

FAST: Funding Body Constitution

Article I: Charge and Functions

Section A: Charge

FAST, the Facilitators for Allocating Student Taxes, are responsible for ensuring that registered student organizations and non-affiliated students can access funding for events that serve the interests of the Williams community.

Funding facilitators are not the gatekeepers of funds, rather they *help* registered student organizations and students access funding to provide programming and activities for the student body.

Funding facilitators are charged with assisting treasurers of registered student organizations or students at-large with budget requests, ensuring that funding is provided and prioritized for events that are catered towards the community, and providing all of the administrative work that is needed for registered student organization funding.

Funding Facilitators are responsible for facilitating access to the Student Activities Fund and acting as fiduciaries to the student body.

All powers and responsibilities not enumerated in this Constitution are reserved to their respective bodies, or to the students.

Section B: Functions:

1. Host two standing meetings each week. The first portion of these bi-weekly meetings are open office hours, dedicated to helping students write and submit budget requests. The latter portion is used to approve and administer funding to students.
2. Act as facilitators on behalf of students and registered student organizations in an effort to locate and secure funding from relevant and appropriate external sources at the College.
3. Oversee the approval of annual budgets submitted by student groups each spring, within the rules and allocations detailed in this document and the community funding standards.
4. Funding facilitators must maintain a comprehensive list of all budgets submitted throughout the fiscal year, including the final decisions of FAST, as well as the justifications for its decisions. This list shall be made accessible to the entire student body in a readily accessible format that requires no requests or qualifications for access.
5. Approve all funding requests that adhere to the bounds and principles outlined in this Constitution.

Section C: Budget Review Procedures

1. Amendments & Rejection
 - a. Funding Facilitators may not request an amendment to any submitted budget without the votes of three of its constituent members.
 - b. Any requesting organization or student may decline to amend a submitted budget

FAST: Funding Body Constitution

- request.
- c. Funding Facilitators may not reject any budget request for which they have not requested an amendment.
 - d. Funding Facilitators may not reject any amended budget request without the votes of four of its constituent members.
 - e. Funding Facilitators shall not have quorum to vote on any budget request without the presence of at least four of its constituent facilitators.
2. Rejection Appeals:
- a. All rejected budget requests of an amount of \$2500 or less will automatically be reviewed by the advisory panel to FAST. Funding Facilitators must furnish the original request, all supporting documentation, as well as the justification for rejection to the panel within twenty-four hours of a rejection.
 - b. The advisory panel may overturn the rejection of a budget request in part or whole, up to the originally requested amount, not to exceed \$2500.
 - c. The advisory panel has the final review of all rejected budget requests of an amount less than \$2500, and can only overturn rejected funding requests. The advisory panel has no power to allocate funds not originating from a rejected request.
 - d. All overturned rejections will be immediately funded, so long as funds remain in the respective parties' sector allocation. Budget requests originating from a sector allocation with insufficient funds will not be funded in any amount greater than the funds remaining in the sector allocation.
 - e. Upon receipt of a written petition for an overture of the rejection of a budget request from the advisory panel *or* funding facilitators, with signatures representing at least ten percent of the enrolled student body, FAST shall be responsible for holding a campus-wide referendum, with the following parameters:
 - i. Referenda must be held within ten days of the receipt of a valid petition.
 - ii. The original signed petition in its full length shall be posted no less than three days before voting begins.
 - iii. An optional written response from the advisory panel and/or funding body shall be posted no less than three days before voting begins, if available.
 - iv. Voting shall be open for no less than five days.
 - v. A failure to reach a simple majority vote in support of the funding reversal/overture will result in the decision of FAST or the advisory panel being upheld.
 - vi. A simple majority from the voting members of the student body in support of a referendum to overturn a decision of FAST will result in the immediate nullification of the decision by FAST petitioned in the referendum, except where prohibited by College policy. In cases of rejected funding requests, funding will be immediately allocated, except in cases where the sector allocation has no funds remaining.

Section D: Bylaws

FAST: Funding Body Constitution

1. FAST may establish bylaws for procedure not enumerated in this Constitution by a four-fifths majority vote of its members, as well as the approval of the advisory panel.
2. Bylaws shall remain in effect between terms. The bylaws not enumerated in this Constitution may be amended by a four-fifths majority vote of FAST, as well as full approval of the advisory panel.
3. No bylaw may be created or modified in conflict with the language or intent of this Constitution.
4. Bylaws and amendments to the bylaws may not take effect until the fiscal year following their approval.

Article II: Composition and Compensation

Section A: Membership

FAST is composed of five students that serve as *funding facilitators*. Each student on FAST is representative of the range of registered student organizations at Williams. The funding facilitators are as follows:

- (1) Student that is affiliated with Competitive Teams;
- (1) Student that is affiliated with Performance Groups;
- (1) Student that is affiliated with a Minority Coalition group;
- (2) Student member-at-large.

Section B: Compensation

1. Funding facilitators shall be compensated for labor provided to the student body in the facilitation and administration of the Student Activities Fund by a stipend defined in the bylaws.
2. Compensation for the labor of the funding facilitators shall be provided by the following, in order of preference:
 - a. Any available external funding source at the College.
 - b. If external funding is unavailable from the Student Activities Fund, prior to the allocation to the enumerated sector funds.
3. Any amendment to the compensation for the funding facilitators must be approved by the advisory panel.
4. No change to the compensation for funding facilitators may take place until after the conclusion of the academic/fiscal year in which the amendment is approved.

Section C: Terms and Elections

1. Funding facilitators shall serve a term that begins with the solicitation of annual budget requests in late spring, and ends upon the completion of the annual Student Activities Fund Audit at the conclusion of the academic/fiscal year they are elected to facilitate.
2. Outgoing funding facilitators are responsible for all requests to the fiscal year Student Activities Fund for which they were elected to facilitate, but do not approve annual budgets for the following academic/fiscal year following their term.
3. Newly elected funding facilitators are responsible for approving the annual budgets for the

FAST: Funding Body Constitution

following academic/fiscal year but do not hold power to facilitate budget requests during the semester in which they are elected.

4. Elections will be held once per year, concluding no later than April 1st for facilitators of the following academic/fiscal year Student Activities Fund.
5. Campus-wide elections shall be held using ranked-choice voting methods within each affiliated sector.
6. The outgoing funding facilitators will be responsible for conducting the elections of the funding facilitators of the Student Activities Fund for the following academic/fiscal year.

Section C: Eligibility

1. Candidates must be currently enrolled students at Williams College.
2. Candidates must remain on campus throughout the entirety of their term.
3. A student is only eligible to run for one position on FAST.
4. No person may simultaneously hold more than one seat on FAST.
5. No person(s) may run on a joint or split ticket for a single position on FAST.

Article III: Meetings

Section A: Quorum

FAST shall not have quorum to vote on any budget request without the presence of at least four of its constituent facilitators.

Section B: Attendance

Attendance rules shall be established in the bylaws. All members are expected to attend all required funding body meetings and to adhere to the rules of attendance.

Section C: Transparency

The first portion of all funding body meetings will be open to the entire student body, primarily to help registered student organizations create effective and accurate budgets that adhere to the community funding standards. FAST will also publicize all created documentation throughout the year, which includes but is not limited to registered student organization budgets and funding requests, rejected requests, approved requests, etc.

Article IV: Student Activities Fund, Sector Allocations, and Annual Budgets

Section A: Student Activities Fund

The Student Activities Fund is the total of all available annual funding that may be allocated by FAST. It is composed of the following sources:

- a. The entirety of the Student Activities Tax designated as the Student Activities Fee for the academic/fiscal year;
- b. All funds remaining from previous year(s) budgets not otherwise allocated in this Constitution;
- c. All external grants, donations, and other sources of supplemental funding that may

FAST: Funding Body Constitution

be allocated to the Student Activities Fund for the academic/fiscal year;

Section B: Sector Allocation

1. Excluding the compensation required for the funding facilitators, the Student Activities Fund is divided into the following sectors: Competitive Teams, Performance Groups, Minority Coalition Supplemental Funding, All Campus Entertainment, Williams Outing Club, and At-Large Organizations. Each sector shall be allocated a percentage of the total available Student Activities Fund for each academic year. Each Registered Student Organization will be affiliated and request funding from no more than one of the sectors defined below:
 - a. Competitive Teams: registered student organizations in which over 50 percent of spending includes uniforms and equipment, competition travel, coaching fees, or are otherwise primarily engaged in activities that are sports or competitive event-related.
 - b. Performance groups: registered student organizations in which over 50 percent of spending includes costumes, sets, and other performance costs, or are otherwise primarily engaged in activities that are performance-related.
 - c. Minority Coalition Supplemental Funding: Registered Student Organizations that have the Minority Coalition designation and/or are otherwise supported by the Davis Center.
 - d. All Campus Entertainment (ACE): ACE, as well as all affiliated or wholly contained sub-organizations.
 - e. Williams Outing Club (WOC)
 - f. At-Large: Registered Student Organizations not affiliated or associated with any of the other four sectors, or any individual student not requesting funds for an affiliated organization.
2. Registered student organizations may request or petition for a recategorization of their respective sector allocation designation if incorrect, or if their organizational mission has changed. The following provisions shall be followed for recategorization:
 - a. All requests for a recategorization of sector allocation designation must be submitted to and approved by FAST before the solicitation of annual budgets.
 - b. Requests for a recategorization of sector allocation designation must pass with a four-fifths vote of FAST and approval of the panel of advisors.
 - c. Any changes to the designation of any student organizations made by FAST will take effect for budgets occurring during the next fiscal year.
3. The percentage of the total available Student Activities Fund allocated to each sector is as follows, and may only be changed by student referendum outlined in Article V, Section A:
 - a. All Campus Entertainment (ACE): 28 percent
 - b. Williams Outing Club (WOC): 7 percent
 - c. Competitive Teams: 26 percent
 - d. Minority Coalition Supplemental Funding: 10 percent
 - e. Performance Groups: 9.5percent
 - f. At-Large: 19.5 percent

FAST: Funding Body Constitution

Section C: Annual Budgets

1. Funding Facilitators must use all available information from the previous fiscal/academic year, the Office of the Comptroller, Office of Campus Life, and other means to determine an estimate of the full amount of the Student Activities Fund for the fiscal/academic year for which they are facilitating for use in the annual budgets solicitation and approval process.
2. Upon confirmation of the amount of all funds that constitute the Student Activities Funds from the Office of the Comptroller and the Office of Campus Life, the final Student Activities Fund and sector allocations shall be published
3. In cases in which the finalized amount of the Student Activities Fund is lower than the estimated Student Activities Fund determined for use in the annual budget process, the difference in each sector allocation shall be first taken from the 10% buffer from each allocation that is not allocated during annual budgets, and any further required reductions taken equally from all approved annual budgets.
4. The sum of all approved annual budgets within a sector, excluding All Campus Entertainment and Williams Outing Club, may not exceed 90 percent of the total amount of funds available in their respective sector for each respective academic/fiscal year.
5. The remaining 10 percent of each sector allocation not approved for annual budget spending is designated as the “buffer,” and shall be used only for supplemental requests, unforeseen expenses, and new clubs.
6. All registered student organizations that were recognized by the College by December 31st of the previous calendar year are eligible to submit an annual budget request.
7. No annual budget may be approved within a sector until the sum of all budgets within said sector is at or below 90 percent of the total available sector allocation, excluding the sector allocation for All Campus Entertainment and Williams Outing Club.
8. No more than 60 percent of sector funds not allocated during the annual budgeting process may be approved for budget requests occurring during the fall semester.
9. Annual budget requests must adhere to the same community standards outlined in the bylaws document, or the Constitution and bylaws of their respective allocating organization.
10. The newly elected funding facilitators shall begin soliciting annual budgets for the following academic/fiscal year from all registered student organizations no earlier than April 1st and may not begin reviewing budgets for approval until May 1st.
11. No student organization may request or be allocated funds from a sector allocation from which they are not affiliated.
12. All Campus Entertainment (ACE) and Williams Outing Club (WOC) must submit an annual budget specified at the sub-organization level for approval, but fall under the standards of their own Constitution and bylaws.
13. Once their annual budget is approved, All Campus Entertainment is awarded the entirety of their sector allocation and is responsible for subgroup funding within their respective sector and adhering to the funding rules and guidelines set within the All Campus Entertainment Constitution and bylaws.
14. If the annual budget submitted by Williams Outing Club is greater than the amount of money allocated to their sector, the difference will be covered by money in the Competitive Teams sector provided that the annual budget submitted is less than 34,000 dollars.

FAST: Funding Body Constitution

15. Once their annual budget is approved and provided that their membership fee for students is 0 dollars, Williams Outing Club is awarded the entirety of their sector allocation and is responsible for subgroup funding within their respective sector and adhering to the funding rules and guidelines set within Williams Outing Club Constitution and bylaws.
16. Any unused funds within any sector, registered student organization, or other account, excluding the National Competitions Reserve, will be reclaimed at the end of the academic year into the Student Activities Fund for the following academic year.

Section D: Nationals Competition Reserve

1. 20 percent of the total Competitive Teams sector allocation, prior to any annual budgeting, is specifically apportioned as the National Competitions Reserve.
2. The National Competitions Reserve shall only be used to fund competitive teams participating in national-level competitions for which they have qualified during the academic year.
3. The National Competitions Reserve may not be allocated during the annual budgeting process, and no annual budget may include requests for national-level competitions.
4. Given that the National Competitions Reserve is a restricted portion of a sector allocation, any unused funds remaining in the National Competitions Reserve shall carry forward into the Competitive Teams sector allocation, and will not be reclaimed to the Student Activities Fund at the end of the academic/fiscal year

Article V: Referenda and Constitutional Amendments

Section A: Referendum on Sector Allocations:

1. Any Recognized Student Organization or individual student may petition for a campus-wide referendum to modify the sector allocations of the Student Activities Fund, with the following parameters:
 - a. All petitions must include a complete allocation of the Student Activities Fund, with the sum of all sector percentages being no more than 100 percent.
 - b. No petition may re-allocate more than 5 percent of any individual sector within a given academic year.
 - c. Referenda to modify the allocation of the Student Activities fund must be completed prior to the solicitation of annual budgets for the academic year for which the petition seeks to modify.
2. Upon receipt of a written petition for a reallocation of sector budgets, with signatures representing at least ten percent of the enrolled student body, FAST will be responsible for holding a campus-wide referendum, with the following parameters:
 - a. Referenda must be held within ten days of the receipt of a valid petition. The original signed petition in its full length shall be posted no less than three days before voting begins.
 - b. An optional written response from the advisory panel or funding body shall be posted no less than three days before voting begins, if available.
 - c. Voting shall be open for no less than five days.

FAST: Funding Body Constitution

- d. A simple majority from the voting members of the student body in support of the sector reallocation will trigger an immediate reallocation of sector funding for the following academic/fiscal year.
- e. A failure to reach a simple majority vote in support of sector reallocation will result in no change to the sector allocations outlined in this Constitution.

Section B: Constitutional Amendments

Campus-wide referendum on Constitutional amendments shall be conducted on a four-fifths vote of FAST and approval of the panel of advisors, or upon written petition with signatures representing at least ten percent of the enrolled student body, adhering to the following parameters:

- a. Referenda must be held within ten days of the receipt of a valid petition.
- b. The original signed petition in its full length shall be posted no less than three days before voting begins.
- c. An optional written response from the current funding body shall be posted no less than three days before voting begins, if available.
- d. Voting shall be open for no less than five days.
- e. A simple majority from the voting members of the student body in support of the referendum for a Constitutional amendment will result in the modification of this Constitution to the letter of the referendum, except where prohibited by College policy.

Article VI: Recall

Section A: Vote to Recall Funding Facilitators

Upon receipt of a written petition for recall of a funding facilitator with signatures representing at least ten percent of the student body, FAST will be responsible for holding a campus-wide recall vote within ten days, with the following parameters:

- a. The original signed petition in its full length shall be posted no less than three days before voting begins.
- b. An optional written response from the recalled member shall be posted no less than three days before voting begins if available.
- c. Voting shall be open for no less than five days.
- d. A simple majority from the voting members of the student body in support of the recall will trigger an immediate campus-wide election to fill the open seat for the remainder of the academic/fiscal year. The recalled member is not eligible to participate in the subsequent election.
- e. A failure to reach a simple majority vote in support of the recall will result in the member serving the remainder of their term.

FAST: Funding Body Bylaws

Article I. Election Supervisory Panel and Elections

Section A: Composition

1. FAST shall designate at least three of its constituent members to serve on the Election Supervisory Panel.

Section B: Duties

1. The panel will ensure that any campus-wide elections are free and fair and will be responsible for overseeing all campaign rules.
2. The panel shall be responsible for conducting and publicizing the elections.
3. The panel shall verify the results and announce them to the student body within twenty-four hours of the conclusion of the voting window.
4. The panel shall ensure that requests for self-nominations are solicited and advertised for at least one week before the first day of elections.
5. The panel shall ensure that the voting period is open for at least five days, and includes a full listing of all qualified self-nominations.

Section C: Functions

1. The panel shall be empowered to supervise elections and raise potential violations to FAST.
2. Upon suspected violation of campaign rules, the Election Supervisory Panel shall raise the issue with the accused candidate(s). If satisfactory action is not taken on behalf of the candidate, then the panel shall raise the suspected violation with the full funding body.
3. The panel may recommend penalties to the full funding body, whereupon they may be voted on under normal FAST voting rules, and ultimately approved by the panel of advisors.
4. Violations include but are not limited to the failure to adhere to campaign rules put forth in these bylaws, or other acts of bad faith, such as the destruction of campaign materials, deliberate misinformation, etc.
5. Upon request of the elections supervisory panel, candidates must submit a list of expenditures made by the candidate or others on their behalf.
6. In the case of grievous wrongdoing and/or violations of the campaign rules, the panel may recommend the annulment of an election, and the convening of an election that adheres to the principles of fairness outlined in this document, with the approval of the panel of advisors.
7. In such a situation an emergency meeting of FAST shall be convened to consider the recommendation. A four-fifths majority vote of FAST, with any accused members abstaining, as well as the approval of the advisory panel, shall result in the elections being declared invalid. New elections shall be held within ten days of an invalidation, with all non-sanctioned candidate self-nominations automatically included.

FAST: Funding Body Bylaws

Section D: Election Procedure and Campaigning

1. Candidates
 - a. Self-Nominees must declare all registered student organization affiliations on their self-nominations, and may only self-nominate for one of the five representative positions.
 - b. No person(s) may run on a joint or split ticket for any single position on FAST.
2. Campaigning
 - a. Campaigning shall be allowed to begin upon the closure of the self-nominations window. No campaign materials may be distributed or displayed before this date. Campaign materials include, but are not limited to: posters, daily messages announcements, mailings, and social media posts.
 - b. No candidate may spend more than \$25 on any campaign-related activities or expenditures.
 - c. Violations include failure to adhere to the campaign rules put forth in these bylaws or other acts of bad faith, such as the destruction of campaign materials, etc.
 - d. The elections supervisory panel shall hold a candidate forum, if available and feasible during the campaigning period.

Section E: Write-In Candidacies

1. If a write-in candidacy occurs, they shall be considered a valid candidate and shall be treated as such.
2. The write-in candidates shall follow the rules which apply to all candidates.
3. The write-in candidates shall be included in the rules governing runoff elections.

Article II: Advisors

Section A: Panel of Advisors:

Advisors to FAST are charged with providing advice, support, and review of rejected funding requests. They serve as experts on other funding sources at the College, as well as conduits to various offices that can help facilitate funding requests. The advisory panel has the final review of all rejected budgets under \$2,500 and can overturn the rejection of funding requests below this amount. The advisory panel is also charged with approving all increases and decreases in compensation for funding facilitators, and other changes to these bylaws. The advisors are as follows:

- (1) Staff member affiliated with the Office of Student Life;
- (1) Staff member affiliated with the Davis Center;
- (1) Staff member affiliated with the Dean's office.

Article III: Funding Policies

Section A: Budget Request Standards

1. Registered student organizations must adhere to the rules laid out in the Constitution and bylaws when applying for funding.

FAST: Funding Body Bylaws

2. FAST has the authority to reject any budget request that does not adhere to the community standards, grossly violates the community guidelines, or fails to adhere to the Constitution or bylaws laid forth.
3. FAST must notify any organization or individual of a rejection or request for amendment within twenty-four hours of its decision.
4. All money spent using a purchasing card must adhere to the rules laid out in the Constitution and bylaws. The student who requested to use the purchasing card will be held personally and financially responsible for any charges that are not in accordance with the rules.
5. Unapproved or inappropriate use of purchasing cards will result in the offending purchases being charged to the individual student's term bill by a four-fifths vote of FAST.
6. Organizations that are funded directly by the Student Activities Tax are not eligible to submit budget requests.

Section B: Audits

At the request of FAST, a registered student organization treasurer must complete an itemized audit. These audits must be received by the due date set by FAST, which shall not be within two weeks of the date of request. All Audits must subsequently be made publically accessible. The audit must contain the following:

- a. An itemized list and description of all expenditures for the past fiscal year;
- b. A list of all sources of revenue for the past fiscal year;
- c. A complete inventory of all items purchased using Student Activities Funds and the location or disposition of these items.

Section C: Facilitator Compensation

1. Funding facilitators shall be compensated for labor provided to the student body in the facilitation and administration of the Student Activities Fund by a stipend set at the amount of \$800 per semester of the academic/fiscal year for which they are elected to facilitate.
 - a. For purposes of compensation, the solicitation and approval of annual budgets is compensated as part of the fall semester stipend.
 - b. For purposes of compensation, the Winter Study period is compensated as part of the spring semester stipend.
 - c. Compensation for the labor of the funding facilitators shall be provided by the following, in order of preference:
 - i. Any available external funding source at the College.
 - ii. If external funding is unavailable, from the Student Activities Fund, prior to the allocation to the enumerated sector funds.
2. Any amendment to the compensation for the funding facilitators must be approved by the advisory panel.
3. No change to the compensation for funding facilitators may take place until after the conclusion of the academic/fiscal year in which the amendment is approved.

Article IV: Community Standards and Guidelines

FAST: Funding Body Bylaws

Section A: Community Standards

The following community standards are established to ensure that money is fairly allocated among the student body, follows the conditions outlined by the Constitution and bylaws and is primarily spent on activities that nourish the campus community. All community standards are superseded by the restrictions laid forth in the Constitution of this body, College policy, and Office of Accessible Education guidelines. The Community Standards are outlined below:

- a. Events
 - i. All events funded by FAST must be free of cost for all students in attendance, and may not charge dues, admission fees, or required donations.
 - ii. All events must adhere to the rules of the College and may not violate any stipulation of the Williams's Code of Conduct.
 - iii. Retroactive funding requests shall only be considered in unusual and extreme circumstances, and shall only be approved in accordance with all other bylaws and by unanimous vote of FAST.
 - iv. FAST shall not fund alternative spring break service trips.
 - v. FAST shall not fund honoraria for Williams faculty members or staff.
 - vi. The Student Activities Fund may not be used for activities normally funded through the College, such as salaries of instructors of accredited courses or scholarships for courses taken for credit.
- b. Food
 - i. No off-campus meals will be approved for funding with the exception of the travel per-diem outlined in this document.
 - ii. No Alcohol will be approved for funding in any budget request under the purview of the Community Standards outlined in this document.
 - iii. No on-campus funding for food will be approved at an amount above \$7 per-person, per-event. Registered student organizations and individual requestors must submit attendance estimates before receiving funding for food.
 1. This amount is intended to reflect the cost of providing snacks or reasonably priced food for community events.
 2. For public-facing events, the requestor must provide an attendance estimate and their method of calculation, which shall be reviewed by FAST.
- c. Travel:
 - i. Hotel rooms for approved travel cannot exceed \$35 per person per night of travel and travel cannot exceed seven nights for purposes of funding.
 1. This standard is superseded by the guidelines for accessible education as outlined by the Office for Accessible Education. Any budget that explicitly requests, notes, or is reasonably assumed to need an accommodation as outlined in the guidelines for accessible education must be financially accommodated.
 2. Any request reasonably assumed to need an accommodation should be identified, and all questions of need directed to the Office of Accessible Education.

FAST: Funding Body Bylaws

3. Medical professionals, chaperones, and coaches that are necessary for travel will be funded at a rate that is no greater than four times the individual student rate.
- ii. Travel food per-diem is set at \$20 per full day, the requesting students will be off-campus.
 1. A full-day shall be defined as any length of time off-campus that exceeds 12 hours.
 2. A half-day shall be defined as any amount of time off-campus for less than 12 hours, but more than 4 hours, and approved for 50% of the full day per-diem.
 3. This standard is superseded by the guidelines for accessible education as outlined by the Office for Accessible Education. Any budget that explicitly requests, notes, or is reasonably assumed to need an accommodation as outlined in the guidelines for accessible education must be financially accommodated.
 4. Any request reasonably assumed to need an accommodation should be identified, and all questions of need directed to the Office of Accessible Education.
- iii. Ground transportation will be reimbursed at the following rates, and are approved in the following order of preference for the following vehicles:
 1. College vehicles: provided free of charge by Williams College;
 2. Personal Cars: 20 cents per mile for gas and expenses;
 3. Zipcar: full reimbursement for rental fees for a maximum of three days; only eligible if the registered student organization was unable to use College cars due to availability, and personal vehicles are unavailable;
 4. Enterprise Rental Service: 20 cents per mile for gas and expenses and full funding for rental and insurance fees for a maximum of three days; only eligible if a registered student organization was unable to use college cars due to availability;
 5. Buses: FAST will approve requests under the stipulation that buses are the least expensive form of transportation for the requesting group.
 6. Airfare shall only be funded under extreme circumstances in which it is the lowest total cost of travel, as determined by FAST.
 7. FAST will reimburse reasonable requests for parking and road tolls as required for authorized travel.
 8. The above standards are superseded by the guidelines for accessible education as outlined by the Office for Accessible Education. Any budget that explicitly requests, notes, or is reasonably assumed to need accommodation as outlined in the guidelines for accessible education must be financially accommodated.
 9. Any request reasonably assumed to need an accommodation should be identified, and all questions of need directed to the Office of Accessible Education.

FAST: Funding Body Bylaws

- d. Vehicles:
 - i. FAST will not approve funding requests for the ownership of private vehicles or the purchase thereof by organizations or individual students.
 - ii. FAST will not approve funding requests related to the maintenance or supply of privately owned vehicles, outside of the reimbursement for mileage travelled.
 - iii. FAST will not purchase, maintain, or provision any vehicle owned in part or whole by the College, registered student organizations, or any constituent part thereof, with the exception of the reimbursement for mileage outlined in this document.
- e. Items:
 - i. No funding should be provided for items that will eventually belong to individuals, including prizes or other in-kind gifts at events. All items purchased using funding from the Student Activities Fund are the property of the student body, and their location or disposition must be reported to FAST, except where otherwise defined in this document.
 - ii. No funding shall be provided for any aspect of an event that will be sold back to students, meaning funds provided by FAST cannot be used to accrue revenue for an organization unless the funding is paid back to FAST.
 - iii. No funding shall be used directly or indirectly to contribute to political campaigns, external political organizations (including and not limited to political parties or candidates), external religious organizations, or external charitable organizations.
 - iv. Newly recognized student organizations or organizations that have not been previously funded to purchase an organization banner, shall be allowed \$75 for the purchase of an organization banner. Existing organizations may request \$75 in funding to replace banners lost or damaged due to uncontrollable factors, or in order to replace a banner with an outdated organization name due to reorganization. Organizations that have been previously funded for the purchase of an organization banner shall not be approved for the purchase of an additional banner, except under the circumstances outlined in these bylaws.
- f. Student Compensation, prizes, and in-kind gifts:
 - i. No budget shall be approved that includes compensation or in-kind gifts for individual students with the following exceptions:
 - 1. Funds necessary to compensate the funding facilitators when other campus funds are unavailable.
 - 2. Compensation for specialized student skills and services that would otherwise be unavailable or more expensive if solicited outside the student body, only when required for an individual event.
 - ii. No budget shall be approved that includes compensation or in-kind gifts for individual student members of organizations performing tasks that would reasonably be expected to be performed as part of the normal participation in said group.
 - iii. Gift-Cards and in-kind gifts may only be approved in extreme circumstances in which they are provided as compensation for services or skills outlined in this document.
- g. Competitive Teams Sector:

FAST: Funding Body Bylaws

- i. For any competitive team that is *required* to have a coach, FAST will pay 45 percent of the coach's salary as approved by the College, and the College will pay the remainder.

Section B: Community Guidelines

The following community guidelines are established in order to ensure that funding is allocated and approved in a way that maximizes the benefit to the campus community. While these conditions are not legally binding, FAST is charged with prioritizing the following conditions:

- a. It is encouraged that money allocated to registered student organizations is used to fund events that are open to the entire student body. However, this body recognizes that there is power in creating affinity spaces and events for underrepresented groups of students and the positive value that they bring to the broader campus community, and they shall not be denied funding in the pursuit of this end alone.
- b. The Student Activities Fund should be distributed in an equitable manner, ensuring that the needs of the community supersede the needs of any individual or organization. The following considerations should be taken into account when funding an event or organization:
 - i. The degree to which funding will benefit the broader William community;
 - ii. The number of students that will be served with the funding request;
 - iii. The degree to which the event is demanded and accepted by the student body.

Appendix A: Categorizations of Student Organizations

Any new student organizations will be categorized by FAST according to the definitions laid forth in the Constitution. Any changes to the categorization of any student organizations made by FAST will take effect during the next fiscal year. Any Registered Student Organization not mentioned in this appendix is considered to be in the At-Large sector, unless otherwise designated.

Competitive Teams

Williams Archery Williams Chess Club Climbing Club Debating Union	Williams Fishing Club Mock Trial Nordic Ski Purple Valley Track Quiz Bowl	Soccer League Williams Squash Club Surf Club Williams Firefighters Association
--	---	--

Minority Coalition Groups

Asian American Students in Action (AASiA) Black Student Union (BSU) B-STEM Chinese American Student Organization (CASO)	International Student Association (ISA) Muslim Student Union (MSU) Nihonjin American Student Union (NASU) OurStem+	Students For Israeli and Palestinian Dialogue Students For Justice in Palestine (SJP) Vietnamese Student Association (VSU)
--	---	---

FAST: Funding Body Bylaws

Coalition for Immigrant Student Advancement (CISA) Feminist Collective (FemCo) Gospel Choir Hindu Students Association (HSA) Koreans of Williams (KoW)	Queer Student Union (QSU) Sisterhood Society of Griffins South Asian Student Association (SASA) Students of Caribbean Ancestry (SoCA)	Vista: The Latinx and Allies Student Organization Williams African Students Organization (WASO) Williams College Jewish Association (WCJA)
--	---	--

Performance Groups

¡Vive! Williams College Accidentals The Aristocows Asian Dance Troupe Cap and Bells Chamber Orchestra of Williams Combo Za Dance Dhamaka The Ephlats	Ephoria Good Question A Cappella Handbell Choir Jazz at Williams Nothin But Cuties Perennial Amateur Convention Purple Rain Ritmo Latino Sankofa Step Team SpeakFree	Springstreters A Capella Student Choreographers' Coalition The Freshman Revue The Williams Octet Treestyle Improvisational Comedy Williams Musicians Alliance Zambezi Marimba Band
--	---	--