ARTICLE X. FUNDING CODES

Section 1. The Purpose of Student Assembly Funding
A. Student Assembly funding serves to promote equity, efficiency, and excellence, giving as many organizations as possible the opportunity to provide the highest quality programming feasible.
B. Student Assembly funding shall operate as the primary funding source for Hamilton’s recognized student organizations and the Central Council.
C. Student Assembly funding will be allocated in a manner consistent with the following unordered principles:
   a. Promoting equity and inclusion within the student body
   b. Protecting the central mission and the operational goals of each student organization
   c. Engaging the diverse interests of the student body

Section 2: Funding Prerequisites
A. An organization wishing to receive funding from Student Assembly must be approved by the Office of Student Activities as a Recognized Student Organization, fulfilling the requirements set by the Office of Student Activities in consultation with Student Assembly.
   a. Newly recognized organizations may be subject to a probationary period or a set funding amount determined by the Org Relations Committee. The Funding Committee will allocate funding to newly recognized organizations based on the recommendations/rules set by the Org Relations Committee.
B. On-campus events hosted by organizations which receive funding from Student Assembly, provided the particular events make use of said funding, must be open to all members of the student body of Hamilton College. All students have the right to participate in organizations and off-campus events funded by Student Assembly.
C. Organizations with selective teams or selective performance groups must hold a publicized interest meeting open to the entire student body at the start of each semester, in which members are selected on the basis of a relevant assessment of skills.
D. Organizations which receive dues or have private funds set aside for them must disclose the amount of funding available to their organization from their outside funds for their programming when applying for Student Assembly funding.
E. Organizations that receive donations or raise money through fundraisers must disclose these funds in their budget proposals, which the Funding Committee may take into consideration when allocating Student Assembly Funds.
F. Cluster treasurers reserve the right to require executive board members of any student organization within their respective clusters to attend a Funding Committee meeting or a Central Council meeting to explain a funding proposal in more detail. Failure to comply with such a request may, at the discretion of the Funding Committee, result in the denial of the relevant proposal.
G. Executive board treasurers of student organizations must attend a funding training meeting each semester before applying for funding.

Section 3: Cluster Advising Model

A. The Cluster Advising Model is the structure under which the allocation of Student Assembly funding shall occur.
   a. Clusters are categorized groups of student organizations with similar operational goals, similar constitutional writings, and/or similar nature of function.
      i. Each cluster shall be appointed one advisor.
         1. Advisors are Hamilton-employed individuals who shall provide expertise and guidance to their clusters in the drafting of budget proposals and event planning for a semester.
      ii. Each cluster shall be appointed at least one Student Assembly treasurer.
         1. Treasurers shall review student organizations’ budget proposals and present formal recommendations to be presented and voted on by the Funding Committee.
            a. Recommendations shall pass with approval from the executive board treasurer and relative majority of treasurers.
         2. Treasurers shall bring the total funding allocations for each cluster to the Central Council, where these allocations must be approved by majority vote.
            a. In the event that an allocation fails to receive the necessary majority, it shall be revisited after the Funding Committee has met to make revisions. Revisions to these allocations shall not be made during Central Council meetings.

B. Each cluster shall be allocated a set starting budget from the total Student Assembly General Funding budget.
   a. Funds from this budget shall be utilized only by student organizations within said clusters.
   b. The initial amount of funding for each cluster shall be determined through careful deliberation on the part of the Funding Committee.
      i. The Funding Committee shall consider the following factors in making such a determination:
         1. The average of the previous three semesters of funding requests filed by each student organization within a cluster
         2. The nature of each club’s activity
         3. The adherence of past club activities with the current funding codes
      ii. Cluster amounts shall be designated at the beginning of the semester, and therefore shall be brought to a first vote no later than the second Central Council meeting.

C. Cluster formations shall be reviewed and agreed upon by the Funding Committee and the Org Relations Committee prior to the start of each semester.
a. Any organization desiring to change clusters must schedule a meeting with these committees between the release of the clusters and the first Funding Committee meeting of the semester.
   i. The representatives of said organization shall present a rationale for their request, and, after the representatives have finished and been excused from the meeting, the Funding Committee and Org Relations Committee shall produce a collective decision.

Section 4: General Fund
A. The purpose of the General Fund is to ensure all organizations will utilize the Student Assembly funding.
B. 85% of the Student Assembly budget, save holds, shall be allocated to the General Fund. The remaining 15% shall be allocated to the Contingency Fund, as detailed in Section 5.
C. The entire General Fund shall be distributed among clusters for usage by student organizations only.
D. Student Organizations shall apply for General Funding through their own cluster for all of their events planned for the semester.
E. Organizations shall apply for the first General Funding deadline at or around three (3) weeks into each semester by submitting their Presence budget proposals for review by the treasurers. The total amount of funding used by a cluster must be ratified at the following general meeting of the Central Council.
   a. These general budget proposals shall be approved by majority vote of the Funding Committee prior to the Central Council meeting, in accordance with the ten-day regulation detailed in Section 7.
   b. The Funding Committee may vote in-person, or through online video chat platforms.
F. No student organization, through a combination of General and Contingency Funds, shall receive from the general fund a total sum greater than 8% of the Student Assembly’s total semester funds.
   a. Any treasurer may motion to override this rule in a given circumstance should it be deemed prudent. The motion must pass with a 2/3 vote of the Central Council, and each such motion shall apply to the funding for only one organization.
G. Under no circumstances shall funds from the General Fund be transferred to the Contingency Fund.

Section 5: Contingency Fund
A. The Contingency Fund shall be composed of 15% of the total Student Assembly budget for each semester.
   a. The Contingency Fund shall serve to subsidize funds provided to organizations from the General Fund in the event that an organization demonstrates an emergency need for additional funds.
   i. The determination of whether such a need qualifies as “emergency” shall be left to the majority opinion of the Central Council.
   b. The Contingency Fund shall be the only funding that may be used for leadership development and activities within the Student Assembly, as well as for projects and events hosted by committees of the Student Assembly or each class year's Student Assembly delegation.
c. The Contingency Fund is to be used only for designated events/items.

B. Applying for the Contingency Fund:
   a. The Student Assembly must submit the Contingency Funding proposal via email to the Student Assembly E-board Treasurer.
      i. Itemization rules shall apply.
      ii. Written testimony advocating for the funding may be included.
   b. Individual organizations must submit the Contingency Funding proposal via email to their cluster treasurer.
      i. Itemization rules shall apply.
      ii. Written testimony advocating for the funding may be included.
   c. The Executive Board Treasurer or cluster treasurers must review the proposal and make suggestions to reduce costs while maintaining the core purpose and structure of the proposal.
      i. The designated Student Assembly Treasurer must meet, either virtually or formally, with the student organization’s treasurer to discuss and finalize a budget.
   d. The designated treasurer must share the proposal with the full Central Council via email for further comments, questions, and/or suggestions.
      i. All emails in this exchange shall be reply-all and reformatted and included in the weekly Student Assembly meeting minutes.
   e. The Student Assembly and/or student organization may make adjustments based on Central Council comments and suggestions.
   f. The Student Assembly Treasurer shall select and inform the Central Council, cluster treasurer, and student organization of the time for the vote to occur no later than one week and no earlier than 48 hours after the proposal was shared with the Central Council.
   g. A vote on the proposal shall occur either at a Central Council meeting or via e-vote at the discretion of the executive, though a motion for a different time within the two to seven day window may be passed by Student Assembly members and approved by a simple majority.

Section 6: Presence Finance Tool
A. The Presence Finance Tool is the medium through which General Funding proposals and reimbursements to student organizations will be submitted, reviewed, and approved.
   a. Student organizations must submit a Presence budget proposal form in order to receive funding from the General Fund.
   b. Student organizations must submit a Presence reimbursement form in order to receive reimbursements for previous spending.
B. Treasurers shall have access to view and edit budget proposals from the clusters to which they are assigned.
   a. The Executive-Board Treasurer shall have access to all budget proposals.
   b. Other treasurers may request access to other cluster budgets, but the ability to edit shall be limited to the cluster treasurer and, upon request, the Executive-Board Treasurer.
   c. The President and Vice-President of the Student Assembly may also be permitted to view budgets should the treasurers deems it necessary.
Section 7: Guidelines for Student Organizations Requesting Funding

A. Budget proposals must be submitted to the Funding Committee via Hamilton’s Presence website at least ten days in advance of the event for which funds are requested.

B. Cost per student (CPS)
   a. The cost per student (CPS) is the approximate cost for one student to attend a given event. It is calculated by dividing the total event budget request by the number of anticipated attendees/participants.
   b. When student organizations request funding, the Treasurers may utilize the CPS as a metric for determining the amount of funding to recommend be allocated to the organization.
      i. Events with a low CPS shall be given preference over events with a high CPS. If budget proposals include events with an irregularly high CPS valuation, the Funding Committee reserves the right to decline to fund the event.

C. Budget proposals must be properly completed by an organization in order to receive approval from the treasurer assigned the organization’s cluster.
   a. The treasurer must approve of a properly-completed proposal in order for it to be presented to the Funding Committee for voting.
   b. Organizations collaborating on an event must submit all requested items for said event through a single budget form via Presence.
      i. The names of all collaborating organizations must be listed in said form.
      ii. The cost of a collaborative event shall be divided evenly among participating organizations, and therefore each of their clusters’ treasurers must approve the submitted budget for completeness before it is submitted to the Funding Committee.
         1. In the event that organizations request another division of costs, they shall specify a framework for dividing costs, and the respective cluster treasurers shall collaborate to determine the amount each organization shall pay.

C. Budget proposals shall be completed by club treasurer and must include the following information:
   a. The category of the event and/or item being requested by the student organization
   b. A detailed itemization of all expenses under the category selected
   c. The number of students expected to benefit from the funding
   d. A description of the event and how it aligns with the operational goal and central mission statement of the student organization
   e. The date, time, and location of the event
   f. Endowed organizations must provide documentary evidence of how their endowment funding is allocated toward the program.
   g. If the proposal includes equipment, a storage plan must be outlined.
   h. Any other information explicitly requested by the Funding Committee

D. The Funding Committee shall make certain categorical judgements about which requested items shall receive funding.
   a. Food for on-campus events
i. Student Assembly will only provide funding for food for on-campus events if the food enhances the quality of the event and the event is open to the entire student body.
   1. If the food is central to the event (e.g. a meal), the Funding Committee will recommend funding up to a maximum of eight dollars ($8) per student anticipated to attend the event.
   2. If the food is not central to the event (e.g. incentive to come), the Funding Committee will recommend funding up to five dollars ($5) per student anticipated to attend the event.
      a. For larger audiences, treasurers may recommend cheaper catering options.
   3. The costs for cookware and utensils shall not be counted toward the aforementioned funding caps, as Student Assembly shall not fund these items.

ii. Organizations wishing to host private meals are encouraged to work with Bon Appetit to use the meal exchange program.

iii. If an organization wishes to order from a restaurant or catering service, that organization must report the name of the restaurant or service and provide, in their budget proposal, a rough outline/list of the foods they intend to purchase.

iv. Organizations intending to cook food are encouraged, but not required, to itemize the ingredients they intend to purchase.
   1. Treasurers may request more detailed itemization if provided estimates are called into question.

b. Food for off-campus events
   i. Student Assembly will only fund food for one day of off-campus events. Funding will exclusively go toward bagged lunches provided by college catering services (i.e. Bon Appetit).
   ii. For two-night trips, organizations may request up to $15 per person in funding for food for the second day.
      1. Reimbursement requests must include receipts, which can be submitted through the Presence reimbursement form.
   iii. For trips lasting longer than two nights, organizations are encouraged to fundraise for their meals.

c. Transportation
   i. Student Assembly shall only provide funding for group travel in personal vehicles, College vehicles, or bus charters.
      1. If an organization is using a personal vehicle, the Student Assembly will provide the IRS mileage rate, inclusive of tolls, gas, maintenance, and parking.
      2. If an organization is using a College vehicle, the Student Assembly will provide the IRS mileage rate, exclusive of tolls, gas, maintenance, and parking.
      3. Organizations must include a map detailing the starting address, ending address, and total round-trip mileage of any trip in their budget proposal to validate the mileage funding the group is requesting.
ii. Student Assembly shall not fund tickets for individual travel expenses (e.g. airplane tickets, bus tickets, ship tickets, train tickets, subway fares).

iii. Student Assembly will not fund trips taken by taxi, rented vehicles (e.g. ZipCar), or ridesharing platforms (e.g. Uber, Lyft).

d. Lodging

i. Organizations requiring hotel rooms or other overnight lodging for events are expected to maximize room capacity, placing four students in each room, assuming room availability and that the rooms can be made single-sex for those that desire it. Organizations are encouraged to check fire safety guidelines at their lodging.

ii. For trips exceeding 200 miles in distance from Hamilton College, organizations may request up to $300 per room per night. For trips 200 within 200 miles of Hamilton College, organizations may request up to $200 per room per night. Organizations must fundraise or self-fund lodging expenses in excess of this amount.

1. Student Assembly will fund bed-and-breakfast rooms (e.g. Airbnb), lodges, or other forms of overnight housing using the same price limits identified as for hotel rooms.

2. Student Assembly funds may not be used for incidentals, damage, or room charges.

iii. Overnight lodging must be booked within two weeks of funding approval, unless cluster treasurers arrange for a different timeline.

e. Alcohol

i. Student Assembly will not provide funding for alcohol unless it is served by a licensed, third-party vendor. The request must also receive special approval from the Funding Committee and the Director of Student Activities, with the final decision falling to the Director of Student Activities.

ii. Student Assembly shall not consider budget requests for social space events involving alcohol unless pre-approved by the Director or Assistant Director of Student Activities.

f. Publicity

i. All Student-Assembly-funded events must be announced to the Publicity Chair by the General Funding deadline prior to the week’s Central Council meeting. All events will be included in an email to be sent out by the publicity chair on a weekly basis.

ii. All Student-Assembly-funded events must be announced to the Publicity Chair two weeks before the date of the event. This ensures that the publicity chair can include the event in the weekly email and print out flyers in advance.

iii. Publicity funds are capped at $20 per event.

1. Publicity, as defined for the purposes of Student Assembly funding, includes emails, posters, flyers, and any other forms of advertisement.

2. The Funding Committee shall not provide funding for apparel or stickers as a form of advertising for a club itself. However, the Funding Committee may elect to provide funding for apparel or stickers for events, provided the event is open to the entire student body, the apparel
or stickers enhance the mission of the event, and it is publicized how apparel or stickers will be distributed. As stated elsewhere in these bylaws, Student Assembly funding cannot be spent on items distributed to non-students.

g. Custodial Services & Utility Fees
   i. Organizations shall not be required to request funding for custodial expenses. Physical Plant charges for club events will be billed to the Student Assembly Central Council budget. Student Assembly will cover setup/cleanup fees within a reasonable range.
      1. If a club abuses this privilege and there are charges for excessive cleaning or damage, these fees will be billed to the relevant student organization members.
   ii. Campus Audiovisual Services (AV) and Event Staff are free to student organizations.

h. Contracted Performers
   i. Students are not authorized to sign contracts and/or obligate funds from Student Assembly and Hamilton College to any service provider or performer. The Director of Student Activities and Assistant Director of Student Activities are the only authorized signatories for student organization events. Under no circumstances may an organization commit the College to a contractual engagement without prior consent of the Director or Assistant Director of Student Activities. If this occurs, the organization will lose access to funding for at least one semester.
   ii. Student Organizations seeking to contract or request funding for outside entertainment or services must meet in advance with the Office of Student Activities to discuss negotiation strategies prior to contacting the outside entertainment. Student organizations seeking to contract outside entertainment must attend the Office of Student Activities’ contract workshop.
   iii. The Funding Committee, in consultation with the Director and Assistant Director of Student Activities, reserves the right to deny funding for international payments if doing so presents an undue burden.
   iv. The Funding Committee will fund reasonable fees and expenses for performers and service providers that student organizations wish to bring to campus.
      1. Student Assembly will fund performer fees and hospitality (food and lodging) for performers. Student Assembly will not fund separate travel expenses for performers. The Funding Committee reserves the right to deny funding for lodging that exceeds the current cost of guestrooms at the Bristol Center, if there is vacancy.

i. Prizes
   i. Prizes may not be awarded to members of the organization hosting the event. A member is defined as an individual who has been on the organization’s roster and/or has been a significant contributor to the organization at any point in time within the current semester.
ii. Organizations awarding prizes must record the prize winner’s name, email address, Hillcard number, and estimated value of the prize, and these shall be submitted to the Student Activities Office.

iii. All prize winners must be currently-enrolled students of the College.

iv. Cash prizes are forbidden.

v. Total prizes requested may not exceed $40 per event, with a maximum value of $20 per prize.

j. Films
   i. Organizations desiring to screen films or showcase other media must acquire the public performance rights for distribution from appropriate rights holders.

E. Prohibitions
   a. Student Assembly shall not fund purchases for on-campus events that are not open to the entire student body.
   b. Student Assembly shall not fund externally-hosted webpages. Organizations may contact LITS to create a club webpage on the students.hamilton.edu domain.
   c. Student Assembly shall not fund plastic, single-use water bottles. Organizations are encouraged to provide water in bulk coolers through Bon Appetit as opposed to individual water bottles. Furthermore, Student Assembly shall not fund single-use foodware such as plates, cups, utensils, etc. Student Assembly is committed to creating a Foodware Bank with an adequate number of plates, cups, utensils, etc. for student organizations to check out. If items are not returned, damaged, left unwashed, or lost, cleaning or replacement costs will be billed to the relevant student organization members.
   d. Student Assembly shall not fund donations to nonprofit organizations, and fundraising events with a mandatory entrance fee.
   e. Student Assembly shall not fund “miscellaneous” costs/items.
   f. Student Activities reserves the right to reject an event budget based on safety concerns. Student Assembly will not fund power tools without confirmation that appropriate administrative offices have been consulted and the equipment will be safely used and stored.
   g. Student Assembly shall not fund single-use or member-owned club uniforms or gear.
      i. Student Assembly may fund uniforms or gear when each of the following requirements is met:
         1. The uniforms or gear are central to an organization’s mission/purpose.
         2. The activities and events of the organization cannot be organized without said uniforms and gear, or the activities and events of the organization will violate college safety guidelines if the uniform or gear is not provided.
         3. All items are returned to the Student Activities office at the end of each semester without damage.
            a. Should organizations damage, lose, or fail to return items purchased with Student Assembly funding, the cost for the items shall be billed to the relevant student organization members. Student organizations which fail to return uniforms and/or gear shall be ineligible to receive funding for additional uniforms and gear for up to two (2) semesters following failure to return items,
at the discretion of the Executive-Board Treasurer. If students do return the items in question, their eligibility under this clause shall be restored.

b. The Funding Committee may request meetings with leadership of new student organizations to discuss the potential longevity of their organizations, in order to determine whether long-term purchases of uniforms or gear make sense for their organization.

i. The Funding Committee reserves the right to deny funding for uniforms/gear on the basis of a determination that an organization is unlikely to continue long enough to justify the expense.

h. No organization may receive funding from Student Assembly to pay a Hamilton College student for a service rendered for that organization. Student organizations wishing to pay Hamilton College alumni for any service are encouraged to reach out to the Career Center for additional funding.

i. Student Assembly will not fund outside audio or video recording services for events, performances, or other organization activities. Students wishing to record their events are encouraged to work with the AV Services Department.

F. Reallocations & Rollbacks

a. An organization cannot request money for one event and spend it on another event.

i. Organizations wishing to reallocate funds left over from one event to another event or function must first receive approval from the Student Assembly Treasurer. Reallocation requests shall be directed to satreas@hamilton.edu, and must include the details of the reallocation request, including how much funding will be reallocated, and for what purpose.

ii. If an organization does not spend all of the money it was allocated for an event or expenditure, the excess funds shall be rolled back to the organization’s cluster’s budget, provided funds were provided from the General Fund.

1. Funds from the Contingency Fund shall be rolled back to the Contingency Fund.

iii. Each student organization is responsible for ensuring that excess funds are returned within one week of the event or expenditures. A return may be coordinated by contacting the Student Assembly Treasurer (satreas@hamilton.edu).

G. Student Assembly reserves the right to audit spending of funds allocated to organizations to verify appropriate spending and check for available rollbacks.

H. Outside Funds

a. Organizations that receive a bulk of their funding from a College endowment or standing College budget line must provide documentation of these funds and how they will be allocated to any event or program in the organization’s budget proposals.

b. Neither the Funding Committee nor Central Council shall discriminate against endowed organizations.

I. The Funding Committee has the authority to reject unsatisfactory budget proposals and ask organizations to re-submit their proposals. Student organizations are encouraged to reach out to members of the Funding Committee with questions as they complete budget proposals.
J. The Student Assembly Treasurer reserves the right to withhold tax amounts when reimbursing costs in which the purchaser failed to utilize Hamilton College’s tax-exempt status.

K. Future funding
   a. There may arise extenuating circumstances in which the success of an event is contingent upon meeting deadlines outside the group’s control (e.g. registration deadlines, hotel availability, contract and concert planning, co-sponsorship restrictions). In these situations, a student organization may apply for funding the semester prior to the semester in which an event will occur. Note that use of future funding, especially habitual use, is discouraged, and that treasurers should prioritize funding needs for the current semester.
      i. A General budget proposal deadline to apply for future funding will be held on the last Saturdays of November and April.
      ii. Budgets submitted for future funding must include all expenses related to the relevant events/functions. Additional budget proposals for additional expenses related to this future event will not be considered.
      iii. If future funding is approved, costs shall be counted toward the budget of the relevant organization during the semester in which the proposal was submitted.

Section 8: Guidance to the Treasurer and to the Funding Committee

A. The Student Assembly Treasurer may not make any promises to any student organization with regard to funding allocations. No such promise shall be guaranteed by the Funding Committee or the Central Council. Funding amounts become official only after the approval of the Central Council.

B. An organization will be put on probation at the discretion of the Student Assembly Treasurer if either of the following occurs:
   a. Spending money on items not approved.
   b. Overspending by more than $40.00.
   c. Committing the College to a contract not authorized by the Office of Student Activities.

C. In examining budget proposals, the Funding Committee will review and recommend funding allocations based on the following principles:
   a. The Funding Committee must work with student organizations to ensure they are minimizing their costs without compromising the nature of their programming. The Funding Committee reserves the right to ask organizations about alternative sources of funding.
   b. No organization shall be recommended by the Funding Committee to receive greater than 8% of the Student Assembly’s semester-long budget. In special circumstances, the Central Council can override this rule with a 2/3 vote coming from the motion of any treasurer.
   c. The merits of each proposal shall be evaluated using the guidelines set forth in Section 7. If the average cost per student in a budget proposal seems unreasonably high, the Funding Committee reserves the right to meet with representatives from the organization for further explanation and to explore ways to cut costs.

D. Organizations are subject to regular audits of their financial history and events, conducted at the discretion of the Funding Committee. Audit procedures include, but are not limited to:
a. Requiring organizations to submit information to Student Assembly after hosting Student Assembly-funded events.
b. Requiring organizations to submit records related to their events (receipts, pictures, etc.).
c. In-person audit (i.e. at an event) by a member of the Executive Committee or the Funding Committee of Student Assembly.
d. Review and evaluation of financial receipts and information collected by the Office of Student Activities.

E. If organizations are found in violation of funding codes, the Executive Committee reserves the right to determine appropriate sanctions. Such sanctions include, but are not limited to, increased scrutiny of future funding proposals as well as potential suspension of funding privileges for the organization in question.
   a. Greater auditing scrutiny includes, but is not limited to, event-specific financial audit.
   b. The Executive Committee reserves the right to conditionally sanction organizations found to be in violation of the funding codes.
      i. Sanctions may include suspension of funding until an organization reassesses its leadership in a manner deemed adequate by the Funding Committee.
   c. Section 11 lists additional sanctions.

Section 9: Guidance to the Central Council

A. Student Assembly shall not unjustly discriminate against organizations with outside funds.
B. The Central Council is instructed to decide on funding based on the following criteria, in no particular order:
   a. The equity and inclusion of the student body.
   b. How well the event plays into the central mission and operational goals of the club.
   c. The diverse interests of the student body.
   d. The amount the organization has already requested and spent during the semester.
   e. The amount of the budget the organization is requesting in relation to organization membership and cost per student.
   f. Whether the event is utilizing Hamilton’s pre-existing resources, e.g. Hamilton-owned transportation, Bon Appetit food vouchers.
   g. Whether the club has explored other cost-effective alternatives that could provide a similar experience.

C. The order in which Student Assembly addresses student organization members for a budget proposal inquiry will be randomized using the List Randomizer from the Random.org website to ensure a fair lottery to all clubs and organizations.
   a. Once begun, the Student Assembly must make a decision on whether to pass or reject a club’s budget proposal before moving on to the next proposal.
   b. If the representative for a club is not present to answer questions, the Student Assembly President may choose to skip that club and move on to the next club on the randomized list. However, if the club representative arrives during the meeting, their club will automatically go next after consideration of the club currently under discussion.
   c. The randomized list of clubs’ budget proposals under discussion shall be created prior to the meeting by a member of the Central Council as designated by the Student Assembly President.
D. No Student Assembly member may vote on matters which pertain to the funds of organizations of which they are a member, or toward which they have an unfair bias. Failure to recuse oneself from such a vote shall be grounds for impeachment, as laid out in Article VII, Section 2.
   a. In the event that the Student Assembly determines a member has acted in violation of this regulation, the results of the relevant vote shall be nullified, and a revote conducted.

Section 10: Holds
A. The Director of Student Activities has the authority to distribute the Student Activities Fee between Student Assembly and other holds/projects pertinent to the operations and mission of the Office of Student Activities.
   a. Student Assembly has the right to ask the Director of Student Activities for a breakdown of how the Student Activities Fee is being distributed and to advocate for changes to the holds and distribution if they feel changes should be made.
B. Holds are not available for individual student organizations.

Section 11: Transparency Requirements
A. After each meeting, Student Assembly shall publish the amount of money granted to each organization, as well as the purpose of the funds.
   a. Cluster Treasurers must provide individual student organization funding allocations to be published in the minutes.
B. Student Assembly shall maintain a public record of how much funding is requested, allocated, and rolled back by each student organization.
C. Organization members must recuse themselves from voting on funding allocations for organizations in which they are a member or have an unfair bias toward. Failure to recuse oneself from such votes may be grounds for a vote of impeachment, as laid out in Article VII, Section 2.
D. The Executive-Board Treasurer is responsible for ensuring that members recuse themselves when necessary.
   a. When members recuse themselves, the 2/3 majority required for funding is taken from the pool of non-recused members.
   b. In the event that recusals lead to a tie, the Student Assembly President is responsible for breaking the tie.
      i. If the event that the Student Assembly President has been recused, the tie-breaker shall come from the Vice President, or, if the Vice President has been recused, from one of the class presidents, determined in order of seniority.

Section 12: Revisions
A. The thresholds and values stated in these codes should be re-evaluated every two years to ensure timeliness and accuracy.
B. Thresholds and values should be set so as to sustainably exhaust the Student Assembly budget throughout the duration of the semester.
C. Data from approved budgets, including allocations, proposals, and expenditures, shall be maintained by Student Assembly for at least five years after approval to inform future revisions to the codes.
   a. The Funding Committee, Director of Student Activities and/or Assistant Director of Student Activities are responsible for this maintenance.
Section 13: Consequences for Failure to Abide by the Codes

A. Rollbacks
   a. If more than $200 are rolled back after either midway through the semester or after the final General Funding deadline, the club or organization will be ineligible to apply for General Funding in the following semester.

B. Event Publicity
   a. If the event information is not sent to the Student Assembly Publicity Chair by the General Funding deadline prior to the event, the club or organization will receive a warning. If it happens twice, approved funding for future events will be rescinded.

C. Planning
   a. If your event requires you to meet with either the Director of Student Activities or Assistant Director of Student Activities, you must meet with them in advance.
      i. If your event requires anything to be ordered and delivered, you must plan accordingly to ensure that the items arrive in time for the event.
   b. If an organization does not plan far enough in advance for an event, the Student Activities office reserves the right to either postpone or cancel the event.

D. If students are found to have violated the Hamilton College Code of Conduct, the Funding Committee reserves the right to freeze the organization’s account.

E. The Funding Committee reserves the right to postpone recommendations if given inadequate information.

F. If an organization commits the College to a contractual engagement without prior consent of the Director or Assistant Director of Student Activities, the organization shall lose access to funding for at least one semester.