

## BYLAWS OF ACTIVITIES FUNDING BOARD

### ARTICLE - NAME, PURPOSE

Section 1: The name of the organization shall be the Activities Funding Board (AFB). The AFB shall operate as an agency to the Student Fees Advisory Committee (SFAC).

Section 2: The purpose of the AFB shall be to administer the 1% mandatory Student Service Fee allocation under SFAC bylaws. The AFB allocates funding to registered student organization for the purposes of maximizing programming at University of Houston (UH).

### ARTICLE II- GENERAL PROVISIONS

Section: If funds above the 1% mandatory Student Service Fee allocation are desired, the AFB may submit a request to the SFAC at the time of regular hearings during October.

Section: The AFB, subject to the approval of the SFAC, may set the maximum funding limitations for RSO programs and conferences. The maximum funding limitations shall be evaluated by the AFB prior to the end of the budget fiscal year and reviewed by the SFAC during the annual allocation hearings.

Section: In its deliberations, the AFB shall consider cost, overall effect on the University of Houston community, target audience, event preparation, the organization's past programming success, scope of event, ability to carry out the program, and timing.

Section: The AFB shall abide by all SFAC policies, University Center policies regarding the use of facilities; applicable policies published in the Student Handbook, applicable UH policies, as well as local, state, and federal laws.

### ARTICLE – AFB STUDENT STAFF

Section – Chair and Assistant Chair shall be selected through the Stipend Student Leader selection process through the Center for Student Involvement. If qualified candidates are not found, AFB will proceed with separate application and selections process for open student staff positions.

Section – Chair must maintain a minimum of 20 office hours per week for 12 months.

Section – Assistant Chair must maintain a minimum of 15 office hours per week for 9 months.

Section – Chair must meet the following duties:

- Consult with registered student organizations (RSO) about filling out AFB and/or vendor Forms.

- Be the presiding officer of the hearing board meetings and coordinate the hearing board dates.
- Train the Hearing Board members.
- Maintain and update AFB committee training manual.
- Maintain and update AFB chair training manual.
- Notify of hearing panel decision with Notice of Award explanation.
- Provide explanation of reimbursement procedures.
- Compile paperwork to complete expenditure request forms to turn into Center for Student Involvement (CSI) Financial Coordinator.
- Maintain financial records along with case file management for all allocation requests.
- Collaborate with the CSI Financial Coordinator and UH Accounting Department to effectively reimburse the RSOs.
- Assist RSO's with UH Accounting documents such as Verification of Employee Identification Number (EIN), Bank Account, Vendor Setup, Vendor Authorization Direct Deposit Form.
- Stay up-to-date with most current UH Accounting and Finance policies & proceedings.
- Maintain current documents (RSO forms, Vendor forms, IRS and Banking forms, etc.).
- Represent AFB & Report to SFAC committee on a monthly basis (per SFAC Bylaws).
- Maintain financial records and data for SFAC presentation and questionnaire.
- Answer and respond to calls, faxes, and emails from RSO's.
- Effectively condense allocation and reimbursement information into one ledger.
- Customer service and problem resolution for RSO's with reimbursement process and or payment of on campus entities through AFB.
- Work with financial entities from UHPD, University Center Reservations Office, Campus Recreation and Wellness Center, Creation Station, and University Copy Center to ensure proper payment for funded RSO programs.
- Effectively condense allocation and reimbursement information into one ledger, assuring that all money is spent according to the SFAC guidelines.

Section – Assistant Chair must meet the following duties:

- Answer and respond to calls, faxes, and emails from RSO's.
- Consult with RSO's about filling out the AFB forms.
- Assist in coordinating workshops for RSO's to learn & answer general questions about policies and procedures.
- Assist RSO's with other support type organizations if program does not fit the AFB mission.
- Coordinate and market the AFB to all the registered student organizations thorough social and advertising media.
- Work with CSI webmaster to update the AFB forms and content on the AFB website.
- Attend and present at organizational fairs to market the AFB to the RSO representatives.
- Attend the CSI organization registration orientations (outreach and marketing)
- Attend registered student organization meetings to promote and speak about the AFB.

- Help maintain case file management for RSO's.
- Assist the Chair with resolution and problem solving on behalf of RSO's to provide a more effective and positive allocation/reimbursement process.

#### ARTICLE – DISCIPLINARY PROCEDURES

- A. An Investigative Committee shall be formed to review the allegations against the officer in question and the evidence. The Investigative Committee shall consist of the AFB Advisor, the SFAC Chair or Vice Chair and one AFB subcommittee member.
  1. Any member of SFAC or the AFB Advisor may present to the Investigative Committee charges of unethical conduct against the officer in question.
  2. The accused shall be notified of all charges brought against him/her. The reasons for disciplinary action shall be documented in writing two weeks prior to a final vote on the allegations. A copy of the formal charges will be delivered to officer in question.
- B. Disciplinary Procedure for AFB student staff in question
  1. In situations in which the AFB student staff member is unable to meet the minimum requirements of his/her position and/or such situation is interfering with the proper functioning of the organization, the following procedure will take place:
    2. The AFB Advisor will meet with the Investigative Committee to talk about the alleged issue/situation and discuss whether disciplinary actions are needed.
    3. If disciplinary action is agreed on, the AFB Advisor will meet with the AFB student staff member and bring forth the alleged issues. This is the opportunity for the AFB student staff member to explain his/her side against the allegations.
    4. The AFB Advisor will bring back the information from the meeting with the AFB student staff member to the Investigative Committee.
  5. In situations in which the assistant AFB student staff member is unable to meet the minimum requirements of his/her position and/or such situation is interfering with the proper functioning of the organization, the following procedure will take place:
    - i. The AFB student staff member will meet with the Investigative Committee to talk about the alleged issue/situation and discuss whether disciplinary actions are needed.
    - ii. If disciplinary action is agreed on, the AFB student staff member will meet with the assistant AFB student staff member and bring forth the alleged issues. This is the opportunity for the Assistant AFB student staff member to explain his/her side against the allegations.
    - iii. The Director will bring back the information from the meeting with the Assistant Director to the Investigative Committee.

6. The Investigative Committee shall consider the evidence and, with concurrence of 2/3 of the committee shall recommend appropriate action. If it is found that sanctions are necessary, the Investigative Committee will discuss and create fair conditions that must be met by the officer to resolve the issue. These conditions will be presented to them by the Director/AFB Advisor in written form and be signed by both parties. If the conditions are not met on the agreed timeframe, the alleged officer in question will be given an end of assignment date by the Advisor.
7. Removal of the officer in question
  - i. A quorum of fifty percent plus one must be present at the meeting and 3/4 vote must be obtained in order to remove the officer from his/her position.
  - ii. Offenses for which either officer may be removed are as follows: misuse or misappropriation of funds.
  - iii. Removal of the officer in question for other than the misuse or misappropriation of funds shall be determined by the Investigative Committee.

#### ARTICLE – HEARING BOARD MEMBERSHIP

Section 1: The AFB hearing board shall be a 5-member committee and consist of the AFB Chair, the AFB Assistant Chair, and 3 Student Government Association (SGA) appointed representatives.

Section 2: Each SGA-appointed representative should be required to meet the following criteria:

- I. Each student member of the SGA shall not be able to serve as a member of the hearing board; including executive, legislative, and judicial branches respectively.
- II. Each SGA-appointed representative should be enrolled in not less than 12 semester hours and should be in good academic and disciplinary standing at UH.
- III. Each SGA-appointed representative shall not be a compensated student leader of any Student Service Fee funded unit.

#### ARTICLE – HEARING BOARD PROCEDURES

Section : Quorum shall be established by a simple majority of the 5- member committee.

Section : A simple majority vote shall be required for the approval of an allocation request.

Section : The AFB Chair shall set the hearing meeting schedule prior to the fall and spring semesters.

Section : A maximum of 8 funding requests will be heard per meeting of the AFB.

Section :

Section: The AFB chair shall reserve the right to vote by proxy if quorum is not met.

Section : The SGA Court of Appeals shall be the only and final appeal authority for AFB decisions. The Court of Appeals should only hear appeals based from disputes regarding AFB policies and procedures.

#### ARTICLE – FUNDING RULES

Section 1: All requests for funding must observe the specific constraints cited in Section III of the SFAC Bylaws.

Section 2: In particular, the AFB shall not fund the purchase of alcoholic beverages, office supplies, stationery, office telephone, personalized gifts, equipment, or off-campus advertising.

Section 3: In its deliberations, the AFB shall consider the overall benefit that particular items requested for funding contribute to the success of the program.

Section 4: The AFB may fund the purchase of food and refreshments not to exceed 20% of the total amount of program funding approved by the board

Section 5: The AFB will not provide funds for charities, scholarships, awards, or philanthropic efforts, or any form of personal or organizational gain. Gain is defined as income generated in excess of program expenses. The only exception to this policy is support of events associated with and coordinating with the student organizations overseeing major campus traditions (Homecoming Board and Frontier Fiesta Association).

Section 7: Allocation requests must be submitted 4 weeks before the day of the program or conference. Requests will not be heard without being reviewed and signed by the AFB Chair or AFB Advisor.

Section 8: Programs funded by the AFB must occur on the UH campus, except as provided for in Section 9 in Article V- Funding Rules.

Section 9: Although off-campus, workshops or seminars directly benefit individuals, rather than the University as a whole, special funding consideration may be given to organizations (individuals representing organizations) presenting programs, or participating in the planning or

development of an on-campus conference, workshop or seminar. The AFB shall not fund competitions, tournaments, or any conference in which a student must apply or compete to attend.

Section 10: An authorized officer to conduct business with the Un

### ***Activities Funding Board Standing Rules***

Effective 08/01/2012- 07/12/2013

1. A registered student organization must submit an RSO sheet and an allocation request form at least 4 weeks before a program or conference.
2. In its deliberations, the Activities Funding Board shall consider cost, overall effect on the University of Houston community, target audience, event preparation, the organization's past programming success, scope of the event, ability to carry out the program, and timing.
3. The AFB will not provide funds for charities, scholarships, awards, philanthropic efforts, or any form of personal or organizational gain. Gain is defined as income generated in excess of program expenses.
4. The Activities Funding Board may approve up to \$500 of program related food and refreshments per organization per year.
5. The Activities Funding Board may approve up to \$600 of on-campus advertising per organization per year.
6. An authorized member of the registered student organization must sign the notice of award in order to be reimbursed.
7. A maximum of 8 funding requests may be heard per meeting of the Activities Funding Board.
8. A representative with written authorization from the registered student organization (unless a top three officer) must attend the hearing to present the funding proposal.
9. Registered student organizations must be setup with direct deposit in order to be reimbursed and the bank must be in the organization's name.

10. Receipts or any other documentation must be submitted in person to the AFB advisor, the AFB chair, or the AFB assistant chair within 30 calendar days of the program or conference close. After 30 calendar days, the allocation is revoked unless prior arrangements have been made.

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