarily.
3. During the last general Council meeting of the spring semester, the current executive committee shall conduct elections for the five internally elected executive committee and chair positions from the Council's existing membership.
4. All internally elected positions shall be appointed by a simple majority vote of all externally elected membership, internally elected membership, and general membership.
5. No more than three of the Council's elected members shall be members of the Student

Government or members of the Student Activities Board.

Section 5: Length of Terms

1. All executive and chair positions shall serve a term from the date of their appointment by the Council until subsequent appointments are made by the Council the following year.
2. Any member appointed by the Council to fill a vacancy as outlined in Article IV, Section 6 shall serve the remainder of the term of the member who created the vacancy.

Section 6: Vacancies

1. In the event of a vacancy of any executive or chair position (Council President is exempt), the position(s) shall be filled by nomination from existing members. An immediate majority vote from within the Council shall approve the nomination.
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. Vacant Vice President shall follow Article IV, Section 6, Clause 1.
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.

Section 7: Executive Member and Chair Position Installation Procedure

1. Executive members and Chair positions shall be installed immediately following their election/appointment.
2. All newly elected executive Members and Chair positions 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 V Membership Responsibilities

Section 1: General Responsibilities of Executive Members and Chairs

1. All Officers shall uphold the goals and mission of FAC.
2. All Officers shall attend at least two office hours per week.
3. All Officers shall carry out all other duties and responsibilities charged to them by the Council.
4. All Executive Members shall help with the planning and execution of a retreat.

Section 2: 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 in conjunction with the rest of the executive board.
4. The Council President shall have the power to call Emergency meetings of the Council with approval from at least one other executive committee member.
5. The Council President shall, in conjunction with the Council Treasurer, monitor the submission of funding applications.
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, in conjunction with the executive team, monitor the submission of applications by potential new members.
8. The Council President shall be responsible for the correspondence that affects all FAC-funded groups through the FAC email.

Section 3: 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 or the President is otherwise unable to fulfill duties or serve in office 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. The Vice President is responsible for completing the pre-lottery form on behalf of the Council and communicating with the Union & Involvement Client Management team any additions or changes to reservations.
4. The Council Vice President shall be the Risk Management Representative for the Union & Involvement Services and complete any required training.
5. The Council Vice President shall be responsible for coordinating food for hearings, deliberations, and any other food-related expense on behalf of the Council in conjunction with the Council Treasurer and Advisor.
6. The Council Vice President shall serve as the primary organizer for 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 shared drive, FAC email, FAC web page, the rules and regulations of the Council, hearings, deliberations, how to fill out FRFs and supporting documents, and the general structure and function of the Council.

Section 4: 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 all Council and Executive meetings and recording the reasoning behind funding that is cut during deliberations.
3. The Council Secretary shall be responsible for keeping track of and notifying members of their number of absences from meetings and office hours.
4. The Council Secretary shall keep a record of all attendees at Council hearings.
5. The Council Secretary shall be responsible for preparing a schedule of hearing times.
6. The Council Secretary shall be responsible for preparing a schedule of interview times for potential new members.
7. The Council Secretary shall be responsible for working with the executive committee to create a FAC and ICA timeline indicating meeting times and any other dates pertinent to the Council and distributing to relevant organizations.
8. The Council Secretary shall be responsible for sending out application evaluations and application revision forms after funding hearings are completed.
9. The Council Secretary shall keep the office clean and order office supplies as needed.
10. The Council Secretary shall keep track of all inventory entering and exiting the closet, as well as contacting groups about the inventory available to them, and when inventory needs to be returned after their event.
11. The Council Secretary shall maintain all records in the FAC drive.

Section 5: Council Treasurer

1. The Council shall elect, from its own membership, a Council Treasurer who shall serve in that position throughout the remainder of their term, at which time a new Council Treasurer shall be elected.
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 Union & Involvement Services, which has final authority over the Funds Allotment Council budget for the University.

3. The Council Treasurer shall be responsible for preparing and maintaining a treasurer's report for stating account balances and transactions when necessary.
4. The Council Treasurer is responsible for presenting a budget write-up from the previous semester and a projection of the current semester budget to the Council at the start of each semester, also to be made available to the student association.
5. The Council Treasurer shall generate a slate for deliberations based on funding applications.
6. The Council Treasurer shall oversee that all deposits of money are returned to the Funds Allotment Council university budget.
7. The Council Treasurer shall be responsible for monitoring all requisitions made by the Council.
8. The Council Treasurer shall be responsible for keeping an account of all Funds Allotment Council budget transactions.
9. The Council Treasurer shall give all completed FRFs and supporting documents to the FAC Advisor promptly, no later than 2 weeks after receiving the completed FRF and all relevant backup documentation.
10. The Council Treasurer shall monitor the compilation of the financial records of the Council at the end of each semester.
11. The Council Treasurer, along with the External Representative, shall attend Organizational Activities Fund meetings.

Section 6: External Representative Chair

1. The External Representative shall be an externally elected position.
2. The External Representative shall work with the Executive Committee in the recruitment of new members for the Council.
3. The External Representative shall organize and preside over all FAC and ICA informational meetings and over all funding informational meetings.
4. The External Representative shall attend Student Government meetings at the request of the Council, the President, or Speaker of Student Government.
5. The External Representative, along with the Council Treasurer, shall attend Organizational Activities Fund meetings.

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 providing updates to the Council By-Laws and Council Constitution at least once a year.
3. The Council Regulations Chair shall monitor compliance with the Council Constitution and the Council By-Laws.
4. The Council Regulations Chair shall be responsible for making the application rules available to organizations through the FAC email and the FAC website.
5. The Council Regulations Chair shall check the eligibility of all organizations that 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 oversee the election of externally elected positions as outlined in Article IV, Section 3, Clause 2.
8. 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.

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 publicity is 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, and updating available slates.
5. The Council Publicity Chair shall be responsible for the Council's table at the Activities Fair and other recruitment opportunities.
6. The Council Publicity Chair shall maintain a record of all groups that order posters.
7. The Council Publicity Chair shall be responsible for organizing surveys, group evaluations, and member evaluations.
8. The Council Publicity Chair shall be responsible for overseeing event evaluations to be submitted no later than two weeks after the funded group's event.

Section 9: General Members

1. General membership shall consist of non-executive and/or chair membership of the Council
2. General membership shall assist in the work of and are expected to perform the same duties as other members in the Council Constitution.
3. General membership shall be responsible for attending the weekly General Meeting of the Council, Retreat, Hearings, and Deliberations.
4. General membership shall not exceed more than three unexcused absences in a given semester. Retreat, Hearings, and Deliberations shall count as two unexcused absences for the entirety of each night missed.
5. General membership shall be responsible for attending at least one office hour per week.
6. General membership shall have the powers of a voting member.

Section 10: Advisor

1. A University employee, preferably with programming experience, shall advise the Council. This advisor should be an employee within Student Engagement as an employee of the Union & Involvement Services.
2. The Council Advisor shall attend funding hearings and deliberations. If the advisor is unavailable, they will coordinate another relevant professional staff member to be in attendance.
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 in a timely manner.
5. The Council Advisor shall oversee contract negotiations.
6. The Council Advisor shall oversee website administration.
7. The Council Advisor must not reserve rooms under the name of the Funds Allotment Council for activities and events that are not related or associated with Council business.
8. The Council Advisor shall carry out all other duties and responsibilities charged to them by the Council within the Council and Advisor agreement.

Section 11: Membership Responsibilities

1. All new members shall attend new member orientation meetings.
2. Council members shall serve as liaisons for funded groups and will assist them in following FAC rules and deadlines. Council members who are affiliated with a funded group may not serve as the FAC contact for that organization.
3. Council Members 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.

Article VI Membership Voting

Section 1: Total Voting Membership

1. The total voting membership of the Council shall consist of externally elected officers, internally elected officers and chairs, and general membership. All members, once officially selected and accepted, shall have voting privileges
2. All members shall have the same rights and powers except for those explicitly designated in this Constitution.
3. Officer membership shall consist of two externally elected members and five internally elected members.

Section 2: Powers of Voting Members

1. All members of the council shall have one vote for all voting decisions.
2. Any executive member, in coordination with the Council President, is able to call an emergency meeting with at least 24 hour notice to the full council. 2/3 of council members and 1/2 of the executive committee must be present for business to be conducted.
3. Under extenuating circumstances, any member of the Council shall have the authority to bring forth to the Council a motion to suspend parts of the FAC Constitution, and only the executive committee and chair positions shall have the authority to vote with a 2/3 majority vote.
4. Suspension of any parts of the Constitution will last one semester unless there is a continuance vote, which extends the suspension for another semester.
5. In the event the executive committee suspends any portion of the Constitution, the Council President will notify all affected Union & Involvement chartered organizations' leadership as soon as possible.

Article VII Conduct Board

Section 1: Provisions

1. The purpose of the internal Conduct Board is to handle incidents of member misconduct in a discrete, fair, and judicious manner, only as behavior or situation relates to membership expectations and operations of FAC.
2. Any person who has witnessed a member of FAC behaving in an unprofessional manner or in a way unbecoming of an FAC member may submit a letter of concern to the FAC Advisor or

3. Council President explaining the incident of misconduct and all pertinent information.
4. If a violation of the Student Code of Conduct or Non-Discrimination/Title IX occurs, the Funds Allotment Council is responsible for reporting the information to the appropriate offices.

Section 2: Automatic Expulsion

1. A council member will automatically be expelled if they misuse or steal funds.
2. A council member will automatically be expelled if their cumulative GPA drops below a 2.50 for two consecutive semesters.

Section 3: Referrals

1. Conduct Referral letters shall be turned in to the FAC Advisor.
2. Referrals will be handled confidentially; only FAC Advisors and members of the internal Conduct Board shall have access to referral forms.
3. Referrals can be made by anybody from the Student Association or the greater community who wishes to file a complaint.

Section 4: Removal of Officer

1. Any member can bring forth a request for the impeachment of an executive member or chair position. This request will follow the procedure in Article VII, Section 6.
2. If the President is being called for impeachment, the Vice President shall oversee the process.
3. The resolution of this hearing can include retention of position, removal from office, or removal from the council.

Section 5: Membership

1. Members of the internal Conduct Board shall be chosen by the FAC advisor.
2. The Conduct Board will be composed of at most 5 members, but shall never fall below 4 members.
3. The Conduct Board members must remain the same for the duration of each referral process.
4. The Conduct Board shall consist of the FAC advisor and at least two executive committee members.
5. If a member of the executive committee feels that there is a conflict of interest with the person being called to a hearing, then that member may remove himself or herself and be replaced in the following order: other advisor, other executive committee member, other general member of the Council, no replacement.

6. If the President is the member being referred to the Conduct Board, the Vice President shall take over presiding.

Section 6: Hearing Process

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. If the President is a conflict of interest in this, the Vice President shall assume the duties of the Conduct Board.
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.
3. After the Conduct Board meets with the person making the referral, the member in question will be notified 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.
4. During the hearing, the Conduct Board will present a summary of the alleged misconduct with support documentation if available and provide the member with an opportunity to explain the situation.
5. After the member in question has prepared and delivered a response to any allegations, the Conduct Board will excuse the member to deliberate until they have come to a unanimous resolution.

Section 7: Resolutions

1. Resolutions must be unanimously decided upon by the Conduct Board and can include a warning, expulsion, exoneration, probation, or removal from office.
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.
3. If expelled, the member in question will be terminated from their position on FAC.
4. If exonerated, the member in question will be cleared of any allegations.
5. If put on probation, the member in question shall remain an active member of FAC but shall be placed on probation for a predetermined amount of time decided by the internal Conduct Board that should last no longer than one semester, at the end of which they will be asked to meet again with the internal Conduct Board. At this time, the member in question will make a statement of why they wish to remain in FAC and request removal from probation. The internal Conduct Board will then choose to exonerate, warn, or expel the member.

6. The internal Conduct Board may elect to reconvene at any time during a probationary period to vote on a new resolution if it feels the member in question is not upholding FAC standards.
7. A resolution must be reached within 48 hours after the hearing.
8. The internal 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 VIII Meetings

Section 1: General Meetings

1. The Council shall hold open general meetings on a regular basis.
2. Meetings shall meet a quorum of 2/3 of the general council and 1/2 of the executive members for official business to be conducted.

Section 2: Open Meeting Regulations

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

Article IX Constitutional Authority

Section 1: Governance

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

Section 2: Longevity

1. The Council shall exist subject to the existence of the General Guidelines of the Organizational Activities Fund (OAF).
2. The Council shall be disbanded if the Evaluation Procedure of the General Guidelines of the Organizational Activities Fund (OAF) dissolves the fund.
3. Upon dissolution of the Council, any remaining funds must be allocated in accordance with the General Guidelines of the Organizational Activities Fund (OAF) or in accordance with recommendations by the Board of Governors. No remaining funds may be disbursed to members of the Council.

Article X Amendment Procedures

Section 1: Amendment Procedures

1. Amendments to the Council Constitution may be proposed and passed by a 2/3-majority

vote of the Council's externally elected membership, internally elected membership, and general membership.

2. Once approved by the Council, said approved Constitutional amendment(s) shall take effect immediately.
3. After an amendment(s) takes effect, either the Council President or the Regulations Chair will notify all Union & Involvement chartered organizations, including the Student Government and the Student Activities Board, of the Council's changes to their Constitution