

Student Activities Budget Review Committee (SABRC)

Last Revision Date: February 20, 2018

Article I: Name

- A. 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.
 - a. The Board shall be notified promptly when an SABRC funded activity or event is to be canceled or substituted within 24 hours of event start time provided with a reason for cancellation.
 - b. 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 including the new itemized budget.

Funding is non-transferable between original and substituted event or activity.

- D. The Board will review its funding policies annually. A copy of the policy statement will be available to each student 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 total allocated budget transferred to approved budgeted items requires SABRC Executive Board approval. Deviations above the 5% allowance without SABRC Executive Board approval must be covered by the funded organization. Funds for all future programs will be frozen until payment is made. Deviations may not fund un-approved line items.
- 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 first meet with an advisor to discuss the allocation decision. Should a resolution not be agreed upon, the organization may appeal to 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. Fifteen percent (15%) reserve funding is recommended.
- L. The minimum dollar amount that can be requested to the Board is fifty dollars (\$50).
- M. Organizations requesting SABRC funds must agree to and adhere to the policies listed on the SABRC Funding Application.

Article V: Membership

- A. SABRC shall consist of at least twelve (12) student members including a Chairperson, Vice-Chairperson, Financial Officer, Secretary, Student Senate Liaison, and student members. There shall be at least two (2) advisors.

Article VI: Meetings

- A. Funding meetings 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:

- a. Two out of four of the following: Chairperson, Vice-Chairperson, Financial Officer, Secretary and;
 - b. 51% of voting student members present.
- E. Each organization that submitted a late appeal request in accordance with late appeal policies will be scheduled to give an oral presentation of their budget request. Each organization will be given a scheduled time to present. Failure to do so without prior warning will result in loss of eligibility for funding of the specific request. Exceptions will be up to the discretion of the executive board and advisors.
- F. Discussion shall follow Robert's Rules of Order unless otherwise specified by Constitution or Chairperson.

Article VII: Funding Meetings

- A. Each student organization requesting funding will be allotted time to discuss their funding request(s) in person with the board. The chairperson shall oversee the schedule and regulate the discussion length as necessary.
- B. Requests will be evaluated by the board and first round voting based on perceived merit of the application will occur on the first day. Representatives from requesting organizations will discuss their funding requests on the second day; the board will have the opportunity to ask the representative questions about the request. Funding will then be finalized.
- C. Organizations will be notified within five (5) to seven (7) business days of the conclusion of funding weekend of their status.

Article VIII: Voting

- A. A quorum must be present in order to conduct business. A quorum shall be defined as 51% of the voting members. (The chairperson is not a voting member.)
- B. All budgetary decisions require a simple majority vote of the student members present.
- C. There shall not be voting by proxy.
- D. Executive members of the organization applying for funding must abstain for that particular request.
- E. Majority is defined as 51% of the remaining voting members after abstention votes are removed.

Article IX: Ratification and Amendment of the Constitution

- A. 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 Bylaws and Operating Procedures

Bylaws

Article I: Eligibility for Funding

- A. Only those organizations and/or programs that are officially recognized by the University as duly constituted bodies who abide by the University's non-discrimination policy 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.
 - a. 27% will be deposited into the SERF account.
 - b. 11% will be deposited into the Late Night BU account.
 - c. \$38,000 will be deposited into the Club Sports account.
 - d. 20% will be deposited into the ACBU account.
 - e. 1% will be deposited into the SABRC operating account.
 - f. The remaining balance will be appropriated to the SABRC General Fund.
- B. University funding for student activities are 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 funding application form by the deadline established by the Chairperson.
- B. Members of the organization must be present to discuss their request to the Board.
- C. Each organization shall be responsible for the accountability and administration of all moneys including SABRC allotted funds.

Article IV: Member Selection

- A. Eligibility requirements for executive board members shall be as follows:
 - a. Candidates must have attained SABRC membership before hearings in the previous spring.
 - b. Executive board members must maintain a 2.5 cumulative GPA or higher to retain the position.
- B. Executive board members shall be elected in the following manner:
 - a. Nominations shall be taken at the October meeting as designated by the currently serving executive board. Self-nomination is accepted.
 - b. Candidates will have the opportunity to make a brief speech. The Board then has the opportunity to ask the candidates questions.

- c. Candidates will be temporarily dismissed from the meeting while the Board deliberates and votes. Executive board members will be elected by a simple majority vote.
 - d. Positions shall be elected in order of hierarchy. A position shall not be voted on until the superior position has been filled.
 - e. Newly elected executive board members shall be trained by the respective outgoing executive board members.
 - f. In the case of a mid-term election, the same procedures shall be followed.
- C. General Board members shall be selected in the following manner:
- a. Membership shall begin in the beginning of the spring semester and conclude at the end of the fall semester. Membership must be renewed annually via reapplication. Members that are graduating in May are not eligible for membership in the spring.
 - b. New members shall be selected in the fall following the election of the incoming executive board.
 - c. The member selection committee shall consist of a minimum of two (2) but no more than four (4) and may be comprised of the incoming and outgoing executive boards and advisors.
 - d. The executive board shall agree upon qualifications for membership and the student member selection committee shall interview each applicant and select by consensus.
 - e. 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.
 - f. All members must have a 2.0 or higher cumulative GPA. The acceptance of new members without a cumulative GPA will be contingent upon the verification of their academic standing. Exceptions will be granted at the discretion of the executive board and advisors.
 - g. Academic eligibility and judicial standing shall be verified by the advisors.
- D. The Student Senate Liaison shall be selected at the discretion of Student Senate.

Article V: Member responsibilities

- A. The duties of the Executive Members shall be:
- a. Provide training for new members before their first funding meeting.
 - b. Serve as a resource to SABRC as a whole.
 - c. Train the incoming executive board.
 - d. Consist of the Chairperson, Vice-Chairperson, Financial Officer, and Secretary.
 - e. Vice-Chairperson, Financial Officer, and Secretary act as voting members. Chairperson votes only in the event of a tie.
 - f. Serve on the new member selection committee.
- B. The duties of the Chairperson shall be:
- a. Call and chair Board meetings and hearings.

- b. Provide written notification of all budgetary decisions to the involved organizations.
 - c. 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.
 - d. Act as the foremost student representative of SABRC.
 - e. Oversee the executive board.
 - f. Represent the board on the Student Advisory Committee and in the election of ACBU executive members. The Chairperson may designate another executive board member if necessary.
 - g. Monitor the ACBU budget.
- C. The duties of the Vice-Chairperson shall be:
- a. Chair the Board meeting or hearing in the Chairperson's absence.
 - b. If the Chairperson cannot fulfill their duties, serve as Acting Chairperson until an election can be held.
 - c. Serve as the Club Sports Budget Review Committee Liaison, attend the CSBRC funding hearings, and monitor the CSBRC budget.
 - d. Report on the club sport meetings during executive board meetings.
 - e. Monitor voting during funding hearings.
 - f. Oversee logistics of Funding Weekend and all other meetings.
- D. The duties of the Financial Officer shall be:
- a. Student Senate Liaison is ineligible for position.
 - b. Monitor incoming and outgoing financial budget, including the SERF and the SABRC Operating budget.
 - c. Provide budgetary information during budget meetings.
- E. The duties of the Secretary shall be:
- a. Take notes and minutes of all SABRC hearings and meetings.
 - b. Keep attendance records, manage membership roster, track post-event evaluation forms, and assist in other record-keeping tasks as designated.
 - c. Assist the Vice-Chairperson in monitoring voting.
 - d. Monitor the Late Night BU budget.
- F. The duties of the Student Senate Liaison:
- a. Serve as a voting student member.
 - b. Act as a direct line of communication between the Student Senate and SABRC.
- G. The duties of the student members shall be:
- a. Attend all budget hearings and SABRC meetings.
 - b. The executive board and advisors shall determine attendance standards and communicate the expectations to the Board. Violation of the attendance standards may result in dismissal.
 - c. Resignation from the Board must be made in writing to the Chairperson.
 - d. Members shall have the right to vote after participating in one (1) training session.
 - e. Be familiar with the SABRC Constitution, Bylaws and Policies.

- f. Be able to maintain confidentiality of funding requests, deliberations, or organizations' information until all requesting organizations are notified of SABRC's funding decisions. Failure to comply with this policy may result in removal from the Board.
 - g. Membership shall begin in the beginning of the spring semester and conclude at the end of the fall semester. Membership must be renewed annually via reapplication. Members that are graduating in May are not eligible for membership in the spring.
 - h. Newly selected members must attend a mandatory orientation and training session before they attain full voting rights.
- H. The duties of the Advisors shall be:
- a. There shall be at least two (2) advisors.
 - b. At least one advisor role should be filled by the Director of Student Activities.
 - c. The advisors shall be non-voting members.
 - d. The advisors shall have the responsibility to attend SABRC meetings and budget hearings and to offer advice to the student members and/or Chairperson.
 - e. If an advisor fails to be present without cause, the Board may review his/her continued membership.
- I. In the case when a Board member is a member of another organization:
- a. If the Board member is an Executive 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.
 - b. If the Board member is not an Executive member of a presenting organization, but still a member of the presenting organization, the member may not participate in discussion. 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 executive board and newly selected members.
- B. During the session, new members will:
 - a. Review and understand the SABRC Constitution, Bylaws, and all operating procedures.
 - b. Go through a mock funding meeting, which will give new members first hand experience in how to prepare for their first funding meeting.
- 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 may include:
 - a. Placing funds on hold;
 - b. Revoking funds; and/or
 - c. 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 first meet with an advisor to discuss the allocation decision. Should a resolution not be agreed upon, the organization may appeal to the 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 Bylaws

- A. These By-laws can be amended at any meeting of the SABRC by a three-fourths (3/4) vote of the entire SABRC 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 Bylaws must be submitted to the Vice President for Student Affairs of Bradley University for approval.
- C. Any Bylaws of the Board and any resolutions, motions, or orders heretofore passed inconsistent with the provisions of these Bylaws are hereby null and void.

SABRC Policies Discrimination Policy

- A. SABRC does not discriminate against any activity, event, or organization that complies with SABRC's constitution, bylaws, and policies.
- B. Admission to all SABRC funded activities shall be open to all Bradley University students regardless of sex, race, religion, sexual orientation or ethnic background.
- C. SABRC does not discriminate against any movie based on a rating system. Movies are funded based on merit.

Confidentiality Policy

- A. Members must maintain confidentiality of requests, deliberations, or organizations' information until all requesting organizations are notified of SABRC's funding decisions. Failure to comply with this policy may result in removal from the Board.

Organizational Costs

- A. SABRC shall not fund organizational costs or costs that are defined by SABRC as not being directly related to an activity to benefit campus. This can include any promotional material solely for an organization's benefit (e.g. banners).

Conventions

- A. 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 for funding received by the organization.

Food and Beverage Policy

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

- A. Off campus conferences, conventions or seminars endorsed through SABRC for Bradley student delegates.
- B. 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 attend the meal with the guest(s) and have their food costs covered by SABRC. 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.
- C. All-campus food-oriented events will be judged 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 invited guests of Bradley University:

- A. Transportation - includes primary mode of transportation and any costs of on-ground travel in Peoria.
- B. Meals - \$20.00 per person (*see SABRC Policies: Food and Beverages*)
- C. Lodging - only for night required for Bradley appearance.

- D. 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

- A. All organizations that receive funding for SABRC funded activities must abide by the Policies, Constitution and Bylaws of SABRC.
- B. Any deviations from these guidelines must be cleared with SABRC.
- C. 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.
- D. 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.
- E. The organization hosting the event is responsible for turning in any receipts for any transaction for the event in which allocated funding is used, to the Student Activities Office.
- F. Failure to comply with any of these policies will result in the organization assuming the costs incurred, per University regulations.

Capital Equipment

- A. 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.
- B. The Board will decide at its discretion whether or not an item qualifies as capital equipment.
- C. Upon request of replacement capital equipment the organization is required to submit to SABRC a detailed capital equipment budget request form. The inventory report shall contain the projected remaining life of the asset along with estimated replacement cost.
- D. Failure to submit this form may result in denial of funding for additional capital equipment.

Administrative Costs

- A. 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

- A. 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.
- B. 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

- A. 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

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

Accommodation Request

- A. The following clause shall be placed on every SABRC funded publicity:
If you need accommodations, please contact the Student Activities Office at 309-677-3050 or email studentactivities@fsmail.bradley.edu to request arrangements.

Late Appeals

- A. A Late Appeal shall be defined as to include those requests already funded, or not, 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.
- B. Each organization that submitted a late appeal request in accordance with late appeal policies will be scheduled to give an oral presentation of their budget request. Each organization will be given a scheduled time to present. Failure to do so without prior warning will result in loss of eligibility for funding of the specific request. Exceptions will be up to the discretion of the executive board and advisors.
- C. After review of the budget, a decision will be made as to the funding of the appeal. The Board will not grant Late Appeals for an event that has already taken place. Requests must be reviewed at a Monthly Meeting least one (1) month prior to an event (if applicable), and may only be funded \$3,500 or less.

Allocations

- A. Activities, programs, and expenses shall be reviewed and evaluated by the Board so that money is allocated in the best interest of Bradley students.
- B. 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.
- C. SABRC will not extend funding for activities that will pay for themselves.

Posting Policy

- A. All SABRC funded publicity or publicity for any SABRC funded event may be posted only in University approved posting areas. These postings must include the SABRC logo and the accommodation request clause.
- B. Compliance and subsequent consequences shall be subject to the decision of the executive board and advisors.

Purchasing

- A. All SABRC funded organizations must channel requisitions, purchase orders, 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).
- B. 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. The purchase of un-approved items with SABRC funds will result in the organization's ineligibility to request funding until misused funds are returned to the SABRC.

Standardization

- A. 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

- A. 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

- A. Although SABRC tries to be as flexible as possible in its budgeting process, all amounts costs for items must be approved prior to spending.
- B. SABRC will not issue amounts for repair funds or miscellaneous expenses unless these items are approved, budgeted line items.
- C. All changes to original budgeted line items must be submitted to, and approved by, the SABRC Executive Board.

Co-sponsored Events

- A. 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.
- B. SABRC will define co-sponsorships in the following manner: the organization that directly appeals to SABRC for funds will be called the primary sponsor.
- C. All funds for the co-sponsored event will be allocated to the primary sponsor.
- D. 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.
- E. 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

- A. The intent of SABRC funding is to sponsor activities for the Bradley student body. 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.
- B. 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, and subject to SABRC approval.
- C. All fees charged to attendees collected by the hosting organization must be submitted to the Student Activities Office no later than one (1) business day after the event. Failure to submit collected fees to the Student Activities Office within one (1) business day will result in referral to the Student Arbitration Board.
- D. A Bradley student ID must be shown to take advantage of rate reductions. Any additional special rates must first be approved by SABRC.
- E. Ticket giveaways for an event charging admittance fees (e.g. free tickets, promotional giveaways, comped tickets) may only be given to Bradley students. Any costs for ticket giveaways to the general public must be covered by the hosting organization, unless these are included in a rider or previously authorized for promotional purposes.

Budget Requests

- A. 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 Late Appeal process for consideration.

Finalizing the Program

- A. 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.

Post-Event Evaluations

- A. All funded organizations must complete the post-event evaluation form. Failure to complete the form within the timeframe listed on the signed SABRC Policies form will result in the forfeiture of the organization's Late Appeal opportunity for the following semester.

SERF - Special Event Reserve Fund

Purpose

- A. To bring higher cost, higher quality programming to Bradley students.
- B. 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

- A. 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.
- B. 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 SERF 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 their 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 meeting, 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.
- C. If the event is funded, the organization must contact the Director of Student Activities or their designee immediately in order to begin planning for the event. Only University personnel 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.
- D. Organizations can appeal for SERF money at any time (pending availability of funds).