

## **SFC Bylaws**

**Revised:** 3/30/2024

### **I. Purpose**

As per the Student Financial Charter of Oberlin College, these Bylaws are established to provide a lucid and detailed description of and set of guidelines for SFC operations and procedures. This document is intended to be stable and relatively consistent. Nevertheless, the provisions contained herein are not unchangeable. This document may be amended, augmented, and diminished as necessary.

### **II. Relationship to the Charter**

In accordance with II.b of the Charter, this document clarifies and details the procedures, policies, and responsibilities outlined in the Charter. All provisions contained herein must agree with the Charter. In accordance with the Charter, any portion of this document that conflicts with the Charter shall be invalid.

### **III. Terms**

1. The “Student Finance Committee” shall be referred to as “the SFC” in this document.
2. “The Student Finance Committee Charter” shall be referred to as “the Charter” in this document.
3. “The Bylaws of the Student Finance Committee” shall be referred to as “the Bylaws” in this document.

### **IV. SFC Job Descriptions**

In addition to the duties outlined in the Charter, the following positions will:

#### **1. Voting Members**

##### **1.1. Co-Chairs (2)**

- i. Oversight of Comprehensive SFC Operations:
  - The incumbent is tasked with the organization and oversight of the entirety of Student Finance Committee (SFC) operations.
- ii. Dispute Resolution Authority:
  - The individual is entrusted with the responsibility of resolving disputes that may arise between treasurers and the committee, ensuring a harmonious working relationship.
- iii. Meeting Coordination and Facilitation:
  - The role involves the scheduling and facilitation of all committee meetings, demonstrating proficiency in organizational and facilitation skills.
- iv. Liaison with College Offices:
  - The individual is obligated to serve as the primary communicator between the committee and relevant college offices, facilitating effective and clear communication channels.

##### **1.2. Head Treasurer**

- i. Oversee and manage the work of the Assistant Treasurer and Controllers.
- ii. Oversee the signing and processing of financial forms.

- iii. Maintain records on the financial balance of the SFC account and update the SFC periodically and when the balance changes significantly.
  - iv. Communicate with the controller's office about concerns related to the financial status of SFC, the collection of the Student Activity Fee, forms, financial software used to manage the Student Activity Fund, and any other relevant queries.
  - v. Collaborate with the Outreach Officer to plan and lead the treasurer training process.
- 1.3. Reallocation Officer (Education and Training Coordinator per the Charter)
- i. Timely Reallocation Result Dissemination:
    - The individual is mandated to expeditiously return reallocation results to organizations within a period of 8 days from the submission date, adhering to established timelines.
  - ii. Communication and Committee Reporting for Urgent Requests:
    - The incumbent is required to engage in communication with treasurers and promptly share, with the committee, information pertaining to urgent reallocation requests, ensuring timely and comprehensive reporting.
- 1.4. Policy Officer (Policy Coordinator per the Charter)
- i. Custodianship of Current Master Policy Documentation and Website Content:
    - The individual is obligated to maintain and ensure the accuracy of the master policy document and website information, serving as the custodian of these essential resources.
  - ii. Conduction of Semesterly Comprehensive Policy Overview Meetings:
    - The incumbent is tasked with leading thorough policy overview meetings at the commencement and conclusion of each semester, offering a comprehensive review of pertinent policies and procedures.
  - iii. Oversight of By-Laws and Charter Maintenance:
    - The Policy Coordinator is responsible for ensuring the accuracy, relevance, and compliance of the Student Finance Committee's Bylaws and Charter, overseeing any necessary updates or amendments in accordance with organizational needs and changes in policies and regulations.
- 1.5. Ad-Hoc Liaison (2) (Ad-Hoc Coordinator per the Charter)
- i. Formulation and Dissemination of Ad Hoc Schedule:
    - The individual is charged with the creation of the ad hoc schedule and is required to share it with the committee each Friday.
  - ii. Marking Up Ad Hoc Documents:
    - The responsibility entails the markup of ad hoc documents, ensuring accuracy and coherence.
    - During budgeting, Ad-Hoc Liaisons are responsible for marking up all budgets.
  - iii. Timely Distribution of Ad Hoc Schedule and Allocation Results:
    - The incumbent is obligated to dispatch the ad hoc schedule 24 hours before the Ad Hoc meeting, and allocation results to treasurers within 72 hours of the meeting, with an exception for unresolved requests at the Ad Hoc meeting.
- 1.6. Outreach Officer (Communications Coordinator per the Charter)
- i. Formulation of Email Templates and Transmission via Official Channels:
    - The individual is tasked with the creation of email templates and the dissemination of emails through the designated Student Finance Committee

(SFC) email account, as well as managing communication through the Slack platform.

- ii. Oversight of Website Management:
  - The responsibility includes the management and maintenance of the SFC official website, ensuring its accuracy and relevance.
- iii. Design and Development of Posters and Forms:
  - The incumbent is obligated to create posters and Google forms, maintaining alignment with the committee's communication needs.
- iv. Compilation of Funded Events List:
  - The individual is responsible for compiling and maintaining an accurate list of events funded by the committee, ensuring completeness and transparency in record-keeping.

1.7. Assistant Treasurer

- i. Assist the Head Treasurer with the signing and processing of financial forms.
- ii. Communicate with the Treasurer and Controllers to ensure forms are being processed correctly and in a timely manner.
- iii. Support communication with the controller's office

**2. Non-Voting Members**

2.1. Head Controller (0-1)

- i. Process forms, including request for payment forms, transportation forms, and p-card request forms.
- ii. Assist with the signing and processing of financial forms if necessary.
- iii. Assist with resolving problematic submissions.

2.2. Controller (1-3)

- i. Process forms, including request for payment forms, transportation forms, and p-card request forms.
- ii. Following up on problematic submissions.

**3. SFC Leadership Team**

- 3.1. The SFC Leadership Team consists of two (2) Co-Chairs, and one (1) SFC Treasurer, as outlined in the charter section V.b.i.1.

**4. SFC Membership Contract**

- 4.1. The SFC Membership Contract outlines the obligations of the SFC members and violations can result in dismissal from the committee.
- 4.2. Updates to the SFC Membership Contract shall be ratified by a supermajority vote.
- 4.3. All SFC members are required to sign the membership contract at the first policy meeting of the semester.

**V. General Duties of SFC Members**

1. All SFC Members shall:

- a. Attend a minimum of one (1) office hour per week, or two (2) hours in the case of the "SFC Leadership Team". This is also outlined in the "SFC Membership Contract"
- b. Check and respond to email inquiries in the SFC inbox regularly. "SFC Leadership Team" is ultimately responsible for responding in a timely manner.
- c. Liaise with student organizations, as assigned and determined by the SFC.

- d. Complete projects and participate in working groups as agreed upon by the SFC.
2. All voting SFC members shall:
  - a. Attend all allocation and policy meetings agreed upon by the SFC.
3. SFC members who are hired for the following academic year may be paid for their training during the current semester. This includes observing allocation meetings, attending transitional meetings with their predecessor, and other related training tasks.

## VI. Voting

1. The SFC shall vote on proposals introduced by one of their relevant budgeting processes (Ad-Hoc, Annual, etc.). Typically, this takes place in the context of a meeting but may be done electronically if circumstances warrant such a vote.
2. The SFC should not consider a proposal that conflicts with another proposal they are considering without first resolving the original proposal.
3. Only voting-eligible SFC Members shall vote on proposals.
4. The minutes of the meeting shall not include votes by name, simply by final tally.
5. Proxy voting shall not be allowed in any case.
6. *QUORUM*: To reach quorum, at least five (5) Members of the SFC must be present. In the case that the SFC is composed of fewer than five (5) members, the entirety of the SFC must be present. Quorum is blind to position SFC Leadership Team members need not be present for quorum to be achieved. SFC may meet regardless of the number of members in attendance. If a quorum is not reached, decisions are non-binding.
7. *MAJORITY*: The number of affirmative votes must exceed the total number of opposing votes . Abstentions are not counted.
8. *SUPERMAJORITY*: At least two-thirds affirmative votes.
9. *ABSTENTION*: An abstaining vote is a formal decline to vote in favor or against a proposal. Abstentions alter the voting population to determine both majority and supermajority. Abstentions can also be a means of recusing oneself.

## VII. Recusal

This clause is designed to prevent discriminatory use of funds, as per V.e of the Charter.

1. A SFC member must refrain from voting on or discussing as a voting member—formally or informally—a matter before the SFC, if voting/not voting on the matter may personally benefit that individual or if the individual is affiliated with a relevant student organization.
2. In such a case, the individual should recuse themselves by abstaining from voting, until consideration of the matter at hand is concluded. The SFC member should also be sure to not cause undue influence over the voting conversation. However, the SFC may solicit information from a recused SFC member, if that information is relevant and informative with regard to the matter at hand.
3. A SFC member may request that another SFC member recuse themselves with respect to a matter, in which case the member must decide whether to recuse themselves. If a SFC member does not recuse themselves from a matter where recusal is appropriate, this may be brought to the SFC Leadership Team and the Director of Student Involvement for accountability.

## VIII. Meeting Minutes

1. All meetings shall be documented.
2. Minutes shall be publicly accessible upon request.
3. Minutes shall uphold anonymity with regards to voting.

## **IX. Working Groups, Councils, and Liaisons**

Often, situations arise in which specific student organizations require regular communication with SFC. In many cases, their needs are better addressed and more efficiently managed through contact with one or two SFC members rather than the Committee as a whole.

1. If a single Committee member is assigned to regularly meet with an organization or category of organizations, they shall be designated as a liaison to these organizations.
2. The Committee may create a Working Group or Council to pursue a project, for example, revising or creating a policy, or collaborating with a group.
  - a. A working group is designed to work on a project internal to the SFC.
  - b. A council is designed to establish communication between similar student organizations and work on specific concerns.
3. The SFC shall develop and maintain a regularly updated and public list of Working Groups (e.g., WOBC Working Group), Councils, and Liaisons, including the names of the Committee Members assigned to those groups and their responsibilities.

## **X. Relations with the Student Senate**

1. If one of the members of SFC is not also a current sitting member of Student Senate, one of the two co-chairs shall be appointed as the Student Senate liaison. This liaison should attend Student Senate plenary on a monthly basis to provide updates on SFC spending and internal workings.
  - a. If there is a current sitting member of Student Senate also as a member of SFC, this person will inherit the official role of liaison to Student Senate.
2. One student senator is assigned to serve on SFC selection processes.

## **XI. Allocation Policy**

1. Allocation policies shall provide methodological and quantitative guidelines pertaining to the funding of student organizations, events, and projects by the SFC. They are intended to provide consistency, clarity, and intentionality to the allocation process, and provide a form of institutional memory.
2. The SFC shall detail and maintain all of these policies in a comprehensive and regularly updated document, as well as publicly on the SFC website, to be fulfilled by the Policy Officer.
3. Changes to these policies require a supermajority vote of the SFC, as does the creation of any new allocation policy.
4. The SFC may override allocation policy by a supermajority vote.

## **XII. Attendance and Accountability**

SFC Committee members are expected to attend meetings and to complete the obligations of their position. When a committee member does not attend meetings or complete the obligations of their position, this failure is to be communicated to the Co-Chairs and/or the SFC Advisor. For more information regarding accountability for SFC members, please reference the SFC Charter (Section 5, subsection f) and The SFC Member Contract.

## **XIV. Amendments to this Document**

1. All portions of this document may be amended, augmented, or removed.
2. Any amendments, additions, or subtractions made to this document must be in accordance with the Charter.
3. Additions, subtractions, and amendments to this document shall require a supermajority (2/3) vote of the SFC, with the exception of the definitions of quorum, majority, supermajority, and abstention—which shall require a unanimous vote of the entire membership of the SFC.

4. All amendments should be reviewed by the Director of Student Involvement and/or Associate Dean of Students.