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 Junior and Senior class; $2,000 each for Sophomore and First-Year class).

3. The BFC will not allocate funding to any purpose involving the consumption of alcohol.

4. Maximum of $20.00 per event to be spent on publicity.

5. 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.

6. Funding will not be allocated for purchase or use of clothing.

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

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

9. The BFC will not fund transportation for student organizations to travel to Mount Vernon.

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 lodging cost.

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 half of 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 provided that receipts are available.
(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 Business and Finance Committee 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.

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 Business and Finance Committee 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 or herself from any discussions involving the funding of the group in which they serve in this capacity.

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, that will be applied to a BFC-funded event need to be disclosed to the Treasurers 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. 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.