

The Johns Hopkins University

2008-2009

Student Activities Commission  
(S.A.C.)

Student Funding Policies and  
Procedures Handbook

“The Green Book”

# The SAC Executive Board

The SAC Executive Board is comprised of elected and appointed officers who are responsible for the allocation and management of the SAC Contingency Fund. The Executive Board is empowered to review annually the budget requests of all member organizations, to oversee the financial affairs of all groups who are members of the SAC, to freeze and to unfreeze the funds and assets of any SAC organization, to recommend action to the Student Government Association, and to assist member organizations in locating alternate resources in the event that the SAC Executive Board does not provide a group with financing through the SAC Contingency Fund. In addition, the SAC Executive Board is empowered to review and to evaluate the constitutions of all new organizations that seek to become members of the SAC. Further, as a standing committee of the Student Government Association, the SAC has been entrusted to serve as the main resource for money and organizational leadership for the student groups on campus.

The current SAC Executive Board, which serves from May 1, 2008 until April 30, 2009, is a special standing committee of the student government whose members' roles and duties are taken directly from the Constitution of the Student Activities Commission. The administrative body consists of a Chairman, an Assistant Treasurer/Board Secretary, seven SAC Liaisons, a representative of Student Government, preferably the SGA President or a member of the Committee on Finance, and two members of the Office of Student Involvement professional staff. The SAC can be reached at **theSAC@jhu.edu**. The members of this year's SAC Executive Board are as follows:

## The 2008-2009 SAC Executive Board

Chairperson:	Mark Zamorski	markz@jhu.edu
Cultural Liaison:	Ryan Harrison	rharrison@jhu.edu
Performing Arts Liaison:	Rose Xie	wxie4@jhu.edu
Political Action Liaison:	Brian Hanes	bhanes2@jhu.edu
Publications Liaison:	Jay Dolia	jdolia1@jhu.edu
Rec & Hobbies Liaison:	Gabe Plumer	gplumer1@jhu.edu
Religious Liaison:	Abhiram Bhashyam	abhiramb@jhu.edu
Special Interest Liaison:	David Rezzo	drezzo1@jhu.edu
Director of Student Involvement:	Jason Heiserman	jheiserman@jhu.edu
Financial Manager:	Waqiba Strother	wstrother@jhu.edu

# Membership

The SAC boasts a membership of over 170 student-run organizations. Please remember that many SAC groups have subsidiary associations whose funding is channeled through the accounts of their parent organization. SAC Liaisons will be able to direct student inquiries to any student group or subsidiary association.

## SAC Financial Classes

**CLASS A** organizations receive an annual budget from the SAC. Groups are assigned to Class A status once they have demonstrated that they require an annual allocation. Typically Class A groups require an annual allocation because they have demonstrated need to schedule events well in advance, consistent events which occur every year, or because their monetary demands makes it impractical for them to come to the Executive Board on a case-by-case basis. Class A organizations must hold at least two fundraisers per year. Failure to meet this standard can result in denial of funds for the following year or probationary status.

**CLASS B** organizations are groups in the “green-light” period of becoming an SAC funded group. These groups must demonstrate that their group has staying power on campus, as well as provide a service to the student and community populations at large. These groups must attempt to fundraise during their “green-light” period to be considered for Class A status.

## The Fundraising Policy

An event is defined by the SAC as a fundraiser if it is not open to the entire JHU undergraduate community free of charge. When proposing, the group must state whether the assistance requested is for a fundraiser. Furthermore, it is taken in trust by the SAC Executive Board that the funds loaned or granted are allocated for the appropriate event. The SAC reserves the right to withdraw financial support in the event that this trust is violated.

The SAC Executive Board will not grant money for events planned to turn a profit. It will consider loaning money for events that are designated as fundraisers. And further, the SAC Executive Board will consider funding events at which the organizers accept donations as long as this event is not planned to raise funds.

Any group that solicits funding from outside agencies (i.e. businesses, corporations, foundations) must submit all requests to the Office of Student Involvement for review and approval.

# SAC Funding Policy

The following outline is the basic guide that the SAC Executive Board will employ for the 2005-2006 school year to determine how the SAC Contingency Fund will be allocated. The rules stated below, however, are not absolutely binding. The Board evaluates each proposal on a case-by-case basis, using the Funding Policy as a guide to maintain consistency. However, the Executive Board reserves the right to act in the best interest of the SAC by either granting or denying funds.

Any costs not within the scope of this Funding Policy can be handled by each club individually through fundraisers, requests from other departments, advertising, rollover, sponsors, etc. This includes items that could be granted either in an annual budgeting process for Class A, C, or D groups or through a funding request presented to the SAC Executive Board.

## I. General Funding Request Guidelines

### A. Complete proposals

- (1) Only complete proposals will be entertained for funding. A proposal is considered complete when it has been submitted to the SAC online through <http://jhu.mystudentgroups.com>.
- (2) Funding requests must be submitted in complete form online at <http://jhu.mystudentgroups.com> by 5:00 PM on the day of the meeting and 1 week prior to the event.
- (3) The SAC will not retroactively fund proposals that are submitted after an event has taken place. If the proposal was originally submitted prior to the event and you were instructed to make minor corrections, an exception will be made.

### B. Purchase of Reusable Items

- (1) Any funding request which includes the purchase of a reusable item must include one of the following:
  - (a) An on-campus location which has been allotted for its storage;
  - (b) The name, JHED ID, and signature of the club member who accepts responsibility for the item, and who will maintain the item in their possession.
- (2) Requests for re-purchase of missing reusable items may result in compensatory charges to the responsible club member's university account.

### C. Purchase of Non-Reusable Items

- (1) The SAC will entertain funding for non-reusable items up to \$2,000.00 per year.
- (2) Royalties will be counted towards the non-reusable cap.

### D. Lowest Cost

- (1) The SAC will entertain funding items or services at lowest cost. All requests for items priced at \$50.00 or more must include three price quotes, including any shipping charges, in order to establish the item's 'lowest cost'.
- (2) Upgrading
  - (a) For requests, which SAC Funding Policy limits funding to that of lowest cost, a group may supplement a purchase upgrade at its discretion.
  - (b) To avoid delays in reimbursement, a group should notify the appropriate category liaison in writing with the decision to upgrade a purchase.
  - (c) Please see Section III. Travel and Accommodations regarding upgrading for travel over 300 miles.

### E. Compensation

- (1) The SAC will never fund or loan money retroactively, including after a purchase has been made or a contract has been signed.

(2) The SAC will entertain funding intersession and spring break events only if essential to the function of the group.

(3) The SAC will not provide funding for summer events.

## **II. Programs and Events**

### **A. Events Defined**

(1) An open event shall be defined as a social gathering or activity that is open to all JHU students, faculty, and staff. SAC funds may be granted for these events.

(2) An admission event shall be defined as a social gathering where admission is charged to participate in the event. SAC funds may be loaned for these events.

(3) A performance event shall be defined as the act of presenting a play, a piece of music or other entertainment. The SAC Group funded must complete a performance event. SAC funds may be granted for these events.

(4) An off-campus event shall only be funded if a group's primary function requires a venue that is not available on the Johns Hopkins campus.

### **B. Guest Lecturers**

(1) The SAC will fund up to \$2,000.00 per year in honoraria for guest lecturers. Groups specifically designated as lecture series within their SAC and Student Government Association-approved Constitutions are exempted from this rule.

(2) The SAC will fund the guest lecturer's travel, lodging and honorarium up to \$2000.00 per year. Travel and lodging must both be at lowest cost.

(3) Guest lecturers are defined as individuals who provide a program, which is educational in design. All other invited guests who present a program (i.e. comedians, musicians, actors, etc.) are considered entertainment. Decisions regarding the nature of a program will be made by the SAC Executive Board at their discretion. Guidelines for professionals who provide services (i.e. coaching, directing) are stated in Section VIII. Wages and Compensation.

### **C. Entertainment**

(1) Entertainment costs are defined as the contracting costs of an act to be performed by an outside source on the Homewood campus that amuses, pleases, or diverts, especially a performance of show. The SAC will not fund entertainment costs.

### **D. Movies**

(1) Movies shown to a public audience, whether free or with entry fee, can only be shown in accordance with copyright laws and policies of the University. The SAC will not fund copyright or related fees.

### **E. Tickets and Programs**

(1) See Printing and Publications.

F. The SAC will fund up to \$1200.00 per year for audio/visual and security costs.

## **III. Travel and Accommodations**

### **A. General Policy for Travel**

(1) Groups must supply lowest costs to the SAC for consideration.

(2) For travel up to 300 miles roundtrip, the SAC Executive Board will entertain funding a maximum of \$500.00. Unless otherwise shown, SAC Van costs will be considered lowest cost.

(3) For travel over 300 miles roundtrip, the SAC Executive Board will entertain funding a maximum of \$1,000.00, provided that the group does not drive, in accordance with University policy.

- (4) Clause (2) and (3) are subject to a yearly cap.
- (5) The SAC Executive Board will entertain funding for continental US travel only.
- (6) The SAC Executive Board reserves the right to limit the number of trips a group participates in.
- (7) The SAC Executive Board reserves the right to limit the distance a group travels.

**B. Vans**

- (1) Van cost and mileage will be determined by the Department of Student Development and Programming, in the Levering Office, which can be reached at 410-516-8209.

**C. Private Automobiles**

- (1) The SAC will entertain subsidizing gas costs at the current standardized rate of \$4.00 per gallon at a standardized rate of 23 Miles Per Gallon.
- (2) The SAC will entertain funding for a limit of four vehicles per trip.
- (3) The SAC will entertain subsidizing tolls incurred while traveling under the guidelines established in Section III.
- (4) The SAC will not pay for mileage or depreciation costs.

**D. Meals and Lodging**

- (1) The SAC will not fund meal costs or lodging incurred while traveling.

**IV. Conferences, Competitions, and Performances**

**A. Conferences**

- (1) The SAC will entertain funding up to \$2,000.00 per year for conference registration fees.
- (2) A conference funding request must include the following:
  - (a) The number of members who would attend, their class and officer status.
  - (b) A hard copy of conference information, which may include its purpose, scheduled activities, and past participants.

**B. Competitions**

- (1) Skill sets will determine which group members attend a competition.
- (2) There is a limit of \$2,000.00 per year to a club for competition registration fees.
- (3) The SAC will entertain requests for league fees if joining the league is a requirement to compete.
- (4) The SAC will not provide league fees for two university groups to participate in the same league.

**C. Performances**

- (1) The SAC will entertain funding travel costs associated with a group's performance off-campus once per semester, in accordance with the Travel funding policies. Funding for multiple trips will be considered on a case-by-case basis.

**V. Food and Associated Costs**

**A. Food**

- (1) The SAC will entertain funding food cost only for Religious and Cultural food tastings once a semester at \$5.00 per person, up to a total of \$1000.00 per year.
- (2) The SAC will not fund for alcohol.
- (3) The SAC will not fund food costs for general meetings or for speaker receptions.

(4) The SAC will entertain funding sanitary items including items such as napkins and cups at lowest cost, even at events for which the SAC will not entertain funding the food itself. These items will be counted against the non-reusable items cap.

## **VI. Printing**

### **A. Mailings**

- (1) The SAC will not fund the purchase of labels from the Registrar.
- (2) The SAC may fund the purchase of postage up to \$430.00 per year, if essential to the group's primary function.
- (3) The SAC may fund the purchase of up to 1000 standard, business-sized envelopes at lowest cost.

### **B. Advertising**

- (1) The SAC will entertain requests for flyers to advertise events up to 100 flyers per event at \$0.07 per copy.
- (2) The SAC will entertain requests for flyers to advertise general meetings of up to 100 flyers per meeting for 10 meetings per year.
- (3) The SAC will not fund for the purchase of special posters, programs, or handouts (full color, glossy, etc.)
- (4) The SAC will entertain funding mailbox stuffers at 4 per page at \$0.07 per copy for up to 3,000 stuffers. **\*\*NOTE\*\*** This policy may change pending Student Government Association vote. A notification will be sent out if this is the case and the category will be removed from the MyStudentGroups site.

### **C. Programs**

- (1) Programs will be funded up to four one-sided printed pages totaling \$0.20 per program, with the total number of programs to be decided based on expected event attendance and at the SAC Executive Board's discretion.
- (2) The SAC will entertain funds for newsletters up to four one-sided printed pages totaling \$0.28 per newsletter, with the total number of newsletters to be decided based on membership.

### **D. Bound Publications**

- (1) Groups categorized as Publications will typically be funded for up to 750 copies per issue. In cases where it has been demonstrated by the group that more than the "normal range" of copies is required, SAC will entertain funding up to an absolute maximum of 1,500 copies per issue. The SAC reserves the right to limit the number of issues funded with consideration to previous distribution.
- (2) The SAC will entertain funding glossy covers, but will not entertain funding perfect binding or glossy paper.
- (3) The SAC will entertain funding only black and white publications. The board will not consider color for covers and/or inside pages.
- (4) The SAC will only fund for saddle stitch binding.

### **E. Newsprint Publications**

- (1) Publications groups that fall under this category are those that intend to broadcast the point of view of a particular segment of the Johns Hopkins undergraduate community via a newspaper to the general undergraduate population.
- (2) Publications of this type will not be designed merely as advertisement for a particular group on campus.
- (3) The SAC will entertain funding of up to \$1,300.00 per semester for publications of this type.

- (a) The \$1,300.00 cap on funding is designed to allow publications to print 1,500 copies of an eight-page newspaper on newsprint-style paper, three times a semester.
- (b) Publications may deviate from these guidelines under which the cap was set (i.e. printing a longer issue, printing more copies, printing more frequently, etc.) but are expected to finance any additional costs by fundraising.

F. Tickets

- (1) Requests for loans for tickets will be entertained if a need is shown.

G. Copying

- (1) The SAC will entertain funding copying for operating purposes.
- (2) The SAC will entertain requests for agendas to be distributed at meetings of up to 35 copies per meeting for 10 meetings per year.

## **VII. Club Equipment**

A. Audio-Visual or Literary Materials

- (1) The SAC will entertain funding the purchase of videotapes, books, textbooks, DVDs, etc. that are not available at MSE Library, subject to review of the SAC Executive Board.
- (2) The SAC will not entertain funding magazine subscriptions for SAC groups, unless deemed essential to the function of the group.

B. Sporting Goods Equipment

- (1) The SAC will entertain funding the purchase of sporting goods equipment lacking extravagance, including, but not limited to, balls, Frisbees, bats, racquets, shin and wrist guards, nets, goals, etc.
- (2) The SAC will only entertain funding sporting equipment provided appropriate arrangements are made in accordance with Section I-B General Guidelines.

C. Equipment

- (1) Any decorative item which itself needs to be rented (i.e. lighting displays, special cultural or religious items, helium tanks, etc.) may be financed through loans from the SAC though this provision is subject to review by the SAC Executive Board.
- (2) All club equipment must be made available to undergraduates, in accordance with Section I General Guidelines.
- (3) The SAC will not entertain funding the purchase of any items which can be used by only a single individual, such as uniforms.

D. Cultural and Religious Items

- (1) The SAC will consider funding purchases of re-usable cultural and religious items at lowest cost, provided that they are intrinsic to the group's function, in consideration of previously purchased inventory and in accordance with Section I-B General Guidelines.

## **VIII. Wages and Compensation**

A. Wages

- (1) The SAC will entertain requests to allocate money to be paid to individual students, provided that the student offers the service at lowest cost.
  - (a) Students may not be paid for services if they are active members of the group funded.
- (2) The SAC may fund the payment of professionals for services rendered for SAC groups, provided that:

- (a) The events hosted by any such professionals are made open to all full-time undergraduates of The Johns Hopkins University;
  - (b) The fees charged by such professionals are within reason;
  - (c) The SAC Executive Board is notified in advance of any fees of contractual obligations, which must be met by individual SAC groups.
  - (d) The professional may not be an employee of the University.
- (3) The SAC will consider instructors/directors required by a group on the following basis:
- (a) Level One instructors are defined as absolutely vital to the basic operation of a group.
  - (b) Level Two instructors are defined as non-vital to the basic operation of a group. All instructors/directors will be considered Level Two unless adequately demonstrated otherwise by the group, to be decided at the discretion of the SAC Executive Board.
  - (c) The SAC will also entertain requests for professional that provide accompaniment or assistance to the fundamental operation of the group, including, but not limited to, musical accompaniment.
  - (d) The SAC will entertain requests of:
    - (1) up to \$5,000.00 per group per year for Level One wages and/or
    - (2) up to \$2,500.00 per group per year for Level Two wages and/or
    - (3) Up to \$1,500.00 per group per year for accompaniment wages.
- (4) The SAC will entertain requests for professionals that provide referee services for competitions on a case-by-case basis, provided the requests are within reason.

## **IX. Disclaimer**

### **A. Policy Changes**

- (1) Any and all of the above policies are subject to change given one week's notice.
- (2) All changes will be announced by email through Liaisons or by the Chairman after the meeting at which the change was made.
- (3) The Greenbook, Constitution, and By-Laws of the SAC are open to policy changes for the initial 3 weeks of a semester, in both the Fall and Spring Semesters.
- (4) Until a new year's Greenbook is approved by the SAC Executive Board, the Greenbook from the previous year will be the guidelines that the groups and the SAC will follow. Upon approval of the new Greenbook, the SAC will begin funding under the newly approved guidelines at the following meeting.

### **B. Bankruptcy**

- (1) In the extremely unlikely event that the SAC Contingency account becomes depleted, all the above policies become null and void.

# The Group Registration Policy

All SAC organizations must register **by September 30<sup>th</sup>** each year with the University through the Office of Student Involvement. The registration process and all rights and responsibilities of organizations are online at the Office of Student Involvement website (<http://web.jhu.edu/studentprograms/involvement/>). Organizations failing to register may lose privileges including, but not limited to, access to room scheduling, finances and may be deactivated. Organizations must update registration and group information with the SAC when changes to their charter, constitution, by-laws or officers occur.

## The Audit Policy

The SAC reserves the right to audit all member groups' accounts to ensure that all SAC monies are being used for the purpose for which they are allocated, doing so at least annually, at the end of each fiscal year. Groups found to have discrepancies in their accounts, including, but not limited to, unspent and misspent funds, will be required to meet with their liaisons and the SAC Chair to determine how and why the discrepancies occurred.

The first fiscal year a group is found to be remiss in its accounting practices will result in the recall of all funds in question and the aforementioned meeting with their Executive Board Liaison and the SAC Chair.

## Student Activities Policies

The Student Activities Policies for the Homewood Campus of The Johns Hopkins University are a university-wide protocol, which is officially sanctioned by the Office of the Dean of Student Life. The document contains many of the relevant rules and regulations governing undergraduate student non-academic life on the Homewood Campus. The following is taken from the Community Standards and Policies manual printed for the Academic Year 2008-2009 from the Office of the Dean of Student Life (commonly known as the Compendium). The Compendium can be found online at (<http://www.jhu.edu/studentlife/compendium.pdf>). These policies have automatically been adopted by the SAC Executive Board at the commencement of the 2008-2009 Academic Year and are therefore the official policies of the Student Activities Commission.

### Postering Policy

You will find that postering is an effective method of publicizing your group. Three groups administer the bulletin boards around campus: The Student Activities Commission, the Housing/Residential Life Office, and the Office of Special Events. Academic and other departments may maintain their own bulletin boards. When you poster, be sure you know on whose board you are placing the flier and follow that group's rules. These rules and regulations govern posters and other forms of advertising on campus in a fair manner. In addition, posters and other forms of advertising should not disrupt academic classes, programs, or activities and should not damage the property of The Johns Hopkins University. Failure to comply with the following guidelines may result in removal of posters, fines and/or disciplinary measures.

1. Posters and flyers may be placed on campus bulletin boards only. With a limit of one poster per event per bulletin board.
2. Bulletin Board Flyers should be 8.5"x11" and not affixed over another flyer. Requests for exceptions for larger flyers or posters must be forwarded to the Student Life Office in the Mattin Center.
3. Flyers advertising expired events or not meeting this policy's criteria may be removed.
4. Chalk is allowed to promote events on sidewalks only. It is the individual's or group's responsibility to remove chalk after the event.
5. Banners may be hung on approved campus structures only as approved through the Department of Student Development and Programming in Levering Union.
6. The University considers placing posters on glass to be a fire hazard and custodians are instructed to remove any potentially hazardous posters.
7. These restrictions exist in order to improve the appearance of The Johns Hopkins University campus and to maximize the usefulness of the bulletin boards. Members of the SAC General Assembly are encouraged to remove illegal posters from boards designated for student activities, particularly solicitations by outside parties.

Keep in mind all policies are subject to change at the discretion of the Office of the Dean of Student Life. Check with the Office of Residential Life before postering in any residential area, designated boards excluded, and check with department offices before postering on their boards.

## Penalties for Improper Postering

**1<sup>st</sup> Offense:** Account freezing, with the entire Executive Board of the offending organization required to be present at the SAC Executive Board meeting when the unfreezing request is heard.

**2<sup>nd</sup> Offense:** \$100 and above penalty.

**3<sup>rd</sup> Offense:** Group is placed on probation for the remainder of the semester and must meet with the SAC Executive Board to discuss further action.

## Postering Locations

**Levering Hall:** Outside Levering market (Garland and Arellano sides), Lower Levering Hallways, and Union Desk.

**Gilman Hall:** North and South Entrances, outside bank in basement, next to Outdoors Club Board, near Post Office door, in the basement Southwest, Southeast, Northeast corners, in the first floor East hallway, Northeast, Southeast corners, second floor East hallway, and outside the HUT.

**MSE Library:** M-Level by the pay phones, on B, C and D levels near the elevators

**Remsen:** First and Third Floors.

**Residence Halls:** Building A & B, each AMR house, Wolman, McCoy: one board per floor, AMR and Wolman mailrooms, McCoy Lobby and the top steps next to Snack Bar.

**Maryland Hall:** First Floor.

**Shaffer:** Next to rooms 3 and 100.

**Outside:** Outside Levering, and between MSE and the Remson-Charles Street Gate.

## Group Members and Leaders Policy

All undergraduate student organization leaders must maintain a minimum Grade Point Average of 2.0 in order to remain in or be elected/selected to a student leader position.

All undergraduate student organization members and leaders must be enrolled in the Zanvyl Kreiger School of Arts and Sciences and/or the Whiting School of Engineering with a minimum of six credit hours.

## Chalking Policy

Any group that uses chalk anywhere other than the sidewalks will receive an M&S from Plant Operations charging the group for the clean up. This is not negotiable.

## Statement on Hazing

The Johns Hopkins University prohibits any organization from engaging in any action that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

## Van Fleet Program

Vans are available for all SAC-recognized student groups. However, with a limited number of vans serving more than 175 student-run organizations, these vehicles tend to be the rarest and most sought after commodities that are available to Student Activities Commission groups. The following information has been provided in order to ensure that your particular SAC organization has equal access to the van services, which are provided by the Department of Student Development and Programming in Levering Union.

### Reserving a Van

Only van requests made in person are honored. To reserve a van in person, students must fill out a form with all requested information at the Department of Student Development and Programming in Levering Hall. Confirmation will be received within three working days. All requests are processed on a first-come, first-served basis. The form requires the following information:

- (1) Date and time requested. Be very specific;
- (2) Budget Code. Requests without budget codes are not honored;
- (3) Your name, local phone number, title or position and e-mail address;

- (4) Driver's name (drivers must be van certified by The Johns Hopkins University through the Levering Hall Department of Student Development and Programming), license number and phone number;
- (5) Your destination and distance from The Johns Hopkins University Homewood Campus;
- (6) Your purpose. Is this a social event, retreat, service project, etc.

### **Overnight and Long Distance Requests**

Because of the increased risk involved in long distance (150 miles or more) and overnight trips, before a reservation can be confirmed, the requestor must meet with the Student Services Assistant. While speaking with the Student Services Assistant, the requestor will be asked a series of more in depth questions than what is asked on the Van Request Form. Groups should be prepared to use outside sources should the request not be approved.

## **Financial Forms**

Financial forms are available at ([http://web.jhu.edu/programs/involvement/financial\\_services.html](http://web.jhu.edu/programs/involvement/financial_services.html)) in the Financial Services- Financial Forms section. If you have any questions about how to fill them out, or what they are for, please contact either your liaison or Jillian Rickerd, Assistant to the Office of Student Involvement, at 410-516-2224.

SAC Funding Meetings take place Thursday, starting at 6:00 PM in Mattin 121. To be put on the agenda for a Funding Meeting, please see Section I of the Funding Policy.

## **Policy on New Groups**

- I. Groups not registered with the Student Government Association must submit a constitution and abstract to the Student Government Affairs Committee beginning October 1<sup>st</sup>, and await approval.
- II. SGA approved groups may immediately apply for SAC funding upon approval of the Student Government Affairs Committee.
- III. Applications for SAC funding must be submitted to the SAC Executive Board no later than 2 weeks after approval by the Student Government Affairs Committee. The applications can be found on the SAC website, a section of the Student Activities Webstie
- IV. If approved, the group must wait the "Green-Light" period, which consists of the current semester, as well as the semester following before they are eligible for SAC funds.
- V. During the "Green-Light" period:
  - A. Groups must make at least 2 attempts at fundraising
  - B. Meet at least once a month
  - C. Meet the SAC Executive Board at least once to update them on the groups progress
- VI. Student Activities Commission Application Process General Procedures
  - A. The abstract and constitution of a group requesting membership of the SAC must be approved by the same SAC Executive Board.
  - B. Funding eligibility begins after the completion of 1 semester in the "Green Light" period. After approval of the abstract, contingent upon the approval of a constitution by the SAC and the Student Government Association in accordance with its by-laws, as recorded in the financial journal of the Executive Board.
- VII. Abstract Submission
  - A. The approval of a group's abstract permits the submission of a constitution to the same board.
  - B. The abstract must include:

- i) A summary of activities and events held, as well as planned activities or ideas for future events.
- ii) Membership information, which includes a list of current members and their graduation year from The Johns Hopkins University, as well as a definition of active membership.
- iii) The group's purpose and its distinction from other groups on campus, as well as the scope of the group's intended activities.

#### VIII. Constitution Submission

- A. With the submission of the constitution, a group should include a list of activities they have held within the semester prior to submission of the constitution, one of which has been attended by the group's liaison.
- B. For a constitution to be entertained for approval, it must include the following:
  - i) A clause specifying that the group is open to all undergraduates of The Johns Hopkins University.
  - ii) A definition of active and voting members.
  - iii) A provision of at least four officers, including two financial officers, with defined roles and responsibilities, and the requirement that they all be full-time, undergraduate students who are taking at least 6 credits at the Homewood Campus and are in good standing with the university.
  - iv) Procedures for the election of officers, a definition of the term of office and a definition of the majority required to make a decision or complete a procedure.
  - v) An impeachment clause.
  - vi) An outlined process for amending the constitution.
- C. The constitution of a group must be consistent with the constitution of the SAC.

## Definitions of Activity

### I. Active

In order to maintain an active status a group must:

- A. Maintain and update annual registration with the Office of Student Involvement.
- B. Attend the mandatory Financial Training workshops.

### II. Inactive

- A. A group that has not satisfied the requirements to be an active group is defined as inactive.
- B. In accordance with Student Activities Commission and Office of Student Involvement policies, a failure to satisfy any of the requirements will result in a freeze on account access:
  - i) By the SAC in case of general disregard of Policies and Procedures
  - ii) By the Office of Student Involvement for a failure to have an updated registration or a failure for one financial officer to attend the mandatory financial training workshops.

- C. When a group's account has been frozen for missing breaking policy or procedure, the group must submit a letter to the SAC Executive Board explaining the group's reason for breaking the rules on behalf of the group in order to unfreeze its account. The purpose of this is to establish that any necessary information has been received from their liaison and communication has taken place.
- D. An inactive group implies that the group's account is frozen, but a frozen account does not necessarily imply that a group is inactive.

### III. Defunct

- A. A group shall be defined as defunct upon failure to register with the Office of Student Involvement for four fiscal years or more than 3 violations of policy and procedure in one school year.
- B. A group must complete the SAC application process in order to restart a defunct group.
- C. A restarted, defunct group shall receive the same account as the old group, and assume any debt incurred from the previous group along with it. The SAC Executive Board will entertain a request to absolve the group's debt with a transfer from the SAC Contingency account on a case-by-case basis.
- D. The SAC Executive Board will recall money from the account of a defunct group with a positive balance.

# Budget Proposals

A budget proposal must be submitted online via [www.jhu.mystudentgroups.com](http://www.jhu.mystudentgroups.com) by 6 pm on meeting days to be considered that week for funding. The SAC reserves the right to hold on funding proposals if there is no strict time constraint to allow the group to come in and explain their proposal or to allow for clarification on a policy.

When submitting a proposal:

1. Please include a phone number where you can be reached. The Chairman or your Liaison may call to contact you during the meeting if clarification is needed on your proposal.
2. Do not include all details of a specific item in the “Description” box next to the “Amount” box. There can only be a limited number of characters in this box and many times, the description gets cut off. Please include all details in the “Comments” section at the bottom of the New Proposal Request form.
3. Please make sure that re-usable, non-reusable, and Food, if you are authorized to receive funding for food, are not all in the same box. We will deny the proposal and ask you to resubmit.
4. Please include 3 different price quotes if an item is over \$50. This should go in the Comments section with the cheapest one actually being asked for.
5. The SAC Executive Board may use discretion to deny a proposal. If this is the case, the Executive Board did not feel that an ample explanation was provided or there was a just reason to fund your proposal. If you would like to appeal, please email [theSAC@jhu.edu](mailto:theSAC@jhu.edu) and we will deal with your claim as soon as possible.