

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SEVENTH SENATE
FOURTH SESSION
SEPTEMBER 20, 2017**

**BILL #4703
FORMATION OF THE BUDGETARY AFFAIRS COMMITTEE**

SPONSORED BY: Kevin Sullivan, Recruitment and Retention Officer; Connor Cheadle, Senator, College of Liberal Arts; Kathryn Haggstrom, Senator, Graduate School; Jennifer Murray, Associate Senator, College of Liberal Arts

WRITTEN BY: Zachary Vaishampayan, Parliamentarian

COLLABORATED WITH: Josh Williams, Senator, Multi-Faith and Belief Council

ENDORSED BY: Cerridwyn Nordstrom, Senator, Resources for Disabled Students; Liam Aubrey, Senator, College of Business; Internal Affairs Committee

ABSTRACT: This bill seeks to create a Budgetary Affairs Committee in the form of a Senate Internal Committee to promote transparency and responsibility in ASCSU Financial Proposals.

WHEREAS

The Associated Students of Colorado State University have been charged with acting as the stewards of student fees for our constituents; and,

WHEREAS

ASCSU works to promote transparency with the other fee groups and the University administration; and,

WHEREAS

ASCSU's own financial reports are not as readily available as other documentation, casting doubt on our commitment to transparency in our dealings; and,

WHEREAS

Centralizing Financial documentation in location, format, and release practices will greatly improve the disclosure of ASCSU's finances and reduce the strain for individual officers; and,

WHEREAS

Certain previous bills and proposals have been debated, passed, and signed by ASCSU that were not feasible in terms of budgetary and regulatory standards, wasting time and creating liabilities for ASCSU as a whole; And,

WHEREAS

Although the Senate is tasked with passing the yearly budget proposal and debating supplemental funding requests in the form of bills throughout the year, individual Senators generally do not have extensive access to or knowledge of ASCSU's financial processes; And,

WHEREAS

Forming a group with membership available to all officers of ASCSU would allow for greater collaboration and communication with determining the propriety of budgetary matters and proposals, and would avoid putting all the responsibility for organizing proposals and disclosures unto one department in the Executive Branch; So,

THEREFORE BE IT HEREBY ENACTED

That the ASCSU Senate formally create the ASCSU Budgetary Affairs Committee (BAC) as a standing Senate Internal Committee in order to promote transparency and propriety with the ASCSU Budget and any proposals, with the rights and responsibilities of other standing committees; And,

THEREFORE BE IT HEREBY FURTHER ENACTED

That the following be added to the job description of the ASCSU Director of Finance under "Fall/Spring – Job Specific Tasks and Responsibilities":

Coordinate with the Chair of the Budgetary Affairs Committee to provide requested documentation and ensure representation of the ASCSU Finance Department on said committee.;

And,

THEREFORE BE IT HEREBY FURTHER ENACTED

That an additional Committee Chair Senate Officer position be created to serve as the chair of this board, following the job description that was approved in Bill #4701; and,

THEREFORE BE IT HEREBY FURTHER ENACTED

That a total of \$550 be moved from the ASCSU Senate General Discretionary account to the ASCSU Payroll account to provide a salary for the new Committee Chair; And,

THEREFORE BE IT HEREBY FURTHER ENACTED

That the bylaws of the ASCSU Senate be updated to account for this new committee and committee chair position; and,

THEREFORE BE IT HEREBY FURTHER ENACTED

That the bylaws of the ASCSU Executive and Judicial Branches be updated to allow for and encourage participation of their officers in Senate Committees to promote communication and collaboration; And,

THEREFORE BE IT HEREBY FURTHER ENACTED

That the ASCSU Senate approve the attached ASCSU Budgetary Affairs Committee bylaws; and,

THEREFORE BE IT HEREBY FURTHER ENACTED

That the Provisions of this Bill shall only go into effect should Resolution #4702 also pass the ASCSU Senate;

21-0-0

PASSAGE

09/27/2017

DATE

Joshé A. Silva

PRESIDENT JOSUÉ SILVA

10/06/2017

DATE

Tags: Senate, Committees, Budgets, Finance

Bylaws of the Budgetary Affairs Committee

1. Section I: Purpose

- a. The Budgetary Affairs Committee (BAC) primary purpose is ensure fiscal transparency and propriety within ASCSU. To do this, the BAC reviews and publicizes the ASCSU Budget throughout the year and ensures that the ASCSU Branches--Executive, Legislative, and Judicial--make no commitment to spending against applicable rules.

2. Section II: General Provisions

- a. The BAC shall be governed by the ASCSU Constitution and subsequent legislation in addition to these bylaws and any additional special rules adopted in writing or the Senate Bylaws. Additionally, the BAC shall act in compliance with all appropriate federal, state and local legislation and regulation in addition to any rules or policies promulgated by the Board of Governors of the Colorado State University System, the Colorado Commission on Higher Education and/or Colorado State University.
- b. The BAC shall be considered an ASCSU Senate Internal Committee and shall have all the rights and responsibilities of such.
- c. The BAC shall meet at a consistent time at least once any week that the ASCSU Senate has a scheduled session. The time of the meeting shall be decided by the Chair so that a member of the finance department can attend, and shall be publicly announced by the Chair and Vice Chair. Meetings may be cancelled by a two-thirds vote of the BAC.
- d. Special meetings of the BAC may be called by the Chair or Vice Chair with approval of at least four [4] regularly attending voting members of the committee and at least 24 hours' notice. Special meetings may only be called with a specific purpose.
- e. Any BAC meeting shall be public and minutes shall be recorded unless executive session is declared to deal with issues related to membership or HR. Meetings under executive session may only be declared with prior notice to members and senate leadership.

3. Section III: Membership

- a. The Chair of the BAC shall be elected by the ASCSU Senate.
- b. The Vice-Chair of the BAC shall be an officer of the ASCSU Finance Department or shall be another member elected by the Committee if no officer of the Finance Department is willing.

- c. The Secretary shall be a member of the committee elected to take minutes for meetings, which shall be sent to the chair and vice chair.
- d. Committee membership is available to all Officials of ASCSU. The Chair and Vice Chair of the BAC shall make an effort to find at least one [1] officer of the Judicial Branch and at least one [1] other officer of the Executive Branch to join the committee as voting members.
- e. Senators and Associate Senators may join the committee as voting members to fulfill their Internal Committee.
- f. Any ASCSU Officer who joins the committee as a voting member shall be expected to regularly attend the committee meetings. Any other ASCSU officer may attend as an ex-officio member on a meeting by meeting basis.
- g. Quorum for the BAC shall be met with the presence of five [5] voting members.
- h. BAC voting members may miss two meetings without excuse from the Chair. A member that misses more than two meetings without excuse may be removed from the Committee by the Chair and Vice Chair.

4. Section IV: Conduct of Meetings

- a. The Chair will conduct meetings of the BAC. The chair will not vote except to break a tie. In the Chair's absence, the Vice-Chair shall act as chair.
- b. Only voting members, ex-officio members, the chair, and the vice-chair shall have the rights of debate within the committee. Any member of the public must be yielded to by a member with rights of debate to speak.
- c. The chair may allow debate in the committee to be conducted informally without regard to formal regulation; however, any three [3] voting members, or the chair, can require debate to follow parliamentary procedure as outlined in the Senate Bylaws, committee bylaws, and Robert's Rules of Order.
- d. Meetings shall follow this agenda (which may be revised or reorganized with a vote):
 - i. *Call to Order*
 - ii. *Approval of Minutes*
 - iii. *Public Input*
 - iv. *Consideration of Bills referred by the Senate (as needed)*
 - v. *Presentations by Branch Leadership or Executive Departments (as needed)*
 - vi. *Report from the Department of Finance*

vii. Open discussion and debate

viii. Adjournment

- e. A majority vote of the BAC is required to sponsor/endorse any bill, to recommend amendments on any bill, to formally request information from an ASCSU Officer, or to make any other recommendation to ASCSU.
- f. The BAC may decide whether to sponsor any proposals presented to it in the form of a bill at the meeting the proposal is presented or may delay decision to request more information. Such proposals must be submitted to the Chair for distribution to the committee no less than 24 hours prior to meeting unless urgent.

5. Section V: Bills Assigned by Senate

- a. The BAC shall consider any bill assigned to it by the ASCSU Senate as quickly as possible. Consideration of any spending or budgetary change in said bill should be made in a viewpoint-neutral manner, only considering financial rules binding ASCSU, the current funding remaining in the ASCSU budget, and whether the text of the bill correctly indicates monetary amounts and accounts.
- b. Upon receiving a bill from the Senate, the BAC Chair and Vice Chair shall consult with the Department of Finance and the ASCSU Administrative Assistant to ensure that the proposed spending could be carried out as written if approved by the Senate and President.
- c. Should either the Department of Finance or the ASCSU Administrative Assistant deny the feasibility of a spending proposal, the Chair and Vice Chair of the Committee shall hold the bill from the Senate floor until the feasibility of the proposal can be confirmed.

6. Section VI: Reports by the BAC

- a. The BAC is to receive monthly reports on the current state of the budget— including recent actions of the Board for Student Organization Funding (BSOF)—from the Director of Finance or the Director’s representative.
- b. Throughout the course of each Semester, the BAC is to create reports for each ASCSU Executive Department as well as leadership of each ASCSU Branch. These reports are to explain, in broad outlines, the budgets, the projects, and spending of the departments. Any individual purchase of more than \$1000 should be specified on the report, but smaller purchases need not be itemized.
- c. The head of each department or branch is to be notified by the chair whenever the committee is scheduled to create a report on their budget and shall be specifically invited to those meetings.

- d. If the Committee requires information that the Finance Department or attending committee members cannot provide at the time of the meeting, the chair and vice chair shall attempt to have that information at the next meeting.
- e. Members of the committee who have been P-Card trained may not vote or chair during discussion of reports on budgets which that member has spending authority over.
- f. The reports made by the BAC shall be made according to a template created by the committee. These reports shall be designed so that any student should be able to understand the contents.

7. Section VII: Amendments

- a. These bylaws may be amended at any point with a two-thirds vote of the BAC and approval of the Chair and the Vice-Chair, so long as the proposed changes are within the BAC's authority. All modifications must be clearly presented to the Senate.