

Cultural Events Board

Bylaws and Funding Guidelines

(Revised 09/15/08)

I. Statement of Purpose

It shall be the purpose of the UCSU Cultural Events Board to provide an environment that facilitates programs and activities of interest to the student body and the University community. Moreover, these events will provide attendees with an activity that is not readily available. CEB will promote opportunities for interaction among students so that the campus can become an environment that provides opportunities that result in respect and understanding for cultural differences. CEB will establish policies for the funding of student cultural events. It shall also be the purpose of the Cultural Events Board to recommend and assist in the development of cultural, intercultural, and informational/ educational programs from a view point neutral stance.

II. Definition

The UCSU Cultural Events Board defines "culture" as the frame of reference of a group (or subgroup or community) generated by lifestyle, background, origin, beliefs/values, expression or law. The UCSU Cultural Events Board defines "cultural event" as an event that educates, stimulates, espouses diversity of peoples, promotes the fine arts, or lends itself to the broadening of perspectives.

III. Name

The University of Colorado Student Union Cultural Events Board shall here and after be referred to as the Board.

IV. Governance

A. Membership

1. Recruitment

In order to produce a program truly in the interest of the whole student body, the Board recognizes the value of diversity among its members from all walks of life and will not discriminate on the basis of ethnic background, religion, race, nationality, color, creed, age, sex, gender, sexual orientation, disability, political or moral persuasion, or any other basis which would abridge the applicants civil or constitutional rights. The Board will advertise for and interview applicants for membership no less than once each semester.

2. Composition of the Board

The Board shall be composed of eleven voting members, six student non-voting general members, and one non-voting staff advisor. The designation "non-voting" indicates a member cannot vote on financial matters. All members will serve at least one office hour a week.

a. Student Voting Members

The Board shall consist of nine student voting members, one to be appointed from the UCSU Representative Council by the UCSU Executive(s) for a term of one year. Four are to be forwarded to the appointments committee by the UCSU Legislative Council and then approved for a term of two years. The remaining four are to be appointed by the Board for a term of two years.

b. Non-Student Voting Members

The Board shall consist of two non-student voting members who shall serve a term of two years and are to be appointed by the incumbent Board.

c. General Members

The Board shall consist of six student non-voting general members. General members shall participate in all duties, obligations, and responsibilities of the Board with the exception of voting on financial matters.

d. Staff Advisor

The UMC Student Programs Office shall appoint one staff member to serve as a non-voting staff advisor regarding university policy and the only permanent institutional knowledge on the Board.

B. Officers

1. Chair

a. Eligibility, Election, Term

The presiding officer of the Board shall be the Chair. Such person shall be a fee-paying student voting member of the Board and shall be elected by the Board when a vacancy in the position occurs. Such person shall serve a term of one year, subject to re-election. The Chair may not be a member of the UCSU Proper. The UCSU Legislative Council must ratify the Chair.

b. Removal Procedure

The Chair may be removed from his/ her position by a two-thirds vote of all members of the Board and with a corresponding vote of the UCSU Legislative Council. See attached impeachment process.

c. Duties

The Chair of the Board shall schedule Board meetings, prepare the agenda, and preside over meetings. S/he will keep the Board informed of pertinent information regarding current Board business, ensure that all proposals addressed to the Board receive just consideration, appoint and coordinate sub-committees, fill out and sign all approved Student Group allocation forms and submit to SOFO within 48 hours of the budget's being passed, get the budget approved by finance board and legislative council, and carry out any other duties as specified by the Bylaws. The Chair is responsible for Bylaw ratification. S/he abstains from all voting matters except to make or break a tie. S/he is responsible for forwarding members to the appointments committee for ratification by UCSU. S/he will coordinate Monthly Officer Meetings.

d. Compensation

The Chair shall receive a stipend from funds from the Board's payroll account at intervals approved by the UCSU Finance Board and the UCSU Legislative Council.

e. Conflicts of Interest

The Chair shall relinquish the chair to the Vice-Chair should a group s/he is involved with in any capacity come before the Board for funding.

2. Vice-Chair

a. Eligibility, Election, Term

The Vice-Chair shall be a fee-paying student voting member of the Board and shall be elected and removed in the same manner as the Chair. Such person shall serve a term not to exceed one year, subject to re-election. The Vice-Chair may not be a member of the UCSU Proper.

b. Duties

The Vice Chair shall serve in the absence of the Chair and carry out other duties as specified in these bylaws. The Vice Chair will act as Parliamentarian during Board meetings, using Robert's Rules of Order. The Vice Chair shall also handle the Board's public information coordination, including but not limited to public relations and advertising for Board projects. The Vice Chair shall be responsible for facilitating new member orientation and coordinating annual bylaw and standing rules review. The Vice Chair is in charge of coordinating members' office hours and putting together an ad hoc committee for the Board's annual retreat. The Vice Chair shall assist the Chair and Speaker Coordinator as the need arises, and any other duties the Board deems necessary.

c. Conflicts of Interest

If both the Chair and Vice-Chair are unable to chair a meeting because of a conflict of interest (see B. 1 e) the chair shall be relinquished to the Speakers Coordinator.

d. Compensation

The Vice Chair shall receive a stipend from funds provided in the Board payroll account.

3. Speakers' Coordinator

a. Eligibility, Election, Term

The Speakers' Coordinator shall be a fee-paying student voting member of the Board, elected and removed in the same manner as the Chair. S/he shall serve as chair in the absence of the Chair and Vice-Chair, in addition to carrying out other duties as specified in these Bylaws.

b. Duties

The Speakers' Coordinator is responsible for researching speaker availability and expenses for possible Board projects, coordinating all budget communication and correspondence with necessary agency/agent, arranging venue and overseeing event details. S/he shall draw and present budgets to the Board, execute all events riders, be responsible for voice mails, and any other duties the Board deems necessary. S/he shall be responsible for ensuring all board project events adhere to Section 2.3.4 Event Accessibility of Student Fee Regulations. The Speaker's Coordinator will delegate tasks to the Assistant Speakers Coordinator throughout the term. In conjunction with the Assistant Speakers Coordinator, the Speakers Coordinator will be responsible for the board education regarding the topic or subject of upcoming projects.

c. Conflicts of Interest

If the Chair, Vice-Chair, and Speakers Coordinator are unable to chair a meeting because of a conflict of interest, the Chair will be relinquished to the Student Outreach Coordinator.

d. Compensation

The Speakers Coordinator shall receive a stipend from funds provided in the Board payroll account.

4. Student Group Outreach Coordinator

a. Eligibility, Election, Term

The Student Group Outreach Coordinator shall be a fee-paying student voting member of the Board, elected and removed in the same manner as the Chair. Such person shall serve a term not to exceed one year, subject to re-election.

b. Duties

The Student Outreach Coordinator shall be responsible for organizing and maintaining the liaison system, notifying student groups of Board deadlines and help sessions, personally encouraging groups that do not traditionally apply for Board funding to do so, keeping records of all student groups that have requested and/ or received funding, assisting in advertising for recruiting new members, and any other duties the Board deems necessary. S/he shall contact student group leaders at least three weeks prior to every funding cycle, along with maintaining a history of student groups and maintain working relationships with student affairs departments, and delegate tasks to volunteer assistants throughout the term.

c. Conflicts of Interest

If the Chair, Vice-Chair, Speakers Coordinator, and Student Group Outreach Coordinator are unable to chair a meeting because of a conflict of interest, the meeting will be postponed or cancelled.

d. Compensation

The Student Group Outreach Coordinator shall receive a stipend from funds provided in the Board payroll account.

5. Secretary

a. Eligibility & Term

The person holding this office will be a UCSU fee paying student hired by the Chair and ratified by the Board. Such person shall serve a term not to exceed one year, subject to re-appointment and re-ratification. If the secretary cannot be at the meeting s/he shall pass on the duties to another member.

b. Duties

The Secretary will take impartial minutes of every meeting to be provided for approval at subsequent meetings. Upon gaining approval, these records must be submitted to the appropriate people in both the UCSU and SOFO offices within 24 hours of the meeting. These records will be kept at the Board office and posted on the Board website. S/he will also be responsible for updating and distributing changes to Bylaws, and any other duties the Board deems necessary. The secretary shall be responsible for keeping an accurate board member attendance record. S/he will make all copies of event proposals prior to the funding cycles.

d. Compensation

The Secretary shall receive an hourly rate from funds provided in the Board payroll account.

6. Assistant Speakers Coordinator

a. Eligibility, Election, Term

The Assistant Speakers Coordinator shall be a fee-paying student member of the Board, elected and removed in the same manner as the Chair. Such a person shall serve a term not to exceed one year, with no opportunity for re-election. S/he will serve as Speakers Coordinator in the absence of the Speakers Coordinator, in addition to carrying out other duties as specified in these Bylaws. Holding this position does not ensure voting member status.

b. Duties

The Assistant Speakers Coordinator is primarily responsible for event management, commencing once the contract has been signed and finalized by the Speakers Coordinator. The Assistant will aid the Speakers Coordinator in arranging venue contracts. S/he is responsible for all tasks pertaining to the night of the event, including but not limited to seating, ticketing, security, reception, and equipment. S/he will delegate tasks to volunteer assistants throughout the term. S/he must obtain approval from the Speakers Coordinator for all event-related expenses, as s/he will not be a signer to the Board SOFO account. In conjunction with the Speakers Coordinator, the Assistant will be responsible for the board education regarding the topics or subjects of upcoming projects.

c. Compensation

The Assistant Speakers Coordinator shall receive an hourly rate from funds provided in the Board payroll account.

7. Webmaster

a. Eligibility, Election, Term

The Webmaster shall be a fee-paying student, non-voting member of the Board, and shall be elected and removed in the same manner as the Chair. Such a person shall serve a term not to exceed one year, subject to re-election. Holding this position does not ensure voting member status.

b. Duties

The Webmaster shall be responsible for maintaining the Board website in regards to content, format, and layout. S/he shall also regularly update the site and other web-based forms of communication to provide information pertaining to upcoming events, meetings, etc. In addition, s/he will be required to update board contact information and minutes when new information becomes available or old information becomes out-of-date. S/he will also maintain the of currency electronic documentation provided on the site, such as funding proposal sheets and follow-up forms.

c. Compensation

The Webmaster shall receive an hourly rate from funds provided in the Board payroll account.

8. Historian

a. Eligibility, Election, Term

The Historian shall be a fee-paying student member of the Board, and shall be elected and removed in the same manner as the Chair. Such a person shall serve a term not to exceed one year, subject to re-election. Holding this position does not ensure voting member status.

b. Duties

The Historian shall develop and maintain an archive that may include but is not limited to news clips, videos, DVDs, and photos of Board project events. S/he shall work in conjunction with the Webmaster to ensure these materials are made available in part on the Board website.

c. Compensation

The Historian shall receive an hourly rate from funds provided in the Board payroll account.

9. Liaisons

a. Eligibility and Term

The persons appointed as liaisons shall be fee-paying student members of the Board. Such persons shall serve a term not to exceed the date the post-event evaluation form is submitted to the Board.

b. Duties

The liaisons shall be responsible for the overseeing of specific student group events. These duties include submission and approval of advertising materials to the Board, attending of a joint meeting with SOFO and the student group, attending the student group event or finding a board member proxy to attend, initiating communication with the group at least four times before the event, and ensuring that post-event evaluation forms are turned in to the Board within two weeks following the date of the program. The liaisons will share these evaluations with the Board. The liaisons will also ensure that groups have closed all event-related expenses through SOFO within two weeks following the date of the program. Priority for liaison positions will be given to general (non-officer) board members. General Board Members are encouraged to be a liaison to two student groups per funding cycle. Each student group is assigned two liaisons: a primary and a secondary. The secondary liaison serves as a support for the primary.

C. Ad Hoc Sub-Committees

Sub-Committees including but not limited to publicity, Bylaws, annual retreat, funding cycle preparation and speakers may be established by the Board as needed.

D. General Conduct and Reporting of Meetings

1. Open to the Public

The Board shall meet every Monday night during the fall and spring semesters at 6 p.m. and will also meet for two readings of the first funding cycle events during the summer. The Board reserves the right to go into a closed Executive Session. The agenda for Executive sessions must be posted in a public forum 24 hours in advance of the meeting.

2. Public Records

All actions of the Board shall be a matter of public record. All Board actions shall take place at a formal meeting. The Secretary shall ensure that copies of the minutes of the Board meeting shall be distributed to the Board members and submitted to the UCSU and SOFO offices within 24 hours. The Board members will approve the prior week's minutes each week. In addition, the Chair shall ensure that copies of the minutes are available to anyone upon request.

3. Quorum

A Quorum shall consist of at least five student voting members.

4. Proxy Voting

Any voting member may proxy his/ her vote in his/ her absence. The proxy must be given to a general member of the Board. A proxy must be designated in writing to the Chair. A voting member may only assign a proxy three times in one semester unless otherwise approved by the Board.

5. Conflict of Interest

Board members must refrain from voting on proposals of organizations in which they are members, or in which they have supervisory responsibilities when considered by the Board.

6. Attendance of Members

a. Excused Absences

A member may obtain an excused absence with the approval of the Chair prior to a meeting by noon the day of, or else it is an unexcused absence, except in extreme circumstances. The Chair must also be informed by noon if a member is coming late or leaving early, otherwise it is an unexcused half absence. All board members are permitted a total of two excused absences during the year. Upon the third excused absence, the board will discuss the offending member's standing and commitment to the board. The Secretary shall be responsible for keeping an accurate attendance record.

b. Unexcused Absences

If a board member has two unexcused absences for the academic year, s/he shall be subject to removal by the Board. The offending member's standing on the board will be considered by a board discussion. Being tardy and unexcused by one hour or longer also counts as half of an unexcused absence. Leaving early and unexcused by one hour or more counts as half of an unexcused absence, and failing to table during a scheduled time also counts as half of an unexcused absence. Being absent for a board project (regardless of prior notification) counts as one unexcused absence, except in extreme circumstances. Board project dates are known well in advance and should be planned around.

c. Leave of Absence

A two semester leave of absence for Board members may be granted subject to Board approval prior to the leave of absence. A proxy may be assigned by the absent member, or the board may vote to delegate the proxy vote.

7. Resignation and Replacement of Members

A member shall notify the Board of his/ her intent to resign from the Board at least two regularly scheduled Board meetings prior to his/ her resignation. Transition and replacement procedures shall begin immediately upon said notification.

8. Bylaw Changes

The Board shall make a general review of these Bylaws every year. Any amendment must be made at a regularly scheduled meeting. Any amendment shall require approval of at least two-thirds of the current Board membership. Any amendment shall be submitted to Legislative Council.

9. Standing Rules & Definitions

a. Before the First Funding Cycle, the Board will set and vote on standard amounts (i.e. advertising, printing and copies, airfare, lodging per day, food per day, Buff Bulletins) that will be implemented for

all funding cycles that year. Funding for costumes and props will not be allocated annually. The student groups are encouraged to reuse costumes and props from previous years.

b. The Board will only fund the cost of one full page advertisement in a newspaper commonly read by students (i.e. The Colorado Daily) per student group.

c. A student group may be funded once a semester, but student groups who have not previously received funding that academic year will receive priority.

d. The Board cannot partially fund a student group event or a Board Project; the Board can override this with 2/3 of all voting members.

e. See Section 2.3.4 Event Accessibility of Student Fee Regulations

f. The Board will not fund a Speaker within 5 years of a previous campus visit.

g. The Board does not fund First Class airfare for student group projects.

h. The Board does not fund purely social events or student group recruiting events

i. The Board will not fund a student group proposal if a single contract exceeds \$9,999.00.

j. Any speaker fee that exceeds \$9,999.00 will only be considered as a possible board project.

k. If a student group requests a two-night stay for their speaker, priority will be given to speakers traveling from the East or West coasts or internationally.

l. If a student group requests transportation for their speaker, the Board will honor the request.

m. The Board will only fund food that promotes the purpose of an event and is culturally relevant.

n. If any portion of the event is not in English, an English translation must be available.

o. All food events funded by the Board must comply with 68LCB12. Such events are required to use re-usable china and flatware or compostable products.

10. Internal Evaluation

During each spring semester the Board shall conduct a review of its programming, procedures and policies. Any permanent changes or additions to these Bylaws will be done during this review.

11. Emergency Meetings

Emergency Meetings can be called by the Chair, Vice-Chair, or Speakers Coordinator provided that there is 24 hour notice to the general public and all members of the Board.

V. General Responsibilities of the Board

A. Board Projects

The Board is responsible for initiating and producing on average three to four Board projects annually, in accordance with the UCSU student fee regulation. The Board shall hold all organizational and fiscal responsibility for these events which it initiates, independent of student group affiliation. Each proposed

Board project will be heard for two readings before funds are allocated. The Board reserves the right to charge admission to Board project events.

B. Student Group Projects

The Board is responsible for allocating funds for programs sponsored by student groups. In approving the scheduling of these programs, the Board will work with the proposing groups.

1. Eligibility

- a. Programs shall be evaluated on the basis of benefits to students in accordance with existing standing rules. The Board will sponsor programs, not organizations. The proposed program should fall within the purview or purpose of the organization.
- b. Any student group may submit proposals for consideration by the Board. The group must currently have or establish an account in the Student Organizations Finance Office to receive funds.
- c. The Board will not consider any proposal designed for the primary purpose of recruitment of prospective students.
- d. Fees may not be used in support of or opposition to political candidates, political parties, ballot issues, or for programs related to political campaigning. Requests for student fee support of partisan political activities will not be granted. The Board defines "partisan political activities" as events that endorse or repudiate a particular candidate, political party, or election ballot. Proposed events will not be defined as partisan and denied funding merely because Board members disagree with the political viewpoints that may be expressed during an event. Fees may be used to provide a forum for open discussion of political issues.
- e. Activities for the purpose of recruitment or fundraising for religious (religious as defined by UCSU Bylaws) or sectarian organizations will not be funded by the Board.
- f. No commercial organization may sponsor a Board funded event unless the Board specifically approves the co-sponsorship and the organization contributes a tangible asset to the event.
- g. The Board will attempt to resolve conflicts arising from scheduling and examine the overall cultural program in order to coordinate student sponsored cultural activities whenever possible. The Board will not fund a student group's event that is known to conflict with another Board sponsored student group event or Board project at the time of funding. Exceptions will be made if the Board determines that the two events appeal to two distinct audiences and signifies this determination by a two-thirds majority vote of members present.

2. Pre-Funding Requirements

- a. Proposals for funding will be heard four times per year. Due to the time requirements involved in producing an event, all requests must be formally presented to the Board at a regularly scheduled meeting at least forty days prior to the event. Exceptions will be made by the Board in extraordinary circumstances and be dependant upon the availability of funds.
- b. It is required that the proposal form be properly filled out and submitted to SOFO by the scheduled deadline. This will ensure those making a formal presentation have a place on the appropriate agenda fulfilling requirements outlined in IV.B.1.c. Any exception to this requirement shall be at the discretion of the Chair.
- c. Proposals will be heard for two readings before funds are allocated. The first reading shall consist of a discussion about the cultural significance of the proposed events and the budgetary review. The second reading shall consist of the final vote and a distribution of the final budget. The organizations

presenting a proposal must have a student representative present for both meetings. If the representative fails to attend either meeting, the budget hearing will be postponed.

- d. The Board reserves the right to limit the number of proposals heard at any given meeting.
- e. The original proposal must include all known sponsors. If a group wishes to become associated with an event for which funding has already been approved, then the group must request so at any Board meeting prior to the advertising of the event.
- f. If a request to provide student fee support for activities for which academic credit is given or which are otherwise related to University curricula, academic departments, academic research, and/ or academic use, the request will be considered solely on merit of the event itself in accordance with the Board's mission.
- g. The Board will budget all events in order to accommodate interpreting for the hearing impaired upon request. An effort should be made to ensure wheelchair access to all events.

h. Emergency Funding

Any group seeking funding after the fourth funding cycle will be considered for funding provided there are adequate monies remaining in Board accounts and V.B.2.a-h are followed as applicable. Emergency funding will be granted in one meeting upon receiving a favorable majority vote of all present and student voting members. Prior to the completion of the fourth funding cycle, the Board will not provide emergency funding for entire events. Prior to the fourth funding cycle, emergency funding will only be rewarded to groups that have already received an allocation but are met with unanticipated and unavoidable expenses.

3. Post-Funding Requirements

- a. With events where admission is to be charged, student prices must be lower than general admission in order to receive student fee support. Tickets for such events must be made available on campus. Students shall be prioritized and a majority of tickets will be earmarked for student purchases. Other ticket outlets may be established, but not in place of campus outlets.
- b. All funded groups are required to keep the Board updated as to the changes in their proposals. All changes must be communicated to the liaison. Budget changes of less than \$500 may be autonomously approved by the Chair. All other changes must be approved by the Board.
- c. All advertising for sponsored programs shall include the Board logo and UCSU logo, and shall be subject to approval by the Board at least two weeks before the event, whenever the program is sponsored in part or in full. The Board reserves the right to rescind funding of any program at any time as a result of violation of this provision.
- d. All IN's and PO's must be approved by the Student Organizations Finance Office. The office cannot approve expenditures unless funds have been allocated for said expenditures.
- e. Collections and donations at Board sponsored/ co-sponsored events must be conducted within guidelines provided by the Student Organizations Finance Office, and are prohibited without prior approval of the Board.
- f. Student organizations shall submit an evaluation of programs funded by the Board no later than two weeks following the date of the program. Such evaluations must be in writing and failure to submit such evaluations shall constitute grounds for denial of future funding or retraction of previously allocated funds.

4. Miscellaneous

- a. Funded organizations shall be responsible for any damages incurred to facilities, films, equipment, or other materials used in the event.
- b. At least one Board member shall act as liaison between the Board, the Student Finance Office, and the student organization for each student group event.
- c. The Board reserves the right to revoke present funding or deny further funding through the next fiscal year for any organization for violation of these Bylaws and or if the funded organization is not able to successfully produce the event.
- d. No portion of any Board sponsored event, including question and answer periods, shall exclude any participant on the basis of said "participant's" ethnic background, religion, race, nationality, color, creed, age, sex, gender, disability, sexual orientation, political or moral persuasion, or any other basis which would abridge said participant's constitutional rights.
- e. Security arrangements shall be made in cooperation with the facility's scheduling office. The Board reserves the right to require additional security and/or liability insurance at Board sponsored events.
- f. Sale of books or other products at Board sponsored/co-sponsored events is prohibited without prior approval of the Board.
- g. Resource Management: The Board shall make every effort to be environmentally and ethically responsible. We shall use recycled and responsible products where possible and reasonable to do so. We shall encourage Board funded student groups to use the same policy.

5. Fund Raising in Special Use Facilities

- a. Fund-raising activities are limited to Board sponsored educational, charitable, or on-campus organizational purposes. SOFO guidelines must be followed.
- b. Any collection of money shall be arranged through SOFO. Arrangements (cash boxes, tickets, etc.) for proper control of such funds must be made well in advance of such an event.
 - i. If admission is charged for any event, the Board shall receive all revenue up to the funded amount of the program. After this point, the Board will split the revenue with the student group (percentages to be determined at the discretion of the Board).
 - ii. An outside vendor (non-student) may sell goods at an event only if the vendor is integral to the event as decided by two-third majority of the Board. The vendor must be approved by Board at the time of funding. The Board and the student group will evenly split the clear profit (50% to the Board and 50% to the student group) previously agreed upon by the Board, student group, and vendor and specified in the vendor contract.

C. Absorbed Projects

The Board reserves the right to absorb a Student Group proposal as a board project. The Board is not obligated to take on any proposal as a Board Project. The Board will fully organize and fund the event if absorbed.

1. The Student Group will receive 30 tickets to distribute among its members.
2. The Student Group cannot design advertising or send out press releases unless approved by the Board.
3. The Board will sign all contracts.

4. Only one Student Group logo will appear on advertisements.

5. A member of the Student Group may be asked to introduce the speaker. A written statement must be presented to the Board prior to the event.

D. Collaborations

The Board reserves the right to collaborate with other campus institutions in order to further the Board's mission when the Board cannot do so independently.

1. Adequate discussion must take place prior to committing to the collaboration in order to ensure that the collaboration will further the mission of the Board.

2. The collaboration must fulfill the mission of the Board to a greater extent than the Board has the opportunity to do so independently in the same academic year.

3. Decision-making must be accessible to all Board members. This may require, but is not limited to, alternative meeting times that must be discussed and decided upon prior to the decision to collaborate. All Board members must be allowed to participate in the collaboration to the same extent as would be expected if it were an independent board project.

4. The Board shall contribute all available Board resources and finances to ensure the success of the collaboration as is within Board capacity.

5. The Board shall seek as well as allocate credit for the event in direct proportion to the financial or in-kind contributions of the collaborators. This may include, but is not limited to, introductions, advertising logos, and media coverage.

VI. Financial and Clerical Responsibilities

A. The Chair shall submit signed budget forms to the SOFO for all events within 48 hours of final Board approval.

B. The Chair shall keep the Board informed of the status of all Board accounts.

C. All contracts shall be forwarded to the Student Organization Finance Office for review and approval. Approved contracts shall then be forwarded to university Buying for final review and approval.

D. The Chair shall maintain a working relationship with the Student Organizations Finance Office; this shall include, at a minimum, a meeting every fiscal quarter to obtain necessary information for the Year End Report, Quarterly Reports, and upcoming budget cycles. Every incoming (new) Chair shall meet with the Student Organizations Finance Office within thirty days of being elected.