

**BYLAWS OF THE
BUDGET ALLOCATIONS COMMITTEE**

ARTICLE I. OBJECT

The object of the Budget Allocations Committee (BAC) shall be to distribute the Student Activities Fee funds to recognized Student Government Association (SGA) Organizations from the Fund Allocation Pool of the SGA.

ARTICLE II. MEMBERS

Section 1: Membership.

The Budget Allocations Committee (BAC) shall be chaired by the Student Government Association Treasurer and shall consist of seven full members.

Section 2: Definition of Members.

A full member of the BAC shall be a member with full voting rights in good standing. For the purposes of these bylaws, the Treasurer is *not* to be considered a member unless otherwise specified.

Section 3: Duties and Responsibilities.

- A. The duties of BAC members shall be to attend meetings, discuss, and pass decision on the distribution of funds from the Fund Allocation Pool as outlined in Article III, Procedure. Additionally, members must perform BAC related duties and tasks otherwise assigned by the SGA Treasurer.
- B. All members of the BAC must attend a training session (see Article II, Section 5:B:a) at the start of each semester to be run by the Treasurer.
- C. BAC members are to attend each meeting of the BAC as set forth by the Treasurer. Failure to appear at three BAC meetings in an academic semester shall result in the immediate dismissal from the BAC. Dismissal on the grounds of attendance shall be automatic and does not require Senate approval.
 - a. If a dismissed member of BAC has an extended leave of absence (e.g. medical leave) he/she may be reinstated at the beginning of the subsequent semester (if applicable, see Article II, Section 4:H) at the discretion of the Treasurer.
 - b. If a dismissed member of BAC does not have an extended leave of absence, he/ she will be ineligible for future participation in or application to the BAC.

Section 4: Selection.

- A. New BAC members shall be chosen at the end of each academic semester.
- B. A campus-wide announcement shall be given including instructions on applying to the BAC. The application process must be publicized at least one week prior to the appointed deadline.
- C. Application shall be open to all students with the exception of the SGA Executive Board members, Parliamentarian, Treasurer, Liaison, and those who have declared their intention to run for the Senate-elected BAC member.
- D. Applications must be submitted to the SGA by the published deadline as determined by the Elections Commissioners.
 - a. Applicants must submit a résumé and completed application as determined by the Student Organizations Committee. All applicants must also submit a list of all past and present activities and groups with which they have been affiliated on campus (and feel comfortable disclosing). This list will be used throughout the application process to aid in assuring that a diversity of interests is manifested in BAC members.
- E. The Student Organizations Committee (SOC) shall run and oversee the application process, and also screen applications.
- F. The President, Vice President, Treasurer, Liaison, Parliamentarian, and Speaker shall jointly select the members from among the screened applications and present them for Senate confirmation. The Director of the Center for Leadership and Student Involvement (CLSI) or an appointee shall be invited as a non-voting participant.

- a. The selection committee shall schedule interviews with the candidates at their convenience. All selection committee members must be present for all meetings.
 - i. The selection committee shall evaluate each candidate based on his/her abilities and qualifications.
 - ii. The Treasurer should also convey during the interviews the importance of BAC positions and the time commitment the positions entail.
- G. The selection committee shall recommend one individual for each vacant full position to the SGA Senate. The Senate shall confirm all recommendations for appointments to the BAC.
 - a. A simple majority shall be required for approval.
 - b. If the Senate does not approve of a recommendation, the selection committee shall be charged with making a new recommendation.
- H. BAC members shall be chosen to serve terms of two consecutive semesters. Three of the BAC members shall serve in a Spring-Fall term of office and the three others shall serve in a Fall-Spring term of office. The Senate elected BAC member shall serve a term of one semester.
- I. If deemed appropriate, the selection committee may suggest the appointment of two BAC alternates.
- J. The Senate has the power to remove any full member of the BAC. The Treasurer and the Director of CLSI or an appointee shall review the case and make a presentation to the Senate at the behest of the Treasurer or the Senate. A three-fourths (3/4) majority in Senate shall be required to remove a member of the committee. This process is separate from the automatic dismissal which shall occur as described in Article II, Section 3:C and does not require Senate approval.
 - a. Upon the resignation of a member of BAC or the removal of a member of the BAC by the Senate or for neglect of duties by the Treasurer, the selection committee shall recommend one of the two alternates to replace the removed member. In the case that the removed member is the Senate selected one, the Senate shall conduct its own election as enumerated in Article II, Section 4:K.
- K. Senate BAC Member
 - a. The Elections Commissioners shall conduct an election for the Senate BAC Member prior to the end of the last Senate meeting of each semester.
 - b. Candidates eligible for and interested in holding the position of Senate BAC Member shall submit a written statement of no more than 150 words to the Elections Commissioners a week before the vote in Senate.
 - c. Current candidates for the Senate BAC Member cannot apply for the BAC in any other capacity for that semester's selection period.
 - d. During the appropriate Senate meeting, each candidate will deliver his/her prepared remarks, to be within a time limit set by the Parliamentarian.
 - e. A question and answer session will follow the prepared remarks.
 - f. The Senate and any member of the Association shall then begin debate on the candidates.
 - g. Immediately after debate, each Senator shall submit his/her vote to the Elections Commissioners in written form as prescribed by the Elections Commissioners. The Parliamentarian shall oversee the ballot counting process.

Section 5: Treasurer.

- A. The duties of the Treasurer shall be to aid in the selection of BAC members as outlined in Article II, Section 4 and to enforce the duties and responsibilities of members as outlined in Article II, Section 3.
- B. The Treasurer shall begin his/her tenure by arranging to meet with the Director of CLSI or an appointee to discuss the overall functions and processes of the BAC.
 - a. The Treasurer shall work with the Director of CLSI or an appointee to design and initiate a training program for the members of the BAC at the beginning of each semester.
 - b. A "Treasurer's Handbook" and a "BAC Member Handbook" shall be maintained for the purposes of aiding those persons.
 - i. Such handbooks shall be considered '*unofficial guides.*' They should be written to reflect the bylaws explicitly or to offer suggestions; anything stated in such handbooks need not be followed unless it is also contained in the SGA

Constitution or Bylaws. The only official guidelines and procedures for the BAC shall be the SGA Constitution and the Bylaws of the BAC.

- C. The Treasurer shall be a non-voting chair of the BAC.
 - a. If a member of the BAC is absent the Treasurer shall cast the seventh vote.
- D. The Treasurer shall ensure that the procedures of the BAC are followed as described in Article III.
- E. The Treasurer shall *never* allocate funds in any way outside of the processes described in the SGA Constitution and Bylaws of the BAC.
- F. If extenuating circumstances arise, the Treasurer may request an unscheduled meeting of the BAC to consider a request. The rules of Procedure as outlined in Article III shall still apply. Additionally, the Treasurer may utilize 'e-mail' in order to poll the BAC members for a request. This clause should be utilized with restraint.

ARTICLE III. PROCEDURE

Section 1: Yearly Budget Requests.

- A. Groups that receive percent allocations must submit semester budgets for their expenditures (e.g. Maroon News, CUTV, WRCU, COVE, Class Councils, SGA Operating Account, SPW, Dancefest, SA Sound, and Student Travel Agency).
- B. The Treasurer shall carefully keep and maintain a history of which groups have received yearly budgets and the amount (in dollars) they have received.
- C. Towards the end of each academic year, the Treasurer shall call a *special meeting* whose purpose shall be to evaluate yearly budget requests.
 - a. All groups requesting a yearly budget shall be required to submit an outline of their justifications for doing so, along with their anticipated needs and expenses.
 - b. The BAC shall evaluate the request.
 - i. If the BAC feels the request overestimates expenditures or that a yearly budget is unnecessary for a group, the BAC shall meet with the group in order to discuss their concerns.
 - ii. The BAC shall use the procedures described in the remainder of Article III to approve or deny any portion of a request.

Section 2: Requests for Funding.

- A. Requests for funding must be submitted prior to the weekly deadline established by the Treasurer at the beginning of each semester.
- B. Upon receipt, the Treasurer shall verify that the groups submitting requests are SGA approved groups and that they are currently eligible to receive funds per SGA guidelines and requirements.
- C. Upon verification, the Treasurer shall distribute copies of the requests to the BAC no later than twenty-four hours before the BAC meeting time.

Section 3: Guidelines for Funding.

In order to be funded, a request must fall within the following guidelines:

- A. The submission must be from an SGA-recognized group. That group must have a constitution on file and be eligible for funding as stipulated by the SGA.
- B. The BAC can never provide funds for:
 - a. alcohol;
 - b. events that have already occurred or been advertised as certainly occurring.
 - c. events to take place within two weeks of the BAC meeting date;
 - d. events specifically for a non-SGA-approved group regardless of its affiliation or relationship to an SGA-approved group (an SGA-approved group cannot provide an 'umbrella' for which individual non-SGA-approved organizations may seek funding);
 - e. events neither open to nor benefiting, all Colgate students.
- C. The BAC supports:
 - a. events open to the Colgate student body;
 - b. projects and services designed to benefit the Colgate community. Trips and conferences for group members can be supported if they can be shown to later aid and/or affect the overall Colgate community;
 - c. necessary and essential supplies to aid groups in achieving either (a) or (b).

- D. Other factors the BAC should take into account:
 - a. That the request furthers the SGA organization's mission as outlined in their constitution. The BAC is not convened to express likes or dislikes towards requests/events but rather to determine eligibility and practicality;
 - b. The organization's past programming and fiscal responsibility. Specifically, its ability to follow through on its recent events/projects as described in their proposals;
 - c. The amount of funds an organization has been allocated recently and/or how many events an organization has sponsored or plans to sponsor in a given semester;
 - d. The BAC should recognize contractual obligations. If an event requested is of a contractual nature the BAC should recognize the need to approve funds for contractual obligations (e.g. rider, required meals, lodging, travel expenses) along with the proposal if deemed appropriate;
 - e. The advantages present in collaboration;
 - f. To have a successful event, a reasonable allocation of funds should be given, if requested, in order to provide for advertising. To eliminate all advertising funds is to limit the success of the event.
- E. The Treasurer shall be responsible for informing the Presidents (or Treasurers as appropriate) of SGA-approved organizations of the guidelines for funding (Article III, Section 3) at the start of each semester. The Treasurer shall also post the guidelines in proximity to the location of the BAC Funding Request Forms.

Section 4: Meetings.

- A. Meetings shall be held weekly and *must* commence within two weeks of the start of each academic semester.
- B. The last two meetings of each semester shall accept proposals for funds pertaining to the subsequent academic semester.
- C. Quorum for BAC meetings shall be six members and the Treasurer.
 - a. If quorum cannot be met the meeting shall be postponed.
 - b. If a member is absent, the Treasurer shall cast the seventh vote.
- D. BAC members will review proposals before meeting with the applicants.
- E. Once the applicants have arrived, introductions will be made and the representatives will be asked to make the case for their request.
 - a. BAC members are to engage in a *respectful* and *courteous* dialogue with the representative(s) to ensure funding is appropriate as stipulated in Article III, Section 3 prior and to obtain a clearer understanding of the proposal and its function.
- F. Upon verification that the proposal meets the Requirements for Funding outlined in Article III, Section 3, the BAC is charged with deciding if the event merits the amount of funds requested. The BAC may apportion any amount less than the requested amount as it deems fit.
 - a. If six of the seven BAC members are present and a three-three tie arises, the Treasurer shall cast the seventh vote.
 - b. Any event approved for more than seven percent of a given semester's budget by the BAC shall be automatically forwarded to Senate for a confirmation vote. A simple majority in Senate shall be required for confirmation.
- G. Minutes must be kept during all meetings that convey the overall discussion on specific requests. The names of BAC members need not be attached to specific discussion points. The minutes shall be maintained by the Treasurer or his/her designated secretary. The minutes shall be released publicly to allow for overall transparency of the BAC process.

Section 5: SGA Senate Officer Reports.

- A. The Treasurer shall be charged with listing *all* groups which appeared before BAC since his/her last officer report. When listing the groups, the Treasurer shall announce the amount of funding requested and the amount of funding received as applicable.
- B. The Treasurer shall outline the project and the justifications for the BAC's decision to approve an event that requires an allocation of over seven percent of a given semester's budget. The Senate shall be asked to confirm that decision by a simple majority vote. Failure to receive Senate confirmation shall take precedence over any prior BAC decisions.

- C. The Senate-elected BAC member shall confirm the Treasurer's report of funding allocations.
- D. The Senate-elected BAC member shall attend all Senate meetings.

Section 6: Approval/Denial.

- A. Upon approval of funding by the BAC (and SGA as applicable), the Treasurer shall inform the SGA group of the decision within two days and arrange for a transfer of funds.
 - a. Any group subsequently found to exceed its budget shall be responsible for covering the additional costs. Further punitive measures shall be determined by the SOC, Treasurer, and Director of CLSI or an appointee.
- B. Upon approval or denial of funding by the BAC (or SGA as applicable), the Treasurer shall inform the SGA group of the decision within two days, provide the organization with a completed set form (to be created by the Treasurer and approved by the Senate at the beginning of the semester) explaining the reason for the approval/denial of funding, and relate the minutes of the meeting in order to convey how the decision was made.

ARTICLE IV. AMENDMENT OF BYLAWS

Amendment to the bylaws shall be carried out in the Senate as described in *The Constitution of the Student Government Association of Colgate University*.