



# **The Eagle's Nest Fund**

## **Policy on Eagle's Nest Funding**

### **Section 1: Purpose Statement**

- A.) The purpose of The Eagle's Nest Fund is to assist registered student organizations with that directly benefit the Student Body of the University of North Texas.

### **Section 2: Composition**

- A.) Eagle's Nest will be overseen by the Director of Student Allocations, herein referred to as the 'Director', who shall:
  - a. Serve as a Student Government Association (SGA) Executive Branch member at the discretion of the SGA President.
  - b. Meet all requirements for the SGA Executive Branch.
- B.) The Eagle's Nest committee shall consist of the Director and at least five other UNT students selected by the Director.

### **Section 3: Duties of the Director**

- A.) The Director shall schedule dates, times, and locations for the Eagle's Nest committee to meet and review funding requests received.
- B.) The dates and times of the Eagle's Nest committee be determined at the discretion of the Director and will be announced by the third (3) Senate meeting of each long semester.
- C.) The expectations of SGA Resource Meetings will be announced at the first (1) Senate meeting of each long semester.
- D.) The Director will review and send applications to Student Activities to confirm eligibility.
- E.) The Director will set deadlines for the student organization that has been granted funding to submit all funding paperwork.
- F.) The Director will maintain funding records for a minimum of five fiscal years.
- G.) The Director will represent Eagle's Nest on various University Committees, actively correspond with Student Activities, and serve as the official representative of Eagle's Nest Fund.
- H.) The Director shall send any promotional materials approved by the Eagle's Nest committee to the SGA Communications Director for publication on SGA social media accounts.

- a. Any promotional materials published by the SGA on its accounts for the purpose of this section shall be accompanied by a statement indicating that the materials and event promotions come from the Eagle's Nest Committee.
- I.) The Director is responsible for updating the Eagle's Nest Policy, if necessary, and submitting it to the Student Senate annually.
- J.) The Director is responsible for maintaining and ensuring adherence to the Code of Conduct
  - a. The Code of Conduct may be amended by the Director at their discretion
  - b. The most recent Code of Conduct must be posted on the SGA website in a timely manner by the SGA Communications Director

#### **Section 4: Duties of the Eagle's Nest Committee**

- A.) At least one member of the Eagle's Nest committee or a member of the SGA Executive Branch are required to attend an Eagle's Nest funded event.
  - a. An Eagle's Nest committee member will not deny funding due to not being able to attend an event.
- B.) Eagle's Nest committee members and the SGA Executive Branch members must submit Event Report Forms, for each event that they attend, to the Director.
- C.) A committee member must report a conflict of interest to the Director and is recommended to abstain from voting on that specific application.
- D.) Eagle's Nest committee members are required to attend at least two (2) Eagle's Nest funded events per semester. Failure to do so will may result in removal from the committee.
- E.) The Director will cast a vote in the Eagle's Nest Fund Committee, only in the case of a tie, or if asked to by a simple two-third (2/3) majority vote of the committee.
- F.) Eagle's Nest committee members shall adhere to the established Code of Conduct.
  - a. Failure to adhere to the Code of Conduct may constitute cause for removal from the Eagle's Nest committee.

#### **Section 5: Funding Requirements**

- A.) Student organizations can apply for up to \$2,500 per program, but any amount exceeding this limit will need to gain approval through the UNT SGA President.
- B.) Eagle's Nest funding shall consist of money allocated annually from the Student Service Fee Committee.
- C.) To receive funding, an organization must be officially registered with Student Activities and meet all requirements set forth by the Student Government Association By-Laws.

- D.) All organizations receiving Eagle’s Nest funding must provide events that directly benefit the Student Body of the University of North Texas, and do not detract from the image of the University.
- E.) Eagle’s Nest funding will only be granted to registered student organizations who do not receive any student service fees.
- F.) All programs receiving Eagle’s Nest funding must serve for the betterment of campus life, present an opportunity for student involvement, are free, open, on-campus or virtual, and provide equal access to all students where reasonable accommodation can be made.
- G.) The Eagle’s Nest committee will not deny funding on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.
- H.) Funding requests for specific programs must be submitted at least four (4) weeks prior to the programming date and may only be granted for events taking place within the academic semester in which they were considered.
- I.) Under extenuating circumstances at least one week prior to the event, the Eagle’s Nest committee, by a two-thirds majority vote, can hold a vote to alter the timeline mentioned in Section 5, Point H.
- J.) The link to the Eagle’s Nest application must be located on the Student Government Association website along with a copy of the Eagle’s Nest By-Laws.

### **Section 6: Organization Responsibilities**

- A.) Student organizations must submit an Eagle’s Nest application at least four (4) weeks prior to the programming date—the submission of an application after the four (4) week deadline will result in a denial. Applications are considered submitted once the president/chief officer and advisor of the organization approve on Orgsync.
- B.) Student organizations are required to attend a resource meeting prior to submitting an application for funding. Attending a resource meeting after an organization has submitted an application will result in a denied application.
  - a. Attendance at (1) resource meeting ensures eligibility for funding for the entire academic school year.
- C.) For events, student organizations must submit an Event Application with Student Activities prior to applying for Eagle’s Nest. Not doing so will result in a denied application.
- D.) If an application is denied the student organization must submit a new application, keeping in mind the requirements of Section 5, Point H.
- E.) The organization must advertise the program and any marketing materials must have the Eagle’s Nest logo on it. Marketing materials submitted in the Eagle’s Nest funding application must have the Eagle’s Nest logo present.

- a. The Eagle's Nest committee and Director shall have the authority to require organizations to resize the Eagle's Nest logo, if deemed necessary.
    - i. The Director shall have voting authority in order to make a determination on necessary logo adjustments.
  - b. The Eagle's Nest logo will be made available on the SGA website.
- F.) Before receiving funding, the president/chief officer and the advisor of the organization requesting funds must approve the Eagle's Nest application, agreeing to adhere to the terms and conditions of Eagle's Nest.
- G.) Organizations that fail to submit the purchase request form, invoice, marketing materials, and/or other documents required by the deadline set by Director will result in a denial of funding. It is the obligation of the student organization to meet all requirements set by the Director.
- H.) If an organization breaks the Eagle's Nest funding agreement, the Eagle's Nest Committee, in conjunction with Student Activities will revoke funding and/or remove funding privileges and eligibility of the organization for any set amount of time to exceed no longer than two long semesters.
- I.) Any organization demonstrating activity not congruent with the mission or objectives of the University of North Texas will have funding privileges suspended upon agreement of the SGA President and the SGA Advisor.
- J.) Funding requests will be considered on the basis of merit and when the application was turned in. Even if an organization meets the requirements for funding, allocation of funding is not guaranteed.
  - a. There is no limit to how many times an organization applies for funding per semester; however, this does not guarantee funding for every request submitted.
- K.) The Eagle's Nest committee shall meet at least four times a semester to review applications received. The Committee may approve, deny, or change the amount of funding disbursed.
- L.) Upon approval from the Eagle's Nest committee, the expenditure of funds will be processed through Student Activities.
- M.) After receiving funding, according to University Policy, any purchases made online or that need to be mailed will be required to be delivered to Student Activities and must be picked up within 2 business days.
- N.) All funds awarded can only be used for specific program items approved by the Eagle's Nest committee.
- O.) All approved items will be purchased for the student organization by the Student Government Association/Student Activities. Student organizations cannot purchase items and be reimbursed unless deemed necessary by and approved by Student Activities.

- P.) When applicable, organizations must provide copies of receipts to Student Activities for record keeping purposes no more than 1-2 weeks following the purchase of a product.
- Q.) Eagle's Nest funds may not be used for membership fees, any form of gifts or awards, expenditures that go above and beyond standard fees, scholarships, conference fees, voluntary gratuities, travel, the purchase of alcohol, organization t-shirts, direct monetary contributions to charity, mission trips, organizational banquets, ticketed events, software, or any expenses violating University Policy, the Student Code of Conduct, State or Federal Law.