

# CHARTER OF THE USG PROJECTS BOARD



*Last Amended – 13 May 2018*

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## ARTICLE I – NAME

The name of the organization shall be the Projects Board (the Board) of the Princeton Undergraduate Student Government (USG).

## ARTICLE II – PURPOSE

### **§201. Funding**

The Board is to serve as one of the primary financiers for all campus events and activities initiated by 541-account-holding student groups recognized by the Office of the Dean of Undergraduate Students (ODUS) and the USG.

### **§202. Board**

The Board, as an expert body with regard to the planning and administration of campus events, is to act in an advisory role to organizations, facilitating relevant information to event organizers.

## ARTICLE III – MEMBERSHIP

### **§301. Membership Defined**

The Projects Board shall consist of a maximum of twelve members: the USG President (ex officio, non-voting), USG Vice President (ex officio, non-voting), USG Treasurer (ex officio, non-voting), a member of the U-Council, the Co-Chairs, -and a

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maximum of six other student members, with effort made to ensure representativeness of class years.

### **§302. Appointment of the Co-Chairs**

The USG President, subject to the approval of a majority vote of the USG Senate, will appoint the Projects Board Co-Chairs under the consideration of the current Chairs' recommendations.

### **§303. Selection of Members**

The Co-Chairs will coordinate with the USG President and USG Vice President to recruit members during USG's recruitment cycles at the beginning of each semester.

The U-Council Chair, in consultation with the Projects Board's Co-Chairs, will present a member of the U-Council to the Senate for appointment to the Board. If a Board member becomes a U-Councilor, they satisfy the U-Council representation on the Board.

The U-Council representative, and any other Projects Board member with a voting position in the Senate, should not participate in Senate votes pertaining to Board confirmations or funding requests.

### **§304. Duration of Office**

All students on the Projects Board will undertake their duties immediately upon appointment (in the case of the Co-Chairs or assumption of office (in the case of all remaining members)). Members will be eligible for renewable one-year terms unless dismissed by the Co-Chairs. The Co-Chairs are eligible to continue serving, pending confirmation by the Senate at the start of each administration, until the end of the fall semester of their senior year.

### **§305. Quorum Requirement**

In order for a Projects Board meeting to convene and distribute funds, there must be at least three members present, including one Co-chair, and any two additional members. Decisions requiring funds from ODUS or any other non-USG

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source available to the Board can only be made when ODUS representatives are in attendance.

### ARTICLE IV – DUTIES

#### **§401. Duties of the Co-Chairs**

The Projects Board Co-Chairs will be responsible for planning the weekly meetings of the Board. At each meeting, the Co-chairs will direct student presentations of requests for funding and facilitate discussion. In addition, the Co-Chairs shall inform the USG Senate of all funding decisions reached by the Board including both funded requests and denied requests, at the beginning and end of the spring semester. These reports will not necessarily include data on funding allocated from non-USG sources. Expenditures exceeding \$1000 in USG funds must be approved by the Senate (see §609).

The Co-Chairs shall also ensure that the members of the Board attend meetings regularly, alert the USG President of any attendance problems, designate special roles for members (see §402), oversee the maintenance of the Board's online presence, request a review of post-event reports and any discrepancies, and perform other administrative duties as necessary. The Co-Chairs shall also serve as primary advisers to student organizations on campus, fielding and delegating all relevant questions, and being ultimately responsible for maintaining a working and healthy relationship with student organization leaders.

#### **§402. Duties of the General Members**

All members of the Projects Board must attend every regular meeting of the Board. The Co-Chairs reserve the right to assign Director roles to members with exceptional commitment, interest, and skill-sets related to particular tasks, including but not limited to group advising, marketing/outreach, compliance, audit, and logistics. Members will interact with student groups outside of meetings as necessary per their assigned roles.

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### **§403. Duties of the Treasurer**

The Treasurer of the USG shall be the Treasurer of the Projects Board. The Treasurer will be responsible for monitoring the USG funds used by the Board.

### **§404. Censure of Members**

Any voting Projects Board member with unexcused absences from two regular Board meetings in a given semester or exhibiting a general failure to adequately discharge enumerated/assigned duties, may be dismissed by the Co-Chairs. This decision can be appealed and brought before the USG Executive Committee which will subsequently conduct a review, in consultation with the Co-Chairs. If the bodies disagree on the Board's decision, it can be brought to the Senate which will make a final decision by majority vote.

As nonvoting Senate members, the Projects Board Co-Chairs can be dismissed by the President, and appeals can be brought to the Senate (S. Const. § 902(c)).

## ARTICLE V – MEETINGS & CRITERIA

### **§501. Meeting Times**

The Projects Board shall meet weekly throughout the academic year, with the exception of exam periods. The schedule of meeting dates, times, and places shall be set by the Co-chairs and made available to student group organizations no later than the first regular meeting of the Board.

### **§502. Closed Session**

Meetings of the Projects Board shall be open to the public during the presentation of funding requests, but visitors should not interfere in the business of the Board. Subsequently, when members begin their deliberation on those requests, the Board will move into closed session by 2/3 vote. Co-Chairs can prevent a voting member from attending a closed session (S. Const. §702).

### **§503. Voting**

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Each member of the Projects Board shall have one vote on all questions. The Board shall discuss proposals and aim for consensus, but will call a vote if necessary, in which grants will be approved by a majority vote. All grants in excess of \$1000 must be approved by a majority vote of the Senate at their next scheduled meeting (§609).

### **§504. Conflicts of Interest**

Members of the Projects Board who are affiliated with any organizations requesting funding must excuse themselves from deliberations on those organizations' proposals.

### **§505. Regular Funding**

Student groups may apply for regular event funding by submitting an application with sufficient notice prior to the date of the event. Applications must include an organization's most recent account balance, a proposed itemized budget, and any such other information as the Board may require. If the Board is unprepared to fund a group immediately, it may ask the group to revise the details of their event and present them at a future date. The Board may also direct the group to additional campus resources and assign a member to advise the group if necessary.

Proposals considered by the Board at weekly meetings for events that have already occurred will only be considered under exceptional circumstances, and student organizations should not expect reimbursement for expenses not approved prior to their events by the Board.

### **§506. Criteria for Funding**

The Student Group Projects Board, in reviewing requests, shall consider in no particular order:

- (1) the availability of other funding sources
- (2) the estimated number of undergraduates attending
- (3) the organization's current account balance in relation to the event proposed
- (4) the cost effectiveness of the event

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- (5) the quality of responses given during the Board's inquiry
- (6) the inclusiveness and openness of the event
- (7) the definitional clarity of the objectives/ goals of the event
- (8) upcoming programming, events, or issues and
- (9) any other circumstances associated with the organization or event deemed relevant by the Board.

The Board's decisions will not be affected by the political or religious ideologies espoused by organizations or the events they plan. In addition, the age, gender, race, ability, sexual orientation, or creed of students proposing events will not impact the Board's funding process.

### **§507. Publication Funding**

Student Groups that produce publications may apply to the Board for funding of their regular operating costs if they are unable to meet these costs on their own. In reviewing such requests, the Board's considerations will included but are not limited to such factors as expected circulation, , readership, editorial quality, advertising, and cost of the publication. The Board will not consider such factors as the ideology or political viewpoints espoused by the publication. Student groups applying for publication funding are strongly discouraged from applying regularly, and are in turn encouraged to search for fiscally responsible means of self-sufficiency.

### **§508. Fundraising Events**

If a student group is organizing a fundraising event and applies to the Projects Board, it must choose how it would prefer the Projects Board contribute from the following two options:

- a) The Board can view the program not as a fundraiser, but as an event enhancing undergraduate campus life, and thus will require that admission be free to all students. In this case, the group will not be able to suggest donations of specific amounts nor collect donations at points of entry from undergraduates. However, groups would be able, and encouraged, to raise

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donations in manners that are less uncomfortable for the attendees, and groups could charge admission to non-undergraduates.

b) The Board can approach the event in the same way that it would normally approach a performance-type event. In this case, the Board would approve a budget, the student group would charge admission to the event, and as long as the group stays within the limits of the budget the Board approves, the Board could pick up any shortfall between the costs and the revenue from ticket sales if such a shortfall arises (acting as an insurance policy). If no shortfall arises, the group would contribute all the profit from ticket sales to the fundraising organization.

The Board does not provide funds for donations and does not endorse the causes which groups choose to support.

### **§509. Capital Expenditure Funding**

The Board will consider applications for capital expenditures. Purchases made as a result of capital expenditure grants are the sole property of the USG. The Co-Chairs will determine the conditions for the storage and maintenance of items funded by such grants. The damage or loss of such items may jeopardize future funding for such groups.

### **§510. Banquet Funding**

The USG Projects Board shall have limitations on its funding for student group banquets. Banquets shall be open and publicized to all undergraduates regardless of group affiliation. Banquets receiving funding should not charge undergraduates for admission.

### **§511. Miscellaneous Expenses**

- The Board funds advertising costs only under exceptional circumstances.
- Students may not hire other students for direct payment utilizing Board funds, unless those students are contracted through the Student Agencies.

Requests for “giveaways” must require active student engagement to justify the purchase and distribution of such items. Students should not expect funding for some or all of such expenses.

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### ARTICLE VI – POWERS AND RESPONSIBILITIES

#### **§601. Eligible Organizations**

The Projects Board will only review requests for funding from 541-account-holding student groups recognized by ODUS and the USG.

#### **§602. Primary Financier**

The Projects Board is to serve as one of the primary financiers for 541-account-holding student groups recognized by ODUS and the USG, although groups should seek all other potential sources of funding prior to seeing the Board. The Board may distribute grants for single events, extended events, and publications as outlined in Article V.

#### **§603. Ineligible Requests**

The Projects Board may not fund senior theses or senior thesis productions of any sort. Instead, the Board shall refer such requests to the relevant administrators in the Office of the Dean of the College. Other such individual requests by students for personal projects will not be funded.

The Board may not fund off-campus events that are not easily accessible to students. Funding requests for on-campus conferences involving multiple colleges/universities will be considered, however, as long as funding directly benefits enrolled Princeton undergraduates.

#### **§604. Funding Caps**

The Projects Board will have the power to set funding caps, both in terms of the total amount granted for a single event and the total amount granted for particular budgeted items for an event.

#### **§605. Accountability**

Groups applying for any kind of funding must note their account balance and submit their event budget with each application. Groups with substantial balances will be expected to justify their need for additional funds from the Board.

After receiving funds, every group must file a detailed report summarizing the event and highlighting, among other things, the approximate number of



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undergraduates involved, the amount requested and received from funding sources other than the Board, and any additional costs or savings incurred by the organization. The Board also requires that groups acknowledge the Board and any other funders stipulated by it, in all advertising for approved requests/expenditures. Organizations should note that the Board and other stipulated funding sources should be considered funders, not sponsors, as they (the Board and its additional sources) do not endorse the contents of such events.

Infractions related to funding conditions stipulated in this document will jeopardize future funding at the discretion of the Board. Under warranted circumstances, as determined by the Board, the Co-Chairs may determine that an organization should be ineligible to receive funds indefinitely, as approved by a majority vote of the USG Senate. Eligibility for funding should be reinstated at the conclusion of a period determined by the Senate's vote. The Co-Chairs will offer a recommended suspension period for such organizations.

### **§606. Unused Funds**

Any unused funds granted by the Student Group Projects Board for a particular event must be returned to the Board.

### **§607. Powers of the Senate**

In addition to powers already enumerated, the Senate reserves the right to consider appeals brought forth by groups denied funding by the Projects Board.

### **§609. USG Senate Approval**

The USG Senate has the power to review all grants exceeding \$1000 from USG funds, and all grants greater than this amount must come before the USG Senate at the meeting immediately following that of the Projects Board. The Senate, in considering a grant, has only the power to approve or deny that grant. It may not alter in any way the dollar amount of the grant. A majority vote of the Senate is needed to approve all grants exceeding \$1000.

## ARTICLE VII – BUDGET

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The Student Group Projects Board budget shall be established as a line-item in the USG budget, to be approved by the Senate as prescribed in the USG Constitution, at the start of each semester.

### ARTICLE VIII – AMENDMENTS

This Charter may be amended or altered by a majority vote of the USG Senate (S. Const. §308).

### ARTICLE IX. CHARTER RATIFICATION

Upon a 2/3 vote of the USG Senate, this charter shall be considered established and operational. When this charter is enacted, the previous Projects Board charter will no longer have authority.