

Webster University
Student Grant Fund Committee By-Laws

Article I
Organization

Section 1: The Student Grant Fund Committee of the Webster University Government Association, herein referred to as SGFC, shall perform all duties as assigned to it by the Webster University Student Government Constitution and the Student Government Executive Board.

Section 2: The SGFC shall consist of the SGA Vice-President and at least three other members of the SGA as appointed by the SGA President pursuant to Article V Section 1 of the SGA Constitution.

Section 3: The SGA Vice-President shall chair meetings pursuant to Article V Section 2 of the SGA Constitution.

Section 4: The SGFC shall hold regular bi-monthly meetings and others as necessary during Fall and Spring semester.

Article II
Duties and Responsibilities of SGFC

Section 1: SGFC shall allocate SGFC monies assigned to it.

Section 2: Criteria for allocations come from in order: the SGA Constitution, SGFC by-laws, and precedent opinion.

Section 3: A quorum shall consist of half of the members plus one. A quorum is required for all voting matters.

Article III
Guidelines for SGFC Requests

Section 1: Students must submit their grant request to the SGA Vice-President no later than four weeks prior to the actual event. Exceptions will be granted by the committee on a case by case basis. Groups submitting requests less than four weeks prior to the event should not expect reimbursements of expenses upon return unless otherwise warranted by the committee.

Section 2: A representative among the applicants must be present at the SGFC meeting during which the proposal is assessed. If the proposal is passed, that same representative must be present at the following SGA general meeting; at which time the SGA general body will vote on it. If that same representative can not attend the SGA general meeting, he/she must provide the name of an alternate at the initial SGFC meeting.

Section 3: The SGFC shall vote on all completed request and may adjust the amount requested, and/or make stipulations to the request.

Section 4: Positive votes by the SGFC shall be forwarded to the SGA as recommendations with the aforesaid stipulations.

Section 5: SGFC members requesting funds shall not be able to vote on their own requests must abstain.

Section 6: The SGFC shall be responsible for reviewing all receipts that the people receiving funds turned in within two weeks following the workshop/conference, and the SGFC will see that all accounts are in order.

Article IV

Criteria for SGF Requests

Section 1: Students are permitted one SGF allocation per semester. Requests must be turned in using the appropriate forms available in the Student Leadership Center, the Student Organization Handbook, and online at the SGA website: www.webster.edu/sga.

Section 2: Requests are limited to \$250 per individual or \$1500 per group traveling to the same workshop/ conference.

Section 3: Maximum limits of requests per person:

Up to \$125 per person will be provided for transportation.

Up to \$75 per person per night for lodging. *No hotel expenses will be covered within a 40-mile radius of the Webster Groves campus.*

Up to \$20 per day per person will be provided for food.

No rules govern conference registration fees, expect that the total per request must not exceed \$250.

Section 4: Items specifically not covered by requested funds:

Phone charges

Room damages

Late fees

Alcohol

Candy

Section 5: SGFC shall not allocate requests for activities in which school credit is gained.

Article V

Granted Funds

Section 1: Students whose requests have been approved by the SGA will receive funding through the University Center and the Student Activities office.

Section 2: All receipts for items must be saved and turned into the SGFC upon return.

Section 3: Upon return recipients must present an oral or written report to a regular SGA meeting. If this requirement is not met, all recipients will be ineligible for any further SGF allocations.

Section 4: Any misuse of funds will result in the students being held accountable for such funds.

Article VI Amendments

Section 1: All amendments to the by-laws must be approved by a majority vote of the SGA voting body.