

BYLAWS OF ACTIVITES FUNDING BOARD

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be Activities Funding Board (AFB). 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 Student Service Fee allocation from SFAC. The AFB allocates funding to University of Houston Registered Student Organizations (RSO) for the purposes of maximizing programming at University of Houston (UH).

ARTICLE II – GENERAL PROVISIONS

Section 1: 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.

Section 2: 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 3: AFB shall abide by all SFAC policies; University Center policies regarding the use of facilities; applicable policies published in the Student Handbook and Code of Conduct; applicable UH policies; as well as local, state, and federal laws.

Section 4: AFB shall approve a maximum of ~~\$2,500~~\$3,000.00 per organization per year, with no more than \$1,000 of this allocation to be used to fund ~~conference expenses~~off campus expenditures.

Section 5: A representative with written authorization from the registered student organization (unless a top three officer) must attend the hearing to present the funding proposal.

Section 6: AFB shall not approve off campud conference expenditures in excess of 25% of the total annual allocation from the Student Fees Advisory Committee, exclusive of student leader stipends and expenditures.

Section 7: AFB shall annually review bylaws specifying funding limitations. Any changes to the bylaws must be submitted to SFAC by the Student Service Fee Request deadline.~~no~~

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~~later than June 1st annually.~~ SFAC shall be required to review proposed changes no later than ~~July 1st annually.~~ January 1st annually.

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ARTICLE III – AFB LEADERSHIP

Section 1: ~~Chair, Vice Chair, and Communications Chair shall be selected through the Stipend Student Leader selection process through the Center for Student Involvement. All three positions must meet the following qualifications:~~ Chair and Vice Chair shall be selected through the Stipend Student Leader selection process through the Center for Student Involvement. The Chair and Vice Chair must meet the following qualifications:

Enrollment Requirements

As an undergraduate a student leader in order to hold a Fee-Funded Student Leader position must be enrolled in at least 9 credit hours during each of the fall and spring semesters. There is no minimum hour requirement during the summer.

The minimum hours of enrollment requirement for a graduate student to be Fee-Funded Student Leader are 6 hours during each of the fall and spring semesters. There is no minimum hour requirement during summer semester(s).

Graduating students are only required to enroll in 3 hours in their final two (2) semesters to be a Stipend Student Leader.

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Grade Point Average Requirements

In order to serve in a Fee-Funded Student Leader position, a student must be in good standing (no academic or disciplinary probation) with the university and must have a cumulative grade point average of 2.5.

Selection shall be made by a committee of the three SGA-appointed members of AFB as well as the two student members of SFAC. The AFB advisor shall coordinate this process in an ex officio capacity.

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Section 2: Chair must maintain a minimum of 20 office hours per week for 12 months.

Section 3: Vice Chair must maintain a minimum of 15 office hours per week for ~~12~~ 19 months ~~August to April~~.

~~Section 4: Communications Chair must maintain a minimum of 10 hours per week for 9 months.~~

Section 54: Chair must perform the following duties:

- a. Consult with RSO about AFB policies, procedures, and processes.
- b. Be the presiding officer of the hearing committee meetings and coordinate the hearing committee dates.
- c. Train the hearing committee members.
- d. Maintain and update AFB committee training manual.
- e. Maintain and update AFB Chair training manual.
- f. Provide explanation of reimbursement procedures.
- g. Compile paperwork to complete expenditure request forms to turn into Student Life Business Office.
- h. Maintain financial records along with case file management for all allocation requests.
- i. Collaborate with the ~~CSI Financial Coordinator~~AFB Advisor and student life business office to effectively reimburse the RSOs.
- j. Assist RSOs with financial documents.
- k. Stay up-to-date with most current finance policies and procedures.
- l. Represent AFB and report to SFAC committee.
- m. Maintain financial records and data for SFAC presentation and questionnaire.
- n. Answer and respond to correspondence from RSOs
- o. Provide customer service and problem resolution for RSOs with reimbursement process and or payment of on campus entities through AFB.
- p. Work with financial entities from on-campus departments.
- q. Effectively condense allocation and reimbursement information into one ledger, assuring that all money is spent according to the SFAC guidelines.

Section 56: Vice Chair must perform the following duties:

- a. Answer and respond to correspondence from RSOs.
- b. Assist in coordinating workshops for RSOs to learn and answer general questions about policies and procedures.
- c. Coordinate and market AFB to all the RSOs through social and advertising media.
- d. Update the AFB forms and content on the AFB website.
- e. Attend and present at organizational fairs to market AFB to the RSO representatives.
- f. Plan, execute, and manage the marketing plan for the current school year.
- g. Organize an internal volunteer structure to help with operations.
- ~~a. Answer and respond to correspondence from RSOs.~~
- ~~b. Assist in coordinating workshops for RSOs to learn and answer general questions about policies and procedures.~~
- ~~c. Coordinate and market AFB to all the RSOs through social and advertising media.~~
- ~~d. Update the AFB forms and content on the AFB website.~~
- ~~e. Attend and present at organizational fairs to market AFB to the RSO representatives.~~
- ~~f. Attend the CSI organization registration orientations (outreach and marketing).~~
- ~~g. Attend registered student organization meetings to promote and speak about AFB.~~

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

Section 7: : Communications Chair must perform the following duties.

- a. Create new files for incoming applications
- b. Email organizations and board members on hearing confirmations
- c. Manage the volunteer roster and sending out news
- d. Update our social media pages
- e. Contact marketing resources
- f. Organize and archive operational receipts
- g. Compile survey results and workshop RSVPs
- h. Compile measurement data from post-event surveys

ARTICLE IV – DISCIPLINARY PROCEDURES

Section 1: Vice Chair Disciplinary Procedure:

In situations in which the Vice Chair is unable to meet the minimum requirements of the position and/or is interfering with the proper functioning of AFB, the following procedure will take place:

- a. The AFB Chair will meet with the Advisor to talk about the alleged issue/situation and discuss whether disciplinary action is needed.
- b. If disciplinary action is agreed on, the AFB Chair will meet with AFB Vice Chair and bring forth the alleged issues. This is the opportunity for the AFB Vice Chair to explain alleged issues.
- c. The AFB Chair will bring back the information from the discussion with the AFB Vice Chair to the Advisor to discuss whether sanctions are required.
- d. If it is found that sanctions are necessary, the AFB Chair and Advisor will discuss and create fair conditions that must be met by the AFB Vice Chair to resolve the issue. These conditions will be presented to the AFB Vice Chair by the AFB Chair in written form and be signed by both parties. If the conditions are not met on the agreed time frame, the AFB Vice Chair will be requested to vacate the position by the Advisor.

Section 2: AFB Communications Chair Disciplinary Procedure:

In situations in which the AFB Communications Chair is unable to meet the minimum requirements of his/her position and/or are interfering with the proper functioning of AFB, the procedure to take place will be the same as the “Vice Chair Disciplinary Procedure: Disciplinary Procedure” with the following differences:

- a. The Vice Chair will take on the role to address the alleged issue and present the conditions necessary to remedy alleged situations.

Section 32: AFB Chair Disciplinary Procedure:

In situations in which the AFB Chair is unable to meet the minimum requirements of his/her position and/or are interfering with the proper functioning of AFB, the procedure to take place will be the same as the "Vice Chair Disciplinary Procedure: Disciplinary Procedure" with the following differences:

- a. The Advisor will take on the role to address the alleged issue and present the conditions necessary to remedy alleged situations.
- b. AFB Vice Chair will only be notified of disciplinary procedures on a need to know basis.

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ARTICLE V – HEARING COMMITTEE MEMBERSHIP

Section 1: The AFB Hearing Board shall be a 65-member committee and consist of the AFB Chair, the AFB Vice Chair, the AFB Communications Chair, and 3 Student Government Association (SGA) appointed representatives.

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

- a. Not be a student leader of SGA executive, legislative, and judicial branches.
- b. Be enrolled in no less than 12 semester hours and should be in good academic and-disciplinary standing at UH.
- c. Not be a compensated student leader of any Student Service Fee funded unit.

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Section 3: The Activities Funding Board can take on general membership from the student body, at maximum of 30 members (not including the actual board). The purpose of general membership is to:

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- a. Increase transparency by inviting students to participate in our operations
- b. Create a pool for committee members and AFB student leaders who have previous experience and investment with the organization
- c. Enact AFB representatives to attend AFB funded events and judge return on investment and use of the funds, as well as measure the scope of the event and how it satisfied the student body
- d. Give students leadership positions and experience working with a team, having roles and responsibilities
- e. Assist in subsections of marketing operations such as social media pages, street marketing teams, and tabling.

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ARTICLE VI – ALLOCATION REQUEST APPLICATION GUIDELINES

Section 1: Allocation requests for reimbursement must be submitted four weeks before the day of the program or conference. AFB has the right to deny the organization’s request if turned in less than four weeks before the program or conference.

Allocation requests for program grants must be submitted six weeks before the day of the program or conference. AFB has the right to deny the organization’s request if turned in less than six weeks before the program.

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Section 2: In order for an RSO to attend a hearing, a completed allocation request must be turned in to AFB at least four days prior to the hearing. AFB has the right to deny attendance at the next hearing if an allocation request is not turned in four days prior to the hearing.

Section 3: Only student organizations registered with the university through the Center for Student Involvement may apply for funding.

Section 4: AFB will not accept any allocation requests from June 15th to August 30th, any organizations submitting requests for summer conferences must have submitted their request before June 15th, summer conference requests will be reviewed and approved either at a hearing or if in excess of hearing spots, at a special Summer Conference hearing taking place in the end of June. At this hearing, summer conference requests will be approved based on remaining budget, time in advance the application was sent, discernible benefit to the University and its students, and past organization conference success. ARTICLE VI – ALLOCATION

REQUEST APPLICATION GUIDELINES

~~Section 1: Allocation requests must be submitted 4 weeks before the day of the program or conference.~~

~~Section 2: Requests will not be heard without being reviewed and signed by the AFB Chair or AFB Vice Chair in the absence of the AFB Chair.~~

~~Section 3: In order for an RSO to attend a hearing, a completed allocation request must be turned in to AFB at least 24 hours prior to the hearing.~~

~~Section 4: Only student organizations registered with the university may apply for funding.~~

ARTICLE VII – HEARING COMMITTEE GUIDELINES

ARTICLE VII – HEARING COMMITTEE GUIDELINES

Section 1: Organizations must be notified that they are scheduled for a hearing at least 3 days in advance of the hearing. If new allocation requests occur within that time and there are currently still spots open for the next hearing, it is the discretion of the Chair, Vice-Chair and Advisor to invite the organization to that hearing.

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Section 2: A simple majority vote out of the three committee members shall be required for the approval of an allocation request.

Section 3: Frontier Fiesta approval processes will be expedited to a simple review by the Chair and Vice Chair, because of yearly and traditional occurrence.

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Section 4: The AFB Chair shall only vote on an allocation request in the instance of a tie where the Chair vote will serve as the tie-breaker, a tie would only occur when a committee member is absent or has abstained from voting.

Section 5: The AFB Chair shall set the hearing meeting schedule prior to the fall and spring semesters, with a maximum of 12 organization presentations per hearing.

Section 6: The hearings shall be held in a setting that can seat any University of Houston student or staff that would like to attend. If an organization brings enough members to cause a seating shortage, then non-key members from that organization may be asked to leave or stand to make room for other organizations and students.

Section 7: Deliberations are to be held in secure settings, with only the AFB in attendance.

Section 8: As the most general rule of thumb, AFB is should fund programs and conferences that are aspiring to create interactivity, not for particular members or the organization itself, but for the school population as a whole.

Section 9: In its deliberations, the AFB shall weigh the positive impact on the University based on value, target audience, event preparation, the organization's past programming success, scope of event, ability to carry out the program, and timing. As the most general rule of thumb, AFB is should fund programs and conferences that are aspiring to create interactivity, not for particular members or the organization itself, but for the school population as a whole.

Section 11: The AFB should look at the line items, their costs, and how much they contribute to successful student interactivity and engagement, and discourage spending that is wasteful or does not make an attempt to bolster student engagement.

Section 12: The event must be open and free for the attendance of UH students.

Section 13: The Activities Funding Board has the discretion to deny the funding for certain items requested and then propose funding transfer to an item request that shows a clearer link to program success.

Section 12: The board has the right to decide whether to let the Vice-Chair have a vote to create a voting quorum, or to vote by proxy.

Section 13: The Activities Funding Board has the discretion to deny the funding for certain items requested and then propose funding transfer to an item request that shows a clearer link to program success.

Section 13: The SGA Court of Appeals shall be the only and final appeal authority for AFB decisions. The Court of Appeals shall only hear appeals based on disputes regarding AFB policies and procedures.

Section 14: In certain instances where the budget remains after the close of class for the spring semester, the AFB Chair in collaboration with the Vice Chair and AFB advisor may approve funding requests without formal approval from the Hearing

~~Section 1: Quorum shall be established by a simple majority of the 5 member committee.~~

~~Section 2: A simple majority vote shall be required for the approval of an allocation request.~~

~~Section 3: The AFB Chair shall only vote on an allocation request in the instance of a tie where the Chair vote will serve as the tie-breaker.~~

~~Section 4: The AFB Chair shall set the hearing meeting schedule prior to the fall and spring semesters.~~

~~Section 5: 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 6: In its deliberations, the AFB shall consider the overall benefit that particular items requested for funding contribute to the success of the program.~~

~~Section 7: The AFB chair shall reserve the right to collect committee votes by proxy if quorum is not met.~~

~~Section 8: The SGA Court of Appeals shall be the only and final appeal authority for AFB decisions. The Court of Appeals shall only hear appeals based on disputes regarding AFB policies and procedures.~~

~~Section 9: In certain instances where the budget remains after the close of class for the spring semester, the AFB Chair in collaboration with the AFB advisor may approve funding requests without formal approval from the Hearing Board using the funding guidelines in ARTICLE VIII.~~

ARTICLE VII – FUNDING PROCESS GUIDELINES FOR PROGRAMMING GRANTS

Section 1: AFB’s Programming Grants will be instated to promote and encourage events that have a larger positive impact on the University of Houston and its students.

Section 2: AFB shall have the authority to fund events in advance for up to 75% of the amount requested by the student organization.

Section 3: Allocation requests for Programming Grants must be submitted **six** weeks in advance and **two** weeks before the next hearing.

Section 4: Funding request presentations for programming grants will be held after normal reimbursement requests.

Section 5: Organization’s will have up to 10 minutes to speak about how their event encourages camaraderie and interactivity between different student groups, creates campus tradition, and how UH is investing the student service fee back to any average UH student over the course of the event.

Section 6: The Programming Grant process is meant to be a competitive selection to encourage additional amounts of program quality and scale, grant approvals will be under strict pre-requisites along with a higher standard of accountability from both the Student Organization and AFB.

Section 7: AFB will base its decision for the grant process based on accountability measures due at the time of presentation, such as prepared promotional materials for the event, logistical layouts, marketing plans, quotes for equipment rental, services, and contracts, estimated attendances and impacts, event tasks executed thus far, etc.

Section 8: The organization must have a current Vendor ID setup completely ready at the hearing to begin the grant expenditure immediately if approved.

Section 9: The AFB Chair and Vice-Chair will be able to vote on Programming Grant as long as there is no conflict of interest, totaling a voting quorum of 5 members.

Section 10: AFB Voting Members are able to approve the grant, approve a portion of the grant, deny the grant but approve for reimbursement, or deny the grant entirely.

Section 11: If approved, the organization will sign a grant Notice of Award, where the receipts will be due 30 days within the date of the organization receiving the money.

Section 12: The organization must turn in proper receipts of the funded categories, for the total granted amount. (75% of the requested amount) In addition, the organization must turn in pictures of the event, a general perceived feedback form provided by AFB, and a one page summary of what the organization learned and if and how they will continue to improve the event next year.

A. The following characteristics constitute proper receipts:

- Not copies or screenshots.

- Showing the payment method and amount, or showing a balance of 0.

- Showing the selling and buying parties.

Section 13: If the organization fails to turn in the proper receipts for the full grant amount, not only will the organization owe the University the difference of the grant minus the provided receipts, but the AFB in conjunction with the AFB advisor and Business Services officials will investigate and are able to decide on a consequence based on the severity of the offense.

A. Consequences can range from:

- Ineligibility for further grants for a year or more.

- Immediate Suspension of Registered Student Organization status

- Ineligibility for program and conference reimbursements for a year or more.

- University action and further investigation

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ARTICLE VIII – FUNDING GUIDELINES

Section 1: All requests for funding must observe the following constraints:

- a. Expenditures shall be consistent with established policies and procedures of the university and with local, State, or Federal Law.
- b. Expenditures shall be consistent with general university policy regarding use of physical facilities or use of services.
- c. No recipient shall make a gift of, an award of, or lend funds generated by any student service fee.
- d. Funds from fees for student services may not be used to support a candidate for public office, the outcome of legislation nor any group acting as a “front” for either. (Groups or individuals participating in information exchange, presentations, or forums are not considered “fronts.”)
- e. Funds from student service fees may not be used to purchase alcoholic beverages.
- f. Funds will not go towards contributing to University sanctioned events such as tailgates and tabling at University resource informational events.
- g. Funds will not go towards general or informational meetings, regardless of value added programming to students at the general or informational meeting, since these constitute a singular motive of organizational gain.

Section 3: AFB may approve up to \$300 of on-campus advertising *per funding request, with a yearly limit of \$600.*

EXPLANATION: (this encourages events that are better marketed and leads to higher attendance in programming, organizations can have multiple well-advertised events per year)

Section 4: AFB may approve up to \$500 of program-related food and refreshments *per funding request, with a yearly limit of \$1,000.*

Section 6: Donations cannot be accepted at any AFB SPONSORED event, but CAN be accepted at an event which uses AFB reimbursement.

Section 7: Only the following groups or individuals should be eligible for reimbursement for conference related expenses:

- a. Current UH Students attending a conference representing a RSO in order to develop leadership and management skills and to improve their organization.

b. Current UH students representing a RSO attending a conference to pursue an interest of topic or study.

Section 9: International conference expenditures outside of the U.S, Canada, or Mexico will not be funded.

Section 10: AFB will not fund travel to competitions, tournaments, or any conference that give the organizations a significant monetary award, which is defined as greater than the registration fee for one team or individual of competing students.

Section 11: AFB will only reimburse the following travel expenses.

- a. Registration Fees
- b. Airfare
- c. Lodging

ARTICLE XI – REIMBURSEMENT GUIDELINES

Section 1: An authorized member of the registered student organization must sign the notice of award in order to be reimbursed.

Section 2: Receipts must be turned by the deadline specified on the signed notice of award. If all receipts are not turned in by the deadline stated on the Notice of Award, AFB has the right to void funding for the missing receipts.

Section 3: Recipients will be reimbursed for the approved costs only and will be reimbursed after the program or conference has taken place.

Section 4: Reimbursement will be based on the allocation request that was presented at the hearing and any changes before the receipt deadline must be presented in writing to adjust line items.

Section 5: Reimbursement requests must include proper documentation in the form of receipts showing payment.

Section 7: AFB shall reimburse RSO's through direct deposit only.

Section 8: All RSO's requesting a reimbursement or programming grant must have a bank account in the organization's name.

Section 9: AFB shall only reimburse the actual RSO. There will be no third- party reimbursements whatsoever.

Changes requested on 10/19/15

ARTICLE VIII — FUNDING GUIDELINES

~~Section 1: All requests for funding must observe the following constraints:~~

~~Expenditures shall be consistent with established policies and procedures of the university and with local, State, or Federal Law.~~

~~Expenditures shall be consistent with general university policy regarding use of physical facilities or use of services.~~

~~No recipient shall make a gift of or lend funds generated by any student service fee.~~

~~Funds from fees for student services may not be used to support a candidate for public office, the outcome of legislation nor any group acting as a “front” for either. (Groups or individuals participating in information exchange, presentations, or forums are not considered “fronts.”)~~

~~Funds from student service fees may not be used to purchase alcoholic beverages.~~

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

~~Section 3: AFB may approve up to \$400 of on-campus advertising per organization per academic year.~~

~~Section 4: AFB may approve up to \$500 of program-related food and refreshments per organization per academic year.~~

~~Section 5: 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 6: Programs funded by AFB must occur on the UH campus.~~

~~Section 7: Only the following groups or individuals should be eligible for reimbursement for conference related expenses:~~

~~Current UH Students attending a conference representing a RSO in order to develop leadership and management skills and to improve their organization.~~

~~Current UH Student representing an RSO who is presenting a non-curricular educational program at a conference.~~

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~~Section 8: International travel will not be funded.~~

~~Section 9: AFB will not fund travel to competitions, tournaments, or any conference in which a student must apply or compete to attend.~~

~~Section 10: AFB will not fund travel to programs or conferences solely for individual academic advancement and development.~~

~~ARTICLE IX — REIMBURSEMENT GUIDELINES~~

~~Section 1: An authorized member of the registered student organization must sign the notice of award in order to be reimbursed.~~

~~Section 2: Receipts must be turned by the deadline specified on the signed notice of award.~~

~~Section 3: Recipients will be reimbursed for the approved costs only and will be reimbursed after the program or conference has taken place.~~

~~Section 4: Reimbursement will be based on the allocation request that was presented at the hearing and any changes before the receipt deadline must be presented in writing to adjust line items.~~

~~Section 5: Reimbursement requests must include proper documentation in the form of receipts showing payment.~~

~~Section 6: If funds were generated by the event, a notarized statement of funds collected must be submitted.~~

~~Section 7: AFB shall reimburse RSO's through direct deposit only.~~

~~Section 8: All RSO's requesting a reimbursement must have a bank account in the organization's name.~~

~~Section 9: AFB shall only reimburse the actual RSO. There will be no third-party reimbursements whatsoever.~~