

# Bylaws of the UA Finance Board

## Article I: Name

The name of this committee shall be the Finance Board of the Undergraduate Association of the Massachusetts Institute of Technology, hereafter referred to as Finance Board or Finboard.

## Article II: Purpose

The purpose of this committee shall be to recommend allocations for student group funding to the UA Principal Officers and Council in a fair, beneficial, and responsible manner.

## Article III: Membership

### Section 1: Composition

1. All of the members and only members of the Association are eligible to serve on this committee. If the Treasurer of the Association of Student Activities is a graduate student, an exception shall be granted for that ex-officio seat.
2. Finboard shall consist of up to twelve members as follows:
  - A. Chair
  - B. Vice-Chair
  - C. Treasurer of the Undergraduate Association
  - D. Treasurer of the Association of Student Activities (ASA)
  - E. One or two undergraduate members of the ASA Executive Board
  - F. Four to seven members at large

The members in E and F shall serve as group liaisons as described below. There shall be at least six group liaisons and no more than twelve members on the Board overall.

### Section 2: Responsibilities of Members

Responsibilities of Finboard Officers are described in Article IV.

1. In General:
  - A. Before assuming office Finboard members-elect shall undergo an orientation and training program organized by a collaboration of the outgoing Finboard Chair and Vice-Chair, outgoing UA President and Treasurer, and the Student Activities Office. It is highly recommended that this take place before any applications are solicited and must occur before the new members participate in their first allocation meeting.
  - B. All members shall have also participated in the Student Activities Office financial training required of student group treasurers and financial signatories.
  - C. Each member shall be present at all meetings unless excused the Finboard Chair.
  - D. As a whole, Finboard shall be responsible for and authorized to review requests and applications and make recommendations for funding allocations.
  - E. Finboard or some subset shall be responsible for maintaining and giving training sessions about Finboard policy and process as outlined in Article VI, Section 4.
2. Group Liaisons, the members outlined in Section 1, items E-G of this Article:
  - A. Liaisons are responsible for a set of groups assigned to them by the Finboard Chair.
  - B. For their assigned groups liaisons shall:
    - a. Ensure they are informed of application deadlines and guidelines and Finboard policies.

- b. Provide application feedback before deadlines – both as solicited through office hours and by reviewing applications and contacting groups offering feedback about errors or potential issues with their application.
  - c. Monitoring the review mechanisms outlined in Article VII below.
  - d. Reviewing all of groups’ applications before allocations meetings as outlined in Article VI, Section 6.
- C. Liaisons shall also have weekly contact with either the Finboard Chair or Vice-Chair as outlined in Article V, Section 2.
- 3. The UA Treasurer shall be responsible for ensuring that total Finboard allocations do not exceed the total allocation and overallocation amount approved in the UA Budget, unless an exception is approved as outline in Article VI, Section 8. In general, the UA Treasurer is also responsible for oversight to ensure Finboard is following UA rules and policies.
- 4. The members from ASA shall be responsible for confirming that only eligible groups are receiving allocations. The ASA Treasurer shall also be responsible for ensuring that groups are not requesting overlapping funding for events for which they have applied for or received LEF or ARCADE funding.

### **Section 3: Selection**

- 1. The Chair and Vice-Chair shall be nominated by the incoming UA President and Vice-President with the involvement of the outgoing Finboard Chair as long as the outgoing chair is not being considered for either position. Applications for these positions shall be solicited from the entire Association. The Chair shall require majority approval of the full voting membership of the Council to be appointed. The appointment of the Vice-Chair shall follow the process for Committee Chairs as outlined in Article IV, Section B, Item 2 of the UA Constitution.
- 2. The UA and ASA Treasurers shall be selected by the processes given in their respective governing documents.
- 3. The ASA representative(s) shall be elected from the undergraduate members of the incoming ASA Executive Board by a majority vote of that Board.
- 4. The members at large shall be selected by the outgoing UA President with involvement of the outgoing Finboard Chair as long as the outgoing chair is not being considered for any of these positions. Applications for these positions shall be solicited from the entire Association. They shall be appointed by a majority vote of the Principal Officers.

### **Section 4: Term of Office**

- 1. The incoming Chair and Vice-Chair and the incoming UA and ASA Treasurers shall serve as ex-officio non-voting members of Finboard for the last application process and allocation meeting of the Spring semester (for funding the first cycle of the following fiscal year). They shall serve in their respective roles for all the allocation meetings during the following fiscal year.
- 2. The group liaisons shall serve in their roles for one year starting with the last application process and allocation meeting of Spring semester (for funding the first cycle of the following fiscal year).

### **Section 5: Vacancies**

- 1. If the office of Chair becomes vacant, the Vice-Chair shall serve in that role until a replacement Chair can be nominated by the current UA President and approved by the process given above. During the interim period, the acting Chair may appoint another Finboard member to serve as acting Vice-Chair.
- 2. If both the offices of Chair and Vice-Chair become vacant, the current UA President shall appoint an acting Chair and Vice-Chair to serve until those offices can be filled by the process outlined above.

3. If an ex-officio seat is vacated, then a replacement shall be selected by the respective body and their given process.
4. If a member-at-large seat is vacated, then a replacement may be selected by the process given above. If the vacancy causes the number of group liaisons to drop below six, then a replacement shall be chosen. If the vacancy does not cause that, then the seat may be left empty.

### **Section 6: Removal**

1. The Chair, Vice-Chair, and UA Treasurer may be removed by the process outlined in the UA Constitution.
2. The ASA Treasurer may be removed by the process outlined in the ASA Bylaws.
3. The ASA representative(s) may be removed by a two-thirds vote of the ASA Executive Board.
4. Members at large may be removed for malfeasance or gross neglect of duty by a three-fourths vote of Finboard and a 4/5 vote of the Principal Officers. They may also be removed by a unanimous vote of the Principal Officers for any reason and the Council shall have the opportunity to override such decisions with a 2/3 vote of the full voting membership of the Council. Members at large may also be removed for any reason by a 2/3 vote of the full voting membership of the Council.

## **Article IV: Officer Responsibilities**

### **Section 1: Chair**

The Chair shall have the following responsibilities:

1. Be the presiding officer and chief spokesperson for this committee.
2. Act as the direct liaison between Finboard the Student Activities Office and meet with the Student Activities Office on a regular basis.
3. Act as the liaison between this committee and all other bodies not specifically delegated to the other officers.
4. Undertake all other responsibilities
5. as stated for the position of the Finboard Chair in other UA policies and bylaws.
6. Attend or send a designee to any Council or Officer meetings where Finboard recommendations or policies are being considered.
7. Schedule Finboard meetings and send meeting notices.
8. Split the task of the meetings described in Article V, Section 2 with the Vice-Chair.

### **Section 2: Vice-Chair**

The Vice-Chair shall have the following responsibilities:

1. Assist the Chair in their duties and responsibilities.
2. Split the task of the meetings described in Article V, Section 2 with the Chair.

### **Section 3: Secretary/Treasurer**

A Secretary/Treasurer shall be selected from Finboard by a majority vote of Finboard. This person may concurrently serve as a group liaison.

The Secretary/Treasurer shall have the following responsibilities:

1. Record and distribute meeting minutes.
2. Record or manage others in recording notes on groups' applications and allocations.
3. Maintain the webpage or delegate the responsibility of doing so.
4. Collaborate with the Chair and Vice-Chair to create and maintain the operational budget of Finboard when applicable.

## **Article V: Meetings**

### **Section 1: Board Meetings**

1. Frequency: The Board shall meet at least every two weeks when classes are in session.
2. Finboard shall have at least these four types of dedicated meetings in a given year:
  - A. An allocations meeting for each regular cycle.
  - B. An appeals meeting for each regular cycle.
  - C. A medium events allocations meeting for each of the medium event cycles.
  - D. At least one policy and operations review meeting every year.
3. These topics shall be included in the meeting schedule although not necessarily in dedicated meetings:
  - A. Allocation Preparation: any necessary training, scheduling, and general planning for upcoming allocation cycles including reviewing group liaisons' responsibilities.
  - B. Recap: reviewing past allocation cycle, addressing any unresolved items from allocations, and determining what, if any, further action or oversight is needed for specific groups.
  - C. Oversight: reviewing liaisons' oversight of groups as further described in Article VII and deciding on any actions to be taken for groups not meeting the standards and requirements.
4. All Board meetings shall be open to the MIT Community at all times except when the meeting is moved to closed session. Moving to closed session shall require a majority vote of Finboard and only items specified in advance may be discussed during closed session. Items specified may not include discussion regarding funding for specific student groups or student group budget requests.
5. The quorum for decisions to be made at meetings is more than half of the number of members currently on Finboard excluding ex-officio non-voting members. Quorum must include at least one of the Chair or Vice-Chair.

### **Section 2: Other Meetings**

1. In weeks without Finboard meetings, the group liaisons shall meet with either the Chair or Vice-Chair or provide them with written updates. This shall serve to address the progress of their responsibilities with regards to group interactions and any matters with regards to their assigned groups.
2. The Chair and Vice-Chair shall meet regularly with the UA President or Vice-President or their designee and with a finance representative of the Student Activities Office.

## **Article VI: Allocation Operations**

### **Section 1: General Considerations**

1. The amount of money to be allocated shall be determined by the UA Budget including approved over-allocation amount.
2. The list of groups eligible to apply to Finboard shall be determined by the Association of Student Activities and all groups shall be subject to the same policies and philosophies.

### **Section 2: Timing of Cycles**

1. Applications shall be accepted for four cycles in a fiscal year. These cycles shall be July through September, October through December, January through March, and April through June. Variations of up to two weeks may be approved by a majority vote of Finboard.
2. Distinct cycles for medium event allocations are outlined in Article X.

3. Applications and allocations shall be made in the month leading up to a cycle or earlier if necessary for allocations to be approved. Applications deadlines shall be scheduled by a majority vote of Finboard.
4. The application deadline shall be at least four days before the Finboard allocation meeting.

### **Section 3: Dissemination of Information**

1. Application deadlines, requirements, and policies shall be announced by Finboard to all eligible groups at least two weeks before the deadline.
2. This announcement shall include the following information or instructions on how to acquire said information:
  - A. A list of eligible groups and who is their assigned Finboard liaison
  - B. A history of past allocations
  - C. A history of expenditures
  - D. Any issues with groups' historical spending track record
  - E. Copies of any forms that may need to be filled out
  - F. Guidelines for submitting an application

### **Section 4: Group Training**

1. All groups applying for funding shall be required to have had a representative attend Finboard training. This representative must be their treasurer or the person submitting their Finboard application.
2. Exceptions may be granted by the Finboard Chair or Vice-Chair with approval of the group's liaison.
3. These training sessions shall occur alongside general financial trainings by the Student Activities Office and at distinct sessions organized by Finboard.
4. These training sessions shall cover:
  - A. How to submit applications
  - B. What makes a successful application
  - C. Finboard policies and philosophies
  - D. How to spend allocated fund
  - E. What reporting is required to Finboard after receiving funding
  - F. Other topics deemed appropriate by Finboard

### **Section 5: Applications**

Applications shall require the following components at a minimum:

1. A total budget for the period for which funding is being requested, including:
  - A. Line items broken into four categories: operations, publicity and printing, capital, and events.
  - B. All expenditures, even if funding is not being requested for that item.
  - C. Other projected sources of revenue beyond Finboard funding.
2. Active membership numbers and a definition of active membership.
3. Balances of all of the following that exist: main accounts, reserve accounts, expendable interest on endowment accounts, and other additional accounts.
4. Contact information for and confirmation that one of the required individuals has attended the training outlined in the previous section.
5. Details for any events for which funding is requested including:
  - A. Estimated date and time of event
  - B. Expected number of attendees including estimations of what portion will be active members of the group and what portions will be MIT students, other MIT affiliates, and non-MIT-affiliates
  - C. Potential location for event and whether or not it is reserved

- D. Any collaborating student groups or MIT departments, programs, or offices
- E. Whether the event has been held before
- 6. Indications of when proposed expenditures would be made and an explanation for any requests for beyond the upcoming quarterly cycle.
- 7. A written defense further explaining the budget and addressing any other matters deemed necessary by the group or requested by Finboard.

### **Section 6: Allocations Meetings**

1. Prior to the meeting each group liaison shall review their groups' applications and propose groups for two slates: one slate of groups that the liaison recommends allocations of 90% or greater and one of groups with recommended allocations of 0%. These lists of groups, proposed allocations, and notes shall be compiled by the Chair or their designee and distributed to the entire Finboard for review prior to the allocations meeting.
2. The first item of allocations business shall be to approve the slates. Groups may be removed from the slate and postponed for further consideration if at least one Finboard member requests so. Then the slates shall require a majority vote for approval of the suggested allocations.
3. After the slates have been considered all remaining applications shall be considered individually. A majority vote shall be required to approve a group's allocation.
4. If at the end of approving groups' allocations the total allocated amount exceeds the amount for allocation previously approved by the UA Budget, then Finboard may vote to reduce particular groups' allocations. If allocations still exceed the approved total, then the new total allocation amount needs to be approved before allocations are approved.

### **Section 7: Appeals**

1. Following each allocations round, Finboard shall have one meeting designated for hearing appeals. The date and time of this meeting shall be announced at least one week in advance.
2. Groups planning on appealing their allocation shall contact their liaison prior to this meeting and arrange to present an appeals request at the meeting.
3. Appeals shall be heard at this meeting with the group having no more than five minutes to explain their request and answer questions from Finboard, unless a majority vote of Finboard extends this time limit.
4. After hearing appeals requests, Finboard shall make decisions on the appeals with a two-thirds vote required to approve. After the Finboard decisions these appeals allocations shall also be approved process given in Section 8 below.
5. These appeals shall serve to cover unforeseen costs and circumstances and otherwise support groups when lack of funding would be severely detrimental to their ability to operate.
6. No more than three thousand dollars may be allocated for appeals during any one cycle without special approval as outlined in Section 8 below.

### **Section 8: Approval of Allocations**

1. After Finboard has decided on regular or appeals allocations, the recommendations shall go the UA Principal Officers and Council for consideration. The following information shall be provided:
  - a. A summary sheet of the recommended amounts.
  - b. An analysis and explanation of the total amount being recommended for allocation compared to the total amount approved for allocation.
  - c. A written explanation of the recommendations giving details on any groups that received less than 25% of requested funding and any other background necessary for others to knowledgeably consider the recommendations.

2. Council Representatives shall have four days to object to the proposed allocations. If five or more Council Representatives object, then the allocations shall go to the Council for a vote and shall require a majority vote of all Council Representatives to approve.
3. The Finboard Chair shall present the allocations to the Principal Officers and respond to questions and concerns. The Principal Officers shall also be informed of any objections from the Council. Unless the allocations go to a vote of the Council, a 4/5 vote of the Principal Officers is required to approve the allocations. If that vote is not successful, allocations shall go before the full Council.
4. The same process from items 2 and 3 above shall be used to consider and approve exceptions for the limits of funds available for appeals and for medium events.
5. The same process from items 2 and 3 above shall be used to consider increases to the overallocation percentage, except three Council Representatives shall be sufficient to bring the decision to the full Council and Officer approval shall require a unanimous vote of all Officers.

### **Section 9: Releasing Results**

Within three days for allocations being approved the allocated amounts shall be communicated to the relevant groups and to the Student Activities Office.

## **Article VII: Spending Allocated Funds**

### **Section 1: Post-Cycle Spending Report**

Within one month of the end of an allocation cycle groups that received funding shall be required to submit a report of their spending including:

1. The total amount allocated and the total amount spent
2. A transaction report for the time period annotated to reflect which expenditures correspond to which line items from the funding application.
3. A written explanation for any unspent funds.
4. Any additional information as requested by a condition of the allocation or otherwise requested by Finboard.
5. Further items required in the following two sections.

### **Section 2: Event Requirements**

1. Groups shall be required to publicize all Finboard funded events with at least two of these three methods:
  - A. Posters on campus
  - B. A listing on [events.mit.edu](http://events.mit.edu)
  - C. Inclusion in the official events announcement mailing list
2. Finboard group liaisons shall also briefly attend at least a certain number of events per cycle. The Finboard Chair shall set the minimum number of events at the start of a cycle. These check-ins shall serve as further confirmation to the post-cycle spending reports and to give the liaisons a better understanding of their groups, the attendance at the groups' events, and the nature of the events.
3. At the request of their liaison or the Finboard Chair, groups shall also submit information about their Finboard funded events including but not limited to attendance numbers for group members and non-members or for MIT students and non-students.

### **Section 3: Capital Cataloging**

When capital fully or partially funded by Finboard is purchased, images of the item(s) shall be submitted to Finboard either as part of the post-cycle spending report or as otherwise requested by Finboard.

## **Article VIII: Funding Philosophy**

### **Section 1: Considerations**

The following items shall be considered beyond the above Policies when determining groups' allocations:

1. Historical spending track record
2. Balance of main accounts, reserve accounts, expendable interest on endowment accounts, and other accounts.
3. Whether the group is in good financial standing and does not have negative account balances.
4. Yearly revenue outside of Finboard funding
5. Number of active group members given membership definition
6. Audience and size of audience of activities and events
7. Total budget request
8. Relevance of requests to purpose of group

### **Section 2: Allowances**

When considering the items in the previous section allowances shall be provided for:

1. Explanations of previous or isolated issues with the historical spending track record.
2. Whether accounts or revenues are earmarked for specific purposes.
3. Legitimate reasons for negative account balances or standing plans made in collaboration with the Student Activities Office to resolve negative account balances.

## **Article IX: Funding Policies**

A separate document of Finboard Funding Policies shall be maintained. These policies shall serve to further guide allocations beyond the general philosophies stated above.

### **Section 1: Guidelines**

The policies document shall include:

1. Any items which are completely restricted from funding
2. Any caps or guidelines on funding for specific items or categories
3. Any items that take low or high priority
4. Any additional standing policies

### **Section 2: Amendments**

Finboard may amend this policy document with a majority vote. A majority vote of the Principal Officers or of the full voting membership of the Council may also amend these policies. After an amendment by the Officers or the Council, Finboard may not independently amend the policies for the following two allocations cycles without the amended policies also being approved by a majority vote the Principal Officers or of the Council – whichever most recently approved the policies.

## **Article X: Medium Events**

### **Section 1: Timing**

Medium event funding shall be given for two cycles a year. Applications shall be accepted in a separate allocations round prior to the upcoming regular quarterly funding cycle for January to June events and July to December events.

**Section 2: Applications**

Applications shall consist of the following details:

1. The standard event details as outlined in Article VI, Section 5, item 5.
2. A line item breakdown of expenses for the event.
3. A written defense.

**Section 3: Allocations**

Allocations shall be made in the same method as regular allocations: group liaison reviews the application, Finboard considers the requests and decides on a recommended allocation, and final approval is given as outlined in Article VI, Section 8.

**Section 4: Amount**

No more than \$25,000 may be allocated in a medium events cycle without special approval as outlined in Article VI, Section 8.