

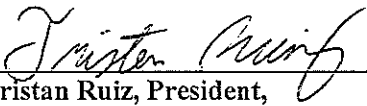
BYLAWS  
OF THE  
STUDENT FINANCE COMMITTEE

*"A permanent standing committee of the Associated Students of  
Northern Michigan University."*

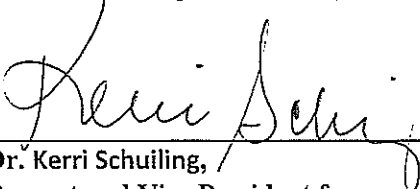


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Revised & Adopted by the Assembly of the Associated Students of Northern Michigan University on  
27 September 2016.

  
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Tristan Ruiz, President,  
Associated Students of  
Northern Michigan University

Dated: Sept. 28, 2016

  
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Dr. Kerri Schuiling,  
Provost and Vice President for  
Academic Affairs

Dated: 10/30/16

## I. STATEMENT OF PURPOSE

The Student Finance Committee (herein referred to as "SFC") is a Standing Committee of the Associated Students of Northern Michigan University (herein referred to as "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 (herein referred to as "EFGs").

## II. MEMBERSHIP AND SELECTION PROCEDURES

The rules regulating the membership of the SFC shall be as follows:

- 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 four (4) semesters. The term of office shall begin upon appointment and can be renewed by approval of the SFC Chairperson and majority vote of the ASNMU General Assembly. Applicants must be considered full-time students by the University who have paid the Student Activity Fee 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 immediately upon vacancy of any seat on the Committee.
- D. Interviews of member applicants will be carried out by the Ad Hoc Selection Committee consisting of 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.
- E. No more than three (3) seats shall be occupied by the members of a single registered student organization. This shall not include membership in the Student Finance Committee.
- F. 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.
- G. Any member of the Student Finance Committee may be removed from office according to the following:
  1. The recommendation of the SFC Chairperson based on 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. Four (4) unexcused absences from regularly scheduled meetings shall result in the forfeiture of a member's seat upon recommendation of the SFC Chairperson and a majority vote from remaining SFC members.
  4. 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 ASNMU Judiciary or other comparable student judiciary.

### III. DUTIES AND REQUIREMENTS OF MEMBERS

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, as stated in Section II, subsection B.
2. Attendance at all Student Finance Committee meetings is required.
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.

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 shall conduct a budget conference with all organizations petitioning for Student Discretionary Activity Fee funds.
9. 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 shall be responsible for this orientation and the Adviser shall assist if necessary.

#### **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 Center for Student Enrichment.
- 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. The adviser for the Student Finance Committee should attend all SFC meetings.
- H. The adviser must be approved by the Student Finance Committee. If, at any time, the Student Finance Committee believes the adviser is incapable or unwilling to fulfill their duties and/or responsibilities the SFC may vote by simple majority to have the Dean of Students Office replace them with a suitable adviser.

#### **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 Dean of Students Office, and the ASNMU Office.
- B. The Student Finance Committee shall hold meetings weekly, as deemed appropriate by the Chairperson, 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. Such a

decision shall be made by a majority vote of present and eligible Student Finance Committee Members.

- 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.

A member of the SFC may make a motion to cast a vote by secret ballot immediately after a motion to enter voting procedure is made. If this motion is made the committee shall enter voting procedure by secret ballot. Each member shall record their vote on paper and submit it to the Chairperson who will then tally and announce the total number of affirmative and negative votes.

## **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 fourteen (14) days after they have been submitted, so long as they meet the requirements defined by this document. A budget will only be accepted upon prior approval of the Chair or the Adviser. The organization submitting the budget must submit two (2) copies to the SFC Chairperson, 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. A representative of the executive board, or equivalent, of the registered student organization that submitted the budget shall present said budget to the Student Finance Committee at a budget approval hearing to take place no later than fourteen (14) days after the submission of the budget, provided that it meets meeting all requirements defined in this document. This representative shall be a student enrolled in classes at Northern Michigan University.
- E. 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.
- F. Organizations must comply with all conditions set by the Student Finance Committee in its particular notice of allocation.

- G. 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.
- H. All organizations must keep accurate records of their expenditures of the allocated funds.
- I. 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.
- J. 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. 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.
- K. 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.
- L. All advertisements (posters, brochures, flyers, signs, newspaper ads, etc.) must mention Student Finance Committee support or clearly display the Student Finance Committee logo and be approved by the Center for Student Enrichment. All advertisements must not contain profanity or other offensive matter.
- M. A student representative from the executive board, or equivalent, of an organization receiving Student Discretionary Activity Fee money must come to SFC meetings to present program reviews when requested by SFC.
- N. A minimum of 30 days 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 30 day lead time except under extremely exceptional circumstances. Contracts are required for all speakers, performers, and artists. Failure to complete paperwork within the 30 day lead time may result in funding being denied for the activity.
- O. 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 future events.

#### **VIII. CRITERIA FOR EARMARKED FUND GROUPS**

An Earmarked Fund Group (EFG) is a registered student organization 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 five (5) 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 Student Finance Committee 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. is determined by the Student Finance Committee to have ~~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.

If the leadership of a registered student organization believes their group meets all of these criteria they may petition the SFC for EFG status. The process for petitioning for EFG status is described in Section IX of this document.

The Student Finance Committee will establish guidelines for an evaluation of organizations receiving earmarked funds to take place at least once per semester.

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. PETITIONING TO BECOME AN EARMARKED FUND GROUP**

In order to become an Earmarked Fund Group a student organization must meet all criteria provided in Section VII and:

- A. Submit letter of application to the SFC Chairperson no later than 5 weeks before the final day of classes of the semester directly preceding the semester for which EFG status is to be granted. The letter shall include a brief outline of the organization, its goals for enriching the environment of Northern Michigan University for its students, a brief outline of all events held during the preceding two (2) semesters, membership information for its executive board, or equivalent, how long it has been a registered student organization, and why how EFG status would help it to further its goals in providing the NMU community with quality programming. This letter must be approved by the Chairperson of SFC before the organization may move onto the following step in the petition process;
- B. Submit a written report of the same nature, format, and content as that required of current Earmarked Fund Groups, as described in Section IX, subsection G. The petitioning student organization shall not be responsible for providing the information as described in Section X, subsection G.5;
- C. If the written report, as described in Section IX, subsection A.2, is approved by the Chairperson they will submit the request for EFG status to the Student Finance Committee at the next applicable meeting. The SFC shall then vote by majority to hear the petition of the organization at the EFG Semester Review, as described in Section X, subsection F, for the semester in which the initial letter of application was submitted. At the EFG Semester Review, the petitioning

organization shall give a brief presentation following the guidelines set for current EFGs in Section X, subsection F. The SFC shall then decide to approve or deny EFG status for the petitioning group by majority vote. If they approve the petitioning group's request, they must then vote to determine the allocation for this newly created EFG in the same manner as for other EFGs, as described in Section X, subsection F.

If all above requirements are met and the SFC votes to approve the petitioning organization's request for EFG status and allocation, the petitioning organization will automatically be considered an EFG and will thus be subject to the same responsibilities and privileges afforded to all EFGs, as described in Sections VII and X of this document.

## X. PROCEDURES REGULATING EARMARKED FUND GROUPS

Earmarked Fund Groups are subject to the following procedures:

- A. An Earmarked Fund Group (EFG), as noted in Article VIII of this document, 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.
  2. Receive an affirmative vote by the Student Finance Committee for a definite amount of the SFC allocation, per student, to be set aside for the EFG for the upcoming semester.
  3. 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 allocate portions of their Student Finance Committee-approved allocations to other student organizations for programming.
- C. The Student Finance Committee shall retain original oversight over Earmarked Fund Groups by requiring 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 shall include written exposition, 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 whether or not financial bills for said event have been resolved.
  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. This rationale shall be included in the semester report, as described in Section X, subsection E of this document.
- D. Ticket receipts from EFG sponsored events are returned to the EFG account instead of the SFC account unless the SFC specifies otherwise.
- E. 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.
- F. Earmarked Fund Groups shall be required to participate in a semester review hearing organized and presided over by the Student Finance Committee. This hearing shall take place no later than one week before the final day of the official final exams period each semester. It is at this hearing that Earmarked Fund Groups shall request that their allocations from the Student Finance Committee increase, decrease, or remain at their current levels. Each EFG shall have the opportunity to describe their organization and explain what its purpose is as well as explain their written report, as described in Section X, subsection G. The SFC will then have the opportunity to ask questions of the leadership of each EFG. Following the question and answers period, the the Student Finance Committee shall hold a discussion of all requests made and shall vote, by majority, to determine the level of allocation for the following semester.
- G. Earmarked Fund Groups shall be required to submit an official semester report to the Student Finance Committee Chairperson no later than fourteen (14) days before the scheduled date of the semester review hearing. Should any Earmarked Fund Group not meet this requirement, the Student Finance Committee may refuse to hear that Earmarked Fund Group at the semester review and may vote to revoke EFG status before the date of the semester review. The report shall include the following:
1. Membership information for the Earmarked Fund Group for the current semester and the semester immediately preceding the current semester. This membership information shall include:
    - a. Names and duties of all members of the Executive Board;
    - b. Number of total members present or belonging to the EFG at the first meeting of the semester;
    - c. Number of total members present or belonging to the EFG at the final meeting of the semester;
    - d. Average number of total members belonging to the EFG throughout the semester;
    - e. Explanation of any change in membership from the beginning to the end of the semester;

- f. Expectation for membership in the upcoming semester and plans to grow membership;
- 2. Event information for all events held by the Earmarked Fund Group for the current semester, including:
  - a. a line-item budget report for each event held. This shall include the projected expense and actual expense for each event as well as an explanation for any significant difference between the projected and actual expenses;
  - b. event evaluation form for each event. This evaluation form shall follow the template prescribed by the Student Finance Committee Chairperson;
  - c. overall evaluation of all events held during the semester. This shall include the overall impression and trend in attendance of events, costs of events, and campus response to events;
- 3. Overall evaluation of the Earmarked Fund Group during the semester, including:
  - a. an evaluation of the Earmarked Fund Group's overall performance during the semester. This shall include an evaluation of membership, event costs, event success, and efficiency of fund use;
  - b. an evaluation of any unforeseen challenges and the response of the EFG;
  - c. an outline of the overall goals of the EFG for the semester and whether or not they were accomplished;
- 4. Plan for the upcoming semester. This shall include the following:
  - a. Overall goals for the upcoming semester and how they will be accomplished;
  - b. Overview of programming plans for the upcoming semester and the projected expense of each event;
- 5. The report shall include the estimated balance of the account of the Earmarked Fund Group after all liabilities have been settled. It shall also include the desire the Earmarked Fund Group to retain this amount in a carry-forward or to allow the Student Finance Committee to absorb it into the general Student Discretionary Activity Fund account along with rationale for its request.
- 6. Funding Request. The report shall request a dollar amount per student allocation for the upcoming semester. The report shall explain why the Earmarked Fund Group is requesting an increase, decrease, or retention of current levels of funding.
- H. Earmarked Fund Groups shall have 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 of SFC members for a meeting.

## XI. 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.
- G. There are insufficient funds available in the general Student Discretionary Activity Fund.
- H. The budget request and accompanying rationale show lack of dedication to the program on the part of the organization, the member(s) of the student organization submitting the budget appears 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.

## **XII. INVESTIGATIVE POWERS**

The Student Finance Committee may investigate violations of any standards, rules, and regulations established by this document or 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 fourteen (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 or revoke the allocation.

Organizations found guilty through the procedures described above may be denied future 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 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.

### **XIII. APPEALS PROCEDURE**

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 or implement without properly understanding the guidelines as worded in this document. Unequal application would refer to instances based on the SFC's unfairness, favoritism, or inconsistent application of standards in considering a budget for funding.

The procedure for appealing a Student Finance Committee ruling are as follows:

1. A notification of appeal must be submitted in typewritten form by a member of the student organization's executive board to the Assembly of ASNMU within one (1) week (when classes are in session) of notice of decision of the Student Finance Committee to deny funding.
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.
3. If the Assembly decides that a hearing is warranted, it shall immediately notify the appealing organization and the SFC. This hearing shall be open to the public and require the representation of both the appealing organization and the Student Finance Committee. The special hearing will be held within fourteen (14) days of written notice of this decision to the appealing organization and the SFC, but no sooner than 48 hours afterward. The appealing organization shall designate one spokesperson to speak on its behalf. The Student Finance Committee will be represented by the Chairperson by default, though the Chairperson may delegate this responsibility to another willing member of the Student Finance Committee.
4. Representatives from both parties shall be given 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 present their summary first.

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.

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.

### **XIV. 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) it must disclose to the SFC that a closed event is being planned as part of the activity, and (b)

the group must pay for the total cost of the closed event and pay for a portion of the speaker's or performer's fee for the open event.

**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 collaboration occurs, funding should be assessed according to relative use of the speaker's (performer's) time.

#### **XV. 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 Provost/Vice President for Academic Affairs must approve amendments to these Bylaws.

#### **XVI. ADOPTION AND IMPLEMENTATION**

The Assembly of ASNMU and the Provost/Vice President for Academic Affairs must approve these Bylaws in order for them to be implemented.