



**Roosevelt University**  
**Student Activity Fee Allocation Committee**  
**(SAFAC)**  
**Organization Bylaws**

Updated April 27

## **ARTICLE I. NAME AND MISSION**

- a. The name of this committee shall be the Student Activity Fee Allocation Committee (“SAFAC”) of Roosevelt University Chicago.
- b. The mission of this committee is to fairly and effectively advocate funds to student organizations for events that will improve student life and prompt a positive environment at Roosevelt University.
- c. SAFAC is advised by, and housed within, the Center for Student Involvement (“CSI”). SAFAC shall have professional staff oversight by the Director of CSI, and/or any other professional staff-appointed designee.
- d. In order to stay up-to-date and relevant with all processes, a bylaw review shall be conducted at least once per academic year.

## **ARTICLE II. MEMBERSHIP**

- a. SAFAC shall have a minimum of 6 voting members, not including the committee chair, with a maximum number of 8 voting members.
- b. SAFAC shall always have a chair who is a non-voting member of the committee, with the exception of instances where a tie-breaker vote is needed (see: Article III, Section A).
  - i. To be eligible for the Chair position, a candidate must serve for a minimum of one semester and be voted in by the sitting SAFAC board.
- c. SAFAC shall have representatives from CSI and the Student Government Association (“SGA”). The Chair, Vice Chair, Budget Manager, and Secretary will be selected from the remaining six members. No member is allowed to hold more than one position at a time.
- d. To be eligible to serve on SAFAC, applicants must retain a minimum grade point average (“GPA”) of 2.50 throughout their time on the committee. Applicants with a GPA between 2.0 and 2.50 must submit a letter of recommendation from a member of Roosevelt’s faculty or staff with their application.

## **ARTICLE III. SAFAC COMMITTEE MEMBERS**

### **SECTION A: CHAIR**

The Chair shall...

- I. Only vote in the event that a tie-breaker is needed.
- II. Oversee and facilitate all SAFAC meetings.
- III. Take attendance at every meeting.
- IV. Serve as the single student representative of SAFAC to the Roosevelt community and student body.
- V. Call special meetings as needed.
- VI. Maintain a personal SAFAC file that includes all paperwork relevant to each event (BEO, contracts, invoices, etc.)
- VII. Craft an agenda for every SAFAC meeting.
- VIII. Not hold a joint role within the SAFAC board.

## **SECTION B: VICE CHAIR**

The Vice Chair shall...

- I. Be a general member of SAFAC who is designated as Vice Chair through a voting motion of the committee.
- II. In the absence, dismissal, or resignation of the Chair, perform the duties of the Chair.
  - A. When the Vice Chair is the acting Chair, they will only be a voting member in the event of a tie-breaker.
- III. Be responsible for the maintenance and enforcement of organization bylaws.
- IV. In coordination with the CSI Representative, be responsible for the planning and execution of semesterly SAFAC-related training sessions for student organizations.
- V. Not hold a joint role within the SAFAC board.

## **SECTION C: SECRETARY**

The Secretary shall...

- I. Copy advisor and budget manager on all funding approvals or denials from the SAFAC email account.
- II. Copy advisor and Chair for any other questions or concerns emailed in the SAFAC email account.
- III. Email notifications of funding decisions within 24 hours to the student organization president.

- IV. Include explanations in all emails regarding funding approvals and denials by quoting the student organization manual.
- V. Record all minutes.
- VI. Maintain a personal SAFAC file that includes all paperwork relevant to each event (BEO, contracts, invoices, etc.)
- VII. Establish and maintain a digital repository of all SAFAC-related documents, including bylaws, funding proposals, BEOs, and all other relevant documentation.
- VIII. Not hold a joint role within the SAFAC board.

#### **SECTION D: BUDGET MANAGER**

The Budget Manager shall...

- I. Keep accurate records of the funds allocated.
- II. Email semester budget reports to all members of the committee.
- III. Track allocated funds and money spent as well as funding denials.
- IV. Keep accurate records on money allotted to Security/ATS for each semester.
- V. Prepare and present a brief report at the start of every SAFAC meeting before organization proposal hearings.
- VI. Prepare and present a detailed report at the last SAFAC meeting of each month.
- VII. Meet with professional staff on a semesterly basis in regard to rollover budget and the next semester's allocations.
- VIII. Maintain a personal SAFAC file that includes all paperwork relevant to each event (BEO, contracts, invoices, etc.)
- IX. Not hold a joint role within the SAFAC board.

#### **SECTION E: CSI REPRESENTATIVE**

The CSI Representative shall...

- I. Make copies of SAFAC funding proposals for each member of the committee prior to each meeting.
- II. Track and manage the proposal schedule.
- III. Submit funding requests and all relevant paperwork to the business office.

- IV. Keep funding requests and all relevant paperwork in SAFAC file.
- V. Serve as the liaison between SAFAC and CSI regarding upcoming events or other important details deemed relevant by the office.
- VI. Maintain a personal SAFAC file that includes all paperwork relevant to each event (BEO, contracts, invoices, etc.)
- VII. In coordination with the Vice Chair, be responsible for the planning and execution of semesterly SAFAC-related training sessions for student organizations.
- VIII. Not hold a joint role within the SAFAC board.

#### **SECTION F: STUDENT GOVERNMENT ASSOCIATION (SGA) REPRESENTATIVE**

This member is the Student Government Association's Treasurer. The SGA Representative shall...

- I. Be present at each SAFAC meeting.
- II. Report the SAFAC funding and events at SGA meetings every month.
- III. Act on behalf of SAFAC to help advocate for student concerns which include bringing potential changes to SAFAC.
- IV. Serve as the liaison between SAFAC and SGA regarding upcoming events or other important details deemed relevant by the SGA Representative.
- V. Maintain a personal SAFAC file that includes all paperwork relevant to each event (BEO, contracts, invoices, etc.)
- VI. Maintain a separate record of event funding proposals within the Student Government Association office that is accessible to the Student Government Association.
- VII. Not hold a joint role within the SAFAC board.

#### **SECTION G: ADVISOR**

The Advisor shall...

- I. Be a member of the CSI Professional Staff, designated by the Director of the Center for Student Involvement.
- II. Shall act as a liaison between Roosevelt University, student organizations, and SAFAC.
- III. Be a non-voting member.
- IV. Offer guidance and advice in times of difficulty.

- V. Help provide information and guidance to student organizations regarding policy and other points of interest.

## **SECTION H: GENERAL MEMBERS**

General Members shall...

- I. Consist of two voting members of SAFAC that do not hold other positions on the board.
- II. Vote on funding proposals.
- III. Maintain a personal SAFAC file that includes all paperwork relevant to each event (BEO, contracts, invoices, etc.)
- IV. Serve as liaisons between student organizations and SAFAC.

## **ARTICLE IV. TERMS OF COMMITMENT**

### **SECTION A: TERMS**

- I. New members shall be interviewed and chosen on a rolling basis.
- II. New members shall begin after being voted in by the SAFAC Selection committee.
- III. New and returning members should maintain communication in the summer term, and meet at least once to plan for the upcoming semester.
- IV. Members are not required to meet the week of finals or over holiday breaks.
- V. Members are required to attend weekly meetings.

## **ARTICLE V. ELECTIONS/SELECTION**

- I. The SAFAC chair shall be chosen by a voting process of the members.
- II. If there is a vacant SAFAC role, the current SAFAC committee will determine how those responsibilities will be delegated.
- III. All applicants will be chosen through an interview with the SAFAC Selection Committee. The SAFAC Selection Committee shall contain the advisor, two board members, and one additional member if they so choose.

## **ARTICLE VI. ATTENDANCE POLICY**

- I. Attendance shall be taken at each meeting by the secretary.
- II. SAFAC members can have up to two unexcused absences each semester, no more than four a year.
- III. If a member is going to be absent from a meeting, they must notify SAFAC members of the absence within a reasonable timeframe.
- IV. Excessive tardiness will result in:
  - A. The committee reviewing the member or organization's commitment.
  - B. A meeting with the chair and advisor to discuss proper action going forward.
- V. If the SGA or CSI representatives have excessive absences, appropriate steps will be taken to contact the organization or office to evaluate their commitment to the committee.

## **ARTICLE VII. COMMITTEE VOTING PROCEDURE**

- I. SAFAC voting procedure will follow the guidelines of parliamentary process.

## **ARTICLE VIII. FUNDING**

- I. Student organizations must go through semesterly training with the Center for Student Involvement before they can be eligible for funding.
  - A. At least 2 executive board members should be present.
- II. All SAFAC funded vendors must be able to provide invoices and quotes in United States English, be Tax Exempt, and in United States Dollars (\$USD).
- III. Student reimbursements are required to have the original tax exempt receipt.
- IV. Vendor and/or Volunteer Contracts must be submitted at least 3 weeks prior to the date of the event.
- V. Student organizations shall include SAFAC's branding on their approved event's marketing materials. If an organization fails to do so, their future funding eligibility will be re-evaluated.

- VI. If the student organization representative plans on being absent to a meeting, they must notify the SAFAC board via email to the SAFAC email account at least 24 hours before the meeting.
- VII. Event marketing materials should have the majority of text in English in order to be considered inclusive.
  - A. If an approved event's marketing materials are going to be created in non-English languages, an English translation must be included.

#### **ARTICLE IX. FUNDING POLICIES FROM 2017 STUDENT ORGANIZATION MANUAL:**

The following items from the CSI 2017 Student Organization Manual shall apply to SAFAC Funding Guidelines.

1. Funding may NOT be used to purchase and/or fund:
  - A. Alcohol and/or other illegal or controlled substances
  - B. Travel or parking for students, faculty, staff, or performers/vendors
  - C. Items that advertise the organization such as organization shirts, banners, gifts for organizational members, or items that are used to raise additional funds for the organization itself (t-shirts, robes, costumes, etc.)
  - D. Closed events that only allow attendance of the organization's members
  - E. Membership dues to other organizations or charitable causes
  - F. Honorariums or gifts for RU faculty or staff members
  - G. Fundraising materials, either for a charity organization or for the organization itself
  - H. Gifts for event speakers or presenters
  - I. Gift cards of any kind
  - J. Off campus events
2. All programs and activities must be open to the entire student population and advertised as such, with no fees to Roosevelt students.
3. To be eligible for funding, the Registered Student Organization ("RSO") must meet the Roosevelt University Non-Discrimination Clause.
4. All activities funded by SAFAC must follow the Roosevelt University Student Code of Conduct.



5. All organizations planning to apply for funding must be Registered Student Organizations as determined by CSI.
  
7. SAFAC Funding Proposals must be filled out completely in order for RSOs to receive SAFAC funding. This includes:
  - A. Organization Advisor signature or email from the organization's advisor with explicit acknowledgement of the event and proposal's information.
  - B. A full and detailed list of all requested items, not limited to catering and decorations, and their respective prices.
  - C. Invoices and/or quotes for the desired services.
  
8. Once funding is allocated to an RSO, event or program details may not be changed unless a request is made to SAFAC. Any changes must be proposed to SAFAC for approval.. The total amount of funding allocated may not be changed without review and approval by the SAFAC committee.
  
9. Greek organizations are prohibited from requesting funding for events that take place during recruitment periods (otherwise known as "rush weeks").
  
11. Students cannot make any formal agreements regarding payment with vendors in the form of contracts, letters of intent, etc. Only professional staff within Roosevelt University's Center for Student Involvement and the Purchase Department has the authority to make formal agreements regarding payment with outside vendors.
  
12. Any funding requiring a contract or agreement must be submitted before a contract is started/signed.
  
13. Performer, entertainers, and/or outside vendors must be paid by the university and will be paid after the event or after goods are received.
  
14. Food should be ordered through Roosevelt's catering department, via the Center for Student Involvement Student Representative, as stated in Article III, Section E..