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## **Article I General**

### ***Section 1. Name.***

- I. The name of this committee under these bylaws shall be the Budget Committee of the Pitzer College Student Senate, hereafter referred to as the “Budget Committee”.

### ***Section 2. Purpose.***

- I. The Budget Committee, in cooperation with the Executive Board, shall be responsible for the distribution and oversight of the Student Senate Budget.

### ***Section 3. Membership.***

- I. The Budget Committee shall be comprised of ten student representatives, including the Vice President of Finance, the Treasurer and eight Senators.
- II. The permanent members of the Budget Committee shall be the Vice President of Finance, the Treasurer, the First-Year Class Representative, the Sophomore Class Representative, the Junior Class Representative, and the Senior Class Representative.
- III. The Vice President of Finance shall serve as the Chair of the Budget Committee and shall keep records of all Budget Committee approvals. The Treasurer shall assist in the implementation of these duties.
- IV. The rotating members of the Budget Committee shall be four Senators randomly assigned by the Internal Secretary on a rotating basis.
- V. In the case that a rotating member of the Budget Committee is unable to attend their assigned Budget Committee meeting, the Internal Secretary shall assign another Senator to serve as an interim rotating member of the Budget Committee.
- VI. In the case that the Vice President of Finance cannot serve as the Chair of the Budget Committee, the Treasurer shall become Acting Chair of the Budget Committee.
- VII. In the case that the Treasurer cannot serve as the Acting Chair of the Budget Committee, the President shall assign a member of the Executive Board to serve as Acting Chair of the Budget Committee.

## **Article II Meetings**

### ***Section 1. Budget Committee Meetings.***

- I. The Budget Committee shall meet on Sundays at 6:00 PM in Room 200 of the Gold Student Health & Wellness Center.
- II. The time and location of Budget Committee meetings may be altered with a majority approval from the permanent members of the Budget Committee.
- III. All Budget Committee meetings shall include an open session and a closed session.
- IV. All Budget Committee meetings shall be governed by Robert's Rules of Order, Revised, except in cases that are in conflict with these bylaws, at which time these bylaws shall prevail.

### ***Section 2. Quorum.***

- I. The presence of the Chair or Acting Chair and five of either the permanent members or rotating members of the Budget Committee shall be referred to as quorum.
- II. Quorum is required to conduct any official business.

### ***Section 3. Agenda and Supporting Documents.***

- I. The Vice President of Finance shall set an agenda for all Budget Committee meetings.
- II. The Budget Committee meeting agenda and supporting documents shall be distributed to all permanent members and rotating members of the Budget Committee at least forty-eight hours in advance of a meeting.

### ***Section 4. Open Session.***

- I. Open Session shall be dedicated to the presentation and inquiry of funding requests on the Budget Committee meeting agenda.
- II. Open Session shall be open to the public.

### ***Section 5. Closed Session.***

- I. Closed Session shall be dedicated to voting and debating allocations for funding requests.
- II. Closed Session shall be open to only members of the Budget Committee.

### ***Section 6. Voting.***

- I. Each funding request shall be resolved through a motion by the Budget Committee.
- II. The motion shall be approved by a majority of the voting members of the Budget Committee.

## Article III

### Student Activities Funds

#### *Section 1. Purpose.*

- I. Student Activities Funds shall refer to the money collected by Pitzer College as a semesterly fee from each student. All Student Activities Funds are administered and allocated by the Pitzer College Student Senate.

#### *Section 2. Restrictions.*

- I. Student Activities Funds shall not be used for the purchase of any illegal substances, as defined by all local, state, and federal laws.
- II. Student Activities Funds shall not be used for the purchase of any weapons, firearms, and/or explosives, with an exception for kitchen tools, art supplies, and gardening equipment.
- III. Student Activities Funds shall not be used for the purchase of any individual single-use plastic water bottles.
- IV. Student Activities Funds shall not be used for the purchase of any alcohol and tobacco products.
- V. Student Activities Funds shall not be used for the purchase of any gift cards.
- ~~VI. Student Activities Funds shall not be used to make payments on goods or services from the following corporations and organizations associated with the illegal occupation of Palestinian territories, as first delineated by the Boycott, Divestment, and Sanctions (BDS) movement:
 
  - ~~A. Caterpillar~~
  - ~~B. SodaStream~~
  - ~~C. Ahava Dead Sea Laboratories~~
  - ~~D. Hewlett-Packard~~
  - ~~E. Sabra <sup>1</sup>~~~~
- VII. Student Activities Funds shall not be used for the purchase of any shopping bags. Pitzer College Student Senate reusable shopping bags will be available to be checked out by students and student organizations and will distributed and returned with the Student Senate credit card. All applicable rules for using the credit card will be applied to using the bags. Failure to follow these regulations will result in repercussions at the discretion of the Treasurer. Exceptions to this rule can be made for special circumstances at the discretion of the Treasurer.

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<sup>1</sup> Article III, Section 2-VI was rescinded by the Pitzer College Board of Trustees on June 16, 2017.

***Section 3. Reserve Fund.***

- I. All unspent Student Activities Funds shall be moved to the Reserve Fund at the end of the academic year.
- II. The Reserve Fund shall have a maximum cap of \$30,000, effective continually. Excess funds roll over to the Budget Committee.

## **Article IV**

### **Funding Requests**

#### ***Section 1. Academic Conferences, Academic Examinations, Demonstrations, and Athletic Tournaments.***

- I. The Budget Committee may grant any student of Pitzer College up to \$300.00 per academic year to attend/register for academic conferences, academic examinations, demonstrations, and/or athletic tournaments.
- II. The Budget Committee shall not grant funding for any non-Pitzer College students to attend academic conferences, academic examinations, demonstrations, and/or athletic tournaments.
- III. The Budget Committee shall not allocate more than \$1,000 total in funding for multiple students to attend the same academic conference during the same academic year.

#### ***Section 2. [Repealed]***

#### ***Section 3. Existing Student Organization Funding Requests.***

- I. The Budget Committee may fund any existing student organization additional funding, provided that the presenting student organization gives reasonable justification for requesting additional funding.

#### ***Section 4. Campus Events Funding Requests.***

- I. The Budget Committee shall not directly fund any one time events.
- II. Direct funding of events shall be reviewed by the Pitzer Events Board.

#### ***Section 5. Final Approval of Funding Requests.***

- I. All requests submitted to the Budget Committee must be presented by the Vice President of Finance to the Legislature.
- II. During the Vice President of Finance's report, or during any designated open forum time slot during the respective meeting, any senator may motion to amend any allocation approved by the Budget Committee.
  - A. The motion must be approved by the Legislature by a majority of those present.
  - B. Any request amended by the Legislature may not be overturned by the Budget Committee.

## **Article V**

### **Annual Budget**

#### ***Section 1. Annual Budget.***

- I. The President, Vice President of Finance, and the Budget Committee shall propose to the Legislature an Annual Budget for the forthcoming academic year.
- II. The Annual Budget shall consist of the Student Activities Funds for both the Fall and Spring Semesters of the academic year.
- III. The Annual Budget shall be approved by a majority of the permanent members of the Budget Committee before it is proposed to the Legislature.
- IV. The Annual Budget shall be introduced to the Legislature as a bill, and shall be enacted upon its approval by the Student Senate.
- V. Amendments to the proposed Annual Budget may be voted on during discussion of the Annual Budget.

#### ***Section 2. Annual Line Items.***

- I. The Student Senate shall allocate the following annual line items. Funds allocated through line items may only be reallocated during the academic year through a bill.
- II. Each line item represents the minimum amount, unless specified otherwise, that may be allocated to the designated recipient in the Annual Budget.
- III. The Pitzer College Student Senate recognizes three hall councils: the Pitzer, Atherton, Sanborn Hall Council, the West, East, and Skandera Hall Council, and the Mead Hall Council.
  - A. The Pitzer, Atherton, Sanborn Hall Council shall be allocated \$500.00 of the Annual Budget.
  - B. The West, East, and Skandera Hall Council shall be allocated \$400.00 of the Annual Budget.
  - C. The Mead Hall Council shall be allocated \$400.00 of the Annual Budget.
- IV. The Pitzer College Student Senate includes six special representatives: the First Year Class Representative, the Sophomore Class Representative, the Junior Class Representative, the Senior Class Representative, the International Representative, and the Environmental Representative.
  - A. The First-Year Class Representative and First-Year Class Council shall be allocated \$300.00 of the Annual Budget.
  - B. The Sophomore Class Representative and the Sophomore Class Council shall be allocated \$300.00 of the Annual Budget.
  - C. The Junior Class Representative and the Junior Class Council shall be allocated \$300.00 of the Annual Budget.

- D. The Senior Class Representative and the Senior Class Council shall be allocated \$1,000.00 of the Annual Budget.
- E. The International Representative and the International Student Council shall be allocated \$300.00 of the Annual Budget.
- F. The Environmental Representative and the Sustainability Committee shall be allocated \$300.00 of the Annual Budget.
- V. The Executive Board shall be allocated \$5,000.00 of the Annual Budget.
- VI. The Pitzer Events Board shall be allocated 18.5% of the Annual Budget.
- VII. The Pitzer Identity Board shall be allocated 18.5% of the Annual Budget.
- VIII. The Student Initiative Fund shall be allocated \$15,000 of the annual budget.
- IX. The Pitzer Activities Committee (PAct) shall be allocated \$19,000 of the Annual Budget on the following terms:
  - A. The Pitzer Activities Committee shall spend this allocation on substance-free student programming in direct collaboration with the Office of Campus Life.
  - B. The Pitzer Activities Committee shall draft bylaws to delineate its organizational structure and introduce these bylaws to the Legislature no later than September 30, 2018. These bylaws shall provide for collaboration with the Office of Campus Life and shall establish a Programming Board, consisting of all student members of the Pitzer Activities Committee, which shall establish spending and programming priorities for the academic year.
  - C. This line item shall be rendered inoperative at the conclusion of the 2020-2021 Academic Year, and shall not be included in the Annual Budget for the 2021-2022 Academic Year.

***Section 3. Pitzer and 5C Student Organizations.***

- I. Within the Annual Budget, funding for Student Organizations shall be comprised of all remaining funds in the Annual Budget that have not been allocated.
- II. Any remaining funding after these allocations shall roll back to the Budget Committee.

***Section 4. Budget Committee Funding.***

- I. The funding for the Budget Committee shall comprise at least 17% of Student Activities Funds.
- II. The funding for the Budget Committee shall be split in two, with half the funds going to the Fall Session of Budget Committee and the remaining half going to the Spring Session

***Section 5. Reserve Fund.***

- I. The Reserve Fund may be spent on capital projects and unforeseen expenditures.
- II. Any expenditure from the Reserve Fund shall be introduced to the Legislature as a bill.
  - A. The Budget Committee shall discuss recommendations for the bill at their



following meeting.

- B. The Budget Committee shall vote on whether to recommend, recommend with amendments, or not recommend the proposed expenditure.
  - C. The Vice President of Finance shall present the opinion of the Budget Committee at the following Student Senate meeting or emergency Student Senate meeting, and shall introduce any amendments recommended by the Budget Committee.
- III. The expenditure shall be enacted upon the approval by the Student Senate.

***Section 6. Amendments to the Annual Budget.***

- I. Amendments to the Annual Budget shall be introduced to the Legislature as a bill.
- II. Amendments to the Annual Budget shall become effective upon the approval of the bill by the Student Senate.

## **Article VI**

### **Amendments**

#### ***Section 1. Proposal and Approval of an Amendment.***

- I. An amendment to these bylaws shall be proposed to the Legislature as a bill.
- II. The amendment shall go into effect immediately upon its approval by the Legislature.

## **Article VII**

### **Ratification and Enactment of the Bylaws**

#### ***Section 1. Ratification of the Budget Committee Bylaws.***

- I. These bylaws shall be ratified by a majority of the Legislature.

#### ***Section 2. Enactment of the Pitzer College Student Senate Constitution.***

- I. These bylaws shall override all previously existing bylaws and shall become effective immediately on May 14th, 2017.