Student Appropriations Committee Bylaws

1 Article I. Name and Purpose

2 Section 1.01 Name and Purpose

3 (a) This Committee will be called the Student Appropriations Committee, hereafter referred
to as “SAC”. The purpose of SAC is to allocate funds to Recognized Student
Organizations, hereafter referred to as “RSOs”, which meet the eligibility requirements
as defined in this document. SAC funding shall be regarded as supplementary support
rather than the sole source of revenue for RSOs.

8 Article II. Operations

9 Section 2.01 Membership

10 (a) SAC shall be composed of:

11 (i) The Student Organization Appropriations Director, who shall serve as chair

12 (ii) Five members of the Senate, elected by the Senate

13 (iii) Four members of RSOs who are not officers of the Student Association
appointed through the Shared Governance process, and

15 (iv) The SA Secretary, serving in an ex-officio, non-voting role who shall not count
towards quorum.

17 (b) Members of RSOs must be verified to be members of those RSOs through Student
Involvement.

19 (c) The members of RSOs who are appointed through the Shared Governance Process must
not be from the same RSOs
(d) No more than two SAC members may be officers of the same RSO, with the exception of
the SA.

(e) In the case of an RSO member vacancy on SAC, the vacancy shall be posted within 2
school days of the vacancy and a replacement shall be appointed as soon as possible.

1) SAC shall not operate with fewer than 5 members.

(f) Every effort shall be made to appoint members of SAC to represent the diverse
composition of the student body.

(g) All members of SAC must go through viewpoint neutrality training, as facilitated by the
Student Association Professional Staff (hereafter SAPS) Office.

Section 2.02 Membership Duties

(a) All members of SAC shall have the following duties and responsibilities:

(i) Assist the chair with the administration of the committee's operation.

(ii) Attend all meetings and hearings of SAC in their entirety, unless excused with
approval of the chair with at least 24 hours notice when possible, for one of the
following reasons:

1) Class commitments

2) Religious observances

3) Illness or death of family member

4) Previous commitments to other organizations with prior approval

5) Other emergencies excused at the discretion of the chair.

(iii) Adhere to the items enumerated under Article III, Section 3.02 - Compliance.

(b) The SAC chair shall have the following duties and responsibilities:

(i) Preside over all meetings of SAC.

(ii) Work with Reservation and Event Planning Services to coordinate room set-up,
catering if necessary, and recording for all SAC grant hearing sessions.

(iii) Assign tasks to SAC members.

(iv) Prepare and distribute each meeting agenda at least 24 hours in advance.

(v) Keep regular contact with all SAC members, advisors, Student Involvement, and
officers of the Student Association.
(vi) Facilitate policies and allocations in a manner that is fiscally responsible, fair, and holds both RSOs and SAC to the highest standards of accountability.

(vii) Hold 10 office hours per week while school is in session.

(viii) Oversee the SAC administrative account, SAC account, Computer/Network account, and the Americans with Disabilities Act Fund.

(ix) Approve grant name changes.

(x) Propose a timeline for meetings, trainings, and hearings.

(xi) Be primarily responsible for responding to questions from RSOs on the SAC process.

(xii) Maintain records of all funds allocated and the amount of each allocation used.

(xiii) Review SAC meeting minutes and solicit corrections from members of SAC prior to the posting of those minutes.

(xiv) Ensure that proper public notice of called meetings is given.

(c) The SAC Vice Chair shall have the following duties and responsibilities:

(i) Preside over meetings of SAC in the absence of the chair.

(ii) Assist the chair with the maintenance of SAC records.

(iii) Be primarily responsible for the planning of the event(s) mentioned in Article II, Section 2.03, (h).

(iv) Perform other duties as assigned at the discretion of the chair.

(d) The Secretary shall have the following duties:

(i) Take minutes of SAC meetings

1) The minutes must include, when applicable, the amount of each funding request, the amount allocated, and considerations of that decision.

2) The minutes must be produced in a word processed format in a legible form and distributed to the chair no more than one week after the conclusion of the meeting for which the minutes document.

Section 2.03 Meetings

(a) SAC meetings shall follow the latest edition of Robert's Rules of Order.
(b) SAC shall consider spring budget requests during the fall semester and fall budget requests during the spring semester.

(i) The term of the fall allocations shall be from July 1st through December 31st.

(ii) The term of the spring allocations shall be from January 1st through June 30th.

(c) SAC shall call meetings in accordance with Wisconsin Open Meetings Laws.

(d) SAC shall meet to consider emergency grants at least once a month or at the discretion of the Chair.

(e) SAC shall meet at least once in September to set funding criteria in the form of publicly available written addenda, set a timeline for the allocation process, and to elect a vice chair.

(i) If there is a vacancy in the position of Student Organization Appropriations Director, the Treasurer shall call the first meeting of SAC.

1) The Treasurer shall serve as chair until the Senate confirms the appointment of a Student Organization Appropriations Director.

(f) SAC shall hold hearings during which RSOs may defend requests for SAC funding and answer questions relevant to the requests.

(i) These hearings must be held during hours which attendance can be reasonably expected.

(ii) The agendas for these hearings must be posted no less than 5 days in advance.

(g) SAC shall provide training for officers of RSOs to ensure that relevant and important information about the SAC funding process is explained, and to answer questions that RSO officers might have.

(h) SAC shall, in cooperation with Student Involvement, hold at least one event per year during which the work of RSOs and the results of SAC fund allocations will be reported and celebrated to the UWM community.

Section 2.04 Removal of Members

(a) Members may be removed from SAC for the following reasons:

(i) Two unexcused absences or three consecutive absences.

(ii) Failure to fulfill the duties of office

(iii) Displays of conduct unbecoming of a Student Association official
(iv) Failure to adhere to items outlined under Article III, Section 3.02 - Compliance, and Article II, Section 2.02 - Membership Duties

(b) Removal from SAC requires a two-thirds vote of the committee.

(i) Members who miss three grant hearing sessions, or two consecutive grant hearing sessions, without being excused by the Chair shall be considered automatically resigned from their position at the conclusion of the third or second consecutive grant hearing session. Members being considered for removal for reasons other than those outlined in Article II, Section 2.04 (b) (i), must be given proper notice of possible removal and the opportunity to defend against removal at the meeting during which the removal will be voted upon.

(ii) Appeals of all above-mentioned removals may be taken up with the Senate.

Article III. Funding

Section 3.01 Allocation Principles

(a) All SAC funding decisions must be made in a viewpoint neutral manner.

(b) SAC shall take into account the amount of funds available for allocations when making funding decisions.

(c) SAC may not recommend any allocation that violates University Segregated Fee Policies.

(d) SAC will fund eligible RSOs with an emphasis on the following criteria:

(i) Bring recognition to UW-Milwaukee

(ii) Provide support for student leadership development

(iii) Encourage on-campus programming

(iv) Aid which assists RSOs in accomplishing their goals

(v) Support and enrich the experience of students at UW-Milwaukee

(e) SAC funds may only be allocated for items and activities which are related to the mission of the University and the purpose of the RSO

(f) SAC shall be empowered to set funding caps and select other funding criteria as it sees fit provided those caps and criteria meet with compliance standards.

(g) Proper justification must be submitted by the RSO with the funding request for SAC to allocate funds.
(h) Any unused allocated funds shall be returned to SAC for reallocation.

Section 3.02 Compliance

(a) Only RSOs recognized by the University shall be eligible to receive SAC funds.

(b) To be eligible for funding, RSOs and their programs must be primarily student-determined and directed, and its membership and participation should reasonably enable any interested UWM student to participate.

(c) SAC shall not allocate funds for any of the following: gifts, donations, contributions, individual membership dues, personal liability fees, expenses incurred prior to approval, and legal services.

(d) SAC shall not allocate funds for the following expenses:

(i) Avoidable expenses (e.g. cancellation/late charges, sightseeing/side trips, traffic citations, fines or penalties).

(ii) Academic credit producing activities or financial aid to an enrolled student.

(iii) Funding for political activities or any activities in which an individual or group attempts to influence another individual or group to vote for a specific person or party in an election.

(iv) Any expenses producing commercial gain

(v) Food and/or beverage, except if required by performance contract.

(vi) Items that are for personal use relative to the discretion of SAC.

(vii) Salaries or awards for holding a position within an RSO.

(viii) Activities to influence the decisions of SAC or Student Association Elections.

(ix) Loans and/or deficit spending.

(x) All purposes prohibited by University and UW-System Policy

(e) All SUF funds must be deposited and maintained in the State Treasury.

(f) Student referenda may not be used, directly or indirectly, to allocate SUF funds to RSOs for extracurricular speech or expressive activities.

(g) Any RSO that has received funds from the Senate Finance Committee are ineligible to receive funds from SAC during the fiscal year for which the Senate Finance Committee allocated the funds.
(h) Any RSO that meets the University Recreation criteria of being a Sports Club shall not be eligible for SAC funds.

(i) Expenditures of SAC funds must conform to constitutional requirements, existing Wisconsin Statutes, UW-System policies, Board of Regents regulations, and all other related federal and state regulations.

(j) SAC funds shall be managed and expended through Student Involvement.

(k) SAC members shall adhere to the following provisions for conflicts of interest:

(i) Conflicts of interest must be declared, and the member(s) for whom there is a conflict of interest must recuse themselves from discussion and voting.

(ii) Any member may declare a potential conflict of interest for themselves or for another member before an item is discussed or voted on.

(iii) If a declaration of a conflict of interest is made for a member and not self-declared, the members shall then discuss and vote on whether that conflict of interest exists.

(iv) The member for whom the conflict of interest has been declared, provided they did not self-declare, must be given the opportunity to prove the conflict of interest does not exist should they disagree.

(v) If the members vote that the conflict of interest does exist, the member for whom there is a conflict of interest is then automatically recused from the discussion and voting on that item where there is a conflict of interest.

(vi) If a member declares a conflict of interest for themselves, no vote is needed.

(vii) Automatic conflicts of interest include but are not limited to:

1) Being a member or former member of the RSO requesting SAC funds.

2) Being related to an officer of the RSO requesting SAC funds.

(l) The lists within these compliance items are not all-inclusive, and the members and advisors of SAC have the primary responsibility for maintaining compliance.

Section 3.03 Types of Funding

(a) Semester Grants

(i) Semester Grants shall be divided into three categories called Operations, Events, and Travel, and shall be allocated in the period preceding the period for which the Grant is submitted.
1) Operations Grants shall support on-going expenses such as telephones (on-campus only), printing, marketing, office supplies, equipment purchase and rentals, and other expenses incurred by RSOs.

a) No more than one Operations Grant may be submitted by an RSO per semester.

b) Any equipment purchased must be inventoried by Student Involvement and maintained in a secure space on-campus.

c) If there is reason to believe that an RSO is in violation of any Operations Grant restrictions, the SAC chair may have all funded equipment seized by Student Involvement and returned to SAC, as well as the freezing of any allocated funds.

2) Event Grants shall support on-campus activities open to all students.

a) SAC will not double fund an event that is being co-sponsored by more than one SAC-funded RSO.

b) The funds allocated for an event may not be used to fund any other event or activity unless a name change is approved.

c) RSOs must be prepared to defend their Event Grant, knowing that SAC may take the following into consideration:

i) Details of the event

ii) Necessity of the event

iii) Co-sponsorship, fundraising, ticket sales, and other funding opportunities available

iv) If the primary audience is UWM Students

v) Appropriate planning and advertising has taken or will take place

vi) The extent to which the program is student initiated and organized

d) One week after a revenue-producing event, the RSO must submit all revenue, unused tickets and ticket stubs to Student Involvement to complete the ticket audit. Revenue must be deposited into the RSO’s budget with Student Involvement.

3) Travel Grants shall support UW-Milwaukee students for RSO related travel to conferences, trainings, workshops, competitions, and other off-campus organizational activities.
a) The RSO must justify why the travel is essential, necessary for the organization, and relevant to the mission of the organization.

b) SAC will only fund one RSO to attend any one off-campus activity per semester.

(b) Emergency Grants

(i) Only RSOs that are newly formed or reactivated will be eligible for Emergency Grants.

(ii) Emergency Grants shall not exceed $700.

(iii) RSOs must submit Emergency Grant requests to SAC no later than 5 business days prior to a SAC meeting to be considered at that meeting.

(iv) Emergency Grants shall be used to fund one of the three types of Semester Grants SAC allocates for.

(v) Emergency Grant funds must be used during the term in which they were allocated.

(vi) Emergency Grants must be sent to the Student Association Senate at the Senate meeting immediately following the SAC meeting during which the Emergency Grant was approved by SAC.

(c) Grant Event Funded Publicity

(i) RSOs must include a statement that the event or activity was funded by SAC on all relevant publicity items.

(d) Application Procedure

(i) All RSOs must have at least one registered officer complete grant training to be eligible for SAC funding.

(ii) Applications will be available online.

(iii) Late or incomplete applications received after the deadline shall not be considered, and no exceptions will be made.

(iv) Applications must include verifiable third-party justification for each line item.

1) The definition of verifiable shall be subject to the discretion of the committee and explained fully during grant training.

(v) Applications must include all other documentation as set forth in requirements by SAC.
(e) Hearing Procedure.

(i) Eligible RSOs that have completed applications must have at least one registered officer present at the time SAC schedules the application to be considered, or else the application shall be automatically denied and no exceptions shall be made.

1) Members of RSOs who sit on SAC shall not be permitted to present, defend, or discuss a grant for an organization of which they are a member.

(ii) SAC shall give each RSO an opportunity to address the committee for each of the grants applied for.

(iii) The SAC chair reserves the right to impose a time limit on RSO officers to speak, or the committee to ask questions, provided the time limit does not hinder the ability of the RSO officers to explain the grant request or the ability of the committee to ask questions pertinent to the consideration of the grant.

1) The time limit may be extended subject to a motion and vote of the SAC committee.

(iv) SAC may grant allocations less than but not greater than the amount requested by the RSO.

(v) Allocation decisions made during the hearings shall be preliminary.

(f) Final Allocations

(i) Preliminary allocations may be reduced, subject to the discretion of SAC.

(ii) Final allocations shall be sent to the Student Association Senate for approval at the Senate Meeting immediately following the SAC meeting during which the final allocations were made.

(iii) Notice of final allocation amounts shall be given to RSOs no more than one week after the final allocation amounts have been determined. RSOs whose grant requests have been denied must be provided with written reasons for their denial by the SAC Chair upon request within one week of such a request being made.

(iv) RSOs must meet with the Student Involvement Business Specialist to activate the grant prior to the last day of the period for which the grant was allocated. Failure to do so shall result in revocation of the grant funding.

Section 3.04 Funds
(a) The Computer/Network Fund will comprise 8% of SAC’s SUF allocation per fiscal year.

(b) The Americans With Disabilities Act Fund will comprise 2% of SAC’s SUF allocation per fiscal year.

(c) SAC shall maintain a minimum reserve of $30,000.

Article IV. Violations by RSOs

Section 4.01 Violations

(a) If any RSO is found to have willfully, knowingly, or intentionally forged application materials, provided false information in a SAC grant hearing, or misused SAC grant funds, SAC shall reserve the right to place the RSO on probation for a period of one grant term.

(i) Any RSO on probationary status must submit their books for audit to Student Involvement upon the request of SAC to be considered for future funding.

(ii) Any RSO on probationary status must have approval from SAC before pursuing any SAC-funded programs or events.

(iii) SAC may remove an RSO from probationary status prior to the scheduled termination date of the probation by a two-thirds vote.

(iv) Additional sanctions may be requested by SAC for an RSO’s probationary status to be lifted.

(b) Any RSO found to have committed a second consecutive violation shall have an immediate freeze of SAC funding for the remainder of the period for which SAC funds were allocated

(c) RSOs charged with any violation shall be given a full hearing to present their case to SAC prior to any action being taken.

(d) All investigations must be documented, and written reports must be maintained for three calendar years after a decision to place an RSO on probation has been made. Copies of the reports must be furnished upon request.

Article V. Appeal Process

Section 5.01 Appeals

(a) If a student or RSO challenges a SAC decision, they may appeal the decision to the Student Association Senate.
(i) The SAC chair shall defend all appeals against SAC or appoint a designee to do so.

(ii) If the Senate finds a violation occurred, the Senate may reverse the decision.

(iii) If the Senate denies the appeal, the RSO may then appeal to the Oversight and Appeals Commission (hereafter OAC). OAC appeals shall be facilitated according to the guidelines laid out in the OAC bylaws and relevant policies and procedures.

(iv) If the OAC denies the appeal, the RSO may then appeal to the University Administration via the Office of the Vice Chancellor for Student Affairs.

Article VI. Enactment, Amendments, and Policies

(a) All previous SAC bylaws and/or amendments shall be considered null and void upon passage of these bylaws subject to a two-thirds majority vote of the Student Association Senate or Student Association Board of Trustees and signature of the Student Association President or Student Association Board of Trustees Chair.

(i) Amendments to these bylaws must be approved by a two-thirds majority vote of the Senate.

(b) SAC may adopt, by majority vote of the committee, policies and procedures consistent with these bylaws.

Board Vote: 12 0
AYE NAY

[Signature] 4/27/14
Nikolaus Rettinger III Date

Legislative History

April 24, 2014 – Authored by Trustee/SAC Chair Neufuss
April 24, 2014 – Approved with amendments by Executive Committee
April 27, 2014 – Presented to Board of Trustees, sponsored by Trustee/SAC Chair Neufuss and the Executive Committee
April 27, 2014 – Approved by the Board of Trustees.