AGENDA
The Student Senate of Capital University
Heather R. Harper, Speaker
Tuesday, January 25, 2011
7:00 P.M. Learning Center 05, Ruff Memorial Learning Center

1. Call to Order
2. Roll Call
3. The Pledge of Allegiance
4. Devotion
5. Public Comment
6. Approval of the Minutes
   - January 11, 2011 Meeting
7. Committee Reports
8. New Business
9. Senate Announcements
10. Clerk’s Remarks – Emily Morrison
11. President’s Remarks – Ed Higgins
12. Advisor’s Remarks – Dale Mittler & Todd Shaver
13. Speaker’s Remarks – Heather Harper
14. Adjournment
1. Senate Bill #112
   Author: Cooper
   Co-Sponsors: Baker, Coughlin, Partika, Fowler, Smith, Landoll
   To amend the “rules and procedures” of Finance.

2. Senate Bill #113
   Author: Cooper
   Co-Sponsors: Baker, Coughlin, Partika
   To amend the constitution to create the office of Treasurer

3. Senate Resolution #117
   Author: Dent
   Co-Sponsors: Morrison, Chenault, Stein, Landoll, Cooper
   To express appreciation and gratitude to Parkhurst for listening and responding to the student body.
The 11th General Assembly  
General Session  
2010-2011  

Senate Bill No. 112  

Sponsor: Cooper  
Co-Sponsor: Baker, Coughlin, Partika, Fowler, Smith, Landoll  

A BILL  

To amend the “Rules and Procedures of Finance”.  

BE IT ENACTED BY THE STUDENT SENATE OF CAPITAL UNIVERSITY:  

Section I. That, the Capital University Administration and Board of Trustees have strongly advised that Student Government develop an annual appropriation process.  

Section II. That, the current appropriation allocation process is inadequate,  

Section III. That, the current budget allocation committee surveyed, discussed, and researched various allocation systems, methods, and processes to develop a new system.  

Section IV. That, Exhibit A seeks to create a more transparent and equitable annual allocation process.  

Section VII. Therefore, be it enacted that the 11th General Assembly amend the “The Rules and Procedures of Finance” as written in Exhibit A.
A BILL

To amend the constitution to create the office of the treasurer

BE IT ENACTED BY THE STUDENT SENATE OF CAPITAL UNIVERSITY:

Section I. That, the separation of duties is an important concept in the operation of government.

Section II. That, currently all fiduciary duties are currently vested in the Finance, Planning, and Development Committee.

Section III. That, proper separation of duties would call for division of certain duties to promote transparency and responsibility.

Section IV. That, Exhibit B creates an office of the treasurer and amend the Finance, Planning, and Development Committee’s duties e to create proper separation of duties.

Section VII. Therefore, be it resolved that the 11th General Assembly add Section III to Article III and amend paragraph C of Article V, Section VII as outlined in Exhibit B to create an office of the treasurer.
A RESOLUTION

To express appreciation and gratitude to Parkhurst for listening and responding to the student body.

Section I. Whereas, there have recently been many requests from Senators and students for modifications within Parkhurst; and

Section II. Whereas, Parkhurst has worked diligently with the Student Life committee and the student body as a whole; and

Section III. Whereas, a soft serve ice cream machine was installed in the MDR over winter break; and

Section IV. Whereas, the student body would like to thank Parkhurst for their brisk response to the aforementioned requests; and

Section V. Therefore, be it resolved that the 11th General Assembly express its appreciation and gratitude to Parkhurst for listening and responding to the student body.
EXHIBIT A

Article I. Authority

1. The Senate shall approve a Budget Bill by the second meeting in April. The incoming Student Government (SG) President (President) shall author it, and the Finance, Planning, and Development Committee (Finance Committee) shall review the Budget Bill before it is presented to the Senate for voting. The Budget Bill shall set up the accounts listed in Article II.

2. Any money transfers between Student Government funds or changes to the budget require approval of the Senate through an amendment to the Budget Bill with a majority vote.

3. The Chief Student Fiduciary Officer shall be the sole presider in recording and authorizing all financial transactions involving SG Funds.

4. The Judiciary Committee reserves the right to investigate any misconduct involving the Student Government Budget.

Article II. Funds

1. There shall be eight funds established by Student Government: Joint Purchases, Compensation, Executive Branch, General, Annual Appropriation, Speaker’s, Office, and Finance Committee.

   a. The President and Speaker shall only exhaust the Joint Purchases fund in collective agreement.
      i. The Joint Purchases fund may be used for any purchases deemed necessary for the advancement of Student Government or the campus body.
      ii. The Elections Committee may request permission from the Speaker and President to access this fund for expenses.
      iii. The Joint Purchases fund may be used to support student organizations with the following stipulations:
         1. Funding may not exceed $500 at one time.
         2. The President/Speaker and any other Student Government Fund may not collectively aid any organization more than $1,000 without Senate approval.

   b. The Compensation Fund shall be exhausted by the Finance Committee and shall only be used for the stipends of those Student Government members who are issued stipends in the Budget Bill.

   c. The President, Vice President, or Executive Cabinet members shall only exhaust the Executive Branch Fund, with written permission from the President.
i. The Executive Branch fund may be used for any purchases deemed necessary for the advancement of Student Government or the campus body as the Executive Branch sees fit.

ii. The Executive Branch fund may support student organizations with the following stipulations:
   1. Funding may not exceed $500 at one time for an organization.
   2. The Executive Branch and any other Student Government Fund may not collectively aid any organization more than $1,000 without Senate notification.

d. The Senate shall exhaust the General Fund only by written legislation.
   i. The Finance Committee shall author bills on behalf of student organizations when requesting more than $500 at one time; or when a request added to previous amounts received from any Student Government Fund is more than $1,000.
   ii. Other Senate Committees with the cooperation of the Finance Committee may author bills when requesting any amount of money for Student Government sponsored events.

e. The Annual Appropriation Fund shall be exhausted only by the Appropriation Committee with the consent of the majority approval of the Senate.
   i. This fund may only be used to fund expenditures under the Annual Appropriation Process.
   ii. The Appropriation Committee shall author bills on behalf of the respective organizations.
   iii. All Funds remaining after all initial allocation shall be reverted to the general fund.
   iv. No organization receiving funding from the University general fund shall be permitted to participate in the allocation process.

f. The Speaker shall only exhaust the Speaker’s Fund.
   i. The Speaker fund may be used for any purchases deemed necessary for the advancement of Student Government or the campus body as the Speaker sees fit.
   ii. The Speaker fund may support student organizations with the following stipulations:
       1. Funding may not exceed $500 at one time.
       2. The Speaker and any other Student Government Fund may not collectively aid any organization more than $1,000 without Senate approval.

g. The Leadership of Student Government, being the President, Vice-President, Speaker, Clerk, and Floor Leader shall exhaust the Office Fund on materials for the office.

h. The members of the Finance, Planning, and Development Committee shall exhaust the Finance Committee Fund.
   i. The Finance Committee Fund may only be allocated to student organizations.
   ii. The Finance Committee Fund and any other Student Government Fund may not collectively aid any organization more than $1,000 without Senate approval.
Article III. A Finance Process

1. Purpose
Approved student organizations and Student Government committees have a right to request funds from Student Government. The Finance, Planning, and Development Committee of Student Government shall oversee the entire funding process for student organizations and Student Government committees. The Student Government Fiduciary Advisor shall sign off on all transfers and requisitions. The Vice President Students Affairs shall be required to review and sign off on all special allocations above $1,000.

2. Process for Approved Student Organizations
   a. Annual Appropriations
      i. Application
         a. Applications for the next academic year shall be made available by March 1st of the preceding academic year through the student government website, student organization leaders and advisors email list, and various seminars.
         b. The Application shall be designed by the Appropriation Committee with the following content:
            i. Estimated time period of event
            ii. Event budgets
            iii. Detailed description of a proposed event
            iv. Priority of requested events
            v. Other sources of funding
            vi. Other information as needed
            vii. Advisor signature
         c. All forms shall be due to the allocation committee by April 1 of the preceding academic year, unless the appropriation committees sees otherwise.
         d. In the event an application is turned in after April 1, the Appropriation Committee shall determine a certain percentage to be deducted from the general guideline funding level.
      ii. Appropriation Committee
         a. The appropriation committee shall be comprised of the following:
            i. Three (3) member from the Finance Committee
            ii. Three (3) members from the Student Activities Committee
            iii. One (1) member from each of the remaining standing committees
         b. The Chairperson of the Finance Committee shall chair the Committee.
         c. Each respective committee shall select their representative at the annual organization meeting.
      iii. Hearing Process
a. Upon returning a properly filled out application an organization representative shall have the opportunity to sign up for a time slot to discuss the organization’s application.

b. The initial hearings shall take place on two consecutive Saturdays following April 1\textsuperscript{st}, unless the Appropriations committee recommends otherwise. In the event the first two initial hearings are insufficient the appropriation committee shall be able to schedule additional hearings.

c. Each organization shall be allotted the same amount of time.

d. The time shall be comprised of an opening and closing statement with questions in between.

e. In the event an organization will not be able to attend a hearing, the president of the organization must submit a written statement providing any information pertinent to an activity. The appropriations committee may then issue follow up questions via email to the organization in response to any unanswered questions.

iv. Criteria

a. Each individual activity shall be scored by each committee member on a scale of 1-5

b. The highest and lowest score for each event shall be removed

c. The remaining seven scores shall be averaged and ranked accordingly.

d. Each of the following criteria shall be evaluated by every member of the allocations committee:

   i. Campus Impact- the number of students reasonably expected to be involved in the proposed activity and the number of persons reasonably expected to benefit, as well as the nature of the expected impact or general benefit to the campus or community as a whole.

   ii. Priority- the importance of the activity to an organization, campus, and or Student Government’s and Capital University’s goal and mission.

   iii. Cost effectiveness- the comparison of cost versus the impact gained from an activity.

e. Additional points shall be provided for activities sponsored and supported by multiple recognized student organizations.

v. Allocation determination

a. All activities shall be considered in order of scoring.

b. All activities shall be funded at the lower of either guidelines or organization request, unless the allocation committee otherwise exercises due diligence.

c. In the event an allocation committee exercise due diligence, the allocation committee must write an explanation for such recommended funding levels.

d. The Allocation Committee shall distribute funding based on an activity per activity basis with a focus on whole student organization funding levels.
e. All recommendations shall be divided into major and minor expenditures.
   i. An activity receiving a funding recommendation above $750.00.

vi. Senate Approval
   a. The allocation process shall be divided into three separate pieces of legislation
      i. Summer and beginning of school year funding allocation
      ii. Minor allocations
      iii. Major allocations
   b. The summer and beginning of school year funding shall be approved for activities approved for funding from July 1 to September 30. The Senate prior to the end of the preceding academic year must approve this funding.
   c. The minor allocation and major allocation shall be activities approved for funding from October 1 to June 30. The Senate shall approve funding for these activities no later than September 30th.
   d. All allocation recommendations shall be published one-week minimum in advance of recommendation for passage. During that one-week period all applications and information shall be made available for review.
   e. The minor allocation and major allocation shall be required to have two readings. The timing between the two meetings shall account for the review period mention in section d.
   f. All changes to the funding levels shall follow Roberts Rules of Orders and other regulations as affirmed in Student Government constitution and bylaws.

vii. Reporting
   a. All approved activities shall be required to report on all student government allocations, an organization must report:
      i. Community/Campus participation
      ii. Total revenue from event (if admission is charged to defray cost)
      iii. Itemized list of expenditures, along with receipt or a signed affidavit by the organization’s advisor to confirm such expenditures
   b. If an organization fails to report for an activity, they shall be subject to a fine of an amount determined by the budget allocation committee.

b. Special Appropriation
   i. The organization shall submit an application developed by the Finance Committee with the same criteria as outlined in the Annual Allocation Process.
   ii. The Finance Committee shall hold a hearing with an organization representative present to determine the merits of the additional funding.
   iii. The Finance Committee shall use the same criteria and guidelines used in the annual appropriation process; this shall extend to be specific criteria, allocation determination formula, and reporting.
iv. If the amount requested and recommended by the Finance Committee is below $500.00, the Finance committee will be able to allocate moneys from the Finance, Planning, and Development Fund.

v. If the amount requested and recommended by the Finance Committee is above $500.00, the Senate will be able to allocate funds from the General Fund.

vi. The Finance committee chairman shall oversee the disbursement of the funds on a reimbursement basis, unless the Finance committee approves a waiver.

3. Process for Student Government Funding
   a. A Senator and or a Senate Committee shall make a written request to the Finance Committee to allocate funds to their objective.
   b. Funds may be allocated from the General Fund if approved by the Senate.
   c. The Finance committee chairman shall transfer funds upon approval.

Article IV: Expenditure Regulation
1. In general, any item or service purchased with allocated student government funds that benefits an individual directly or is not retained by the University for the benefit of other students is prohibited including but not limited to:
   a. Fundraising that benefits the organization and/or direct donations
   b. Scholarships/ Loans
   c. Political candidates for campus or public office
   d. Any type of alcoholic beverage
   e. Expenditures for activities/events that are not within the mission, policies, and/or values of the University
   f. Travel fees for study abroad, and service learning
   g. Membership dues for any student organization
   h. Student organization debts and loans

2. Competition and conference costs, including, but not limited registration, hotel, and travel shall be permitted. However, the amount of funding for these activities shall be set during the annual appropriation process. The Appropriation Committee shall set a per person and per activity funding formula based on the demand for funding and the amount of funding committed to the such events. Furthermore, such activities must follow the travel guidelines as established by Capital University.

3. SG shall not fund food for activities unless deemed essential for completion of the event.

4. T-Shirts and other articles clothing are not funded unless directly approved by the allocation committee or finance committee, unless the university retains the articles.

5. In general the respective committees will recommend the following for
   a. 100% of allowable cost for community service activities
   b. 90% of allowable cost for open campus activities
   c. 75% of allowable cost for closed campus activities
   d. 50% of allowable cost for conferences and competitions

6. The Appropriation committee and Finance Committee have the authority to recommend further guidelines and define concepts as necessary with approval of the majority of the Senate.

Article IV. Amendments
1. Amendments may be made to these Rules and Procedures of Finance at any point with a 2/3 vote of the Senate.
ADD
Article III, Section III Treasurer

All student fiduciary duties shall rest with an independent Student Government Treasurer.

A. Appointment and removal
   1. The treasurer shall be nominated by the student government president and confirmed by a 2/3 vote of Student Senate.
   2. The Finance, Planning, and Development Committee shall have the opportunity to review the nominee prior to the Senate Confirmation hearing and make a recommendation to the Senate.
   3. In the event the treasurer fails to adequately perform and or fulfill duties as outlined paragraph B the Judiciary Committee will have the jurisdiction to investigate any claims, in the event the committee recommends removal an impeachment trial shall occur in the event the treasurer does not resign prior.

B. Duties
   1. Record, maintain, and prepare paperwork for all transactions.
   2. Act as the Chief Student Fiduciary Officer.
   3. Assist in the development of financial policies.
   4. Oversee and review implementation of approved financial policies.
   5. Assist in budget preparation.
   6. Prepare an annual budget outlook and request for the following academic year by November 1 of the preceding year.
   7. To prepare and present end of the year financial statements to the Committee on Finance, Planning and Development.
   8. Other duties as necessary to carryout the job of the treasurer.

C. Deputy Treasurers
   1. The treasurer may appoint up to two deputy treasurers to assist in carrying out the specified duties.

AMEND
Article V, Section VII

C. Duties
   1. To address concerns or changes regarding modifications to the Student Handbook.
2. To monitor and ensure the proper use of funds appropriated to the Senate and Executive Branch, and student organizations.
3. To monitor and make recommendations in regard to the use of tuition funds by the administration.
4. To address all other financial concerns of the Senate.
5. To assist in the development of long-term plans in regard to the university.
6. To monitor construction and renovation projects taking place on University owned properties.
7. To ensure that no funds are exhausted without the passage and implementation of a budget.
8. Reconcile the fund balances monthly on the treasurer’s record and Capital University.
9. Appoint a three member independent audit commission composed of three undergraduate students and a faculty advisor to review the financial statements and render an opinion.