

Volume B

Budgeting, Allocation, and Auditing Bylaws

Counselor

## Section 1. Definitions/Explanations

- 1.1 Allocation. This term shall refer to the UISG funds assigned, or recommended for assignment, by the SA to a specific group for specific programs and line items.
  
- 1.2 Board of Regents. This term shall refer to the Iowa Board of Regents.
  
- 1.3 Budget Request. This term shall refer to the properly submitted, formal, written application for UISG funding from a group. If not specified, this shall refer to the regular annual application for UISG funding. If specified as such, this shall refer to supplemental applications submitted between consideration of regular annual applications.
  
- 1.4 Citations. All citations in this Volume B of these bylaws, unless otherwise specified, shall be to sections within this volume, and shall be of the form: "(Sec. \_)". Citations to other volumes of these bylaws shall include the volume reference, and shall be of the form: "(Vol. \_\_, Sec. \_)". Citations to the UISG Constitution shall be of the form: "(UISG Const. Art. \_\_, Sec. \_\_, Par. \_\_)" 1.5 Expression Programs. This term shall refer to programs which are proposed and executed by allocation GSO groups and which have as their primary purpose the expression and dissemination of ideas and viewpoints. Examples of such programs include leaflets, movies, and speakers. These programs shall be distinct from service programs.
  
- 1.6 GPSS. This acronym shall refer to the Graduate and Professional Student Senate.
  
- 1.7 Groups. This term shall refer to any set of people or activities, who, under these bylaws and the UISG Constitution, shall submit a budget request, e.g. the UISG executive, legislative, and judicial branches, or parts thereof, United Students of Iowa, Collegiate and Residence Associations, Commissions, Student Organizations, and student fee-supported services. Two or more sets of

people or activities, who shall be eligible to submit separate budget requests and shall be within the same priority group, may combine with each other to submit a single annual budget request, e.g., parts of the judicial branch or two student organizations. Each eligible set of people or activities, however, may only submit one annual budget request whether this request is separate or combined. However, the UISG executive, legislative, and judicial branches may each submit two annual budget requests: One for fixed costs such as telephone rental and executive salaries, and one for other program costs. Allocations based on a combined request shall be to only one account and it is the responsibility of the combined sets of people or activities to make accounting and authorization arrangements for this allocation.

- 1.8 Line Item. This term shall refer to the individual expense class within a specific program section of a group's account, and shall be as defined by University accounting procedures. This term shall also refer to requests for such individual expense classes during SABAC deliberations on budget requests.
- 1.9 MSF. This acronym shall refer to mandatory student fees, i.e., that portion of the regular charges assessed of each student by the University which is not tuition. Also referred to as "Designated Tuition" by the Board of Regents.
- 1.10 Outside Funds. This term shall refer to monies raised by groups other than the UISG executive, legislative, or judicial branches from other than UISG funds.
- 1.11 Priority. This term shall refer to the significance assigned to an individual program, based on the criteria contained in this volume of the bylaws (Sec. 2.7) and legislative acts of the SA. This significance shall be used to determine the appropriate level of funding for a program only if the total amount of eligible budget requests exceeds the available funding.

1.12 Program. This term shall refer to one or more line items with a single, specific purpose and title as

- specified on the budget request forms. The budget allocation and recommendation bills shall group line

items according to these programs. Office supply allocations shall be included in this definition of a program.

1.13 SA. This acronym shall refer to the University of Iowa Student Assembly which shall be composed of three bodies, the GPSS, UAS, and UCS (UISG Const. Art. I, Sec. C). The members of the SA shall be referred to as Senators.

1.14 SABAC. This acronym shall refer to the SA Budgeting and Auditing Committee (UISG Const. Art. II, Sec. F, Par. 5b).

1.15 Section. This term shall refer to a separate portion of the total UISG budget allocation which deals with a single priority group, or a portion of allocation GSO which falls within the jurisdiction of a single subcommittee.

1.16 Service Programs. This term shall refer to programs which have as their primary purpose the rendering of service. Examples of such programs include counseling, advising, crisis intervention, entertainment, recreation, and sports. Also, programs proposed and executed by Priority I and II groups which might be classified as expression (Sec. 1.05) programs if proposed and executed by allocation GSO groups shall be classified as service programs. This is due to the definition of Priority I and II groups as those which provide general campus or student government services. Incidental expenses for service programs, such as advertising, being necessary to the success and use of the service, shall be considered as part of the service program and not as a separate expression program.

1.17 Subcommittee. This term shall refer to a jurisdictional subset of the SABAC. For a portion of the budgeting process, the SABAC will be divided into three subcommittees corresponding to each of the

- three separate bodies of the SA: GPSS, UAS, and UCS. Each subcommittee shall be composed of three of the SABAC members from one of the aforementioned legislative bodies. Each subcommittee shall only have jurisdiction to determine the certified amounts of funding for student groups recognized under their respective legislative body. This shall be in effect for both fiscal year budget requests and supplemental budget requests.

1.18 Student Organizations. This term shall refer to allocations for General Student Organizations (Sec. 2.2.3).

1.19 Subsection. This term shall refer to a separate sub-portion of the total UISG budget allocation which deals with a single group.

1.20 UAS. This acronym shall refer to the Undergraduate Activities Senate (UISG Const. Art. III, Sec. D).

1.21 UCS. This acronym shall refer to the Undergraduate Collegiate Senate (UISG Const. Art. III, Sec. E).

1.22 UISG. This acronym shall refer to the University of Iowa Student Association (UISG Const. Art. I).

1.23 UISG Funds. This term shall refer to those monies which are allocated, or for which allocations are formally recommended, by the SA, e.g., MSF and other funds raised by the UISG executive, legislative, or judicial branches.

## Section 2. Eligibility/Priority

2.1 Eligibility. Groups must be properly recognized by the UISG before applying for UISG funding. Only the following groups are eligible to receive UISG funding.

2.1.1 Campus Service Groups. A campus service group shall be defined to be one which is approved

- by the SA and by the Board of Regents to be eligible for specific line item funding in the
- general University budget. Currently, these groups are Student Health, Cambus/Bionic Bus,
- United Students of Iowa (UISG Const. Art. IX), Student Video Productions, Student Legal
- Services Commission (UISG Const. Art. XII), Student Publications Incorporated, Student
- Commission on Programming and Entertainment (UISG Const. Art. XII), Recreational
- Services, University Lecture Committee, and KRUI-FM Radio. Approval and revocation of
- Priority 1 status of any group shall be by the amendment of these bylaws by the SA
- to insert or delete such group. Such action may be subject to review by the Board of Regents.

2.1.2 General Student Operations Groups. A general student operation group shall be defined to be one

- which is essential to student government operations and services. These organizations are the

- legislative (UISG Const. Art. II and Art. III), executive (UISG Const. Art. V), and judicial
- (UISG Const. Art. VII) branches and parts thereof, Collegiate Associations (UISG Const.
- Art. X), Residence Associations (UISG Const. Art. XI), and Commissions (UISG Const.
- Art. XII) which are not listed as campus service groups (Sec. 2.1.1).
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2.1.3 Student Organizations. (UISGConst.Art.XI).

2.2 Priority Classification. priority classification should be strictly followed in the consideration of budget requests. priority classification, however, should not imply that budget requests from all higher priority class groups be satisfied before budget requests from lower priority groups are satisfied. Priority groups shall be defined as follows:

2.2.1 Priority I. Any CSG, SGG, or UPG which has been approved by the SA and the Board of

- Regents to be eligible for specific line item funding in the general University budget shall be
- considered Priority I.

2.2.2 Any remaining CSG, SGG, or UPG shall be considered Priority II.

2.2.3 A GSO shall be considered a Priority III.

2.3 Budget Workshops. The SABAC and the UISG Financial officer shall be jointly responsible for holding publicized budget workshops at least 5 days (excluding weekends, University interims and holidays) before the deadline for filing annual budget request forms. The SABAC and the UISG Financial officer shall be jointly responsible for notification of these workshops by public posting, including advertising in the Daily Iowan. These postings must be made at least three days (excluding weekends, University

interims and holidays) before the beginning of the workshops. Each group or combination of groups which intends to submit a single annual budget request must send one or more representatives to one of these workshops. Each such student group or combination of groups who fails to send a representative to one of these workshops will not be eligible for regular, annual UISG funding. Eligibility for funding may be restored by either a 3/4 majority vote of the SABAC or a majority vote of the SA.

2.4 Human Rights Policy. UISG funds may only be allocated to those groups which comply with the UI Human Rights Policy (UISG Const. Art. I, Sec. F). This compliance shall be as determined by the Student Activities Board (UISG Const. Art. VI, Sec. D, Par. Id) in consultation with the University Human Rights Committee.

2.5 Funding Authority. Submission of budget request forms and satisfaction of all rules and regulations, under which the UISG operates, shall in no manner insure UISG funding. Priority II and GSO UISG funding shall be granted solely upon final consideration of the SA. UISG funding for all class I groups, except Student Health and Cambus/Bionic Bus, shall be granted solely upon consideration of the SA and ratification of the SA decision by the Board of Regents. UISG funding for

- Student Health and Cambus/Bionic Bus shall be granted upon recommendation of the SA and final consideration of the Board of Regents.

2.6 Non-discrimination in UISG Funding. All groups, having met specifications within these bylaws, shall have an equal opportunity for UISG funding, respective of those priorities and criteria listed within these bylaws. The SA may not discriminate in its funding decision based on race, creed, or ideology. Groups'

programs, not pertaining to ideology, must be in accordance with the educational objectives of the University.

2.7 Program Funding Level. All groups within each priority group have equal opportunity for UISG funding. However, all program funding requests by such groups shall not have equal priority for funding. Determination of the funding level for line items shall be the responsibility and duty of the SABAC and the SA, using the priorities and criteria contained within these bylaws.

2.8 Budget Request Reduction Criteria. During SABAC and SA deliberations on groups' budget requests, motions shall be in order to establish recommended levels for line item or program allocations. Motions to reduce allocation amounts below the requested amount must cite one or more of the following criteria for their motion to be considered germane. The following criteria shall be the only acceptable criteria by which to reduce allocation recommendations, except for cases of noncompliance with the UI Human Rights Policy (Sec. 2.4). UISG funding may be partially or totally denied to the extent that the following criteria apply.

2.8.2 Allocation GSO Program Funding Levels. The SABAC-estimated amount of UISG funding

- available for funding of allocation GSO groups and the allocation GSO supplemental funding
- reserve within the jurisdiction of one of the SABAC subcommittees (Sec. 1.17 and 4.7.2) is
- less than the total amount of appropriate allocation GSO requests from that jurisdiction, after
- adjusting for other criteria in this section. Such total amount of appropriate requests shall

- include the recommended amounts for allocation GSOa groups coming from that
- subcommittee's available funding amount (Sec. 4.7.4). In such case, the subcommittee shall
- establish the amount available for funding of expression programs and the amount available for
- funding of service programs and then shall establish program funding levels based on its
- evaluation of the itemized considerations used by the SABAC (Sec. 2.8.1a-c) for service
- programs (Sec. 1.16) and on the requesting group's prioritization (Sec. 2.8. 1a) for expression
- programs (Sec. 1.5). These evaluations shall comply in all ways with the approved SABAC
- guidelines for making all such evaluations (Sec. 2.8.1). All such evaluations shall be reviewed
- by the entire SABAC to ensure such compliance. With any citation of this criterion, the
- subcommittee must include within the public record of its recommendation a written statement
- that shall include the rationale for this funding level for the program request, and such statement
- shall also be included in the public record of the SABAC recommendation.
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2.8.3 Maximum Funding Standards. Maximum funding standards have been set for the requested items.

- Before evaluating the budget requests of a specific priority group, the SABAC shall set
- maximum funding standards for specific items to be applied uniformly to all programs within
- that priority group, except that within Priority II the maximum funding standards
  - for the UISG executive, legislative, and judicial branches shall be the amount deemed appropriate, on a case-by-case basis, by the deliberating body. Examples are posters, fliers, advertisements, and specific office equipment.
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2.8.4 Impermissible Expenses. Expenses for which line items are requested would be either absolutely

- impermissible or only extraordinarily permissible by these bylaws.

2.8.5 Political/Religious. The group or requested programs are political or religious as defined under

- these bylaws.

2.8.6 Human Rights Violation. The SABAC has reason to believe that the group would use the

- requested funds in violation of the University of Iowa Human Rights Policy.
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2.8.7 Group Viability. A group fails to demonstrate its ability to conduct the requested programs to the

- degree reflected by the size of the request. It should be noted that, for the UISG to maintain
- fiscal responsibility, it cannot allocate funds to a group without adequate indication of the
- group's viability. In the case of new groups this may result in decreased or deferred funding
- until such time as viability is established. Viability can be demonstrated by the existence of
  - established, viable membership relative to the purpose and activity level of the group, and
- either of the following:
  - a) Satisfactory completion of prior programs conducted without UISG funds; or,
  - b) Demonstrated completion of sufficient groundwork for the requested programs.

2.8.8 Misrepresentation. The SABAC has reason to believe that one or more characteristics of a group,

- e.g., membership size, activities or financial status, have been misrepresented in hearings or on
- the budget request forms or any other document submitted to the UISG body.

2.8.9 Civil or Criminal Liability. The SABAC has any reason to believe that an allocation of UISG

- funding would cause the UISG to be civilly or criminally liable for the loss of funds through
- gross neglect or misuse. This criterion may only be applied after consultation with appropriate
- legal representatives of the University.

2.8.10 Fiscal Misfeasance. For groups that have received UISG funding in the past fiscal year, fiscal

- responsibility has not been demonstrated. Indications of fiscal responsibility include adequate
- bookkeeping and proper use of UISG funds.

2.8.11 Accountability. The SABAC believes that a requested line item for which funding is requested

- would be unaccountable in its use for the purpose stated. For example, supplies for an office
- located in a private residence could be of questionable accessibility and accountability.

2.8.12 Personal Goods. The item requested would be personal goods. For example, an expense such as

- clothing or single person sports equipment which is primarily intended for the personal use of
- the members of the requesting group.

2.8.13 Durable Goods. The requested line item is a durable good previously funded by the UISG, e.g.,

- scissors, stapler, hole punch, computer, and still functional for the projected use. Such goods
- are eligible for funding for replacement only if the good is nonfunctional, and the group has
- complied with these bylaws (Sec. 8.6) in the good's proper use.

2.8.14 Standard Office Supplies. The requested office supply line item is not included on the standardized

- list of office supplies established by the SABAC and approved by the SA. Within
- Priority II items not included on the standardized list of office supplies may be allowed, on a
- case-by-case basis, by the deliberating body.

2.8.15 Multiple Programs. If the SABAC believes that a program is a conglomeration of several

- programs, then the SABAC shall have the authority to divide the requested program and its
- constituent line items into separate programs and line items.

2.8.16 Satisfied Need. The need that a program request is intended to satisfy is already being

- quantitatively and qualitatively satisfied in University of Iowa or Iowa City community
- programs which have adequate opportunity for UI student participation and leadership.

2.8.17 Lower Cost Alternatives. The SABAC has reason to believe that the programs or line items for

- which funding is requested may be performed or obtained at a lower cost or through cooperation
- with other groups or agencies.

2.8.18 Outside Funding Pursuit. The SABAC has reason to believe that the group has not adequately

- pursued outside sources of funding for the program.

2.8.19 Available Outside Funding. Outside funding to the group, whether utilized or not, is available to

- help offset the reasonable expenses of the program.

3.1 Allocation and Program Funding Levels. The SABAC-estimated amount of UISG funding available is less than the total amount of appropriate budget requests, after adjusting for other criteria in this section. In such case, the SABAC shall establish program funding levels for allocation and II groups based on its evaluation of the following considerations.

- 3.1.1 The requesting groups must prioritize their programs, failure to do so will result in the
- budget not being accepted by SABAC. The SABAC shall provide instructional information for
- the groups to use in prioritization of its programs. Such rank-ordering shall indicate the order
- of priority that the group places on each program. The SABAC must include such
- prioritization in its written budget recommendation to the SA. Any willful falsification of
- records on a budgeting request shall be reported by the SABAC to the UISG President, the
- SAB, and the SJC. The SAB and SJC shall exercise what censorship and investigatory powers
- they deem fit. Failure by any SABAC member or ex-officio member to report procedural error
- or malfeasance by any member shall be an impeachable offense.

3.1.2 The number of students in the target population. The requesting group shall be asked to

- provide a description of the requested programs target population and an estimate of the number
- of students within that target population (Sec. 3.2. Id and 4.2. Id). SABAC shall attempt, in
- such reasonable manner as its written guidelines for funding level evaluations shall describe, to
- verify these numbers.

3.1.3 The program's effectiveness in reaching the target population. For programs which arc

- repeated from previous years or which are similar to programs from previous years, the
- requesting group shall be asked to provide an estimate of the number of students within that
- target population (Sec. 3.2. 1c and 4.2. 1c) which attended the program. SABAC shall attempt,
- in such reasonable manner as its written guidelines for funding level evaluations shall describe,
- to verify these numbers including by audit.
  
- The SABAC shall establish, before the beginning of any annual budget request hearings, with
- approval of a majority of the SA and review by the University Human Rights Committee, fair
  - and equitable written guidelines for making all such evaluations. With any citation of this criterion, the SABAC must include within the public record of its recommendation a written statement that shall include the rationale for this funding level for the program request.
  
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3.1.4 No group's budget shall be accepted or reviewed without that group having sent a representative

- to a budgeting workshop, two different possible occasions of which are to be held and advertised by SABAC no later than the first week in February, to learn proper budget request procedures.

Groups will be notified about these workshops by letters sent to all recognized groups and ads

placed in the Daily Io\van for one week prior to workshops.

#### Section 4. Priority I Annual Budget Request Procedure

4.1 Timing. At such time as it is necessary within the fiscal year, the SA shall submit an allocation proposal

to the University administration for inclusion in the University's proposal to the Board of Regents on the MSF allocations. Such SA proposal shall include the allocations for each priority I group and the total amount to be allocated for priority II and III.

#### 4.2 SABAC Allocation Documents.

4.2.1 Minutes. Minutes shall be taken of all SABAC and subcommittee meetings, specifying issues

- considered, motions made, final votes and reasons given for each allocation decision.

4.2.2 Recommendation to the SA. The recommendation on the allocations and the total

- amount to be allocated for priority groups II and III shall be a single allocation bill with the
- following structure:
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  - a) There shall be one section to said bill.
  - b) Each subsection of said section shall deal with the allocation to a single priority group or
  - the total allocation for priority groups II and III. This total allocation for priority groups II
  - and III may be titled as directed by the Board of Regents, currently "UISG."
  - c) Such subsections may be in any order decided by the SABAC.
  - d) Subsections dealing with allocations to priority groups shall be further divided into
  - programs and line items. Each line item shall specify the amount requested, the amount
    - recommended, and the difference between the amount requested and the amount recommended
    - expressed as a percentage of the amount requested.
    - e) For line items which have been reduced under the SABAC program evaluation criteria
    - said bill shall also include the written rationalization of the evaluation.
    - f) An allocation recommendation must be made in said resolution for each priority group

- which submitted a budget request, though such recommendation may be not to fund said group
- or to reclassify said group as other than allocation .

#### 4.3 Priority I Annual Budget Request

4.3.1 Budget Request Form. The priority I annual budget request form shall be of a format

- designated by the SABAC, with approval of the SA, No hearings on a group's budget request shall be held prior to submission of this completed form. This form shall include the following items:
  - a) The name of each group and the names, addresses, and phone numbers of persons responsible for the Budget Request. These people must include those authorized to expend the group's funds. Such authorization shall be validated by the Office of Campus Programs and Student Activities.
  - b) A brief statement of the purpose of the group and a brief statement of the group's beneficial impact upon the University of Iowa community.
  - c) A brief description of the programs conducted during the current fiscal year with an attendance number for each program, where appropriate.
  - d) A brief description of the programs planned for the next fiscal year. For each program this description shall include the purpose of the program, a description of the target population and the population's estimated size, and a justification of the target population's need for the program.
  - e) A summary budget for the current fiscal year including all income and expenditures.
  - f) A brief description of outside sources and amount of funding pursued, successfully or not, by

- the group during the current fiscal year.
- g) The number of members and the breakdown of membership between graduate and undergraduate students in the group. This shall not be construed to be a request for a membership list, and membership lists shall not be accepted by the SABAC or its subcommittees.
- h) A complete itemized budget for the next fiscal year including all projected income and expenditures.
- i) A list of projected line items eligible for UISG funding and U.S. dollar amounts requested for those line items. Programs involving more than one line item, e.g., a conference involving speaker fees, room rental, and photocopying costs, shall be listed separately with a program title. All lines directly relating to a single program shall appear together.
- j) The signatures of both of the authorized representatives from the group. The determination of this authorization shall be by the Office of Campus Programs and Student Activities

4.3.2 Budget Request Form Submission. The priority I annual budget request form and 10

- readable copies thereof (one of which shall be available for public viewing) shall be submitted to the SABAC Chair at a time and place to be publicly announced by the SABAC. Such deadline shall be not less than three days (excluding weekends, University interims and holidays) before the beginning of hearings on Priority I budget requests. Groups who fail to meet the deadline shall be considered for funding only after either a 3/4 majority vote of the SABAC or a majority vote of the SA to consider their request.

4.3.3 Cost Documentation. Upon request, groups shall make available documentation of the projected

- costs of requested programs for SABAC inspection.

#### 4.3.4 Financial officer's Duties. Prior to the designated budget application deadline, the UISG Financial

- officer and the responsible staff shall ensure that all duties required prior to consideration of the
- budget requests by the SABAC are completed. These duties shall include all those described in
- these bylaws, and any others designated by the executive branch

#### 4.3.5 SABAC Priority I Deliberations.

- a.) Recommendation. The SABAC shall deliberate after hearing presentations from all
- Priority I groups wishing to come before the SABAC. It shall pass, by a majority vote of all
- current SABAC members, a recommendation on the allocations for each Priority I
- group and the total amount to be allocated for priorities II and III. Said
- recommendation shall be delivered to the SA within 10 days (excluding weekends, University
  - interims and holidays) after the end of the Priority I budget request hearings. The SABAC shall be responsible for publication of said recommendation by public posting, including posting in the public space of the UISG offices. These postings must be made at least three days (excluding weekends, University interims and holidays) before the beginning of informal appeal hearings.
- b.) SA Informal Appeal. At least two days (excluding weekends. University interims and holidays)
- before the beginning of SA consideration of the Priority I recommendation, the
- SABAC shall schedule a public hearing for any and all Priority I groups which
- submitted an annual budget request and which wish to make an informal appeal to the
- SABAC. Upon completion of the consideration of informal appeals, the SABAC may
- recommend amendments to its prior recommendation to the SA. The SA must consider all

- such recommended amendments from the SABAC. This shall be considered the informal appeal
- process to the SA.
- c.) Failure to Recommend. If the SABAC fails to deliver the Priority I recommendation
  - within 10 days ), the SA may proceed to consider directly the Priority I budget requests and the total allocation to Priority II and GSO groups in whatever manner is approved by a majority vote of the SA. Such direct consideration shall follow the
    - appropriate rules, procedures and criteria contained within these bylaws . Such direct consideration, however, need not comply with the adjournment procedure for regular SA allocation consideration.
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- Priority I and II Supplemental Budget Requests
- a.)Supplemental Budget Request Form. The Supplemental Budget Request form shall follow the same format as the annual budget request form.
- b.)Supplemental Budget Request Form Submission. The Priority I and II Budget Request Form and two readable copies shall be submitted to the SABAC chair at a time and place to be publicly announced by the SABAC.
- c.)Supplemental Funding Eligibility.
  - i.)Priority I groups shall be eligible to apply for supplemental funding only once during each fiscal year at a time to be determined by he SABAC Chair.
    - ii.)Priority II groups shall be eligible to apply for supplemental funding twice during the fiscal year at times to be determined by the SABAC Chair.
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  - Priority III Budget Request
  - Budget Request Form. The Priority III Budget Request form shall be of a format designated by the SABAC. This form shall include the following items:
    - a.) The name of each group and the names, email addresses, and phone numbers of authorized representatives responsible for the budget request. Such authorization shall be validated by the office of student life.
      - b.)A brief statement of the purpose of the group and of the group's beneficial impact of the University of Iowa community.

- c.) A brief description of outside sources and of amount of funding pursued, successfully or not, by the group during the current fiscal year.
  - d.) A list of projected line items eligible for UISG funding in dollar amounts requested for those line items.
  - e.) The signatures from both of the authorized representatives of the groups which shall be determined by the Office of Student Life.
- - Budget Request Form Submission. The Priority III Budget Request Form and two readable copies thereof shall be submitted to the SABAC Chair at a time and place to be publicly announced by SABAC. Groups who fail to meet the deadline shall not be considered for funding.
  - Cost Documentation. Upon request, groups shall make available documentation of the projected costs of requested programs for SABAC inspection.
  - Financial Officer's Duties. Prior to the designated budget application deadline, the UISG Financial Officer shall insure that all duties require prior to consideration of the budget requests by the SABAC are completed.
- SABAC Priority III Deliberations
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  - a.) Recommendations. The SABAC shall deliberate after viewing applications from all General Student Organizations (Priority III groups). A recommendation by a majority of the current SABAC members shall be delivered to the SA within 21 days after the end of each Priority III funding period. The SABAC shall be responsible for notifying all Priority III groups of the set number of funding periods for the coming fiscal year.
  - b.) Funding Deadlines. The current SABAC chair in conjunction with the UISG Financial Officer is responsible for setting the number and dates of the upcoming funding periods for the next fiscal year. The number of funding periods (also known as supplemental funding deadlines) shall not be less than four throughout the fiscal year. In addition, the first period shall always be held during the fiscal funding for Priority I and II student groups for events that take place from July 1 to October 1 of the upcoming fiscal year. All student groups shall be notified of set dates by no later than the first mandatory student organization meeting. Lines items of Office Supplies and Phone/Phone Accessories/and Ethernet shall be funded at the discretion of the SABAC.

- c.) Appeals. Any student organization recognized by UISG may bring a formal appeal at the meeting following deliberations of the current SABAC funding period. Notification of this appeal is required in writing to the UISG Vice President, the UISG Financial Officer, and the current SABAC Chair.
- d.) Failure to Recommend. If SABAC fails to deliver Priority III recommendations to the SA at the various deadlines, then the SA may proceed to consider directly the allocations for that current funding period by a majority consensus of the Senates. Direct consideration shall follow the appropriate rules, procedures, and criteria contained within the bylaws.

#### 4.4 SABAC Priority I & 2 Appeals.

##### 4.4.1 Appeals. The SABAC shall conduct appeals to hear presentations from

- Priority I groups making annual budget requests.

##### 4.4.2 Speakers. Only SABAC members, authorized representatives of the requesting group

- and spectators to whom time has been yielded by a SABAC member may speak during the hearing on that group's budget request.

- 4.4.3 Group Presentation. The authorized representatives of each requesting group shall be allowed to

- make a presentation to the SABAC in support of that group's budget request. These representatives shall also be prepared to answer questions on all materials submitted as the annual budget request form.

#### 4.6 Noncompliance with Budget Request Procedures.

##### 4.6.1 Noncompliance. Groups failing to participate in this procedure shall only have their budget

- considered after producing all appropriate documents, complete and accurate to the satisfaction
- of the SABAC, and after either a 3/4 majority of the SABAC or a majority of the SA votes to

- consider the group's request.

4.6.2 Penalty. The SA shall consider the noncompliance of such Priority I groups in its

- deliberations on allocations to said groups. The SA shall also propose to the University
- administration and the State Board of Regents that the allocations of such Priority I
- groups be reduced by an amount sufficient to strongly encourage their participation. Such
- proposals shall, however, recognize the essential nature of some programs of Priority
- I groups.

4.8 SA Allocation Consideration.

4.8.1 Consideration. The SA shall consider the UISG allocations bill during its next

- regularly scheduled meeting after delivery of the recommendation from the SABAC. The SA
- may amend the SABAC recommendation, with such amendments requiring a majority vote of
- the SA. A majority vote of the SA shall be required to approve said bill, as amended.

4.8.2 SA Formal Appeal. During the SA consideration of the UISG allocations bill, any

- group whose budget request is under discussion shall be in order to request the floor and speak
- to the subsection of said bill dealing with that group. Before the SA shall be allowed to vote
- on said bill, each group shall have any and all such reasonable requests honored, within the
  - limits imposed on debate. This shall be considered the formal appeal process to the SA. Such appeals shall be considered in a subsection by subsection manner in the order as presented by the SABAC, and proceeding through said bill.

4.8.3 Debate Limits. During the SA consideration of the UISG allocations bill, individual

- speakers shall be limited to 5 minutes, including time yielded to questions.
- Consideration of a particular subsection of said bill shall be limited to 1/2 hour if the SABAC recommendation is less than US\$1000 and 1 hour if the SABAC recommendation is US\$1000 or more. These limits shall be removed if, after consideration within these limits, the SA fails to approve said bill, as amended.

4.8.4 Adjournment. If during a meeting where the UISG priority group I allocations bill is

- considered, the SA fails to approve said bill, as amended, said meeting may not be adjourned.
- Such a meeting may be recessed until a specified time, but such a recess shall last no more than 48 hours (excluding weekends, University interims and holidays). Such a meeting, recessed for more than 2 hours (including weekends, University interims and holidays), also shall not be recessed again until 2 hours after the meeting has reconvened.

4.8.5 Vetoed Bill. If the UISG allocations bill, as approved by the SA, is vetoed, the SA

- shall reconvene within 5 days (excluding weekends, University interims and holidays) to
  - override the veto or to reconsider the budget. Such a meeting shall comply with the adjournment procedure for regular SA allocation consideration.

4.8.6 Judicial Court Review. Any group wishing to protest the UISG allocations bill as

- approved by the SA shall follow normal Student Judicial Court procedures, as specified by the Student Judicial Court.

4.8.7 Executive Action. After approval by the SA of the UISG allocations bill, the UISG

- President shall present said bill to the University administration as the UISG proposed

- allocation of MSF and shall work to ensure its approval by the University administration. The
- UISG President shall also represent the UISG to the Board of Regents during its consideration
- of this proposal and the University's General Budget. Such presentation shall occur no later
- than that meeting directly preceding the meeting to announce the Board's MSF allocations.

4.8.8 Executive Exclusion. The approval of the UISG allocations bill, or of proposed UISG

- allocations, may not be undertaken by the executive branch, irrespective of any other
- sections of these bylaws, including those dealing with timely action.

## Section 5. Archives

5.1 Group Data. The UISG Financial Officer shall make available to the SABAC, upon request, the following data concerning each group requesting funds. For budget requests from combinations of groups, the data should concern all of the constituent groups for which data is available.

5.1.1 Annual Activity. This shall include account balances forwarded and funding reversions back to

- the UISG in the previous two fiscal years.

5.1.2 Publications. This shall include advertisements and other published literature pertaining to each

- funded line within the last fiscal year. The group shall be responsible for submitting a dated
- and initialed copy of such material to the Financial Officer and the Executive of the recognizing
- body of the SA..
- Minutes. The SABAC shall maintain a permanent, current copy of minutes of all SABAC meetings,

- appeals, and deliberations, and the minutes of SA deliberations on SABAC recommendations. The copy shall be deposited with the SABAC Chair and shall be passed along with that position. The other copy shall be deposited with the UISG Vice President.

## Section 6. Conflict of Interest Policy

6.1 Employment/Membership. Any Senator or UISG executive who is, or will be during the affected fiscal

- year, the UISG student organization shall notify the SABAC Chair in writing, before the SABAC hearing on the annual budget request of that Commission or priority class III group.

6.2 Sales. Any Senator or UISG executive who sells, or will sell during the affected fiscal year, any goods to

any group shall notify the SABAC Chair in writing, before the SABAC hearing on the annual budget

request of that group. Any Senator or UISG executive who shall begin to sell during the fiscal year, any

goods to any group shall notify the SABAC Chair and the UISG President in writing at such time.

6.3 SA Notification. The SABAC Chair shall make all such reports known to the SA at the time the SABAC

- presents the affected allocation recommendation to the SA. If the SABAC shall fail to make a recommendation to the SA, then any Senators or UISG executives who shall have reported, or should have reported, conflicts of interest to the SABAC Chair shall report such conflict to the UISG President in writing, before the SA hearing on the annual budget request of that group. It shall then be the duty of the UISG President to notify the SA of such reports at the time of any SA deliberations on UISG funding allocations to that group.

6.4 Voting Ineligibility. Any Senator or UISG executive who shall report, or should have reported, any

- conflict of interest shall be barred from voting on any allocation to or line item changes of the affected group, including actions of the SABAC or its

subcommittees and amendments within the SA of the allocation recommendation specific to such group. Such Senators or UISG executives, however, shall not be barred under this prohibition from voting on the complete allocation recommendations or from participating in debate.

6.5 Sanctions. Violation of such voting prohibitions shall result in the following actions.

6.5.1 Impeachment. Such violations shall be considered malfeasance of duties and responsibilities

- related to the office held. Such malfeasance shall immediately be presented by the SABAC
  - Chair to the SJC Chief Justice in signed articles of impeachment. If the SABAC Chair is the person being charged, any and all SABAC members shall be responsible for presenting the signed articles of impeachment to the SJC Chief Justice.

6.5.2 Allocations. Such violations shall also render null and void the allocation contract between the

- affected group and the UISG. The SA shall reconsider the group's budget request at the SA's
- earliest convenience.

• 6.5.3 Notification. Notice of the conflict of interest policy within this volume shall appear on the

- instructions for all budget request forms and on all allocation contract forms. The SABAC Chair shall be responsible for notifying all SABAC members of the conflict of interest policy. The SABAC Chair shall also be responsible for immediately notifying new members who are appointed to the SABAC. The Executive Officer of each of the three bodies of the SA shall be responsible for notifying all Senators within their respective bodies of the conflict of interest policy. Said Executive Officers shall also be responsible for immediately notifying new Senators who are elected to their respective bodies. The UISG President shall be responsible for notifying all UISG executives of the conflict of interest policy immediately after their election, appointment, or hiring.

## Section 7. Prohibited/Extraordinary Allocations

7.1 Prohibited Allocations. Allocations for the following expense items shall be absolutely prohibited from

- receiving UISG funding, except where specifically stated below. The Chief Financial Officer and SABAC chair will create a list of Maximum Funding Standards which will serve as guidelines for SABAC deliberations annually. These guidelines will include but are not limited to the following:

7.1.1 Food/Beverages. Food and beverages for speakers invited as part of a UISG-funded

- priority I or II program and who are receiving UISG-funded honoraria may be excepted from this
- prohibition. Incidental food and beverages in connection with other UISG-funded
- program line items may also be excepted from this prohibition, e.g., hors d'oeuvres
- and beverages at a reception following an invited speaker.

7.1.2 Trophies/Awards.

7.1.3 Contingencies/Unspecified Expenses. The supplemental funding reserve accounts of the

- SA and its three bodies shall be excepted from this prohibition.

7.1.4 Membership Fees. Such fees shall be defined as those of an individual or individuals

- paid to an organization on a periodic basis.

- 7.1.5 Contributions. Contributions to UI departments or UISG groups shall be excepted from this

- prohibition, unless the SABAC or the SA shall have reason to believe that such contributions would be used to circumvent other rules, procedures, priorities or criteria of these bylaws, or other legislation of the SA.

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- 7.1.6 Commencement. Any graduation service or ceremony for any of the colleges of the University of

- Iowa

7.2 Extraordinary Allocations. Allocations for the following expense items are prohibited, except in

- extraordinary circumstances or where specifically stated below. Determination of these extraordinary

circumstances for Priority II and III shall be the sole authority and responsibility of the SA.

7.3 Political Groups.

7.3.1 Definition. A political group shall be one which fits the UISG definition.

7.3.2 Funding Prohibition. No UISG funding shall be allocated to any political group.

7.4 Religious Groups.

7.4.1 Definition. A religious group shall be one which fits the UISG definition.

7.4.2 Funding Prohibition. No UISG funding shall be allocated to any religious group.

7.5 Fund-raising Events/Activities. Allocations for fund-raising events shall be prohibited. A fund-raising event shall be defined as an event at which admission is required to attend. However, at an event for which UISG funds shall have been allocated, fees may be charged for goods and services other than those for

- which UISG funds have been allocated. Such fees also shall not exceed the cost of the event less the amount allocated for the event by the UISG and outside sources of funding. Incidental line items, e.g. advertising and room charges, which support both the fee-charging and the UISG-funded portions of the event shall also be eligible for UISG funding. All advertising shall clearly state that attendance to the UISG-funded portions of the event is free of charge. Allocations for other activities which have the sole purpose of raising money shall also be prohibited.

## Section 8. Terms and Conditions

8.1 Allocation Transfer. The amount of any and all allocations approved by the SA shall be placed in the

- University account of the group which made the budget request. Such transfer, however, shall not be made until after a contract between the UISG and the group receiving the allocation shall have been completed and signed.

8.2 Contract. There shall be a legally binding contract between the UISG and the group receiving the

allocation, signed by the UISG President, the SA Financial officer or Financial officers responsible for

- that account, and at least one authorized representative of the receiving group who is not one of the other signers. Copies of this contract shall be maintained by the University of Iowa Business Office and by the receiving group. The contract shall be of a format designated by the SABAC, and approved by a majority of the SA, and shall contain at least the following elements.

8.2.1 Line Items. Line items shall be specified within the group's account in the same manner as

- originally contained within the budget request, or as modified by the SABAC and the SA. Similar types of allocations for different individual programs shall have separate line items (e.g., advertising, honoraria, photocopying for two different programs).

8.2.2 Conditions. There shall be a statement indicating that the group agrees to abide by the UISG

- Constitution, the general conditions contained within this volume of the SA Bylaws and the
- following specific conditions.
  - a) No allocation, or part thereof, shall be spent on any prohibited or extraordinary expense
    - without the approval of a majority of the SA. Such approval may either be in the form of separate legislation or as part of the allocation, and shall be noted in writing on the contract.
  - b) No UISG funds shall be used for any purpose other than those listed on the contract

- and equipment and supplies purchased with UISG funds shall be reasonably maintained.
- c) All funds received by the group shall be deposited in the group's University account.
- d) The receiving group shall keep an accurate ledger book for the current fiscal year of all
  - monies held by the group, including all receipts and expenditures. Each such annual ledger
  - book shall be retained for at least 3 years after the completion of the fiscal year. Upon request,
  - the group shall immediately make such books available to the SABAC or its official
  - representative for inspection. Groups which refuse to make such books available may
  - have their UISG funding frozen and/or revoked.
- e) The fiscal term for which a specific allocation shall be made.
  - f) The receiving group shall comply with the Conflict of Interest Policy and shall be responsible for ensuring the compliance of its members, executives, directors, employees, and vendors. Non-compliance with the voting restrictions of this policy shall automatically render null and void this contract.

8.3 Allocation Forfeiture. Any allocation contract shall be signed by the UISG President, the SA financial officer,

- and at least one authorized representative of the receiving group within one month of approval of the allocation by the SA. Failure to do so due to the action or inaction of the receiving group may result in revocation of the allocation by the SA using the same procedure as for revocation due to breach of contract.

8.4 University Account. All groups receiving UISG funding shall be required to have an account or accounts

- within the University Business Office system. All groups affiliated with the University of Iowa, whether receiving UISG funding or not shall be prohibited from holding accounts outside of this system. Other groups receiving UISG funding may be excepted from this prohibition for specific accounts by consent of the Dean of Student Services and a majority vote of the SA. Such groups, shall

forward copies of all statements and correspondence relating to such excepted accounts to the UISG Financial officer immediately after receipt of said statements and correspondence. Failure to promptly forward said statements and correspondence may result in revocation of permission to hold such outside accounts by a majority vote of the SA, and shall be considered a breach of the terms of the allocation contract.

8.4.1 Receipts/Expenditures. All receipts and expenditures by groups, with the exception of the

- Student Legal Services Commission, shall be made through the group's University account. Other groups which shall have received proper prior consent to hold outside accounts may deposit receipts of outside funds in such accounts. Expenditures by such groups, however, shall not be allowed directly from such outside accounts, unless prior written release from this term of the allocation contract for each specific expenditure shall be approved by a majority vote of the SA. The written release for each such expenditure approved by the SA shall be signed by the UISG President, the UISG Financial officer, and at least one authorized representative of the affected group and shall be appended to the original contract. Other expenditures from outside accounts shall be made by transfers of the funds to the affected group's University account and expenditures from such account.
- 8.4.2 Violation. Any group which violates the prohibition against outside accounts shall have any UISG
  - funding frozen and revoked, and any Student Organization may have its recognition revoked as well.

Accounting Procedures.

8.5.1 Standard Procedures. All groups receiving UISG funding shall follow all standard University

- accounting procedures. All such groups shall also follow any additional procedures as specified
- by the SA (e.g.. Student Organizations Account Handbook and UI Operations Manual).

8.5.2 Incorrect Line Items. After attempts have been made to correct the error, expenses with incorrectly

- specified line items or expense classes shall be deducted from that account's 00 line item balance, unless such balance is insufficient to cover such expenses. If such 00 line item balance shall be insufficient, then the expense shall be dealt with in the manner decided by the University Business Office.

8.6 Good Custodianship. The receiving group shall extend reasonable effort and care to maintain the usefulness of all equipment and supplies purchased with UISG funds.

8.7 Publications/Advertisements. All groups which receive UISG funding to print publications or ads shall be

- required to submit copies of each such publication or ad to the UISG Executive Branch for archival. All such publications published after March 1, 1991, excluding the Daily Iowan newspaper published by Student Publications Incorporated, shall include the UISG logo. Such logo shall be at least one inch in diameter. All such ads published after, shall indicate that UISG funding was provided.

8.8 Line Transfer. No UISG funds may be used for any purpose other than those for which they were allocated

- by the SA and which are listed on the contract. Only expenses actually used for a given program may be paid from line items designated for that program. Upon request of the receiving group, however the SABAC may, by majority vote, approve the transfer of UISG funds between line items.

8.8.1 Transfer Restrictions. All line transfers must fall within the following restrictions:

- a) UISG funds may only be transferred into line items that already exist in the group's
- contract at the time the request is made or used to create new programs in the event that
- the previously allocated project is impossible to conduct.

b) No transfer may be made if such transfer would prevent the effective completion of the

- program for which the allocation was intended and if such transfer would be to a line item
- for a program which received a significantly lower program funding level evaluation.
- c) Groups shall be allowed to make only two line-item transfer per fiscal year.
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- 8.8.2 Contract Amendment. Line transfers approved by the SABAC shall be brought before the SA for a
  - vote. A copy of such line transfer amendments shall be forwarded to the UISG Financial Officer.
- 8.8.3 Unapproved Transfers. If the SABAC does not approve the line-item transfer requested, that
  - information shall be brought to the attention of the SA in the form of legislation and the SA shall then make its recommendation regarding the transfer.

8.8.4 Other transfers. Line transfers which do not comply with these restrictions shall be accomplished only

- if the SA shall revert the amount desired to be transferred and reallocate it to the new line item. Such actions shall comply with other requirements and conditions contained within this volume of the SA By-Laws.

8.8.5 Suspension of Line-Item By-Laws. The above By-Laws may only be suspended in the

- following cases:
  - a) The initial program must be canceled due to circumstances the group has no control
  - over (e.g. the main speaker had canceled), or
  - b) Any transfer otherwise unauthorized that is deemed necessary by SABAC for the
- completion of a program.

8.9 Automatic Freezing. Any University account which receives UISG funding shall be automatically frozen

- at the end of fiscal year, or if the terms of the contract between the UISG and the group receiving the allocation shall have been violated.

8.9.1 Year End. All University accounts which receive UISG funding shall be automatically frozen at

- the end of fiscal year, which shall run from July 1 to June 30 of the following calendar year.
- In addition, no new indebtedness shall be incurred after June 1, except for funds already
- encumbered, or with permission of the UISG Financial officer. Both encumbrances and
- permission shall be in a proper written format as defined by the UISG Financial officer to be
- valid. The accounts of specific priorities I and II groups may be accepted from this freeze
- due to the ongoing and pressing nature of their programs. Such exception shall be granted by a
- majority vote of the SA.

8.9.2 Contract Violation. Any University account which receives UISG funding shall be automatically

- frozen if there is reasonable cause to believe that the terms of the contract between the UISG and the group receiving the allocation have been or will be violated, and that continued availability of the account would place the University or the UISG at risk. Such an automatic freeze may be invoked by the UISG President, the UISG Financial officer, the SABAC Chair, or a majority vote of either the SABAC or the SA. If invoked by other than the SABAC or the SA, such a freeze shall be valid for no more than six working days, during which time it must be upheld by a majority vote of either the SABAC or the SA to be extended. Once frozen by the SABAC or the SA, such frozen accounts will be dealt with in the regular review process.

8.10 Reversions. All or part of the UISG funds allocated to an account may be reverted to the UISG at the end of

- the fiscal year, if fees charged at a UISG-funded event generate excess revenues, as part of an SA-imposed penalty, or as part of a Student Judicial Court-imposed penalty or remedy. In addition, part of the Priority III supplemental funding reserve accounts shall be transferred to the Priority II supplemental funding reserve account as of February 15.

8.10.1 Year End. All University accounts which receive UISG funding shall be reverted to the UISG at

- the end of fiscal year. The accounts of specific Priority I and II groups may be excepted
- from this freeze due to the ongoing and pressing nature of their programs. Such exception shall
- be granted by a majority vote of the SA and consent of the University Business Office.

8.10.2 Fundraising Revenues. When revenues from fees charged for goods and services at UISG-funded

- events exceed the cost of the event less the amount allocated for the event by the UISG and outside sources of funding, the excess, up to the amount of UISG funding allocated for the event shall be reverted to the UISG. If the restrictions on fundraising events are violated, however, the full amount of UISG funding may be revoked as a penalty, regardless of the uncovered costs.

- 8.10.3 Penalties. If a group receiving UISG funds breaches the terms of the allocation contract by

- violating the UISG Constitution, this volume of the SA Bylaws, or SABAC budgeting guidelines part or all of the UISG funding allocated to that group may be reverted to the UISG. Such reversions shall be ordered by the SA or the Student Judicial Court.

8.10.4 Judicial Remedies. The Student Judicial Court may order reversions as remedy of cases within its

- jurisdiction.

8.11 Breach of Contract. The SA reserves the right to freeze, restrict the use of, revert, or revoke UISG funds

- allocated where sufficient cause shall be shown that the terms of the allocation contract have been breached. Reversion shall entail the transfer of funds from an account's line items which shall have received UISG funds within the current fiscal year to the UISG, where the amount transferred shall not exceed the lesser of the current line item balance and the total fiscal year UISG allocations to the line item. Revocation shall entail the transfer of funds from an account which shall have received UISG funds within the current fiscal year to the UISG, where the amount transferred shall not exceed the lesser of the current account balance and the total fiscal year UISG allocations to the line item. The Student Judicial Court may also order such actions as remedy of cases within its jurisdiction. SA actions shall use the following procedure.

8.11.1 Interim Freeze. Upon approval of a majority of either the SABAC or the SA the account involved

- shall be frozen or restricted for a period not to exceed 45 days. The account may also be temporarily frozen by the UISG President, the UISG Financial officer, the responsible SA Financial officer, or the SABAC Chair pending the vote by the SABAC or the SA. To approve the interim freezing or restriction of accounts, the SABAC or the SA shall be shown reasonable evidence that the terms of the allocation contract have been breached. A freeze or restriction invoked by anyone other than the SA may be immediately removed by a majority vote of the SABAC. A freeze or restriction invoked by anyone within the UISG may be immediately removed by the failure of a motion to invoke or uphold these actions to receive a majority vote of the SA.

- 8.11.2 Notice. Written notice of the actions taken and the period for which they are in effect shall be sent

- by certified mail to the chief executive of the affected group. If the group shall have no executives, then said notice shall be sent to one of the authorized representatives of the affected group. Copies of said notice shall also be delivered to the UISG President, the UISG Financial officer. Said notice shall also be reported by the SABAC Chair at the next meeting of the SA. Said notice shall be sent by the SABAC Chair and shall include at least the following elements.

- 
- a) The action taken and the period for which it is in effect.

- b) The cause for the action taken, and the evidence of such cause.
- c) The date, time, and place of the hearing.
  - d) The name, address, and title of the person responsible for sending the notice, normally the
  - SABAC Chair.

8.11.3 SABAC Hearing. During the period of the freeze or restriction, hearings will be held by the

- SABAC to determine whether or not the group receiving UISG funding has breached the terms
- of the allocation contract. At such hearings, the case for actions against the account involved
- shall be presented by the UISG Financial officer or the responsible SA Financial officer. The
- affected group shall be allowed to speak and present evidence in its defense. All other aspect of
- such hearings shall be conducted in accordance with the Administrative Procedures Act (State
- Code of Iowa Chapter 17a).

8.11.4 SABAC Recommendation. If SABAC determines that a permanent freeze, restriction, reversion,

- or revocation of UISG funding to the account involved is appropriate, it shall forward such a
- recommendation to the SA. Such a decision shall require a majority vote of the SABAC. If
  - SABAC determines that the terms of the allocation contract shall have not been breached and the involved account has been temporarily frozen or restricted by someone other than the SA, then the SABAC may remove the freeze or restriction. If neither of these decisions are reached by the SABAC, then notice of such shall be sent to the SA. Written notice of the decision, actions, or lack of either by the SABAC shall be sent to the group representative originally informed before consideration of the report by the SA.

8.11.5 SA Actions. The SA shall consider the recommendation or notice of the SA by hearing the

- report of the SABAC and any appeal by the affected group. If the recommendation of the SABAC shall be to invoke permanent actions, the SA shall approve the recommendation by a majority vote, approve the recommendation with amendments to reduce the actions against the accounts involved by a majority vote, or reject the recommendation by failing to approve it. If the affected group shall wish to appeal the SABAC recommendation, then such consideration shall be conducted under the same procedure as the SABAC hearing. If the SA shall fail to approve the recommendation of the SABAC, then any temporary freeze or restriction shall be removed. If the SA shall wish to consider permanent actions against the involved account, either against or with the lack of a decision by the SABAC, the SA shall call for a hearing by the SA. Calling such a hearing shall require a majority vote of the SA. Such an SA hearing shall be conducted under the same procedure as the equivalent SABAC hearing.



