



**RIT Student
Government**

Rochester Institute of Technology

Appendix E: Standing Rules of the Greek Finance Committee

Last Finalized: 04/21/2023

Submitted by: Gregory Springer

1. Preamble

- A. The Student Government (SG) Greek Finance Committee (GFC) is a student run body which allocates additional funding to the members of the Fraternity and Sorority Life community at the Rochester Institute of Technology (RIT). The committee provides a fair and simple means for members to request funds for chapter and/or use in leadership development, philanthropic and community service events, conferences and events that will better the RIT community. The money used to award funding to members is comprised of the student activity fees paid by RIT students. As such, receiving funding from the Greek Finance Committee is a privilege and should be viewed as such. No group is guaranteed funding and any award amount may fluctuate from year to year as the SG administration and budgetary constraints change.

2. Glossary of Terms

- A. **Rochester Institute of Technology (RIT)** - A private university, based in Rochester, NY, composed of ten (10) colleges.
- B. **Student Government (SG)** - An organization composed of elected, if not appointed, student members that represent student interests to the RIT faculty, staff, administrators, and board of trustees.
- C. **SG Greek Senator** - A voting member within the RIT Student Government that is elected in the spring semester, to represent in the next academic year. The Greek Senator is represented as a liaison for the members of the RIT Greek Community to the RIT campus community, faculty, staff, administration, and board of trustees.
- D. **SG Director of Finance** - A member of the Student Government executive cabinet. The Director of Finance manages the finances resources derived from the student activities fund, as well as heading the SG Finance committee that hears requests for events or purchases that promote student life at RIT.
- E. **RIT Fraternity and Sorority Life (FSL)** - International and National Social Fraternities and Sororities represented on the RIT campus, across three (3) Greek Councils. There are independent Greek Honor societies that are represented as well.

- F. Greek Council** - A larger organized body that represents a combined group of Fraternities, Sororities, or both. The Greek Councils represented are the College Panhellenic Council (CPC), the Interfraternity Council (IFC), and the Multicultural Greek Council (MGC).
- G. Executive Board** - A leadership team that is responsible for operating their respective council, consisting of elected members to specific positions.
- H. Greek Finance Committee (GFC)** - This committee is composed of two (2) representatives from each RIT Greek Council, the SG Greek Senator, the SG Director of Finance, the RIT Campus Life Senior Financial Assistant, and the RIT Campus Life Associate Director of Student Engagement, for a total of ten (10) representatives. The representatives are voting members, whereas the SG and the RIT Campus Life representatives are unbiased, non-voting members. The committee reviews and hears requests from all recognized Greek organizations for monetary reimbursements.
- I. Quorum** - The minimum number of voting members that must be present at the committee meeting to make the proceedings of the meeting valid.
- J. Fiscal Year** - A one-year period used for business and financial budgeting and reporting. Per RIT, the fiscal year starts on July 1st and ends on June 30th. (i.e. July 1, 2021 to June 30, 2022).
- K. Tiger Suite** - Located within the Campus Center [Building Three (3)] Room 1610, on the RIT Campus. The suite provides meeting opportunities with FSL Staff and RIT Financial Assistants, as well as overview of account balances, reimbursements, etc.

3. Procedure

A. Membership

- I. Voting membership will consist of the President and the Vice President of Finance of each Greek Council (MGC, CPC, and IFC).
- II. If the Vice President of Finance and/or President of a council is unable to attend a Greek Finance Committee meeting, another representative from that council's Executive Board must attend in their place.

- III. The Student Government Greek Senator will serve as the committee chairperson and will vote only to break a tie. The Student Government Greek Senator is to remain an unbiased party.
- IV. The Student Government Director of Finance, the RIT Campus Life Senior Financial Assistant, and the RIT Campus Life Associate Director for Student Engagement will serve as unbiased non-voting committee members as well.
- V. In the instance that the Greek Senator cannot attend a committee meeting, the Student Government Director of Finance will chair the committee. If neither can attend, the committee meeting for that date will be canceled and all members will be notified.
- VI. In the event that a voting council member's chair is vacant, it will be the responsibility of that council to determine an alternative delegate until the vacancy is filled.

B. Meeting Times

- I. Meetings will be held weekly but may be canceled if no requests are received before the request due date.
- II. The Student Government Greek Senator is responsible for coordinating the weekly committee meeting location and time every semester. An agenda will be prepared prior to each meeting. It is recommended that the Greek Senator reserves a room for the semester at the start of the semester for a weekly day and time, even if it is not guaranteed that the committee will meet every week.
- III. Once a weekly meeting time has been established, the Greek Senator is responsible for notifying the SG Director of Finance, the RIT Campus Life Senior Financial Assistant, the RIT Campus Life Associate Director for Student Engagement, and the voting members.
- IV. Meeting agendas should be sent to the Student Government Director of Finance, the RIT Campus Life Senior Financial Assistant, the RIT Campus Life Associate Director for Student Engagement, and the committee voting members at least twenty-four (24) hours before the committee meeting.
- V. Quorum shall consist of four-sixths ($4/6$), or 66.67%, of the committee's voting members, with at least one (1) voting member from each council, and must be held for all votes.
 - a. A council that presents to the committee will abstain from the vote for their own request.

C. Meeting Structure

- I. Prior to the Greek Finance Committee meeting, all requesters will be sent invitations to present. All accepted invitations will appear on the Greek Finance Committee agenda.
- II. The Greek Finance Committee adheres to Robert's Rules of Order, Newly Revised, latest edition. Meeting is called to order and attendance is taken.
- III. The requesting organization will be given a few minutes to briefly identify their request, its purpose, and its benefit to themselves and the RIT community.
 - a. Elaborate presentations are not required and should be kept short.
- IV. Following the organization's presentation, the floor is then open to members of the committee to ask questions regarding any aspect of the proposal, activity or group.
- V. After all questions have been addressed, the requesting group is dismissed.
- VI. The floor is then open to discussion and once the discussion has concluded, the Greek Finance Committee will vote on a dollar amount for the activity, the items the funds may be spent on and any stipulations of an award.

4. Requests

A. Requesting Funds

- I. The Student Government Greek Finance Committee will hear requests for additional funding from RIT Fraternity and Sorority Life recognized social Greek organizations, their respective councils at RIT, and the Greek Senator.
- II. Organizations must be in good standing with their council, RIT Fraternity and Sorority Life, and the Center for Student Conduct.
- III. Requests must be made on behalf of a chapter or organization of chapters. Individual members may not request funds without the consent of their chapter.
- IV. If the request is \$300.00 or less, the award can be determined by the Greek Senator with approval of the Student Government Director of Finance.
 - a. If the request is more than \$300.00, the organization must present their request to the Greek Finance Committee.

- b. The committee may still hear requests under \$300.00 if deemed necessary by the Greek Senator, the SG Director of Finance, the RIT Campus Life Senior Financial Assistant, or the RIT Campus Life Associate Director of Student Engagement.
- V. If two or more Greek governing councils make a joint request, the request will be heard by the Student Government Finance Committee. The meeting will follow standard Finance Committee procedures with guidance from the Greek Senator. The RIT Campus Life Associate Director for Student Engagement, or their designee, will attend this meeting.

B. Request Procedure

- I. Requests must be submitted using the form available on the Campus Groups FSL website form.
 - a. Once the form is completed, the Greek Senator will look over the information and may ask the requester additional questions or for additional information.
 - b. Once a request is complete, the request will be added to the next available week's agenda and the Greek Finance Committee will be formally notified about where and when the meeting will take place.
 - c. Any requests that are deemed incomplete will not be added to the next meeting's agenda and the requester will be notified to complete their request.
- II. The requester will be notified of the time in which they will come to present to either the Greek Senator or the entire committee.
 - a. The requesting organization must be notified at least twenty-four (24) hours in advance of the time, place, and agenda of the next Greek Finance Committee meeting.
 - b. The requesting organization will confirm their attendance at the next Greek Finance Committee meeting, through email, up to an hour before the scheduled meeting time.
- III. For the meeting structure, requests will be presented in chronological order of the time and date the request form was submitted.
- IV. After the presentation, the committee will then discuss and vote on deciding the amount to award, if any.

C. Request Restrictions

- I. Requests cannot be made for the purchase of any alcohol or any other substances known to be illegal or prohibited by the Rochester Institute of Technology.
- II. Requests cannot be made for the same event twice in a fiscal year.
- III. Requests cannot be made for private events, such as chapter formals, chapter founding day dinners, or banquet events.
- IV. Requests cannot be made to fund chapter operations such as insurance, dues, initiation fees, etc.
- V. Requests cannot be used to pay for tax on a reimbursement.
- VI. Requests cannot be used to pay for the reimbursement of any non-RIT students.
- VII. Requests cannot be used to pay for the reimbursement of alumni, advisors, faculty, or staff.
- VIII. Requests cannot be used to pay for the reimbursement of prizes, including but not limited to, giveaways, raffles, lotteries, lottery tickets (draw games, pull-off games, or scratch-off tickets), etc.
- IX. Requests cannot be used to reimburse cash payments paid out to individuals.

5. Policies & Requirements

A. Types of Requests

- I. On campus events open to students, faculty and/or staff that raise cultural awareness, provide education, or involve the Rochester Community and alumni or late night programs.
- II. Other on campus events that are open to everyone.
- III. Off campus events.
- IV. Other expenses (registration fees for conferences, one time purchases, supplies, etc.) (non-budget items).
- V. Travel for conventions, conferences, development events, or panels.
- VI. Anything not listed above is at the discretion of the Greek Senator when a request is submitted.

B. Travel

- I. Due to the expensive nature of travel and the removal of funds from the RIT campus, any funding awarded for travel will be limited to no more than fifty percent (50%) of the total expenses.

- II. Travel for personal or professional enrichment, academic development, recreation, alumni relations, soliciting donations, or job networking are not considered appropriate requests for funding.
- III. Funding for travel will only be awarded when an organization or individual is representing RIT directly.
 - a. This includes, but is not limited to, national or regional conventions, national or regional retreats and national or regional conferences.
 - b. Funding under these circumstances is restricted to the individuals engaged in the activity or the minimum number of people required to attend.
- IV. Funding for charter buses or rental vehicles may be awarded if a risk management contingency plan is provided.
- V. Each student may be funded reimbursement on their airfare tickets purchased. Priority will be given to fund the students engaged in presenting or representing RIT.
- VI. The Greek Finance Committee may award funding for lodging, which is not limited to hotels, rental homes, and more. The cost of the request shall be limited to the base price of the lodging itself.
- VII. The Greek Finance Committee may award funding for travel in personal and rental vehicles in accordance with RIT's Travel Policies & Procedures. This may cover gas and/or mileage but will not cover the maintenance and upkeep costs of the vehicle.

C. Food

- I. No more than \$200.00 will be awarded for any food by the Greek Finance Committee for an event that is not catered by RIT Catering.
 - a. The food provider, food, and its preparation must be approved by RIT Dining through Event Registration.
 - i. Food catered in part by RIT off-campus catering, such as the RIT Inn, is not considered RIT Catering.
 - b. If food is being served at an event, in which attendees are charged to enter, the food must be professionally prepared.

D. Guest Speakers, Artists, or Performers

- I. Any organization wishing to bring in guest speakers, artists, or performers must register their event and complete the contract request form through Event Registration.

- II. Proper contract and tax forms (W-9) must be processed by the Campus Life Staff in the Campus Center building prior to awarding any funding.
- III. Traveling expenses incurred by the performer/speaker/artist on their trip to RIT and back may not be covered by the Greek Finance Committee.

E. Uniforms, T-Shirts, Personal Items, etc.

- I. The Greek Finance Committee does not fund uniforms for any organization.
- II. Funding shall not be awarded to any organization for T-Shirt purchases. T-Shirt purchases used for personal use or personal property cannot be funded.
- III. No award shall be given out to an organization where the funds will be used to buy items for a member's personal use or for future personal property.

F. Equipment or Material Purchases

- I. Personal apartments or dorm rooms are not approved storage locations. Organizations found to be storing materials at these locations will be subject to disciplinary administrative action for the organization from Campus Life Staff.
- II. Any equipment or material purchase may be postponed if it is deemed that Public Safety, Risk Management, or another responsible organization needs to be involved with the request.

G. Charity & Philanthropy Events

- I. The committee is unable to donate money directly to a charity organization or award funding for costs directly associated with a donation.

6. Awards

A. General

- I. After the committee meeting, the Greek Senator will record each organization's award amount and stipulations. In the case of a request denial, the reasons for the decision will be recorded with substantiation from these policies.
- II. Within three (3) business days, the Greek Senator will send out an award or denial notice to each of the requesting organizations and any other advisor or organization who needs to be informed of the decision.

- III. The award letters should have specific instructions such as reimbursement instructions, an award letter claim date, deadlines, and any stipulations in them. Such letters are encouraged to be read thoroughly.
- IV. When claiming the award, the recipient should have all required documentation prepared for the financial staff of the Tiger Suite.
- V. Any organization failing to claim their award and provide proper documentation to the Tiger Suite financial staff by the due date may lose their award and will have to reapply. Funding may be denied or significantly reduced the second time, if this occurs.
- VI. Campus Life Staff may postpone or hold an award given by the committee if circumstances arise that require action. The award will be processed after Campus Life Staff releases the hold.

B. Stipulations & Restrictions

- I. Any event that uses funds awarded from the Greek Finance Committee can not charge RIT students.
 - a. A group may charge if the funds only cover RIT services. (RIT Food Services, Tech Crew, Public Safety, Brick City Catering, etc.)
 - i. The event must be for a philanthropic/charitable purpose and cannot be fundraising for the group.
 - ii. The committee may dictate how much the organization can charge for the event.
 - iii. Proof of donation after the event must be presented to the committee, if applicable.
- II. Awards may come with extra stipulations or restrictions that the committee sees fit.
- III. Any organization found not following the stipulations or restrictions of the request will be subject to punishment by the Campus Life Staff.

7. Appeals

A. Organizations

- I. Appeals can be made if an organization is not satisfied with their initial award amount or denial.

- a. Appeals must be submitted to the Greek Senator through email, no later than one (1) week after an award letter has been sent to the organization.
 - i. The email should clearly state the reason for the appeal and include any updated or new information that could provide basis for the decision to be overturned.
- b. Appeals will be added to the agenda of the next possible GFC meeting.
- c. Appeals follow the same procedure as regular requests.
- d. The committee can choose to make a new decision or stay with their previous one.
- e. Under special circumstances, if the organization feels that the GFC did not make a proper or ethical decision, the organization may request an appeal to the Student Government Finance Committee after a meeting with the Greek Senator and Student Government Director of Finance.

B. Greek Finance Committee

- I. Bylaws may be temporarily overruled at any regular meeting of the committee by a two-thirds (2/3) majority of the votes cast.
- II. Award letter decisions may be overturned at an emergency meeting, within three (3) business days of being awarded, by a two-thirds (2/3) majority of the votes cast.