

**FUND ALLOCATION COMMITTEE (FAC) BYLAWS OF:  
University Program Council (UPC Nebraska) at the University of Nebraska-Lincoln (UNL)**

**EFFECTIVE DATE:** These guidelines are effective November 15, 2022.

**SECTION I: DEFINITIONS**

- A. **University Program Council:** The University Program Council (UPC Nebraska) is a student led programming board that provides diverse, educational, and entertaining events to enhance the Nebraska community.
- B. **Fund Allocation Committee:** The Fund Allocation Committee (FAC) is a group within UPC Nebraska that shall function as the body that, upon approval of its recommendations by the Director of Student Leadership, Involvement, and Community Engagement (SLICE), allocates UPFF funds designated as initial programming money for Recognized Student Organizations (RSOs). All references herein to allocation of UPFFs by the FAC shall be understood as occurring upon the acceptance by the SLICE Director of the FAC's recommendation.
- C. **UPFF:** University Program and Facilities Fees (UPFFs) are fees paid by students for programs and services oriented to students.
- D. **RSO:** Recognized Student Organizations (RSOs) are student organizations that are currently properly registered and in good standing with Student Leadership, Involvement & Community Engagement (SLICE).
- E. **Viewpoint Neutral Funding** A process in which all funding or allocation decisions respecting UPFFs allocated to an RSO for reimbursement of the RSO's expenses associated with speakers it invites to engage in expressive activity are made pursuant to narrow, objective, and definite standards, and which does not involve the exercise of judgment or formation of an opinion concerning the viewpoint of the speaker or the RSO. Such standards may be found in Board of Regents Policy 5.6.1 and in these bylaws.

**SECTION II – PURPOSE OF THE FAC'S UPFF-ALLOCATION PROGRAM**

- A. The purpose of the FAC's program described herein is to govern the allocation of UPFFs to RSOs for reimbursement of the RSO's expenses associated with speakers it invites to engage in expressive activity in accordance with the following objectives:
  - a. To promote the availability of diverse viewpoints to UNL students as part of UNL's efforts to advance its educational mission.
  - b. To comply with all applicable law and Board of Regents policies.
  - c. To ensure the safety of speakers, students, and other persons and the prevention of damage to property.
- B. The Fund Allocation Committee (FAC) of the University Program Council (UPC Nebraska) shall function as the allocating body for any University Programs and Facilities Fees (UPFF) funds designated as initial programming money for Recognized Student Organizations.
- C. As part of this policy, any allocation of UPFF funds by UPC Nebraska for RSO speaker events shall (1) be made in a viewpoint neutral manner; and (2) be based upon a process that provides (a) that if the UPC Nebraska fund application is denied or reduced, the decision-maker shall state on the record or in writing the reasons therefore, and (b) for a right of prompt appeal of the denial or reduction of the request to an appropriate official or administrator.

### **SECTION III – STRUCTURE OF THE COMMITTEE**

- A. Membership
  - a. The FAC, as chaired by the UPC Nebraska External Vice President, shall consist of the UPC Nebraska Officers (President, Internal Vice President, External Vice President, Financial Manager, Secretary, Primary Programmer, and Membership Coordinator).
  - b. Program Coordinator/UPC Nebraska Advisor, UPC Nebraska Graduate Assistant, and UPC Nebraska Graduate Intern shall serve in a non-voting capacity.
- B. Term of Office
  - a. The term of office for all FAC members shall be the same as the term they hold for their UPC Nebraska positions. If position is vacated and filled by another UPC Nebraska member during the term, the new UPC Nebraska Officer will become the FAC member and serve until the end of their term.
  - b. Outgoing FAC members shall make every effort to assist orienting the new members to their positions and duties.

### **SECTION IV – DUTIES AND RESPONSIBILITIES OF FAC MEMBERS**

- A. General Philosophy of the FAC
  - a. The FAC shall allocate UPFF funds in a viewpoint neutral manner, not discriminate against any UPFF funding request based on the viewpoint to be expressed by proposed event and be made in accordance with viewpoint neutral objective criteria.
  - b. The FAC, shall make every effort to ensure eligible RSOs are aware of the UPFF funds available to them.
  - c. The FAC requires that programming be open to all UNL students. RSOs sponsoring similar events should consider submitting a combined request for those events.
- B. Specific Responsibilities
  - a. The FAC shall set up a system of monitoring UPFF funds allocated to RSOs to assure these funds have been used for the purposes for which they were requested.
  - b. The FAC shall keep appropriate financial and application materials to assure past experience and knowledge will be passed on to succeeding FAC members.
- C. Viewpoint neutrality; oath and affirmation
  - a. Before assuming the duties and responsibilities of an FAC member, every prospective FAC member must execute a written affirmation of Board of Regents Policy 5.6.1 and the viewpoint-neutrality requirements set forth in these bylaws.
  - b. The affirmation must contain an oath by the prospective FAC member to adhere to the requirements recognized in the affirmation.
  - c. Failure to adhere to the affirmation and oath is grounds for an FAC member's removal or suspension from the FAC.
- D. RSO Eligibility
  - a. An RSO must be in compliance with Student Leadership, Involvement, and Community Engagement to be considered for FAC funding.
- E. Allocation Process
  - a. Applications for funding are due 30 days prior to the event date. The FAC shall consider late applications on an individual basis if it is deemed there is sufficient time for allocation.

- b. The FAC shall approve no more than \$1,500 per RSO, per fiscal year. Once FAC funding has been allocated to an RSO, that RSO will not be eligible for FAC funding for a two-year period.
  - c. Allocations shall be made on an event-by-event basis. Although minor changes in the event are inevitable, the UPFF funds must be spent to serve the same purposes for which they were allocated. If major changes in intent of the event are desired, the RSO will have to reapply.
- F. It is an expectation of the FAC that the RSO contributes a portion of their SOFS account to the proposed event or provide an explanation on the amount of UPFF funds in their SOFS account committed to other events or expenses.

## **SECTION V: APPLICATION REVIEW PROCESS**

- A. FAC will evaluate each RSO application based on the following criteria:
- a. Applications are reviewed on a first come, first-serve basis regarding the date of submission.
  - b. Existing funding already allocated for the event will be considered. If an event is fully funded without FAC assistance, FAC reserves the right to deny the application. FAC is not required to provide the full amount requested for each RSO event.
  - c. Utilization of FAC funding must be used for the event specified in the application.
  - d. Any UPFF funds granted to an RSO shall not be expended for wages, equipment, office supplies, conferences, student lodging or travel, political campaigns or events supporting any political campaigns or direct donations to non-profits or community organizations.
  - e. A viewpoint neutral evaluation of a funding request will consider the following questions:
    - i. Is the group's proposal fiscally responsible?
    - ii. Are the proposed activities legal and in compliance with applicable Board of Regents policies?
    - iii. Has the group maximized other fundraising and donations?
    - iv. Does the event promote UNL's educational mission?
  - f. An RSO cannot be granted or denied funding based on its viewpoint or because it advocates a particular opinion or view.
- B. Voting Process
- a. For voting purposes, a quorum shall consist of two-thirds of the FAC voting membership.
  - b. All voting regarding allocations shall be done by roll call vote.
  - c. To be approved, the application must receive a majority of the voting membership in attendance.
  - d. The post-meeting decision will be forwarded to the Director of Student Leadership, Involvement, and Community Engagement for review and a final determination.
- C. Appeal Process
- a. An RSO that is denied funding based on timeliness of application, lack of funding availability, or who requested monies for which FAC funding is not allowed may not appeal FAC's decision.

- b. If an RSO believes a funding decision does comport with applicable law or UNL policy, the RSO or a representative may file an appeal. The complainant has five (5) business days after receipt of the written post-meeting decision to file an appeal. Such appeal must be in writing and state the reason believed the funding was wrongfully denied or reduced. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy or whether viewpoint or opinion played an impermissible role in the denial or reduction.
- c. Written appeals should be emailed to the Assistant Vice Chancellor for Student Life and Leadership.
- d. The FAC shall abide by the decision of the appeal officer.

#### **SECTION VI: RESPONSIBILITIES OF RSOs REQUESTING FUNDS**

- A. A transfer of funds will be made to the RSO's SOFS account only after copies of all income, bills, invoices, contracts, and/or receipts pertaining to the allocation are submitted to the UPC Nebraska External Vice President ([UPCExternalVP@unl.edu](mailto:UPCExternalVP@unl.edu)) within 30 days of the event. If not completed within this time frame, the allocated funds will be forfeited.
- B. To be eligible for future FAC funding, the RSO must complete the Post-event Evaluation Form and submit it within 30 days following the event.
- C. RSOs should thoroughly consider other University and private sources of funds (i.e., ODI Sponsorship Request, colleges, departments) before coming to the FAC. Efforts made to obtain other funds shall be considered in the allocation process.

#### **SECTION VII: AMENDMENTS TO THE BYLAWS**

- A. Proposed amendments to or revisions of this document may be adopted by a majority vote of the total UPC Nebraska voting membership. Any such proposals shall be submitted in writing and may not be voted upon until at least one (1) week following initial presentation to the UPC Nebraska General Council.
- B. Any change in the FAC Bylaws must be submitted to and be approved by the UPC Nebraska voting membership in accordance with SECTION VII- AMENDMENTS of the UPC Operating Procedures.
- C. The UPC Nebraska Executive Board shall have no authority to change the FAC Bylaws without the approval of the total UPC Nebraska voting membership.