

**The SEE Collaborations Fund**

**Section A.** Purpose

Subsection 1. The SEE Collaborations Fund 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.** Approval Process

Subsection 1. The SEE Collaborations Fund's approval process will be undertaken by the SEE Executive Board and the General Body. The funds usage must be passed by  $\frac{2}{3}$  approval vote by the SEE Executive Board and the General Body.

The following people shall serve as leaders of the SEE Collaborations Fund:

SEE Collaborations Director

SEE President

SEE VP of Finance and Operations

One representative of the Student Government Association designated by the SGA President

No leader of the SEE Collaborations Fund can also be a member of SEE or SGA with the exception of SEE President, SEE VP of Finance, SEE Collaborations Director and SGA representative.

Any student who sits on the SEE General Body who is also an incoming SEE Director shall be allowed to hold their seat and maintain voting power on the SEE Collaborations Fund, 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 or they represents.

Subsection 2. The SEE Collaborations Director shall act as chair for the SEE Collaborations Fund. Responsibilities of the chair include preparation of applications, facilitation of meetings and serving as a liaison and advisor to all funded organizations. They also have the responsibility of writing and managing all MOUs between SEE and funded organizations.

Subsection 3. The SEE Program Coordinator or an appointed designee by SEE Program

Coordinator shall serve as the advisor to the distribution of the SEE Collaborations Fund. This individual shall provide assistance to both the General Body and the Collaborations 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 Executive Body and the SEE General Body about the planning of campus-wide programs. The SEE Collaborations Director will provide a weekly status report to the SEE Executive Board. Should an event be approved by the SEE Executive Board, the SEE Collaborations Director will then propose the event to the SEE General Body for a final vote, with the exception of emergency funding.
- Subsection 2. The SEE Collaboration Fund shall provide co-sponsorship funds and/or advising/production resources for SGA-recognized student organizations. Production resources may be provided per the SEE bylaws.

### Section D.      Meetings

- Subsection 1. The SEE Collaborations Fund will be discussed at General Body Meetings, as determined semesterly by the SEE Membership Director
- Subsection 2. The General Body active membership quorum will be determined by the SEE Membership director at the beginning of the semester. A quorum shall consist of at least one-half (1/2) plus one of the voting members of the General Body.
- 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 General Body members present.

### Section E.      Bylaws and Amendments

- Subsection 1. The SEE Collaborations Fund will operate according to these Bylaws.
- Subsection 2. The SEE Collaborations Fund 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 collaborations must be made available by the SEE Collaborations Director. All groups who decide to formally seek funding and/or resource support must fill out an application to be reviewed by the SEE Executive Board and General Body.
- Subsection 2. Any SGA-recognized student organization in good standing is permitted to apply to the SEE Collaborations Fund.
- Subsection 3. The Student Government Association may not request funding from the SEE Collaborations Fund 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 Collaborations Fund.

Section G. Process

- Subsection 1. The SEE Collaborations Fund shall only conduct business when a quorum of one-half (1/2) plus one of the General Body is present.
- Subsection 2. Applications for all collaborations, with the exception of emergency financial collaborations, must be submitted no less than 3 weeks prior to the proposed event to the SEE Collaborations Director and SEE Program Coordinator Advisor. The SEE Collaborations Director and SEE Program Coordinator will initially review applications for completion and according to all necessary criteria for co-sponsorship.
- Subsection 3. Approved applicants must attend the SEE Executive Board and SEE General Body meeting assigned to them by the SEE Collaborations 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. All members of the collaboration-seeking organization must leave the room while the SEE Executive Board and General Body decides and votes on the collaboration. This includes representatives from the applying organization on the SEE Executive Board or General Body.
- Subsection 4. Emergency financial co-sponsorship funding is available only for programs that have already received co-sponsorship funding from the SEE Collaborations Fund or are unable to meet the cost of a program. Emergency financial collaboration funding is designed to meet additional, unexpected costs. As such, emergency financial collaboration 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 Collaborations Director and SEE Program Coordinator.

Subsection 5. During the first three weeks of the semester, the SEE Executive Board will be able to pass SEE Collaborations Fund proposals to allow for the General Body recruitment process. A representative of the group will attend the SEE Executive Board meeting on the Wednesday following their application submission. We will follow the same voting procedures outlined.

#### Section H.

The SEE Collaborations Fund may choose not to sponsor an event for any of the following reason(s):

Subsection 1. Financial infeasibility. During the fall semester, one group cannot claim more than 35% of the entire collaboration budget for the year. This policy can be adjusted based on financial need and will be evaluated on a case by case basis. A motion to exceed the 35% policy must be passed with a 2/3-majority vote of the SEE Executive Board.

Subsection 2. The Collaborations Fund is the sole source of funding. Funding should be supplemental in nature, unless it is a newly started program.

Subsection 3. 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.
- In 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 4. Organizations or groups may only co-sponsor one program with the SEE Collaborations Fund per academic semester.

Subsection 5. The SEE Collaborations Fund must comply with the campus concerts policy, which includes but is not limited to: no funding can made available

to groups planning large-scale concerts, SEE is the only organization that can work with outside promoters, etc.

Subsection 6. No member of the SEE Funding Board may add their group or organization to a proposed event as a condition for approval.

Subsection 7. All events must be open to the entire University of Maryland community.

Subsection 8. 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 9. Half (50%) of All financial contributions provided by the SEE Collaborations Fund 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 10. Only payments to U.S. based vendors will be funded.

## Section I.

The Collaborations fund requires a co-sponsoring group or organization to sign a co-sponsorship agreement with the SEE Program Coordinator 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 Program Coordinator . If the contract amount exceeds the amount of funding the group was approved for by the SEE Collaborations Fund, the group must transfer the difference to the SEE Collaborations Fund account before contracts are completed.

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

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