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SENATE FINANCE COMMITTEE CONSTITUTION



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A. Name

1. The name of this committee shall be the Senate Finance Committee.

B. Mission Statement

Each year a goal will be set by the Senate Finance Committee that will direct the allocation and expected use of the Student Activity Fee fund. In order to maintain a spirit of transparency, this goal will be published in a public manner [online, or in a public campus forum] between the period following the two-month application time-frame and at least one month prior to spring-term allocations.

C. Objectives

1. The purpose of this committee is to
 - (1) Regulate the student clubs/organizations recognized by the Student Senate, and
 - (2) To allocate and oversee the disbursement of the Student Activity Fee fund.

D. Membership

1. Membership consists of the following as stated in the Student Senate bylaws:
 - a) The Senate Finance Committee is a standing committee of Student Senate and will be chaired by the Student Senate Vice President of Finance.
 - b) The committee shall consist of three (3) members from Senate, the Campus Activities Board (CAB) student treasurer, two (2) members from CAB, and two (2) members from the general student population, who must be registered as full-time CSC students. The Senate Finance Committee shall also consist of an external faculty advisor, not affiliated with or currently sponsoring any club, who will be appointed by the committee chair and approved by Student Senate annually.
 - c) Interested individuals must apply. Applications will be available in the Senate office and online via the Student Senate website within the first month of the academic year. The committee must have its membership filled by the second month following the first CAB meeting. At the first CAB meeting, an introductory letter will be sent out to all clubs/advisors detailing goals and expectations, announcing open positions on the committee, and informing of any major changes in policy.
 - d) Senate Finance Committee applications will be reviewed by both the Student Senate Vice President of Finance and the Campus Activities Board treasurer. Upon discretion, the Vice President of Finance and the CAB treasurer will conduct interviews, after which they will appoint all seven (7) remaining members.
 - e) Per the Senate Finance Committee chair's discretion, In the event that no qualified individuals apply for membership, the members will be appointed by the Student Senate Finance Committee chair within the two-month time-frame of the beginning of the academic year.
 - f) Upon mutual agreement between the existing Senate Finance committee and Senate Executive board, the presidents of Senate and CAB may serve on the committee, as ex-officio, non voting members, if not selected via the application process or appointed. This measure is intended as an option to provide additional representation in order to ensure that the interests of the student body are protected if both groups feel that the presence of these parties would be beneficial.
 - g) Members who submit written resignation or are removed from service (for conduct outlined in this section) will be replaced by appointment of the committee chair within two (2) weeks of the vacancy.
2. The term of a Senate Finance Committee member will consist for the period of the current academic year. The term will begin upon appointment.
3. An appointee who has performed his/her duties in accordance with Article D, Section 4 may serve successive terms, upon appointment up to a maximum of two (2) academic years.
4. The Senate Finance Committee will also elect a secretary out of the seven general members to keep minutes of all meetings, which will be transmitted to the committee chair within one (1) week of each meeting.

5. Satisfactory performance by Senate Finance Committee members is constituted by:
 - a) Attending all Senate Finance Committee meetings.
 - b) Keeping notebooks and information discussed at meetings confidential until the committee chooses by a 2/3 majority vote for the information to be released.
 - c) Working to meet all stated deadlines.
 - d) Performing the necessary correspondence and clerical duties associated with the Senate Finance Committee.
 - e) Maintaining copies of all written correspondence.
 - f) The following, in addition to failure to perform the items above, will constitute unsatisfactory performance:
 - 1) Malfeasance in office
 - 2) Disciplinary probation
 - 3) Academic probation
 - 4) Failure to adequately represent one's constituents or the students as a whole
 - 5) Conviction of any felony during the term of office
 6. Failure to comply with the performance of duties as stated in Article D, Section 5, may result in the removal of the member from the Senate Finance Committee.
 - a) A special meeting shall be called with all Senate Finance Committee members to discuss the unsatisfactory performance of the member in question. A 2/3 majority vote of all members, excluding the member in question, will be necessary to remove the member in question. Any membership decisions made by the committee will be announced to the Senate during its next regularly scheduled meeting.
 - b) The member who was accused of violating committee regulations may appeal to the Senate's Constitutional Court for reinstatement within one (1) week of the committee's membership announcement to the senate at its next regularly scheduled meeting. The decision reached by the court will be final.
 - c) Any vacancy during the term will be filled by appointment as stated in Article D, Section 1.
- E. Advisor
1. The Senate Finance Committee shall also consist of at least one external faculty advisor, not affiliated with or currently sponsoring any club, who will be approved by Student Senate annually. The advisor(s) will serve in their capacity as an ex-officio, non-voting member.
 - a) The advisor(s) will be present at Senate Finance Committee proceedings; however they will not have the power to vote in committee matters.
 - b) The advisor(s) are encouraged to offer their input.
- F. Meetings
1. The Senate Finance Committee shall set meeting times and dates according to the current needs and demands of the committee.
 2. Six (6) members must be present in addition to both the Student Senate Vice President of Finance and the CAB treasurer for a voting quorum to commence.
- G. Decisions
1. There will be a required simple majority vote on regular Senate Finance Committee matters; decisions regarding monetary issues and all other issues expressly requiring a 2/3 majority, will require a 2/3 majority vote. If there is a tie vote, the committee chair will cast the tie-breaking vote after hearing both points of view.
 - a) A member of the Senate Finance Committee shall abstain from voting on allocations for clubs of which he or she is currently a member.
 - 1) If a committee member's club membership prevents a voting quorum from taking place, they will, at the discretion of the committee chair, be allowed to vote.

- b) Senate Finance Committee members may not present a club to which they personally belong to the committee.

H. Communication with Clubs

1. The Senate Finance Committee shall announce all deadlines of Senate Finance Committee actions by:
 - a) The Eagle newspaper or website, and
 - b) Announcement at a regular Senate meeting by the Senate Vice President of Finance, and
 - c) Announcement at a regular CAB meeting by the CAB treasurer, or
 - d) Sending letters to all clubs/organizations through their sponsors and/or CAB representatives.
2. Communication with clubs/organizations about other matters may be conducted through any means the Senate Finance Committee deems appropriate (letters, phone calls, personal correspondence, or email); however, communication methods that allow archivability will be preferred.

I. Regulation of Club Status

1. The Senate Finance Committee will regulate club activity and status by the following process:

If the Senate Finance Committee suspects a club/organization is inactive, via CAB attendance, campus involvement, or other indicators, it shall contact the club sponsor, president, or CAB representative of said club, and the club must set up a time for a hearing. If the club/organization fails to contact Senate Finance Committee within one regular academic (1) week, the club/organization's official status will be revoked.
2. At a hearing the club/organization may be asked to account for its absences at CAB meetings, current activities and planned activities.
3. If the club/organization is determined to be inactive, a 2/3 majority of the Senate Finance Committee (not including committee members of said club/organization) is sufficient to revoke official club status.
4. After thirty days the revoked club/organization may reapply for official club status through procedures for new clubs, as stated by the Student Senate constitution.
5. A club/organization that wishes to split must revoke its official status and reapply for official status as separate clubs/organizations. Original allocations will be revoked and the separate clubs will have to apply for funding.
6. Clubs/organizations that wish to merge must first revoke their individual official club statuses and re-apply for official status as one club/organization. Original allocations will be revoked, and the new club will have to apply for funding.
7. In its function as a regulatory body, the Senate Finance Committee adopts responsibility for monitoring and supervising allocated funds. As such, the committee (or its designee) will be responsible for:
 - a) Submitting monthly budget statements with account activity and remaining balance to clubs by the end of the first week after each billing period
 - b) Notifying, in writing, clubs who are within \$100 of their balance (or if forwarding a payment will place them below this level)

J. Budget Allocation Process

1. Student activity fees will be allocated by the Senate Finance Committee through the following process:
 - a) Request and submission of budget packets
 - b) Budget hearings
 - c) Preliminary allocations
 - d) Appeals
 - e) Submission of final proposed budgets to the Student Senate for approval.
2. Only those clubs/organizations recognized by Student Senate are eligible for funds. The club/organization must be officially recognized by Student Senate prior to the deadline for the budget packets.
3. The Senate Finance Committee shall put together and send to each club/organization a letter with the dates and times of deadlines, hearings, appeals, the Senate Finance Committee's expectations of the hearings, the current year's objective, and the necessary procedures and forms for the budget packet and the hearings.

- a) The packets will contain one copy of all documents and the club will e-mail one copy of all documents to an e-mail account designated by the Senate Finance Committee.
 - b) Items required in the budget packet are:
 - 1) A copy of the club/organization's current constitution and bylaws, or the equivalent [articles of incorporation, regulatory procedures, etc].
 - 2) A list of club/organization membership (officers, members, sponsors etc.)
 - 3) A budget request form with mandatory explanation of requests
 - 4) Any proof or record of the expenses and activities of the club/organization for the current year, need to be turned in the Student Senate Office beforehand.
 - c) The budget packets must be submitted by the deadlines set by the Senate Finance Committee. If clubs fail to submit a budget packet by this date, they must submit a letter requesting to be included in the budget appeals process. Inclusion is at the sole discretion of the committee.
 - d) Clubs/organizations asking for less than \$1,000 are required to submit a budget hearing worksheet to excuse their attendance at budget hearings.
 - 1). The exception to this rule is if the club has been officially recognized within the last two (2) years; then that club is required to attend Budget Hearings.
 - e) Clubs/organizations asking for more than \$1,000 are required to submit a budget packet and attend budget hearings.
4. Budget Hearings
- a) Budget hearings are used for the allocation of the following year's student activity fees. Allocations will be based on individual club/organization needs, activity on campus, and participation in campus-wide events, especially homecoming and other activities open to clubs.
 - b) The Senate Finance Committee will allocate available funds in the following manner:
 - 1) The Senate Finance Committee will allocate to one club account for each club/organization:
 - i. The club account, which will be open for use at the club's discretion (clubs must follow the rule in Article K, section 7),
 - ii. By a two-thirds (2/3) majority vote of the Senate Finance Committee, they can elect to withhold funding if it is found that a club is not adhering to the guidelines set forth in Article K. This funding shall be withheld until it is proven to Senate Finance Committee that the club is following the guidelines set forth in Article K.
 - 2) Guidelines
 - i. The Senate Finance Committee will hold budget hearings for each club/organization asking over \$1,000, or club/organization that has been activated within the last two (2) years, that has submitted a budget packet by the deadline. Any club/organization that misses the deadline must be granted, upon request, an appeal.
 - ii. As the allocated funds come from students and is to be used to benefit the student community, advisors of the club/organization are requested to allow the students to present their club to the committee.
 - iii. Advisors are required to attend budget hearings, and as they adopt legal responsibility by verifying to the accuracy of club budget packets through their signatures, they will be allowed the opportunity to present additional details after the students have finished the presentation.
 - iv. At least three (3) members for each club/organization will be required to attend the budget hearings. The following three (3) people are recommended:
 - Club/organization president, chair, or editor
 - Club/organization CAB representative
 - Club/organization treasurer/financial coordinator
 - v. Clubs will be allowed time for each hearing,

based upon the following hearing allotment:

If the funds requested are between the range of \$1-\$999, then a budget worksheet will need to be submitted to the committee. If the amount is between the range of \$1,000-\$4,999, a budget worksheet must be submitted, and the group must appear before the committee for a ten (10) minute hearing. If the amount exceeds \$5,000, a budget worksheet must be submitted, and the group must appear before the committee for a twenty (20) minute hearing. New clubs/organizations (officially recognized within the last two [2] years) must submit a budget worksheet and appear before the committee for a ten (10) minute hearing.

5. Preliminary Allocation
 - a) Preliminary allocations will be presented after all initial budget hearings are complete. They will be announced at a Senate meeting [by the Senate Vice President of Finance] and a CAB meeting [by the CAB treasurer].
6. Appeals
 - a) The Senate Finance Committee will hold appeals after the preliminary allocations have been made for any club/organization.
 - b) Appeals will be held in the same manner as budget hearings with the exception that clubs/organizations will only be allowed ten (10) minutes.
 - c) A minimum of five (5) percent of the total student activity fee budget will be reserved for appeals.
7. Approval of the Final Allocation
 - a) The Senate Finance Committee chair will present the final allocations to Student Senate for review and recommendation for approval. If the allocations are not recommended for approval, a recommended action should accompany the rejection.
 - b) Upon approval, the president of Student Senate will sign the Proposed Budget Signature Sheet.
 - c) After the allocations have been recommended for approval by Student Senate, the proposed budget will be presented to the Vice President of Enrollment Management and Student Services for review and recommendation for approval. If the budget is not approved, a recommended action should accompany the rejection.
 - d) Upon approval, the Vice President of Enrollment Management and Student Services will sign the Proposed Budget Signature Sheet.
 - e) After the proposed budget has been recommended for approval by the Vice President of Enrollment Management and Student Services it will be presented to the President of Chadron State College for approval. If the budget is not approved, a recommended action should accompany the rejection.
 - f) Upon approval, the President of Chadron State College will sign the Proposed Budget Signature Sheet and return it to the Senate Finance Committee.
 - g) If any of the above-mentioned recommends a change to the proposed budget that change must be approved by all the above-mentioned.
 - h) After final allocations have been made, there will be no budget hearings for the remainder of the academic year.
- K. Allocated Funds
 1. Allocated funds in a club/organization's open account will be used at a club's discretion as long as it follows Article K section 7.
 2. Funds allocated to a club/organization's closed account will remain closed to the club/organization's use until the Senate Finance Committee transfers money from the closed account into the open account.
 3. To request a transfer of funds the club/organization must present an activity proposal at a Senate Finance Committee meeting at least three weeks prior to the proposed activity. The activity proposal must include a detailed budget for the upcoming event and a plan for publicity for the event. Each event must be proposed separately.
 4. The proposed activity must pass with a simple majority by the Senate Finance Committee. If the

- proposed activity is rejected, the club must wait a minimum of 14 days (2 weeks) before presenting the activity again.
5. Each club/organization may request a maximum of \$250 a year to be spent toward educational field trips and/or conferences. The only exception to this rule shall be clubs/organizations that have gained prior approval by first the SFC, and then the Student Senate.
 6. Unless a majority approval of the Senate Finance Committee rules otherwise, all allocated funds in the club account must be exhausted before requesting funds from the Campus Activities Board.
 7. Allocated funds must be used by the club/organization in a manner that is beneficial to a large proportion of the student population and should be used in accordance with the objective set by the Senate Finance Committee.
 8. Allocated funds must be exhausted by the end of each academic year. Any unused funds do not carry over to the club/organization's account in the next academic year.
 9. Clubs/organizations receiving funds must comply with the following:
 - a) Elect a representative to attend all CAB meetings.
 - b) If the chosen representative cannot attend a CAB meeting, he or she must find a replacement within the club or organization to be the representative for that particular meeting.
 - c) Each club/organization is allowed only three (3) absences per year.
 - d) Three (3) tardies [defined as arriving after the club's name has been called by the CAB secretary] at a CAB meeting will result in an absence.
 - e) Absence requests must be written, and will only be accepted by the SFC a minimum of two (2) hours before the event. Requests must have the accompanying signature of the club advisor to be considered valid, unless other arrangements are made with the Senate Finance Committee chair.
 - d) Upon retraction after suspension of funds, a club is given two (2) more absences, one (1) for a warning and the second for another suspension.
 - e) Failure to comply with any of the above stated rules may result in:
 - 1) Immediate revocation, suspension, or reduction of any remaining allocated funds.
 - 2) Failure to comply with any of the above-stated rules or attempts of fraud may also jeopardize the club/organization's budget request for the following year.
 10. A formal written letter of appeal must be submitted to the Senate Finance Committee within ten (10) days of the action for an appeals process to occur. A meeting will be set within two (2) weeks of the receipt of the letter of appeal.

L. Unallocated Funds

Unallocated funds are defined as Student Activity Fee funds that are not initially allocated by the Senate Finance Committee. They are held for the purpose of appeals, unforeseen expenses, and new clubs that may form during the year.

1. Unallocated funds will be allocated in the following manner:
 - a) A minimum of \$1000.00 to be held for new clubs.
 - b) A minimum of five (5) percent of the total student activity fee budget to be held for adjustments due to appeals.
 - c) The Senate Finance Committee has the sole discretion of allocating these funds.
2. Any club/organization that forms during the year may be eligible for unallocated funds as start-up costs. A total of \$100 will be granted, if requested, as start-up costs during the club/organization's first academic year.
3. New clubs/organizations must contact the Senate Finance Committee, in writing, to request additional funding for start-up costs.
4. The Senate Finance Committee has the sole discretion in allocating unallocated funds.
5. If a club/organization's official club status is revoked, its funds will become revoked as well.

M. Reserved Rights

1. The Senate Finance Committee reserves the right to adjust guidelines as needed before beginning the budget process as approved by a majority of the committee.
2. The Senate Finance Committee reserves the right to withdraw, reduce, or suspend funding from any club

or organization at any time if it is proven that the club or organization is not in compliance with or violates any of the procedures that are stated in the budget packet, or purposely misrepresents information presented at the budget hearing, in the budget packets, or is not in compliance with the rules and regulations of using SAF funds.

N. Privacy

1. The Senate Finance Committee has the right to record the budget hearings and will keep one copy of all submitted budget packets for reference by committee members only.
2. Any information the Senate Finance Committee members choose not to release will remain confidential.
3. Any attempt by an individual or club to ascertain confidential information may result in the dissolution of any and all clubs to which the individual belongs.