

Article III

Section 7: The Co-Curricular Fund

1. Establishment of the Co-Curricular Fund
 - a. The Co-Curricular Fund (henceforth, “the fund”), previously sponsored and administrated under the Office of Student Activities, will now be funded and administered by the Student Association.
 - i. The fund is not subject to the previous restrictions of the Student Activity Fee listed in these bylaws, instead subject only to the following guidelines and protocols listed in this section.
 - ii. The fund is open to any matriculated undergraduates of Syracuse University and SUNY ESF, as well as any Registered Student Organizations (RSOs) whose membership is composed of primarily undergraduate students of SU/ESF.
 - b. Mission Statement of the Fund
 - i. The fund’s purpose will be to provide monetary assistance in order to further student experiences in extra-curricular. This fund is meant to remove financial barriers to such experiences for any undergraduate Syracuse University and SUNY ESF Students.
 - ii. The fund’s purpose is also to supplement and support existing Student Association funded events that require additional components that would not otherwise be funded through Student Association. It will also allow financial support to students, clubs or organizations that do not qualify for the RSO funding options available through other Student Association budget processes.
2. The Co-Curricular Fund Review Committee
 - a. The Co-Curricular Fund Review Committee (henceforth, “the Committee”) shall be established to administrate the fund.
 - b. Committee Structure
 - i. The Committee shall be chaired by the Comptroller, or their designee with Cabinet approval.
 1. The Chair shall only vote in the case of a tie, or in the case that without their vote, students would not make up 50% of those voting.
 2. The chair of this committee shall not receive a vote on the Cabinet for this role.
 - a. If the chair has a vote on the Cabinet in another capacity, they are allowed to retain their voting rights on Cabinet within that capacity.

- ii. No more than three (3), but no less than two (2) seats shall be reserved for University staff members, each with one vote.
 - 1. These seats shall be filled by the Director of the Office of Student Activities, the Budget Analyst of the Office of Student Activities, and the Director or an Associate Director of the Student Centers and Programming Services office, or any other staff member up to the Chair's discretion.
 - 2. These staff members must be proposed by the Committee chair and approved by a majority vote of the Cabinet to serve in these roles.
 - iii. Two (2) seats shall be reserved for additional members of the Finance Board.
 - 1. Any member of Finance Board is eligible for these seats.
 - 2. They must be nominated by the Comptroller and confirmed by a majority vote of the Cabinet.
 - iv. Three (3) additional seats shall be reserved as at-large seats, each with one vote.
 - 1. Any matriculated undergraduate student of SU/ESF is eligible to serve in these seats.
 - 2. They must fill out an application and run in an election before the Assembly.
 - c. Protection of a Student Majority
 - i. In the event that students do not make up at least 50% of the Committee, the duties of this Committee shall be carried out by the Finance Board, with the staff members of this Committee providing a written recommendation to the Assembly along with the Finance Board recommendation.
 - ii. In the event that students do not make up at least 50% of any vote by the Committee, including the Chair's vote, the committee's written recommendations will be voted on by the Finance Board.
3. Fund Restrictions
- a. The amount of funding requested for one event may not exceed \$5,000.
 - b. Funding/Reimbursement will not be provided for an event that has already taken place, likewise, cash advances are not permitted.
 - c. The program, activity, or event must be implemented and completed during the academic year of the award. No awards are made for summer programming.

- d. If eligible for funding, and the cost is a fundable item through the Student Association (SA), RSOs must first apply through SA's Finance Board process before applying for co-curricular funding.
 - i. Failure to request funding through SA first, without sufficient reasoning as to why funding was not requested, will result in the application being denied.
 - e. Funding may be full or partial.
 - f. Funding may be denied if the committee feels that the organization has not allowed enough time to plan the desired event in accordance with SCPS, FASA, and/or the Office of Student Activities processes.
 - i. Applicants should refer to the Office of Student Activities RSO handbook for an event planning timeline.
 - g. SU is a tax-exempt university; therefore taxes paid will not be reimbursed.
 - i. Applicants should obtain a tax-exempt form from the Office of Student Activities prior to making purchases.
 - h. Funds may not be used for gifts to students, for undergraduate scholarships, or for payments to students for services.
 - i. Profits recycle back into the co-curricular fund unless the event is a benefit.
 - i. If an event is a benefit, it must be designated as such on the application and a letter from the specific beneficiary must be submitted with the application by the application due date.
 - ii. Failure to provide a beneficiary letter will automatically result in your application being denied.
 - j. T-shirts and launch parties are rarely funded. Keeping in mind, cost per head, and menu choices, the committee reserves the right to limit the amount of funds allocated for food based on reasonable event needs, and if food is mission critical for the event to be successful.
 - k. Funding will be awarded primarily for programs/events that take place at Syracuse University's "On-campus venues" as defined by the Student Association Funding Code.
 - i. This policy does not apply for travel to conferences, competitions, exhibits and field experiences that enhance the out-of-classroom connections with faculty or invited guests or for community service projects.
4. Disbursement of Funds
- a. Funds will be distributed primarily upon receipt of detailed, itemized invoices from the service provider.

- b. Funds may also be reimbursed for approved out of pocket expenses with copies of appropriate original itemized receipts.
 - i. At the conclusion of the program, activity, or event, a request for reimbursement should be submitted to Greg Bronk, 100 Women's Building or gjbronk@syr.edu. The request for reimbursement must include documentation that identifies the specific nature and amount of that approved expense as outlined in your original application.
 - ii. All requests for reimbursement must be received by the end of business on the first Friday of January for Fall events and by the first Friday of May for Spring events. Reimbursements requested after the deadline will not be granted.

5. Application Process

- a. Applicants must complete the Co-Curricular Fund Application and submit the application and all required documentation through Campus Labs.
 - i. All sections of the application must be completed.
 - 1. A detailed itemized proof of costs from the service provider, must be uploaded and submitted with the application by the due date.
 - 2. The application will contain a narrative section.
 - a. In the narrative section, a detailed description of the following must be included for review.
 - i. The purpose and need for this event, and how it will impact the SU student community.
 - ii. What co-curricular experience students will gain by implementing or attending this event.
 - iii. How this event fits into the mission and vision of the registered student organization.
 - iv. Any other relevant information requested by the Fund Review Committee.
 - ii. Incomplete Applications will not be considered.
- b. A separate application must be completed for each program, activity or event.
- c. A completed program evaluation and final expense report must be submitted no later than three weeks after the completion of the event.
 - i. Failure to do so will result in ineligibility for future funding for that organization, person or event.
- d. At the beginning of the academic year, the Committee will create a calendar with no less than five (5) application deadlines.
 - i. The Committee will review all requests submitted prior to each deadline, since the previous deadline.

1. Committee members will review each application holistically, taking into account the context of each request.
 2. If the Committee is unable to come to a decision with the information provided, given the submitted application is complete, they may request the applicant to provide more information, either electronically, or at an in person hearing.
 - e. For each funding request, the Committee will, by majority vote, draft and submit a written recommendation to the Assembly for approval.
 - i. This recommendation shall include any relevant information from the request that the committee deems was necessary in their decision-making process, including a detailed description as to how they came to their decision, and how their decision is in the best interest of the student body.
 - ii. The recommendation shall include a short narrative section from the student committee members as well as a short narrative section from the staff committee members along with the final vote count by the whole committee.
 - f. The Assembly may, at any time from the recommendation's introduction, approve the recommendation by majority vote.
 - i. The Assembly, by a two-thirds majority vote, may refer the recommendation back to the committee for further review.
 1. This action shall be accompanied by a reasoning for such action, and such reasoning shall be delivered to the committee by the Assembly member who made the motion, or their designee.
6. Review of the Fund
 - a. Beginning after the first three (3) funding deadlines, or the end of the Fall semester, whichever comes first, the Board of Administrative Operations shall conduct a thorough audit and review of the Fund resulting in a final report to be submitted to the Assembly by the first Monday in April.
 - i. This review shall examine the success of the Fund and measure it's efficiency at achieving its primary goal and purpose.
 - ii. All documentation, including, but not limited to, applications, recommendations, program evaluations and expense reports. shall be made available to reviewers.
 - iii. The final report shall include recommendations for the future of the fund, specifically the following two academic years and any revisions to this section that may be necessary to better serve the fund's purpose.
 - b. The Fund shall be subsequently reviewed under this process every two (2) years.