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| Resolution # | 76 |
| Originally Presented On | 4/22/2010 |
| Sponsor(s) | Chris Basil |
| Subject of Resolution | Appendix A Changes |
| Type of Resolution | Legislation |
| Status/Result | |

Whereas, the Vice President for Finance is charged with presenting new By-Line Funding rules to the Student Assembly,

Whereas, with the current By-Line Funding cycle recently concluded, it is prudent to incorporate this experience into the rules for the next funding cycle.

Be it therefore resolved that the Assembly adopt the following amendments to the Appendix A rules governing By-Line Funding:

IV. Procedure

A. Application

1. The Office of the Assemblies shall make application materials available for all interested applicants by noon on the first business day in February of the academic year preceding the fee-setting year.
2. By noon on April 25 or the first business day thereafter in the semester preceding a fee-setting year, each applicant must submit, using forms provided by the Office of the Assemblies, a preliminary application including:
 - name of applicant,
 - ~~a preliminary amount of~~ request in dollars per student per year,
 - checklist statement regarding eligibility criteria,
 - current primary and secondary contacts including email and phone contact information for the organization, and,
 - if a new applicant, petitions bearing the signature of fifteen hundred (1500) undergraduate students registered in that semester.
3. At least one week before the deadline for final application submission, the Vice President for Finance shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants
 - the Vice President for Finance shall review each applicant's application and approve the detail of each applicant's financial statements.

- applicants shall notify the Vice President for Finance if their final request will differ from their preliminary request.

3.4. By noon on Friday of the third week in which classes are held in a fee setting year, each applicant must submit in print and digitally in a single file, using forms provided by the Office of the Assemblies, a final application including:

- mission statement, ~~charter, and bylaws~~ of the organization or program, not to exceed one page
- written organization profile, not to exceed three pages, including:
 - officers,
 - number of members,
 - ~~history, and~~
 - description of activities, programming, and events conducted in the present cycle.
- summary of request for funding, not to exceed two pages, including a final funding request, and describing how the applicant intends to use funding and summarizing any changes if the applicant is a returning applicant.
- financial statements for the past two academic years, ~~and the~~ current academic year, not to exceed ten pages, and financial projections for the two years during the funding cycle, ~~not to exceed five pages,~~
 - -a print-out of the University Web Financials Reporting System shall not be considered sufficient.
 - an analysis of the current academic year's financial statements showing hypothetical spending on each budget item in an organization's financial statements if the organization received 10%, 25%, and 35% less funding than its current allocation.
 - this requirement shall not apply to Club Insurance, the Collegiate Readership Program, and Students Helping Students.

4.5. Applicants may submit materials in excess of specified numbers of pages only with written permission by the Vice President for Finance.

5.6. The Office of the Assemblies will make received application materials available for public viewing online. Any pages containing confidential information must be explicitly stamped "confidential" and clearly identified to distinguish them from the publicly viewable portion of the application.

B. Preliminary Report by Appropriations Committee

2. Before the deadline for final applications, the Vice President for Finance ~~Appropriations Committee~~ will report to the Assembly on the eligibility of each applicant, identifying:
 - any new applicants that do not meet one or more eligibility criteria, and
 - any returning applicants that do not meet one or more eligibility criteria which the Assembly may not waive.

C. Appropriation Process

3. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice President of Finance will introduce a written report, ~~not to exceed a page~~ for each applicant, including:
 - name of applicant,
 - ~~names of committee members present,~~
 - ~~names of applicant representatives present,~~
 - amount requested by applicant,
 - amount of allocation recommended by committee,
 - rationale explaining committee's recommendation, and
 - a brief response from the applicant, including any request to appeal to the Assembly. The Vice President of Finance may set a deadline for the applicant to submit a response, provided the deadline is no less than one business day after the applicant receives notice of the committee's decision.

- ~~8.~~—The committee will submit its final recommendation, including individual allocations, to the Assembly in the form of a legislative resolution at least two weeks before the end of the fall semester. ~~before the first business day in November of the fee setting year.~~

Respectfully Submitted,

Christopher Basil
Vice President for Finance