



STUDENT ACTIVITY FEE COMMITTEE
UNIVERSITY OF NEW HAMPSHIRE



Student Senate
Student Activity Fee Committee

Standard Operating Procedures

Updated, January 2018

About

The Student Activity Fee Committee Standard Operating Procedures (SOPs) serve as a detailed set of rules on the use of the Student Activity Fee, in addition to acting as a guide for student organizations and business managers on how to best organize their finances to serve the student body.

The SAFC SOPs are periodically reviewed by the SAFC Executive Board to keep them in line with the current state of University affairs, and to meet the rising demands of a rapidly changing campus. Changes to these SOPs are usually proposed through this review process, though any student is entitled to propose

changes to the Student Activity Fee Committee and the Student Senate.

Have any questions? Visit our website at www.unh.edu/student-senate/safc, or email the SAFC Chairperson at saf.chair@unh.edu.

Photo Credit

2016 Spring Concert ft. Chase Rice
Presented by the Student Committee on Popular Entertainment (SCOPE), a SAF Organization

Cover photo courtesy of UNH Social (flickr.com).

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Article I. Introduction

Section I.1: Purpose

- (A) The Standard Operating Procedures of the Student Activity Fee Committee serve as a policy manual for Business Managers and other members of the Student Activity Fee Committee, as well as for Non-SAF organization officers seeking funds from the SAF. These Standard Operating Procedures comply with the University System of New Hampshire's policies and keep best business practices in mind. They should be used as standards in the management of each SAF Organizations' budget and business practices when a question of policy or procedure arises.

Section I.2: Parameters

- (A) This rules and procedures defined in this document are binding for all organizations that draw from or have a standing account through the Student Activity Fee. All rules and procedures outlined in the University of New Hampshire Students' Rights, Rules and Responsibilities, the Student Senate Constitution, the Student Senate Bylaws, and published policies pertaining to student organizations supersede this document.
- (B) Definitions:
- (i) The phrase 'Student Activity Fee Organizations' or 'SAFOs' shall be so construed as to mean Student Activity Fee Organizations and the Student Senate for the purposes of interpreting these Standard Operating Procedures

Article II. Forms

Section II.1: Transaction Forms

- (A) All Transaction Forms are now available as Online Documents, to be filled out in typewritten format, printed, receipts attached when applicable, and turned in to the MUB Office of Student Involvement and Leadership (OSIL).
- (B) Transaction Forms must include all accounting information.
- (C) Transactions must have either the original invoice or original receipt attached (copies are not acceptable). Be sure it is an invoice, not a statement, which is attached. The Student Activity Fee will not pay off a statement.
- (D) Cash register receipts must be itemized with all purchases. If for some reason an itemized receipt cannot be obtained, a detailed list of purchases is required on the requisition, and a lost receipt form may be required.
- (E) Receipts must be attached to the Receipt Submission Form in single layer (no folds, and no receipts on top of receipts), on one side only, using tape, not staples. Full printed sheets (online orders, etc., should be paper clipped behind a Transaction form, not cut up and folded or taped. A photocopy should be made for the organization's records and the original should be submitted to the MUB OSIL staff.

- (F) Loose receipts will not be accepted.
- (G) The organization's Business Manager or Treasurer must approve all transactions.

Section II.2: Requisition Forms

- (A) SAF CFOs will review all Stipend Requisitions submitted for payment.
- (B) In the absence of a CFO, the Financial Consultant may approve requisitions.
- (C) All requisitions must be limited to one company, person, or department with the exception of requesting Officer Stipends.
- (D) Officer Stipends require a list the full name of every officer, their position, and the amount of the stipend on one requisition - a special online form is available for Stipend Requisition.
- (E) Reimbursements must contain the information of who, what, when, where, and why. This information must be present on all reimbursement requisitions before your SAF CFO's approval. Reimbursement of gratuities will not exceed 15%.

Section II.3: Contracts

- (A) SAF CFOs will review all Contracts submitted for payment.
- (B) The organization's Business Manager or Treasurer must approve all Contracts before submission to a SAF CFO.

Article III. Purchasing

Section III.1: Purchase Orders

- (A) The SAF uses external purchase orders for the purchase of Equipment and Ongoing Services.
- (B) The SAF uses internal purchase orders (called encumbrances) for:
 - (i) USNH Dining & Catering Services
 - (ii) Facility Services
 - (iii) Print & Mail Services
 - (iv) Telecommunications/IT
 - (v) UNH Police & Fire
 - (vi) UNH Computer Store
 - (vii) Media Services
 - (viii) Transportation & Parking Services
- (C) Business Managers must obtain a quote from the UNH Department to be paid, and give the quote to the SAF Financial Consultant. Each encumbrance is a special sequence generated for each transaction, and may take several days to process.

Section III.2: Purchasing Card

- (A) The P-Card may be used for the purchase of:
 - (i) Supplies
 - (ii) Small Equipment under \$3,000 (SAF Financial Consultant's card only)
 - (iii) Vehicle Rentals (SAF Financial Consultant's card only)
 - (iv) Gas for rentals, if WEX Gas Card is not working or accepted at the vendor
 - (v) Miscellaneous items and production costs at the approval of your SAF CFO
- (B) P-Cards cannot be used with UNH vendors. An encumbrance must be used.
- (C) To obtain the P-card, a credit card request form must be filled out on Wildcat Link Organization Finance with the fund information, and what the organization intends to purchase, the name of the person taking the card, and the signature of the Business Manager. The president/director or business manager/treasurer must request, sign out, and return the P-Card with all receipts. This will be kept on file in the MUB OSIL until the card is returned. Credit cards should be returned to the office no later than three days after issuance.
- (D) The P-card and all receipts must be returned to the OSIL as soon as possible after purchases have been made, with a maximum of 3 business days.
- (E) There is a limit of one credit card per organization at any given time.
- (F) If any person charges anything in the name of a SAF Organization which is in violation of that organization's, the SAF's, or USNH's policies, that person will be required to pay the full amount directly to the vendor/contractor and will be subject to review by the Office of Community Standards (see Student's Rights, Rules, and Responsibilities).
- (G) No Amazon purchases are allowed. To purchase from Amazon, the president/director or business manager/treasurer must go to the MUB OSIL and the staff will assist in completing the order on the Student Org Amazon account.
- (H) No recurring charges are allowed without prior approval. See the Student Organization Financial Consultant if a recurring charge is necessary.

Section III.3: Bids and Quotations for Equipment and Services

- (A) All purchases over \$10,000 (unless covered by an existing bid or contract) are competitively bid under a formal request for bid process. In general, awards are made to the bidder who is most responsive, responsible, and/or offering the lowest cost. The bidder must meet the specifications and delivery requirements outlined in the request for bid. On more complex purchases, evaluation factors such as past technical experience, years in business, customer references, and life cycle costs are considered in addition to bid price. Organizations will work with the SAF Office and the UNH Purchasing Office to set up a formal bid process. Please consider the need for sufficient lead-time.

- (B) The SAF requires three (3) quotations with any equipment purchase ranging between \$1000 and \$10,000. Listing verbal quotations is not acceptable. The quotations must be for the same or a very similar piece of equipment. They should be on company stationery (internet quotes and/or faxes are acceptable) and include a description and price of the equipment proposed. If three suppliers cannot be found, a written explanation of the reason must accompany the SAFC proposal. On a case-by-case basis, the need for three quotations may be waved at the discretion of your SAF CFO. If the choice is to not accept the lowest quote, the SAFC requisition form must explain the reasoning.

Section III.4: Contracts

- (A) All programmers (artists) must have signed contracts in the SAF Office to receive payment. All contracts must be in the SAF Office, fully executed, no later than fourteen (14) days prior to the event. The SAF will not issue a check without receiving a fully executed contract. Fully executed means all parties to the contract have agreed to and signed the contract in question. A contract without the below listed signatures is null and void.
- (B) Signatures required on a cover sheet for all contracts for approval:
- (i) Organization's Business Manager
 - (ii) Only the Business Manager may sign as a representative for the SAF Organization. In rare occurrences when the Business Manager is unavailable, the Organization Chair, Director, General Manager, or similar may sign in their place.
 - (iii) Your SAF CFO (or the SAFC Chairperson if the contract is over \$1,000).
 - 1) Certifies the contract has received appropriate approval of the SAFC and the contract meets budgetary requirements and limitations of the organization.
 - (iv) Certifies the contract has received appropriate approval of the SAFC and the contract meets budgetary requirements and limitations of the organization.
 - (v) SAF Financial Consultant
 - (vi) SAFO contracts legally bind the University, therefore it is required that an employee who can be held professionally responsible to verify the propriety of each contract.
 - (vii) Director of Memorial Union and Student Activities (or Designee)*
 - 1) The Director must sign all contracts for official University approval.
 - (viii) Associate Vice President of Business Affairs (or Designee)*
 - 1) Must sign all contracts \$25,000 and over.
 - (ix) *The SAF Financial Consultant will obtain these signatures if needed unless otherwise specified.

Section III.5: Checks

- (A) Checks are mailed directly to the vendor by the UNH Accounts Payable Office.
- (B) Checks are printed on Mondays & Thursdays and normally take two days for delivery.
- (C) The Accounts Payable Office holds checks for contracts for your SAF CFO or the SAF Financial Consultant to pick up. This is only done in very special situations, which would need to be worked out with the SAF Financial Consultant at least two weeks before the event. Most vendors accept a check mailed to them directly afterward.

Article IV. Payment to Students

Section IV.1: General

- (A) All stipend officers and hourly employees of organizations are paid through the UNH Payroll System. To receive a paycheck an updated Income Tax Withholding form (W-4) and a Citizenship Status certification form (I-9) must be on file at the Payroll Office.
- (B) Only after the stipend form has been approved by SAF Exec and the SAF Financial Consultant, then students who are to be employed by SAF Organizations must bring their completed Stipend or Hourly Hire Sheet, signed by their Business Manager, along with proper identification (as indicated by the I-9 form) to the Payroll Office located within the Holloway Commons Business Office, G11.
- (C) No student may start a SAFC paid position without hiring paperwork in place, and no back-pay will be granted.

Section IV.2: Stipends

- (A) Stipends will be paid by fiscal quarter. Summer stipends are paid out on a bi-weekly basis.
- (B) No stipend will be paid in advance.
- (C) The stipend amounts listed in the budget are the maximum amounts payable for these designated positions.
- (D) Officer stipend payments may be withheld at the discretion of the SAFO's Business Manager, the organization's SAF CFO, or the SAFC Chairperson whenever an organization is judged to be negligent in fulfilling proper financial management. The SAF CFO and/or SAFC Chairperson must work in conjunction with SAFC Executive Board in order to withhold a stipend. The SAFC Executive Board must have a 2/3rd majority vote in favor of withholding the stipend for it to be withheld.
- (E) Compensation to individuals who perform less than the full duties of their position may be reduced or withheld at the discretion of the organization's Business Manager, your SAF CFO, or the SAFC Chairperson. If the SAF CFO or SAFC Chairperson believes compensation should be withheld, they shall bring it to the attention of the rest of the

SAFC Executive Board. In order to withhold or reduce the compensation amount, the SAFC Executive Board must obtain a 2/3rds majority.

- (F) No student may receive more than one stipend from the same organization.
- (G) No officer receiving a stipend may collect honoraria payment for services from the same organization.
- (H) SAF Organizations must have all new members fill out stipend paperwork (and additional hiring paperwork if applicable) immediately following their selection.
- (I) Stipends can only be paid to full-time matriculated undergraduate students.
- (J) It is the obligation of an organization's Business Manager to submit stipend paperwork correctly and by the given deadlines. Failure to submit stipend paperwork correctly may result in unpaid stipends for that organization.

Section IV.3: Hourly Payment

- (A) Hourly payroll is paid on a bi-weekly basis.
- (B) Time sheets may be activated through the SAF Financial Consultant.
- (C) Timecards are electronically distributed through USNH (<https://wise.unh.edu/>), are filled out every two weeks and are typically due the Friday the pay period ends (USNH will communicate if timecards are due earlier due to University Holiday).
- (D) Timecards are approved by the SAF Financial Consultant. It is the responsibility of the organization's Business Manager to bring any concerns to the SAF Financial Consultant if the hourly employee is falsifying their timecard.

Section IV.4: Stipend Appeals

- (A) The SAFC Executive Board shall have the ability to override the stipend decision of a SAFO.
 - (i) The motion that is brought forward to the SAFC Executive Board shall be to override the decision of the SAFO in question.
 - (ii) A majority vote of the SAFC Executive Board shall be required to overturn the decision of a SAFO.
 - (iii) Any member of the SAFC Executive Board who has a conflict of interest is expected to recuse themselves. The remaining members of the SAFC Executive Board shall appoint a replacement.
 - 1) Should a professional staff member recuse themselves from the meeting, the remainder of the SAFC Executive Board shall appoint another professional staff member.

- 2) Should a student member of the SAFC Executive Board recuse themselves from the meeting, the remainder of the SAFC Executive Board shall appoint another student.
 - (iv) If the SAFC Chairperson recuses themselves, the remaining members of the SAFC Executive Board shall appoint a member of the SAFC Executive Board to run the appeal.
 - (v) The intent to appeal must be given within two academic days (11:59 PM) after the notification to the party and shall be heard at the next SAFC Executive Board meeting.
 - (vi) Both parties shall provide a written statement to the SAFC Executive Board before they present their arguments.
 - (vii) Both parties shall present their arguments to the SAFC Executive Board.
 - 1) Members of the SAFC Executive Board may ask questions to both parties.
 - 2) At the approval of the SAFC Executive Board, both parties may interact during the hearing.
- (B) In the event that the SAFC Executive Board withheld a stipend, the appeal shall be brought to the Committee as a whole.
- (i) In cases where the SAFC Executive Board withholds a stipend, the Committee shall have the authority to override the decision of the SAFC Executive Board.
 - 1) The motion that is brought forward to the Committee shall be to override the decision in question of the SAFC Executive Board.
 - 2) A majority vote is required to overturn the decision of the SAFC Executive Board.
 - 3) Any member of the SAFC Executive Board is expected to recuse themselves during this debate period.
 - 4) Any member of the Committee who has a conflict of interest is expected to recuse themselves.
 - 5) The Student Senate Speaker, or designee, shall run this portion of the meeting. In the cases where the Student Senate is the organization from which the stipend was withheld, the remaining members of the Committee shall nominate a temporary Chairperson.
 - 6) Quorum for these meetings shall be seven (7) members of the SAFC. If seven (7) members of SAFC are unavailable due to absence or conflicts of interest, the meeting will be postponed until any seven (7) full-time undergraduate students are available to meet with the afflicted parties and make a decision.
 - 7) The intent to appeal must be given within two academic days (11:59 PM) after the notification to the party and shall be heard at the next SAFC meeting.

- (ii) Both parties shall provide a written statement to SAFC before they present their arguments.
- (iii) Both parties shall present their arguments to SAFC.
 - 1) Members of SAFC may ask questions to both parties.
 - 2) At the approval of SAFC, both parties may interact during the hearing.
- (C) If a stipend appeal has gone to the SAFC Executive Board and to SAFC, the complainant may appeal to the Student Senate following the prescribed policies in Section XVII of these Standard Operating Procedures.

Article V. Special Expenditures

Section V.1: Travel

- (A) All travel plans must be approved through the SAF Office.
- (B) Out of state travel proposals made by non-SAF Organizations may not exceed a per-person subsidy of three-fourths the yearly student fee.
- (C) Travel monies paid to non-SAF organizations shall not exceed \$50 per person for travel within the United States and \$100 per person for travel outside the United States, for all trips while the fall and spring semesters are not in session.
- (D) All information for conferences (airline and/or hotel information) must be included in the requisition. Your SAF CFO or the SAF Financial Consultant (or designee) will assist you with making reservations.
- (E) USNH sets an official mileage reimbursement rate each year. Presently the maximum SAF reimbursement is \$0.54 per mile.

Section V.2: Meals

- (A) When treating a guest artist to meals, only two persons' meals beyond the guest artist may receive reimbursement from the SAF. Other individuals may always attend, but will not receive reimbursement from the SAF. The SAF does not pay for alcoholic beverages, even for a guest artist.
- (B) Gratuities not to exceed 15%. The venue may need to be contacted in advance to arrange this.
- (C) No student meal entrée shall cost more than \$20.
- (D) No organization shall spend more than \$200 in a semester on food not directly associated with a given program open to and advertised for the entire student body. Any organization wishing to spend more than the allotted amount at any given time must propose it first to your SAF CFO and then to SAFC for approval.

Section V.3: Cash Advances

- (A) Any request for cash advances must be made no less than two weeks prior to the date the advance is needed. Advances incur substantial fees, so should only be used as a last resort to other means of funding activities.

Article VI. Proposals

Section VI.1: SAF Organizations

- (A) Program Production proposals in excess of \$500, and proposals for the repair or maintenance of items in excess of \$500, must be reviewed by the Committee as a whole.
 - (i) Subsidies over \$250, yet under \$500, (including advertising monies) may be proposed to your SAF CFO. Your SAF CFO, with the consultation of the SAFC Executive Board, will decide if said proposal deems further review from SAFC.
- (B) Out of state travel and conferences over \$100 must be reviewed by the Committee as a whole.
- (C) SAF contributions for co-sponsorships for both SAF and non-SAF organizations must be reviewed by the Committee as a whole.
- (D) Equipment must be reviewed by the Committee as a whole. See section XV (page 11) of the Standard Operating Procedures.
- (E) Any transaction that might appear to benefit an officer, relative, or associate of an officer or member of a SAFO, so that a third party might question the motivation, propriety, or judgment of that decision to use SAF funds for those purposes, must be submitted for approval by the SAFC or the SAFC Executive Board when SAFC is unavailable.

Section VI.2: Non-SAF Organizations

- (A) Program Production proposals in excess of \$250 must be reviewed by the Committee as a whole.
 - (i) Subsidies under \$100, (including advertising monies) may be proposed to a SAF CFO. Your SAF CFO, with the consultation of the SAFC Executive Board, will decide if said proposal deems further review from SAFC.
- (B) Publications over \$500 must be reviewed by the Committee as a whole. These groups will submit dates for print for each publication in the form of a Program Proposal at the beginning of the Academic Semester.

Article VII. SAF Organization Budgeting

Section VII.1: Budget Management

- (A) All income and expenses must be charged to the correct line item.
- (B) The budget details in each organization's budget list the fiscal plans approved by SAFC during the budget process.
- (C) Non-income producing organizations must stay within their budget framework approved during the budget process.
- (D) Income producing organizations must stay within the ratio of revenues to expenses approved during the budget process. If an organization's revenue exceeds their budgeted revenue, the organization may propose to SAFC to transfer excess funds to an expense line. This depends on the overall state of the SAF and is at the discretion of SAFC.
- (E) Under extenuating circumstances, non-SAF Organizations, funded through the ORO budget, may propose to have revenue monies from a given program returned to their organization's account, instead of being deposited into the ORO revenue budget. This requires the approval of SAFC.
- (F) The granting of a SAF subsidy to any student organization does not give that organization sole discretion over those funds. It is the responsibility of every officer and member of the organization to ensure that these funds are administered responsibly and with professional accountability.
- (G) Your SAF CFO and the SAF Financial Consultant have the responsibility and the authority to deny payment for any item that violates USNH policy or fiscally responsible judgment.
- (H) If unbudgeted expenses arise during the year, organizations may propose to SAFC to transfer funds from one budget line to another.
- (I) Each year the SAF sets aside money in a contingency fund. This fund is used only for emergency SAF expenditures.
- (J) If any organization does not follow the SAF Standard Operating Procedures and/or the SAF bylaws, your SAF CFO, with the approval the SAFC Executive Board, may freeze that organization's budget after one warning. If an organization's budget is frozen, a meeting with your SAF CFO or the entire SAFC Executive Board will follow before the budget privileges are reinstated.

Article VIII. Income

Section VIII.1: Revenue

- (A) All revenue must be handled properly to ensure that it can be accounted for, deposited, and audited.

- (B) If organization merchandise, refreshments, etc. is sold at an event, a temporary bank can be obtained from the MUB, but an application through Wildcat Link must be submitted at a minimum of 48 hours before the event on Wildcat Link <https://wildcatlink.unh.edu/organization/finance/availableforms>.
- (C) The organization's Business Manager is personally responsible for any money that may be lost when not secured in a safe. Additionally, they are responsible for ensuring that all income is deposited properly.
- (D) Monies received at the event shall pay no invoices—it must be deposited first.
- (E) All checks should be payable to the organization or to UNH. All checks will be treated with the same security as cash.
- (F) On the occasion that an organization wishes to sponsor an event, with the proceeds to benefit a charity, the SAF subsidy must first be repaid. After the subsidy is repaid, all remaining revenue can be paid out to the charity of choice.
- (G) Income must be turned into the Office of Student Involvement and Leadership reception staff or the SAF Financial Consultant with a duplicate Deposit Sheet correctly completed:
 - (i) All cash and/or checks verified by the organization's Business Manager.
 - (ii) A completed Deposit Form(s), signed by the Business Manager. In the case of cash, the form must include the number of bills, denomination, total dollar amount of each denomination and the total amount of the deposit. In the case of checks, each check will be listed with the check number, name on the check and the check amount.

Section VIII.2: Payments

- (A) University departments pay for advertising or Org services by issuing an encumbrance. In the case of TNH, the use of their P-Card is required. Organizations must receive the encumbrance before placing the advertisement.
- (B) When UNH departments sponsor a program, a co-sponsorship form must be completed with the departments' accounting information. The co-sponsorship form is turned in to the SAF Office with the Program Proposal.
- (C) All payments to the SAF from outside vendors (including fund raising) must be sent to the organization's Business Manager and then deposited into the Org's account using proper Deposit protocol.

Section VIII.3: Event Tickets

- (A) The MUB Ticket Office must be used to sell tickets for all ticketed events, including those which are free of admission.
- (B) With the exception of events that are free of admission, the minimum ticket price for any event will be \$3.

- (C) Complimentary tickets must be approved by SAFC, by way of notation on event proposal, for every event and the ticket office notified.
- (D) For Community Building events, all UNH affiliates (students, grad-students, faculty, and staff) may pay the same out of pocket expense that students normally would. University Departments may reimburse the respective organizations revenue line for the portion of graduate students, faculty, and staff that attended the event.

Article IX. Equipment and Insurance

Section IX.1: Permanent Assets

- (A) A Permanent Asset may be defined within this context as any item which lasts two or more years and has a value between \$500 and \$5,000.
- (B) Permanent assets may not be disposed of without approval from the SAF Office.
- (C) SAF permanent assets will not be used for personal use or gain.
- (D) The SAF is under no obligations to replace or repair lost, stolen, or broken permanent assets.
- (E) Non-SAF Organizations may not request funds for the purchase of permanent assets. Exceptions may be granted by the unanimous consent of the SAFC Executive Board, and a two-thirds majority vote by SAFC.

Section IX.2: Equipment

- (A) Equipment may be defined within this context as any item which lasts two or more years and has a value at or exceeding \$5,000.
- (B) Equipment may not be disposed of without approval from the SAF Office.
- (C) SAF equipment will not be used for personal use or gain.
- (D) SAF equipment used off campus must have the organization's approval, and be cleared through the SAF Office, before equipment is taken off campus. The person(s) utilizing the equipment are solely responsible for the condition of that equipment. If lost, stolen or broken while off campus, it is the responsibility of the organization's Business Manager to file an accident report as soon as possible, distributing a copy to the organization to which the equipment belongs and a copy to your SAF CFO.
- (E) The SAF is under no obligations to replace or repair lost, stolen, or broken equipment.
- (F) In the event that new or replacement equipment is needed for any SAFO, and funds are not available within their budget, the organization's Business Manager may submit a proposal to purchase said equipment from the "Equipment Replacement Fund". Any proposal of Replacement Fund Expenditures must be presented first to the organization's CFO for approval then proposed to SAFC for final approval at a two-thirds majority vote. The organization must demonstrate need to receive these funds and approval of said funds is not guaranteed.

(G) Non-SAF Organizations may not request funds for the purchase of equipment.

Section IX.3: Insurance

- (A) The SAF is self-insured for all equipment and supplies. Reserves are retained that are adequate to cover replacement of any given exposure or loss.
- (B) All UNH recognized student organizations are fully covered by the liability insurance carried by the University of New Hampshire.
- (C) The SAF carries a security bond for your SAF CFO and the SAF Financial Consultant, in the event of embezzlement or fraud.

Section IX.4: Printing

- (A) All SAF Organizations will have access to a code assigned to them for use with the SAF-funded printers in the Office of Student Involvement and Leadership.
- (B) A governance organization that is recognized by the Students' Rights, Rules, and Responsibilities may apply for a code for the SAF printers. The requests may be approved at the discretion of SAFC Exec.
- (C) All other non-SAF Organizations will have access to a shared code, which can be accessed and used at a terminal in the OSIL.

Article X. Committee in Session

Section X.1: General

- (A) SAFC will host public meetings at the discretion of the Chairperson and SAFC Executive Board. These meetings will be documented in both written and audio form.
- (B) Committee meetings will be conducted using select rules from the current edition of Robert's Rules of Order: Newly Revised. The extent of Robert's Rules of Order which are followed will be at the discretion of the SAFC Chairperson.
- (C) SAFC will act with all form of respect when conversing with each other during meetings and with any visitors to the meetings.
- (D) Organizations whose operational concepts require regular updates to the committee shall submit them on a monthly basis. Organizations that will submit these updates shall be:
 - (i) The Campus Activities Board, concerning the MUB Movies series.
 - (ii) The Organic Gardening Club, concerning Farmers' Markets and other weekly or monthly events.
 - (iii) Student Senate, concerning campus initiatives that the current Session is working on.
 - (iv) The New Hampshire, concerning (1) Updates on advertisement revenue, and (2) Analytics on circulation.

- (v) WUNH, concerning (1) Revenues and expenses related to running the tower, and (2) Analytics on followership.
- (E) Organizations that have a large number of smaller programs in one month are asked to submit one lump proposal for that month's programs. This bulk proposal must include all revenues, expenses, name and number of events, and all other applicable information. Specifically, organizations who are asked to do this are:
 - (i) New Hampshire Outing Club
 - (ii) SlowFood UNH
- (F) While dealing with proposals which are confidential in nature, it is the responsibility of all committee members to maintain said level of confidentiality. Particularly with proposals brought by the Student Committee on Popular Entertainment, the Campus Activities Board, the Electronic Dance Music Community, and the Memorial Union Student Organization, where a breach in confidentiality can cause SAFC to pay the full artist fee without a performance, confidentiality is paramount. Any member of the committee found to be breaching this confidentiality shall have their stipend revoked and put their organization's status as a Student Activity Fee Organization in jeopardy at the discretion of SAFC. All members and proxies present for discussions of confidential material shall be required to Sign a Non-Disclosure agreement and shall be fully bound to the terms of said agreement.
- (G) Any Student Activity Fee Organization which requests to draw from the Organizational Resource Fund must get a two-thirds majority vote from the Student Activity Fee Committee.
- (H) Entities which are not recognized student organizations that request Student Activity Fee money for a student event must obtain a two-thirds majority vote from the Student Activity Fee Committee, and then a two-thirds majority vote from the Student Senate.