

**GREEN BAY**

*Segregated University Fee Allocation Committee*

**Reallocation Request Guidelines**

In order to protect the rights of the students attending the University of Wisconsin – Green Bay and to ensure a fair and view-point neutral process, the SUFAC has developed the following guidelines in which reallocation of funds are to be allocated towards Student Organizations. All guideline exceptions will be made on a case-by-case basis and, in accordance to the SUFAC by-laws (**Article V, Section 5.12**), requires at least a (2/3) two thirds affirmative vote.

**Guidelines with Regards to SUFAC Funds**

(During annual budget allocations and regular requests)

1. To equitably distribute limited funds to all student organizations, all guidelines must be followed.
2. The Chair and Vice Chair can decide upon all reallocation requests that do not break guidelines. Upon the discretion of the chairs, any reallocation request may be brought before the board.
3. SUFAC reserves the right to review current agency account and promote its use in reducing the reallocation request. (Financial Administration: Segregated University Fees (F50) Section II.B.3)
4. All physical or digital material that will be presented to the board during SUFAC meetings must be submitted to the SUFAC at least one week before the presentation will take place.
5. If a student organization has to present, a representative must be present at the SUFAC meeting to answer questions. A SUFAC board member cannot be the sole representative being questioned by SUFAC.
6. Requests must be presented in accordance with the time frame written into the particular Guidelines being referenced per request. Exceptions will be considered on a case-by-case basis
7. **Any money owed to SUFAC must be repaid within two weeks of a final bill being emailed to the org's soaccount by OFO. After two weeks, a hold may be placed on an all the fund officer(s) university records.**

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*\* If the procedure is not followed, no SUFAC funds may be used.*

*\* All exceptions must be approved by SUFAC with a  $2/3$  majority.*

*\* This policy will be reviewed by SUFAC annually.*

*\* Reviewed April 2019*