

Title VIII: Chapter 803- The A&SF Budget Committee

- 803.1
 - The A&SF Budget Committee shall be a Student Government committee that recommends to the Student Senate a budget for the allocation of the next fiscal year's A&SF funds.
- 803.2
 - A&SF Budget Committee Members:
 - The A&SF Budget Committee shall be composed of:
 - A. The Student Body President;
 - B. The Student Body Vice President;
 - C. The Student Government Comptroller or the Deputy Comptroller;
 - D. The Senate President or Designated Legislative Assistant;
 - E. The Senate President Pro Tempore or designated Deputy Pro Tempore;
 - F. The Conference Registration and Travel (CRT) Committee Chair, or its Vice Chair in the Chair's absence;
 - G. The Financial Allocations for Organizations (FAO) Committee Chair, or its Vice Chair in the Chair's absence;
 - H. The Operations Review and Sanctions (ORS) Committee Chair, or its Vice Chair in the Chair's absence;
 - I. Three (3) Student Senators, elected by a majority vote of the Student Senate;
 - J. Two (2) Undergraduate Students at-large
 - K. The Vice-Chair of the Agency and Department Strategic Planning Board (ADSPB);
 - L. One (1) Graduate Student at-large; and
 - M. One (1) additional Senator elected by majority vote of the Student Senate as the committee alternate. This Senator will only vote in the place of an absent A&SF Budget Committee member. In the event that one of the senator at large seats is vacated this senator may be elevated to fill that seat.
- 803.3
 - A&SF Budget Committee Advisors:
 - The A&SF Budget Committee shall have non-voting advisors comprised of:

- A. The Senior Student Affairs Officer, or a designee appointed by the Senior Student Affairs Officer;
 - B. The University Comptroller, or a designee appointed by the University Comptroller;
 - C. The University Budget Officer, or a designee appointed by the University Budget Officer;
 - D. The Director of the A&SF Business Office, or a designee appointed by the Director of the A&SF Business Office; and
 - E. Any other individuals that the committee deems necessary.
- 803.4
 - All committee members, alternates, and advisors shall have full rights to debate.
- 803.5
 - Meetings and Elections of the A&SF Budget Committee:
 - A. The Student Body President shall be responsible for calling the first meeting to order by the third (3rd) week of September.
 - B. The Student Body President shall be responsible for overseeing the election of the Chair at the Committee's first meeting.
 - C. Upon election, the Chair shall immediately call for the election of the Vice Chair.
 - D. All voting committee members, excluding the alternate, are eligible for election to the Chair or Vice Chair positions.
 - E. The committee shall meet as needed, determined by the chair in consultation with the committee and advisors, in the Fall semester until final examinations to discuss procedure, considerations, and questions regarding the A&SF Budget.
- 803.6
 - Duties of the A&SF Budget Committee:
 - A. Review all budget procedures and Finance Statutes.
 - B. Review all irregularities as reported by the Director of the A&SF Business Office or the Student Government Comptroller.
 - C. Review the records of the previous year's A&SF Budget Committee.
 - D. Review and evaluate the use and expenditure of all A&SF funds.
 - E. Review the A&SF Business Office's revenue projections for the next fiscal year.
 - F. Review the Nonrecurring funds available for the next fiscal year.

- G. Establish, confirm, and/or revise A&SF Budget Guidelines for use of A&SF funds.
 - H. Create A&SF Budget request forms.
 - I. Compare A&SF budget requests with the A&SF Budget Guidelines.
 - J. Hold open hearings on all budgets, the schedule of which shall be provided to all budget-requesting Student Government bodies, and to all budget-requesting Student Government Affiliated Agencies and Departments prior to the hearings.
 - K. Compare the total A&SF projected income with the total requested allocations and resolve a comprehensive working budget recommendation based on its priority guidelines.
 - L. Compare the total A&SF Nonrecurring funds with the total one-time requests and resolve a comprehensive Nonrecurring budget recommendation based on its priority guidelines.
 - M. Provide a record of important discussions, decisions, opinions, and recommendations of the current A&SF Budget Committee to the following A&SF Budget Committee.
- 803.7
 - To facilitate the formulation of A&SF Budget Guidelines, the committee may require information pertaining to A&SF funds from the various Student Government bodies, including all sources and amounts of outside income. The A&SF Budget Committee may require the Student Body President or the Student Senate to provide for surveys of student opinions and desires for the allocation of A&SF funds.
- 803.8
 - Distribution of Budget Request Forms:
 - A. The A&SF Budget Request Forms shall be distributed no later than the last day of October to all Student Government bodies, and to all Student Government Affiliated Agencies and Departments.
- 803.9
 - The completed Budget Request Forms, along with a cover sheet explaining the entity's priorities for their use of the requested A&SF funds within their programs, shall be submitted to the A&SF Budget Committee's to be considered by the A&SF Budget Committee.
 - A. The date by which the completed Budget Request Forms shall be submitted to the A&SF Budget Committee Chair shall be decided on by the A&SF Budget Committee but shall no later than the first (1st) Friday in December.

- 803.10
 - A&SF Budget Committee Documentation:
 - The Student Body shall have full access to all documentation relating to the A&SF budgeting process, which shall include, but is not limited to:
 - A. A complete and updated copy of the A&SF budget documents, which shall be posted on a Student Government sponsored website once the budget has been approved by the University President.
 - B. A&SF records of presently occurring proceedings prior to receiving the University President's approval, which shall be posted on a Student Government sponsored website.
 - C. All A&SF Budget Committee meeting minutes shall be posted on a Student Government sponsored website.
- 803.11
 - Presentation of the A&SF Budget Committee Budget Bill:
 - A. The A&SF Budget Committee shall introduce a bill to the Student Senate in a special session during the spring semester prior to the conclusion of the current Senate Session. This bill shall contain the following:
 - 1. Proviso language that governs A&SF funds for the next fiscal year;
 - 2. A budget summary that classifies the budget allocations by Student Government bodies and by Student Government Affiliated Agencies and Departments;
 - 3. The comprehensive budget recommendation including both Recurring (Operational) Nonrecurring budgets; and
 - 4. All Student Government bodies, and all Student Government Affiliated Agencies and Departments that were zero-funded.
 - B. The A&F Budget Committee Budget Bill shall not be placed on Third Reading. Second Reading will serve as final debate and amendment of these measures.
 - 1. Amendments to the A&SF Budget Committee Budget Bill on Second Reading shall require a two-thirds (2/3) vote of the Student Body Senate.