



Penn State Berks Campus

STUDENT GOVERNMENT BUDGET COMMITTEE CONSTITUTION

Version 1.3 Revised October 17 2014

Adopted: November 5th, 2014

Penn State Berks SGA Budget Committee

009E Perkins Student Center

Tulpehocken Road, P.O. Box 7009, Reading, PA 19610

Table of Contents

Terminology

SECTION I: MEMBERSHIP

- 1.1 SGA FINANCIAL MANAGER
- 1.2 ELECTED STUDENT MEMBERS
- 1.3 APPOINTED STUDENT MEMBERS
- 1.4 EX-OFFICIO MEMBERS
- 1.5 TERMS AND ELECTIONS

SECTION II: MEETINGS

- 2.1 QUORUM
- 2.2 MEETING MINUTES
- 2.3 GENERAL ALLOCATION REVIEW
- 2.4 AUDIT REVIEW
- 2.5 POLICY REVIEW
- 2.6 ALLOCATION APPEALS

SECTION III: GENERAL ALLOCATION REVIEW PROCEDURE

- 3.1 TIMELINE
- 3.2 ACCEPTING REQUESTS
- 3.3 REVIEWING REQUESTS
- 3.4 ALLOCATION NOTIFICATIONS
- 3.5 NEW STUDENT ORGANIZATIONS

Terminology

Academic Day: any day classes are in session. This does not include study days, final days, weekends, holidays and / or the days between semesters.

Requestors: student organizations recognized through the Penn State Berks Office of Student Affairs.

SECTION I: MEMBERSHIP

1.1 SGA FINANCIAL MANAGER

The SGA Financial Manager will be the chair of all meetings of the Student Government Budget Committee, hereafter referred to as SGBC. He or she shall be responsible for conducting meetings to the procedures set forth by the SGBC Constitution and the SGBC Requestor Handbook. The financial manager shall only be allowed to vote in the event of a tie. The financial manager will release budget reports to the requestor and Student Government General Assembly upon approval of suggested allocations.

1.2 ELECTED STUDENT MEMBERS

Any student that runs for and receives votes for the office of SGA Financial Manager shall be given the opportunity to join as an elected student representative with approval of the SGA General Assembly. A maximum of four (4) students may be inducted through this process.

The students with the four (4) highest vote counts will be considered first for these appointed positions.

1.3 APPOINTED STUDENT MEMBERS

The SGA Financial Manager shall have the right to appoint a maximum of four (4) student members with the approval of the SGA General Assembly.

The Berks Campus Office of Student Affairs through the Director of Student Affairs shall be allowed to appoint students. The Director of Student Affairs may appoint a maximum of three (3) members.

Appointed members of the committee should represent the diverse population of Penn State Berks and should be knowledgeable of campus activities and student life.

Appointed members of the committee with affiliations to student organizations will be required to abstain from voting on their affiliate requestor's budget.

Any student may submit a written request to be an appointed member of the SGBC by the announced deadline following the election of the SGA Financial Manager. All request must be reviewed by the financial manager and each applicant must be interviewed before the financial manager requests approval from the SGA General Assembly.

1.4 EX-OFFICIO MEMBERS

Ex-officio members of the committee are non-voting members. The SGA President, Vice-President, and Director of Student Affairs, or his / her appointee, will be the ex-officio members.

Ex-officio members cannot count towards the quorum of SGBC meetings of any type.

1.5 TERMS AND APPROVAL OF MEMBERS

SGA Budget Committee Constitution

All members, including the financial manager will hold a term of one (1) academic year beginning on the first day of the fall semester.

All appointed members must be approved by the SGA General Assembly by the end of the spring semester for their term to begin on the first day of the following fall semester.

In the event of the resignation of the financial manager, a special election must be held at the earliest possible date in which classes are in session. The special election must follow the guidelines of the latest Student Government Association Elections Code.

In the event of resignation of a SGBC appointed member, the financial manager shall recommend new member to the Student Government General Assembly to be approved before joining the committee. The Director of Student Affairs will have preference over appointing new members if DSA appointed members resign.

SECTION II: MEETINGS

2.1 QUORUM

Quorum of committee meetings will consist of majority (50% + 1) of the membership being in attendance. Meeting quorum is required to create suggested allocations and conduct business that requires a vote. In the case in which quorum is met and then lost during a meeting, the committee cannot vote on matters until a quorum is met.

2.2 MEETING MINUTES

It will be the responsibility of the SGA Financial Manager, or his / her designated committee member, to record accurate meeting minutes. Meeting minutes will be posted by the committee to the SGBC Website, or designated web space, after they are approved at the following meeting. Each meeting of the committee will begin by reviewing and approving the minutes of the previous meeting.

All meeting minutes must be approved before the Student Government General Assembly approves a semester suggested allocation.

2.3 GENERAL ALLOCATION REVIEW

The general allocation review shall take place once per semester following the timeline set in Section 3.1, not including the summer semester. The purpose of the review shall be to review semester funding requests from the recognized student organizations of Penn State Berks.

The SGBC may meet multiple times to create a suggested semester allocation to be approved by the Student Government General Assembly.

2.4 AUDIT REVIEW

An audit review meeting shall occur at the end of each semester, not including the summer semester, to review the spent allocated funding. The committee will review student organization spending to locate unspent monies and policy violations.

2.5 POLICY REVIEW

Policy review meetings shall be called once per semester to review SGBC policies and regulations to make adjustments towards allocation limits with student population, the student activity fee, and inflation.

The SGBC review be responsible for creating a proposal for funding to the SAF Committee in advance of a semester allocation review process.

2.6 ALLOCATION APPEALS

Any requestor may appeal decisions of the committee within two (2) academic days of the decision being made public knowledge through suggested allocation notification. One representative is require to attend the allocation appeal meeting to support their appeal of the suggested allocation or policy in question.

Appeal meetings must be held during the 12th week of the semester. Failure to set up an appeal on the end of the SGBC will result in the appeal being granted to the requestor. Failure to respond to communications from the SGBC will result in the requestor's appeal being denied.

SECTION III: GENERAL ALLOCATION REVIEW PROCEDURE

3.1 TIMELINE

Spring allocation requests due: Monday of the 11th week of the fall semester by 5pm.

Spring General Allocation Review Meeting: 11th week of the fall semester.

Spring Suggested Allocation Notification: Before the 11th Friday of the fall semester.

Spring Allocation Appeal Meetings: 12th week of the fall semester.

Approval of Suggested Allocations by the SGA General Assembly: 13th week of the fall semester.

SGA Budget Committee Constitution

Fall allocation requests due: Monday of the 11th week of the spring semester by 5pm.

Fall General Allocation Review Meeting: 11th week of the spring semester.

Fall Suggested Allocation Notification: Before the 11th Friday of the spring semester.

Fall Allocation Appeal Meetings: 12th week of the spring semester.

Approval of Suggested Allocations by the SGA General Assembly: 13th week of the spring semester.

3.2 ACCEPTING REQUESTS

Request for semester funding will be accepted starting on the 10th week of the semester until the close of the acceptance period on the 11th Monday of the semester at 5pm.

Requests may be submitted to the SGA Office at Perkins Student Center 9E, and any other SGBC approved formats.

Late budget requests will not be accepted and the request will be returned to the requestor with notification.

3.3 REVIEWING REQUESTS

Each member of the committee must have an opportunity to review each budget request individually before any discussion is had as a group.

Members shall record their own suggested allocation for each request reviewed, based upon the Requestor Handbook guidelines, to be used in comparison to other committee members.

After each member of the committee has made their separate reviews and suggested allocations, the committee may discuss the requests to create a suggested allocation on each request.

Suggested Allocations must be approved by a majority (50% + 1) vote of the committee for each request whenever an adjustment is made or to be final.

In the event that the total suggested allocation exceeds the total available funds, the committee must approve a uniform decrease for the total suggested allocation to each requestor (i.e. a cut of 10% to each suggested allocation).

3.4 ALLOCATION NOTIFICATIONS

After the committee has reached a total suggested allocation, it shall be the responsibility of the SGA Financial Manager to inform the requestors via email of their suggested allocation amounts on the Friday of the 11th week of the semester.

Requestors may ask for an appeal at this point which must be granted and held by the committee before the end of the 12th week of the semester.

To ensure availability in the event of technology failures, the financial manager must ensure a paper copy is posted or available in a campus office.

3.5 NEW STUDENT ORGANIZATIONS

New student organizations that form during an academic semester may request funding through the SGBC if there is available funds left.

The Chair will be responsible for calling a meeting to order once the request is received.

A new student organization shall have two weeks from the point the club is approved by the Office of Student Affairs to submit a request for funds.

If funds are not available from the SGBC, the requestor may submit a funding request to the Berks Campus Student Activity Fee Committee.