

## **Title III**

### **Student Fee Allocation Board**

#### **Article 1: Purpose**

The purpose of the Student Fee Allocation Board (SFAB) is to provide and regulate the process by which a Registered Student Organization (RSO) may be granted funding by the Undergraduate Student Government at the Polytechnic Campus. No portion of the SFAB bylaws shall be invalidated, either solely or partially, on the basis of this statement.

#### **Article 2: Mission Statement**

SFAB is an undergraduate student governing board that allocates funding for registered organizations on the Polytechnic campus to enhance the student experience. We encourage an inclusive environment and opportunity for students to grow personally, professionally, academically, and as a community.

#### **Article 3: SFAB Membership**

1. The committee shall consist of five (5) voting members and four (4) executive members. These members will represent the various schools, colleges, and student organizations that serve Arizona State University.
2. The USG-Polytechnic Senate, pursuant to Title II, Article 4 shall appoint voting members. Candidates will write and deliver a letter to the current USG-Polytechnic Secretary twenty-four (24) hours prior to the Senate General Session, detailing why they desire to be appointed to SFAB. Candidates will also list past experience, if applicable.
3. Of the voting members, no more than half shall hold representative positions in the Undergraduate Student Government at the Polytechnic Campus.
4. The USG-Polytechnic President, pursuant to Title II, Article 4, shall appoint executive members. Candidates will write and deliver a letter to the current USG-Polytechnic Secretary twenty-four (24) hours prior to the Senate General Session, detailing why they desire to be on the SFAB. Candidates will also list past experience, if applicable.
5. Committee appointments shall last for a period of one academic year.

5.1 One academic year shall be the period of time beginning on the first day of classes of the Fall semester and ending on the last day of classes of the Spring semester.

## **Article 4: Executive Members**

### **Section 1: Membership**

- 1.1 The committee shall be made up of four executive members.  
These are:
  - The SFAB Chair
  - The SFAB Secretary
  - The USG Polytechnic Treasurer
  - The USG Polytechnic Chief of Staff
- 1.2 At no time, with the exception of the chair in the event of a tie, shall Student Fee Allocation Board executive members vote on any proposals
- 1.3 At the end of every academic year, the executive members shall have the option to add or subtract more voting members, if they deem necessary, to better represent the growing student community.
  - 1.3.1 Any proposal by SFAB to add or subtract any number of voting members must then be confirmed by a two-thirds (2/3) affirmative majority vote of the Senate.

## **Article 5: Office of the SFAB Chair**

### **Section 1: Duties of the Chair**

- 1.1 Fulfill all attendance expectations pursuant to Title III, Article 12.
- 1.2 Preside over all SFAB meetings.
- 1.3 Facilitate all necessary presentations, communication, and public disclosure concerning the Student Fee and its application.
- 1.4 Organize meeting time and space.
- 1.5 Submit candidates for voting members to USG- Polytechnic President.
- 1.6 Communicate with the appropriate ASU staff when questions arise concerning procedures and policies.
- 1.7 Answer any and all questions that RSOs may have concerning the Student Fee Allocation Board (SFAB).

- 1.8 Present the current status of SFAB to USG-Polytechnic Senate at the end of each semester.
- 1.9 Be available to attend any USG-Polytechnic Senate meetings, if called upon.
- 1.10 Facilitate training for SFAB voting members, secretary, chief of staff, and treasurer at the beginning of the academic year.

## **Section 2: Eligibility**

- 2.1 The SFAB Chair must meet the following requirements:

Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.

- 2.1.1.1 Failure to meet these requirements will result in automatic removal.

## **Section 3: Nonfeasance**

- 3.1 Negligence of the duties outlined in Section 1 of this article by the SFAB Chair shall be considered nonfeasance.
- 3.2 Nonfeasance by the SFAB Chair may be considered grounds for impeachment or removal respectively, upon the discretion of the USG-- Polytechnic Senate.

## **Article 6: Office of SFAB Secretary**

### **Section 1: Duties of the SFAB Secretary**

- 1.1 Fulfill all attendance expectations pursuant to Title III, Article 12.
- 1.2 Receive, proofread, and facilitate all RSO requests for funding.
- 1.3 Send all RSO funding requests to SFAB voting and executive members twenty-four (24) hours prior to the meeting.
- 1.4 Take minutes at each SFAB meeting.
- 1.5 Post a draft of the Minutes from previous SFAB meetings on USG-Polytechnic website four (4) days prior to the next Senate Meeting.

- 1.6 Make available copies of the previous meeting's minutes before each SFAB meeting for SFAB members to vote upon.
- 1.7 Draft and send letters to the RSOs detailing the result of their funding requests
- 1.8 Succeed to the SFAB Chair in case of permanent or prolonged vacancy in that office.
- 1.9 Attend the SFAB training at the beginning of the academic year.

## **Section 2: Eligibility**

- 2.1 The SFAB Secretary must meet the following requirements:
  - 2.1.1 Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
    - 2.1.1.1 Failure to meet these requirements will result in automatic removal.

## **Section 3: Nonfeasance**

- 3.1 Negligence of the duties outlined in Section 1 of this article by the SFAB Secretary shall be considered nonfeasance.
- 3.3 Nonfeasance by the SFAB Secretary may be considered grounds for impeachment or removal respectively, upon the discretion of the USG-Poly Senate.

## **Article 7: SFAB Treasurer**

### **Section 1: Duties**

- 1.1 The Treasure for USG-Polytechnic shall serve as the Treasurer for SFAB
- 1.2 Fulfill all attendance expectations pursuant to Title III, Article 12.
- 1.3 Ensure that the USG-Polytechnic account is current with the account on record with ASU
- 1.4 Determine if RSOs are spending the funds they have been allocated and if they are doing so properly.
  - 1.4.1 Determine the reason(s) why a RSO is not spending their allocated funds, if applicable.

- 1.4.2 Notify SFAB Chair and USG Executive Board if RSOs are spending their funds improperly.
- 1.5 Managing the budget for RSOs and other organizations related to the Student Fee.
- 1.6 Take notes regarding the allocation of the Student Fee at every SFAB Meeting.
- 1.7 Generate spreadsheets of SFAB activity and provide to USG-Polytechnic Senate at the second (2nd) meeting of each month.
- 1.8 Give an update regarding SFAB activity at each USG-Polytechnic Senate meeting.
- 1.9 Attend the SFAB training at the beginning of the academic year.

## **Section 2: Eligibility**

- 2.1 Must be USG-Poly Treasurer and meet the following requirements:
  - 2.1.1 Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
    - 2.1.1.1 Failure to meet these requirements will result in automatic removal.

## **Section 3: Nonfeasance**

- 3.1 Negligence of the duties outlined in Section 1 of this article by the USG-Treasurer shall be considered nonfeasance.
- 3.2 Nonfeasance by the Treasurer may be considered grounds for impeachment or removal respectively, upon the discretion of the USG-Poly Senate.

## **Article 8: Office of the SFAB Chief of Staff**

### **Section 1: Duties of the SFAB Chief of Staff**

- 1.1 The Chief of Staff for USG-Polytechnic shall serve as the Chief of Staff for SFAB
- 1.2 Fulfill all attendance expectations pursuant to Title III, Article 12.
- 1.3 Coordinate press releases when necessary.

- 1.4 Document attendance for SFAB executive and voting members, pursuant to Title III, Article 12.
  - 1.4.1 Notify the SFAB Chair and USG-Polytechnic Executive Board in the event that any member violates attendance requirements.
- 1.3 Ensure all SFAB meetings are in accordance with the most current form of Robert's Rules of Order.
  - 1.3.1 Ensure all SFAB decisions are in accordance to SFAB Bylaws, university policies and Roberts Rules of Order
- 1.4 Attend the SFAB training at the beginning of the academic year.

## **Section 2: Eligibility**

- 2.1 Must be USG-Polytechnic Chief of Staff and meet the following requirements
  - 2.1.1 Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
    - 2.1.1.1 Failure to meet these requirements will result in automatic removal.

## **Section 3: Nonfeasance**

- 3.1 Negligence of the duties outlined in Section 1 of this article by the SFAB Parliamentarian shall be considered nonfeasance.
- 3.2 Nonfeasance by the SFAB Parliamentarian may be considered grounds for impeachment or removal respectively, upon the discretion of the USG-Poly Senate.

## **Article 9: SFAB Voting Members**

### **Section 1: Duties**

- 1.1 Fulfill all attendance expectations pursuant to Title III, Article 12.
- 1.2 Serve as a liaison between SFAB and assigned RSOs
  - 1.2.1 These responsibilities include answering any questions the RSO has, reminding the RSOs to turn in paperwork and receipts, reaching out to RSOs for feedback regarding events or items SFAB funded, and attending RSO meetings, if appropriate.

- 1.3 Review all proposals prior to the weekly SFAB meeting
- 1.4 Listen to proposals and ask appropriate questions of presenters
- 1.5 Impartially discuss and vote on funding proposals
- 1.6 SFAB Voting Members are ineligible to present funding proposals to SFAB. RSOs that they are members or leaders of may request funding, but the voting member must excuse themselves from the vote and discussion and leave the room while this occurs.
- 1.7 Keep all proposals and information discussed confidential.
- 1.8 Attend the SFAB training at the beginning of the academic year.

## **Section 2: Eligibility**

- 2.1 SFAB voting members must meet the following requirements:
  - 2.1.2 Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
    - 2.1.1.1 Failure to meet these requirements will result in automatic removal.

## **Section 3: Nonfeasance**

- 3.2 Negligence of the duties outlined in Section 1 of this article by the USG-Treasurer shall be considered nonfeasance.
- 3.3 Nonfeasance by the Treasurer may be considered grounds for impeachment or removal respectively, upon the discretion of the USG-Poly Senate.

## **Article 10: Organizational and Governmental Policies for Meetings**

### **Section 1: Proceedings**

- 1.1 SFAB will convene at least the first seven (7) weeks during the Fall and Spring semesters.
- 1.2 All SFAB proceedings shall be considered formal in nature and governed by Roberts Rules of Order.

- 1.3 Only an affirmative majority vote of the Voting Members of SFAB may approve the allocation of funds to an RSO. If the SFAB Chair deems necessary any additional meetings, the time and place of said meetings must be confirmed by an affirmative majority of the SFAB voting members.

- 1.3.1 The USG-Polytechnic Executive Board must also approve additional meetings.

## **Article 11: Proposal Policies**

### **Section 1: Information**

- 1.1 If an RSO wishes to request funding at an SFAB meeting, they must e--mail their proposal to the SFAB Secretary forty-eight (48) hours prior to that meeting.
- 1.2 The funding proposal form may be found on the SFAB page of the USG-Poly website
- 1.3 Funding Proposals that are not on the official funding proposal form shall not be considered
- 1.4 All parts of the funding proposal form must be completed for the proposal to be considered
- 1.5 For all other information regarding the processes by which an RSO may be allocated funding, refer to Title IV.

## **Article 12: Student Fee Allocation Board**

### **Section 1: Definitions**

The following definitions are applicable explicitly to this article.

- 1.1 SFAB Members shall mean the following USG- Polytechnic members:

--SFABChair

--SFAB Secretary

--SFAB Treasurer

--SFAB Chief of Staff

--SFAB Voting Member



- 1.2 Absence shall mean arriving to an SFAB meeting forty-five (45) minutes or later, relative to the scheduled starting time of that meeting.
  - 1.2.1 Absence shall also mean not arriving before the conclusion of the SFAB meeting.
- 1.3 Tardy shall mean arriving to an SFAB Meeting fifteen (15) minutes or later, relative to the scheduled starting time of that meeting.
- 1.4 An excused absence or tardy shall mean not obtaining prior permission to miss or be late to the SFAB meeting from the SFAB Chair. For more information, please review Article 12, Section 3.

## **Section 2: SFAB Member Attendance Policies**

The following policies apply per term semester.

- 2.1 SFAB members must attend all SFAB meetings with no more than one (1) unexcused absence or two (2) unexcused tardies.

## **Section 3: Excused Absences**

- 3.1 A Student Fee Allocation Board Member may be excused from an SFAB Meeting for the following reason(s):
  - 3.1.1 The Student Fee Allocation Board Member is carrying out business that is student government related, with ASU officials, ASU representatives and/or members of other student governments.
  - 3.1.2 The Student Fee Allocation Board Member is meeting with individuals in which case their primary focus is to benefit USG-Polytechnic and/or the students of Arizona State University.
- 3.2 If a Student Fee Allocation Board Member wishes to be excused from a SFAB Meeting for the reason(s) listed above, they must provide supporting documentation to the SFAB chair at least forty-eight (48) hours before the meeting. In the absence of the SFAB chair, then the USG-Chief of Staff will accept the notification in the same manner.
- 3.3 Anytime a voting member anticipates being absent to a SFAB Meeting, as a courtesy, they should assign a proxy to vote in their absence.

## **Section 4: Appeals Process**

- 4.1 Student Fee Allocation Board Members who claim their attendance classification to be unjust or incorrect may appeal the decision to the Senate, which shall either overturn or affirm the decision upon a majority vote.

## **Article 13: Impeachment**

### **Section 1: Information**

- 1.1 Impeach shall mean to forcibly remove from office any member of the Student Fee Allocation Board.
- 1.2 Any member of the Student Fee Allocation Board who has committed nonfeasance may be impeached and subsequently removed from office, pursuant to Title II, Article 9.

## **TITLE IV**

### **USGP Funds**

#### **Article 1: Use of USGP Funds by Registered Student Organizations (RSOs)**

##### **Section 1: Information**

- 1.1 Use of USGP funds must meet at least one of the following criteria:
  - A. Is of probable interest to a broad segment of the student population.
  - B. Assists students in furthering specific career and educational objectives.
  - C. Furthers the educational objectives of the University.
  - D. Enhances student cultural awareness.
  - E. Promotes community service or involvement.
- 1.2 All funds must be used as allocated by the Student Fee Allocation Board (SFAB).
- 1.3 If specifically allocated funds are misused by any RSOs, SFAB may recall funds from that RSO, and revoke the RSO's ability to request funds for one year after the date of infraction. See Title IV, Article 7 for the terms of misuse.
- 1.4 USGP funds may not be used for the purchase of alcohol.
- 1.5 All purchases must follow the rules and regulations set out by Arizona State University.

#### **Article 2: Requisition Process**

##### **Section 1: Procedure**

- 1.1 In order to obtain allocated funds, each RSOs must submit a Funding Requisition to the SFAB Secretary by the deadlines pursuant to Title IV, Article 6, Section1, Sub-section 2.
- 1.2 The Funding Request must be submitted on the official funding request form. This form may be found on the SFAB page of the USG-Polytechnic website. Requests not on this form will not be considered. Forms that are not fully completed will not be considered.

- 1.3 The SFAB Secretary will then schedule the RSO a time to present their proposal to SFAB at the next available meeting. The RSO must send a representative to the appointed time in order for their proposal to be considered.
- 1.4 Following the presentation of their proposal, SFAB members will have a chance to ask the presenter questions pertaining to their proposal.
- 1.5 The presenter will then be asked to leave and the SFAB members will discuss and vote on the proposal. SFAB Voting Members may choose to fund the proposal in full, partially fund the proposal, or not fund the proposal at all.
- 1.6 The RSO will be notified, in writing, of the results of their proposal no later than forty-eight (48) hours after the conclusion of the SFAB meeting. SFAB's reasoning for their decision will be included in this letter.

### **Article 3: Executive and Senate Stipend**

#### **Section 1: Information**

- 1.1 The Executive Stipend shall be determined from the Annual Appropriations.
- 1.2 Each Senator shall receive a stipend paid at the completion of each semester. The amount of this stipend shall be determined from the Annual Appropriations.
- 1.3 Each voting member, the chair, and the secretary of the Student Fee Allocation Board shall receive a stipend paid at the completion of each semester. The amount of this stipend shall be determined from the Annual Appropriations.
- 1.4 No member of USGP shall receive a monetary stipend if they have committed nonfeasance.

### **Article 4: Annual Appropriations**

#### **Section 1: Information**

- 1.1 An Annual Budget Process will take place in accordance with procedures outlined in these Bylaws.
- 1.2 The Executive Board shall present a proposal for the Appropriations Bill by the second (2nd) meeting of each Fall Semester.
- 1.3 The USGP Senate shall vote on the Appropriations Bill no later than the third (3rd) meeting of each Fall Semester. The Bill must be passed by a two-thirds (2/3) majority.

- 1.4 After passing the Annual Budget Bill, the Bill will be submitted to the USGP President.
- 1.5 The USGP President may do any of the following:
  - A. Exercise a veto, or
  - B. Sign the bill.
- 1.6 The Senate can override a Presidential Veto by a two-thirds (2/3) vote.

## **Article 5: RSOs Funding**

### **Section 1: Information**

- 1.1 The funding of RSOs shall be the responsibility of the Student Fee Allocation Board (SFAB).
- 1.2 USG-Polytechnic funds used by RSOs are subject to the provisions set forth in Title IV, Article 1.
- 1.3 Any RSOs requesting funds from USG-Polytechnic must be registered with the Student Union and must have at least three (3) active members.
- 1.4 Any RSOs requesting funds from USG-Polytechnic must be registered with the Student Union and must have at least three (3) active members.
- 1.5 If a RSO receives funding from SFAB, they must complete:
  - 1.5.1 Two (2) Community Service events per semester
    - 1.5.1.1 Community Service must be done by two or more members
  - 1.5.2 Two (2) Campus Activities per semester
    - 1.5.2.1 Campus Activities include hosting a campus event and/or tabling.
  - 1.5.3 Proof any event held and funded by SFAB meets the Green Level of Sustainability
    - 1.5.3.1 This form must be submitted ten days after the event or the last day of classes of the semester in which the event takes place, whichever comes first.

- 1.5.4 Submit an End of the Semester Report to USGP each semester
  - 1.5.4.1 This report will include proof of completion of the Campus Activity and Community Service Events
- 1.5.5 All Reports are due the last day of classes in the semester that funding was received
  - 1.5.5.1 This report shall be submitted to the SFAB Secretary or the RSO's assigned Voting Member Liaison
- 1.5.6 Failure to turn this report in may result in being declared ineligible to receive funding the following semester
  - 1.5.6.1 USGP Senate has sole authority to declare a RSO ineligible to receive funding if the RSO fails to meet guidelines outlined above.
- 1.6 All receipts from approved funding events must be submitted no later than ten (10) business days after the event or the last day of classes for the semester: whichever comes first, to the appropriate staff.
- 1.7 No single RSOs may receive over five thousand dollars (\$5,000) per year from the total amount of the current RSOs Fund, including transfers. If a RSO requests more than \$5,000 per year, then the request must be voted on by both SFAB and the Executive Board of USGP. In order for funds above the \$5,000 per year cap to be approved, both entities stated above must approve the request by a two-thirds vote.
- 1.8 The SFAB Chair shall make known to the students all information pertaining to obtaining funds from USGP through the RSOs and RSOs appropriation process through adequate publicity.
  - 1.8.1 Attempts shall be made to notify every RSO by email no later than 2 weeks prior to every funding application deadline.
  - 1.8.2 The SFAB Chair shall provide information on how to obtain funds must appear in a common and accessible posting prior to every funding application deadline.
- 1.9 All monies within the RSOs Fund which are either not used or are not allocated in the RSOs appropriation processes shall remain in the RSOs Fund to be used by the USGP Senate for the funding of other requests.
- 1.10 Other requests from RSOs for funding after the above--mentioned deadlines have passed, if granted, shall be drawn from the remainder of the RSOs Fund.

- 1.11 The SFAB Secretary shall notify RSOs of the result of their funding proposal no later than forty-eight (48) hours after then SFAB meeting in which the proposal was heard
- 1.12 By the second to last week of each semester, the SFAB Secretary shall notify RSOs that the USGP Senate will redact uncommitted and unexpended funds remaining in RSOS accounts unless otherwise noted.
- 1.13 By the last week of each academic year, during Finals, all uncommitted and unspent funds within the accounts of the RSOs funded by USGP shall be reverted to the RSOs account by the USGP Treasurer.
  - 1.13.1 The USGP Treasurer, the USGP Advisor and the Student Union Office Specialist may change the date of reclamation.
  - 1.13.2 RSOs seeking to avoid the reclamation of uncommitted or unexpended funds may submit a written request to prevent the funds from being reclaimed within forty--eight hours after receiving notification that the funds will be redacted, as mentioned in 1.10, to the SFAB Chair. The SFAB Chair shall then bring the petition to the Executive Board of USGP for approval or disapproval.
- 1.14 RSO requesting additional funds, after they have been allocated funding that semester, must follow the same procedures outlined above

## **Article 6: Submission of RSOs Funding Requisitions**

### **Section 1: Procedures**

- 1.1 Persons making requests to the SFAB on behalf of a RSO are required to become familiar with Titles III and IV of these bylaws.
- 1.2 Funding Proposals and Additional Funding Proposals must be presented on the official funding form to the SFAB Secretary no latter than forty-eight (48) hours prior to the SFAB meeting.
- 1.3 All Funding Proposal forms requesting funds for RSOs shall include the names of RSOs that are requesting funds and the purposes for which the funds will be used. The SFAB Secretary shall provide all RSOs with the appropriate forms to request money.
- 1.4 All RSOs that are requesting funds shall be available upon request for information regarding their request.

- 1.5 Funding shall proceed in a first-come, first-serve manner.

## **Article 7: Campus RSOs Appropriation Policies**

### **Section 1: Information**

- 1.1 An RSO must be registered with the Student Union and have at least three (3) active members to be eligible for funding from SFAB
- 1.2 No activity/item shall be eligible for funding from SFAB if expenditure of funds allocated occurs prior to approval of the funding
- 1.3 All RSOs and activities shall be funded consistently and fairly. The following criteria shall be considered in determining funding:
  - 1.3.1 Number of students benefited;
  - 1.3.2 Efforts by RSOs to generate funds or provide services for students;
  - 1.3.3 RSO's previous use of funds
  - 1.3.4 RSO's previous completion of the End of the Semester Reports, community service events, and campus activity events
  - 1.3.5 RSO's completion of mandatory training as outlined in Title IV, Article 8
- 1.4 The following are NOT eligible for funding:
  - 1.4.1 Activities which discriminate on the basis of race, color, religion, national origin, citizenship, gender identity, sex, sexual orientation, age, disability or veteran status;
  - 1.4.2 Activities, which are limited to a single political partisanship.
  - 1.4.3 Activities that require USGP funds to be spent on food or beverages, in excess of \$300 (three hundred dollars) total for reoccurring events or \$15 (fifteen dollars) per person for one time events per semester.
    - 1.4.3.1 Conference fees that include the cost of meals are not subject to 1.6.3



- 1.4.3.2 Recurring events are defined as events that occur two times or more in a semester, serve the same public purpose, or are a general RSO meeting.
  - 1.4.3.3 A one time event is defined as an event that only occurs once in a semester and has a unique public purpose, separate from other events held by the RSO
- 1.4.4 Scholarships or cash awards
- 1.4.5 Office supplies, and postage, in excess of \$100 (One hundred dollars);
- 1.4.6 Travel in or out of state in excess the aforementioned allocation limit stated under Title IV, Article 5, Section 1, Subsection 8
- 1.4.7 Activities that pose a substantial risk of death or serious bodily injury.
  - 1.4.7.1 Any RSOs seeking exemption from this provision must submit to the SFAB Chair liability waivers, proof of health insurance, and other documentation deemed necessary by University general counsel for all persons participation in the funded activity.
- 1.4.8 Capital goods, i.e. land, labor or capital.
- 1.4.9 T-shirts or polo shirts in excess of \$12 (twelve dollars) per shirt
- 1.4.10 Athletic wear such as hats, tank tops, pants, shorts, hoodies, sweatshirts, and athletic bags, in excess of \$15 (fifteen dollars) per item
- 1.4.11 Rental car fees.
- 1.4.12 Hotel Costs or any Costs Associated with Hotels.
- 1.4.13 Any items purchased to drive a profit.
  - 1.4.13.1 All items purchased using SFAB money cannot be sold.
- 1.5 USGP shall not fund RSOs conference fees and will only fund costs associated with travel to and from conferences. These costs shall only be funded if they meet the following criteria:
  - 1.5.1 The RSO has demonstrated a clear and present need for the funding; and,

- 1.5.2 The RSO has demonstrated that the conference or convention will provide literature and/or information that will benefit the RSO and the University in the future.
  - 1.5.3 The RSO files a written report with the USGP Vice President of Policy covering what was learned at the conference or convention within three (3) school weeks upon return from the trip. These written reports shall be used in the future by SFAB as a reference in any funding process when it appropriates funds for a conference or convention. These reports shall be kept on file by SFAB for a period of three (3) years. This report is in addition to the final report outline in Title IV, Article 5, Section 1, Subsection 6. Failure to provide this report or the final report may result in ineligibility to receive funding in subsequent semesters.
- 1.6 Modified Use of Appropriated Funds
- 1.6.1 If a RSO wants to change how they use funds that have been allocated to them, they need to follow the same process they originally used to receive funding under the guidelines set in Article 6
  - 1.6.2 Failure to submit this request prior to spending the funds will result in ineligibility in subsequent semesters.
- 1.7 Fuel Reimbursement
- 1.7.1 All requests for fuel reimbursements must be pre-approved by SFAB prior to the Off-Campus Trip and the expenditure of funds.
  - 1.7.2 All requests for fuel reimbursements must follow the funding guidelines for SFAB set forth in Title IV.
  - 1.7.3 All original fuel receipts must be submitted. No reimbursement will be approved without original receipts.

## **Article 8: Training for RSO Leaders**

### **Section 1: Information**

- 1.1 One leader or representative of each RSO seeking funding must attend a SFAB training once per academic year
  - 1.1.1 An academic year shall be defined as beginning on the first day of classes of the fall semester and ending on the last day of classes of the spring semester.

- 1.2 SFAB shall hold at least two training sessions at the beginning of the academic year
- 1.3 The USG-Polytechnic President shall appoint an individual to conduct these trainings
- 1.4 An RSO will not be eligible to submit a funding request form or present at an SFAB meeting until a representative from their organization has completed this training and signed the Club Acknowledgement Form

## **Article 9: Ineligibility to Receive Funding**

### **Section 1: Information**

- 1.1 USG-Polytechnic Senate has the sole authority to deem a RSO ineligible to receive funding. However, the SFAB secretary, chair, voting members, or USG--Polytechnic Executive Board members may recommend that a RSO is deemed ineligible to receive funding.
- 1.2 A RSO may be deemed ineligible to receive funding if they fail to follow any rules and regulations set forth in these bylaws, by Arizona State University, or in written communication from SFAB or USG-Polytechnic
- 1.3 Failure of a RSO to turn in End of the Semester Reports, Conference Reports, receipts, or other documentation will generally result in being deemed ineligible to receive funding for the next semester. However, USG-Polytechnic has the ability to amend this at anytime if they see fit.
- 1.4 All other offenses that result in a RSO being deemed ineligible to receive funding shall have a time period imposed by the USG Polytechnic Senate at the time of being deemed ineligible to receive funding
- 1.5 The USG-Polytechnic Secretary shall notify the RSO and the SFAB chair within twenty-four (24) hours of a RSO being deemed ineligible to receive funding by the USG-Polytechnic Senate
- 1.6 A RSO may appeal being deemed ineligible to receive funding by following the procedures outlined in Title IV, Article 10, Section 2.

## **Article 10: Appeals**

### **Section 1: Procedures for Funding Appeals**

- 1.1 If a RSO wishes to appeal any funding decision made by SFAB, they must notify the SFAB Chair, Secretary, and Chief of Staff within one week of receiving the decision
- 1.2 The appeal will be added to the agenda of the next USG-Polytechnic Senate meeting
- 1.3 The SFAB Chair must submit SFAB's reasoning for their decision to the Senate. This may be done in person at the Senate meeting or in writing
  - 1.3.1 If the reasoning is submitted in writing, it must be submitted to the USG Polytechnic Secretary at least forty-eight (48) hours prior to the Senate Meeting
- 1.4 The RSO must clearly state what they are appealing, their reasoning for appealing, and what they are asking to be changed to the USG-Polytechnic Senate in writing or in person at the Senate Meeting
  - 1.4.1 If this is submitted in writing, it must be submitted to the USG-Polytechnic Secretary at least forty-eight(48) hours prior to the Senate Meeting.
- 1.5 The USG-Polytechnic Senate shall then vote on the appeal. A two-thirds (2/3) vote is required to overturn SFAB's original funding decision.
- 1.6 The RSO and SFAB Chair shall be notified of the decision within twenty-four (24) hours of the conclusion of the Senate Meeting.

### **Section 2: Procedures for Ineligibility Appeals**

- 2.1 If a RSO wishes to appeal their funding ineligibility, they must notify the USG-Polytechnic Secretary, in writing, within a week of being deemed ineligible to receive funding.
- 2.2 The USG-Polytechnic Secretary must then notify the USG-Polytechnic Senate, Executive Board, and the SFAB Chair of the appeal.
- 2.3 The USG-Polytechnic Senate President must submit Senate's reasoning for their decision to the USG-Polytechnic Executive Board. This may be done in person at the Executive Board meeting or in writing.

- 2.3.1 If this is submitted in writing, it must be submitted to the USG-Polytechnic Secretary at least forty-eight (48) hours prior to the Executive Board Meeting.
- 2.4 The RSO must clearly submit their reasoning for appealing the decision and what they are asking the decision be changed to the USG-Polytechnic Executive Board. This may be done in person at the Executive Board meeting or in writing.
  - 2.4.1 If this is submitted in writing it must be submitted to the USG-Polytechnic Secretary at least forty-eight (48) hours prior to the Executive Board Meeting.
- 2.5 The USG-Polytechnic Executive Board shall then vote on the appeal. A two-thirds (2/3) vote is required to overturn Senate's original ineligibility decision.
- 2.6 The RSO, SFAB Chair, and Senate shall be notified of the decision within twenty-four (24) hours of the conclusion of the Executive Board Meeting.