



## **Undergraduate Diversity Collaborative Finance Bylaws**

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#### **Section I: Purpose**

This document serves as the guide for the operations of the UDC Finance Committee and financial procedures for UDC member organizations.

#### **Section II: Stipulations For Receipt and Use of Funds**

##### **A. -Distribution of the Student Activities Fee**

1. Organizations that may apply for and receive funding from the Undergraduate Diversity Collaborative's allocated funds must be recognized as per the requirements in the constitution.

##### **B. Fundraised Account (Revenue Funds)**

1. Recognized organizations may have a fundraised account which will contain monies that can be used at the discretion of the group's executive board so long as it is for the organization's operations.

#### **Section III: Mass Funding Allocations**

##### **A. The UDC's semester Student Activities Fee (SAF) allocation shall be divided according to the following stipulations:**

1. At least 75% of the SAF allotment shall be allocated to member organizations.
2. Remaining funds can be dispersed for:
  - a. Rolling Funding pool
  - b. UDC programming and events
  - c. Overhead executive expenses for the semester

##### **B. Mass Funding Process**

1. Member organizations are to submit a semester budget to the VP of Finance who will also communicate the mode and date of submission.. The VP of Finance will organize and preside a closed mass funding allocation meeting with members of the Finance Committee, the Executive Board and incoming officers to review the budget requests.
  - a. Organizations that fail to submit budget requests by the designated date shall have their budget proposals reviewed after other organizations have been allocated funds.
2. The Mass Funding Allocation meeting will consist of the Finance Committee and the Executive Board to review budgets.
  - a. If a member of the Executive Board or Finance Committee



## Undergraduate Diversity Collaborative

is affiliated with a member organization requesting funds, that member must abstain from all deliberations and voting regarding said organization.

- b. The Finance Committee and Executive Board will consider the following factors in every decision made:
    - i. Current budget allocation
    - ii. Financial history and past use of funds
    - iii. Quality of the proposal
    - iv. Amount available to allocate
    - v. Both the magnitude of the benefit of the cost as well as the number of people who will benefit
  - c. All decisions will be made in accordance to the Funding Guidelines.
  - d. In the case that the sum of all member organization budgets are greater than the available funds, each organization will be subjected to multiple rounds of internal cuts . If these cuts do not reconcile the budget deficits, then the Executive Board shall retain the right to cut individual line items with a three-fourths majority vote until the budget is balanced.
  - e. The final budgets shall be presented to the Finance Committee and Executive Board. A two-thirds majority vote of these budgets is required in order for them to be approved and disbursed to the individual organizations.
3. Should an organization find fault with the funding allocated, they will have up to one week following budget results to request an appeal. The group must then present their budget and proposed amendments to the Finance Committee. A three-fifths majority vote of the Finance Committee is required to approve the proposed amendments.

### C. Reallocation

1. Should an organization wish to reallocate funds for an alternative use (non-funded items, etc.), a proposal must be submitted and approved by a two-thirds majority vote of the Finance Committee.
2. Failure to comply with this policy will result in sanctions against the organization, which include withholding, or withdrawal of funds allocated by the UDC. A two-thirds majority vote of the Executive Board is needed to implement sanctions on an organization.
3. Reallocation of funds must follow the Funding Guidelines

### D.



## Undergraduate Diversity Collaborative

- E. At the end of the semester, any unused funds shall be placed in the UDC rollover fund, unless a rollover request form is submitted prior to the final day of classes. The Finance Committee can approve rollover requests via a three-fifths majority vote. Rollover requests can only be made if the attendance policy has been met.

### Section IV: Rolling Funding

- A. During the academic year, the UDC Finance Committee will accept supplemental funding requests from the Rolling Funding budget. These requests are for costs not included in a member organization's semester mass funding allocation. UDC encourages collaboration in event planning among administrative offices, academic departments, and other student groups.
- B. Rolling funding request shall be the appropriate means of allocating funds for the following items: new annual events, capital purchases, and unforeseen costs that exceed mass funding allocations.
- C. The UDC Finance Committee will not hear requests during Winter Break. If an exception to this rule is absolutely urgent, a majority of the Board may decide to hear a request during the Break; provided, that a quorum be present and that the allocation be approved by the usual supermajority. However, groups should not expect any request made after the last regular meeting in the Fall semester to be heard prior to the first regular meeting in the Spring semester.
- D. Rolling Funding requests shall include the following information: the name of the group; a brief description of the event/purchase, a brief description of the costs of the event, activity, or purchase; and a line-item breakdown of the costs, including the total cost for each line item and a sum total of all costs.
- E. In order to better inform deliberation, a group may provide extra information, such as quotes, detailed descriptions of events or speakers, expense breakdowns of previous relevant events, and attempts to seek co-sponsorship.
- F. Requests must be submitted two weeks before the event and/or purchase unless it is for unforeseen costs.
- G. All Rolling Funding requests will be voted on the UDC Finance Committee with a supermajority vote.

### Section V: Responsibilities

- A. The Finance Committee:
  - 1. Must act in an unbiased and ethical fashion in regards to funding allocations and rolling funding request decisions.
  - 2. Must abide by all legal guidelines set forth by Case Western



## Undergraduate Diversity Collaborative

Reserve University for student organizations.

3. Must develop and maintain applications and records for:
  - a. Member organizations' semester funding allocations
  - b. Member organizations' rollover retention requests
  - c. Member organizations' fundraised money deposits
  - d. Member organizations' funding disbursement requests
4. Must select a secretary who will record minutes during the finance committee meeting
  - a. Minutes must be made available to the campus community

### B. Member Organizations:

1. Must comply with the Finance Committee should an audit be conducted.
2. Must provide financial documents upon request by the Executive Board or Finance Committee.
3. Must operate in an ethical and legal manner and will not seek to deceive or confuse the UDC in any fiscal matters.
4. Must follow university policies regarding finances
5. Must completely update their OrgSync finances at the end of the semester.
6. Must provide a balanced semester budget at the end of the semester. This shall include a summary of the organization's spending and generated revenue. Discrepancies, positive and negative, between expenditure and original allocations will need to be submitted for audit by the Finance Committee.

## Section VI: Amendments

- A. Only a supermajority, two-thirds, vote of the executive board and Diversity Leaders Round-table can ratify this document.