



## Undergraduate Student Government Funding Bylaws

Amended March 7, 2000  
Amended March 18, 2003  
Amended November 4, 2003  
Amended April 19, 2005  
Amended February 28, 2006  
Amended October 30, 2007  
Amended April 14, 2009

### ARTICLE I: Purpose

#### Section A

The Funding Bylaws establish the guidelines for the recognition, funding, and regulation of student organizations by the USG and internal procedures of the Finance Committee.

#### Section B

These Bylaws, upon ratification, are inferior only to the USG Constitution and the USG Operating Bylaws.

### ARTICLE II: Powers & Duties

#### Section A

The USG Finance Committee shall review requests for recognition and funding from undergraduate student organizations only. These requests will be forwarded to the USG General Assembly for approval.

#### Section B

Each student organization which requests recognition or funding shall submit the proper information to the Finance Committee, including a proposed, itemized semester budget and such other information as the Committee may require.

#### Section C

The Finance Committee shall interpret these Bylaws for the administrative purpose of student organization compliance with USG regulations and student organization recognition and funding.

#### Section D

All funding documents, records, and decisions shall be public record and the committee shall make every effort to make them easily accessible.

#### Section E

The Finance Committee, with the approval of the USG General Assembly, shall appropriate funds necessary to support recognized USG student organizations. They shall encourage organizations and events that:

- Interest the student body at large
- Educate and inform the student body
- Encourage diversity and understanding among students
- Aid humanitarian and community service causes and facilitate student awareness and involvement.
- Provide unique opportunities.
- Promote the University and its students

**Section F**

The foremost duty of the USG Finance Committee shall be to support financially to the greatest extent possible given limited resources every eligible student organization to meet its goals based on its needs.

**Section G**

The USG Finance Committee shall hold all parties to whom USG funds are allocated fully accountable for the uses to which such funds are put.

**Section H**

The USG Finance Committee shall monitor the spending of all parties receiving allocations, keep accurate financial records, and regularly report on its allocation decisions.

**Section I**

The USG Finance Committee may penalize any student organization which violates these Bylaws or University regulations. Any penalty decided by the Finance Committee is subject to review by the USG Judicial Board and USG General Assembly approval.

**Section J**

The USG Finance Committee may from time to time exercise its discretion in determining, in a manner consistent with other student organizations, what expenses will be funded, which shall never be in conflict with Article VI Section F.

**ARTICLE III: Membership****Section A**

The USG Finance Committee shall consist of the following members: Vice President of Finance, Treasurer, and members from the USG General Assembly. The USG President serves as an ex officio member of the committee. The Executive Committee shall appoint members of the USG General Assembly. The Vice President of Finance may seek and allow additional support from outside of USG but shall adopt procedures to ensure student representation is incorporated into the decision making process.

**Section B**

The Vice President of Finance shall serve as chair of the USG Finance Committee. The Treasurer shall be a non-voting member of the Committee.

**Section C**

All members of the USG Finance Committee shall take office immediately upon appointment or assumption of office, and shall serve until their successors take office on the Committee.

**Section D**

The members of the USG Finance Committee shall be empowered to recommend to the USG Judicial Board the removal of a fellow committee member, with exception of the USG President, Vice President of Finance, and Treasurer, from the Finance Committee by a two-thirds vote of the Committee. The Judicial Board may subsequently remove the representative from the Finance Committee.

**ARTICLE IV: Budget Allocation****Section A**

The USG Budget shall establish amounts for the Finance Committee to fund student organizations.

**Section B**

Student organizations may request to forward their allocated funds from the previous semester. The USG Finance Committee shall consider any such request.

**Section C**

The Finance Committee shall provide student organizations with necessary information to make responsible and reasonable funding requests.

**ARTICLE V: Recognition****Section A**

A student organization must submit the necessary information to the USG Finance Committee. After reviewing the request, the Finance Committee may recommend recognition to the USG General Assembly. A student organization is recognized upon passage of the recognition bill by the General Assembly.

**Section B**

Recognition shall be granted for a period of one fiscal year extending from July 1 to June 30.

**Section C**

New organizations are defined as those organizations which either have never been recognized, or have not been recognized for the two most recent fiscal years. New organizations shall be limited to a maximum request of \$500 from the Finance Committee.

**Section D**

All student organizations recognized by USG must extend membership privileges to any and all interested undergraduate students, unless the organization demonstrates a necessary and compelling reason for selective membership requirements. Any membership requirements must be no more restrictive than is absolutely essential and must be approved by the Finance Committee.

**Section E**

Sports Clubs, as recognized by the Athletic Department, may also be recognized and treated as USG student organizations.

**Section F**

In order to be recognized by the USG General Assembly, an undergraduate student organization must submit the following information to the USG Finance Committee for consideration:

- Organization name: full name or acronym
- Organization type:
  - Special Interest: promotes specific ideas and interests
  - Social Service: serves the public through charity and service
  - Performance: presents artistic or entertaining programs
  - Competitive: competes with similar organizations on this or other campuses
  - Academic/Career: centers around an academic interest or profession
  - Cultural: promotes cultural or ethnic interests
  - Athletic: recognized by the Athletic Department as a sports club
  - Religious: centers around religious activities
- Statement of purpose: brief explanation of the specific intent of the group and the organization's benefit to the Case Western Reserve University community
- Advisor and officers: names of organization faculty advisor and group leaders, as well as their confirmation of participation in the organization



- Initial membership: provide the names of at least ten non-graduating undergraduate students paying the student activities fee, as well as confirmation of their participation in the group
- Constitution: the organization shall provide a constitution under which the organization will operate, containing a clear and explicit non-discrimination clause

### Section G

Should the information originally provided for recognition change during the course of the year, the student organization must provide updated information to the USG Finance Committee.

### Section H

All recognized student organizations shall be entitled to the following privileges:

- Inclusion in the Student Activities Guide
- Use of resources in the Student Activities Office, as permitted by the Student Activity Office and limited by USG's funding decisions
- Use of the name of the University in connection with its activities
- Use of University facilities
- Reasonable assistance and cooperation from University staff
- Use of designated posting areas around campus
- An information table at the Student Activities Fair
- Participation in the USG funding process
- Petition for office storage in the USG Office

### Section I

Failure to follow the rules and regulations contained within these Bylaws may result in the revocation of recognition and any resulting privileges. The organization president and advisor, in confirming their participation in the group, accept responsibility for the group's actions and confirm the organization will observe all USG and CWRU regulations.

### Section J

Each complete request for recognition will be evaluated based on its merit. Criteria include, but are not limited to:

- Purpose of organization must be unique and not currently represented by existing organization
- Purpose of organization must not be overly specific as to limit interest
- Must demonstrate need for recognition
- If previously funded, must demonstrate use of funding

### Section K

Every recognized organization shall be required to submit a report each semester containing a summary and evaluation of all activities conducted by the organization. Failure to report may result in the revocation of recognition.

## ARTICLE VI: Funding

### Section A

It is the firm determination of the Committee to create an equal opportunity for access to available funds for all student organizations through the funding process.

### Section B

To be eligible for USG funding, an organization must be recognized for the fiscal year in which the funds will be spent. Also, any newly elected president or treasurer of each student organization must attend an informational



meeting and agree that they have read and understand the Funding Bylaws and Funding Handbook. No student organization may receive funding without attending this workshop.

### **Section C**

Funding will be handled on a per-semester basis, following the schedule outlined in Article XII.

### **Section D**

No event may be funded that occurs before the weekend preceding the first week of classes in the fall semester, or after the University Spring Semester Commencement Ceremonies, or during the following periods: fall break, Thanksgiving break, winter break, and spring break. Exceptions may be made for conferences, competitions, tournaments, and service projects or at the discretion of the Finance Committee.

### **Section E**

Upon receiving recognition, each student organization will automatically receive fifty dollars per semester. It may not be used to fund the expenses specifically forbidden within Article VI Section 6.

### **Section F**

The USG Finance Committee will not fund the following expenses: alcohol and related expenses, student salaries, prizes to students, fines, or cancellation fees.

### **Section G**

The two parts of an organization budget shall be the Semester Budget and Program Event Funding.

### **Section H**

Semester Budget Funding shall consist of expenses pertinent to the regular administrative tasks of the student organization that are not date-specific.

### **Section I**

Program Event funding shall be used for all expenses related to any events that fall outside the realm of Semester Budget Funding. They are activities sponsored by a student organization in order to further the purpose of the organization.

### **Section J**

The Committee's decision-making discretion is bounded by the USG Constitution, the USG Operating Bylaws, and the Funding Bylaws. The Finance Committee shall also follow funding procedures and guidelines to the maximum extent possible as outlined in the USG Student Organization Funding Handbook, as outlined in Article VII.

### **Section K**

Student organizations are allowed to receive external funding such as department funding, donations, dues, or through fundraisers. This income must be reported to the USG Finance Committee, be registered in the Student Activities Office, and deposited in an appropriate University account. These funds will be kept separate and will not be absorbed by USG. The student organization may spend these funds as they decide.

### **Section L**

Funding forms must be submitted two weeks before the date on which the event is occurring and before any expenses are incurred. They must be submitted with the approval of the President and Treasurer of the student organization. Expenses may be incurred before the approval of the funding, with special permission by the Vice President of Finance.

### **Section M**

In order to sponsor an event which will produce revenue, such as a conference, dance, or any fundraising activity, a student organization may request a loan from the USG Finance Committee.



- If a student organization does request a loan, it must be prepared to answer the following: why it needs the loan, how it plans to pay back the loan, when it will pay back the loan, how much money is needed, and what it is going to do with the loan.
- Decisions on granting loans will be based on the organization's past spending record, risk of lending the money, length of the payback period, and the purpose of the loan.
- If the organization defaults on a loan, its account will be "frozen," until such a time as either the remainder of the debt, plus any penalties, is paid back in full, or a new arrangement is reached between the organization and the Finance Committee.

Loans must be approved by the USG General Assembly.

## ARTICLE VII: Funding Handbook

### Section A

The Finance Committee shall maintain a Student Organization Funding Handbook. This handbook shall contain a condensed and simplified version of the USG rules and regulations for student organizations, a summary of the current Finance Committee funding policies, and a guide to resources available to student organizations.

### Section B

The most current version of the Funding Handbook shall be distributed at the informational meeting, as described in Section 6.2, and made available on the USG website.

### Section C

The summary of current Finance Committee policies shall contain, but is not limited to:

- Description of semester budget categories and requests
- Itemizations of limits on program event funding
- Price estimates used by the Committee
- Any other guidelines the Committee uses to allocate money

### Section D

The Funding Handbook shall be updated and maintained on a semester basis. The Funding Handbook shall be updated and available to all student organizations beginning the tenth week of the semester and shall contain appropriate Finance Committee guidelines and policies to be used the following semester.

## ARTICLE VIII: Appeals

### Section A

Any student organization may appeal decisions by the Finance Committee.

### Section B

The initial appeal must be made to the Finance Committee within one week of the decision and decided promptly.

### Section C

Student organizations not satisfied with the decision of the appeal to the Finance Committee may appeal to the USG General Assembly. If the appealed decision relates to more comprehensive funding allocations by the Finance Committee, the appeal to the USG General Assembly will be to amend the legislation under question. If the appealed decision is a stand-alone matter, the appeal to the USG General Assembly shall be to request movement from the floor for a funding allocation and formally written legislation is not required.

**Section D**

The Vice President of Finance and a member of the student organization making the appeal shall each present their case to the USG General Assembly.

**Section E**

The USG Judicial Board shall act in oversight and consultation throughout the appeals process.

**ARTICLE IX: Reallocation****Section A**

Student organizations may request funds allocated to a specific event to be reallocated by the USG Finance Committee.

**Section B**

Any requests for reallocation must be submitted at least two weeks before the date of the event for which the funds are to be reallocated.

**Section C**

A maximum of 80% of the amount originally allocated may be reallocated. The remainder returns to the USG Finance Committee for allocation to student organizations.

**Section D**

All reallocation decisions must be approved by the USG General Assembly.

**Section E**

If a reallocation request pertains to a date and/or location change only, there shall be no penalty charged to the amount originally allocated.

**Section F**

All reallocation requests denied by the USG Finance Committee may be appealed to the USG General Assembly, as outlined in Article VIII.

**ARTICLE X: Disbursement Requests****Section A**

To access approved funds, a disbursement request must be filed within two weeks following the date of the event. The organization president or treasurer must approve such requests. The appropriate receipt or proof of spending must be filed with the USG Treasurer.

**Section B**

If the disbursement request meets the description of the budgeted event and is a dollar amount equal to or less than that approved by the USG Finance Committee, the request is automatically approved.

**Section C**

All disbursements for services rendered outside of the University, such as a DJ or caterer, must be accompanied by a CWRU contract.

**Section D**

The USG Treasurer may process requests that are in excess of the approved amount or that do not meet budgeted descriptions, provided they comply with Article VI, and there are sufficient funds remaining in the organization's semester funding allocation. Any such approval must be reported to the Vice President of Finance.

**Section E**

A disbursement filed and approved in advanced is required to use the purchase card in the Student Activities Office for advance payment of allocated amounts.

**Section F**

Cash advance requests must be made at least three weeks before the event, if it is to be guaranteed. Receipts must be submitted within two weeks after the event. Approval by the Vice President of Finance or the Treasurer is needed for any cash advance request. In the absence of either person, the USG Advisor may approve the request, but must inform the Vice President and Treasurer.

**Section G**

Under special circumstances, a student organization may file a disbursement for an emergency check, if funds are needed expediently. This needs approval by the Vice President of Finance or the Treasurer, and the USG Advisor.

**Section H**

Processed disbursements that are unclaimed by the end of the semester will return to the USG. Only under special circumstances will the disbursement be mailed to the person filing the request.

**Section I**

The USG Treasurer may refer any disbursement requests to the USG Finance Committee if they do not meet the above criteria.

**Section J**

Any disbursement requests denied by the USG Treasurer may be appealed to the USG Finance Committee for review. If the Finance Committee upholds the decision of the Treasurer, it may be appealed again to the USG General Assembly, as outlined in Article VIII.

**ARTICLE XI: Student Organization Disputes****Section A**

To enable continued, responsible, and beneficial student organization operations, the USG has mechanisms for handling disputes involving student organizations and its members.

**Section B: Mediation**

The Vice President of Finance shall establish a system for mediating student organization disputes. A mediation is defined as a voluntarily-participated dispute resolution processes based on compromise in which the mediator does not have enforcement powers. There are no restrictions on the system implemented.

**Section C: Arbitration**

Should mediation not resolve a student organization dispute, or shall it be otherwise desired, the parties to the mediation may choose or the mediator/Vice President of Finance may require the parties to participate in an arbitration proceeding with the Judicial Board to settle the dispute. An arbitration proceeding is defined as a dispute resolution process based on equity, justice, and the interests of all stakeholders in which the arbiter has enforcement powers.

The Judicial Board may set procedures necessary for effective arbitration. The Vice President of Finance (or designee) shall serve as an impartial witness in arbitration proceedings. The Judicial Board shall not have powers to install officers through the arbitration process. Arbitration decisions of the Judicial Board are not components of the USG rules and regulations for student organizations. There are no mechanisms to overturn a decision of the Judicial Board, except through a mutually agreeable alternative by parties of the dispute. A public record of past rulings shall be maintained.



## ARTICLE XII: USG rules and regulations and associated violations

### Section A

The rules and regulations of the USG are a collection of requirements of and restrictions upon student organizations and its members, as established by the USG Constitution, USG Funding Bylaws, legislation of the General Assembly, pronouncements of the USG Finance Committee, rulings of the Judicial Board, and by the University. The Finance Committee shall formulate, with approval from the USG General Assembly, rules and regulations to be followed by student organizations. The Parliamentarian shall maintain a codified record of such rules and regulations.

### Section B

The USG has an internal system to handle violations of the USG rules and regulations.

### Section C

When the Vice President of Finance suspects a student organization or its members have violated the rules and regulations of the USG, he or she shall organize an investigation of the situation.

### Section D

Based on the investigation, if a violation is believed to have occurred, the Vice President of Finance shall ask the Judicial Board to hear a case on the alleged violation.

### Section E

A designee for the VP of Finance will prosecute the case on behalf of the USG. The format and process of the case is up to the discretion of the Parliamentarian, but must ensure fairness to the accused. If the accused party is a student organization, the student organization president or designee shall serve as defendant and organize the defense of the student organization.

### Section F

If the Judicial Board finds the student or student organization to have violated rules and regulations of the USG, the Vice President of Finance shall propose punishments until agreed upon by a majority of the Judicial Board. There is no process to appeal decisions of the Judicial Board. The Finance Committee may reserve the right to propose legislation removing student organization funding and/or derecognizing the student organization.

### Section G

A public record of past rulings shall be maintained. Decisions of the Judicial Board may become components of the USG rules and regulations for student organizations.

### Section H

If an alleged violation is in the form of embezzlement or theft of USG, student organization, or University assets or of local, state, or national law, the case will be turned over to the University Judicial Board.

## ARTICLE XIII: Schedule of Recognition & Funding

### Section A

Requests for recognition may be accepted at any time in during the fall semester and between week one and week ten of the spring semester. Any such recognized groups shall be recognized through the remainder of the fiscal year.

### Section B

Recognition requests for the following fiscal year must be submitted no later than the end of week eleven of the spring semester to be considered for the first recognition bill. Any requests after that date will be eligible for



inclusion on future recognition bills. The recognition bill for the following fiscal year must be submitted to the General Assembly no earlier than week fourteen of the spring semester.

### Section C

Funding requests shall be determined by the following:

- Weeks One through Nine: The USG Finance Committee will review requests for the current semester. Funding bills may be submitted to the USG General Assembly at any time during this period. They will be accepted on a first-come, first-serve basis.
- Week Ten: Funding requests for the current semester will end on Friday of week ten. Funding requests for the following semester will be accepted starting Monday of week ten.
- Week Eleven: The USG Finance Committee will continue to accept funding requests for the following semester until Friday of week eleven.
- Weeks Fourteen and Fifteen: The USG Finance Committee will submit the first funding bill for the following semester at the USG General Assembly meeting of the current semester.

### Section D

Mass funding shall consist of the weeks where funding requests for the following semester are accepted. The USG Finance Committee will not review these requests until the end of mass funding.

### Section E

All recognition and funding deadlines for the semester must be posted in the USG and Student Activities Office by the end of the second week of the semester. All organization presidents and treasurers shall also be notified via e-mail.

## ARTICLE XIV: USG Treasurer

### Section A

The USG Treasurer is a non-voting member of the USG Finance Committee and appointed by the USG General Assembly. The Treasurer is responsible for the transfer and disbursement of funds from the USG accounts. The Treasurer shall also maintain accurate accounting of the funds disbursed, report regularly to the Finance Committee, and organize records of past transactions.

### Section B

No request for disbursement or transfer of USG funds may be completed without the signature of the Treasurer except in the following situations:

- University Breaks: The USG President may appoint any member of the USG General Assembly, self-included to be acting Treasurer during any University break or time that classes are not in session if the USG Treasurer is not present to perform his/her duties. The Acting Treasurer is responsible for reporting all transactions during that period.
- Executive Privilege: The USG President and Vice President Finance have the authority to approve in place of the Treasurer on any transfer or disbursement of funds from the USG General or committee accounts, but must inform the Treasurer of and are responsible for any such actions.

### Section C

The USG Treasurer shall conduct a review of all student organization accounts at the end of each semester and report on their balances. If any account is in deficit, the Treasurer will take steps to inform the student organization about the account and to resolve the deficit issue.



## ARTICLE XV: Amendments

### Section A

These Funding Bylaws should be reviewed periodically, at the discretion of the USG Finance Committee and USG Judicial Board.

### Section B

Any student organization may petition to introduce amendments to these bylaws. A valid petition requires the signatures of at least 20% of recognized student organization presidents. The amendment and petition shall be given in writing to the USG Parliamentarian/Chief Judicial Officer, who shall introduce the proposed amendment at the next General Assembly meeting.

### Section C

All student organizations recognized by USG should be notified at least two weeks in advance of possible bylaw changes. The USG Finance Committee shall take steps to inform the student organizations via e-mail or information sessions prior to approval vote by the USG General Assembly.

### Section D

Any amendments must be introduced to the USG General Assembly, tabled, and published in an all-campus publication prior to the vote. Amendments must be passed by a two-thirds vote of the General Assembly and shall take effect immediately upon passage, unless otherwise specified.