



**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 Constitution of the Undergraduate Finance Board as amended by the passage of the referendum as posed during the Spring General Election of 2023.

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.

## **Article I: Purposes, Powers, and Duties**

I.1 The sole purpose of the Undergraduate Finance Board shall be to control and allocate student activities monies collected by the University, such responsibility being delegated by the language of the student activities fee as approved by The Corporation of Brown University. Decisions of the UFB shall in all respects reflect the fact that student activities monies do not belong to the UFB, but are held in trust for the student body. All funds allocated by UFB must directly or indirectly benefit Brown undergraduate students.

I.2 The foremost responsibility of UFB shall be to support financially, to the greatest extent possible given limited resources, every eligible student group to meet its goals based on its needs.

I.3 UFB shall hold all parties to whom student activities monies are allocated fully accountable for the uses to which such monies are put.

I.4 In executing these duties, UFB shall: Determine a holistic plan for allocations; monitor the spending of all parties receiving allocations; keep accurate and public financial records; and regularly report its allocation decisions.

## **Article II: Membership**

II.1 Prerequisites for seeking and retaining office shall be registration as an undergraduate student of the University.

II.2 UFB shall be composed of no less than 12 undergraduates: a Chairperson, a Vice-Chairperson, no less than seven members elected at-large, no less than two first-year representatives elected by the first-year students in a campus election, and the Chairperson of the UCS Student Activities Committee, elected in accordance with the election rules set by UCS, who shall serve as a representative of the Undergraduate Council of Students.

II.3 If deemed necessary in a given semester, the Chair of UFB may choose to hold an internal election to create and fill administrative, non-voting positions, as to aid with the fulfillment of the Board's duties. This internal election must follow all rules as stipulated by the Student Government Association's Elections Code. Which positions are up for election can be determined on a case by case basis.

II.4 If deemed necessary at a given time, the Board may amend its Code of Operations to expand the number of voting members of the Board in compliance with the following stipulations:

A. The total number of voting positions of the Board excluding the Chairperson shall be an odd number not less than eleven.

B. The percentage of voting members of the Board including the Chairperson which are reserved for first-year representatives shall be no greater than 25% and no less than 12.5%.

C. The Board may not amend its Code of Operations such that any voting positions shall be filled through an internal election or appointments process as defined by the Elections Code of the Student Government Association.

D. The Board may not amend its Code of Operations such that the number of voting positions of UFB is decreased.

### **Article III: Officers**

III.1 The officers of UFB shall be: the Chairperson and a Vice-Chairperson.

III.2 If the Chairperson creates administrative, non-voting positions under Article II.3 of this Constitution, such non-voting positions shall be considered officers, but shall have no authority to conduct business on behalf of UFB unless directly authorized by the presiding Chairperson of UFB.

### **Article IV: Elections, Terms of Office, and Removal**

#### IV.1 Election Procedures

A. In accordance with the election procedures as set by the Elections Committee of the Student Government Association, the Chairperson, the Vice-Chairperson, the Student Activities Chair, and the seven or more at-large members shall be elected in the spring during an open election.

B. Two or more representatives of the first-year class shall be elected in a first-year class election held by the Elections Committee of the Student Government Association.

C. Any and all non-voting administrative positions created by the Chairperson shall be elected in an internal election as defined by the Elections Code of the Student Government Association.

#### IV.2 Terms of office

A. All terms of office shall begin on the last day of final examinations for the academic year in which elections are held and continue until the last day of final examinations in the following academic year.

#### IV.3 Removal

A. Any member of UFB, excepting the Student Activities Chair, can be removed by a vote of more than two-thirds of the full UFB. The Student Activities Chair can be removed by a recall vote as stipulated in the Elections Code of the Student Government Association.

B. The question of removal of any UFB member except the Student Activities Chair may be brought to the floor of UFB by either a motion of a UFB member or by presentation of a petition signed by three hundred (300) undergraduates.

#### IV.4 Procedures for Vacancies

- A. In the event that a vacancy exists in the position of a first-year representative, the Student Government Association's Elections Committee shall hold a special election wherein any member of the first-year class may run as a candidate.
- B. In the event that a vacancy exists in the position of an at-large representative, the Student Government Association's Elections Committee shall hold a special election wherein any undergraduate who is not a current member of UFB may run as a candidate.
- C. In the event that a vacancy exists in the position of the Student Activities Chair, the position shall be filled by the winner of a special election held by UCS.
- D. In the event that a vacancy exists in the position of Vice Chair, UFB shall hold a special election wherein any at-large representative of UFB may run as a candidate. The position shall be filled by a vote of current UFB members. The vote shall be conducted by a secret ballot in the presence of the presiding member of the Student Government Association's Elections Committee.
- E. In the event that a vacancy exists in the position of Chair, the Vice Chair of UFB shall resign from the position of Vice Chair and assume the office of Chair.
- F. In the event that a vacancy exists in any non-voting administrative positions created by the Chairperson, such vacancies shall be filled by the winner of an internal election held by the Student Government Association's Elections Committee.

## **Article V: Duties and Responsibilities**

- V.1 It shall be the responsibility of all members of UFB in all duties to represent the best interests of the student body and to uphold this constitution, its by-laws and code of operations, and all UFB decisions.
- V.2 Chairperson
  - A. It shall be the primary responsibility of the UFB Chairperson to coordinate the work of UFB and act as the primary liaison between UFB and the University community and administration.
  - B. The Chairperson shall preside at all UFB meetings and call emergency meetings as necessary. In this role the Chairperson shall facilitate decision-making when consensus cannot be reached and, as applicable, will vote in the event of a tie.
  - C. The Chairperson shall be responsible for keeping accurate and public records, as well as for maintaining regular communication between UFB and the University community and administration.
- V.3 Vice-Chairperson

A. The Vice-Chairperson of UFB shall assist the Chairperson in the coordination of UFB's operations and in maintaining communication between UFB and the University community and administration.

B. The Vice-Chairperson shall preside at all UFB meetings in the absence of the Chairperson, and shall assist the Chairperson with financial planning, record-keeping, and reporting.

#### V.4 Representative

A. Every UFB Representative is responsible for regularly meeting with, coming to the aid of, and advocating for each of his or her assigned student groups, as outlined in the code of operations.

B. Representatives shall be intimately cognizant of this Constitution, the code of operations, and all relevant policies and procedures upon taking office.

C. All Representatives shall be held to the attendance guidelines set forth in the code of operations.

D. Representatives shall be available and accessible to their assigned student groups and members of the student body.

### **Article VI: By-laws and Operations**

VI.1 UFB shall establish and amend its own by-laws and code of operations by an affirmative vote of two-thirds of its members: These by-laws shall include primarily the following areas: The budget process, from plan to allocation; The procedures for loaning funds to eligible student groups; The determination of items which will not be funded; The procedures for communicating with student organizations.

VI.2 UFB meetings shall be open, except for deliberations, during which only UFB members shall be present. Under particular circumstances and at the recommendation of the Chairperson, the Board may decide to close portions of the meeting. Under particular circumstances and at the recommendation of the Chairperson, the Board may decide to permit students or other guests to attend deliberations if such attendance will expedite and facilitate UFB's ability to serve the student body. Minutes of meetings shall be made available to the public.

VI.3 UFB shall not unilaterally grant itself any funds. All UFB funding decisions shall be approved by the Student Government Association.

VI.4 UFB may recommend to the University Resources Committee (URC) or the Corporation that the Student Activities Fee be increased or decreased.

### **Article VII: Powers and Duties of UCS**

VII.1 No organization, group, or individual shall receive student activities funds without being currently eligible as determined by UCS in accordance with its own policies and procedures. Each

semester UCS shall present to UFB a list of organizations which are eligible to receive funding. UCS may revise this list at any time in accordance with its own procedures.

### **Article VIII: Powers and Duties of Student Organizations**

VIII.1 All student organizations must keep accurate financial records and present these to UFB on demand.

VIII.2 All student organizations may be penalized for not adhering to the established rules and procedures of UFB.

VIII.3 All student organizations may appeal decisions of the UFB as provided below.

### **Article IX: Appeals**

IX.1 A group or organization may appeal only to its own budget.

IX.2 The first step after an appeal of a decision is made is a review meeting. The review meeting shall include: the UFB Chair, UFB Vice Chair, UFB representative of the appealing group, and the financial signatory and other leaders of the appealing group.

IX.3 The appealing group may opt to schedule an appeal hearing within two weeks of the review meeting. An appeal hearing shall be held during a regularly scheduled UFB meeting wherein a quorum is constituted. The objective of an appeal hearing is for UFB to re-evaluate its decision in the context of new evidence, to further the opportunity for a group to present and explain its budget, and to increase communication of UFB policies between the group's leaders and UFB officers.

IX.4 The appeals hearing shall adhere to standard UFB policy.

IX.5 Following an appeals hearing, the UFB Chair or Vice Chair shall issue a statement to the appealing group explaining the decision of UFB.

### **Article X: Amendments**

X.1 Amendments to this Constitution may be presented to UFB by any undergraduate.

X.2 Amendments must be approved by more than two-thirds of the entire UFB membership and must receive the support of a majority of undergraduate students voting in a campus-wide referendum in order to be incorporated into this Constitution.