

**State University of New York Institute of Technology
Student Association**

**Club Funding Board
Bylaws**

Article I

Name and Purpose

Section 1.

The name of this organization shall be the Club Funding Board and shall be herein referred to as CFB.

Section 2.

The purpose of the CFB shall be to provide funding to clubs which are jointly recognized by the SUNYIT Student Association and the SUNYIT Student Activities Office as deserving of funding. This funding shall be subject to these Bylaws, Student Association policy, and the policies of the State University of New York Board of Trustees as they relate to the mandatory student activities fee.

Article II

Membership

Section 1.

A club shall be considered a member of the CFB once it has been approved for funding by the Student Association Senate.

Section 2.

No club shall be a member of the CFB if the club has not been approved for funding by the Student Association Senate for the current or most recent semester.

Section 3.

The Chairperson of the CFB, as noted herein, may recommend to the Senate that a club have its membership and funding suspended (“frozen”) for an indefinite period of time. No club shall have its membership revoked during a semester unless it is by the Senate of the Student Association.

Section 4.

No Club shall be a member of the CFB if the club's purpose is entirely covered by the purpose of another member club according to those clubs' constitutions.

Article III

Powers and Responsibilities of the CFB Chairperson

Section 1.

There shall exist a Chairperson of the CFB (“CFB Chairperson”), with powers and responsibilities and declared herein, and whose appointment has been made by the President of the Student Association and approved by the Senate.

Section 2.

The CFB Chairperson shall be required to chair the meeting of the CFB every Thursday at noon. In the event that the Chairperson is unable to attend the meeting the Chairperson shall be required to either appoint a suitable substitute to act as chairperson or cancel the meeting and notify all members of the CFB of the cancellation at least one week ahead of time.

Section 3.

The CFB Chairperson shall be empowered with the ability to recommend to the Senate that a club have

its membership and funding frozen for an indefinite period of time. The terms under which a club may be recommended are detailed in Article V. Similarly the CFB Chairperson shall be empowered with the ability to recommend to the Senate that a frozen club have their full membership and funding restored (“unfrozen”).

Section 4.

The CFB Chairperson shall be required to announce any events or programs for which clubs are required to send a representative at a CFB meeting at least three weeks prior to the event or program.

Section 5.

The CFB Chairperson shall be required to keep minutes of CFB meetings which shall include details on all votes done by the CFB as well as any announcements made during the meeting.

Section 6.

The CFB Chairperson shall be required to present to the CFB any requests for additional funding which are submitted to the CFB Chairperson in the manner detailed in Article IV Section 6 and to allow the CFB to vote those requests. If the request requires Senate approval as detailed in Article IV Section 6 then the CFB Chairperson shall be responsible for drafting the bill for that request in a timely manner.

Section 7.

The CFB Chairperson shall be required, at the request of the Student Association President, to review clubs which are requesting recognition from the Student Association so far as verifying that the club meets recognition requirements. These requirements include having a founding document or constitution, having at least eight Student Association members who are interested in being a member of the club, having at least four of those eight who are interested in being officers of the club, and having an advisor for the club who is a full time member of the SUNYIT faculty or staff.

Section 8.

The CFB Chairperson shall be empowered, with the approval of the Student Association President, with the ability to appoint subordinate officers of the CFB for the purposes of delegating any of the above powers or responsibilities.

Article IV

Powers and Responsibilities of Member Clubs

Section 1.

Clubs are required to submit a set of meeting minutes to the CFB Chairperson at least once for every two weeks that classes are in session. Meeting minutes must include the following: the time and location of the meeting, being at least one week since the previous meeting; a roster of at least eight SUNYIT students who were present at the meeting, at least one of which being an officer of the club; a record of all topics discussed at the meeting.

Section 2.

Each club must designate one member to act as representative of that club at CFB meetings. No individual may be designated to represent more than one club. That representative shall be empowered with ability to vote on behalf of his or her club at CFB meetings.

Section 3.

Each club which is a member of CFB more than four weeks prior to the end of a semester must submit a proposal for a fund raiser, a free event, and a community service event to be completed during that semester. That proposal must be received by the CFB Chairperson no more than four weeks following the club's activation and no less than two weeks prior to the beginning of the event in question. The proposal must include a description of the program, an advertising plan, and a suitable budget. If the proposal is denied by the CFB Chairperson a new or modified proposal must be submitted within the existing time frame, although the

CFB Chairperson may issue an extension.

Section 4.

A fund raiser is a club program in which the club charges money for goods or services in order to increase the available funds for that club. The budget for a fund raiser must demonstrate within reason that the fund raiser can and will generate a profit.

Section 5.

A free event is a club program which is accessible by any student of SUNYIT and is free for those students to attend.

Section 6.

A community service event is an event in which the members of the hosting club perform some function designed to better the community.

Section 7.

After completion of each event, each club which is a member must submit a post event form. A post event form submitted following a free event must include a list of attending students. A post event form submitted following a fund raiser must include a copy of the deposit slip. A post event form submitted following a community service event must include a signature of a person of authority (e.g. a member of the charity being helped, an advisor, etc.). The form described here must be submitted within seven days after the completion of the event.

Section 8.

A club who has already turned in a proposal for a fund raiser for the current academic year may submit requests for additional funding from CFB. These requests must include a budget which details how those additional funds are to be spent. These requests for funding must be submitted for approval by CFB as outlined in Article III Section 5. If the total amount of the requests exceed \$600 for the academic year then the requests exceeding that total must also be submitted for approval by the Senate as outlined in Article III Section 5.

Article V
Disciplinary Actions

Section 1.

Any club which has failed to fulfill any of the above responsibilities may be recommended by the CFB Chairperson to be frozen. The decision to recommend a club is at the discretion of the CFB Chairperson. This does not revoke the Senate's ability to freeze a club of their own volition. Ultimately, all decisions to freeze a club rest with the Senate and a club desiring to contest its freezing should approach the Senate.

Section 2.

The terms under which the CFB Chairperson may recommend that a frozen club become unfrozen are also at the discretion of the CFB Chairperson. This does not revoke the Senate's ability to unfreeze a club of their own volition.

Section 3.

Clubs which are frozen are not entitled access to any of their funds. Deposits may be made to accounts belonging to that club, but any purchase vouchers submitted by that club will be denied outright even if previously authorized by the Student Association Treasurer.

Section 4.

No entity other than the Student Association Senate may directly affect a club's membership status within CFB, including granting that status, suspending and restoring that status ("freezing" and "unfreezing"), and revoking that status.

Article VI
Enactment and Jurisdiction

Section 1.

This shall become enacted upon at least a two-thirds vote of approval by the Student Association Senate. Upon enactment it shall supersede all existing documents dealing only with the governance of the Club Funding Board and shall remain in effect until such time as it is revoked or superseded by the Senate.

Section 2.

This document shall not, in part or in whole, impede the operation of the Student Association Senate in any way and shall be fully subject to the policies and bylaws of the Senate and the Constitution of the Student Association.