

SGA Co-sponsorship Fund

Constitution

Article 1: Mission Statement

Section 1.

The mission of the SGA Co-sponsorship Fund is to provide funding for a Barnard student, student group, or SGA committee initiative under extenuating financial circumstances.

Article 2: Membership and Duties

Section 1. Makeup

The VP of Finance (VPF) of SGA in addition to a minimum of 4 appointed members of the Financial Review Committee (FRC) will sit on the SGA Co-sponsorship Fund Committee.

Section 2. Chairing

The VPF will chair the SGA Co-sponsorship Fund meetings, with the FRC appointed co-chair willing and able to step in as chair should the VPF not be present.

The Chair is in charge of setting the meeting agenda and facilitating the meetings. The SGA Co-sponsorship Fund Committee. will set a fair division of administrative and custodial duties at the SGA Co-sponsorship Fund Constitutional Review.

Section 3. Voting

Each SGA Co-sponsorship Fund Committee member has one vote. Simple majority rules.

If the committee members cannot agree within the allotted meeting time, then discussion may continue over email for the sake of expediency.

Section 4. Conflicts of Interest

If a delegate is a member of a student group asking for funds from the SGA Co-sponsorship Fund, that delegate must excuse themselves from the deliberations and voting.

Article 3: Meetings

Section 1. Presentations

Upon receiving applications, the VPFs will schedule groups to come in to present their applications to the committee and answer questions. Members of the general Columbia community may also attend these presentations.

Section 2. Voting

Voting may be done after each presentation or at the end of the meeting, in a closed session consisting only of elected and extended council members. The content of the deliberation will only be discussed within the SGA Co-sponsorship Fund committee, and with the applicants reviewed.

Article 4: Applying

Section 1. Application

Each group must submit an online application. This application will be the basis of the group's presentation to the SGA Co-sponsorship Fund committee. The applicant will be scheduled to present to the committee within 2 weeks of submitting the application.

Section 2. Eligibility

Groups that are recognized by GBB are eligible to apply to the SGA Co-sponsorship Fund. SGA Representative Council or committee members may apply on behalf of their committee. Unrecognized groups and Barnard students may apply through an eligible group or committee. The SGA Co-sponsorship Fund will only fund groups for undergraduate student expenses. All other groups or individuals are ineligible for funding.

The SGA Co-sponsorship Fund will abide by all Barnard College spending policies and restrictions.

Article 5: Funding Process

Section 1. Payment Transfers

At a discretionary basis — but no less than once per semester —. The chair will then allocate the funds from the SGA Co-sponsorship Fund account into group accounts that have been awarded funding.

No student group may receive SGA Co-sponsorship Fund funding that exceeds their SGA Co-sponsorship Fund allocation or final total costs (whichever is less). Student groups must give all relevant receipts to the chair before receiving funds.

SGA Co-sponsorship Fund reserves the right to report any incidents of financial dishonesty.

Article 6: Amendments to the Constitution

Section 1. Constitutional Review

Once every one (1) year the SGA Co-sponsorship Fund Constitution will be reviewed in a closed session consisting only of elected and extended council members. All members must be present to attain quorum.

Section 2. Amendment process during Constitutional Review

An amendment may be proposed by any member of the SGA Co-sponsorship Fund Committee. A draft of the proposed amendment(s) shall be provided. A $\frac{3}{4}$ vote of the members shall be required to accept the amendment(s).

Section 3. Amendment process between Constitutional Review

An amendment may be proposed by any member of the elected and extended committee. The chair shall document the proposed amendment(s) for the next Constitutional Review. All documented proposed amendments shall be considered by the committee members during the next Constitutional Review.

Spending Guidelines and Policies 2017-2018*

1. Travel Expenses
 - a. Allocation cannot be used for travel and off campus events.

2. Attending Events
 - a. Allocation can (within reason) be used for registration fees

3. Organizing New Events
 - a. Food and drink
 - i. \$2.50 per attendee for a study break or snack event
 - ii. \$5.00 per attendee for sit-down dinners or other event wherein food is a primary focus of the event.
 - iii. \$10 per attendee for formal banquet-style meals, usually only once a semester.
 - b. No SGA Co-sponsorship Fund funds may be used for charitable donations. If a group wishes to make a charitable donation with their event's funding, they must first reimburse all funds received from the SGA Co-sponsorship Fund.
 - c. Publicity
 - i. Allocation cannot be spent on publicity for events with attendance of 30 or fewer.
 - ii. No more than \$30.00 may be spent on publicity for events with between 31 and 100 projected attendees. No more than \$75 may be spent on publicity for events with 100+ projected attendees.
 - d. Prohibited items
 - i. T-shirts or apparel items for groups
 - ii. Events which fall outside the academic term
 - iii. Awards for contests or tournaments, gifts or direct donations to charity (though allocation may be spent toward the execution of the event).
 - iv. Online advertising (such as Facebook ads) or advertisements which do not reach Columbia undergraduates student body.
 - v. Web space.
 - vi. Banners.
 - vii. Photographers, video or camera operators.
 - viii. Alcohol and tobacco products

4. Spending Caps
 - a. Spending is capped tentatively at \$3,000 per semester

*All guidelines and procedures are subject to the discretion of the SGA Co-sponsorship Fund Committee.