Business and Finance Committee Bylaws

The following bylaws apply to all student organizations as set forth by the Business and Finance Committee, herein referred to as the BFC.

1. All student organizations must be approved by the Senate or the Student Life Committee before the BFC will consider allocating funds.

2. The BFC will allocate Class Councils at the beginning of every school year ($2,500 each for the Junior and Senior class; $2,000 each for the Sophomore and First-Year class).

3. The BFC will allocate $6000 per semester for Fun Funds and $3000 per year for leadership programming for student organizations and Kenyon students, in general.

4. The BFC will not allocate funding to any event involving the consumption of alcohol.

5. Maximum of $20.00 per event will be allocated towards publicity.

6. Absolutely no funds will be allocated by the BFC for the use or purchase of food items unless it is essential to the function of the organization/event.

7. Funding will not be allocated for the purchase or use of clothing. *(see number 10 for an exception)*

8. The BFC will not allocate any funding for the purposes of buying prizes, awards, gifts, or incentives.

9. The BFC will not allocate funding for individual student organization member fees, or individual insurance.

10. Dramatic or performance based groups will only be allocated up to a maximum of $100.00 for combined costs of costumes and props per production.

11. BFC will pay up to 2/3's of the total cost of lodging for up to four nights.

12. Funding for off-campus competitions will be considered for up to three such events per semester, only one of which may be out-of-state.
   a. The BFC will fund tournament fees up to $30 per person per tournament.
   b. The BFC will fund transportation to approved competitions. Student organizations should first seek to reserve Kenyon vehicles. In the event that no Kenyon vehicles are available, the BFC will reimburse the group for personal automobile use based on the mileage rate for Kenyon vehicles ($0.33/mile for 7 person vans and $0.43/mile for 12 person vans).
   c. Partial coverage of group/team insurance will be considered.

13. Student publications printing up to six issues per semester may be considered for funding of as much as $3,000.00 per semester.

14. The BFC will pay for 90% of the Equestrian Team’s per horse expenses for up to 6 horses. All additional horses must be approved by the Director of Student Activities and Chairs of the BFC before request is submitted.

15. The BFC will pay no more than half of individual or group lesson fees. If the group can demonstrate that coaching is a core requirement for the existence of the group greater funding will be considered.

16. No member of the BFC shall participate in a vote regarding the funding of an organization of which they are a member. In addition, those who fall under this category must excuse themselves from any debate that takes place about the funding of such groups.

17. The advisor or mentor to any student group must excuse himself/ herself from any discussions involving the funding of the group in which they serve in this capacity.
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18. Over-spending of BFC-allocated funding will result in a minimum of one semester suspension from receiving funding, unless the discrepancies can be reimbursed by the end of the current semester.

19. Misuse of BFC-allocated funding will result in a minimum of one semester suspension from receiving funding, and additional sanctions are at the discretion of the BFC.

20. All contracts must be brought to the Director of Student Activities at least 14 days prior to an event. Failure to do so could result in a cancellation of the event, as the contract cannot be processed in time.

21. Any funds received from another source, such as other student organizations, academic departments, faculty or outside organizations, which will be applied to a BFC-funded event, need to be disclosed to the BFC Chairs before the event takes place.

22. The BFC will not fund any events directly relating to any academic assignment, assessment, or exercise for which an evaluation will be given to a student(s).

23. Funding may only be used for items/events that for which it was requested, and a re-purposing of the funding must be approved by the BFC. It is the responsibility of student groups to notify the BFC of any changes relating to an event including, but not limited to: co-sponsorship, cost, funding from other sources, use of funds or coordination with other campus groups before the event takes place. All information provided in budget requests and communications with the BFC Chairs is expected to be truthful and complete.

24.1 The BFC will be allowed to fund (as a grant) activities that are designated as fundraising activities that are open to all campus and provide an event or experience for students. The BFC will not fund (as a grant) activities that solely benefit one (or more) student organizations.

24.2 The BFC will be allowed to loan up to $500 to student organizations in order to host fundraisers;
   - The following terms apply:
     1) The loan must be repaid within 2 week of the fundraiser end
        a) After fundraiser, all funds (revenue) up to the original loan amount will be returned to the BFC &
        b) All loans must be settled before the end of each semester &
        c) The BFC will take control on any unsold inventory at the end of each fundraiser if the loan is not repaid in full
     2) If the loan is not repaid in full and on time, the debt may be forgiven or a payment plan instituted if:
        a) The delinquent organization meets with the BFC co-chairs &
        b) The BFC committee approves the BFC co-chairs’ recommendation &
        c) Student council approves the BFC co-chairs’ recommendation to reinstate loan privileges.
     3) The BFC will no longer consider loan requests from a delinquent organization until:
        a) The delinquent organization meets with the BFC co-chairs &
        b) The BFC committee approves the BFC co-chairs’ recommendation &
        c) Student council approves the BFC co-chairs’ recommendation to reinstate loan privileges.
   - Repeat delinquencies are subject to loan privilege restrictions such as:
     1) Loss of loan privilege for 1 semester
     2) Loss of loan privilege for more than 1 semester
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3) Loss of BFC supplemental funding

25. The BFC reserves the right to request information regarding a group's outside account to take into account when determining funding. As needs of student organizations are wide and varied, the BFC reserves the right, provided proof of sufficient reason, to make exceptions to the preceding bylaws.

26. Failure to comply with any bylaws will result in a review of the funding for an event and may result in sanctions including, but not limited to: withholding of funds, request for reimbursement and a semester suspension from eligibility for funds.