

Chapter 26

Senate Appropriations Commission (SAC)

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26.01 Definitions

- (a) As used in this chapter, “SAC” shall mean Senate Appropriations Commission.
- (b) As used in this chapter, “FAC” shall mean Financial Affairs Committee.
- (c) As used in this chapter, “COC” shall mean Campus Organizations Committee.
- (d) As used in this chapter, "Senator" shall mean the Senator for Senate Appropriations.
- (e) As used in this chapter, "Commissioner" shall mean the Senator for Senate Appropriations.
- (f) As used in this chapter, "meeting(s)" shall refer to a meeting of the SAC committee.
- (g) As used in this section, "Executives" shall mean the Commissioner of SAC, Vice Commissioner, Treasurer of the Student Senate and SAC, FAC Chairperson, COC Chairperson, and the Auditor of SAC unless otherwise indicated.
- (h) As used in this section, “Year” shall mean an academic year consisting of fall and Spring Semesters.
- (i) As used in this chapter, “business day(s)” shall refer to Monday-Friday during the academic year, 8:00am-5:00pm, excluding university holidays and days when the campus is closed or the SAC office is inaccessible.
- (j) As used in this chapter, “body” shall refer to all members of the SAC committee

26.02 SAC, Purpose

- (a) SAC shall be the subdivision of Senate responsible for accepting funding requests, evaluating funding requests, and allocating funds for programs & events from the Student General Fee to registered student organizations at Ohio University; SAC shall follow the rules contained in this chapter for determining the rules and procedures of this commission.
- (b) SAC shall assist in monitoring, regulating, and responding to other programming units at Ohio University.

- (c) SAC shall initiate and recommend new policies, as well as, review existing policies concerning student organizations and programming at Ohio University.
- (d) SAC shall protect and provide for underserved communities within the Ohio University community while administering the student organization funding process and recommending policy.
- (e) SAC shall be subject to the Constitution and Rules & Procedures of Senate at all times.

26.03 Membership

- (a) The body of SAC shall represent the university community.
- (b) There shall be five Representatives elected by the students, each enjoying one vote. These At-Large members shall represent all students and shall be elected during the spring Senate elections. Should a Representative At-Large seat become vacant, the seat shall be available to the candidate with the next highest number of votes in the Senate election for Representative At-Large. If there are no candidates who meet this requirement, the Executives of the SAC shall appoint a replacement.
- (c) ~~There shall be four representatives of semester funded student organizations, each enjoying one vote. The organization must have received SAC funding at least once during the previous year and have been registered with the Campus Involvement Center for three consecutive quarters or two consecutive semesters. The Commissioner shall solicit organizations and shall appoint the four positions at the beginning of Fall Semester. In the event that a semester-funded organization represented on the General Assembly ceases to exist, does not register as a student organization, or is placed on probation, suspension, or is expelled by the Office of Community Standards and Student Responsibility, the seat shall be filled by another organization. However, should only the representative of the organization be exhumed from this position, that organization shall front another representative for the remainder of the academic year, unless that organization should choose to relinquish their seat.~~ There shall be five Representatives appointed by the SAC Commissioner, each enjoying one vote. These At-Large members shall represent all students and shall be appointed prior to fall semester. Should a Representative At-Large seat become vacant, the Executives of the SAC shall appoint a replacement.
- (d) There shall be one representative from ~~each of~~ the following organizations: ~~Interfraternity Council, Women's Panhellenic Association, National Pan-Hellenic Council, Multicultural Greek Council, the Residents' Action Council,~~ University Program Council, Black Student Cultural Programming Board, and International Student Union. Each representative ~~of an~~ of the organizations listed in this section shall enjoy one vote. ~~There shall be a vote held at least once a year to determine which organizations best represent the increasingly diverse interests on campus. The bare minimum of outside organizations shall be four.~~

- (f) The Treasurer, FAC Chairperson, COC Chairperson, and Vice Commissioner each shall enjoy one vote.
- (g) Any member can be reprimanded if duties are neglected or violation of the Rules & Procedures of Senate occurs. Should it come to the attention of any member of the **body General Assembly** that another member of the **body General Assembly** is either in violation of the Rules & Procedures or is neglectful in his or her duties; the member should submit a written statement describing the neglection or violation to the **body General Assembly** for debate and action. If a member of the **body General Assembly** believes that the Commissioner is in violation of the Rules & Procedures or is neglectful of his or her duties, the member must submit a written statement describing the-violation to the Student Senate Executives.
- (h) The Advisor of the SAC shall be the Advisor of Senate or his or her designee.
- (i) Members shall attend all **General Assembly** meetings and serve on at least one committee of SAC. All members shall have a thorough understanding of the Rules & Procedures of Senate that relate to student organization funding and shall participate fully in SAC funding decisions.

26.04 General Assembly, Procedure

- (a) The Chairperson of a meeting of the **body General Assembly** should remain impartial during all **General Assembly** meetings and shall not vote except in the case of a tie.
- (b) Minutes ~~of General Assembly meetings~~ shall be taken **every meeting** and ~~approved by the General Assembly. The minutes shall~~ be made available for public inspection at all times.
- (c) The **body General Assembly** shall convene bi-weekly during fall and Spring Semester. The **body General Assembly** may convene within twenty-four hours upon ~~presentation to~~ request of the Senator for Senate Appropriations, President of Senate, **Treasurer of Senate**, or a written request signed by one quarter of voting members.
- (d) Quorum shall be one half of total voting membership plus one voting member of occupied voting seats of the General Assembly in order to proceed with business
- (e) **The body shall determine the allocation of budget to all spot funding requests during bi-weekly meetings. The body shall also determine the allocation of budget to all annual funding requests upon the recommendations made by the FAC committee.**

26.05 General Assembly, Attendance

- (a) If a member of the **body General Assembly** is unable to attend a meeting, a proxy must be sent to represent that voting member.
- (b) In the case that a member of the **body General Assembly** misses more than two ~~General Assembly~~ meetings per semester without sending a proxy, the member and any organization

he or she represents shall be removed from the ~~body General Assembly~~ and lose all membership for the current semester and the following semester. The member and any organization he or she represents shall be reinstated following termination of the above penalty. Should a second violation occur within one semester of reinstatement, that member and any organization he or she represents shall be removed from the ~~body General Assembly~~ and lose its membership during the academic year of the violation and the following academic year.

- (c) In the case that an Executive Officer is absent for more than two ~~General Assembly~~ meetings per semester without sending a proxy, the executive shall be removed from the SAC committee.

26.06 Commissioner, Responsibilities

- (a) The Commissioner or his or her designee shall Chairperson ~~all meetings the General Assembly~~ and is responsible for the efficient administration of the commission. ~~The Commissioner shall call all General Assembly meetings and executive meetings.~~ The Commissioner shall have previously served two full semesters as a voting member of the ~~body General Assembly~~. If there is no applicant for Commissioner who has served on SAC for two full semesters as a voting member then this rule shall be void.
- (b) The ~~SAC Commissioner Executive Officers of Student Senate or their designee(s)~~ shall appoint the FAC Chairperson, COC Chairperson, Auditor and Vice-Commissioner.
- (c) The Vice Commissioner shall serve as Acting Commissioner in the case that the Commissioner is removed or resigns from office. If there is no Vice Commissioner the FAC Chairperson shall serve as the Acting Commissioner. The Acting Commissioner shall not become a Senator unless appointed to that position. The Acting Commissioner is responsible for all other duties of the Commissioner until the executives of Senate appoint a new commissioner.
- (d) ~~The Commissioner will be responsible for enforcing attendance from members of SAC no matter their role. Although left to the Commissioner's discretion, the default rule will be a "three-strike policy" where the offending member will be asked to leave the body should they flout their responsibilities over three times.~~

26.07 Treasurer, Responsibilities

- (a) The Treasurer shall maintain the financial records of SAC, report to the ~~body General Assembly~~ the current balance and other relevant financial information, make transfers, issue disbursements, make deposits, and maintain the annual SAC budget.

- (b) The Treasurer, in conjunction with the Commissioner, shall select a Budget Assistant to help oversee the financial operations of SAC. The Budget Assistant may be a ~~General Assembly~~ member ~~of the body~~. The Budget Assistant will not enjoy a vote by virtue of this position.
- (c) The Treasurer has the authority to perform audits of SAC funded student organizations. The Treasurer and his or her designee shall assist the Auditor in performing these semester audits.
- (d) The Treasurer is responsible for authoring internal memorandums to authorize the transfer of funds to student organizations, in conjunction with the Financial Affairs Committee Chairperson, and audited funds from student organizations, in conjunction with the Auditor. The Commissioner and the Student Senate Advisor or his or her designee must sign off on all memorandums with the Treasurer before submission.

26.08 Financial Affairs Committee Chairperson, Responsibilities

The FAC Chairperson shall Chairperson the Financial Affairs Committee and ensures its proper administration ~~as well as serves on the executive council~~. The FAC Chairperson shall chair all interviews during ~~the semester~~ funding processes. Further description of Financial Affairs Committee Chairperson responsibilities may be found at Section 26.13.

26.09 Campus Organizations Committee Chairperson, Responsibilities

The COC Chairperson shall Chairperson the Campus Organizations Committee and ensure its proper administration ~~as well as serve on the executive council~~. The COC Chairperson shall chair all workshops pertaining to ~~Mass and Rolling~~ the Funding ~~process~~. Further description of Campus Organizations Committee Chairperson responsibilities may be found at Section 26.14.

26.10 Vice Commissioner, Responsibilities

The Vice Commissioner’s responsibilities may include but are not limited to: roll call and taking minutes at all ~~Executive Council~~ meetings ~~and General Assembly meetings~~. In the absence of the Commissioner, the Vice Commissioner shall be acting Commissioner.

~~26.11 Auditor, Responsibilities~~

~~The Auditor shall Chairperson the Audit and Compliance Committee and ensure its proper administration. The Auditor or his or her designee shall conduct audits of student organizations that have received SAC funding and serve on the executive council.~~

26.12 Committees

SAC shall have four committees: Financial Affairs Committee (FAC), Campus Organizations Committee (COC), Committee on Audits and Compliance, ~~and Executive Committee~~. Tasks may be assigned to the committees by ~~the Treasurer, the SAC General Assembly,~~ the SAC Commissioner, or the committee Chairpersons.

26.13 Financial Affairs Committee (FAC)

- (a) The membership of FAC shall consist of the FAC Chairperson, ~~the General Assembly representatives from the International Student Union, University Program Council, Black Student Cultural Programming Board and all other annually funded organizations; five At-Large representatives, and two of the semester funded student organization representatives and the five elected at-larger senators.~~
- (b) FAC shall review ~~and all change of program, carry over, emergency funding, and profit-retainment requests,~~ collect ~~annual semester~~ funding request applications from registered student organizations, interview representatives from applying organizations, and present its recommendation to the ~~General Assembly~~ body for adoption.
- (c) FAC shall maintain accurate and complete records, including minutes of all meetings.
- (d) All information discussed within closed FAC meetings shall remain private within SAC until the Budget Meeting for semester funding allocations occurs. Violations and disclosure of information includes, but is not limited to: (a) Sharing of grades and evaluations to student organizations, (b) any attempt to change the consensus for a grade assigned by the FAC. Violations will result in a probationary period or the immediate removal of the SAC member and corresponding student organization in violation as stated in Chapter 26.13.e.
- (e) ~~Volunteers from organizations that sit on the general body meetings and otherwise may apply to be on the FAC team that conducts interviews. After a FAC interview determines that they are satisfactory to perform interviews, they will be admitted into the process.~~
- (e) ~~Probation will require the violating sitting student organization to continue to attend all SAC meetings in the following semester. The violating sitting student organization will neither have a vote on the SAC general body for the following semester nor can the violating sitting student organization attend the following semester's Budget Allocation Meeting. Depending in the seriousness of the violation(s), further probationary sanctions shall be determined by the current SAC executives and general body.~~
- (f) Representatives At-Large shall serve 4 office hours per week.
- (g) The FAC Chairperson shall serve a minimum of 4 office hours per week.

26.14 Campus Organizations Committee (COC)

- (a) The membership of COC shall consist of the COC Chairperson, ~~two of the semester funded organization representatives, and the General Assembly representatives from the Women's Panhellenic Association, National Pan-Hellenic Council, Interfraternity Council, the Multicultural Greek Council and the Residents' Action Council~~ and the five appointed at-larger senators.

- (b) COC shall conduct semester advising sessions, distribute the Sac Pac, publicize SAC funding processes, distribute program evaluations semesterly, and assist student organizations with any questions concerning SAC.
- (c) COC shall maintain accurate and complete records, including minutes of all meetings.
- (d) The COC Chairperson shall serve a minimum of 4 office hours per week.
- (e) The COC Chairperson shall revise the advising dates and times, application deadlines, interview times, audit times, funding decision notification date, and appeal date as specified in Section 26.27(b).

26.15 Audit and Compliance Committee

- (a) The membership of the Audit and Compliance Committee shall be the Auditor, and the Treasurer, the International Student Union, University Program Council, Black Student Cultural Programming Board and their designee(s).
- (b) The Audit and Compliance Committee shall conduct audits of both semester spot funded organizations and annually funded organizations. If SAC money was not used or was misused, this committee will audit the money back to SAC. Random audits are conducted on a regular basis to insure funds are spent properly. In addition, organizations may be audited upon evidence of inappropriate, or lack of, expenditure. If your organization is audited, you must provide financial records such as receipts to indicate how all SAC allocated funds were spent. Failure to provide the requested records may result in loss of funding privileges or other sanctions.
- (c) The Audit and Compliance Committee shall maintain accurate and complete records of all audits conducted, any money returned to SAC, and explanations why money was returned.
- (d) Student organizations cannot transfer allocated SAC funds to other student organization's accounts unless collaboration has taken place the student organization is an annually funded organization. Failure to abide by the previous statement will result in the auditing back of transferred funds.
- (e) ~~The Auditor shall serve a minimum of 4 office hours per week.~~
- (f) The Treasurer shall serve his or her office hours in accordance to the Executives' Chapter of the Student Senate Rules and Procedures.

~~(g) — The Auditor and Treasurer shall publicly post a semester summary of completed audits.~~

26.16 Executive Committee

- (a) ~~The members of the Executive Committee are the Commissioner, Vice Commissioner, FAC Chairperson, COC Chairperson, Treasurer, Auditor, and the five (5) SAC At-Large Senators. The Chairperson of the committee shall be the Commissioner.~~
- (b) ~~Each member of the Executive Committee shall enjoy one vote on the committee. The Chairperson shall vote only in case of a tie.~~
- (c) ~~The Executive Committee shall determine the funding allocation of the annually funded organizations in conjunction with the General Assembly following the annually funded organizations' presentations.~~
- (d) ~~The Executive Committee shall determine the funding allocation for all Rolling Funding decisions.~~

26.17 Funding, Evaluation System

- (a) SAC shall use an evaluation system for the purpose of allocating funds to registered student organizations to most efficiently and fairly allocate funds to student organizations whose programs benefit the university community. ~~It is ultimately the decision of the General Assembly to make funding decisions and thus certain deviations from the funding guidelines may occur.~~ Scores will be calculated on a composite score ranging from 0-100 on the basis of:
 - (b) Attention to detail, including neatness and completeness of SAC PAC, attachments of necessary communication and confirmation, and supporting documentation for itemized budgets.
 - (c) The qualitative and quantitative ~~(e.g. spelling errors)~~ value to students of Ohio University ~~or advancement of the organization.~~ The factors that are emphasized: the event's marginal utility (students reached vs. expense) and the openness of the event to students.
 - (d) Explanation of event planning and program quality of program representation in interview.
 - (e) Representation of Community, Civility, Commitment, Character, and Citizenship.
 - (f) Submission of advisor's signature

26.18 Funding, Exclusions

SAC funds will not be allocated for the specified items or uses:

- (a) ~~Transportation will not be funded for student organization members. It may be funded as part of an obligation for a performance or professional service required for presentation of a program.~~
- (b) ~~Travel, registration, meals, and other expenses of conference participation will not be funded.~~

- (c) Salaries will not be funded for students or organizational members.
- (d) Programs or activities for which academic credit is awarded are not eligible for SAC funding.
- ~~(e) Awards or trophies in the form of plaques, trophies, mementos, paperweights, and the like will not be funded.~~
- ~~(f) Equipment in the form of, but not limited to, digital accessories/equipment, costumes, cookware, or any similar items. Equipment purchases may be funded only if it can be shown by the student organization that: 1) the needed equipment is integral or critical to the purpose and programs of the organization; 2) the equipment is otherwise unavailable; 3) the equipment can be permanently stored on university property in a secure manner with university department permission and not in a residence room; 4) and the organization has the ability to maintain the equipment.~~
- (g) Student organizations requesting funds for equipment may request up to a capped amount at the discretion of the FAC if and only if the student organization can match the amount being requested. The matched amount must be attained by the student organization prior to requesting of matched funds.
- (h) Religious ceremonies² are not fundable.
- (i) Political campaigns and lobbying are not fundable.
- (j) All other funding exclusions shall be left to the discretion of the body.
- ~~(j) Fundraisers or programs whose sole purpose is to raise funds for their organization and or a non-profit not recognized by the Executive Committee are not fundable.~~
- ~~(k) Activities or programs for the sole purpose of recruitment or gaining membership are not fundable.~~
- ~~(l) Food and beverages may be funded only if it is a critical or integral part of a cultural or educational program or as part of an obligation for a performance or professional service required for the presentation of the program. Student organizations earning a grade of A or A- for a program in their FAC interview qualify for assistance for funding of food by a capped amount at the discretion of the FAC.~~
- ~~(m) Off-campus events that are deemed to be inaccessible to the student population at the discretion of the General Assembly are not fundable.~~

26.19 Funding, Additional Details

- (a) An organization may not apply for funds from both SAC and an annually funded group for the same items for a given program. Additionally, organizations that an annually funded

group is responsible for may not apply for SAC funding if they do not receive funding from their associated annually funded group.

- (b) Programs must be implemented within university policies and must adhere to local, state, and federal laws.
- (c) Honorariums may be funded as part of an obligation for performance or professional service required for presentation of a program.
- (d) Any type of SAC-funded marketing material with the ability to be disseminated, physical and electronic, must include the SAC logo. Failure to have the SAC logo on any printed materials will result in the auditing back a minimum of 50% of SAC funds for advertising or marketing.

26.20 Funding, ~~Semesters~~ Tier System

(a) All student organizations will be placed and categorized into the three following tiers:

(a) Tier One

(a) Organizations within this tier include UPC, ISU and BSCP. These organizations will receive up to 60% of SAC's budget.

(b) Tier Two

(a) Organizations within this tier have a strong history of holding at least one large scale events and multiple small scale events. These organizations will receive up to 20% of SAC's budget.

(c) Tier Three

(a) Organizations within this tier have had a strong history of holding small scale events that only appeal to a small portion of the student body. These organizations will receive up to 7% of SAC's budget.

~~(a) SAC operates under two forms of funding, Mass and Rolling Funding, as described in Section 26.20(e).~~

~~(b) SAC will audit any organization receiving SAC funds. Random audits are conducted on a regular basis to insure funds are spent properly. In addition, organizations may be audited upon evidence of inappropriate, or lack of, expenditure. If your organization is audited, you must provide financial records such as receipts to indicate how all SAC allocated funds were spent. Failure to provide the requested records may result in loss of funding privileges or other sanctions.~~

~~(c) COC workshops will be held six times per semester. Workshops for Mass Funding and Rolling Funding will be held twice during week 2 and twice during week 3. COC workshops strictly for Rolling Funding will be held twice during week 6.~~

~~(d) Student organizations must attend at least one COC workshop per academic year on the condition of a memorandum of understanding. At the first attended workshop of the academic year, the student organization may sign a memorandum of understanding to signify the responsibility of the signee and his or her corresponding student organization that is being represented at the time of signing. The memorandum of understanding signifies the responsibility of student organizations to submit Sac Paes and attend interviews per SAC rules and is valid for the duration of the current academic year. The memorandum of understanding must be signed by the student organizations' current President, Treasurer, and Advisor.~~

26.21 Funding, Types

(e) ~~The semesters system~~ Funding shall consist of two ~~systems~~ types of funding:

- i. ~~Mass Annual~~ Funding
- ii. ~~Rolling Spot~~ Funding

(f) ~~Mass Annual~~ Funding shall be the funding process for funding for the following ~~semester~~ Year. ~~Mass Annual~~ Funding eligibility shall consist of attendance of at least one COC workshop and ~~submission of an application during week 12 of spring semester~~ ~~an application-~~ ~~submission of the SAC PAC in the current semester for funding for the following semester~~ to the FAC.

~~(g) Rolling Spot~~ Funding shall be the funding process for funding within the current semester. ~~Rolling Spot~~ Funding will consist of 10% of SAC's overall budget. Funding applications for spot funding shall be evaluated and determined during SAC's bi-weekly meetings and be made available to the public. Organizations applying for spot funding shall receive up to the capped amount determined by the body each year. ~~Funds from carried over funds from the previous academic year as well as audited back SAC funds. Conditions for Rolling Funding are as follows:~~

- ~~i. Student organizations may only apply up to the capped amount allowed by the current SAC General Body, at the discretion of the General Body.~~
- ~~ii. Student organizations wishing to put on a program between Weeks 1 and 4 of Spring Semester may apply for the 2nd Rolling Funding Process during Fall Semester. These funds may be carried over for use in Spring Semester between Weeks 1 and 4.~~

~~(h) Available amount of funds for rolling funding is dependent on audited back funds from previous semesters. Funds for rolling funding shall come from carried over funds from audits as well as 10% of the allocated funds per semester.~~

- ~~(i) In the event that student organizations do not receive a satisfactory amount of funds from Mass Funding at the discretion of the student organization, that being all or partial funds, student organizations may apply for one following options; only one option may be selected:~~
- ~~i. Rolling funding for next semester~~
 - ~~ii. Appeal for following semester funding~~
- (j) FAC interviews for **Mass Annual Funding** will occur during week **6 13** of spring semester. Times and dates for week **6 13** interviews will be at the discretion of the FAC Chairperson and presented in the **funding application Mass Funding SAC PAC**. Annual funding decisions shall be presented to all organizations during week 14 and be made available to the public.
- (k) Representatives of collaborating student organization(s) must be in attendance for a FAC interview for the respective collaborative event(s) in order to receive collaboration points during the FAC interview.
- (l) If a student organization applies for **Rolling Spot Funding** during a semester and fails to attain funding for an event ~~in the first rolling funding process of a semester~~, the student organization may return **once more during the semester with a revised application for the second Rolling funding process in the same semester.**
- (m) In the event that the student organization fails to receive **Rolling Spot Funding** ~~in both Rolling Funding processes~~ during a given semester, the student organization cannot apply for **Rolling Spot** funding for the same event in the following semester in the same academic year.
- (n) Audits for **Mass Annual Funding** shall occur during week 14 of spring semester. Audits for **Spot Funding** shall occur during week 14 of fall and spring semester. ~~from the previous semester will occur during week 6 of the current semester. Audits for all Rolling Funding allocations from the current semester will occur during week 14 of the current semester with the exception of funds received for programs to be held during the Spring Semester, Week 1 through 4.~~ Failure to attend an audit will result in a hold on the student organization's account until an audit containing price documentation for allocated funds has occurred. After one academic year, should a student organization fail to attend an audit, SAC will seize any allocated funds to the student organization.

~~26.21 Funding, Annual~~

- ~~(a) If an organization wishes to become an annually funded organization, it must meet all of the following criteria: a) a long-standing reputation of quality programming, b) the semester funding process is not a substantial amount of time to organize programs, c) has a university staff employee that one of his or her job duties is to advise the organization, and d) programming is an integral part of the organization's purpose.~~

- ~~(b) If an organization receives annual funding, it shall waive any rights to receive additional funds for that same academic year, excepting funds from the Collaboration Fund.~~
- ~~(c) Annually funded organizations will apply for funding during the Spring semester prior to the year for which funds are being requested. Funding allocations will be presented to and voted on by the Executive Committee.~~
- ~~(d) Annually funded organizations will be taxed at the rate of 60 percent on any unused funds at the end of the fiscal year. Annually funded organizations may request to carryover funds from the current year allocated directly to the following year. Organizations must submit a carryover request to SAC by fourteenth week of Spring Semester.~~
- ~~(e) Annual audits will be done during Spring Semester to ensure funds are spent properly. Audits of annually funded organizations must be completed by Friday at 5pm during Weeks 1 and Week 14 of Spring Semester. In addition, organizations may be audited upon evidence of inappropriate or lack of expenditure. When an organization is audited, financial records need to be provided. Failure to provide the requested records may result in loss of funding or other sanctions.~~
- (f) Annually funded organizations may reserve up to 12 percent of funding for internal use. The internal budget may include, but is not limited to, internal printing costs, software memberships, telephone usage and food. The internal budget may not be used for gifts or incentives for any organization member.
- (g) Annually funded organizations may choose to set up an additional account within the Bursars Office that will be used to hold the profits from any event. The money in the savings account can be used for purposes other than programming; however it may not be used for social events that benefit only the members of the annually funded organizations. If there is suspicion that the savings account is being used inappropriately, the auditor reserves the right to audit the account.

26.22 Appeal of Funding Decisions

- (a) Every organization that attended an interview **for Annual or Spot Funding** has the right to appeal funding decisions made by SAC.
- (b) Appeals for Annual Funding shall be presented during week 15 of spring semester. Appeals for Spot Funding shall be presented during bi-weekly meetings throughout the year.**
- (b) Appeals will not be heard from organizations that were denied funding for any of the following reasons: 1) failure to be registered at the time of the application; 2) failure to attend an interview or apply for funding by the posted deadline; 3) ineligible for funding due to

previous sanctions set forth by SAC; 4) failure to be organized properly; 5) lack of awareness of the SAC funding process; or 6) applied for emergency funding.

- (c) ~~Organizations wishing to appeal decisions must submit a written request explaining the reasons for the appeal by noon on the first Thursday following notification of SAC funding decisions. One member of the appealing organization must represent his or her organization at the General Assembly meeting designated for appeals hearing.~~ He or she must be prepared to present reasons why the program should receive an increase in funding. An organization can only receive an increase in items that were included in the original proposal.
- (d) ~~Student organizations can appeal to the SAC general body during the week following the Mass Funding Allocation Meeting. An appeal is an opportunity to dispute the letter grade assigned by the SAC from the Budget Meeting by ± a half or full letter grade.~~
- (e) The Commission's decision after the appeals hearing shall be final.

~~26.23 Change of Program~~

~~If an organization is not able to implement a program because of extenuating circumstances for which it has received SAC funding but is able to implement an alternate program during the same semester, it may apply to transfer the original funds transferred to an alternate program. The non-extenuating circumstances are outlined in section 26.22. The organization must submit a change of program request form and a letter addressed to the FAC Chairperson 14 business days prior to the program. An organization may not apply for more money than it originally received, and funds must be spent under SAC disbursement rules.~~

~~26.24 Carryover Requests~~

~~An organization may request to carryover funds from the semester originally allocated directly to the following semester if extenuating circumstances do not allow them to put on the program. The non-extenuating circumstances are outlined in section 26.22. Funds that are carried over must be used for the exact program for which they were originally requested, and must be spent under the SAC disbursement rules. The organization must submit a carryover request form and a letter addressed to the FAC Chairperson 14 business days prior to the program.~~

26.25 Profits

If an organization finds it has made a profit from a SAC funded event, profits may be kept by the student organization for future organizational programming use. ~~To properly retain funds, organizations must submit proof of profits to the Audit and Compliance Committee at their audit.~~

26.26 Emergency Funding

- (a) Groups may apply for emergency funding if certain extenuating circumstances do not allow them to follow the normal funding process. Non-extenuating circumstances include: failure to

be organized properly, failure to attend interview or to submit forms by deadlines, change of officers, or lack of awareness of SAC funding process.

- (b) All emergency funding decisions will follow the same funding criteria used for regular semester allocations.
- (c) Emergency funding requests must fund programs to be held during the semester in which they are requested. No organization may receive more than one emergency allocation per semester from SAC.
- (d) Organizations must fill out the emergency funding request form ~~fourteen~~ **seven** business days prior to the program. FAC will review the request **and present its recommendation to the body. A decision will be made based upon this recommendation and a majority vote of the body.** ~~, conduct an interview and bring the recommendations in a resolution to the General Assembly.~~ Decisions rendered on emergency requests are final and are not subject to appeal.

26.27 Sae-Pae Funding, Application

- (a) The ~~Sae-Pae~~ **is funding application should be** an informational bulletin to educate and advise annually and ~~semester~~ **spot** funded student organizations on the funding rules and processes of SAC described in this 26th chapter of the Rules and Procedures.
- (b) The ~~Sae-Pae~~ **funding application** should specify the following: advising dates and times, application deadlines, interview times, audit times, funding decision notification date, and appeal date. The ~~Sae-Pae~~ **funding application** should also specify SAC contact information and the funding decision notification method.
- ~~(c) The Sae Pae should accurately represent the operating procedure, funding processes, and rules of SAC, by including the funding, appeal, emergency funding, carry-over request processes and any necessary forms.~~
- (d) The ~~Sae-Pae~~ **funding application** and deadlines must be made readily available to all students and student organizations within a reasonable time period.
- (e) The COC Chairperson, ~~with the support of COC and the Executive Council,~~ is responsible for reviewing, distributing, and publicizing the ~~Sae-Pae~~ **funding application** each quarter.
- (f) Any changes made to the ~~Sae-Pae~~ **funding application** must be approved and voted upon by the SAC general body as well as by the Student Senate general body.

~~¹ The funding decision made by the Executive Committee can be appealed to the General Assembly, as stated in 26.22.~~

² Ceremonies are rituals that are presided over by an “ordained official” that are specific to a religious affiliation and are exclusive to its membership.

26.28 New Organization Grants

- (a) 1% of SAC's budget shall go towards New Organization Grants
- (b) Newly formed organizations may request for this grant to be presented to their organization in order to garner membership, name recognition and kickstart fundraising of their own. All requests shall be presented to the body and determined by a majority vote.
- (c) The amount of money given through shall be left to the discretion of the body and capped throughout the year.

26.29 SAC, Budget

- (a) The SAC budget shall approximately be distributed as follows and can be changed upon the discretion of the body:
 - (a) Annual Funding
 - (a) Tier One - 60%
 - (b) Tier Two - 20%
 - (c) Tier Three - 7%
 - (b) Spot Funding - 10%
 - (c) SAC GA - 2%
 - (d) New Organization Grants - 1%

26.30 Disclosure and curriculum

- (a) SAC will do everything in its power to ensure that the budgetary concerns that face the Body are communicated to the organizations requesting funding
- (b) The easiest way to keep the Body informed will be through CoC Workshops, in which the budget will be displayed, and discussion will be facilitated
- (c) SAC will set a budget at the beginning of the year that will be communicated to the body