

The Yale Undergraduate Organizations Funding Committee Bylaws

As Approved by the Undergraduate Organizations Funding Committee on March 28, 2007.

The UOFC, a partner of the Yale College Council (YCC), is entrusted with the management and allocation of Yale College funds for undergraduate organizations. The UOFC is to review applications from such organizations and award these funds at its discretion within the bounds of these bylaws. The UOFC, as an organization with close ties to undergraduate organizations, is to facilitate communication between them and the administration. .

Article I: Meetings

Section A. Meeting Dates

- i. The UOFC shall meet at least four times per semester.
- ii. The schedule of meeting dates, and their corresponding application deadline dates, will be set by the Chair and made public no later than the third week of each semester. In the fall semester, these dates must be set before the UOFC Chair (selected in a campus wide election) and his selection committee initiates the member interview process

Section B. Meeting Procedure

- i. The meetings of the UOFC will be closed to all but its members and those invited to attend in the first section.
- ii. The meetings of the UOFC shall consist of three sections:
 - a. First Section: Interview of New Organization Officers and Applicants for Funding of Major Campus Events - In this portion, the UOFC members will gather information from organizations that under Article III, Section A.2 are required to send at least one officer to the UOFC meeting.
 1. During each interview, only the UOFC members and the organization officer(s) being interviewed shall be present. Other organization officers shall wait outside to be interviewed.
 2. The Chair shall ensure that the interview process proceeds in an equitable manner to all organizations.
 - b. Second Section: Discussion - In this portion, UOFC members will discuss topics on the agenda as set by the UOFC Chair, as well as the results of the first section of the meeting.
 1. During this portion, the UOFC may vote on topics such as policy, special expenditure of funds, and any matters related to its non-funding responsibilities.
 2. Voting in this portion will follow the rules outlined in Article I. Section C.
 - c. Third Section: Review of Applications - In this portion, the UOFC members will review all eligible funding applications turned in by that meeting's application submission deadline.
 1. Each application will be presented by the organization's UOFC member liaison. If the liaison is not present, the liaison's designee will present the application and the liaison's recommendation. If no designee was named, the UOFC Chair will present the application and the liaison's recommendation. The liaison's recommendation will include what action the Committee should take, and if he/she recommends that the application be accepted, he/she will also recommend a funding amount to be awarded.
 2. For each funding application, the UOFC may vote on several different items.
 - a) The first vote decides whether the application will be accepted or rejected.
 - b) An organization's application may not be rejected if its liaison member is not present.
 - c) If there is insufficient information, the committee may issue a decision pending receipt of the clarifying information, or may reject the application and have the applicant resubmit for the next funding deadline.
 - d) If the application is accepted, the committee will then entertain proposals for the amount of funding to be awarded in addition to the proposal from the liaison (or designee, or Chair), and vote on the final award.
 - e) The Committee's vote on an application is final and binding. However, an organization can re-apply after consulting with their liaison as to why certain decisions were made.

Section C. Voting

- i. Qualifications for voting
 - a. Each voting member of the UOFC shall have one vote on all questions and funding applications.
 - b. If a member of the UOFC is absent, one of the UOFC alternate members will be granted full voting rights for the duration of the absence. If two members are absent, then both alternates will be granted temporary voting rights.
 - c. If a member has a conflict of interest, then that member may not vote on the question at hand, nor will he/she be counted in the total number of members present when determining two-thirds majority.
- ii. Voting Procedure
 - a. A two-thirds majority of those voting is necessary to confirm the acceptance of any question, proposal, or application for funding by the UOFC.
 - b. The number of those voting includes all voting members present at a meeting, including those that vote for, against, or abstain from voting, and not including those who do not vote due to a conflict of interest.

- c. The Chair will only vote if his/her vote will make a difference (i.e. only if the affirmative is lacking one vote to gain a two-thirds majority).
- d. In the interest of confidentiality, no vote count, nor any individual's vote, shall be recorded by the Secretary. Only the final decision shall be recorded.

Section D. Parliamentary Procedure

- i. The default meeting operation will follow Robert's Rules of Order, where applicable.
- ii. Any changes to meeting procedure not outlined in these bylaws will be left to the discretion of the Chair.

Section E. Changes to the UOFC Bylaws

- i. First, the UOFC will consider any changes to its by laws. All proposed changes will require a two-thirds majority for approval.
- ii. Secondly, the UOFC Chair will obtain ratification from the CUO before enacting the new laws. If the CUO meeting does not convene for any reason at the end of the year, the proposed changes will come into temporary effect immediately and will become permanent once the meeting takes place.

Article II: Funding Guidelines

Section A. UOFC Funding Requirements

- i. The UOFC will only review applications that include all expenses and income sources connected to all events in the semester in which the organization applies. The only exception to this rule is applications for funding of major campus events, where the organization may submit all expenses and income sources connected only to that particular event.
- ii. Before any reimbursements in a particular application may be considered, all relevant receipts must be turned in to the UOFC. All other receipts must be submitted in accordance with the UOFC's receipt policy, outlined in Article III, Section B.
- iii. In determining the possible acceptance of an application or proposal, the UOFC shall consider the following factors in no particular order:
 - a. The activity or event under consideration must be open to the entire Yale community.
 - b. The activity or event under consideration must benefit/impact the Yale community as a whole and undergraduates in particular.
 - c. The UOFC will give preference to events that serve as an educational or cultural supplement to the normal university curriculum.
 - d. The UOFC will consider the definitional clarity of the objectives/goals of the event.
 - e. Events taking place on campus will receive priority in funding over off-campus events.
 - f. The organization must show that expenses are being kept to a minimum.
 - g. The organization must show that it has searched for alternate sources of funding and document that income.
 - h. The UOFC will not fund organizations that do not show need.

Section B. Maximum Funding Levels

- i. There shall be a \$600 funding limit per semester per organization unless the committee considers the organization's event(s) to be a major campus event(s).
- ii. The UOFC may award up to \$600 in the fall term for a large event projected to take place in the Spring Term, for which it may also apply for an additional \$600 in the Spring. There are no retroactive Spring Term awards for Fall Term expenses. In addition, the committee may award \$1200 to an organization with a large event in the Fall with the stipulation that they will not be allowed to request funding in the Spring.
- iii.

Section C. Restrictions and Exceptions

- i. There shall be a \$300 funding limit per budget expense category, unless a unanimous vote by the UOFC overturns this restriction on a case-by-case basis.
- ii. There shall be a \$50 funding limit per semester for food and refreshments. Exceptions may be made for events in which food is an integral part.
- iii. Publishing costs can be funded.
- iv. Guest transportation costs within the Boston-Washington corridor will be funded at Amtrak or Metro-North train rates, even if the guest travels by plane. From other destinations, plane travel may be funded up to the \$300 limit.
- v. Guest housing costs will be funded at current residential college guest suite rates only.
- vi. Guest meals will be funded at university dining hall rates only.
- vii. Uniforms, clothing, costumes, props, and other types of capital expenses may only be funded if such items remain with the organization from year to year. The UOFC must receive written proof of storage arrangements in a university space before it will award funds for such purchases, including a letter from the Yale administrator or other official in charge of the storage space to be used.

Section D. Expenses Not Funded by the UOFC

- i. No student travel may be funded by the UOFC.
- ii. Prizes, in any form, may not be funded by the UOFC.
- iii. The UOFC will not fund website hosting or development fees. Exceptions will be made when a particular aspect of a website can only be developed with the assistance of an outside agent.
- iv. The UOFC will not fund publicity giveaways, as these items do not remain in the ownership of the organization.
- v. The UOFC will not fund honoraria for guest speakers, guest instructors, or other guests of any kind.

Section E. First-Year Organizations

- i. For the first year of operation, new organizations may only receive up to \$300 in funding per semester, unless a unanimous vote from the Committee overturns this restriction. This first-year limit serves several purposes, including:
 - a. Encouraging a new organization to hold fundraisers, which increases awareness of that organization and builds the organization's sustainability
 - b. Ensuring careful and responsible use of UOFC funds.
- ii. In the first year of operation, new organizations may not receive more than \$100 in funding for capital equipment.
- iii. An organization that applies for and receives UOFC funding in their first semester of operation, and then again applies for funding the next semester, may be funded at up to the \$600 limit in this second semester if the organization can provide evidence that they used the UOFC funds awarded to them in their first semester in a manner consistent with the budget they set forth in their application and interview.

Article III: Eligibility for Funding

Section A. Funds Provided through the Yale College Dean's Office

- i. Eligible organizations must be registered and in good standing with the YCDO. All organizations registered in the previous academic year are eligible for funding at the first meeting and only the first meeting of the UOFC.
- ii. An organization that is applying for funding for the first time, that has not applied for funding in the two previous academic years, or that is applying for funding of a major campus event must send at least one officer to a meeting of the UOFC to be interviewed before it can be considered for funding, unless the UOFC votes to grant it an exemption. The purpose of this interview is threefold:
 - a. To verify the legitimacy and membership of the newly created organization
 - b. To gather information that will assist the committee in reviewing the organization's application(s) for funding.
 - c. To familiarize the new organization's officers with the UOFC process
- iii. Organizations that receive funding for events must acknowledge the UOFC in its programs or other printed material.
- iv. The ideology of an organization will never be a factor in determining its eligibility for funding.

Section B. Receipt Policy

- i. All organizations applying for (YCDO or any alternate) funding through the UOFC must comply with the UOFC's receipt policy.
- ii. Before reimbursements may be considered, all relevant receipts must be turned in to the UOFC.
- iii. Any expenses anticipated at the time of application submission that the UOFC funds must be substantiated with receipts before the end of the semester in which the application is submitted.
- iv. Any organization that fails to substantiate its total UOFC funding award amount with receipts and then does not return its unsubstantiated funds loses its eligibility for funding for the subsequent semester.

Section C. Additional Sources of Funding

- i. If additional funding is granted to the UOFC from alternate sources, this money will be allocated following the stipulations of the funding source.
- ii. Should any of these alternate sources of funding become a permanent part of the UOFC budget, guidelines for funding eligibility must be added to this document.

ARTICLE IV. Non-Funding Powers and Responsibilities

Section A. Auditing Organizations

- i. Responsibility

The UOFC has the responsibility of reviewing the financial information of each organization to which it allocates funding in order to ensure proper use of funds. Each semester, the UOFC members shall review the awards granted by the Committee to their liaison organizations, and the receipts submitted by these organizations, and verify that these are in agreement. If the organization has not spent its awarded funds according to the Committee's direction, the liaison member will bring this to the attention of the Committee.
- ii. Power

The UOFC may take action against groups that have not spent their UOFC-awarded funds in the manner outlined in their application or that have failed to comply with the UOFC receipt policy. Such action may include a demand for reimbursement, making the organization ineligible for funding by the Committee the following semester(s) and/or bringing the matter to the attention of the YCDO.

Section B. The Acquisition of Capital Equipment

- i. The UOFC is free to use a portion of its funds, never to exceed 10% of its annual allocation from the Dean's Office, to purchase capital equipment.
- ii. The UOFC will recommend items to be purchased, which will be procured, stored and managed by the YCDO. These items will be made available for all registered undergraduate organizations for a minimal fee or deposit. The UOFC will assist the YCDO in advertising the availability of these items to the student body.
- iii. When purchasing equipment, the Committee shall consider the number of organization(s) that will benefit.

Section C. Referring Requests for Funding

Due to the UOFC's limited funds and caps on allocations, it may find that a group applying for funding needs more than the Committee is able to provide. In such a case, a group may request that the UOFC assist it in acquiring funds from other sources. Apart from providing information on alternate funding sources, the UOFC may also choose to actively recommend a deserving and needy group to other organizations that distribute funds.

Section D. Maintaining and Improving Guide for Undergraduate Organizations

The UOFC, led by the UOFC chair, will continually update and improve its Guide for Undergraduate Organizations. This guide includes such sections as funding source guidelines, registration procedures, frequently asked questions, and others, and will feature both online and printed versions.

Section E. Facilitating Communication

- i. Communication between the YCC and the UOFC
The UOFC and the YCC will both assign a liaison to each other. The appointed liaisons will meet at least four times a semester to exchange information that can help improve the coordination between the two groups.
- ii. Communication between the YCDO and undergraduate organizations
The UOFC will collect the concerns and suggestions of undergraduate organizations regarding their relationship with the administration and will relay these to the Dean's Office.

Article VII: Budget

Section A. Procedure for Setting the YCDO-Funded Budget

- i. The procedure for establishing the budget for the UOFC year must conclude by the time the previous UOFC Chair leaves office.
- ii. The procedure for establishing the annual YCDO-funded budget is as follows:
 - a. The UOFC Chair, through his/her regular meetings with the Dean's Office, will discuss the next year's budget. He/she must, with approval of the UOFC, produce a recommendation for the next year's budget based on funding patterns of the current and previous years, the advice of the administration, and input from student groups.
 - b. .
- iii. The Dean's Office has the final authority in determining the amount it contributes to the UOFC's budget.

Section B. Procedure for Unused UOFC Funding

- i. If the money allotted for a UOFC year is not fully consumed by the end of the last regular meeting, an additional meeting before the end of the academic year must be called by the Chair. This meeting must be fully publicized and will be open to all eligible organizations. The Committee will aim to consume the rest of its funding for that academic year at the additional meeting.
- ii. Any unused money after the additional meeting must be returned to the respective funding sources.

Section C. Limited Funds Allocation

If the UOFC nears the end of its available funds, it will determine an impartial and equitable manner by which to reduce allocations to each accepted group in order to remain within budget.