**Funding Board Mission Statement and Bylaws (2024-2025)**

***Mission Statement***

The mission of the Beloit Student Government Funding Board is to allocate the Student Activity Fee equitably, responsibly, and transparently. The Funding Board exists to enrich students' college experience both on and off campus and to fund projects that benefit the campus and the community. The Funding Board aims to foster an environment where opportunities are made financially accessible to all students regardless of identity, race, gender, or class, allowing them to pursue their academic and extracurricular interests.

**Bylaws:**

* + 1. **Membership (9)**
       1. Term Length: Members are selected by the Funding Board Director, BSG President, and BSG Advisor at the start of every semester through an open application process. Each member serves one semester. If a member wants to continue on the board from Fall to Spring Semester, preference will be given to their application as long as they have committed no misconduct.
       2. Grounds for Impeachment:
          1. Violation of Confidentiality: Sharing confidential information discussed during closed-door meetings or executive sessions can lead to impeachment
          2. Violation of Bylaws: Members who knowingly violate the governing documents may face impeachment
          3. Repeated absences or neglect of duties: any no-call-no-show to any regular Funding Board meeting is grounds for removal from the board. Members may not miss (without notice) or be late to, more than three meetings per semester.
          4. Unprofessional Conduct: Behaviors including harassment, bullying, or disrespectful communication can be grounds for impeachment

Any member of the Funding Board may initiate an impeachment by submitting a written complaint, specifying the alleged violations(s) committed by the accused member, to the BSG’s President. The impeached member may appeal the decision to the BSG Advisor and the process must be fair and impartial.

* + - 1. Limitations to Funding Board Access
         1. Funding Board Member, BSG President, Vice President, Communications Director, and COO Director.

May present in cases of individual proposals (conferences and academic trips), but not club, organization, or group projects.

Shall assume the role of a presenter and lose membership privileges, including voting rights, during the presentation, discussion, and decision-making process regarding their proposal.

Shall leave room for the discussion and deliberation of the proposal.

All votes will be cast by email to the Director and will not be made public by name.

* + - * 1. Funding Board Director

May present in cases of individual proposals (conferences and academic trips), but not club, organization, or group projects.

The BSG Vice President shall act as Director for that meeting.

Shall assume the role of a presenter and lose membership privileges, including voting rights, during the presentation, discussion, and decision-making process regarding their proposal.

Shall leave room for the discussion and deliberation of the proposal.

All votes will be cast by email to the Vice President and will not be made public by name.

* + 1. **Duties** 
       1. To vote on proposals brought before the board and approve the full student activities budget in the spring. Vote on any other business brought before the board.
       2. To oversee the annual Club Budget renewal process done by the COO Budget Committee.
       3. If there is less than a quorum present before or after people abstain from voting, the proposal will go before the COO Assembly.
    2. **Limitations on the Student Activity Fee**
       1. People cannot be charged to go to an event funded by the Student Activity Fee.
       2. Funds allocated by the Funding Board for individuals must be spent during the Academic Year and before commencement. For Clubs and Organizations, funds given by the COO Budget Committee must be spent during the Fiscal Year that they were approved for.
       3. The Student Activity Fee will not be used to pay for any souvenirs.
       4. $500.00 per semester will be held as a hard cap for each individual This will include costs of hotel stays ($150 per night), flight tickets (only local), meals ($15 per meal), and emergency funds. In case of emergency, a student can request additional funding for unforeseen circumstances by reaching out to the Funding Board Director. The director may approve this request based on the merit of the individual case.
       5. There is no limit to the number of proposals an individual can make to the Funding Board as long as they do not exhaust their per-semester limit.
       6. For clubs, food is soft-capped at $250 and merch at $20 per club member per semester.
       7. Clubs can present a budget twice a semester.
       8. The Student Activity Fee cannot be used to fund projects that earn a student academic credit.
       9. The Student Activity Fee cannot be used to fund Greek life, honor societies, or any organization that has its source of funding.
       10. The caps shall be revised and approved at the start of every new semester by the Funding Board to consider inflation changes.
    3. **Meeting Procedures**
       1. A quorum will be defined by four (4) voting members of the board present at a meeting. If having less than the quorum, any member of the BSG Executive Committee (BSG President, Vice President, COO Director, Funding Board Director, and Communications Director) may vote.
       2. An online or private voting will be conducted if the director foresees any bias or external influence on the Funding Board member's decision that might lead to unfair funding allocation.
       3. Meetings will be held weekly in person at the time and location selected by the director for the whole term.
       4. With a lack of any proposals submitted by Saturday at 11:59 pm, the next meeting will be canceled.
       5. The Funding Board does not meet during Midterms, Fall Break, Thanksgiving Break, Winter Break, Spring Break, Final Exams, and Summer Break.
       6. The Funding Board will not operate or have a scheduled meeting if the college decides classes are canceled for any reason that day (such as weather).
    4. **Proposal Requirements**
       1. Proposals must be presented at least two weeks in advance of funds being necessary.
          1. Proposals not presented two weeks in advance of funds being necessary may not be able to have funds made available by meeting with the SEAL Director to use the credit card and will have to use the [Reimbursement Form](https://docs.google.com/forms/d/1-6E6k58O4kERrb7LdYfbjl4YndiHiF9EjYDu13X1J3s/edit).
       2. No more than three proposals may be heard in a single session.
          1. If a proposal is proposed within two weeks of the funds being necessary but may not be heard until the following meeting, the proposal may be voted on by the COO Representatives.
          2. One proposal will consist of three parts: a 10-minute max presentation, five minutes for questions, and five minutes for discussion and vote by the board.
       3. All proposals are due by Saturday at 11:59 pm to be heard at the following meeting.
       4. All presentations are due to [bsgfundingboard@beloit.edu](mailto:bsgfundingboard@beloit.edu) at 7:00 pm to be heard at the meeting later that night.
       5. Funding Board bylaws must be reviewed before every semester in the first official meeting.
       6. The Funding Board Director must update the [Funding Board Proposal Form](https://docs.google.com/forms/d/e/1FAIpQLSdFjGzqBpFshCgqAMvWJ1MtcPw8Zlp8eLhAnUg7QtATq41B6g/viewform?usp=sf_link) and [Post Event Assessment Form](https://docs.google.com/forms/d/e/1FAIpQLSdig_OsKOjj6ZKHKvDNe04ogY1Ac9jj6N4xSAsNOThAtPiDNg/viewform?usp=sf_link) before the beginning of the Fall Semester and be open to responses.
       7. Students may not be charged a fee for attending any event or programming funded by the Funding Board.
       8. Off-campus trip/event/project proposals must have a clear plan to hold an in-person or recorded presentation summarizing the experience. Evidence of this plan being carried out must be provided to the board.
       9. Any changes made to proposals after approval from the Funding Board REQUIRES a re-proposal. Failure to re-propose will result in funding being rescinded.
       10. Any proposal funded by the Funding Board, including Club/Organization budgets, will not be reimbursed above their approved amount by the Office of Student Engagement and Leadership. If this happens, clubs/Organizations and individuals will be asked to submit a Funding Board proposal via the [Funding Board Proposal Form](https://docs.google.com/forms/d/e/1FAIpQLSdFjGzqBpFshCgqAMvWJ1MtcPw8Zlp8eLhAnUg7QtATq41B6g/viewform?usp=sf_link) to have their spending above the approved amount be considered for reimbursement.
       11. Any club/organization that fails to appear before the COO Budget Committee, and presents a budget greater than $8,000 to the Funding Board will only be funded semester-wise. Additionally, Clubs that come to the Funding Board may face penalties or budget cuts after consultation with the COO Director.
       12. Any approved proposal or budget must report back to the board the number of people in attendance via the [Post Event Assessment Form](https://docs.google.com/forms/d/e/1FAIpQLSdig_OsKOjj6ZKHKvDNe04ogY1Ac9jj6N4xSAsNOThAtPiDNg/viewform?usp=sf_link) within 10 days following the event or at the end of the semester for Club/Organization Budgets.
           1. If this does not occur, Clubs/Organizations will incur a deduction of 10% on their budget proposal for the next COO Budget cycle and individuals will be barred from accessing the Funding Board for a semester. In the event of extenuating circumstances, a formal letter must be drafted to the BSG Advisor, President, and Funding Board Director, this will then be considered at the BSG Executive Meeting.
    5. Budget Review Process: At the end of every academic year, SEAL will propose the combined budget of all clubs and organizations for the following academic year. Funding Board will review, and if necessary, amend this budget (with the consent and approval of the COO budget committee) and add any additional groups or projects funded with student activities fees (ex: SEAL, Rocky Horror). Once the full student activity fees budget is penned, the Funding Board must have a formal vote to pass it.

**\*\*ByLaws approved by a majority vote in the BSG TownHall on March 26, 2024.\*\***