STUDENT GROUP PROJECTS BOARD CHARTER

Ratified by the Princeton University Undergraduate Student Government, 23 February 2003

ARTICLE I. NAME

The name of the organization shall be the Student Group Projects Board (the Board) of the Princeton University Undergraduate Student Government (USG).

ARTICLE II. PURPOSE

Section 1. Funding
The Board is to serve as one of the primary financiers for all campus events and activities initiated by 541-account-holding student groups recognized by the Office of the Dean of Undergraduate Students (ODUS) and the USG.

Section 2. Board
The Board, as an expert body with regard to the planning and administration of campus events, is to act in an advisory role to organizations, facilitating relevant information to event organizers. To this end, the Board will participate actively in the Student Leadership Summit, sponsored by the USG and ODUS.

ARTICLE III. MEMBERSHIP

Section 1. Membership Defined
The Student Group Projects Board shall consist of twelve voting members (or nine if two Co-Chairs are appointed): the USG President, USG Vice President, USG Treasurer, the Co-Chair(s), the Student Groups Liaison, and two representatives from each class. Each class representative will be selected through an application process in the at the end of each academic year’s first semester; the appointed term will last one year. The Chairpersons of the five college councils may attend all meetings of the Student Group Projects Board and participate in deliberations, but are not entitled to vote.

Section 2. Appointment of the Co-chair(s)
The USG President, subject to the approval of a majority vote of the USG Senate, will appoint the Student Group Projects Board Co-chair(s) under the consideration of the outgoing Chair(s)’s recommendations and/or after an application and interview process.

Section 3. Selection of Class Representatives
A selection committee will be established for interviewing candidates for class presentation. This selection committee will consist of the Board Co-Chair(s), USG President, USG Vice President,
and USG Treasurer. This committee is also responsible for advertising vacancies in the committee to the entire campus.

**Section 4. Duration of Office**

All members of the Student Group Projects Board will undertake their duties immediately upon appointment (in the case of the Co-chair(s) and presidential appointees) or assumption of office (in the case of all remaining members) and will serve until their appointment expires or, in the case of elected members, until their term in office is complete.

**Section 5. Quorum Requirement**

In order for a Student Group Projects Board meeting to convene and distribute funds, there must be at least four members present, including one Co-chair(s), the USG Treasurer, and any two additional members.

**ARTICLE IV. DUTIES**

**Section 1. Duties of the Co-chair(s)**

The Student Group Projects Board Co-chair(s) will be responsible for planning the weekly meetings of the Board. At each meeting, the Co-chair(s) will direct student presentation of requests for funding and facilitate discussion. In addition, the Co-chair(s), at the full meeting of the USG Senate, shall inform the Senate of all funding decisions reached by the Board including both funded requests and denied requests. The Co-chair(s) shall also ensure that the members of the Board attend meetings regularly, alert the USG President of any attendance problems, designate members as “Board Advocates” (as defined in Section 2 of this Article), oversee the maintenance of the Student Group Projects Board web-site, authorize use of the USG color printer, review post-event reports and inform the full Board of any discrepancies, and perform other administrative duties as necessary. The Co-Chair(s) shall also serve as primary advisers to student organizations on campus, fielding and delegating all relevant questions, and being ultimately completely responsible for maintaining a working and healthy relationship with student organization leaders.

**Section 2. Duties of the General Members**

All members of the Student Group Projects Board must attend every regular meeting of the Board. Individual Board members will be assigned by the Co-chair(s) as “Board Advocates” to organizations requesting funds as a part of the regular funding process. The Board Advocates will work with the event organizers on finding the most cost-effective ways to administer the
event. The Board Advocates will also direct and work with event organizers on securing additional sources of funding.

**Section 3. Duties of the Treasurer**

The Treasurer of the USG shall be the Treasurer of the Student Group Projects Board. The Treasurer will be responsible for receiving and disbursing the funds of the Board.

**Section 4. Censure of Members**

Any voting Student Group Projects Board member (except the USG President, Vice-President, and Treasurer), may, with unexcused absences from two regular Board meetings in a given semester, be brought before the USG Executive Committee for failure to adequately discharge enumerated duties. The USG President and a majority of the USG Executive Committee, may call for the review and dismissal of the Co-chair(s) or any Board member (again excepting the USG President, Vice-President, and Treasurer) for failure to perform his or her duties. That member may be dismissed from his or her position only by a 2/3 vote of the USG Senate.

**ARTICLE V. MEETINGS**

**Section 1. Meeting Times**

The Student Group Projects Board shall meet at least eight times per academic year. The schedule of meeting dates, times, and places shall be set by the Co-chair(s) and made available to student group organizations no later than the first regular meeting of the Board.

**Section 2. Regular Funding**

Student groups may apply for regular event funding by submitting an application at least three weeks prior to the date of the event. After a grant is approved, a Board Advocate will be paired with event organizers to assist in the final planning of the event. Organizations failing to meet this timetable risk the possibility of receiving insufficient funding.

**Section 3. Publication Funding**

Student Groups that produce publications may apply to the Board for funding of their regular operating costs if they are unable to meet these costs on their own. In considering such requests, the Board will consider but are not limited to such factors as availability, readership, editorial quality, advertising, and cost of the publication. They will not consider such factors as the ideology or political viewpoints espoused by the publication. Student Groups applying for publication funding are strongly discouraged from applying regularly, and are in turn encouraged to search for fiscally responsible means of self-sufficiency.
Section 4. Fundraising Events
The Board will regard all fundraising events (performing arts shows, fashion shows, etc.) first and foremost as campus events for undergraduate students and not as fundraisers. If a student group is organizing a fundraising event and applies to the Projects Board, it must choose how it would prefer the Projects Board contribute from the following two options:

a) The Board can view the program not as a fundraiser, but as an event that is enhancing undergraduate campus life, and thus will reduce the admission fee as much as possible for undergrads. In this case, the group will not be able to suggest to attendees donations of specific amounts nor collect donations at points of entry. However, groups would be able, and encouraged, to raise donations in manners that are less uncomfortable for the attendees, and groups could charge admission to non-undergraduates.

b) The Board can approach the event in the same way that it would normally approach a performance-type event. In this case, the Board would approve a budget, the student group would charge admission to the event, and as long as the groups stays within the limits of the budget the Board approves, the Board could pick up any shortfall between the costs and the revenue from ticket sales if such a shortfall arises (acting as an insurance policy). If no shortfall arrives, the group would contribute all the profit from ticket sales to the fundraising organization.

Section 5. USG Office Use
The Board may, in lieu of or in addition to providing monetary grants, provide privileges to use the USG Tabloid Color Laser Printer. It is at the board’s discretion when to grant such privileges and to determine what quantity of copies is appropriate and allowed. Guidelines for use of the printer once approval for use has been granted shall be established by Office Management. It is ultimately the responsibility of the Co-Chair(s) to authorize use of the Color Laser Printer.

Section 6. Capital Expenditure Funding
The Board will consider applications for capital expenditures. Purchases made as a result of capital expenditure grants are the sole property of the USG and will remain stored in the USG Office or other locations as the Co-Chair(s) and USG Treasurer shall select. Student groups in need of using equipment must sign it out with the office staff on duty. Office Management shall establish further guidelines.

Section 7. Accountability
Groups applying for both any kind of funding must submit a copy of their semester budget and their event budget with each application. After receiving funds, every group must file a detailed
report summarizing the event and highlighting, among other things, the approximate number of undergraduates involved, the amount requested and received from funding sources other than the Board, and any additional costs or savings incurred by the organization. Failure to do so will result in the automatic indefinite forfeiture of the organization’s right to request funds from the Student Group Projects Board. The organization’s right to request funds may only be reinstated by a majority vote of the USG Senate.

Section 8. Closed Session
Meetings of the Student Group Projects Board shall be open to the public during the presentation of funding requests. Subsequently, when members begin their deliberation on those requests, the Board will move into closed session.

Section 9. Voting
Each member of the Student Group Projects Board shall have one vote on all questions. The Board shall discuss and vote on each proposal, and a majority of those present and voting is required to approve a grant. Unless otherwise determined by the USG Senate, all grants in excess of $1000 must be approved by a majority vote of the Senate the following week before funds are disbursed.

Section 10. Conflicts of Interest
A member of the Student Group Projects Board who is affiliated with an organization that has requested funding must excuse himself from deliberation on that organization’s proposal.

Section 11. Banquet Funding
The USG Projects Board shall have limitations on its funding for student group banquets. Banquets shall be open and publicized to all undergraduates regardless of group affiliation, but because banquets have limited seating, the Board shall only fund ½ of the per-person food cost of the banquet up to $7, after which point the remaining total will be paid either through event admission fees or the group’s own funds.

ARTICLE VI. POWERS AND RESPONSIBILITIES

Section 1. Eligible Organizations
The Student Group Projects Board will only review requests for funding from 541-account-holding student groups recognized by ODUS and the USG.

Section 2. Requesting Funds
Each organization that requests funding shall submit a formal application to the Student Group Projects Board, including a semester budget, a proposed itemized budget, and any such other
information as the Board may require. All applications shall be kept on file at the USG office, and shall be available for public review.

**Section 3. Primary Financier**

The Student Group Projects Board is to serve as one of the primary financiers for 541-account-holding student groups recognized by ODUS and the USG. The Board may distribute grants for single events, extended events, and publications as outlined in Article V.

**Section 4. Criteria for Funding**

The Student Group Projects Board, in deciding upon requests, shall consider in no particular order:

1. the availability of other funding sources
2. the number of proposed undergraduates attending
3. the current balance of the organization in relation to the event proposed
4. the cost effectiveness of the event
5. the quality of responses given during the Board’s inquiry
6. the diversity of the attendees
7. the definitional clarity of the objectives/ goals of the event
8. upcoming programming, events, or issues and
9. any other circumstances associated with the organization or event deem relevant by the Board.

Neither political nor religious ideology, nor an applicant’s age, gender, race, sexual orientation, nor creed shall affect decisions made by the Board.

**Section 5. Limitations on Funding**

The Student Group Projects Board may not fund senior theses or senior thesis productions of any sort. Instead, the Board shall refer such requests to the relevant administrators in the Dean of the College’s office. The Board may not fund off-campus events that are not easily accessible to students. Funding requests for on-campus conferences involving multiple colleges/universities will be considered, however.

**Section 6. Funding Caps**

The Student Group Projects Board will have the power to set funding caps, both in terms of the total amount granted for a single event and the total amount granted for particular budgeted items of a single event, such as advertising expenses or honorarium costs.
Section 7. Unused Funds
Any unused funds granted by the Student Group Projects Board for a particular event must be returned to the Board.

Section 8. Powers of the Senate
By petition of a majority of its voting members, the Senate may consider any funding request that the Student Group Projects Board has not approved.

Section 9. USG Senate Approval
The USG Senate has the power to review all grants exceeding $1000, and all grants this size or greater must come before the USG Senate at the meeting immediately following that of the Student Group Projects Board. The Senate, in considering a grant, has only the power to approve or deny that grant. It may not alter in any way the dollar amount of the grant. A majority vote of the Senate is needed to overturn all grants exceeding $1000.

ARTICLE VII. BUDGET
The Student Group Projects Board budget shall be established as a line-item in the USG budget, to be approved by the Senate as prescribed in the USG Constitution.

ARTICLE VIII. AMENDMENTS
This Charter may be amended or altered by a 2/3 vote of the USG Senate.

ARTICLE IX. CHARTER RATIFICATION
Upon a 2/3 vote of the USG Senate, this charter shall be considered established and operational. When this charter is enacted, the previous Projects Board charter will no longer have authority.

Amended on 4 March 2007