

Constitution  
of the  
Student Finance Board  
The College of New Jersey

Updated 1/13/21

**Article I. Names**

**Section A** The name of this organization shall be The Student Finance Board of The College of New Jersey.

**Section B** The Student Finance Board may be referred to as “SFB” in all official and non-official documents pertaining to The Student Finance Board of The College of New Jersey.

**Article II. Purpose**

**Section A** The purpose of the SFB is to assess, allocate and distribute the Student Activity Fee (SAF) and the Student Activities Fund (the total amount of money available from the Student Activities fees) in a financially responsible manner for the purpose of engaging TCNJ students in constructive programming and services that promote the values of education, entertainment, service, diversity and recreation.

**Section B** Additionally, it shall be the purpose of the SFB to establish criteria under which individuals or organizations are eligible to request and receive SAF funding and to inform these organizations of their responsibilities in relation to the use of the SAF.

**Section C** Additionally, it shall be the purpose of the SFB to allocate the SAF by accepting and evaluating requests for funds, determining the validity of these requests, and deciding the amount of money, if any, to be granted.

**Section D** Additionally, it shall be the purpose of the SFB to develop, implement and enforce procedures and policies relating to the assessment, allocation and disbursement of the Student Activity Fee.

**Article III. Scope of Authority**

**Section A** The President of the College has delegated the authority of all matters pertaining to the allocation and disbursement of the SAF to the Vice President of Student Affairs who in turn has delegated the authority to the SFB.

**Section B** In terms of accounting for all allocations of the SAF, the SFB is held responsible by the President of the College, the Vice President of Student Affairs and the student body at The College of New Jersey.

**Article IV. Separation of Authority**

The SFB and Student Government (SG) are separately constituted organizations, composed of elected student representatives, charged with representing the interests of the student body at The

College of New Jersey. The rationale for two separate organizations is based on the principle of checks and balances as well as the interests of the student body at TCNJ. The complex system of allocating and disbursing the SAF demands a separate organization be given this responsibility so that the politics of governance can be separated from the business of programming. a. In recognition of the SFB's accountability to the student body at TCNJ the SFB will allow for two (2) elected members of the SG to serve as voting members of the SFB. b. At no time may a member of the SG Executive Board serve on the SFB and vice versa with the exception of the SG VP of Administration & Finance.

- c. SFB is responsible for obtaining yearly budgets from all funded organizations, using these budgets to create a master operating budget for the coming academic year, and presenting this master budget to the SG for endorsement. Once this budget has gained the endorsement of the SG, the budget will be forwarded to the Vice President of Student Affairs for final approval.

Matters of dispute between any of the following: SFB, SG, or VPSA, shall follow an escalation process as defined below unless otherwise defined within the Constitution and/or Funding Guidelines.

- a. For disputes between SFB and SG related to policy changes, these are escalated to the VPSA.
- b. For all other disputes not covered by existing policies and procedures, these are escalated to the VPSA. If still not resolved, these are escalated to the President of the College.

## **Article V. Membership**

**Section A** Except as otherwise provided in this section, student organizations are open and limited to all TCNJ students who meet the criteria of these organizations. No student who meets the other criteria of an organization can be denied membership on the basis of a protected class: age, race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), marital status, civil union status, domestic partner status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Exceptions include:

- a. Religious qualifications may be required by organizations whose aims are primarily sectarian.
- b. Sororities or fraternities that have been traditionally single sex organizations may limit membership to a single sex or gender expression.
- c. Club Sports teams recognized and advised through the College recreation program may limit membership to a single sex or gender expression provided there is a co-existing team of the same or substantially similar sport for the opposite sex or gender expression. **Section B** Elected Membership- Any full time undergraduate student may run for

either an appropriate Class position, Representative at Large, or Executive Board position. To be eligible to run for Executive Director, one must have been an elected (internal/external election) member of the SFB for at least one (1) full academic year.

## **Article VI. Structure**

SFB membership shall be divided into two (2) categories: Executive Board and General Board.

## **Article VII. Executive Board**

**Section A Membership-** The membership of the SFB executive board will be comprised of the following:

1. Executive Director
2. Financial Director
3. Operations Director
4. Assistant Financial Director
5. Administrative Director
6. Programming Director
7. Executive Assistant

**Section B** All members of the executive staff shall have (1) vote during SFB Executive Board meetings.

**Section C Election-** The election of the Executive Director, Operations Director, Administrative Director, Programming Director and Executive Assistant shall be accomplished by means of an internal election, to be conducted each spring, before the Budget Retreat. The election of Executive Director will occur in mid-February. Any individual who has previously served as a voting member of the SFB for at least one academic year may apply for Executive Director. All other Executive Board positions are open to the entire campus. The Executive Director will run the Executive Board election and the Executive Director-Elect will run the General Board election.

In order to run for any Executive Board position:

- a. Completed applications for Executive Board positions will be reviewed by the non running SFB members. After reviewing the applications the SFB members will have the opportunity to interview all of the candidates. The candidate receiving the majority of votes cast shall be elected.
- b. The Executive Director may vote in Executive Board elections

**Section D Continuity of Leadership-** The executive staff shall be structured so that continuity of leadership occurs.

- a. Should the Executive Director become temporarily unable to serve due to extenuating circumstances beyond her/his control, the Operations Director shall assume the duties and responsibilities of the Executive Director.

- b. Should the Executive Director vacate the position, the Operations Director shall assume the duties and responsibilities of the Executive Director for the remainder of the term.
- c. In the event of a vacancy in the Operations Director, Administrative Director or Programming Director positions, an internal election shall be conducted to fill the position.
- d. In the event of a vacancy in the Executive Assistant position, the position will be filled through an internal selection process, open to all students.

**Section E Assistant Financial Director and Financial Director** - Since the position of Assistant Financial Director and Financial Director require special skills on the part of the applicants, the positions will not be elected but rather appointed. The appointment of the Assistant Financial Director shall be accomplished by means of an application process, facilitated by the Financial Director. The Financial Director shall be responsible for scheduling meetings with all sophomore accounting students and shall explain the position, duties and responsibilities of the Assistant Financial Director. Any sophomore accounting major may submit an application for the Assistant Financial Director position. All applicants must be made aware that the position of Assistant Financial Director is a two-year commitment and applicants must be willing to make that commitment.

- a. The Financial Director shall review the applications and facilitate interviews for the Assistant Financial Director position. The Executive Director, Executive Director Elect, Operations Director, the Financial Director and the sitting Assistant Financial Director and Advisor of SFB must also be present at all interviews for the Assistant Financial Director position.
  - b. The selection choice will be made by a vote of the current Assistant Financial Director, Financial Director, the Operations Director, the Executive Director, and Executive Director Elect. An applicant must receive the majority of votes to be elected.
- c. The Assistant Financial Director shall be promoted to the position of Financial Director in his/her Senior year. Thus, when an Assistant Financial Director is hired in the Spring Semester of his/her Sophomore year, they are hired to fill both the position of Assistant Financial Director and Financial Director.
- Should the Financial Director no longer be able to perform his/her duties, the Assistant Financial Director will assume the role of Director and a new Assistant Financial Director will be appointed using the method described above.

## **Article VIII. General Board Members**

**Section A Membership** - The membership of the SFB General Board shall be

comprised of the following:

1. Two (2) representatives from the SG, one of whom must be the V.P. of Administration and Finance. The SFB will work with the SG to ensure that the positions are filled prior to the SFB training session in September.
2. Two (2) Senior Class Representatives
3. Two (2) Junior Class Representatives
4. Two (2) Sophomore Class Representatives
5. Two (2) Freshman Class Representatives.
6. Two (2) Representative at Large

**Section B** Elections - Elections for General Board members will take place after Executive Board elections and before the last meeting of the academic year. **Section C** Qualifications - Any full time undergraduate student may run for the position of Representative at Large. In order to run for a class position, a student must be a member of that class according to the Office of Records and Registration. **Section D** If all General Board positions are not filled at the designated time, the positions will again be advertised to the campus in the fall. These applicants will be interviewed by the SFB and the candidate with the highest number of votes will be appointed to the proper position.

**Section E** At the last regularly scheduled meeting of the academic year, the newly elected Board will take office after the external business.

### **Article IX. Open Meetings**

A student that desires to attend SFB meetings will be allowed to do so unless that student is a member of the presenting organization. Organization members are prohibited from being present during discussions of their organization's Special Appropriations requests.

### **Article X. Advisor**

The advisor to the SFB will be appointed by the Vice President for Student Affairs.

### **Article XI. Voting Membership**

**Section A** The voting membership of the SFB shall consist of the SFB Executive Board and General Board, with the exception of the Executive Director.

**Section B** The Executive Director may only vote to break a tie or when she/he has temporarily turned the Chair over to another member of the committee in which case that member would not vote. The Executive Director may only vote in matters of appointing new members to the board or removing members from the board.

**Section C** The SFB advisor does not carry a vote. However, the advisor is considered an active member of both Executive and General Board meetings and is therefore encouraged to offer both insight and guidance when appropriate.

**Section D** SFB members are not permitted to vote on motions pertaining to

organizations of which they are also a member, unless the motion is for the SFB. Furthermore, SFB members must excuse themselves from deliberation and voting on requests for organizations of which they are members.

**Section E** No organization may have more than three (3) members as voting members of the SFB. SG may only have four (4) voting members on the SFB, two of which must be the VP of Administration & Finance and his/her appointed liaison.

## **Article XII. Removal From Office**

**Section A** Any of the members of the SFB may be removed from office if it is found that they have violated the policies of the SFB or have not performed their job in a manner befitting an elected student representative at TCNJ.

**Section B** A 2/3 vote of the SFB will be required to remove a member from office. Action to remove a member may be initiated by any member of the SFB or by a petition containing the signatures of 1/2 of the treasurers of funded organizations.

**Section C** The member in question will be notified in writing via their TCNJ email of the charges against them at least one week prior to the meeting in which voting will take place. The member in question will have the opportunity to present his/her case to the members of the SFB prior to voting. The members of the SFB will then have the opportunity to ask the member in question for any information they deem relevant to the case. A 2/3 vote of the total membership of SFB is required to sustain the motion for dismissal. The member in question does not vote in this decision. Once a member is removed, he/she may not be reelected to the Board.

## **Article XIII. Meetings**

**Section A** The SFB shall meet each week, at a regularly scheduled time, unless a situation should be of such a nature that the Board should agree not to meet, however no meeting shall be cancelled with less than 24 hours notice unless there is an unscheduled college closure. If an emergency should arise that does not allow for voting during a regularly scheduled meeting, the Executive Director may poll the board by phone or e-mail. Confirmation of the final poll must be made at the next regularly scheduled meeting. The Executive Director may also call together the board for an emergency meeting if he/she deems it necessary, however no meeting shall held with less than 24 hours notice.

## **Article XIV. Attendance**

All members of the SFB Executive Board and General Board are expected to attend every scheduled SFB meeting. A member will be considered late if they arrive after the call to order. To be excused for an absence or lateness, the given member must notify the Executive Director, in writing, a minimum of 24 hours prior to the start of the meeting. A member will be considered absent if they either do not attend the meeting, or arrive at the meeting more than thirty minutes after it has been called to order. Acceptable reasons for a lateness or absence are left to the discretion of the Executive Director. Two unexcused absences shall serve as sufficient

cause for removal. Two unexcused late arrivals are equivalent to one unexcused absence.

## **Article XV. Appeal and Referendum**

**Section A** Organizations may appeal funding decisions with grounds. Appeals are not heard solely on the basis of disagreement with the decision of the SFB. Grounds for appeal are honored by SFB when one or more of the following conditions is found to have occurred: a. SFB violated its policies or procedures

b. Additional facts have come to light that could change the decision

c. The sanctions applied by SFB as a result of the decision significantly impact the organizations ability to operate.

**Section B** The steps for an appeal are as follows:

a. Requestor appeals to the SFB using the Appeal Form stating the grounds for appeal.

The appeal must be submitted to SFB within five academic days from the date of notification of the outcome of the request.

b. A three-person Appeals Board will be appointed by the SFB Advisor, consisting of one faculty or staff member and two students who were not a part of the group that reviewed the original request and are not members of the group appealing the decision.

c. The Appeal Board will determine if the appeal meets any of the grounds for an appeal, The SFB Executive Director will notify the requestor of the outcome. The decision on the appeal must be communicated within five academic days from the date the requestor submitted the appeal.

d. If the appeal is not granted, the original decision goes unchanged and the requestor is to be notified that their appeal was denied.

e. If the appeal is granted by the Appeal Board, the SFB Executive Director (or designee) and the treasurer of the organization (or designee) will appear before the Appeal Board to bring testimony to the case.

f. Based on the testimony provided the Appeal Board may:

i. stay with the original decision made by SFB

ii. unfreeze/restore funding to the organization.

iii. increase/decrease financial obligations

g. The decision must be communicated to the requestor within five academic class days from the date when the appeal decision was made.

h. Appeal Board decisions are final.

## **Article XVI. Amendments**

The Constitution may be amended at any time by a 2/3 vote of the total SFB. In the event that the Constitution is amended it must be sent to the SG for ratification.

SFB will provide any recommended policy changes to either the Constitution and/or the Funding Guidelines to Student Government by the second week of April latest. These recommended policy changes, including Student Government feedback, are to be provided to the Vice President for Student Affairs by the last day of undergraduate classes. The Vice President for Student Affairs will review and approve/provide feedback to the Constitution and/or Funding Guidelines by the first week of June.

## **Article XVII. Adherence to By-Laws**

**Section A** The affairs of SFB shall be conducted in accordance with the by-laws.

**Section B** The SFB Manual shall contain additional by-laws not enumerated in this Constitution. The manual shall serve as an extension of this Constitution, therefore both the members of SFB and all benefactors of the SAF shall adhere to the policies set forth in the manual.

a. The SFB Executive Director has the authority to draft revisions to the manual.

The Executive Board shall review and ratify said revisions.

b. Any revision of the by-laws made during the academic year by a member of the SFB other than the Executive Director shall be discussed and voted on during an SFB meeting.

## **BY-LAWS**

### **Article I. Agenda**

1) Call to Order

2) Approval of Minutes

3) Review of Balances

4) External Business

a. Shall contain any debate pertaining to organizations eligible for SAF-funding.

5) Internal Business

a. Shall contain any debate pertaining to policies or procedures of SFB.

6) Executive Board Briefing

a. Shall contain any pertinent information gathered by executive board members which needs to be presented to the general board.

7) Announcements

8) Adjournment

### **Article II. Suspension of By-Laws**

If a situation arises which makes it necessary to suspend the by-laws during an SFB meeting, the members of the SFB may vote to suspend the by-laws. A 2/3 majority of those voting members present must be acquired for the by-laws to be suspended. Suspension of by-laws will apply only



to the motion in question; the suspension will not carry over to future meetings.

### **Article III. Quorum**

A quorum will consist of a simple majority (10) of the voting members of the SFB. The Executive Director may not be included in a quorum.

### **Article IV. Parliamentary Procedure**

**Section A** The Executive Director and members of the SFB should be familiar with Robert's Rules of Order, however, strict adherence to parliamentary procedure will not be followed at SFB meetings unless it is deemed necessary by the Executive Director.

**Section B** The Executive Assistant may interpret parliamentary procedure when deemed necessary by the Executive Director.

### **Article V. Voting Procedures**

**Section A** All eligible requests will first be discussed by the SFB. After the discussion is completed, any voting member of the board may make a motion. That motion must be seconded by another voting member of the board. After the motion has been seconded, the motion will be discussed. After discussion on the motion has been completed the motion must be called to question by another voting member of the board. After the motion has been called to question, the motion will be voted on by the voting members of the SFB.

1) A different voting member of the SFB must make the initial motion, second the motion and call the motion to question.

**Section B** Voting on all main motions by the SFB will be by roll-call vote of the members. Members may either vote "Aye", "Nay" or "Abstain".

**Section C** The Executive Assistant shall tally the votes and record the official count in the minutes.

**Section D** All main motions require a simple majority of the voting members of the SFB present to pass, provided a quorum exists.

**Section E** Any member who may directly benefit from a motion before the board must abstain from voting on that motion. Otherwise, abstention remains at the sole discretion of the individual members of the SFB.

**Section F** When a vote on a motion is tied, the Executive Director shall receive a vote.

### **Article VI. Requirements for Membership on the SFB**

#### **Section A Qualifications**

(a) Members must be enrolled as a part-time or full-time undergraduate student, and must have paid his/her Student Activity Fee.

#### **Section B Procedures for Candidacy**

(a) The Executive Director, Operations Director, Administrative Director, Programming Director and Executive Assistant shall be elected by means of an internal election

conducted before the Budget Retreat in the spring semester.

(b) Before the last meeting of the spring semester, two (2) representatives per class (with the exception of the Freshman Class) and two (2) representative at large, will be elected by means of a campus wide election for the following year. The SFB candidates must follow the guidelines set forth by the SFB Elections Committee with regards to campaigning.

(c) Two (2) freshman representatives will be appointed by the SFB by the end of September.

(d) Should a position within the SFB be vacated during the academic year, the selection of replacements will take place via an interview process and internal election. (e) The SFB shall provide means dealing with extraordinary circumstances pertaining to the succession of executive board officers.

(f) In the event an SG representative to the SFB vacates his/her position, the SG shall have two weeks from the time of the resignation to appoint a new representative. If a member is not selected within two weeks, the SFB will accept applications from the student body, interview applicants, and by means of an internal election select a candidate to fill the vacated position.

## **Article VII. Powers and Duties of Executive Officers**

### **Section A Executive Director**

(a) Shall have a vote in all Executive motions.

(b) Shall approve all fundraising efforts on the part of the SFB

(c) Shall preside over all meetings of the SFB and any special meetings with treasurers of funded organizations

(d) Shall have the power to call special meetings of the SFB and treasurers of funded organizations

(e) Shall have the power to freeze the accounts of any funded organizations found to be in violation of SFB policy

(f) Shall have the power to investigate any financial discrepancies that may occur within the budgets of funded organizations.

(g) Shall make training information available for all treasurers of funded organizations in the Fall semester.

(h) Shall serve as official spokesperson of the SFB in all matters pertaining to the work of SFB.

(i) Shall initiate and coordinate a Budget Retreat in December.

(j) Shall initiate and coordinate a Budget Retreat in May.

(k) Shall offer training in the second semester to aid organizations in matters relating to the budgeting process.

(l) Shall establish training sessions and workshops for SFB members.

- (m) Shall interpret the constitution with the help of the SFB.
- (n) Shall maintain orderly process of record keeping and shall control access to all financial records in SFB's files.
- (o) Shall be responsible, with the Financial Director, for the SFB Fund Maintenance Account and shall pay all bills charged to this account after assessing the legitimacy of said charges.
- (p) Shall be responsible for training the upcoming Executive Director and provide advice and consultation when necessary.
- (q) Shall have the power to make investments with SAF monies under the guidance of the advisor, TCNJ Treasurer and the approval of the Board.
- (r) Shall have the authority to assess requests for the release of SAF funds by means of evaluating the completeness and appropriateness of SAF vouchers as dictated in the SFB manual.
- (s) Shall be responsible for budgeting procedures.
- (t) Shall have the power to veto any decision or table any discussion.
- (u) Shall serve as supervisor for all SAF employees for purpose of coordinating compensation for said employees.
- (v) Shall have the authority to request copies of submitted timesheets from SAF employees for the purposes of coordinating compensation.
- (w) Shall serve as a member of the Vice President's Cabinet of Student Advisors. (x) Shall support and help the other members of the SFB Executive Board as the need arises. (y) Shall preside over meetings of the Sports Club Advisory Council.
- (z) Shall assume other responsibilities as needed.
- (aa) Shall serve no less than twenty (20) office hours per week.

### **Section B Operations Director**

- (a) Shall have a vote in all Executive and General Body motions.
- (b) Shall, in the absence of the Executive Director, assume the powers, duties and responsibilities of the Executive Director.
- (c) Shall succeed to the office of Executive Director if the Executive Director resigns or is unable to fulfill her/his duties.
- (d) Shall assist the Executive Director in planning and administering the Treasurers' and Budget training and workshops for the SFB.
- (e) Shall assist the Executive Director in planning and implementing base budget procedures.
- (f) Shall, when directed by the Executive Director, investigate and evaluate funded organizations as assigned by the Executive Director.
- (g) Shall train and provide advisement to the upcoming Operations Director.

- (h) Shall have the authority to assess requests for the release of SAF funds by means of evaluating the completeness and appropriateness of SAF vouchers as dictated in the SFB manual.
- (i) Shall approve all vouchers and make sure certain organizations are spending their money as mandated by the various SFB allocation processes.
- (l) Shall have authority over the maintenance of Cash Advance records. She/he is responsible for gathering all follow-up paperwork for Cash Advance expenditures and enforcing all policies relating to said expenditures.
- (m) Shall have the authority to freeze the account of any organization failing to follow the policies stipulated in the SFB manual pertaining to Cash Advance expenditures. (n) Shall have the power to freeze the funds of any organization that has violated any of the regulations included in the financial policy.
- (o) Shall assume other responsibilities as needed.
- (p) Shall serve no less than fifteen (15) office hours per week.

#### **Section C Administrative Director**

- (a) Shall have a vote in all Executive and General Body motions.
- (b) Shall serve as a contact to the bus company contracted to provide services for all SAF funded student groups.
- (c) Shall have the authority to release funds from SAF organizations for the purpose of reimbursing the contracted bus company for services rendered.
- (d) Shall have the authority to freeze the account of any organization in violation of the policies set forth in the SFB manual pertaining to the release of SAF funds for the purpose of compensating the Office of Conference and Meeting Services. (e) Coordinate duplication and telephone charges in a timely fashion
- (f) Shall meet with The Signal Editor in Chief, serving as liaison to the Signal. (g) Shall serve as a contact to the insurance company contracted to provide services for all SAF-funded groups.
- (h) Shall have the authority to release funds from SAF organizations for the purpose of reimbursing the contracted insurance company for services rendered.
- (i) Shall assume other responsibilities as needed.
- (j) Shall serve no less than ten (10) office hours per week.

#### **Section D Programming Director**

- (a) Shall be responsible to supervise the logistics of the planning process of SAF Funded events.
- (b) Shall be trained along with the College Union Board to become knowledgeable in the intricacies of programming on-campus events.

- (c) Shall remain knowledgeable regarding current prices for talent and be available to help with the negotiation process.
- (d) Shall have a vote in all Executive Board and General Board motions.
- (e) Shall manage the Equipment Center.
- (f) Shall oversee the Capital Equipment process.
- (g) Shall oversee organizational digital and print media presence, with the approval of the Executive Director.
- (h) Shall manage and maintain the organization equipment inventory list. (i) Shall be responsible for collecting equipment information to provide to the SFB insurance company.
- (j) Shall serve no less than ten (10) office hours per week.

**Section E** Executive Assistant

- (a) Shall assist the Executive Director and other Executive Board members with clerical work.
- (b) Shall have a vote in all Executive Board and General Board motions.
- (c) Shall compose the agenda for the SFB weekly meetings.
- (d) Shall keep record of SFB Executive Board and General Board meetings and provide accurate minutes in the following week's agenda.
- (e) Shall keep rationale in decisions made at weekly Board meetings.
- (f) Shall serve no less than five (10) office hours per week.

**Section F** Financial Director

- (a) Shall have a vote in all Executive and General Body motions.
- (b) Shall maintain accurate and timely accounting records of the money entrusted to the SFB in accordance with Generally Accepted Accounting Principles (GAAP), and the laws of the State of New Jersey and the United States of America.
- (c) Shall advise the Executive Director and the SFB on all matters regarding the money entrusted to the SFB and the accounting thereof.
- (d) Shall have the authority to make all decisions pertaining to the release of funds to compensate for services rendered to organizations by the Office of Conference and Meeting Services.
- (e) Shall maintain an orderly process of record keeping and shall control access to all financial records in the file.
- (f) Shall have the discretion to adjust records and procedures to more effectively comply with GAAP, state and federal laws with the consent of the Executive Director and the advisor.
- (g) Shall have direct discretion over the existing cash accounts and investments of the SFB to act in the best interest of the SFB and only as it is necessary to maintain functions of the

SFB.

- (h) Shall have the power to freeze the funds of any funded organizations which have violated any of the regulations included in the financial policy.
- (i) Shall have the power to initiate the investigation of the financial structure of any funded organization when discrepancies occur.
- (j) Shall be responsible for the SFB Accounting account and pay all bills charged to this account after assessing the legitimacy of said charges.
- (k) Shall train and provide advisement to the Assistant Financial Director to ensure a smooth transition to the Financial Director position.
- (l) Shall oversee the Assistant Financial Director.
- (m) Shall assist in the application, interview and selection process for the succeeding Assistant Financial Director as needed.
- (n) Shall assist the Executive Director in preparing for the Treasurers Clinics, budget Clinics and Budget Retreat as needed.
- (o) Shall maintain contact with independent auditors and ensure that an annual audit of the SFB records and procedures occurs.
- (p) Shall communicate and cooperate with the financial department at TCNJ on behalf of the SFB and its organizations.
- (q) Shall perform the duties of the Assistant Financial Director if needed
- (r) Shall assume other responsibilities as needed.
- (s) Shall serve no less than fifteen (15) office hours per week.

**Section G** Assistant Financial Director

- (a) Shall maintain accurate and timely accounting records of the money entrusted to the SFB in accordance with Generally Accepted Accounting Principles (GAAP) and the laws of the State of New Jersey and the United States of America.
- (b) Shall have a vote in all Executive motions and general body motions. (c) Shall monitor all organizations to ensure proper respect for SFB rules and procedures. (d) Shall inform the Financial Director and the Executive Director of delinquent organizations.
- (e) Shall ensure to the best of his/her ability that the Financial Director is following to the best of his/her ability the regulations of GAAP, state and federal law.
- (f) Shall ensure that the Financial Director respects proper checks and balances with respect to his/her duties.
- (g) Shall perform the daily tasks of cutting checks, making deposits, assisting the needs of SFB organizations and any tasks requested by the Financial Director or Executive Director.
- (h) Shall conduct the application, interview and selection process for the succeeding Assistant Financial Director.

- (i) Shall assume the position of Financial Director if the Financial Director is unable to continue working as the Financial Director or resigns. Shall assume other responsibilities as needed.
- (j) Shall serve no less than twelve (12) office hours per week.