**Bill Content: 73LCB04 Student Group Funding Board Code Revision**

**University of Colorado Student Government**

**Legislative Council**

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**A Revision of the Student Group Funding Board Code**

**Bill History**

The Student Group Funding Board has been a resource for student groups to obtain funding for operational costs for several fiscal years. Each year, the Board has used certain decision-making precedents and practices that have endured through the funding cycles. However, these precedents have typically not been documented in the code. I have updated the code to include these precedents, as well as a reason for their use.

Additionally, there are several procedural changes that need to be made to the code. Prior to this revision, there has been only one SGFB funding cycle per year. This poses a significant obstacle for groups that are newly formed or have had administrative changes since the last funding cycle. There also were no opportunities for student groups formed after the SGFB funding deadline to obtain operational funds from the SGFB until its next annual funding cycle.

Finally, the SGFB’s appeals process was not clearly outlined. There was a need to clarify this process, as well as several other fundamental processes for organizational purposes of the Board. Prior to last year, there was no explicit appeals process to be followed. The option for appeals was left to the discretion of the Chair but there was no written procedure to be followed.

The Student Group Funding Board has been adapted annually with the aim of making the mission, goals, and processes of the board more understandable, accessible, and fiscally sound. The documentation of these adaptations will ensure the reliability of the process in the future.

**Bill Summary**

This bill will update the Student Group Funding Board Code to include several important provisions including: creating a standard for member attendance and accountability, increasing quorum, limiting the number of permitted proxy votes per member, outlining a biannual (fall and spring) allocation schedule, making the digital application process permanent, requiring a student group’s bylaws to be submitted with the application, and an updated appeals process.

While serving as the Chair of the Board during the past allocation cycle, I became familiar with the need for a more concrete set of governing documents so that procedure will be consistent in future funding cycles. I also noticed the need for a biannual funding structure during which groups will request funds for a semester as opposed to for an entire year. This will increase accountability and follow-up between the SGFB and student groups. Also, it will give funding opportunities to newly established groups on campus. Finally, there was a need for a new appeals process with the Board. Prior to outlining the new process, there was little to no documented procedure to follow. The below appeals process presents a clear, fair standard that can be used for funding cycles to come.

In addition to the above changes, it also seemed necessary to include regulations regarding payroll and individual or business contracts for student groups. Currently, there is little to no CUSG oversight for how student payroll and individual or business contracts are determined other than the allocation made by the SGFB. By changing views on student payroll and adding a system of oversight for individual or business contracts, there is a mechanism for better enforcement of efficient student Fee allocation.

Finally, by defining student Group collaboration, there are more regulations in place to monitor the use of Student Fee dollars for each individual student group.

**CHAPTER 1 - GENERAL PROVISIONS**

**§ 101: Creation of Student Group Funding Board**

1. The University of Colorado Student Government hereby establishes a Student Group Funding Board; referred to herein as either Student Group Funding Board or “SGFB.” The SGFB is authorized to allocate all funds appropriated to it in the CUSG budget.
2. The SGFB shall be made up of the following:
3. A member of the CUSG Executive Staff, selected by the Executive(s).
4. CUSG Executive (s) or his/her designee.
5. A non-student staff employee of the Student Organization Finance Office, selected by the Director of the Student Organization Finance Office.
6. A member of the Council of Colleges and Schools, appointed by the Legislative Council President and confirmed by a majority, present and voting, of the Legislative Council.
7. A member of the Representative Council, appointed by the Legislative Council President and confirmed by a majority, present and voting, of the Legislative Council.
8. The President of the Legislative Council or his/her designee.
9. Three (3) students-at-large, nominated by the executive(s) and appointed by a majority, present and voting, of the Legislative Council.

**§ 102: Purpose**

1. The SGFB is responsible for allocating operating funds to student groups at the University of Colorado.

**§ 103: Definitions**

1. student group: A student group as used in this Code is any student group that maintains a Student Organization Finance Office account. Accounts maintained by the Student Organization Finance Office for CUSG are not student group accounts for purposes of this Code.
2. Operating Funds: Operating funds are those funds necessary for the student group to fulfill its stated mission.
3. Appropriation: Money designated to the SGFB in the CUSG budget.
4. Allocation: The amount of operating funds the SGFB designates to a particular student group.
5. SGFB Budget: All allocations made by the SGFB within a fiscal year.
6. Student-at-large: A full fee paying member of the CUSG who holds no major position within the CUSG as defined by Article 1, Section D of the CUSG Constitution.

**§ 104: Business Days**

1. All deadlines or dates referenced herein that fall on a weekend or university holiday, as provided by the University Academic Calendar, shall be automatically extended until the next non-weekend day that the University is in session.

**CHAPTER 2 - SGFB MEMBER DUTIES AND RESPONSIBILITIES**

**§ 201: SGFB Chair & Vice Chair**

1. The member of the executive staff, as provided in Section 101(B)(1), shall serve as the Chair of the SGFB.
2. The SGFB will elect a Vice Chair from its membership. The Vice Chair shall be elected by a majority, present and voting, of the SGFB.
3. The Executive(s), members of the Legislative Council, and the Student Organization Finance Office staff member are ineligible to hold the Vice Chair.
4. The Chair shall prepare meeting agendas, preside over meetings, notify student groups of appearances before the SGFB, and issue written decisions of the SGFB.
5. Student groups will be held responsible to signing up for and attending a scheduled appearance.
6. Student groups shall be notified at least 48 hours before their scheduled appearance.
7. The Vice Chair shall perform the duties of the Chair in his/her absence.
8. The Vice Chair, assisted by the Chair, shall coordinate orientation and education of new SGFB members as necessary.

**§ 202: Recording Secretary**

1. The Chair shall ensure that minutes are prepared and made available on request in the CUSG office within 5 days of all SGFB meetings.

**§ 203: Member Duties**

1. Each member shall attend all scheduled SGFB meetings.
2. Any member who cannot attend a meeting must inform the Chair at least 24 hours prior to the meeting. All absences must be approved by the Chair with the exception of emergencies.
3. Voting members will have a proxy limit of ¼ of the annual scheduled meetings. The Chair must be informed of proxies 24 hours prior to the meeting in order to meet quorum requirements.

**§ 204: Member Vacancies**

1. All vacancies on the SGFB shall be filled in the manner provided in §101 B.

**§ 205: Member Removal**

1. Members may only be removed for good cause. This includes, but is not limited to, failure to substantially perform one’s duties, exceeding the allowed absences or proxies, financial impropriety, violating the CUSG Constitution, the Student Fee Regulations, or this Code.
2. Student-at-large, Council of Colleges and Schools, and Representative Council, members may be removed from the SGFB by 2/3, present and voting, of the Legislative Council.
3. The Executive staff and Student Organization Finance Office staff member may be removed by the Executive(s) or the Director of the Student Organization Finance Office, respectively.
4. The Executive(s) and the Legislative Council President may be removed from the SGFB only if removed from their underlying position, as provided in the CUSG Constitution and the CUSG Legislative Council bylaws.

**CHAPTER 3 – MEETINGS**

**§ 301: Quorum**

1. Seven (7) voting members of the SGFB are required for quorum.

**§ 302: Roberts Rules of Order**

1. Meetings shall be run according to the version of Robert’s Rules of Order used by the Legislative Council, unless an alternate method is specified in regulations promulgated by the SGFB.

**§ 303: Absence of Chair and Vice Chair**

1. In the absence of the Chair and the Vice Chair the most senior member of the SGFB shall preside over SGFB meetings.

**§ 304: Student Advisory Members**

1. Up to three (3) student Advisory members may be appointed by a majority, present and voting, of the SGFB. Each shall have the same qualification as student-at-large members. Student Advisory Members shall attend meetings and be entitled to the same rights, privileges, and responsibilities as the student-at-large members of the SGFB, except they shall have no vote.

**CHAPTER 4 - SGFB ALLOCATION TIMELINE**

**§ 401: Fall Timeline for Student Group Applications and Hearings**

1. Applications for student group funding for the Spring Semester (January 1-June 30) shall be made available on the CUSG website beginning the first Monday of August.
2. Student Group Funding Board Applications for the Spring Semester shall be due on the third Friday of September.
3. The SGFB will review applications as a board by the fourth Friday of September. This may be done independently or in a meeting session, at the Chair’s discretion.
4. SGFB hearings to meet with student groups shall be held beginning the first Friday of October, continuing as needed the subsequent weekends in October.
5. Student groups will be notified of their Spring Allocation by the second Friday of November.
6. Groups will have one week from their notification of their allocation to determine whether or not they want to appeal.
7. Appeals will be held at the discretion of the board as outlined in section § 702 of this code.

**§ 402: Spring Timeline for Student Group Applications and Hearings**

1. Applications for student group funding for the Fall Semester (July 1-December 31) shall be made available on the CUSG website beginning the first Monday of December.
2. Student Group Funding Board Applications for the Spring Semester shall be due on the last Friday of January.
3. The SGFB will review applications as a board by the first Friday of February. This may be done independently or in a meeting session, at the Chair’s discretion.
4. SGFB hearings to meet with student groups shall be held beginning the first Friday of February, continuing as needed on the subsequent weekends in February.
5. Student groups will be notified of their Spring Allocation by March 1st.
6. Groups will have one week from their notification of their allocation to determine whether or not they want to appeal.
7. Appeals will be held at the discretion of the board as outlined in section § 702 of this code.

**§ 403: Timeline for SGFB Budget**

1. The SGFB shall prepare its budget and present it to the CUSG Finance Director one week before Finance Board hearings.
2. The SGFB shall allocate monies to student groups based upon the University fiscal year. Allocations should be made and finalized by the two halves (December 31 and June 30) of the fiscal year.

**CHAPTER 5 - STUDENT GROUP FUNDING ELIGIBILITY**

**§ 501: Eligibility**

1. To be eligible for funding from the Student Group Funding Board a student group shall have a student group account and maintain said account per CUSG and SOFO regulations, shall meet open access requirements, have a set of bylaws that outlines membership and administration, and shall submit an application, as provided in this chapter.

**§ 502: Student Group Accounts**

1. All Student groups shall have a board or other equivalent decision making body that is comprised entirely of full fee paying members of the CUSG, as defined by Article I of the CUSG Constitution.
2. This board shall have authority over the allocation request and over the spending of allocated funds. Nothing in this section should be construed to prohibit a student group from paying money allocated to the student group to a local, state, national, or international organization of which the student group is a member. In the event that money is paid to an outside organization:
3. The local board of students must remain in control of the funds allocated from the SGFB.
4. The local board of students will ensure that all monies paid are used in a manner compliant with all applicable rules and regulations set forth by CUSG and State, Federal, or international law.
5. “Signers” on the Student Group’s Student Organization Finance Office account must:
6. Be full fee paying members of the CUSG.
7. Not be signers on more than one (1) student group account.
8. Not hold a major position within the CUSG as defined by Article I of the CUSG Constitution.

**§ 503: Student Group Open Access Requirements**

1. All student groups must hold at least one (1) organizational meeting during the Fall and Spring semester. These meetings must be open to all CU-Boulder students.
2. The student group must be open to membership, participation, or involvement by all CU Boulder students for all activities that student fees are used to finance. Individuals who are disruptive or otherwise interfere with a student group's operations may be removed from events without violating this section.
3. If the student group assesses any membership fee, the student group must waive this fee if it presents a barrier to membership or leadership positions.
4. Any selection process or other limitation made for student group travel or participation in competitive events must be made in a reasonable manner, which is rationally related to the purpose or mission of the student group. This process must not violate any provisions of the Student Fee Regulations.
5. All student groups must have documentation outlining membership requirements in the form of bylaws that must be submitted at the time of application for the SGFB’s consideration. If the bylaws contradict Open Access Requirements, the group shall be deemed ineligible by the SGFB.

**§ 504: Application**

1. Any student group that complies with this Code may submit an application for funding of its organizational costs from the SGFB. The members of the SGFB will determine the eligibility of a group based on Open Access Requirements, as well as whether or not the group has a SOFO account.
2. Incomplete or late applications will be accepted at the sole discretion of the SGFB.
3. Beginning in Spring 2010, all subsequent funding sessions will only accept digital applications. The applications will be made available to student groups on the CUSG website by the dates outlined in § 401-402 of this code.
4. Student groups shall have the responsibility of downloading, filling in, and submitting the application to the designated email address by the stated due date.
5. As stated on the application, the student group will then have the responsibility of signing up for a hearing time with the board in the CUSG office.
6. The application shall include:
7. An application form developed by the SGFB in conjunction with the Student Organization Finance Office.
8. The student group’s mission statement.
9. The student group’s bylaws outlining membership and leadership structure.
10. A budget outlining expected expenditures for the fiscal session.
11. Plans relating to the student group’s undertakings in furtherance of their stated goals.
12. Year-end budgeting form, if the student group received SGFB funds the previous year.
13. Information that would demonstrate the student group's eligibility for funds, including membership requirements and participation outlines.
14. Plans relating to the paying of student fee monies to an outside organization. This includes, but is not limited to, annual dues, fees and operating expenses.
15. Any further information requested by the SGFB.

**§ 505: Club Sports Eligibility**

1. Any student group whose primary function is participation in competitive athletic events is ineligible for funding by the SGFB.

**§ 506: Travel and Events**

1. A student group is ineligible for funding for travel or events, as defined by the student Fee Regulations, unless the event or travel has occurred in a substantially similar fashion for the previous three fiscal years. The record of these years must be kept by the SOFO Office or must be presented in a manner that would match the quality and information of SOFO records. This may come from a department or individual records. The SOFO representative on the SGFB shall have the responsibility of verifying these records.
2. Substantially similar events and travel may include, but are not limited to; annual travel to competitions, conferences, or symposia; lecture series; and any other undertakings that the group has made that are similar in type, expense, duration, and purpose for the previous three fiscal years.

**CHAPTER 6 - STUDENT GROUP ALLOCATIONS**

**§ 601: Allocation Considerations**

1. When making determinations about allocations to student groups the SGFB shall consider:
2. The ability of the SGFB money to help the student group to effectively meet its goals;
3. The educational, civic, and cultural benefit to the campus and the greater community;
4. Cost effectiveness and efficiency of the student group, its events, and travel;
5. Whether a substantially equivalent educational, civic, or cultural, benefit is provided or need is being met by an existing group;
6. The number of participants;
	1. The number of participants may be considered for the sole purpose of allocating funding for costs that vary with participation;
7. The amount of money that the SGFB receives to allocate to student groups;
8. The result of an applicable advisory initiative, in conformity with a viewpoint neutral funding policy.

**§ 602: Line Item Allocations**

1. The SGFB shall allocate funds to the following line items:
2. Payroll; Payroll to student employees shall not be funded by the SGFB. No student groups may receive SGFB monies to fund student payroll expenses.
3. Individual or business contracts; individual or business contracts shall be funds paid to individuals or businesses for their services that are not students of the University.
4. Funding for individual or business contracts must be approved by a majority of Finance Board before being signed by the parties.
5. Operations; operations shall include, but is not limited to, office supplies, printing and copying costs, and postage.
6. Events; events shall fund any event or events, as defined by the Student Fee Regulations.
7. Each individual event shall be funded as a separate line item under events.
8. Travel; Travel shall include airfare, registration costs, lodging, and ground transportation.
9. Each individual trip taken by a student group shall be funded as a separate line item under travel.
10. Dues; dues shall include any funds that the student group will pay for services from a local, state, national, or international organization of which the student group is a member.

**§ 603: Student Fee Regulations**

1. All funding allocations shall be made in conformity with the Student Fee Regulations.
2. Without prior permission by a two-thirds vote of Finance Board and a two-thirds vote of Legislative Council, no Student Fee funded student group can collaborate with any other Student Fee funded student group where there are any monies exchanged between the groups or between either or both of the group and the public.
3. Groups found in violation of these regulations will be ineligible to receive any Student Fee funding for two (2) subsequent fiscal years.

**CHAPTER 7 - SGFB HEARINGS, VOTING, AND APPEALS**

**§ 701: SGFB Hearings**

1. The SGFB shall hold hearings with each applicant to determine both the student group’s eligibility and to determine an allocation to the student group.
2. If a student group is late, misses, or does not sign up for a hearing, they are no longer eligible to receive SGFB funds for that funding cycle.
3. The SGFB shall vote by a majority, present and voting, to determine whether the student group is eligible for funding as provided for under this code.
4. The SGFB shall take a second vote, by a majority, present and voting, to make an allocation to the student group.
5. When all allocation decisions have been made the SGFB shall prepare the SGFB budget. This budget must be approved by a majority, present and voting, of the entire SGFB.

**§ 702: Appeals Process**

1. The SGFB shall determine whether or not appeals are necessary or pertinent.
2. If a group misses the original application deadline or hearing session, they are not eligible to request funds through the appeals process.
3. If a sufficient amount of funds are still available and the SGFB deems appeals appropriate, the Zihlman Appeals Process (see below) must be followed:
4. Student groups must submit a request specifically detailing what part of their application that they are appealing by a deadline set by the Chair. If the SGFB chooses to hear a group’s appeal, they will be assigned a mandatory meeting time. This request must meet the following requirements:
	1. No more than three (3) typed pages double-spaced addressing a specific portion of the original application that the group feels that the board did not understand, or wish to elaborate upon.
		1. Groups may not submit an entirely new budget. If figures in the appeal are significantly greater than in the original budget, the Board may deem them ineligible for an appeal.
	2. Groups may include up to two (2) pages of tables in addition to the typed pages that numerically depict what specifically they are requesting.
	3. If a student group misses the deadline, their application will be automatically deemed ineligible for an appeal.
5. Once the deadline has passed, the SGFB will review the appeals and vote on which groups they choose to hear. The SGFB reserves the right not to hear an appeal based on the submitted document. This may be done independently or at a group meeting.
6. The Chair will contact each group with a mandatory meeting time. All appealing groups that the SGFB chooses to hear must attend a hearing session similar to their original hearing. If a group fails to attend this hearing, they may be deemed ineligible for appeal by the SGFB.
7. When determining whether or not to change a group’s original allocation, the SGFB must follow the hearing process outlined in § 701 of this code.
8. The Chair will notify groups of the outcome of their appeal no more than 10 days after the SGFB has made a decision.
9. If a group wishes to change the SGFB’s allocation after their appeal, they must submit an appeal to the CUSG Appellate Court.

**§ 703: Legislative Council Approval**

1. The Legislative Council shall approve or reject, without amendment, by a majority present and voting, the SGFB budget.
2. The Legislative Council shall approve the SGFB Budget through a bill that shall be presented to the Executive(s) for signature, veto, or enactment without action.
3. Upon approval of the SGFB budget the allocations shall become final and the Student Organization Finance Office shall disburse the funds as allocated.

**§ 704: Rollover of Funds**

1. Any monies that remain in a student group account, from SGFB allocations, may not be carried over into the next fiscal year. Since the SGFB has adopted the bi-annual allocation timeline, groups have the ½ fiscal year to spend the funds for which they applied.
2. If a group applies for funds for the Spring Semester in the Fall Funding Cycle, the funds will be authorized for use from January 1-June 30.
3. If a group applies for funds for use during the Fall Semester in the Spring Funding Cycle, the funds will be authorized for use from July 1-December 31.

**CHAPTER 8 - VIEWPOINT NEUTRALITY**

**§ 801: Viewpoint Neutrality**

1. All funding decisions by the SGFB and the CUSG Legislative Council must be made in a viewpoint neutral manner, in conformity with the United States Supreme Court’s decisions in *Southworth v. Board of Regents of the University of Wisconsin*, 529 U.S. 217 (2000).
2. All funding decisions will be made without regard to race, ethnicity, nationality, gender, gender identity, sexual orientation, marital status, age, physical ability, or veteran status.
3. The SGFB is authorized to retain a legal professional for the purposes of developing viewpoint neutral funding guidelines, if funds are specifically appropriated to the SGFB for this purpose.
4. If any members of the SGFB participate in student groups applying for funding, they must be out of the room for the hearing or any discussion of those groups. They must also abstain from voting.
5. Student group funding decisions shall be made in a consistent manner based upon objective criteria stated within this code and in any regulations promulgated by the SGFB.

**§ 803: Judicial review**

1. The CUSG Appellate Court shall have jurisdiction to review eligibility and allocations determinations made by the SGFB.
2. The CUSG Appellate Courts jurisdiction is limited to ensuring that all eligibility and allocations decisions have been made in conformity with the CUSG Constitution, the CUSG Legislative Council Bylaws, this Code, and any regulations promulgated by the SGFB in furtherance of the execution of this Code.
3. The CUSG Appellate Court lacks jurisdiction regarding the eligibility vote until the SGFB has made its final decision regarding eligibility.
4. The CUSG Appellate Court lacks jurisdiction regarding the allocation decision until the allocations are final and all other remedies, such as the SGFB appeals process as outlined in section § 702 of this code, excluding reconsideration of the bill approving the budget, have been exhausted.
5. The CUSG Appellate Court’s jurisdiction is waived unless either a temporary restraining order or a final decision is filed with the CUSG office manager within 7 calendar days of the allocations becoming final.

**CHAPTER 9 - ENFORCEMENT OF CUSG POLICIES**

**§ 901: CUSG Policies**

1. Once funds have been allocated to a specific line item or items the student group may not move funding from one line item to another without permission from the SGFB.
2. Student groups may not move Student Fee dollars allocated by the SGFB to another student group account.
3. Per section 603(B-C) of this code stating: “Without prior permission by a two-thirds vote of Finance Board and a two-thirds vote of Legislative Council, no Student Fee funded student group can collaborate with any other Student Fee funded student group where there are any monies exchanged between the groups or between either or both of the group and the public. Groups found in violation of these regulations will be ineligible to receive any Student Fee funding for two (2) subsequent fiscal years,” the Student Fee Regulations will be amended to reflect this change.
4. Student groups shall comply with the CUSG Constitution, the Student Fee Regulations, and all other duly enacted legislation.

**§ 902: Audit of Student Groups**

1. The SGFB may audit any student group that receives an allocation from the SGFB.
2. The SGFB reserves the right to audit a student group receiving funds at any time. An audit may be called by a majority, present and voting, of the SGFB.
3. This audit may include a review of Student Organization Finance Office records as well as hearings to ensure that student groups are complying with all applicable CUSG legislation, regulations, and guidelines.
4. In the event that student fee monies are paid to an outside organization, the student group will be required to demonstrate the manner in which the money was spent, and to prove it was spent in compliance with all applicable regulations.
	* 1. The student group will be required to provide proof of all transactions. This should include, but is not limited to receipts, invoices and bills.
		2. The SGFB shall audit any student group if a majority, present and voting, of the Legislative Council so requests.
5. Decisions to audit a student group shall be made in a viewpoint neutral manner.

**§ 903: Mechanisms of Compliance**

1. If the SGFB determines by a preponderance of the evidence that a student group has violated any CUSG legislation, regulation, guidelines, or state or federal law, the Legislative Council may, by a majority, present and voting, freeze the student group’s Student Organization Finance Office account until the student group is brought into compliance.
2. If the SGFB determines by a preponderance of the evidence that a student group has violated any CUSG legislation, regulations, guidelines, or state or federal law, the Legislative Council may, by 2/3 present and voting, order any funds allocated by the SGFB or any other CUSG funding source returned to CUSG accounts. Any money already spent must be returned by a deadline set forth by Legislative Council.

**§ 904: Existing Referenda Fees**

1. Student groups that receive referenda fees beyond Spring 2007 semester are required to submit materials to SGFB in the manner provided in section 504 during the Spring semester prior to each year of funding. These applications are solely for the execution of this section and shall not be construed as requests to the SGFB for funding.
2. SGFB will perform an audit of any group that does not submit an application as stated in subsection 1 of this section in the manner proved by section 902.
3. Based on application or audit, SGFB may respond as provided in section 903.

**CHAPTER 10 - APPROPRIATION OF FEES TO SGFB**

**§ 1001: Appropriation Request**

1. The SGFB shall prepare and submit a request for an appropriation of student fees to the CUSG Finance Board annually.
2. The annual appropriation to the SGFB shall only be for allocations to student groups or to retain legal counsel. All operational funds for the SGFB shall be appropriated to the CUSG operations account.

**CHAPTER 11 - AUTHORITY TO PROMULGATE REGULATIONS**

**§ 1101: Authority and Limitations**

1. The SGFB may promulgate regulations and draft forms that further the execution of this Code.
2. All bylaws unless explicitly stated can be overridden only by a unanimous decision of the SGFB.
3. When regulations are promulgated they shall be sent, in electronic form if possible, to the President of the Legislative Council, the Chair of the Legislative Council Rules Committee, and the CUSG office manager.

**Vote Count**

**4/29/2010 Withdrawn**

**07/15/2010 Amended and passed on 1st reading Acclamation**

**07/15/2010 Amended and passed on 2nd reading Acclamation**

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Will Taylor, Student Body President Will Krebs, Legislative Council President

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Allison Foley Peter Swanson

Vice President of External Affairs Vice President of Internal Affairs