



## *Academic Affairs Committee By-Laws*

The Academic Affairs committee hereby establishes its bylaws

### **Article I: Financial Policy**

#### **Section I: Drawing Funds**

- A. There shall be two (2) drawing funds which academic organizations can receive money from AAC. Each fund shall contain an amount of money set by the Student Association Executive Committee as part of the annual budget of the Academic Affairs Committee.
- i. Academically enriching/Social faculty fund
    - a. The definition of academic shall be (but is not limited to):
      1. Lectures with or without refreshments.
      2. Symposiums, meetings where ideas are freely discussed with or without refreshments.
      3. Films, with or without refreshments (note: all laws and college policies regarding the showing of films on campus must be strictly observed by organizations requesting funds for such activities from AAC).
    - b. This fund shall be accessible to all college and AAC recognized academic organizations.
    - c. It may be used to fund any program or event that is considered to be academically oriented.
    - d. It may be used to fund any program or event to establish or strengthen the relationship between students and faculty.
  - ii. Day Trips/Overnight trips fund
    - a. Field trips: students must pay for some aspect of the trip and must have a set itinerary.
    - b. This fund shall be accessible to all college and AAC recognized academic organizations.
    - c. Any day trip/overnight trip request must be educational in nature. Trip or conference attendees should bring back information and knowledge benefiting not only themselves, but also the academic organization represented at the conference/trip.

- B. AAC will not fund any program or event in which students will receive academic credit.
- C. In accordance with Student Association financial policy, advisors to recognized academic organizations may not make requests on behalf of a student group.
  - i. AAC will not provide funding for faculty, staff or administrators.
- D. AAC cannot fund activities that are funded with other SA money such as Undergraduate Research and Travel Grants.
- E. All programs and events must be advertised and made available to all activity fee paying students.
- F. One cannot request money from both drawing funds for the same program.
- G. All programs sponsored by AAC must be in accordance with Student Association and AAC policies.
- H. Requests that do not fit the definitions for either drawing fund shall be dealt with at the discretion of the AAC Executive Board

## **Section II: Off-Campus Trips**

- A. Conferences (defined as an overnight field trip)
  - i. Attendees should bring back information and knowledge benefiting not only themselves, but also the club/organization represented at the conference. Conferences may also serve a programmatic function.
- B. The allocation from the day trip/overnight trip fund may not exceed \$1,500.00.
- C. Maximum amounts allocated for day/overnight trips or conferences will total \$31 per diem. The following is a breakdown for meal expenses per person per day for funded trips or conferences:
  - Breakfast (if on the road by 7 am)- \$7.00
  - Lunch- \$9.00
  - Dinner (if returning after 6 pm)- \$15.00
  - Gratuity is included in meal allocations
- D. The maximum amount allocated for lodging shall not exceed \$50 per person per room.
- E. The maximum amount allocated for transportation costs will be \$55 per car per way. Maximum amount allocated for requested trips or conferences for travel by personal automobile will not exceed 22¢ per mile.

## **Section III: Guidelines for requesting Money from AAC**

- A. Procedures
  - i. Obtain a request fund form from the Student Association office (CU 316) or at the AAC website (<http://www.geneseo.edu/~aac>)

- ii. The completed form is returned to the Director of Academic Affairs, the SA Administrative Assistant, or the SA Director of Programs, Personnel, and Finances to be signed, dated, and timed. All forms must be turned in to the SA office by the date set by the Chair at the beginning of the academic year for it to appear on the following Tuesday's agenda.
  - a. Academic organizations requesting \$75.00 or less must be received early enough in order to be on the agenda for at least one (1) meeting plus one (1) day prior to the date of the event. All readings less than \$75.00 will be a first and only reading.
  - b. Academic organizations requesting \$75.01 or greater must be received early enough in order to be on the agenda for at least two (2) meetings plus one (1) day prior to the date of the event.
  - c. Academic organizations requesting \$500.01 or greater must receive final approval at least seven (7) days prior to the date of the event.
- iii. As per Robert's Rules of Order, the first reading in a two (2) reading process may be waived by a majority vote of all the members of the General Assembly present and voting.
- iv. Reimbursement cannot be made without proper receipts of incurred expenses. A proper receipt includes the date of purchase, amount spent, name of establishment, and in the case of meals, number of persons served and an itemized list of expenditures.
  - a. If alcohol or other prohibited items are included in a receipt that seeks reimbursement, the entire receipt will be void and reimbursement will not be made.
  - b. All original receipts for the event must be submitted to the AAC Treasurer within fourteen days of the event. If an organization fails to submit the receipts within the timeline, reimbursements will not be made.
  - c. An organization may request funding for reimbursement for events that take place within the first two (2) AAC meetings.
- v. Request forms shall include the following:
  - a. Price Breakdown
  - b. Time, date, and location of the event
  - a. Advertisement and publicity for the event (that include SA and AAC logos and/or statements).
  - b. Rationale
  - c. Number expected to attend the event or program. If requesting funds for conferences, a list of attendees is required. The list of attendees should include their academic year and major.
  - d. A detailed agenda or itinerary, if applicable.
  - e. Signature from the president of the academic organization.

- B. Requests will not be placed on the agenda if your academic organization is in bad financial standing (Section IV).
- C. Requests shall not be placed on the agenda if the form does not include anything listed in Section III Part A v).
  - i. The academic organization will be contacted by 8am the Tuesday of the reading if the e-board encounters any problem with the reading.
- D. Either the requester or requester's designee as written on the drawing fund form must be present for the readings. If the presenter as indicated on the form does not attend the meeting, the reading cannot be passed.
  - i. The requester or designee must be present to explain the program and field questions. The requester should have a fairly extensive knowledge of the event.
  - ii. The requester must be a member of the club requesting funds.
- E. The following schedule will be used for requests that are great than or equal to \$500 and \$1,000:
  - i. Readings that exceed \$1000 must be submitted within the first five (5) meetings of the semester.
  - ii. Readings exceeding \$500 should be submitted as soon as possible. It is recommended that the representative contact the Chair or Treasurer, to notify them of the possible request.
- F. One individual may represent only one College and AAC recognized organization
- G. Any request for funding that requires a contractual agreement must have the contract reviewed by the Student Association President prior to the reading being submitted to AAC. Upon approval of the AAC General Assembly, the contract must receive final approval by the SA President.
  - i. Any speakers or presenters brought to Geneseo require a contract, regardless of payment.
- H. Any request for funding that involves fundraisers must have obtained permission from the college prior to the reading being submitted to AAC. All campus fundraising requests must be approved by the Director of College Union & Activities. Any fundraising requests for charity must indicate a legitimate charitable organization to be approved.
  - i. A club's budget shall not make any profit from an AAC sponsored fundraiser.
- I. Any possibilities for funding not expressly covered by these by-laws shall be addressed at the discretion of the AAC Executive Board and, if necessary, the Student Association Executive Committee.

#### **Section IV: Bad Financial Standing**

- A. While still sustaining voting privileges, any academic organizations in bad financial standing shall not be allowed to submit request forms nor shall they have readings passed that have been submitted prior to being placed in bad financial standing.
- B. Bad financial standing shall come into effect for those academic organizations who do not have an AAC representative, or an alternate, present for the meeting.
  - i. Any representative who is not present when bad financial standing is called during Treasurer's time shall be considered absent from the meeting and their organization will be put into bad financial standing.
  - ii. Any representative, who leaves a general assembly meeting before it is over, shall be put into bad financial standing.
  - iii. Any representative may be excused from bad financial standing under extenuating circumstances and at the discretion of the executive board.
- C. Bad financial standing begins at the first instance of delinquency and lasts for the length of two meetings.
- D. If a club is in bad financial standing and another delinquency occurs during the second week of bad financial standing, then the bad financial standing shall continue for an additional week.
- E. If a department has one (1) representative for more than one club and that representative does not attend a meeting or send a substitute, all clubs under that department representative shall be placed in bad financial standing.
- F. Failure to submit a brief report two (2) weeks after an event outlining the use of AAC funds will result in bad financial standing.

## **Section V: Logo Policy**

- A. Any events which are funded in full or in part by the Academic Affairs Committee must bear the logos of AAC and SA.
  - i. Electronic publicity (e.g emails or whatsapp-l) must bear the statement "Supported by mandatory student activity fees."
- B. Academic organizations receiving funds from AAC are responsible for full awareness of logo policy.
  - i. If this stipulation is not met, then the academic organization in violation will be put into bad financial standing.
  - ii. If advertising occurred before a program received AAC funding, all current and future advertisements for that program must be updated to comply with the AAC by-laws and Student Association Financial Policy.

## **Article II: Restrictions**

- A. These by-laws as established by AAC are superseded by the AAC constitution, Student Association Financial Policy, the Student Association Constitution, and New York State and Federal laws and guidelines where applicable.
- B. Any changes made to these by-laws must be approved at a two (2) week reading by the AAC general assembly and followed by a two (2) week reading before the Student Association Executive Committee.
- C. Upon being passed by the Student Association Executive Committee, the newly approved by-laws shall replace any by-laws previously passed and shall go into effect immediately following the second reading at the Student Association.

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