



Rochester Institute of Technology

Greek Finance Committee Bylaws

Last Finalized: 02/12/2020

1. Preamble

- a. The Student Government (SG) Greek Finance Committee is a student run body who allocates additional funding to the members of the Fraternity and Sorority Life community at RIT. The committee provides a fair and simple means for members to request funds for chapter and/or use in leadership development, philanthropic and community service events, conferences and events that will better the RIT community. The money used to award funding to members is comprised of the student activity fees paid by RIT students. As such, receiving funding from the Greek Finance Committee is a privilege and should be viewed as such. No group is guaranteed funding and any award amount may fluctuate from year to year as the SG administration and budgetary constraints change.

2. Procedure

a. Membership

- i. Voting membership will consist of the President and Vice President of Finance of each Greek Council (MGC, CPC and IFC).
- ii. If the Vice President of Finance and/or President of a council is unable to attend a greek finance committee meeting, another representative from that council's executive board must attend in their place.
- iii. The Student Government Greek Senator will serve as committee chairman and will vote only to break a tie. The Student Government Greek Senator is to remain an unbiased party.
- iv. The Student Government Director of Finance and the Associate Director for Student Engagement will serve as unbiased non-voting committee members as well.
- v. In the instance that the Greek Senator cannot attend a committee meeting, the Director of Finance will chair the committee. If neither can attend, the committee meeting for that date will be cancelled and all members will be notified.

b. Meeting Times

- i. Meetings will be held weekly but may be cancelled if no requests are received before the request due date.
 1. For requests under \$500, only the Greek Senator will attend the meeting unless stated otherwise.
- ii. The Student Government Greek Senator is responsible for coordinating the committee meeting location, time and agenda every semester. It is recommended that the Greek Senator reserves a room for the semester at

the start of the semester for a weekly day and time even if it is not guaranteed that the committee will meet every week.

- iii. Once a weekly meeting time has been established, the Greek Senator is responsible for notifying the SG Director of Finance, Associate Director for Student Engagement, and the voting members.
- iv. Meeting agendas should be sent to the Student Government Director of Finance, Associate Director for Student Engagement and the committee voting members at least 24 hours before the committee meeting.
- v. Quorum shall be 75% of the committee's voting members and must be held for all votes.
 - 1. A council that presents to the committee will abstain from the vote for their own request.

c. Meeting Structure

- i. Prior to the Greek Finance Committee meeting, all requesters will be sent invitations to present. All accepted invitations will appear on the Greek Finance Committee agenda.
- ii. The Greek Finance Committee adheres to Robert's Rules of Order. Meeting is called to order and attendance is taken.
- iii. The requesting organization will be given a few minutes to briefly identify their request, its purpose, and its benefit to themselves and the RIT community.
 - 1. Elaborate presentations are not required and should be kept short.
- iv. Following the organization's presentation, the floor is then open to members of the committee to ask questions regarding any aspect of the proposal, activity or group.
- v. After all questions have been addressed, the requesting group is dismissed.
- vi. The floor is then open to discussion and once the discussion has concluded, the Greek Finance Committee will vote on a dollar amount for the activity, the items the funds may be spent on and any stipulations of an award.

3. Requests

a. Requesting Funds

- i. The Student Government Greek Finance Committee will hear requests for additional funding from the Office of Fraternity and Sorority life recognized social Greek organizations, their respective councils at RIT and the greek senator.

- ii. Organizations must be in good standing with their council, the Office of Fraternity and Sorority Life, and the Center for Student Conduct.
- iii. Requests must be made on behalf of a chapter or organization of chapters. Individual members may not request funds without the consent of their chapter.
- iv. If the request is \$500 or less, the award can be determined by the Greek Senator with approval of the Student Government Director of Finance.
 - 1. If the request is more than \$500, the organization must present their request to the Greek Finance Committee.
 - 2. The committee may still hear requests under \$500 if deemed necessary by the Greek Senator, the Director of Finance, or the Associate Director for Fraternity and Sorority Life.
- v. The organization must be notified at least 24 hours in advance of the time and place of the meeting of the Finance Committee.
- vi. If two or more governing councils make a joint request, the request will be heard by the Student Government Finance Committee. The meeting will follow standard Finance Committee procedures with guidance from the Greek Senator. The Associate Director for Fraternity and Sorority Life, or their designee, will attend this meeting.

b. Request Procedure

- i. Requests must be submitted using the form available on the Student Government website.
 - 1. Once the form is completed, the Greek senator will look over the information and may ask the requester additional questions or for additional information.
 - 2. Once a request is complete, the request will be added to the next available week's agenda and the Greek Finance Committee will be formally notified about where and when the meeting will take place.
 - 3. Any requests that are deemed incomplete will not be added to the next meeting's agenda and the requester will be notified to complete their request.
- ii. The requester will be notified of the time in which they will come to present to either the Greek Senator or the entire committee.
- iii. After the presentation, the committee will then discuss and vote on deciding the amount to award, if any.

c. Request Restrictions

- a. Requests cannot be made for the purchase of any alcohol or any other substances known to be illegal or prohibited by the Rochester Institute of Technology.
- b. Requests cannot be made for the same event twice in one year.
- c. Requests cannot be made for private chapter formals, chapter founding day dinners or banquet events.
- d. Requests cannot be made to fund chapter operations such as insurance, dues, initiation fees, etc.
- e. Requests cannot be used to pay for tax on a reimbursement.
- f. Requests cannot be used to pay for the reimbursement of any non-RIT student, alumni, advisors, faculty or staff.

4. Policies & Requirements

a. Types of Requests

- i. On campus events open to students, faculty and/or staff that raise cultural awareness, provide education, or involve the Rochester Community and alumni or late night programs.
- ii. Other on campus events that are open to everyone.
- iii. Off campus events.
- iv. Other expenses (registration fees for conferences, one time purchases, supplies, etc.) (non-budget items).
- v. Travel for conventions, conferences, development event, or panels.
- vi. Anything not listed above is at the discretion of the Greek Senator when a request is submitted.

b. Travel

- i. Travel for personal or professional enrichment, academic development, recreation, alumni relations, soliciting donations, or job networking are not considered appropriate requests for funding.
- ii. Travel funds will only be awarded when an organization or individual is representing RIT directly.
 1. This includes, but is not limited to, national or regional conventions, national or regional retreats and national or regional conferences.
 2. Funding under these circumstances is restricted to the individuals engaged in the activity or the minimum number of people required to attend.
 3. The Greek Finance Committee shall not award any funding for non RIT-students, advisors, alumni, faculty, or staff.

- iii. Due to the expensive nature of travel and the removal of funds from the RIT campus, any funding awarded for travel will be limited to no more than 50% of the total expenses.
 - 1. In addition, the Greek Finance Committee may award funding for airfare but not in excess of 50% of the ticket per student. Priority will be given to fund the students engaged in presenting or representing RIT.
 - 2. The Greek Finance Committee will fund travel in personal and rental vehicles in accordance with university policy. This may cover gas but will not cover the “wear and tear” costs of the vehicle.
- c. **Food**
 - i. No more than \$200 will be awarded for any food by the Greek Finance Committee for an event that is not catered by RIT Catering.
 - 1. The food provider, food and its preparation must be RIT approved by RIT Food Service through Event Registration.
 - 2. If food is being served at an event attendees are charged to enter, the food must be professionally prepared.
 - 3. Cultural food cannot be used as a social aspect for an event. It must contribute to the awareness of the culture.
- d. **Guest Speakers, Artists, Performers**
 - i. Any organization wishing to bring in guest speakers, artists, or performers must register their event and complete the contract request form through Event Registration.
 - ii. Proper contract and tax forms (W-9) must be processed by the Center for Campus Life prior to awarding any funding.
 - iii. Traveling expenses incurred by the performer/speaker/artist on their trip to RIT and back may not be covered by the Greek Finance Committee.
- e. **T-Shirts, Uniforms, Giveaways, Gifts, Prizes, Personal Items, etc.**
 - i. The Greek Finance Committee does not fund for uniforms for any organization.
 - ii. Funding shall not be awarded to any organization for T-shirt purchases. T-shirt purchases used for personal use or personal property cannot be funded.
 - iii. Funding can be given for giveaways, gifts or prizes, but is not encouraged.
 - 1. The committee shall not award more than \$300.00 in funding for giveaways, gifts, or prizes.

2. Gift Given Forms are required for all gift card purchases, items costing \$25.00 or more or personalized items costing \$50.00 or more. The Campus Life finance team can be contacted for any questions related to this.
3. Cash prizes are prohibited to any Center for Campus Life organization including Clubs, Major Student Organizations, and any other affiliated organizations.
4. No award shall be given out to an organization where the funds will be used to buy items for a member's personal use or for future personal property.

f. Equipment or Material Purchases

- i. Any organization requesting funding for equipment or materials must have space on campus to store the items.
 1. Personal apartments or dorm rooms are not approved storage locations. Organizations found to be storing materials at these locations will be subject to disciplinary administrative action for the organization through the Center for Campus Life.
 2. Any equipment or material purchase may be postponed if it is deemed that Public Safety, Risk Management, or another responsible organization needs to be involved with the request.

g. Charity & Philanthropy Events

- i. The committee is unable to donate money directly to a charity organization or award funding for costs directly associated with a donation.

5. Awards

a. General

- i. After the committee meeting, the Greek Senator will record each organization's award amount and stipulations. In the case of a request denial, the reasons for the decision will be recorded with substantiation from these policies.
- ii. Within two business days, the Greek Senator will send out award or denial notice to each of the requesting organizations and any other advisor or organization who needs to be informed of the verdict.
- iii. The award letters have specific instructions, deadlines, and stipulations in them and should be read thoroughly.
- iv. When claiming the award, the recipient should have all required documentation prepared for the financial staff of Center for Campus Life.

- v. Any organization failing to claim their award and provide proper documentation to the Center for Campus Life financial staff by the due date may lose their award and have to reapply. Funding may be denied or significantly reduced the second time if this occurs.
- vi. The Center for Campus Life may postpone or hold an award given by the committee if circumstances arise that require action. The award will be processed after they release the hold.

b. Stipulations & Restrictions

- i. Any event that uses funds awarded from the Greek Finance Committee can not charge RIT students
 - 1. A group may charge if the funds only cover RIT services. (RIT Food Services, Tech Crew, Public Safety, Brick City Catering etc)
 - a. The event must be for a philanthropic/charitable purpose and cannot be fundraising for the group.
 - b. The committee may dictate how much the organization can charge for the event
 - c. Proof of donation after the event must be presented to the committee if applicable
- ii. Awards may come with extra stipulations or restrictions that the committee sees fit.
- iii. Any organization found not following the stipulations or restrictions of the request will be subject to punishment by the Office of Sorority & Fraternity Life.

6. Appeals

- a. Appeals can be made if an organization is not satisfied with their initial award amount or denial.
 - i. Appeals must be submitted to the Greek Senator via email no later than a week after a decision has been sent to the requestors.
 - 1. The email should clearly state the reason for the appeal and include any updated or new information that could provide basis for the decision to be overturned.
 - ii. Appeals will be added to the agenda of the next possible committee meeting.
 - iii. Appeals follow the same procedure as regular requests.
 - iv. The committee can choose to make a new decision or stay with their previous one.

- v. Under special circumstances, if the organization feels that the committee did not make a proper or ethical decision they may request to Student Government Finance Committee after a meeting with the Greek Senator and Student Government Director of Finance.