



**Undergraduate  
Finance Board of**  
BROWN UNIVERSITY

**Undergraduate Finance Board**

75 Waterman St., Room 033  
Providence, RI 02912  
Brown University


**Via Electronic Mail**

To: Student Government Association  
ATTN: Board of Governors  
Monday, August 7th, 2023

Dear Governors:

Please find attached the latest amended version of the Code of Operations of the Undergraduate Finance Board.

In submission of this memorandum, I attest and certify that the herein provided documents, language as amended, and the ratification thereto, are true and correct to the best of my knowledge and ability.

  
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Arjun Krishna Chopra  
UFB Chair (FY 2024)

The information herein contained is considered “Confidential” in accordance with Section 3.3.2 of Policy 1.05.01: University Code of Conduct and is only permitted to be accessed by the issuer and the addressee and may only be shared within The University for legitimate business purposes. Failure to comply with this notice of confidentiality is subject to disciplinary action in accordance with the relevant procedures and may result in: suspension, termination or expulsion, and civil or criminal charges.

## **Section I – Introduction**

1.1 The mission of the Undergraduate Finance Board (UFB), as outlined in Article I of the UFB Constitution, is to support financially to the greatest extent possible, given limited resources, every eligible student group to meet its goals based on its needs. UFB's mission shall additionally include: ensuring financial accessibility to student activities for all undergraduate students; safeguarding the right of all undergraduate students to engage in student activities through personal expression and congregation; promoting a diverse, equitable, and inclusive campus environment through funding access; and promoting environmental sustainability.

1.2 In accordance with Article VI of the Constitution, UFB shall function under the policies and procedures outlined in this Code of Operations.

1.3 The purpose of this Code is to provide student groups with a comprehensive explanation of the rules governing allocations made by the Undergraduate Finance Board, as well as to outline the responsibilities of both student groups and Board members. This Code shall remain up-to-date with all current and relevant policies, and shall be amenable by UFB alone.

1.4 If the Board determines that circumstances warrant, it may, by a supermajority vote (henceforth defined as two-thirds) of all members present (assuming a quorum, as defined in Section IV.2.1, is present), suspend the rules; provided, that such suspension shall only be effective with respect to those particular provisions of this Code of Operations which the motion to suspend the rules specifically enumerates.

2.1 The contents of this document shall supersede those of any previous Code of Operations and of any previous policies approved by UFB.

3.1 All regulations listed herein shall be considered subordinate to any provisions stipulated in the UFB Constitution, which takes precedence over any other UFB document. Any conflict between this Code of Operations and the UFB Constitution shall be grounds for amendment of the Code, and a supermajority vote of UFB will be required to strike the inconsistent portion from the Code.

## **Section II – Officers and Representatives**

1.1 The officers of the Undergraduate Finance Board shall be, in order of succession: Chair, Vice-Chair, and administrative officers. There shall also be ten additional voting members. All officers and representatives shall be familiar with the guidelines and policies set forth in this Code of Operations. In the event that the aforementioned officers are not present at a meeting, the succession of power will proceed by the order of seniority as established by years of service on the Board.

2.1 The Chair shall preside over all meetings of the Undergraduate Finance Board. They shall set the yearly agenda, and will be responsible for the implementation of any and all policy changes. The Chair will also serve as UFB's representative to the Student Activities Office and to the Administration, as well as to the student body at large. The Chair shall be the signatory for all UFB expenses. Any expense that exceeds \$500.00 shall require, in addition to the signature of the Chair, approval by a supermajority of voting members. The Chair may not be responsible for the representation of any specific student groups.

2.2 The Vice-Chair shall preside over meetings in the Chair's absence. They will aid the Chair in any representative or administrative affairs that may arise, and will keep accurate records of the amount allocated supplementally by UFB over the course of the academic year. The Vice Chair may additionally represent student government groups and large student groups normally receiving significant funding in the form of a lump-sum.

3.1 Representatives of the Undergraduate Finance Board will be assigned by the Chair specific groups for which to advocate. They will be responsible for regularly meeting with, fairly and accurately representing, and remaining familiar with the general affairs of each of their groups. Representatives shall balance their role as advocate for their groups with their responsibility to the student body as a member of UFB.

4.1 Administrative Officers of the Undergraduate Finance Board shall have duties and responsibilities as stipulated by the Chair, through the document as submitted to the Student Government Association that created such position as therein described.

### **Section III – Elections**

1.1 Elections to the Undergraduate Finance Board shall be held in accordance with the policies and procedures of the Student Government Association's Elections Committee.

### **Section IV – Meetings**

1.1 In order to best serve the needs of the student body, meetings of the Undergraduate Finance Board shall take place twice weekly as announced on the UFB website ([brownufb.org](http://brownufb.org)). The first meeting of each semester will take place no later than the week following the first week of classes.

1.2 At the beginning of each academic year, the Chair will set and make available to the student body a schedule of all meetings. It is the Chair's responsibility to ensure that any cancellation of a UFB meeting is properly publicized to the student body at least two days in advance, if possible.

1.3 At the discretion of the Chair, special meetings may be called over the course of the semester. Such meetings must be properly publicized to the student body in a timely manner, if possible.

2.1 A quorum of two-thirds of voting members of the Undergraduate Finance Board must be present at every presentation; except, that if enough members to prevent a quorum from being reached have indicated to the Chair in advance that they will be unable to attend, a simple majority of the Board's members shall constitute a quorum. Members who are not present for the entirety of a presentation or are otherwise required to recuse themselves shall abstain from voting. Such automatic abstentions shall not count either for or against the establishment of a supermajority. If quorum is not met, no official UFB business can take place.

2.2 Decisions of the Undergraduate Finance Board shall be made by a supermajority of voting members present. It is the Chair's responsibility to facilitate decision-making in an orderly fashion. If, in extreme circumstances, a decision cannot be reached after extensive deliberation, and at the Chair's discretion, the Chair can cast a vote. If a member of the Board is also a member of an organization requesting funds from the Board, that member will recuse themselves from the vote of allocation of funds to that other organization. Additionally, that Board member will refrain from participating in deliberations from the group of which they are a member.

2.3 The Undergraduate Finance Board will consider the following factors in every decision made: current budget allocation; financial history and past use of funds; a group's management and structural integrity; quality of the proposal; amount available to allocate; and both the magnitude of the benefit of the cost as well as the number of people who will benefit. All decisions will be made in accordance with the basic mission of UFB.

3.1 All members of the Undergraduate Finance Board are expected to attend every meeting during the tenure of their terms. In special circumstances, and after having been notified by the respective representative, the Chair or Vice-Chair may designate an excused absence. Accumulation of three unexcused absences over the course of a single year shall be grounds for dismissal from UFB. To ensure that budgeting meetings can start at the designated time in respect of student groups' time, members are expected to arrive slightly before the beginning of meetings.

## **Section V – Spring Budgeting**

1.1 The Undergraduate Finance Board shall allocate the Student Activities Fund for the following year in the Spring of the current year. This allocation shall include the following expenses: fall and spring semester budgets for all UCS recognized groups and all other expenses for which UFB is responsible.

2.1 A group's budget should contain a detailed summary of all expected expenses for the following year, divided into line items.

2.1.1 Budgets should primarily be composed of annual expenses, such as established annual events or activities.

2.1.2 For new and one-time expenses see Section VI — Supplemental Funding.

2.1.3 Representatives should be cognizant of all aspects of their groups' presentations and should be able to answer any questions that may arise during deliberations. In addition, a group may provide its representative with additional information, such as event support quotations or previous years' contracts, in order to best inform discussion.

2.2 Groups are required to fully disclose the amount they hold in non-UFB allocated accounts. Such accounts must be held in the SAO. UFB will use this information to allocate money in the best and most efficient way possible. Groups will not be penalized for accumulating funds in such accounts; UFB encourages fundraising, and only under extraordinary circumstances will raised funds have an impact on a group's final allocation.

3.1 UFB reserves the right to set specific standards each year for various budgeting costs. These standards shall be decided at the start of the budgeting process, and will be communicated to student groups through their representatives. Under certain circumstances, and with demonstrated need, a group may ask for more than the standard, given proper explanation. These standards shall be made available online and shall be updated as the Board reexamines its policies.

3.2 UFB reserves the right to adapt its budgeting standards through a supermajority vote to best serve the student body. UFB shall adequately communicate such changes to all Category II student groups. The Board shall comprehensively reexamine its precedents at Spring Budgeting and may do so at the beginning of each semester.

4.1 Representatives shall give their groups preliminary notice of Spring Budgeting before Spring Break. Detailed budgeting instructions shall be sent out to all Category II groups no later than two weeks prior to the first day of budgeting. Representatives are required to meet with each of their assigned groups prior to the first day of budgeting in order to go over budgets and ensure that all is in order before the final budget is submitted to the entire Undergraduate Finance Board.

4.2 All budgets are due by midnight on the due date set by the Chair. Groups who submit a budget after the deadline but prior to the last day of budgeting may be subject to a 20% penalty of their approved budget. In addition to financial penalty, in some cases a group's budget will be subject to increased scrutiny. Groups who fail to submit a budget before the last day of budgeting will not receive a budget for the following academic year.

4.3 With prior notification, at the discretion of their representative and with the approval of the Chair or Vice Chair, a group may receive an extension until another point during the budgeting process, as long as the budget is submitted before the last day of budgeting. In extreme circumstances, with prior

notification and at the discretion of their representative and with the approval of the Chair or Vice Chair, a group may be excused from submitting a budget during the spring budgeting process, in which case they will be asked to present in the following Fall. Budgets submitted during the spring semester, after spring budgeting, may be penalized. Those submitted during the subsequent fall semester may be penalized. The board will only hear late spring budgets during the first six UFB meetings of the year.

5.1 Groups are required to use student activities monies for the reasons requested during the budgeting process. Under special circumstances, a group may request a line item transfer, as outlined in Section VII. Groups who fail to responsibly utilize student activities monies may be subject to the actions outlined in Section X.

## **Section VI – Supplemental Funding**

1.1 During the academic year, UFB will accept supplemental funding requests for costs not included in a group's Spring budget. UFB encourages collaboration in event planning among administrative offices, academic departments, and other student groups, and will take into account the extent of a group's attempts at outside fundraising when making an allocation.

1.2 Supplemental funding shall be the appropriate means of allocating funds for the following items: new annual events, expenses included in a budget but deemed too imprecise during Spring Budgeting, new newsletters, costs that have arisen since Spring Budgeting, one-time expenses.

2.1 The written portion of supplemental funding request shall minimally include the following information: the name of the group; the names and emails of the person(s) presenting; a brief description of the costs of the event, activity, or purchase; and a line-item breakdown of the costs, including the total cost for each line item and a sum total of all costs. The oral portion of a supplemental funding request shall consist of a brief explanation of the proposal, followed by a series of questions from UFB.

2.2 In order to better inform deliberation, a group shall provide additional information such as quotes, detailed descriptions of events or speakers, expense breakdowns of previous relevant events, and attempts to seek co-sponsorship.

3.1 At least one financial signatory must be present at every supplemental funding request presentation. It is the group's responsibility to keep signatory information updated in the SAO.

4.1 A group must contact its representative prior to a meeting to inform them about the intended presentation. In the event that the representative is unavailable, the group must contact the Chair or Vice Chair. This correspondence will allow a representative to discuss the plausibility of a request with the signatory, as well as to inform UFB of the agenda for a given meeting. UFB reserves the right to ask a group to re-present at a later date if said group has not made contact with their designated representative.

## **Section VII – Line Item Transfers**

- 1.1 While funding is to be used for the reasons for which it was requested, UFB understands that those needs may change over the course of the academic year. Under special circumstances, a group may request a line-item transfer. It is important to note that UFB views such transfers in the same light as a supplemental funding request.
- 2.1 Transfers shall be presented to UFB. Expectations of such a presentation are the same as those that exist for a supplemental funding request.
- 2.2 All transfers between groups must be presented to UFB under normal UFB procedural rules.

## **Section VIII – Loans**

- 1.1 Repealed. UFB does not fund loans.

## **Section IX - Baseline Funds**

- 1.1 All groups which have achieved Category I or II status by the start of the semester, as decided by the Student Activities Committee, shall be eligible for a baseline fund for that and each subsequent academic year, as long as such status is maintained.
- 1.2 This funding, unlike all other line items, may be used for any expenditure the group deems appropriate, regardless of UFB funding policies.
- 2.1 Baseline funds, unlike all other line items, are not subject to line item transfers; that is, no monies may be transferred into or out of the baseline fund line item.
- 2.2 UFB shall, at its own discretion award baseline funds in consideration of the total funds available.

## **Section X – Authority over Student Activities Funds**

- 1.1 Student groups are expected to spend allocated funds on the expenses for which they were requested, and UFB has the right to hold groups accountable for responsible spending. Misuse of Student Activities monies shall be grounds for financial penalty.
- 2.1 UFB shall have the authority to freeze the account of any Category II student organization. Such a decision shall be reached by a supermajority vote of UFB. In the event that neither the Chair nor the Vice Chair is able to convene UFB in reasonable time to consider the need to freeze an account, the Chair may submit a written request to the Director of Student Activities. However, a freeze implemented by such a method shall be lifted in one week unless subsequently approved by UFB.
- 2.2 UFB shall have the authority to recall previously allocated funding from any student organization. Such a decision shall be reached by a unanimous vote of all present Board members.

3.1 UFB shall conduct periodic reviews of all accounts for any group receiving funding from UFB, and reserves the right to review any account, including all relevant expenditures, at any time.

4.1 All groups with raised funds accounts must keep such accounts with the SAO, and must accurately report the balance of such accounts when prompted by UFB, as stipulated in Section V.2.3 of this Code. Failure to adhere to these procedures may result in a financial penalty, to be determined by UFB and affirmed by a supermajority vote.

5.1 All monies left in a student group's account at the end of each semester shall be returned to the UFB-controlled Student Activities Fund. Accounts will not be subject to rollover of funds between semesters or academic years. This excludes all raised funds.

### **Section XI – Relationship with the Undergraduate Council of Students (UCS)**

1.1 UCS shall submit a spring budget to the Student Government Association.

2.1 The UFB Chair may submit a list of groups recommended for re- or de-categorization to the UCS Student Activities Committee prior to student group re-categorization.

3.1 The UCS President may contact the Chair of UFB for emergency funding, and the Chair has the discretion to call an electronic vote by UFB members prior to the next UFB meeting.

4.1 UFB shall retain complete autonomy in all funding and code decisions.

5.1 UCS may not alter the constitution of the Undergraduate Finance Board.

6.1 The UCS President is expected to make an active effort to include the UFB Chairperson in all meetings with the University administration where the UFB Chairperson's knowledge would be of benefit.

### **Section XII - Appeals**

1.1 Any student organization that wishes to appeal a decision made by UFB shall adhere to the guidelines set forth in Article IX of the UFB Constitution.

### **Section XIII - Amendments**

1.1 As stipulated in Article VI of the UFB Constitution, UFB alone shall amend these by-laws by an affirmative vote of two-thirds of its voting membership.

1.2 Any substantive amendment to the UFB Code of Operations shall be publicized to the student body. Such an amendment will also be noted on both the UFB and SAO websites, and will be e-mailed to all Category II groups within one month of implementation.