

Fall 2010

Budget Committee By-Laws

Pitzer College Student Senate

Article I. **Submissions**

a. Deadlines

- i. All requests forms must be submitted by noon on Friday in order to be reviewed at the budget meeting the following Sunday.
- ii. All requests forms must either be emailed to the treasurer or placed in the treasurer's box (GSC 222).
- iii. If a deadline is missed, the submitter must wait one week before his or her request form is reviewed by the committee.

b. Treasurer's Duties

- i. Once a request form is submitted to the treasurer, the treasurer must forward it to every voting committee member no later than 24 hours prior to the committee meeting.
- ii. The treasurer must contact the submitters and ask that they attend the meeting.
 - a. In the event that a submitter cannot attend the committee meeting, the committee must base their discussions and votes on the submitter's request form only.
- iii. The treasurer is responsible for setting the time and location of the meeting.

Article II. **Voting/Recommendations**

a. Quorum

- i. In order for a recommendation to be made by the committee, no less than the majority (3/5) representatives must be present and no less than the majority (3/4) of the rotating senators must be present. (*For info on representatives and senators, see 2010 Senate Constitution*)
- ii. In the event that either a senator or representative cannot physically attend a budget meeting, they may submit their vote via email to the treasurer.
- iii. All absent members who submit an electronic vote must also prove that they have reviewed the request forms by providing a brief explanation of their recommendation.
- iv. An electronic vote carries the same weight as a physical vote.

b. Discussion

- i. After the meeting is called to order, each submitter is given 5 minutes to make the case for why they should receive funding.
- ii. The Committee may ask questions but may not motion for a vote during the five minute discussion period.
- iii. The Committee must follow Robert's Rules during the discussion period.

- iv. The treasurer is responsible for ensuring that discussions stays orderly and within the given time frame.
- c. Voting
- i. Votes cannot be made in the presence of a submitter. Once all submitters are given an opportunity to discuss their request, they must leave the meeting.
 - ii. Once the discussion period concludes, the voting committee members are allowed five minutes to review and vote on the requests.
 - iii. During this five-minute period, a Committee member may motion for a vote.
 - iv. The Committee must follow Robert's Rules during the voting period.
 - v. If five out of nine of the Committee members vote in favor of a recommendation, that recommendation is approved.
 - vi. The voting period will continue until a recommendation is made.
 - vii. The treasurer is responsible for counting the votes and determining whether or not a recommendation is approved.
 - viii. The Committee is allowed to allocate funds to reimburse any unresolved or leftover expenditures, as long as those expenditures were made no earlier than the previous academic year.
 - ix. Along with requests from Pitzer students, the Committee can fund 5C clubs or events as long as those requests have not already gone through SAC or PACT.
 - x. If a Committee member submits a proposal, he or she is not allowed to vote on that proposal.

Article III. Approvals

- i. The treasurer must present the approved recommendations to Senate at the following Senate meeting.
- ii. During the treasurer's presentation, any senator may raise an objection, which, if seconded, may open the approval as a topic of discussion.
- iii. If no objects are raised, then Committee's recommendation is set as final.
- iv. The treasurer is responsible for writing the minutes for each budget meeting. The minutes must indicate how much money was allocated.
- v. The treasurer is responsible for making sure that all submitters receive the funds they were allocated.