

ASSEMBLY STATUTE 6205

Concerning the Student Government Distribution of the Student Activities Fee

Pursuant to Article II §2(a) of the Constitution of the Student Association and Article II §§2-3 of the Assembly By-Laws, the Assembly hereby establishes this statute regarding the procedures and practices for the funding of Recognized Student Organizations.

TITLE I: STUDENT GOVERNMENT FINANCE COMMITTEE

1. Pursuant to Article VII of the Assembly By-Laws, the Student Government Finance Committee (SGFC) shall hold meetings at which Recognized Student Organizations (RSOs) may petition for funding in accordance with the requirements set forth by the Assembly in the Assembly By-Laws and this Code.
2. All RSOs petitioning the Assembly for funding must first present their request to the Finance Committee. Such a request must be itemized and multiple quotes on prices shall be presented where applicable.
3. All events funded by SGFC must be open to all University of Chicago students.
4. Coalition of Academic Teams (CAT) members and Community Service RSOs (CSRSOs) may only request funds for on-campus or recruitment events and capital improvements from SGFC. Sports Club or Program Coordinating Council (PCC) groups may not apply to SGFC.
5. Excepting in extraordinary circumstances, SGFC may not fund requests for events taking place within seven days of the meeting at which the budget is heard.
6. Certain budgets may not be considered by SGFC until the RSO has met with and reviewed the budget with their advisor. All budget requests submitted to SGFC require prior review of the RSO advisor. Those that meet the criteria outlined below, however, require that explicit communication with the advisor prior to the submission deadline:
 - a. Has a total cost of \$1,500 or more;
 - b. Is for an event for which the expected attendance is 150 or more people;
 - c. Is, based on the expected attendance, \$15 or more per person; or
 - d. Contains a request for lodging, airfare, or transportation to or from locations outside of the Greater Chicago area
 - e. The conditions established in Title I §6(a)-(d) shall be noted by SGFC on the SGFC Request Form.
7. Budgets must be submitted by Wednesday at noon via Blueprint in order to be heard at the SGFC meeting the following Tuesday. RSO representatives are expected to present their budget at their assigned appointment time during the SGFC meeting. SGFC may choose to not hear a request if the RSO representative does not appear before SGFC within ten minutes of their scheduled time.
8. SGFC will meet each Tuesday, excepting the 11th week of each quarter, at 5:00 pm in The Student Government Office during the Autumn, Winter, and Spring quarters. The SGFC

Chair will notify RSO contacts of their appointment times by Monday at 11:59 pm.

9. All RSOs have the right to appeal SGFC's recommendation to the Councils. Intentions to appeal are due to the SGFC Chair within 24 hours after the SGFC meeting. The full appeal must be submitted to the SGFC Chair within 72 hours after the SGFC meeting. Appeals must be based on and advocate for the original budget and requested amount. Any deviation from the original budget requires the RSO to re-apply to SGFC.
10. Unless an appeal is filed, RSOs shall receive a final decision within seven days of the SGFC meeting. If an appeal is filed, RSOs shall receive notification of a final decision within fourteen days of the SGFC meeting.
11. No RSO may spend their SGFC allocation without it first being reported to and approved by each Council.
12. RSOs must notify SGFC of substantial changes to approved event characteristics including a change in venue capacity, speakers, participants, or hired presenters, or fundamental changes in event presentation, including combining previously unrelated events. At the discretion of the SGFC Chair, the RSO may be required to provide additional information to the Committee. The SGFC Chair may call for an SGFC vote to determine if a group shall be required to reapply for SG funding.
13. SGFC will consider previous budgets of an RSO and that RSO's ability to follow the policies set forth in the By-Laws and this Code when making allocations decisions.
14. The SGFC Chair shall send written notice to student organizations verifying allocated totals and all accompanying stipulations. Copies shall also be sent to all CLI advisers and the SG Advisor, and all allocations and minutes shall be made available for public inspection.
15. SGFC shall require all budgets receiving \$250 or more to submit a post-allocation survey within seven days of the event date. The report shall include:
 - a. The original funding request;
 - b. A description and explanation of discrepancies between the allocation and actual expenses;
 - c. A section for the RSO to submit feedback to SGFC, Student Government, and CLI; and
 - d. Any other inquiries as deemed necessary by SGFC.
16. SGFC shall conduct at least ten (10) audits per year. Audits should include:
 - a. Pre-allocation observations;
 - b. Allocation evaluation; and
 - c. Post-allocation follow-up.
17. When conducting an audit, SGFC may request Purchase Request numbers for relevant transactions as well as account balance and overall transaction information from either the RSO or CLI. SGFC shall allow the RSO one week to respond with the requested financial statements from the time the request is made.
 - a. SGFC shall notify an RSO when it is conducting an audit of that RSO's finances. SGFC shall also notify the RSO of any inconsistencies found and any pending action that SGFC or the Assembly may take.

18. An RSO that has not submitted its post-allocation report or the financial statements during an audit by the designated date will not be able to receive Student Government funding until the requested documents have been submitted.
19. The Vice-Chair of SGFC shall be responsible for ensuring the receipt of all post-event surveys and conducting all audits.
20. Capital Improvements shall be defined as items that can and will be used for multiple events or by multiple RSOs for a period of time greater than three years. All properties given the designation of “Capital Improvement” shall be owned by all RSOs jointly; at the time such allocation is made, SGFC shall identify acceptable storage solutions with the relevant RSO.
21. Capital Improvements may not be resold, given away, or stored by students without the expressed written permission of CORSO.
22. SGFC shall notify CORSO of all Capital Improvement allocations. CORSO shall maintain an active ledger of all Capital Improvements detailing their original ownership, cost, and present location.
23. Students, faculty, and administrators of the University of Chicago may observe SGFC meetings at the discretion of the Finance Committee. At least three observers must be allowed at a single SGFC meeting, and no person may observe an SGFC meeting at which an RSO of which they are a member is requesting funds. CLI RSO advisors shall not be counted as one of the three observers. The Chair shall be responsible for allocating observer spots on a first-come-first serve basis.
24. SGFC members, including the Chair and Vice President for Administration, shall support RSOs by attending several events funded by the Student Activities Fee as determined by SGFC, the SGFC Chair, and the Vice President for Administration.
25. The annual SGFC budget will be divided into three parts. One part shall be a Capital Improvements Fund of at least 10% of the total annual SGFC budget, the second part shall be a Travel Fund apportioned at the discretion of SGFC, and the third part shall be a Discretionary Fund, which SGFC may allocate towards events. SGFC may not allocate more than one-third of the Discretionary Fund, plus any rollover from previous quarters, in any given quarter. Allocations shall count towards the quarter in which the event occurs.
26. The Fiscal Year for SGFC shall begin on July 1 and end on June 30.
27. The Chair of SGFC shall provide regular reports for the Vice President for Administration and the Assembly.
28. Should there be a surplus in the Capital Improvements Fund by the end of the Second Week of Spring Quarter, the remaining total in the Fund shall be redistributed into the main SGFC pot and may be allocated towards events.
29. Any rollover funds at the end of the Spring Quarter will be allocated by the Summer Finance Committee according to the stipulations set forth in Article IX of the Assembly By-Laws and Title III of this Code.
30. SGFC may not allocate any funds that would cause a deficit in the Student Activities Fee.
31. SGFC shall prepare a quarterly report for the Assembly. The report shall include the amount of money allocated, used, and returned.

32. SGFC will produce a Costs Guide for RSOs that will include the average costs for commonly requested items and services. SGFC should generally operate from the Costs Guide in determining allocation amounts. The Chair shall ensure that SGFC reviews and renews the Costs Guide annually by the end of the Fall Quarter, by may revise them as needed throughout the year.
33. Pursuant to Article VII §17 of the Assembly By-Laws, the SGFC Guidelines shall be considered Title I §33 of this Code.

TITLE II: ANNUAL ALLOCATIONS

1. Pursuant to Article VIII of the Assembly By-Laws, Annual Allocations (AnnAl) shall allocate funds to RSOs on an annual basis in accordance with the requirements set forth by the Assembly in the Assembly By-Laws and this Code.
2. In order to apply to Annual Allocations, all RSOs shall be required to complete an online AnnAl training module. The dates and times of these sessions shall be announced at least three weeks before they are to take place, and shall be held no later than two weeks before AnnAl begins meeting to allocate its funds.
3. Only those RSOs that qualify for SGFC funding may apply to Annual Allocations.
4. All RSOs shall be required to meet with their RSO advisor before applying to Annual Allocations.
5. AnnAl members shall hold budget workshops during which RSOs may choose to present and explain their budgets to AnnAl members and to ask any questions they may have.
6. The Annual Allocations Committee will finish allocating its funds no later than the Friday of the sixth week of the Spring Quarter.
7. Two percent of the total amount AnnAl has to allocate will be reserved for the AnnAl Appeals Pot. Any rollover from AnnAl's regular decisions will automatically be added to the AnnAl Appeals Pot.
8. Every RSO that applies to AnnAl has the right to appeal. In order to appeal, the RSO will submit a statement to the AnnAl Chair stating their case.
9. Of the combined fourteen members of SGFC and AnnAl, eight will be chosen by the Assembly to hear AnnAl appeals. Should eight of the fourteen members not choose to sit on the AnnAl appeals committee, the Executive Slate, in consultation with the SGFC Chair, shall appoint the remaining members of the appeals committee.
10. Appeals must be decided upon no later than the Friday of the eighth week of the Spring Quarter.
11. Any funds that remain unallocated after appeals will be rolled over to Summer SGFC.
12. No RSO may spend their AnnAl allocation without it first being reported to and approved by the Assembly.
13. Before Annual Allocations funds are transferred to RSO accounts on or after June 30, Student Government shall request CLI for a record of all RSO balances, positive and negative, that exist as of June 30.
14. The Fiscal Year for Annual Allocations shall begin on July 1 and end on June 30.
15. AnnAl may not allocate any funds that would cause a deficit in the Student Activities Fee.

16. Pursuant to Article VIII § 7 of the Assembly By-Laws, Annual Allocations shall, excepting in extenuating circumstances, allocate its funds according to the provisions set forth in Title I § 33 of this Code.

TITLE III: SUMMER FINANCE COMMITTEE

1. Pursuant to Article IX of the Assembly By-Laws, the Summer Finance Committee (Summer SGFC) shall allocate funds to RSOs during the summer.
2. Summer SGFC shall, before the end of the Spring Quarter, make available the process through which it shall allocate funds.
3. Any funds that remain unallocated at the end of Summer SGFC shall rollover to the Fall Quarter of SGFC.
4. Pursuant to Article IX § 4 of the Assembly By-Laws, Summer SGFC shall, excepting in extenuating circumstances, allocate its funds according to the provisions set forth in Title I § 33 of this Code.

TITLE IV: COMMUNITY SERVICE FUND

1. Pursuant to Article XI of the Assembly By-Laws, the Community Service Fund (CSF) shall allocate funds to RSOs seeking to conduct community service.
2. Non-Community Service RSOs may request funds from the CSF provided their request meets the requirements of the CSF as laid out in the By-Laws and this Code. Coalition of Academic Teams (CAT) members, Sports Clubs, and Program Coordinating Council (PCC) groups may not apply to the CSF.
3. The timeline for CSF meetings and decisions shall be made available to all RSOs. The timeline shall provide a reasonable amount of time for RSOs to apply to the CSF.
4. The CSF shall meet at least twice during the Autumn, Winter, and Spring Quarters.
5. The CSF shall only fund events that have over 50% of its beneficiaries from outside of the University community. The CSF may waive this requirement if the event represents a reasonable service to the community.
 - a. The Assembly shall codify by statute a set of guidelines that outline for CSF what constitutes a “reasonable service to the community” per Title IV § 5 of this Code.
6. The CSF may only fund up to 50% of a speaker’s honorarium.
7. All RSOs must contribute at least 10% of a request’s cost through fundraising or sponsorship efforts.
8. No RSO may spend their CSF allocation without it first being reported to and approved by each Council.
9. The CSF may require budgets receiving Student Activities Fee funding to submit a Follow-Up Report. The report shall include:
 - a. A brief description of the event and expenditures;
 - b. A copy or template of a poster or flyer used to advertise the event;
 - c. A section for the RSO to submit feedback to SGFC, Student Government, and CLI;
 - d. Any other inquiries as deemed necessary by SGFC.
10. The CSF may only conduct audits after the date of the event being audited. When

conducting an audit, the CSF may request Purchase Request numbers for relevant transactions as well as account balance and overall transaction information from either the RSO or CLI. The CSF shall allow the RSO one week to respond with the requested financial statements from the time the request is made.

11. The CSF shall notify an RSO when it is conducting an audit of that RSO's finances. The CSF shall also notify the RSO of any inconsistencies found and any pending action that the CSF or the Assembly may take.
12. The CSF may take appropriate measures to ensure that any required Follow-Up Reports and audits, as well as any other CSF directives, are completed according to the provisions set forth in Article XI §§9-11 of the Assembly By- Laws.
13. The CSF may consider previous budgets of an organization and that organization's ability to follow CSF guidelines and directives when reaching an allocations decision.
14. The CSF shall hold its Annual Allocations during the Spring Quarter.
15. The Chair of the CSF shall prepare regular reports for the Vice President for Administration and the Assembly.
16. The Fiscal Year of the CSF shall begin on July 1 and end on June 30.
17. The CSF may not allocate any funds that would cause a deficit in the Student Activities Fee.
18. Pursuant to Article XI §13 of the Assembly By-Laws, the CSF may adopt Guidelines that shall be considered Title I §33 of this Code except in circumstances where it does not apply, conflicts with Title IV of this Code.

TITLE V: SPORTS CLUB FUND

1. Pursuant to Article XII of the Assembly By-Laws, the Sports Club Fund (SCF) shall allocate funds to RSOs for competitive athletic purposes.
2. Only Sports Club RSOs may apply for funds from the SCF.
3. Excepting in extraordinary circumstances, the SCF may not fund requests for events taking place within seven days of the meeting at which the budget is heard.
4. Budgets must be submitted by Friday at noon to the SCF Advisor in order to be heard at the SCF meeting the following Wednesday. RSO representatives are expected to present their budget at their assigned appointment time during the SCF meeting. The SCF may choose to not hear a request if the RSO representative does not appear before the SCF within ten minutes of their scheduled time.
5. SCF will meet each Wednesday, excepting the 11th week of each quarter, during the Autumn, Winter, and Spring quarters. The SCF Chair will notify RSO contacts of their appointment times by Tuesday at 11:59 pm.
6. All RSOs have the right to appeal the SCF's recommendation to the Councils. Intentions to appeal are due to the SCF Chair within 24 hours after the SCF meeting. The full appeal must be submitted to the SCF Chair within 72 hours after the SCF meeting. Appeals must be based on and advocate for the original budget and requested amount. Any deviation from the original budget requires the RSO to re-apply to the SCF.
7. Unless an appeal is filed, RSOs shall receive a final decision within eight days of the SCF meeting. If an appeal is filed, RSOs shall receive notification of a final decision within

- fourteen days of the SCF meeting.
8. No RSO may spend their SCF allocation without it first being reported to and approved by each Council.
 9. RSOs must notify the SCF of substantial changes to approved event characteristics including a change in venue capacity, speakers, participants, or hired presenters, or fundamental changes in event presentation, including combining previously unrelated events. At the discretion of the SCF Chair, the RSO may be required to provide additional information to the Committee. The SCF Chair may call for an SCF vote to determine if a group shall be required to reapply for funding.
 10. The SCF will consider previous budgets of an RSO and that RSO's ability to follow the policies set forth in the By-Laws and this Code when making allocations decisions.
 11. The SCF may require budgets receiving Student Activities Fee funding to submit a Follow-Up Report. The report shall include:
 - a. A brief description of the event and expenditures;
 - b. A copy or template of a poster or flyer used to advertise the event;
 - c. A section for the RSO to submit feedback to SGFC, Student Government, and CLI;
 - d. Any other inquiries as deemed necessary by SGFC.
 12. The SCF may only conduct audits after the date of event being audited. When conducting an audit, the SCF may Purchase Request numbers for relevant transactions as well as account balance and overall transaction information from either the RSO or CLI. The SCF shall allow the RSO one week to respond with the requested financial statements from the time the request is made.
 13. The SCF shall notify an RSO when it is conducting an audit of that RSO's finances. The SCF shall also notify the RSO of any inconsistencies found and any pending action that the SCF or the Assembly may take.
 14. The SCF may take appropriate measures to ensure that any required Follow-Up Reports and audits, as well as any other SCF directives, are completed according to the provisions set forth in Article XII §§ 8-10 of the Assembly By- Laws.
 15. The SCF may consider previous budgets of an organization and that organization's ability to follow SCF guidelines and directives when reaching an allocations decision.
 16. The Chair of the SCF shall prepare regular reports for the Vice President for Administration and the Assembly.
 17. The Fiscal Year of the SCF shall begin on July 1 and end on June 30.
 18. Pursuant to Article XII § 12 of the Assembly By-Laws, the SCF may adopt Guidelines that shall be considered Title I § 33 of this Code except in circumstances where it does not apply, conflicts with Title V of this Code.

TITLE VI: PROGRAM COORDINATING COUNCIL

1. Pursuant to Article XIII of the Assembly By-Laws, the Program Coordinating Council (PCC) shall allocate funds to the major campus programming organizations.
2. The following RSOs shall be members of PCC:
 - a. the Council on University Programming (COUP);

- b. the Documentary Films Group (DOC);
 - c. the Major Activities Board (MAB);
 - d. University Theater (UT);
 - e. the WHPK radio station (WHPK); and
 - f. Fire Escape Films (FE)
3. Other organizations may apply for membership in PCC if their programming appeals to the Student Body at large, are open to all University students, are governed by students, and have existed on campus for at least two academic years. In order to become a member, an organization must:
 - a. Be a Recognized Student Organization;
 - b. Submit a letter of intent and a detailed proposal to the Chair by the end of Winter Quarter;
 - c. Make a presentation to the Council;
 - d. Be recommended admission by the Council; and
 - e. Receive the approval of the Assembly through an amendment in Title VI § 2.
 4. New PCC members are ineligible to receive PCC funds in the academic year in which they join. New PCC members may, however, apply to receive PCC funds for the following year.
 5. An organization's PCC membership will automatically be revoked if it ceases to be an RSO. PCC may, through a two-thirds majority vote and the concurrence of the CLI advisor to PCC, formally recommend to the Assembly that an organization's PCC membership be revoked. The Assembly may approve the revocation in membership through an amendment in Title VI § 2.
 5. The PCC Chair shall prepare regular reports for the Vice President for Student Affairs.
 6. Only organizations with PCC membership may apply for PCC funds.
 7. PCC shall review a member organization's expenditures and may reallocate funds if it judges that their use is not in keeping with the general mission and goals of the organization and that the funds could be more effectively allocated elsewhere.
 8. PCC shall meet no less than once during the Autumn, Winter, and Spring Quarters.
 9. PCC may not allocate any funds that would cause a deficit in the Student Activities Fee.
 10. The Fiscal Year of PCC shall begin on July 1 and end on June 30.
 11. In no way shall this statute be construed to conflict with the PCC Charter.

TITLE VII: COALITION OF ACADEMIC TEAMS

1. Pursuant to Article XIV of the Assembly By-Laws, the Coalition of Academic Teams (CAT) shall allocate funds to the campus academic teams.
2. The following RSOs shall be members of CAT:
 - a. the Chess Team
 - b. the Chicago Debate Society;
 - c. the College Bowl Team;
 - d. the Mock Trial Team; and
 - e. the Model United Nations Team.
3. Other organizations may apply to become a member of CAT if they are intercollegiately

competitive, further an intellectual or academic endeavor, are open to all University students, are governed by students, and have existed on campus for a minimum of one academic year. In order to become a member, an organization must:

- a. Be a Recognized Student Organization;
 - b. Submit a letter of intent and a detailed proposal to the Chair by the end of Winter Quarter;
 - c. Make a presentation to the Coalition;
 - d. Be recommended admission by the Coalition;
 - e. Receive the approval of the Assembly through an amendment in Title VII § 2.
4. New CAT members are ineligible to receive CAT funds in the academic year in which they join. New CAT members may, however, apply to receive CAT funds for the following year.
 5. An organization's CAT membership will automatically be revoked if it ceases to be an RSO. CAT may, through a two-thirds majority vote and the concurrence of the CLI advisor to CAT, formally recommend to the Assembly that an organization's CAT membership be revoked. The Assembly may approve the revocation in membership through an amendment in Title VII § 2.
 6. The CAT Chair shall prepare regular reports for the Vice President for Student Affairs.
 7. The CAT Chair shall be at least a third year in the College, or a student enrolled in a graduate school or division. The CAT Chair shall be a member in good standing of a CAT member team.
 8. Only organizations with CAT membership may apply for CAT funds.
 9. CAT shall review expenditures to ensure that they are appropriate to the general mission and goals of that organization. CAT may reallocate funds if it judges that their use is not in keeping with the general mission and goals of the organization and that the funds could be more effectively allocated elsewhere.
 10. CAT shall meet no less than once during the Autumn, Winter, and Spring Quarters.
 11. CAT may not allocate any funds that would cause a deficit in the Student Activities Fee.
 12. The Fiscal Year of CAT shall begin on July 1 and end on June 30.
 13. In no way shall this statute be construed to conflict with the CAT Charter. *Meow!*

TITLE VIII: THE UNCOMMON FUND

1. Pursuant to Article XV of the Assembly By-Laws, the Uncommon Fund shall review requests for Student Activity Fee funds from all students.
2. Members of the Uncommon Fund shall be elected in Autumn Quarter after Autumn Quarter Elections and shall serve a term lasting either until the end of Winter Quarter of the following year or their graduation, whichever comes first.
3. The Uncommon Fund shall consist of 8 students plus a non-voting Chair selected in the following manner:
 - a. The outgoing Uncommon Fund Chair shall recommend potential successors to the incoming Executive Slate. The Chair of The Uncommon Fund shall be appointed by the Executive Slate with the approval of the Assembly.
 - b. The eight-voting members shall consist of two members of the Assembly to

represent the Assembly on the Uncommon Fund. Of these two, one must be an undergraduate student and one must be a graduate student.

- c. The remaining six members shall be students appointed by the Executive Slate in conjunction with CLI and the year's Chair and with the advice and consent of the Assembly. Preference should be given to having three graduate students and three undergraduate students fill these six positions.
 - d. One CLI advisor shall serve as advisor to the Committee.
4. Vacancies of the Uncommon Fund shall be filled in the manner in which the Uncommon Fund member was selected.
 5. The mission of the Uncommon Fund shall be to fund activities, projects, and other initiatives that are uncommon, initiative and impactful which purposes include, but are not limited to the following:
 6. Improving the student life on campus by providing opportunities for participation in artistic, social, intellectual, educational, cultural, or informational activities of diverse types and varying magnitudes;
 7. Providing activities that collectively appeal to students from all of the Schools and Divisions within the University, and that collectively reach the broadest range of interests and viewpoints that is practically feasible;
 8. Enabling activities and organizations to serve students as vehicles through which students can seek support, identity, and personal expression;
 9. Providing activities which further the spirit of the University as a community of ideas.

TITLE IX: SUSPENSION OF THE RULES

1. In extraordinary circumstances, a funding body may petition the Assembly to suspend its section of this Code. The Assembly may grant such a request by a majority vote provided the Assembly also designates a date by which such a suspension must end and issues a new, temporary code in the suspended title's stead within seven days of an affirmative vote to suspend.
 - a. No funding committee may operate without a code.
2. The Assembly may suspend any title of this Code by a majority vote, except Title III. Such a suspension will only be in effect until the end of the academic quarter in which it was instituted or until the Assembly reinstates this Code, or the suspended title(s) thereof, by a majority vote, whichever is first. In the event that the Assembly suspends any title of this code, the Assembly must also issue a new, temporary code for the affected funding committee in this Code's stead within seven days of an affirmative vote to suspend.
 - a. No funding committee may operate without a code.
3. Temporary funding codes must be drafted under the guidance of a CLI advisor, and must be approved by the Assembly, or by both Councils.

History:

- Adopted by the Assembly as Assembly Statute 6201: May 6, 2010 (Titles I-IV)
- Amended by the Assembly as Assembly Statute 6202: May 27, 2010 (Moved Title IV to Title

VIII, Inserted Titles IV-VII)

- Amended by the Assembly as Assembly Statute 6203: February 14, 2013 (Changes to SGFC audits)
- Amended by the Assembly as Assembly Statute 6204: March 7, 2013 (Added Uncommon Fund)
- Amended by the Assembly as Assembly Statute 6205: February, 21, 2017 (The Constitutional Review Committee presented, and the Assembly approved, amendments to all titles of this Code in order to make this Code compliant with other governing documents and institutional reality)