

Carnegie Mellon University
Joint Funding Committee Bylaws

Article I. Purpose and Scope.

- 5 **A.** The purpose of these bylaws is to establish structures and operating procedures for the Joint Funding Committee, which is a Standing Committee of Student Government established in the Carnegie Mellon University *Student Body Constitution*.
- 10 **1.** The purpose of the Joint Funding Committee is to prepare a slate of budgets detailing the use of funds allocated to the JFC Allocations account and the JFC Capital Fund account, which are primarily for use in the funding of student organizations.
- 15 **B.** When there is a contradiction between these bylaws and the Carnegie Mellon University *Student Body Constitution*, the *Student Body Constitution* shall supersede these bylaws.
- C.** When there is a contradiction between these bylaws and the Carnegie Mellon University *Student Government Fiscal Policy*, the *Student Government Fiscal Policy* shall supersede these bylaws.

Article II. Terms & Definitions.

- 20 **A.** The *Activities Fee* refers to the funds that are collected and placed under the control of Student Government by the Carnegie Mellon University Board of Trustees.
- B.** *JFC* refers to the Joint Funding Committee.
- C.** The *re-recognition deadline* is the deadline set by the Committee on Student Organizations for organizations applying to maintain their status of Student Government Recognition.
- D.** The *Student Activities Fee* is the contribution of an individual student toward the Activities Fee.
- 25 **E.** *Student Government Recognition* refers to the recognition, along with its associated privileges, afforded to student organizations through the Committee on Student Organizations, as governed by the Carnegie Mellon University *Student Body Constitution* and *Committee on Student Organizations Bylaws*.
- 30 **1.** A *Student Government Recognized organization* is an organization that has been granted the status of Student Government Recognition by the Committee on Student Organizations, and whose status as a Student Government Recognized organization has not been revoked through the Committee on Student Organizations re-recognition process.
- 35 **F.** A *student organization* is any grouping of Carnegie Mellon University students except for Student Senate and the Graduate Student Assembly.

Article III. Structure & Duties of the Joint Funding Committee.

- 40 **A.** JFC shall be established as specified in the Carnegie Mellon University *Student Body Constitution*:
- 1.** The Student Body Vice President for Finance shall serve as Chair of JFC.
- 2.** A Vice Chair shall be elected from the membership of JFC, by way of a majority vote at a JFC meeting.
- B.** Quorum for JFC is a majority of the members of JFC.
- C.** General Duties of JFC:

- 45 1. Prepare a slate of budget recommendations for presentation to Student Senate and the Graduate Student Assembly.
 2. Communicate with Student Government Recognized organizations regarding the JFC budget process, including notification of deadlines and results of JFC deliberations.
 3. Set and announce a deadline for Student Government Recognized organizations to submit
50 their intent to apply for JFC funding for the following academic year, notifying all Student Government Recognized organizations of this deadline at least one (1) week prior to the deadline.
 4. Set and announce a deadline for groups to submit budget requests for JFC funding, notifying all groups that are eligible to receive JFC funding of that deadline at least one
55 (1) week prior to the deadline.
 5. Publicize all deadlines to Carnegie Mellon University recognized groups of students that are not Student Government Recognized organizations, but who may wish to apply for funding for participation in the Buggy and/or Booth programs.
 6. Hear appeals from groups regarding their JFC budget recommendation.
 - 60 7. Educate student organizations that receive funds from JFC regarding the regulations surrounding use of their funds.
- D. Duties of the JFC Chair:**
1. Convene JFC no later than November 10th.
 2. Notify members of JFC of the date of any Vice Chair election.
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 - a. The election of the Vice Chair shall occur within three (3) meetings of the first JFC meeting of the academic year, or before the end of the fall semester – whichever is first.
 - b. In the event that the office of Vice Chair becomes vacant, a new JFC Vice Chair shall be elected within three (3) meetings of the creation of the vacancy.
 - 70 3. Oversee the JFC budget preparation process.
 4. Host at least two (2) information sessions within the first month of the Spring semester to explain the JFC budgeting process to Student Government Recognized organizations.
 5. Present the JFC-approved slate of budget recommendations at a joint meeting of Student Senate and the Graduate Student Assembly.
- E. Powers of the JFC Chair:**
- 75 1. Remove members from JFC, as outlined in the Carnegie Mellon University *Student Body Constitution*.
 2. Rescind the JFC funding eligibility of any group that does not send representation to at least one (1) JFC budgeting process information session.
 - 80 3. Access all records related to an organization's status as a Student Government Recognized organization, and all information about the organization's previous use of Activities Fee money to fund their activities.
 4. Delegate duties to the JFC Vice Chair.
- F. Duties of the JFC Vice Chair:**
- 85 1. Assist the JFC Chair in fulfilling their role, as deemed necessary by the JFC Chair.
 2. Serve as JFC Chair in the event of a vacancy in the office of Student Body Vice President for Finance, until an Interim Vice President for Finance is appointed, or a new Student Body Vice President for Finance is elected (whichever comes first).
- G. Duties of a JFC Regular Member:**
- 90 1. Attend regular JFC meetings and participate in the JFC budget preparation process.

2. Act as an advocate for a slate of student organizations by assisting those organizations in the JFC budgeting process, and speaking on their behalf at JFC meetings.

Article IV. JFC Budget Preparation.

- 95 **A.** The following groups shall be eligible to receive funds from JFC:
1. the Activities Board;
 2. the office of the Student Body President;
 3. the office of the Student Body Vice President for Finance;
 4. the office of the Student Body Vice President for Organizations;
 - 100 5. Student Government Recognized organizations;
 - a. Organizations wishing to receive JFC funding for the next academic year must submit notice of their intent to apply for funding from JFC by the deadline announced by JFC.
 - b. Only Student Government Recognized organizations that were granted that status by the Committee on Student Organizations by the end of the previous Fall semester are eligible to receive funds from JFC.
 - 105 (i) Any new organization that has split from an organization previously funded by JFC – in consultation with the Student Body Vice President for Finance, the Student Body Vice President for Organizations, and the Office of Student Activities – shall be exempt from this requirement. This type of organization must, instead, have been granted Student Government Recognition by the Committee on Student Organizations no later than the re-recognition deadline, set by the Committee on Student Organizations, for the academic year during which the group is applying for JFC funding.
 - 110 (ii) Upon recommendation by either the Student Government Vice President for Organizations, or the Student Government Vice President for Finance, a student organization that was not Student Government Recognized at the end of the Fall semester may be eligible to apply for funding from the Joint Funding Committee, provided they are Student Government Recognized at the time of their application, and provided their eligibility for application is approved by a simple majority vote at a meeting of JFC.
 - 115 6. Carnegie Mellon University recognized groups of Carnegie Mellon University students that are not Student Government Recognized organizations but wish to participate in the Buggy and/or Booth programs associated with Spring Carnival.
 - 120 a. Groups in this category are only eligible to receive JFC funding for their participation in the Buggy and/or Booth programs.
- 125 **B.** All groups wishing to receive funds from JFC for the next academic year must submit budget requests to JFC by the deadline announced by JFC.
- 130 1. JFC shall notify all groups that are eligible to receive funds from JFC of the deadline and format for budget submission at least one (1) week prior to that deadline.
 2. The deadline for submission of budget requests shall be no later than February 20th.
 3. The JFC Chair must host at least two (2) information sessions within the first month of the Spring semester to explain the JFC budgeting process.
 - 135 a. The JFC Chair is permitted to rescind the JFC funding eligibility status of any group that does not send representation to at least one (1) of these information sessions.

- b. Information distributed at these meetings must include written notification of the deadline for submission of budget requests to JFC.
4. If more than five (5) percent of the members of a group do not pay the Student Activities Fee, then that group is required to submit a list of those members, including their additional contributions, to JFC when the group's budget request is submitted.
- 140 5. Any group wishing to withdraw from the JFC budget process may do so by informing the JFC Chair, via e-mail, of this desire.
- C. Within two (2) weeks after the budget submission deadline, JFC shall approve a list of funding metrics by way of a majority vote at a meeting of JFC.
- 145 1. JFC shall adhere to these metrics during the budgeting process unless overridden by a three-fourths (3/4) supermajority vote at a meeting of JFC.
2. This list of metrics shall be released to all organizations eligible for JFC funding.
3. JFC may approve and release these metrics prior to the budget submission deadline.
- D. JFC shall prepare a preliminary slate of budgets, including budgets with specified line items, for all groups that have submitted a request for JFC funding by the announced budget request deadline (including those for which JFC recommends no funding be allocated).
- 150 1. To be approved, this preliminary slate of budgets must receive a majority vote of approval at a meeting of JFC.
- 155 2. Upon approval of this preliminary slate, JFC shall notify all groups included in the slate of their JFC-recommended budget allocation, including all line item details, and the process for appealing the recommendation of JFC.
3. The preliminary slate of budgets shall include an allocation to the Student Government Recognized organization in charge of running Spring Carnival, the Student Government Recognized organization in charge of running the Sweepstakes competition, and the Activities Board. Each of these allocations shall be at least twenty-five (25) per cent of the previous year's allocation from JFC, provided a budget request is submitted by the relevant organization by the required deadline, and provided the relevant organization has not been placed on financial probation.
- 160 4. All projected use of funds from JFC – as specified in the line items of the JFC preliminary slate of budgets – must be in accord with the Carnegie Mellon University *Student Activities Fee Policy* and the Carnegie Mellon University *Statement of Assurance*.
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- E. Appeals:
- 170 1. Any group included in the preliminary slate of budgets may appeal to JFC for a change in their recommended allocation by submitting a written notice of their appeal to the JFC Chair by the deadline set and announced by JFC.
- a. JFC must give groups at least one (1) week's notice of the deadline for submission of appeals.
- 175 2. JFC shall schedule appeal hearings to meet with up to two (2) representatives from any group that has submitted written notice of their appeal, giving the representative(s) an opportunity to state their case in person.
- a. Other concerned parties may submit information in the form of written statements, to be passed on to JFC by the representative(s) attending the appeal hearing.
- b. Scheduling of appeal hearings shall be coordinated by the JFC Chair, who shall give priority to groups in the order that their notice of appeal is received.
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F. At the conclusion of the appeals hearings, JFC must prepare a final slate of budgets, including budgets with specified line items for all groups that submitted a request for JFC funding by the announced budget request deadline.

- 185 1. The budget line items for groups that have not launched an appeal shall be the same in both the preliminary slate of budgets and in this final slate of budgets.
2. To be approved, this final slate of budgets must receive a majority vote of approval from the members of JFC.
- 190 3. All projected use of funds from JFC – as specified in the line items of the JFC final slate of budgets – must be in accord with the Carnegie Mellon University *Student Activities Fee Policy* and the Carnegie Mellon University *Statement of Assurance*.
4. Upon approval of this final slate, the JFC Chair shall:
 - 195 a. coordinate with the Chair of Student Senate and the Graduate Student Assembly President to schedule a joint meeting of Student Senate and the Graduate Student Assembly for presentation of the final slate of budgets to Student Senate and the Graduate Student Assembly.
 - b. notify all groups included in the slate regarding their JFC-recommended budget allocation, including all line item details, and the process for appealing the recommendation of JFC through Student Senate or the Graduate Student Assembly.
 - 200 c. list the names of all groups included in the final slate of budgets, alongside the total amount of their recommended JFC budget, in a Pittsburgh campus news source. This list shall include the date, time and location of the meeting where the final slate of budgets shall be voted on by Student Senate and the Graduate Student Assembly, as described in the Carnegie Mellon University *Student Government Fiscal Policy*.
 - 205 d. send a list of the names of all groups included in the final slate of budgets, alongside the total amount of their recommended JFC budget, to all members of Student Senate and the Graduate Student Assembly at least one (1) week prior to the meeting where the final slate of budgets shall be presented to the two (2) bodies.

210 G. The JFC Chair shall present the final slate of budgets at a joint meeting of Student Senate and the Graduate Student Assembly, as described in the Carnegie Mellon University *Student Government Fiscal Policy*.

H. The approved slate of budgets shall be in effect for the fiscal year immediately following preparation of that slate.

Article V. Funding Restrictions.

215 A. To be included in the approved JFC slate of budgets, items in the following categories require a two-thirds (2/3) supermajority vote of approval at a meeting of Student Senate, and a two-thirds (2/3) supermajority vote of approval at a meeting of the Graduate Student Assembly:

- 220 1. Student Salaries;
2. Alcohol.

B. To be included in the preliminary or final JFC slate of budgets, items in the following categories require a three-fourths (3/4) supermajority vote of approval at a meeting of JFC:

- 225 1. Alcohol;
2. Coaching expenses;
3. Food and non-alcoholic beverages;
4. Leasing off-campus facilities;

5. Management and consulting fees;
6. Outside-organization membership dues;
7. Student Salaries;
- 230 8. Subscriptions;
9. Taxes;
10. Transportation;
11. Travel expenses;
12. Uniforms.
- 235 a. JFC is permitted to fund up to twenty-five (25) percent of the cost of uniforms per person.
- C. All events receiving funds from JFC must be in support of the primary purpose – as on record with the Committee on Student Organizations – of the group hosting the event.
- D. JFC funds shall not be used to subsidize items in the following categories:
 - 240 1. personal equipment, which is defined as equipment or clothing that will not be available for use by future members of an organization;
 2. charitable donations;
 - a. JFC is permitted to fund operational costs of events that donate a portion of their proceeds to charity.
 - 245 3. events which discriminate in attendance or participation in violation of Carnegie Mellon University’s *Statement of Assurance*;
 - a. JFC funds may be used to fund gender specific events for sports teams provided requests for funds are evaluated according to the same funding metrics regardless of gender and provided those funding metrics are not based on gender-specific criteria.
 - 250 4. events which are political and/or religious in nature, as defined in the Carnegie Mellon University *Student Government Fiscal Policy*;
 5. events which are academic in nature.
 - a. Academic events are defined as events that discriminate based on one’s academic status, including home college, department, major, and grade point average.
- 255 E. Funding Buggy and Booth programs:
 1. As part of the list of funding metrics set by the JFC, there shall be a cap on the amount that any student organization may receive for the subsidy of Buggy programs and a separate cap on the subsidy of Booth programs.
 - a. JFC may set separate caps on Buggy and Booth funding for organizations that do not have the status of Student Government Recognition.
- 260 F. In addition to their standard yearly budget requests, groups that are eligible to receive funds from JFC may be allocated funds from the JFC Capital Fund for capital purchases.
 1. Requests for use of money from the JFC Capital Fund are subject to the same constraints and funding metrics as all other money allocated by JFC.
 - 265 2. Purchases using money from the JFC Capital must be used for the purchase of items expected to remain with the relevant group for three (3) or more years.
- G. Any Student Government Recognized organization that was not a Student Government Recognized organization and/or did not submit a budget request during the previous year’s JFC funding process shall not be funded in excess of the cap set by the JFC in its list of funding metrics.
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1. This constraint does not apply to new organizations that have split from another organization that did participate in the JFC funding process during the previous year, and that have been deemed eligible to receive funding from JFC.
 - a. The parent organization of such a group may not receive JFC funding for line items previously funded by JFC but that are directly related to the portion of the organization that has split off to form a new organization.

Article VI. Override & Amendment.

A. Override:

1. By way of a three-fourths (3/4) supermajority vote of JFC, the JFC Chair is permitted to request that these bylaws be overridden.
2. A two-thirds (2/3) supermajority vote of approval at a meeting of Student Senate, and a two-thirds (2/3) supermajority vote of approval at a meeting of the Graduate Student Assembly, is required to approve an override request.
 - a. The JFC Chair must give Student Senate and the Graduate Student Assembly at least one (1) week's notice of the override request before either body is permitted to vote on the request.

B. Amendment:

1. Amendments to these bylaws must be proposed and passed in accord with the amendment procedure set out for amendment to the Carnegie Mellon University *Student Body Constitution*, with the addendum that any proposed amendment must be provided, via e-mail, to the JFC Chair at least one (1) week prior to its initial presentation to Student Senate and the Graduate Student Assembly.
2. A record of all amendments to these bylaws must be kept, by the Constitutional Advisor, as an appendix to these bylaws.

Adopted by Student Senate: February 3rd, 2010.

Adopted by the Graduate Student Assembly: February 3rd, 2010.

Revised by Student Senate and the Graduate Student Assembly: April 6th, 2011.

Revised by Student Senate and the Graduate Student Assembly: April 11th, 2013

Appendix: Amendments to the Joint Funding Committee Bylaws

Note: In February 2010 major revisions to the Student Government documents were approved by both Student Senate and the Graduate Student Assembly, effectively replacing the old documents. Included in these revisions was a directive that amendments to the JFC Bylaws be recorded in an appendix to the bylaws. What is contained in this appendix are the changes that have been made to the Student Government Fiscal Policy since February 3rd, 2010.

April 2010: Article V.D.4 altered to refer to the Student Government Fiscal Policy for definitions of religions and political events. Previously, political, religious, and academic events were all defined within this document, but it was felt that the constraint against political and religious events – alongside their definitions – was better suited to the Student Government Fiscal Policy.

April 2010: Article V.E&F replaced with V.E.1&2. The clause is about funding of Buggy and Booth programs. In particular, clause 2 was inserted to specify JFC's ability to set a cap on the funding of Buggy

and Booth programs for non-Student Government Recognized groups. This was inadvertently left out of the February 2010 revisions, and was therefore re-inserted into the document in April 2010.

April 6, 2011:

- 320 All references to notification “in writing” changed to notification “via e-mail” – for the sake of clarity.
Article I.A.1: Purpose of JFC revised to include reference to the JFC Capital Fund.
Article II: Terms & Definitions arranged in alphabetical order.
Article IV.A.5.b: Timeline for JFC funding amended so that student organizations who have received
325 CoSO recognition by the end of the *Fall* semester are eligible to apply for JFC funding. Previously
the deadline was the end of the previous Spring semester.
Article V.D.3: Clause expanded to clarify what counts as discrimination, with explicit reference to CMU’s
Statement of Assurance. Sub-clause **a** also added to clarify that JFC can fund sports teams for
gender-specific events.
330 Article V.F: Clause inserted to detail constraints over the use of the (newly created) JFC Capital Fund.

April 11, 2013:

- Article IV.C: JFC is now required to create and release a list of funding metrics.
Article V: Revised the uniform, Booth, and Buggy funding restrictions.

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