BY-LAWS OF THE STUDENT FINANCE COMMITTEE ASSOCIATED STUDENTS OF NORTHERN MICHIGAN UNIVERSITY

I. STATEMENT OF PURPOSE

The Student Finance Committee is a Standing Committee of the ASNMU General Assembly. This Committee is delegated the authority to allocate funds to registered student organizations for the purpose of sponsoring educational, cultural and social programs for the students of Northern Michigan University and provide oversight, review, and approval for Earmarked Fund Groups (EFG).

II. MEMBERSHIP AND SELECTION PROCEDURES

A. The membership of the Student Finance Committee shall include nine (9) full-time students including the Chairperson. Applicants shall be interviewed following the issuance of notices throughout campus that applications for positions are being accepted.

B. The term of office of any member is two years. The term of office shall begin upon appointment. Applicants must carry at least six (6) credit hours during both the fall and winter semesters and have at least a 2.0 grade point average based on at least 12 hours of credit at NMU. They may not be on "Disciplinary Probation" as defined in the *Student Code*.

C. A new member shall be appointed as soon as possible after the resignation of any member of the Committee.

D. Interviews of member applicants will be carried out by the Ad Hoc Selection Committee consisting of two (2) members of the Appointments Committee from the ASNMU General Assembly, two (2) members of the Student Finance Committee and the Chairperson of the Student Finance Committee who will chair the Ad Hoc Committee. The Chair shall only vote to break a tie. This Ad Hoc Committee will recommend successful applicants to the ASNMU General Assembly for appointment and shall abide by the Bylaws of the Ad Hoc Selection Committee of the Student Finance Committee.

E. The Chairperson of the Student Finance Committee shall be appointed by the President of the Associated Students of Northern Michigan University Assembly (ASNMU) as outlined by the ASNMU Constitution and Bylaws.

F. Any member of the Student Finance Committee may be removed from office according to the following:

1 The recommendation of the SFC based on attendance or semester reviews, and a three-quarters majority vote of the ASNMU General Assembly approving the removal of the SFC member in question.
2 The ASNMU General Assembly may take action to remove a member of the Student Finance Committee as stated in the Constitution and Bylaws of the Associated Students of Northern Michigan University.
3 Charges based on violations of the ASNMU Constitution or the SFC Bylaws leading to a three-fourths (3/4's) affirmative vote of the ASNMU Assembly and 200 validated signatures of the general student body, charges will be referred to the All Student Judiciary or other comparable student judiciary. *(See Constitution III 3.D.)*

III. DUTIES AND REQUIREMENTS OF MEMBERS

A. The members of the Student Finance Committee must comply with the following duties and requirements:

1 All members of the Student Finance Committee shall maintain the requirements established for applicants throughout their term of office.
2 Attendance at all Student Finance Committee meetings is required. Members who miss more than two (2) meetings during one semester for reasons, which are not acceptable to the Chairperson, will be recommended for termination by the Student Finance Committee to the General Assembly.
3 Members shall offer assistance to organizations in the process of formulating budget requests in accordance with the Student Finance Committee Working Policies and participate in conducting pre-budget evaluations of submitted budgets.
4 Members, or an appointed representative delegate, will attend Student Discretionary Activity Fee funded programs whenever possible or when so assigned by the Chairperson. At least one member or delegate of the Student Finance Committee will attend each SDAF funded activity and provide feedback concerning the activity to the SFC within two weeks of the scheduled event.
5 Members shall refrain from serving as executives or officers in programming groups in the best interest of maintaining the Student Finance Committee’s objectivity and fairness.

B. The Chairperson of the Student Finance Committee must comply with the following duties and requirements:
1. The Chairperson is responsible for preparing an agenda and notifying the individual student organization of the time and location of its budget hearing.

2. The Chairperson shall meet with the Student Finance Committee adviser weekly to review all pending budget requests and expenditures from the Student Discretionary Activity Fund.
3. The Chairperson oversees the preparation of written minutes and a budget summary for each Student Finance Committee meeting. Additionally, the Chairperson should be available at the ASNMU General Assembly meetings to answer questions concerning the Student Finance Committee actions.
4. The Chairperson shall have unlimited access to all records of financial transactions involving the Student Discretionary Activity Fee Fund.
5. The Chairperson shall be privy to all findings of the auditor's report involving the Student Discretionary Activity Fee Fund.
6. The Chairperson will chair the Student Finance Committee meetings and vote only in case of a tie.
7. The Chairperson shall be the official spokesperson for the Student Finance Committee.
8. The Chairperson or his/her designee should attend all Student Discretionary Activity Fee funded events.
9. The Chairperson or his/her designee shall conduct a budget conference with all organizations petitioning for Student Discretionary Activity Fee funds.

IV. APPOINTMENT AND DUTIES OF THE ADVISER

The Dean of Students shall appoint an adviser who shall be responsible for ensuring that:

A. All organizations that request funds are currently registered with the Student Activities and Leadership Programs Office.

B. All allocations by the Student Finance Committee are in compliance with purposes and restrictions set forth in the "Policy Regarding the Collection, Appropriation and Disbursement of Student Discretionary Activity Fees" and the Bylaws of the Student Finance Committee.

C. All forms on which allocated funds are requested (check requests, purchase orders, travel vouchers, etc.) are completed accurately and in accordance with University Accounting Services policies and procedures.

D. All expenditures from the Student Discretionary Activity Fee Fund are in accordance with the allocations made by the Student Finance Committee.

E. All expenditures by funded organizations are recorded under the organization's name in a ledger for accounting purposes.

F. The monthly reports of expenditures prepared by the University Accounting Services are reconciled with office ledgers.

G. All members of the Student Finance Committee are offered orientation concerning the Student Discretionary Activity Fee policy, these Bylaws, and the responsibilities of Committee membership. This must take place

at the beginning of each member's term. The Chairperson of the Student Finance Committee will assist the adviser with the orientation process.

H. The adviser for the Student Finance Committee should attend all SFC meetings.

V. BUDGET ALLOCATION APPROVAL

The signature of the Dean of Students or designee affixed to each budget allocation shall indicate that the allocation is approved.

VI. COMMITTEE RESPONSIBILITIES AND OPERATING PROCEDURES

The Student Finance Committee shall have the following responsibilities:

A. The Student Finance Committee shall provide each semester notification to all registered student organizations of the availability of funds and of procedures to be followed in requesting funds. Application forms, rules of procedure, contract forms, etc., shall be available at any time during office hours in the Office of the Dean of Students and the ASNMU Office.

B. The Student Finance Committee shall hold meetings regularly to consider the merits of all properly submitted budget allocation requests.

C. In order for official action to be taken on any matter, a quorum of at least five (5) members (including the chair) shall be present.

D. The Student Finance Committee shall, after reviewing each budget request, approve, reject, alter and/or table all allocation requests submitted.

E. The Student Finance Committee shall establish all other rules, procedures, and working policies pertaining to the discharge of duties which it deems necessary; provided, however, that all such rules shall be uniformly and fairly applied.

F. Student Finance Committee members shall abstain from voting and exit the meeting room while voting is executed on a budget submitted by a group in which SFC members are involved with in any form.

G. The Student Finance Committee may approve the carry forward of SDAF funds into the next semester.

H. These special conditions may apply to Earmarked Fund Groups (see Article VIII):

1 The opportunity to have a budget request considered by the SFC in the summer if the SFC Chairperson approves the hearing request and can obtain a quorum for a meeting.

2 The opportunity to waive the two-week waiting period and request a special meeting of the SFC if the SFC Chairperson approved the request and can obtain a quorum for a meeting.

3 The Student Finance Committee shall decide whether to grant money to an EFG based on the organization's past and present

performance, the need for a separate programming group, and the funds available. The SFC shall reevaluate organizations receiving earmarked funding annually or as deemed necessary by the SFC. The SFC has the right to reduce, increase or deny funding to the Earmarked Fund Groups.

VII. REQUIREMENTS OF STUDENT ORGANIZATIONS OTHER THAN EARMARKED FUND GROUPS

All student organizations that wish to receive allocations by the Student Finance Committee shall comply with the following requirements:

A. Budget requests should be completed and submitted through the Dean of Students Office or ASNMU Office. Budget requests will be considered by the Student Finance Committee within 14 days after they have been submitted. A budget will only be accepted upon prior approval of the Chair or the Advisor. The organization submitting the budget must submit 10 copies, plus the original budget to the Dean of Students Office.

B. All income that each organization expects from sources other than the Student Activity Fund shall be included on budget request forms. The total amount requested from the Student Finance Committee shall be the organization's total budget figure less the amount available from other sources. In addition, each budget request form shall include information regarding the sources of funding, as well as the organization's expenses from the previous SDAF-funded activities.

C. All budget requests shall be accompanied by supporting rationale.

D. All budget requests shall pertain to a specific activity or activities and specify in the appropriate line item categories how the funds are to be utilized.

E. Organizations must comply with all conditions set by the Student Finance Committee in its particular notice of allocation.

F. All changes that an organization would like to make in the use of allocated funds must be approved by the Student Finance Committee. Line item shifts, not to exceed a total of $150 per program, may be made at the discretion of the Student Finance Committee Adviser and/or Chair for uses previously approved by the Student Finance Committee.

G. All organizations must keep accurate records of their expenditures of the allocated funds.

H. Organizations must complete the program evaluation form and return it to the Student Finance Committee within three (3) weeks of program completion. No future requests for funding from an organization shall be considered until all required evaluations are completed. In the event the evaluation has not been completed and the same organization petitions at a later time, the Student Finance Committee shall consider whether or not the current membership of the organization should be held responsible for

the lack of the evaluation. If such responsibility is determined, the SFC may require the organization to fund part or all of the program that was funded.

I. All income derived from activities that were funded in part or in total by the Student Finance Committee will be deposited into the Student Finance Committee's account. Exceptions to this requirement may be made by the Dean of Students or designee and/or the Chair of the Student Finance Committee in situations where co-sponsorship of activities may be involved. Student organizations should make arrangements with Public Safety and Police Services to pick up any cash received at the time of the event. Other prepaid receipts should be deposited into the Student Discretionary Activity Fee account within two weeks of the event unless stipulated otherwise by the Student Finance Committee.

J. All funds not used for the approved event shall be considered forfeited and returned to the SDAF, unless an exception to this rule is granted.

K. All advertisements (posters, brochures, flyers, signs, newspaper ads, etc.) must mention Student Discretionary Activity Fee support or clearly display the Student Discretionary Activity Fee logo and be approved by the Student Finance Committee Adviser, the Director of Student Activities and Leadership Programs, or Dean of Student's designee. All advertisements must not contain profanity or other offensive matter.

L. A representative from an organization receiving Student Discretionary Activity Fee money must come to SFC meetings to present program reviews when requested by SFC.

M. A minimum of two weeks is requested for contract processing after the budget is approved. The Student Finance Committee will not approve programs requiring a contract that does not have the two-week lead time except under extremely exceptional circumstances. Contracts are required for all speakers, performers, and artists. Failure to complete paperwork within the two-week lead time may result in funding being denied for the activity.

N. All advertising for SFC funded events must be advertised at least one week prior to the event. Failure to do so may result in probation or denial of funding for the event.

VIII. CRITERIA FOR EARMARKED FUND GROUPS

An Earmarked Fund Group (EFG) is a student programming group receiving a definite amount of money set aside by the Student Finance Committee from the Student Discretionary Activity Fee funds for the academic year for sponsoring campus programs. A student organization may apply to become an Earmarked Fund Group if the organization:

A. has existed for at least three calendar years previous to the organization's first application for EFG status;

B. has previously received Student Discretionary Activity Fee money and has received favorable reviews from the SDAF program evaluation, if applicable;

C. has been complying with the requirements for student organizations as stated in this document;
D. has a purpose which addresses a need not being met by another EFG;
E. has sufficient student membership during the year it will be receiving earmarked funding to carry out its stated programming goals;
F. has a demand on campus which affects a wide range of the student body.

The Student Finance Committee will establish guidelines for an annual (or as deemed appropriate) evaluation by the SFC of organizations receiving earmarked funds.

As a result of the evaluation of the EFG, the SFC has the right to withdraw all or some earmarked funds for reasons of poor performance, lack of funds, or lack of interest in the group's programs. The SFC may also decide to act upon requests by EFGs for an increase in funds based on the merits of the proposals.

IX. PROCEDURES REGULATING EARMARKED FUND GROUPS

A. An Earmarked Fund Group (EFG) as noted in Article VIII above receives a definite amount of money from the Student Finance Committee. This allocation will be determined each semester by the Student Finance Committee. The process for receiving each semester's allocation shall be as follows:

1. Submit a programming plan in April and December which outlines:
   a. the programs that the EFG plans to implement in the upcoming fall or winter semester, along with an explanation as to why it believes these programs would be successful;
   b. the dollar amount that would adequately fund all the various aspects of the programming plan for the semester in question;
   c. the expected response by the University community to the programs in terms of attendance and/or contribution to the University's atmosphere.

1 Receive an affirmative vote by the Student Finance Committee for a definite amount of the SFC allocation to be set aside for the EFG for the upcoming semester.
2 The amount set aside above shall be transferred from the Student Finance Committee Account to a University account designated for use by the EFG once the Financial Services Department confirms the number of students who have paid the Student Discretionary Activity Fee.

B. The Earmarked Fund Groups shall have discretion over how the allocation is spent each semester. However, all expenditures must fall in line with the “Policy Regarding the Collection, Allocation, and Disbursement of Student Discretionary Activity Fee.” Additionally, the use of the allocation shall be to support the programming niche that the EFG fills. EFGs should not, at any point, become “mini-SFCs” by allocating portions of their allocations to other student organizations for programming.

C. The Student Finance Committee shall retain original oversight for EFGs. The SFC oversight of Earmarked Fund Groups shall be composed of the following:

1 Monthly reports by each EFG shall be filed with the Chairperson of the SFC by the end of the first week of the next month. These reports include written reports, expenditure statements, and minutes of meetings.

2 Student Finance Committee evaluations for each program must be turned in to the Adviser and/or Chairperson within three weeks after the completion of each program regardless of the status on resolving financial bills for the program.

3 Prices for programming shall be set by the EFG. However, the EFG shall provide the SFC with proposed prices differentiating between students and non-students, along with its rationale for setting prices at that level.

D. Exemptions to the general policies of the Student Finance Committee that apply to Earmarked Fund Groups are as follows:

1 Ticket receipts from EFG sponsored events are returned to the EFG account instead of the SFC account unless the SFC specifies otherwise.

2 Earmarked Fund Groups may be able to immediately carry forward their fund balance semester to semester upon satisfactory review and approval of their programming plan by the Student Finance Committee.

3 Earmarked Fund Groups may submit individual budget requests for programming that may not be able to be funded with the EFGs’ allocation but could possibly be funded with Student Finance Committee reserves.

E. Earmarked Fund Groups shall finish every semester of programming with an end-of-semester review with the Student Finance Committee. At this review, the EFG shall provide the Committee with the following:

1. Each EFG will provide the SFC with an up-to-date budget report for each program by line item. For each line item, the report should include what was projected to be expended, what was expended, and what the difference was.

2. A detailed exposition shall be deposited with the Chairperson and/or Adviser that includes the following:

a. explanation as to why the EFG's semester expenditures did or did not match the group's expectations set forth in the semester programming plan;

b. membership information as far as number of members and the training and education each receives;

c. reasoning for the programming that the EFG brought to campus;

d. evaluation as to how the EFG felt the programming for the semester went, along with the reception it received in the campus community;

e. suggestions as to how the EFG could improve its programs in the future.

f.

3. The SFC has the option to remove the EFG status if it deems necessary upon review of the EFG.

X. LIMITATIONS

Requests and working budgets may be denied for any of the following reasons:

A. The request does not meet one or more of the provisions set forth elsewhere in this document.

B. The request is restricted by the special limitations established in the "Policy Regarding the Collection, Allocation, and Disbursement of Student Discretionary Activity Fees."

C. The activity for which funding is requested is scheduled for a date which may conflict with other campus-wide activities so as to have a major impact on the attendance at either program.

D. There is reason to believe, or evidence to indicate, that the activity will not be of interest to a sufficiently large number of students to warrant the expenditure proposed.

E. There is reason to believe, due to poor past performance of an organization in its execution of a program, that the requested activity will not be carried out effectively.

F. The request is for scholarships, gifts, raffles, prizes or monetary awards for advisers, members of the organization requesting the funds or participants in the activities funded through the request. An exception may be made in the case of trophies, however, which, if awarded, remain the property of the ASNMU General Assembly.

G. There are insufficient funds available.

H. The budget request and accompanying rationale show lack of dedication to the program on the part of the organization, appear inadequately prepared for the budget hearing, and/or the organization has not demonstrated adequate planning for the activity in question.

I. The budget request includes expenditures for food or beverages to be consumed by members of the requesting organization, other NMU students, or members of the general public.

J. The budget is considered in excess of what the committee feels is necessary total allocation for one group in one semester; the budget would be the fourth (4) approved budget of the semester for a single organization.

XI. INVESTIGATIVE POWERS

The Student Finance Committee may investigate violations of any standards, rules, and regulations established by the Student Finance Committee and any alleged variation or irregularity in any budget or in any expenditure. The Student Finance Committee has the authority to freeze any funds which it has allocated if the Committee believes that the organization has violated one or more provisions of these Bylaws. If such action is taken, the Student Finance Committee shall schedule a hearing within 14 business days when classes are in session to determine whether or not a violation has taken place. If the committee finds that a violation has taken place, it may alter the allocation.

Organizations found guilty through the procedures described above may be denied funding from SDAF funds and/or be placed on probation for a period not exceeding two semesters. The funding for the event in which the SFC Bylaws were broken and the organization was found guilty may be revoked. During the probation period, allocations may be made contingent upon compliance with special provisions deemed necessary by the Student Finance Committee.

XII. APPEALS PROCEDURE

A. Rulings in total or in part by the Student Finance Committee may be appealed. Appeals may be based on inaccurate interpretation or unequal application of these Bylaws. Inaccurate interpretation would refer to instances based on the SFC's failure to understand and implement with proper understanding the guidelines as worded in the current Bylaws. Unequal application would refer to instances based on the SFC's unfairness, favoritism, or inconsistent application of standards in considering a budget for funding.

B. Procedure:

1. Appeals must be submitted in typewritten form to the Assembly of ASNMU within one (1) week (when classes are in session) of notice of decision.
2. At its next regularly scheduled or special meeting after receipt of the written appeal, the Assembly shall review the document to determine whether or not sufficient justification is present to warrant

granting a special hearing. If a special hearing is granted, it will be open to the public and require the representation of both the appealing organization and the SFC.

3. If the Assembly decides that a hearing is warranted, it shall immediately notify the appealing organization and the SFC. The special hearing will be held within two weeks of written notice of this decision to the appealing organization and the SFC, but no sooner than 48 hours afterward. Each party shall designate one spokesperson to speak on his/her party's behalf.

4. Representatives from both parties shall be given a predetermined equal period of time (not less than ten minutes) to present their arguments. The appealing organization representative shall have the opportunity to present his/her organization's case first.

5. Following the presentations, the Assembly will question the representatives. A motion from the floor may limit the time allowed for questioning.

6. Each party will, at this time, be given a three-minute period to present a summary of its case; the appealing organization's representative will summarize last at the conclusion.

C. Both the Student Finance Committee and the organization making the appeal shall be notified within two working days (when classes are in session) of a decision.

D. The appeal to the Assembly after it has been resolved may not be called again or brought forth from the table to reconsider. This does not limit the exercise of the veto authority of the President.

XIII. SPECIAL CONSIDERATIONS

When a student organization receiving funds from the Student Discretionary Activity Fee wishes to hold an event that is not open to all students as part of the larger program, the following conditions must be met before the SFC will consider the request: (a) disclose to the SFC that a closed event is being planned as part of the activity, and (b) the group must pay for the cost of the closed event and pay for a portion of the speaker's or performer's fee.

The Student Organization Adviser's Role: The adviser to a registered student organization provides valuable support, advice, and mentoring. It is not the role of the adviser, however, to take on the roles that are appropriately student roles. Advisers should not present budget proposals to the Student Finance Committee, testify at budget hearings, or carry out the programming responsibilities and activities.

Sponsorship: From time to time, student organizations may be pressured to seek funding or co-funding to meet others' objectives, e.g., sponsorship of a

speaker to meet the wants of an academic department or a student leadership program. The SFC believes it is valuable for groups to share program costs and benefits; however, when such a collaboration occurs, funding should be assessed according to relative use of the speaker's (performer's) time.

XIV. AMENDMENTS

Proposed amendments to these Bylaws shall be circulated in writing to all members of the Student Finance Committee at least one (1) week prior to the meeting at which they are proposed for adoption. A two-thirds majority vote shall be required for adoption. The Assembly of ASNMU and the Associate Provost for Student Services and Enrollment must approve amendments to these Bylaws.

XV. ADOPTION AND IMPLEMENTATION

The Assembly of ASNMU and the Associate Provost for Student Services and Enrollment must approve these Bylaws.

Adopted & Revised by the Assembly of the Associated Students of Northern Michigan University March 29, 2004.

Dated:

Kyle Ortiz, President,
Associated Students of
Northern Michigan University

Dated:

William Bernard, Associate Provost
Student Services and Enrollment