



ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY STUDENT  
ORGANIZATION FUNDING COUNCIL CHARTER

---

**CHARTER STATEMENT #414**  
**APPROVED 09/19/2018**

**Purpose:**

The Student Organization Funding Council is to exercise its due diligence through student representation and remove Student Organization Funding/Fundraising barriers. This council will also help ease and differentiate the funding process into two groups, the administrative staff role and the council role, in order to have the most efficient model of timely application review.

This council will have the authority to hear and vote on all student organization funding requests as per the Student Organization Funding Policies and Procedures. This council will hear and vote on all student organization funding proposals. Any and all student org funding requests will follow the current Student Organization Funding Handbook and the Student Organization Funding Policy. This council will then bring student organization funding recommendations to the Board of Directors (or Executive Council or Finance Committee) to review and act upon.

In addition to funding student organizations, this council will work on any other financial matters pertinent to Student Organizations at San Francisco State. This council will foster dialogue and advise actions of the Finance Committee. In this manner, the council shall serve as an open space for student organizations to directly voice their concerns regarding Student Organization Funding and put forth potential actions. By creating a separate space for student org funding proposals/allocations, the Finance Committee will be more free to work on other pertinent financial matters in regards to Associated Students as a whole.

**Composition and Qualifications**

The Student Organization Funding Council shall be chaired by the Vice President of Finance, the Finance Committee Vice-Chair, or the Student Organization Representative. The Vice President of Finance will be the vice-chair of the council if not designated as the chair.

Consisting of no less than three sitting AS Board members, it is recommended that one representative from a historical organization, one representative from a non-historical student organization, one representative from a Greek organization, and one representative from a sport club organization sit on this council. If there are student organization representatives on this council, they will be voting members. The VP of Finance will nominate one candidate per area for consideration by the Board of Directors in accordance with the Selection, Appointment, and Review of AS Appointees Policy and brought to the Board of Directors for approval. Representatives must be confirmed by a simple majority vote of the Board of Directors. In addition, at least one Associated Students staff member or designee will attend in an advisory capacity.



The council will be composed as follows:

- VP Finance, Vice-Chair of Finance Council, or Student Organization Rep (Chair)
- VP Finance (Advisory, if not the chair)
- 3 AS Board members (Voting)
- 1 AS staff member (Advisory)
- Recommended:
  - One Historical Org Representative (Voting)
  - One non-historical org representatives (Voting)
  - One representative from a Greek letter organization (Voting)
  - One representative from a sport club organization (Voting)

### **Responsibilities and List of Duties**

- Per the Student Organization Funding Handbook, The Student Organization Funding Council (or Finance Committee if the Student Organization Funding Council is not available), hereby called the SOFC, shall review the student organization funding request proposal.

Similar to the different funding levels that organizations are eligible for (Group A, B, C, D), there are thresholds of funding requests that can be either approved or denied immediately by the Student Organization Funding Council (or Finance Committee if the Student Organization Funding Council is not available), or need to be recommended to the Board of Directors for either approval or denial. Both the Finance Committee and the Student Organization Funding Council can review student org funding requests and follow the following procedure. Depending on the amount of the funding requested, there are different procedures for reviewing and approving the request. The thresholds are as follows:

- Requests up to \$500: The Chair of the SOFC will review the funding request proposal and present it to the SOFC with a recommendation. SOFC has the authority to either approve or deny the request and does not have to go to the Board of Directors for approval. The student organization is **not required** to present their event and budget to the SOFC
- Requests that are \$501 - \$1500: The student organization **is required** to present their event and budget to the SOFC . The committee or council has the authority to either approve or deny the request and does not have to go to the Board of Directors for approval.
- Requests that are \$1501 or more: The student organization **is required** to present their event and budget to the SOFC . The SOFC will then provide a recommendation to the Board of Directors to either approve or deny the funding request proposal.

### **Meeting Place and Time**



The Student Organization Funding Council shall convene once a week during the Fall and Spring semester until the end of the application period for Student Org Funding. These meetings are to take place within the Cesar Chavez Student Center. Meetings will be at most two hours and will be decided by the chair. A meeting will not take place if quorum is not met and held for the duration of the meeting. Quorum dictates that the chair (VP Finance, Finance Council Vice-Chair, or Student Organization Representative), and at least 2 other Board members are present.

**Tasks, Timeline and Communications:**

- Tasks will be divided equally among council members at the discretion of the council chair.
- Timelines on these tasks will vary in accordance with the nature of the task.

**Council Attendance:**

All voting AS Board Members of this council shall abide by the most currently approved AS Attendance Policy.

The four student organization representatives (Historical, Non-Historical, Greek letter, and Sports Club) must be able to attend all scheduled meetings of this council. All four student organization representatives are allowed a maximum of 3 absences. Any subsequent absence is a violation and that member will be immediately removed from this Council.

All students serving Associated Students in any capacity will abide by the Chancellor's Office Executive Orders relating to Title IX, Discrimination, Harassment and Retaliation, EO 1095, 1096 and 1097.