

SEE Funding Board Bylaws

Section A. Purpose

Subsection 1. The SEE Funding Board will have, as its purpose, to provide SGA-recognized student groups with a means to present diverse programming for the University of Maryland campus community. In serving this purpose, it will complement the programming of the SEE Executive Board.

Section B. Membership

Subsection 1. Membership on the SEE Funding Board shall be broad in an attempt to represent the various interests of the campus community. To the best of its ability the SEE Funding Board will include one representative from each registered student organization below:

Asian American Student Union
Black Student Union
Jewish Student
Union Latino Student
Union Pride Alliance
Residence Hall
Association Transfer2Terp

The following people shall serve as representatives to the SEE Funding Board:

SEE Funding Director
SEE President
SEE VP of Finance

Four At-Large Students, with an additional At-Large student for every above mentioned student group that does not send a representative.
One representative of the Student Government Association designated by the SGA President

No representative to the SEE Funding Board can represent two organizations.

No representative to the SEE Funding Board can also be a member of SEE or SGA with the exception of SEE President, SEE VP of Finance , SEE Funding Director and SGA representative.

Any student who sits on the SEE Funding Board who is also an incoming SEE Director shall be allowed to hold their seat and maintain voting power on the SEE Funding Board, representing their organization, until June 1st. Said Board member shall relinquish their position when a new Board member is selected by the organization he or she represents.

Subsection 2. Membership will be reviewed according to the SEE Funding Board Bylaws. There must be a 2/3 vote by all the voting members of the SEE Funding Board to add new groups. Provisions in the form of applications will be made for organizations who seek membership by the SEE Funding Director. If an organization is inactive for one year they will be removed from the SEE Funding Board for the remainder of the academic year. All voting members must be registered undergraduate students at the University of Maryland, College Park. In addition, all organizations who are added to or removed from the SEE Funding Board must also be approved by the SEE Executive Board.

Subsection 3. The above listed organizations shall appoint an alternate to take the place of their representative should he or she be unable to attend a meeting. However, should a representative or alternate have more than three unexcused absences, their organization will be suspended from the SEE Funding Board until the following semester. Warnings will be sent by the SEE Funding Director to an organization's president after its representative or alternate has missed two meetings. Organizations suspended due to absences will have their absences taken into account when applying for funding from the SEE Funding Board.

Subsection 4. The SEE Funding Director shall appoint through an application process the four At-Large Students. These students may not be active members in any of the above listed organizations.

Subsection 5. The Stamp shall appoint staff to service on the SEE Funding Board. This ex officio member will not have voting privileges.

Subsection 6. The SEE Funding Director shall act as chair for the SEE Funding Board. Responsibilities of the chair include preparation of applications, facilitation of meetings and serving as a liaison and advisor to all funded organizations.

Subsection 7. The SEE Program Coordinator or an appointed designee by SEE Program Coordinator shall serve as the advisor to the SEE Funding Board. This individual shall provide assistance to both the Funding Board and the Funding Director as well as organizations receiving funding, but shall not hold voting rights. This advisor is additionally responsible for the coordination of event contracts.

Section C. Duties

Subsection 1. There shall be clear communication between the SEE Funding Board and SEE Executive Board about the planning of campus-wide programs. The SEE Funding Director will provide a weekly status report to the SEE Executive Board. Should an event be approved by the SEE Funding Board, the SEE Funding Director will then propose the event to the SEE Executive Board for a final vote, with the exception of emergency funding.

Subsection 2. The SEE Funding Board shall provide co-sponsorship funds and/or advising/production resources for SGA-recognized student organizations. Production resources may be provided per the SEE bylaws.

Subsection 3. The SEE Funding Board shall confirm the SEE President on a yearly basis.

a. The top candidates for the position of SEE President will be brought before the Funding Board for an official interview.

b. All voting members of the Funding Board will be permitted to pose questions to the candidate.

c. Before deliberation is to begin, the current SEE President will

read a recommendation as submitted by the SEE Advisory. d. The SEE Funding Board must elect the next SEE President by a two-thirds (2/3) affirmative vote.

Subsection 4. The SEE Funding Board must approve any amendments to the SEE Constitution by a two-thirds (2/3) affirmative vote. The Vice President of Student Affairs of the SGA or their designee will give final approval for any SEE constitutional amendments.

Section D. Meetings

Subsection 1. The SEE Funding Board will meet as needed during the academic year and at least once a semester.

Subsection 2. A quorum shall consist of at least one-half (1/2) plus one of the voting members of the Funding Board. Suspended organizations shall not count toward quorum. Unfilled positions will not count toward quorum. Business will only be conducted at meetings in which a quorum is present.

Subsection 3. All motions, in order to pass, must be voted upon affirmatively by a majority, which is defined as one-half (1/2) plus one of the members present.

Section E. Bylaws and Amendments

Subsection 1. The SEE Funding Board will operate according to these Bylaws.

Subsection 2. The SEE Funding Board Bylaws may be amended by a two-thirds (2/3) affirmative vote of the SEE Funding Board. The Vice President of Student Affairs of the SGA or their designee must grant final approval for any changes to the Bylaws.

Section F. SEE Funding Board Co-Sponsorship Guidelines

Subsection 1. Applications for co-sponsorship must be made available by the SEE Funding Director. All groups seeking funding and/or resource support must fill out an application to be reviewed by the SEE Funding Board.

Subsection 2. Any university registered student organization in good standing is permitted to apply to the SEE Funding Board for co-sponsorship of events.

Subsection 3. The Student Government Association may not request funding from the SEE Funding Board due to a conflict of interest.

Subsection 4. Only SGA-recognized student organizations that are eligible for undergraduate student activities fees can be funded by the SEE Funding Board.

Section G. Process

Subsection 1. The SEE Funding Board shall only conduct business when a quorum of one-half (1/2) plus one of the voting membership is present.

Subsection 2. Applications for co-sponsorship, with the exception of emergency financial co-sponsorship, must be submitted to the SEE Funding Director and SEE Funding Advisor by Thursday at 5 p.m., no fewer than 25 calendar days prior to the event (excluding public holidays and breaks). The application will then be voted on by the SEE Funding Board the following Tuesday.

Prior to voting by the SEE Funding Board, all applications are initially reviewed for eligibility by the SEE Funding Director Monday through Thursday during business hours (9-5pm). If an application is submitted outside of this timeframe, this review will not occur until the following Monday.

i.e. An application submitted on Friday, September 3rd 2022, for an event on Wednesday, September 28th, will not be viewed until Tuesday, September 6th (given that Labor Day is on September 5th). **This application is not eligible for co-sponsorship because the 25-day countdown begins on September 6th, making the event fall less than 25 days after the day of review.**

Subsection 3. Approved applicants must attend the SEE Funding Board meeting assigned to them by the SEE Funding Director to explain and answer questions concerning the proposed event. The meeting will occur at least 3 weeks prior to the proposed event. The organization's treasurer and event program coordinator(s) must present the proposal to the SEE

Funding Board. Advisors will not be allowed to present. All members of the organization must leave the room while the SEE Funding Board decides and votes on funding. This includes representatives from the applying organization on the SEE Funding Board.

Subsection 4. Emergency financial co-sponsorship funding is available only for

programs that have already received co-sponsorship funding from the SEE

Funding Board and are unable to meet the cost of a program. Emergency financial co-sponsorship funding is designed to meet additional, unexpected costs. As such, emergency financial co-sponsorship funding may not exceed \$1,000.00 and must be requested at least one week before the event. Emergency funding applications must be heard and unanimously approved by the SGA representative, SEE President, SEE Funding Director and SEE Funding Board Advisor.

Subsection 5. Any organization planning an event that falls less than 21 days after the first day of classes in any academic semester must submit their application at least 2 weeks before reading day of the previous semester.

Subsection 6. The SEE Funding Board must approve funding for an event by majority vote of board members present no later than the Wednesday 3 weeks prior to the proposed event. Exceptions may be made upon consultation and the unanimous approval of the SGA representative or designee, SEE President, SEE Funding Director and SEE Funding Board Advisor.

Subsection 7. The SEE Funding Board cannot guarantee payment unless all necessary paperwork is submitted prior to the day of the event.

Subsection 8. It shall be the duty of the SEE Funding Director to notify the SEE Executive Board and pass along approved applications at the next regularly scheduled SEE Executive Board meeting. SEE must then consider proposed events within one week of SEE Funding Board approval for funding. SEE may veto proposed events with a two-thirds (2/3) majority for events it feels are not feasible. The SEE President must contact the SEE Funding Board in writing to inform them of the results of its vote counts prior to the next meeting of the SEE Funding Board.
Vote counts for events vetoed by SEE should be accompanied by an explanation for their disapproval. The SEE Funding Board may overturn the SEE Executive Board's veto by a two-thirds (2/3) majority vote at the next SEE Funding Board meeting. This process does not apply to emergency funding.

Section H. The SEE Funding Board may choose not to sponsor an event for any of the following reason(s):

Subsection 1. The Funding Board reserves the right to define what enhances diversity by its own parameters and fund programs accordingly.

Subsection 2. Financial infeasibility.

Subsection 3. The Funding Board is the sole source of funding. Funding should be supplemental in nature, unless it is a newly started program.

Subsection 4. Repetitive programming, where there have been too many similar events in one year or too many planned programs on the suggested date.

Subsection 5. Annual Programs.

- The first year an organization requests funding it is eligible to receive full co-sponsorship funding.
- The second year an organization requests funding it is eligible to receive one-half (1/2) of the amount that was allocated the previous year that funding was received.
- The third year an organization requests funding it is eligible to receive one-fourth (1/4) of the amount that was allocated the first year.
- An organization is not eligible for co-sponsorship funding the fourth year.
- On the fifth year an organization is eligible to repeat the process. Funding of annual programs is based on the program, not the organization seeking co-sponsorship. The SEE Funding Board reserves the right to determine what constitutes an annual event.

Subsection 6. Organizations or groups may only co-sponsor one program with the SEE Funding Board per academic semester.

Subsection 7. The SEE Funding Board may not co-sponsor any concerts deemed “large scale” by the Event Management Handbook which can be found on The Stamp website.

Subsection 8. The SEE Funding Board cannot provide funding to any form of banquet or

award
ceremony.

Subsection 9. The SEE Funding Board cannot provide funding to any form of party or similar social event.

Subsection 10. The SEE Funding Board cannot fund the purchase of clothes, hats, other wearables or the rental of costumes. This includes decorations for the event.

Subsection 11. The SEE Funding Board cannot fund the purchase of food, drinks, or other edible items.

Subsection 12. The SEE Funding Board cannot fund any event in which money is being collected for fundraising purposes or donated to charitable causes.

Subsection 13. The SEE Funding Board will not sponsor any programs in which there is a clearly documented threat of death or overwhelming injury to either the producers or participants.

Subsection 14. Organizations seeking co-sponsorship must be in good standing with the University. Organizations must also be in good standing with the SEE Funding Board.

Subsection 15. Only SEE may make negotiations with outside promoters.

Subsection 16. No member of the SEE Funding Board may add their group or organization to a proposed event as a condition for approval.

Subsection 17. All events must be open to the entire University of Maryland community.

Subsection 18. The SEE Funding Board cannot fund any event in any off-campus venue. Off-campus venues shall be defined as: those locations we cannot transfer funds through an Internal Service Request (ISR).

Subsection 19. SEE cannot fund insurance for any event.

Subsection 20. Half (50%) of All financial contributions provided by the SEE
Funding

Board must be repaid to it out of the revenues from the co-sponsored event, with the exception of merchandise sales, before any money earned is distributed back to the group, if applicable. The other half (50%) of financial contributions that is distributed back to the group must be put into the group's KFS account.

Subsection 21. The SEE Funding Board cannot fund more than five contracts in total. This can include up to three cultural event contracts and two vendor contracts, or the reverse.

Section I. The Funding Board requires a co-sponsoring group or organization to sign a co-sponsorship agreement with the SEE Funding Board Advisor before SEE will officially recognize the event.

Subsection 1. No contracts may be signed before co-sponsorship is granted.

Subsection 2. If the SEE Funding Board agrees to co-sponsor programs where contracts

are dependent on funding, the contracts must be handled by the SEE Funding Board Advisor. If the contract amount exceeds the amount of funding the group was approved for by the SEE Funding Board, the group must transfer the difference to the SEE Funding Board account before contracts are completed.

Subsection 3. If co-sponsorship is granted, the SEE Funding Board must be advertised in all promotional material and at the program. All materials created post-co- sponsorship will be reviewed by the SEE Funding Board Advisor.

Subsection 4. SEE Funding Board will directly pay for all co-sponsored expenses and no transfers will be made into organization's accounts.

