Student Activities Budget Review Committee (SABRC)

Last Revision Date: September 23, 2014

Article I: Name

The name of this organization shall be the Student Activities Budget Review Committee (SABRC) herein also referred to as the Board.

Article II: Purpose

A. To fund those student organizations recognized and approved by Bradley University which provide activities for Bradley University students through education, entertainment, or service.
B. To review and evaluate budgets and student activities planned by organizations so that money is spent in the best interest of Bradley students.
C. Work with the Student Activities Office to monitor and audit expenditures, by student organizations, of funds provided by SABRC.

Article III: Goals

A. To make optimum use of student activities budget by funding those activities which provide the greatest return to the students in a fair and unbiased manner.
B. To provide the funds for campus-wide events sponsored by student organizations.
C. To strive for student activities which provide education (the knowledge and development resulting from cultural and co-curricular education), entertainment (activities diverting or engaging) and/or service to the campus (workshops, training, etc).
D. To serve as the budgetary authority for university authorized student activity funds and be responsible for all funds appropriated to participating student organizations.

Article IV: SABRC General Policies

A. All budgets are “zero-based”, i.e., each budgeted dollar shall be justified anew each year.
B. All contracts to be legally binding under SABRC policies shall be signed by the Director of Student Activities or his/her designee.
C. The Board audits expenditures of the funds each organization receives for activities during the year.

1. The Board shall be notified promptly when an SABRC funded activity or event is to be canceled or substituted.
2. Any SABRC funded activity or event to be substituted with an alternative activity or event shall be submitted to the Director of Student Activities and the SABRC Chairperson for approval prior to substitution. Funding is not transferable.

D. The Board will review its funding policies annually. A copy of the policy statement will be available to each organization.

E. All allocations will be awarded on the merits of the program offered and the projected student participation.

F. No allocations are automatic, regardless of previous funding.

G. SABRC does not direct policies or activities of student organizations, but does take into account the objectives in the merit of service to the students.

H. SABRC will grant each funded organization flexibility in its use of funds, but deviation above 5% of the approved budgeted items requires SABRC approval. Deviations above the 5% allowance without SABRC Executive Board approval must be made up for by the organization. Funds for all future programs will be frozen until payment is made.

I. Policies for the Special Events Reserve Fund (SERF) are listed following SABRC policies. All general policies for SABRC apply to SERF allocations.

J. If an organization wishes to appeal its final SABRC allocation decision, it must do so with the Student Arbitration Board. If either SABRC or the appealing organization wishes to appeal the Arbitration Board's decision, the appeal must be directed to the Vice President for Student Affairs.

K. SABRC shall maintain a reserve fund, which shall be available for unforeseen events or expenses.

L. The minimum dollar amount that can be requested to the Board is fifty dollars ($50).

M. Sports Clubs may request funding for league membership fees, tournament fees, facility rentals, umpires/referees and advertising of campus games/tournaments.

Article V: Membership

SABRC shall consist of at least twelve (12) student members including a Chairperson, Vice-Chairperson, the Secretary of Finance, and student members. There shall be at least two (2) advisors.

Article VI: Meetings

A. Funding Weekends for SABRC shall be held once a semester, date to be determined by Chairperson, Vice-Chairperson and advisors at an agreeable time for a quorum of the student members and advisors.
B. Members must attend mandatory monthly meetings to discuss general SABRC business.
C. Special meetings may be called at the discretion of the Chairperson.
D. Quorum is constituted as follows:
    1. Two out of Three of the following: Chairperson, Vice-Chairperson, Secretary of Finance and;
    2. 51% of voting student members present.
E. Each organization will be scheduled to give an oral presentation of their budget request.
F. Discussion shall follow Robert's Rules of Order.

Article VII: Funding Hearing Meetings

A. Each Student Organization requesting funding will be allotted 4 minutes to present funding requests with a 2 minutes question and answer period
B. Based on the rubric to evaluate the potential benefit to the student body, first round voting will occur
C. First round voting results must be presented to the board on the second day
D. Organizations will be notified within three (3) weeks of funding hearings of their status.

Article VIII: Voting

A. A quorum must be present in order to conduct business.
B. All budgetary decisions require a simple majority vote of the student members present.
C. There shall not be voting by proxy.

Article IX: Ratification and Amendment of the Constitution

This constitution may be amended at any meeting of the Board by a three-fourths (3/4) vote of the entire student SABRC membership, provided the amendments have been submitted to the Board in writing at least one (1) week prior to its presentation.

SABRC By-laws and Operating Procedures

By-laws

Article I: Eligibility

Only those organizations and/or programs that are officially recognized by the University as duly constituted bodies whose membership is open to all students through participation are eligible for appropriations by the Board.

Article II: Jurisdiction

The Board shall have jurisdiction over the following funds:

A. All student activity moneys received based on $170.00 per student, per year for each student enrolled in nine (9) credit hours or more per semester.
    1. 26% will be deposited into the SERF account
    2. 14% will be deposited into the Late Night BU account
    3. 7% will be deposited into the Club Sports account
    4. A portion will be set aside for salary/benefits for the Assistant Director of Student Activities
    5. The remaining balance will be appropriated to the SABRC General Fund
B. University funding for student activities channeled directly into the SABRC General Fund.

Article III: Budgeting Procedures

A. An organization's proposal for the upcoming fiscal year shall be presented to the Board on the prescribed form by the deadline established by the Chairperson.
B. Members of the organization must present their proposal to the Board.
C. Each organization shall be responsible for the accountability and administration of all moneys including SABRC allotted funds.
D. Upon completion of both Fall and Spring hearings, the Board will submit budgetary decisions for approval by Student Senate.

Article IV: Member Selection

A. The Chairperson shall be elected in the following manner:
    1. Nominations shall be taken at the spring allocation meeting, self-nomination is accepted.

2. Candidates will be interviewed by the Board. Candidates must have attained SABRC membership before budget hearings in the previous spring.
3. The Chairperson shall be elected by a simple majority vote.
4. The out-going Chairperson shall train the Chairperson-elect.
5. In the case of a mid-term election, the qualifications of the candidates will be determined at the Board's discretion.

B. The Vice-Chairperson shall be elected in the following manner:
1. Nominations shall be taken at the spring allocation meeting, self-nomination is accepted.
2. Candidates will be interviewed by the Board. Candidates must have attained SABRC membership before the budget hearings the previous spring.
3. The Vice-Chairperson shall be elected by a simple majority vote.
4. The out-going Vice-Chairperson shall train the Vice-Chairperson-elect.
5. In case of a mid-term election, the qualifications of the candidates will be determined at the Board's discretion.

C. The student member selection committee shall exist of the Chairperson, Vice-Chairperson, the Secretary of Finance, a maximum of 2 student members and the Advisors.
1. When vacancies occur on the Board, notice for applications for membership shall be publicized.
2. The Board shall agree upon qualifications for membership and the student member selection committee shall interview each applicant and select by consensus.
3. Notice of membership acceptance and rejection must be sent to all applicants no later than one (1) week after the student member selection committee has reached their decision.

Article V: Member responsibilities

A. The duties of the Chairperson shall be:
1. Call and chair Board meetings and hearings.
2. Provide written notification and justification of all budgetary decisions to the involved organizations.
3. Communicate budgetary decisions to the affected organizations and Student Senate.
    a. Present in person the budget to Student Senate. May designate a proxy from SABRC if Chairperson and Vice President are unable to make the Senate meetings.

b. Email/written communication to the affected organizations.

4. Keep orderly SABRC records including the SABRC Constitution, By-laws, Policies, contact information for members, all budget requests, notes, minutes, all SABRC correspondence, preliminary and final allocations and final reports.
5. Present the completed student activities budget for the upcoming fiscal year to Student Senate for approval at least 2 weeks prior of the last student senate general assembly meeting of the semester.
6. Train the Chairperson-elect.
7. Serve on the new member selection committee.

B. The duties of the Vice-Chairperson shall be:

1. Chair the Board meeting or hearing in the Chairperson's absence.
2. Attend SABRC meetings
3. If the Chairperson cannot fulfill his/her duties, serve as Acting Chairperson until an election can be held.
4. Present in person the budget to Student Senate if the Chairperson is unavailable.
5. Serve on the new member selection committee.
6. Train the Vice-Chairperson elect.
7. Attend and chair the Club Sports funding meeting.
8. Report on the club sport meeting to SABRC during general meetings.
9. Report monthly budgets from Late Night BU to SABRC during general meetings.

C. The duties of the Secretary of Finance shall be:

1. Serve SABRC in the same function as a student member. The term begins at the beginning of the Fall Semester and ends at the completion of the spring semester.
2. Serve as a source of communication between SABRC and Student Senate.
3. Serve on the new member selection committee.

D. The duties of the student members shall be:

1. Attend all budget hearings and SABRC meetings.
2. Any member with absences in a budgeting semester may have his/her situation reviewed with the advisors, the Chairperson, and the Vice-Chairperson.
3. Resignation from the Board must be made in writing to the Chairperson.

4. Members shall have the right to vote after participating on the Board for one (1) training session.
5. Be familiar with the SABRC Constitution, By-laws and Policies.
6. Keep orderly SABRC records including the SABRC Constitution, By-laws, Policies, budget requests, notes, minutes and preliminary and final allocations.
7. Membership shall end upon graduation, dismissal from the Board or resignation.
8. Actively attend funded events around campus

C. The duties of the newly selected student members shall be:

1. Attend all budget hearings and SABRC meetings.
2. Any new member with absences in a budgeting semester may have his/her situation reviewed with the advisors, the Chairperson, and the Vice-Chairperson.
3. Resignation from the Board must be made in writing to the Chairperson.
4. Members shall have the responsibility to observe and participate in discussion at Board meetings.
5. New members shall attend an orientation session in order to attain full voting rights as an SABRC member.
6. If the Board lacks quorum at a meeting, the Chairperson may declare the newly selected student members temporary voting rights, provided that the alternates are abreast of current Board deliberation and policies.

D. The duties of the Advisors shall be:

1. There shall be at least two (2) advisors.
2. The Director of Student Activities and The Assistant Director of Student Activities shall fill these roles.
3. The advisors shall be non-voting members.
4. The advisors shall have the responsibility to attend SABRC meetings and budget hearings and to offer advice to the student members and/or Chairperson.
5. If an advisor fails to be present without cause, the Board may review his/her continued membership.

G. In the case when a Board member is a member of another organization:

1. If the Board member is a member of a presenting organization, the member may not participate in discussion or vote. With the exception of the member being directly addressed by the Chairperson and/or Vice Chairperson.

Article VI : New Member Orientation & Training Session

A. The session must be organized by the Chairperson and shall be attended by the following:
    a. Chairperson and/or Vice Chairperson
    b. Secretary of Finance
B. During the session, new members will:
    a. Review and understand the SABRC Constitution, By-laws, and all operating procedures
    b. Go through a mock funding weekend, which will give new members firsthand experience to prepare for their first funding weekend.
C. This session is mandatory for all new members to achieve full voting right during their first funding hearings.

Article VII: Investigation

A. The Chairperson may appoint an ad hoc committee composed of Board members to investigate any financial matter dealing with a funded student organization and report its findings to the Board.
B. In the event of a violation of standard rule, regulation, and/or fail to meet SABRC's policies or expectations, the Board shall determine a course of action to rectify the situation and to prevent such a situation from occurring in the future. Courses of action can include:
    1. Placing funds on hold;
    2. Revoking funds; and/or
    3. Refusal of funding for the following semester/year.
C. The Chairperson shall notify in writing the organization found in violation. If an organization wishes to appeal the ruling, it must appeal in writing to the Bradley University Student Arbitration Board within seven (7) days of receipt of notification.

Article VIII: Closed Meetings

The portions of meetings described below are closed to the public:

A. Meetings held to consider information regarding appointment or dismissal of a Board member.
B. A budget meeting for the Board when deciding allocations for student organizations is under the scope of collective bargaining. Discussion is closed to the public but both voting and minutes are open to the public.
C. Investigative meetings of the Board regarding violation of funding.

Article: IX. Amendments to By-laws

A. These By-laws can be amended at any meeting of the SABRC by a three-fourths (3/4) vote of the entire student membership, provided the amendments have been submitted to the Board in writing at least one (1) week prior to its presentation.
B. All amendments to these By-laws must be submitted to the Vice President for Student Affairs of Bradley University for approval.
C. All By-laws of the Board and all resolutions, motions, or orders heretofore passed inconsistent with the provisions of these By-laws are hereby appealed.

SABRC Policies

Discrimination Policy

Admission to all SABRC funded activities shall be open to all Bradley University students regardless of sex, race, religion, sexual orientation or ethnic background. SABRC does not discriminate against any movie based on a rating system. Movies are funded based on merit.

Organizational Costs

SABRC shall not fund organizational costs or costs that are defined by SABRC as not being directly related to an activity to benefit campus.

Conventions

The use of funds for attending conventions, conferences and seminars will be judged by the value returned to the student body as a whole, with justification of benefits received by the organization and benefits expected to be returned to the student body.

Food and Beverages

Food and beverages are not funded for student activities of Bradley University except in the following cases:

1. Off campus conferences, conventions or seminars endorsed through SABRC for Bradley student delegates.
2. Receptions, hospitality and meals when contracted for guests of Bradley University. In the case of meals attended with guests, a maximum of two (2) students from the sponsoring organization may accompany the guest(s) and have their food costs covered. These costs will be limited to $20.00 per person, including tip. NOTE: The purchasing of alcoholic beverages with student activity funds is strictly prohibited.
3. All-campus food oriented events will be judges on their own merit. The Board reserves the right to limit the number of these events.

Legitimate Guest Costs

The following items are considered legitimate expenses for the invited guests of Bradley University:

1. Transportation - includes primary mode of transportation and any costs of on-ground travel in Peoria.
2. Meals - $20.00 per person *(see SABRC Policies: Food and Beverages)*.
3. Lodging - only for night required for Bradley appearance.
4. Honorarium and fee for any guests who require payment of fees, honorarium, or expenses. There shall be a written contract prior to appearance to cover these expenses.

Binding Agreements/Organizational Compliance

All organizations that receive funding for SABRC funded activities must abide by the Policies, Constitution and By-laws of SABRC. Any deviations from these guidelines must be cleared with SABRC. SABRC mandates that all contracts for SABRC-funded activities, programs or events must be contracted through the Director of Student Activities or his/her designee, who shall have the sole University authority to sign all legal agreements for activities funded by this Board. The Director of Student Activities shall designate faculty/staff members authorized to negotiate or enter into a contract for any SABRC funded event. If any contracts or legal agreements are negotiated and entered by any

unauthorized person, SABRC will not accept legal responsibility for these contracts or agreements. Also, the organizations hosting the events are responsible for turning in any receipts pertaining to the event to the Student Activities Office. Failure to comply with any of these policies will result in the organization assuming the costs incurred, per University regulations.

Capital Equipment

Capital equipment shall be defined as non-expendable, movable or fixed units which are used in the operation of the organization and have a replacement value exceeding $25.00. Sound and lighting equipment are examples of capital equipment. The Board will decide at its discretion whether or not an item qualifies as capital equipment. Upon request of replacement capital equipment the organization is required to submit to SABRC a detailed capital equipment inventory along with the budget request form. The inventory report shall contain the projected remaining life of the asset along with estimated replacement cost. Failure to submit this form may result in denial of funding for additional capital equipment.

Administrative Costs

SABRC will fund appropriate costs for supplies used for the administrative aspects of campus activities. SABRC will determine at its discretion whether a submitted cost is administrative in nature. Higher priority will be given to those administrative costs directly related to SABRC funded activities.

Internal Activities

All programs and costs funded through student activity fees should pay for programs that benefit the student body as a whole. Consequently, the Board does not fund organizational related activities outside of administrative costs. Internal activities include, but are not limited to, cost of advertising for meetings, organizational parties, minutes, newsletters, and food at organizational events.

Special Interest Group Activities

Special interest group activities may be funded, however, the funding of special interest group activities will be given low priority. Specifically, the Board will not fund any when the end financial results benefit a charitable organization or political candidate, campaign, or organization.

Auto Travel

Reimbursement for automobile travel shall be limited to current University policy.

Special Arrangements

The following clause shall be placed on every SABRC funded publicity:

People with disabilities are to contact the Student Activities Office at 677-3050 to request special arrangements.

Emergency Appeals

The Chairperson shall use his/her discretion in determining the emergency of a budget request. If the appeal is deemed an emergency, the budget will be presented to the Board. An emergency appeal shall be defined as to include those activities already funded, which due to uncontrollable circumstances could not take place without additional funding, a merited activity that becomes available subsequent to the budgeting weekend or during the current semester, and/or those organizations wishing to appeal the SABRC decision if/when they are denied funding. After review of the budget, a decision will be made as to the funding of the appeal. The Board will not grant emergency appeals for an event that has already taken place. A report of all requests must be submitted to the Board.

Allocations

Activities, programs, and expenses shall be reviewed and evaluated by the Board so that money is allocated in the best interest of Bradley students. A guideline ceiling of $15.00 per person/participant, assuming realistic income figures based on anticipated income, is recommended for consideration for an SABRC subsidy. Organizations should realize that activities considered for funding may be reviewed on a cost per person basis. SABRC will not extend funding for activities that will pay for themselves.

Posting Policy

All SABRC funded publicity or publicity for any SABRC funded event may be posted only in University approved posting areas.

Purchasing

All SABRC funded organizations must channel requisitions, purchase orders and purchase requests and deposit any revenue generated from SABRC sponsored activities through the Student Activities Office (this includes admission fees and any other discretionary revenues obtained to help defer the costs of any SABRC sponsored activity). In addition, organizations shall submit deposits within the next business day after each SABRC sponsored activity. Failure to comply with these requirements will be in direct violation of SABRC rules and regulations and organizations may be subject to budget review.

Standardization

SABRC reserves the right to standardize promotion, hotel, meal, and other administrative costs to conform to current University prices. A list of standardized prices will be available to each organization.

University Services

SABRC will not fund organizations for activities or services that are similar to those provided by the University. Examples of such services include, but are not limited to, job fairs, study skills seminars and financial aid clinics.

Spending Approval

Although SABRC tries to be as flexible as possible in its budgeting process, all amounts for items must be approved prior to spending. For example, SABRC will not issue amounts for repair funds or miscellaneous expenses unless these items are specifically budgeted for.

Co-sponsored Events

Co-sponsored events which show significant increase in attendance of the event will be given a higher priority for consideration for funding, but are still subject to the same criteria as all programs evaluated by SABRC. SABRC will define co-sponsorships in the following manner: the organization that directly appeals to SABRC for funds will be called the primary sponsor. All funds for the co-sponsored event will be allocated to the primary sponsor. The sponsor(s) of activities not directly appealing for funds for the activity will be termed to co-sponsor(s); no funds will be allocated to the co-sponsor(s) of the event. Mutual interest must appear in all budgets containing the scheduled co-sponsored activity. This should

be validated by completing the forms required, including name of program, names of all organizations and all required signatures. If these conditions are not met the event will not be considered co-sponsored, and funding will not be allocated as such.

Attendance Fees

The intent of SABRC funding is, to sponsor activities for the Bradley student population. At all SABRC sponsored events, the Board recommends that an admission fee be charged to the general public to offset the costs of the students. In the event that students are charged admission, the student shall be charged a lower fee than faculty/staff and the general public. The fee shall be set by the organization, subject to SABRC approval. A Bradley student ID must be shown to take advantage of rate reductions. Any additional special rates must first be approved by SABRC.

Budget Requests

SABRC wishes to serve student organizations better by efficiently completing the budgeting process. This process is delayed by budget requests that are late, poorly prepared, incomplete or inaccurate (including inflated attendance figures). The aforementioned budgets will be automatically deferred to the emergency appeal process for consideration.

Finalizing the Program

All contracts, dates and locations must be finalized through the Student Activities Office two (2) weeks prior to the event. SABRC reserves the right to hold funds for any event that does not abide by this policy.

SERF - Special Event Reserve Fund

Purpose

To bring higher cost, higher quality programming to Bradley students. Events should be designed to provide education and entertainment and be broad enough in scope so that a large number of Bradley students may benefit from the event.

Nature of the Account

The SERF account is a rollover account - if a balance exists at the end of the school year, that amount will be applied to the following year's account. In order to qualify for SERF, it is recommended that an event reach a minimum total cost of $20,000 (including promotion and other costs to support the event) and a minimum expected attendance of 750 people. However, the amount funded from the SERF account is at the discretion of SABRC board members.

Procedures

Organizations appealing for funds will do so in the following manner:

A. An initial contact must be made with the SABRC Chairperson. A screening committee consisting of the Director of Student Activities and his/her designees will meet with the organization(s) interested in appealing for a specific event through SERF. It is important that organizations present adequate information regarding the event so the screening committee can examine feasibility and make a general evaluation of the program.

B. Organizations shall then present their application for funding to the Board during the funding weekend, or the Chairperson will call a special meeting to review the proposal. Organizations will be notified of the SABRC decision no later than three (3) business days after the hearing.

    1. If the event is funded, the organization must contact the Director or Assistant Director of Student Activities immediately in order to begin planning for the event. Only the Director or Assistant Director of Student Activities can initiate and negotiate contracts. If the Board votes that a funded program has changed significantly after allocation, the appealing organization will be asked to formally present budget changes and be present for a hearing.
    2. Organizations can appeal for SERF money at any time (pending availability of funds).