

BYLAWS OF ACTIVITIES FUNDING BOARD

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be Activities Funding Board (AFB). AFB shall operate as an agency to the Student Fees Advisory Committee (SFAC).

Section 2: The purpose of the AFB shall be to administer the Student Service Fee allocation from SFAC. The AFB allocates funding to University of Houston Registered Student Organizations (RSO) for the purposes of maximizing programming at the University of Houston (UH).

ARTICLE II – AFB EXECUTIVE BOARD

Section 1: The Chair, Vice Chair, and Communications Chair shall be selected through the Stipend Student Leader selection process through the Center for Student Involvement. The three positions must meet the following qualifications:

Enrollment Requirements

- As an undergraduate, in order to hold a Fee-Funded Student Leader position, a student leader must be enrolled in at least 9 credit hours during each of the fall and spring semesters. There is no minimum hour requirement during the summer.
- As a graduate student, in order to hold a Fee-Funded Student Leader position, a student must be enrolled in at least 6 hours during each of the fall and spring semesters. There is no minimum hour requirement during the summer.
- Graduating students are only required to enroll in 3 hours in their final two (2) semesters to be a Stipend Student Leader.

Grade Point Average Requirements

- In order to serve in a Fee-Funded Student Leader position, a student must be in good standing (no academic or disciplinary probation) with the university and must have a cumulative grade point average of 2.5.

Section 2: Chair must maintain a minimum of 20 office hours per week for 12 months.

Section 3: Vice Chair must maintain a minimum of 20 office hours per week for 12 months.

Section 4: Communications Chair must maintain a minimum of 15 office hours per week for 10 months (July through April).

Section 5: Chair must perform the following duties:

- a. Represent AFB and report to SFAC committee.
- b. Respond and consult with RSOs about AFB policies, procedures, and processes.
- c. Be the presiding officer of the hearing committee meetings and coordinate the hearing committee dates.
- d. Train the hearing committee members.
- e. Maintain and update AFB Chair & Committee training manual.
- f. Compile Vendor ID, W-9, and Direct Deposit paperwork to complete expenditure request forms.
- g. Maintain AFB budget along with case file management for all allocation requests, as well as SFAC presentation and questionnaire.
- h. Stay up-to-date with most current finance policies and procedures within the University.
- i. Provide customer service and problem resolution for RSOs regarding reimbursement process and/or payment of on-campus entities through AFB.
- j. Work with financial entities from on-campus departments.
- k. Effectively condense allocation and reimbursement information into one ledger, assuring that all money is spent according to the SFAC guidelines.

Section 6: Vice Chair must perform the following duties:

- a. Answer and respond to correspondence from RSOs.
- b. Assist in coordinating information sessions for RSOs regarding AFB policies, processes and procedures.
- c. Coordinate and market AFB to all RSOs through advertising and social media.
- d. Update and maintain all AFB forms and content on the AFB website.
- e. Attend and present at organizational fairs to market AFB to RSO representatives.
- f. Plan, execute, and manage the marketing plan for the current school year.
- g. Organize internal volunteer structure to help with operations.

Section 7: Communications Chair must perform the following duties:

- a. Create new files for incoming applications and requests.
- b. Email organizations and board members regarding hearing confirmations.
- c. Organize and archive operational receipts.
- d. Compile survey results and workshop RSVPs.
- e. Compile measurement data from post-event surveys.
- f. Manage the volunteer roster and send out news.

ARTICLE III – HEARING COMMITTEE

Section 1: The AFB Hearing Committee shall be at least a 6 member committee and consist of the 3 Student Government Association (SGA)* and 3 Activities Funding Board (AFB) appointed representatives. The AFB Chair and AFB Vice Chair have the authority to serve as hearing committee members in the event that 3 of the appointed representatives are not present. Quorum shall be established with at least 3 members present. If 3 members are not present, the hearing must be rescheduled or an email vote may take place.

**No more than 2 of the SGA appointed members may be currently serving in the SGA legislative branch.*

Section 2: Each appointed representative shall be required to meet the following criteria:

- a. Not be a student leader of the SGA executive or judicial branches.
- b. Be enrolled in no less than 9 semester hours and in good academic and disciplinary standing with the University.
- c. Not be a stipend student leader of any Student Service Fee funded unit.

Section 3: *Appealing Decisions of the Hearing Committee*

The SGA Supreme Court shall be the only and final appeal authority for Activities Funding Board decisions. The Court of Appeals shall only hear appeals based on disputes regarding Activities Funding Board policies and procedures.

ARTICLE IV- ACCOUNTABILITY

Section 1: *AFB Chair Accountability*

In situations in which the AFB Chair is unable to meet the minimum requirements of his/her position and/or are interfering with the proper functioning of AFB, the procedure to take place will be:

- a. The Advisor will meet with the AFB Chair to talk about the alleged issue/situation and discuss whether disciplinary action is needed.
- a. This is the opportunity for the AFB Chair to explain alleged issues.
- b. If it is found that sanctions are necessary, the Advisor will create fair conditions that must be met by the AFB Chair to resolve the issue. These conditions will be presented to the AFB Chair in written form and signed by both parties. If the conditions are not met in the agreed time frame, the AFB Chair may be requested to vacate the position by the Advisor.
- c. AFB Vice Chair will only be notified of disciplinary procedures on a need to know basis.

Section 2: *Vice Chair Accountability*

In situations in which the Vice Chair is unable to meet the minimum requirements of the position and/or is interfering with the proper functioning of AFB, the following procedure will take place:

- a. The AFB Chair will meet with the Advisor to talk about the alleged issue/situation and discuss whether disciplinary action is needed.
- b. If disciplinary action is agreed on, the AFB Chair will meet with AFB Vice Chair and bring forth the alleged issues. This is the opportunity for the AFB Vice Chair to explain alleged issues.
- c. The AFB Chair will bring back the information from the discussion with the AFB Vice Chair to the Advisor to discuss whether sanctions are required.
- d. If it is found that sanctions are necessary, the AFB Chair and Advisor will discuss and create fair conditions that must be met by the AFB Vice Chair to resolve the issue. These conditions will be presented to the AFB Vice Chair by the AFB Chair in written form and signed by both parties. If the conditions are not met in the agreed time frame, the AFB Vice Chair may be requested to vacate the position by the Advisor.

Section 3: *Communication Chair Accountability*

In situations in which the Communications Chair is unable to meet the minimum requirements of the position and/or is interfering with the proper functioning of AFB, the following procedure will take place:

- a. The AFB Chair will meet with the Advisor to talk about the alleged issue/situation and discuss whether disciplinary action is needed.
- b. If disciplinary action is agreed on, the AFB Chair will meet with AFB Communications Chair and bring forth the alleged issues. This is the opportunity for the AFB Communications Chair to explain alleged issues.
- c. The AFB Chair will bring back the information from the discussion with the AFB Communications Chair to the Advisor to discuss whether sanctions are required.
- d. If it is found that sanctions are necessary, the AFB Chair and Advisor will discuss and create fair conditions that must be met by the AFB Communications Chair to resolve the issue. These conditions will be presented to the AFB Communications Chair by the AFB Chair in written form and signed by both parties. If the conditions are not met in the agreed time frame, the AFB Communications Chair will be requested to vacate the position by the Advisor.

Section 4: *Hearing Committee Accountability*

In situations in which a member of the Hearing Committee is unable to meet the minimum requirements of the position and/or is interfering with the proper functioning

of AFB, the following procedure will take place:

- a. The AFB Chair will meet with the Advisor to talk about the alleged issue/situation and discuss whether action is needed.
- b. If action is agreed on, the AFB Chair will meet with the SGA Vice President and bring forth the alleged issues.
- c. Any additional action will be handled by the the appointing unit

ARTICLE V- MEETINGS

Section 1: The Activities Funding Board Leadership shall hold regular meetings during the fall and/or spring semesters.

- a. The first meeting of each fall semester will be called by the advisor and subsequent meeting dates and times shall be established in the first meeting.
- b. The members of the AFB Executive Board are expected to attend all AFB meetings. Members who are unable to attend shall notify the AFB Chair as soon as possible.
- c. If the AFB Chair is unable to attend, they shall notify the advisor directly.

ARTICLE VII- AMENDMENTS AND ADOPTION

These bylaws, any amendment thereto, shall become effective with approval of the Student Fees Advisory Committee.

Amended 4/2019