

# **Indiana University Funding Board Bylaws**

## **Title I. Overview**

### **Section 1: Mission Statement**

The Indiana University Funding Board (IUFB) exists as a recommending body to empower student organizations in adding unique value to campus.

### **Section 2: University Oversight**

With oversight from the Director of Student Involvement and Leadership Center (SIL) the appointed advisor(s) and following the guidelines established by the Dean of Students, the allocation of the fund will be handled by the Indiana University Funding Board, an auxiliary branch of Student Involvement and Leadership Center.

## **Title II. Student Organization Eligibility and the Allocation Process**

### **Section 1: Registration and Orientation**

Student organizations seeking funding must be registered with Student Involvement and Leadership Center (SIL) before seeking funding. Registration will be verified via beINvolved or the current SIL student organization registration database.

### **Section 2: Funding Limits**

Funding limits will be determined by the current board at the beginning of each year and will be updated in that year's bylaws. See Title XIV: Funding Limits and Guidelines for more information.

### **Section 3: Other Funding Sources**

The IUFB cannot be used to support organizations that are recipients of the mandatory student activity fees. Groups listed on the Bursar check-off may present on a case-by-case basis. IUFB encourages organizations to seek out other sources of funding as the board can only fund up to 80% of an initiative; however, the board will not penalize organizations for receiving outside funding when deciding on initiative amounts.

### **Section 4: Member Attendance Permissions**

Indiana University Funding Board Directors and Funding Board members are allowed to attend any event or initiative allocated funding free-of-charge for the purpose of reviewing initiatives and gauging the use of IUFB funds.

### **Section 5: Restrictions on Use of Funds**

Any funding received must be spent in accordance with the IU Student Code of Conduct and the Drug Free Schools and Regulations. Under no circumstances can funding be used for the following purposes:

- Personal use
- Purchase of alcohol
- Support of legislation influence

- Litigation against the University
- Support of any political campaign, or
- On behalf of any candidate for public office
- No funding will be granted for direct donations made by student organizations to private or philanthropic causes

Further, funding cannot be used for the following items:

- Plaques
- Awards
- Trophies
- Certificates
- Medals
- T-shirts
- First-class airfare, or
- Other related gift items with the exception of speaker honorariums

### **Section 6: Retroactive Funding**

Indiana University Funding Board cannot retroactively fund events unless the Board has made an error which causes a delay in the funding process. Funding is awarded on a case-by-case basis and may only be used in accordance to the delineation provided by Indiana University Funding Board.

### **Section 7: Application Submission and Presentation Scheduling**

Applications are to be accurately completed, including an itemized budget and current contact information for the student organization on beINvolved, which can be access through the IUFB website. To be placed on the next scheduled meeting's agenda, completed applications must be submitted to the website by 11:59pm the Sunday before the scheduled meeting.

Applications must be submitted at least four weeks prior to the date of the initiative.

The Indiana University Funding Board Directors will email the listed contact person of each group regarding their appointment time, date, and location. The meeting agenda listing each organization's name and their scheduled presentation time will be attached.

### **Section 8: Presentations**

Each organization shall arrive 5-10 minutes before the scheduled meeting time emailed to them and have one to three student representatives in attendance from the student organization applying for funding. The presenters may not be faculty or staff of Indiana University, except in the case of students that are both employees of IUB and members of a student organization.

While advisors may attend the presentation, organization members are required to be the primary presenters.

Due to the volume of funding requests, presentations shall last no more than ten minutes total. Presenters will be asked to spend five minutes describing their planned initiative, how much money they are requesting, and other pertinent information. This presentation will be followed by a brief, five-minute question and answer session. Should an organization be applying for multiple initiatives, the Funding Board Directors will determine time restrictions on a case-by- case basis.

No PowerPoint presentations will be permitted due to time constraints, but handouts or other marketing materials are welcomed, though not required.

### **Section 9: Deliberation and Voting**

After completing the presentation, the Indiana University Funding Board will deliberate upon the organization's presentation and determine if the student organization shall receive funding. In order to receive funding, a majority of those IUFB members present must vote in the affirmative.

All allocation determinations made by the Indiana University Funding Board require approval from the Graduate Advisor and Associate Director for SIL. All allocations are subject to change pending this approval.

### **Section 10: Presentation Limits**

Due to the volume of applications, a single initiative cannot be heard multiple times. Each organization can only seek funding twice per semester for a maximum of 4 total initiatives - though organizations may present multiple initiatives at a meeting provided they remain within the time limit given to each organization by the IUFB. This limit includes both presenting and non-presenting initiatives (see standing rules).

### **Section 11: Application Limits**

Each initiative must have its own itemized budget and proposal using the Funding Board templates provided on our website. Application and budgets not provided using the proper templates are subject to disqualification. Any incomplete applications will not be considered for funding. For an initiative with an estimated cost under the predetermined amount specified in the Funding Board's bylaws, the organization will not present before the Funding Board. The Funding Board will determine its allocation without hearing a presentation from the organization based solely on the application and submitted budget. The Funding Board will call the organization's listed contact if questions arise about the initiative.

## **Title III. Fund Disbursement and Reversion**

### **Section 1: Notification for Funded Student Organizations**

Within two weeks of the meeting date, one of the Indiana University Funding Board Directors will notify one of the organization's listed contacts with the Indiana University Funding Board's decision.

If funded, the notification of the board's decision shall include the following:

1. List of post-funding procedures outlining the organization's necessary actions to ensure the quick and accurate transfer of funds;
2. Directions to filling out the group responsibility form to be submitted to Indiana University Funding Board within five business days of funding notification;
3. Directions to filling out a feedback form which must be submitted to the Indiana University Funding Board in order for the organization to receive funds.

## **Section 2: Monetary Deposit**

The Indiana University Funding Board Directors will submit a transfer of funds through Student Organization Account. If the organization does not hold a Student Organization Account, the money will be made available via a check available for pickup at the SOA Office. This check may only be issued in the registered name of the student organization, not in the name of any individual members.

## **Section 3: Receipts**

Each group must scan and submit a copy of their receipts to the Indiana University Funding Board website and the physical receipts to the SOA Office for every purchase made within ten business days of the close of the initiative. Funding may only be used for items approved by the Indiana University Funding Board.

See Title IV: Section 2 Violations for consequences.

## **Section 4: Unused Funds**

All funds not used as specifically outlined by official budget must be returned to the Indiana University Funding Board within ten days of the initiative's end. Student organizations that do not return the money within ten days will be subject to the violation policy (Title IV: Section 2 Violations).

## **Title IV. Appeals and Violations**

### **Section 1: Appeals**

Once an initiative has been deliberated upon, under no circumstances may it be subject to reconsideration. All Indiana University Funding Board decisions are final.

### **Section 2: Violations**

All organizations seeking funding must have good standing with the IUFB, Student Organization Accounts, SIL and Indiana University. Should groups be placed on restrictions prohibiting University funding by the Indiana University Student Organization Ethics Board, they will not be permitted to present to the Funding Board.

Any group who has leftover funding or uses funds improperly and without authorization must reimburse Indiana University Funding Board immediately through SOA. If after two reminder emails the group has still not abided by these mandates, the student organization will be sent to the Indiana University Student Organizations Ethics Board with a penalty recommendation agreed upon by the Indiana University Funding Board Co-Directors. Any organization that acts in violation of any of these policies may jeopardize their current and future funding status.

Additionally, student organizations found misrepresenting their budget are liable for suspension of funding and other sanctions determined by the Student Organization Ethics Board.

## **Title V. The Indiana University Funding Board Directors**

### **Section 1: The Directorships**

Two Funding Board Directors will be appointed to handle the day-to-day administration of the IUFB. One director shall serve a term from April 15 to April 15 of the following year while the other director shall serve a term from December 15 to December 15 of the following year. An application will be made available to all current Indiana University Funding Board members during semesters in which a Director is to be appointed.

A nomination committee consisting of the current Funding Board Directors, a Student Involvement and Leadership Center representative or the Funding Board Advisor, along with other student organization leaders to be contacted at the time of elections will be formed and review applications for the Director position. Interviews shall be performed for the applicants at the discretion of the nomination committee. The committee will nominate one candidate to be recommended for the Director position. The nominee will be presented at an Indiana University Funding Board meeting and a full-member vote will be taken to elect the Director. A majority vote by attending members will be necessary to elect the Director. In the case of a vote of no-confidence, nominations may be taken from the floor for any active Funding Board member.

## **Section 2: Understanding of the Guidelines and the Process**

It is a primary duty of the Indiana University Funding Board Directors to understand the guidelines governing the administration of funds.

## **Section 3: Fulfilling Duties**

The Indiana University Funding Board Directors are responsible for fulfilling the duties required of them in these guidelines. These duties include, but are not limited to:

- Creating the schedule of meeting dates and times
- Ensuring application materials are consistent with policies stipulated in this document
- Holding regularly scheduled office hours for at least two hours per director per week
- Providing prompt feedback and guidance to organizations seeking funding by regular contact with organization members through office hours and e-mail
- Maintaining a ledger of all applications throughout the year and a detailed account of funds allocated
- Prepare and present to Committee Fee Review Board on behalf of Indiana University Funding Board during CFR stipulated years

One Director per semester will be responsible for overseeing all SOA account activity under the approval of the advisor.

## **Section 4: Removal of a Co-Director**

If a Director fails to fulfill the duties listed in Title V: Section 3, either the other Director or a general Board member has the right to call for a review of the Director's job performance. The process will then follow the following steps.

1. The Advisor will compile a committee of 3 Board members, each from different academic years, to review the job performance of the Director.
2. The committee will convene to review the Director's job performance. First, the individual who called for the review will be given the right to present their reasoning and evidence

before this committee. Next, the Director under review will be given the chance to present their evidence and defense. The two individuals will be given equal amounts of time before the committee including a questioning period.

3. The review committee will then vote whether or not to remove the Director. If the committee votes to remove the Director, this decision must be confirmed by a majority of the Board.
4. If the Director is removed through this process, the Director has a right to appeal to the Advisor to determine the final job performance review and determine if the Director is to be removed.
5. If the Advisor decides to remove the Director, this decision must be confirmed by the staff member in SIL assigned to IUFB.

## **Title VI. The Indiana University Funding Board**

### **Section 1: Board Composition**

The Board will be comprised of a minimum of 11 voting members. Members will be selected following an interview consisting of three appointed Board members. An effort should be made to open the initial application process to as wide a student audience as possible, including both undergraduate and graduate students. To reflect the diversity of the student body, board appointments should come from diverse backgrounds in accordance with the University's required Statement of Nondiscrimination Clause. The Indiana University Funding Board Directors will serve as non-voting members.

In the event that any members of the Indiana University Funding Board are required to step down at any point throughout the semester, the Funding Board Directors will be responsible for appointing new members to the board to serve for the remainder of the academic year.

### **Section 2: Funding Principles of the Funding Board**

In evaluating allocation requests, the Indiana University Funding Board shall consider the following principles. Although none of them are requirements, the Board shall look positively upon organizations that advance these principles:

- Diversity and inclusion: actively promotes diversity and inclusion on campus and beyond through its involvement.
- Open to all students: actively works to ensure that its activities and initiatives are open to all students on campus.
- Value to campus and skill acquisition: conduct and organize activities that help participants and members develop skills that help add value to the campus.

### **Section 3: Membership Requirements**

The Indiana University Funding Board members must be Indiana University students who are committed to the development of student organizations on campus with widely divergent aims and interests and are dedicated to help facilitate that.

### **Section 4: Understanding of the Guidelines and the Process**

It is a primary duty of Indiana University Funding Board members to understand the guidelines governing the administration of funds.

## **Section 5: Meetings**

The Indiana University Funding Board Directors will determine the Board meeting schedule and will publicly announce meeting days and times to all members at the beginning of the year.

Meetings will be held weekly throughout the academic year.

## **Section 6: Quorum**

In order for an initiative to be decided upon, a minimum of seven voting members shall constitute as quorum. An organization's presentation can be heard regardless of quorum. If quorum is not met, a recommended allocation can be proposed that will then be reviewed by the Director of SIL who will approve or revise the request.

## **Section 7: Fulfilling Duties**

To maintain active voting status on the Indiana University Funding Board member must perform the following duties:

- Regularly attending all meetings unless excused under the policy in Title IV, Section 8: Attendance Policy,
- Knowing and understanding the goals and policies of the Indiana University Funding Board,
- Attending all mandatory training sessions that are scheduled by the Indiana University Funding Board Directors,
- Acting as student advocates, helping student organizations fund and execute initiatives,
- Participating, asking questions, and engaging with organizations in the meetings, and
- Attending a minimum of 4 events every semester that are put up by student organizations that have been provided with funding from the Indiana University Funding Board[S1]
- Be active and engaged with at least one standing committee of the Board

## **Section 8: Standing Committees**

Outside of regularly scheduled meetings members of the Board are required to belong to one of three committees established by the Directors. These committees serve the purpose of maintaining Board operations and projects related to the expansion of Funding Board. The committees are as follows:

- **Board Management**
  - Ensure thorough and accurate notes are recorded each meeting
  - Work with the Advisor to present leadership training to Board members
- **Outreach**
  - Maintain social media presence via Twitter and Facebook
  - Coordinate recruitment for new members each semester
  - Keep website accurately updated

- **Assessment**
  - Keep record of all historical allocations
  - Present a detailed report per semester over current Board allocations/operations
  - Draft and publish Committee Fee Review report during CFR years.

### **Section 8: Attendance Policy**

In the case of a scheduling conflict, it is the responsibility of the Board member to submit their reasoning for absence to the Indiana University Funding Board Canvas page by 9 pm on the Monday immediately prior to the meeting. More than one unexcused absence per semester may result in a removal from the Indiana University Funding Board.

- **Excused Absences**
  - Religious holidays
  - Family emergencies
  - Physical or mental illness
  - Academic related travel
  - All other things within the spirit of this list
- **Unexcused Absences**
  - Academic homework/group meetings
  - Vacations
  - Concerts
  - All other things within the spirit of this list

### **Section 9: Event Attendance**

Funding Board members are expected to attend at least four initiatives per semester (one event per month) or they will be dismissed from the Board. Funded initiatives will be placed on the IU Funding Board Canvas calendar. Funding Board members must indicate which events they're attending on Canvas and submit an event evaluation. Event evaluation will include information about attendance, initiative, and funding recommendations for next year.

### **Section 10: Bias**

While the board will discuss each proposal and award funding at their discretion, organizations must be evaluated based on their eligibility. No member in direct affiliation with a presenting group may input in the final funding deliberation. Indiana University Funding Board analyzes the organization's proposals, not the organization's viewpoint. An organization cannot be denied funding because of its opinion or point of view.

### **Section 11: Inactive Member Status**

In certain situations, Board Members may not be able to maintain active voting status as outlined under Section VI: Section 7. In the following cases, Board Members will be moved in inactive non-voting status but will remain on the Board.

- University-sponsored, semester-long study abroad programs
- Any situation that would require full withdraw from classes under the Student Advocates' Office
- All other situations within the spirit of this list.

If other Board Members are unable to maintain active voting status as outlined under Section VI: Section 7 outside of these situations, they may resign or may go through a membership review as outlined in Title VI: Section 12.

### **Section 12: Membership Review of Board Members**

If a Board Member fails to fulfill the duties listed under Title VI: Section 7, either Director has a right to review the membership of a Board Member. When this occurs, the following steps will be followed.

1. The Directors will compile a committee consisting of the two Directors, the Advisor, and one other Board Member.
2. The committee will hold a meeting to review the Board Members job performance in the fulfilling duties and discuss how to improve for the future.
3. The result of this meeting will be an agreed upon written plan for improvement on the part of the Board Member.

No Board Member can be forcibly removed through this process. However, Board Members can choose to leave the Board if they determine it is in their best interest after the review.

### **Section 12: Removal of Board Members**

After a Board Member has been under one Review of Membership as outlined in Title VI: Section 12 and, after one month after the Review of Membership meeting, continues to fail to fulfill their duties under Title VI: Section 7 and the agreed upon improvement contract outlined in Title VI: Section 12, either Director has the right to call for the Removal of that Board Member. From this point, the following steps will be followed.

1. The Advisor will compile a panel of 3 Board members, each from different academic years, to review their membership with both Directors.
2. The committee will convene to review the membership of the Board Member. First, the person who called for the review will be given the right to present their reasoning and evidence before this committee. Then, the member under review will be given the chance to present their evidence and defense.
3. The review committee will then vote whether or not to remove the Member. If the committee votes to remove the member, this decision must be confirmed by the Advisor.
4. If the Member is removed through this process, the Member has a right to appeal to the Board to determine the final job performance review and determine if the Member is to be removed by a majority vote.
5. If the Board decides to remove the Member, this decision must be confirmed by the staff member in SIL assigned to IUFB.

## **Title VII. Amendments and Display of This Document**

### **Section 1: Amendments**

The Dean of Students must approve all amendments proposed to this document. The Dean of Students or his/her designee, Director of Student Activities, Indiana University Funding Board Advisor(s), a SIL representative, and Indiana University Funding Board Directors should all have an opportunity to discuss the proposed amendments – in person or electronically – before changes are adopted. Nonetheless, ultimate authority over these guidelines rests with the Dean of Students, who may change this document at any time.

### **Section 2: Public Display of this Document**

The Indiana University Funding Board Directors are responsible for ensuring an updated version of this document is always available online to the public.

## **Title VIII. Required Clauses**

### **Section 1: Statement of University Compliance**

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

### **Section 2: Anti-Hazing Policy**

Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent. Note that Hazing is strictly prohibited.

### **Section 3: Personal Gain Clause**

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

## **Title XIV: Funding Limits and Guidelines**

### **Section 1: Meeting Dates and Times**

Indiana University Funding Board will hear student organizations from 7:00pm - 9:00pm on Wednesday evenings and will not hear organizations that arrive more than 10 minutes after their scheduled presentation time.

### **Section 2: Funding Limits**

Organizations can only be awarded a maximum of 80% of the total initiative cost for initiatives that are (1) open to the student public, (2) on-campus, and (3) free. Initiatives that meet two of the three aforementioned qualifications are eligible for up to 50% of the total initiative cost. Initiatives that meet one or less of the qualifications can only be awarded a maximum of 35% of

the total cost.

Conferences or long distance trips are determined on a case-by-case basis, but are only eligible for a maximum of \$100 per student.

No student organization may receive more than \$7,500 for one initiative or more than \$15,000 per academic year. Therefore, student organizations may apply for up to \$15,000 of funding in one semester, but will not receive funding for the remainder of the academic year should they receive \$15,000.

### **Section 3: Catering**

Funding Board reserves the right to establish a per person rate for catering on a yearly basis.

### **Section 4: Fixed Costs**

Given that many budget propositions include similar items Indiana University Funding Board will fund several of these items at a set price. Should any student organization fail to use these prices in its budget, that budget will be corrected by the board, and organizations are liable to suffer further deductions due to lack of preparation.

- Pizza: Pizza will be funded at a maximum price of \$12.00 for a large pizza given the average cost of pizza in the area.
- Water: Water will be funded at a price of \$5.00 for a 24-pack of water given the average cost of a 24-pack at local vendors.
- Airfare: All airfare is dealt with on a case by case basis.
- Conferences/Service Trips: All conference and service trips will be evaluated on a consistent basis with a maximum of \$100 per student participant possible.
- Hotels: Hotels will be funded at a maximum of \$150 per night
- Per diem: Per diem will be funded at \$50 per day
- Food: Breakfast will be funded at \$5 per person, lunch at \$10 per person, and dinner at \$15 per person
- Honorarium: Honorarium will be funded at a maximum of \$1500
- Marketing: Marketing will be funded at \$50

### **Section 5: The Funding Overlap Principle**

Some student organizations approach the Board with initiatives where there will be a price for admission or participation and are automatically offered only 35% of the full cost of their initiative. Given that some organizations only charge admission to break-even on the initiative, and were they to receive the 80% the Board could offer admission would not be charged, the Board agrees to look at these events as a “special case.”

### **Section 6: T-Shirts**

Given that many students include the cost of t-shirts in their initiative, whether to sell or give away, the board has determined that these t-shirts do not contribute to the integrity of the event thus t-shirts will not be funded. While t-shirts may be included in the overall cost of the initiative, funds will be allocated towards other budgeted items. Exceptions to this rule will apply on a case-by-case basis.

