

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SEVENTH SENATE
TWENTY-FIRST SESSION
APRIL 18, 2018**

**BILL #4731
THE CREATION OF A BUDGETARY TASK FORCE SUBCOMMITTEE**

SPONSORED BY: Rob Lenard, Director of Finance; Kyle Steinhoff, Controller

WRITTEN BY: Josh Williams, Senator Multi-Faith and Belief Council and Chairman of the Budgetary Affairs Committee

COLLABORATED WITH:

ENDORSED BY: Alissa Huber, Associate Senator, Warner College of Natural Resources; Liam D. Aubrey, Senator, College of Business; Jack Wold, Senator College of Liberal Arts; Chris Mann, Senator, College of Engineering; Josh Johnson, Associate Senator ALVS;

ABSTRACT: This bill seeks to create a subcommittee (of the Budgetary Affairs Committee) whose goal is to make Senate an equal partner in the knowledge of the state of ASCSU's finances and to create a blueprint to present to the incoming President and Vice President Elect.

WHEREAS

The Budgetary Affairs Committee was created with the stated mission of providing more transparency and accountability to both ASCSU and our constituents, and;

WHEREAS

The committee is tasked with creating reports on the state of ASCSU finances, and;

WHEREAS

There have been historical instances where the Senate (as a body and individual members) has been unable to adequately access fully updated financial records of the organization, and;

WHEREAS

Scheduling conflicts makes it difficult for both the committee and different departments within the Executive to meet consistently, and;

WHEREAS

The budgetary process for incoming Administrations is both stressful and has historically been unorganized and unclear in its presentation as well as potentially lacking historical context, so;

THEREFORE BE IT HEREBY ENACTED

That the Budgetary Task Force be created and organized as a standing subcommittee of the Budgetary Affairs Committee, and;

THEREFORE BE IT HEREBY FURTHER ENACTED

That the Budgetary Affairs Committee Chair is responsible for chairing and organizing this subcommittee, and;

THEREFORE BE IT HEREBY FURTHER ENACTED

That the Budgetary Task Force be subject to University rules, the ASCSU Constitution, ASCSU Senate Bylaws, and the Bylaws of the Budgetary Affairs Committee, and;

THEREFORE BE IT HEREBY FURTHER ENACTED

That the Senate accepts the changes to the bylaws of the Budgetary Affairs attached to this bill, and;

THEREFORE BE IT HEREBY FURTHER ENACTED

That a copy of this legislation be sent to: Michael Wells, President ASCSU; Tristan Syron, President Elect ASCSU; Cole Wise, Vice President ASCSU; Kevin Sullivan, Vice President Elect ASCSU, Isabel Brown, Speaker of the Senate; Ben Amundson, Speaker Elect; Zachary Vaishampayan, Parliamentarian

22-0-0

PASSAGE

04/28⁵/2018

DATE



VICE PRESIDENT COLE WISE

May 7, 2018

DATE

TAGS: Finance, Committee, Budgetary Affairs

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: Budgetary Task Force

- a. The Budgetary Task Force (BTF) shall be the standing sub-committee of the BAC
- b. The BTF shall consist of the BAC Chair, 2 members of the BAC Committee, and 2 at large members who may be members of the Legislative, Judicial, or Executive Branches.
- c. The BTF shall meet no less than one time every 2 weeks with the Department of Finance, and shall schedule monthly meetings with every Executive Department and the Judicial Branch.
- d. The BTF shall, in conjunction with the broader BAC compile the information provided for reports to be created by the committee as per Section VI of these Bylaws.
- e. The BTF shall use this aggregated data to compose a blueprint budget for the incoming ASCSU Administration to be presented to the BAC and approved by the Committee and Department of Finance no more than one week before the conclusion of the ASCSU Election season.
- f. Should no budget be approved by a 50% vote of the committee, the most recent budgetary report shall be presented to the incoming President and Vice-President Elect instead.
- g. All task force members shall endeavor to maintain impartiality in all aspects of drafting the blueprint of the budget, and can be removed from the task force by a 2/3 vote of the BAC if they are found in violation of this provision.
- h. The compiled blueprint of the budget is to be presented and explained to the incoming President and Vice President Elect no more than 7 business days upon the conclusion of the election season.
- i. The Legislative, Executive, and Judicial branches shall be duly informed of the contents of the budget blueprint presented to the incoming President and Vice President Elect.

8. Section VIII: Amendments

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.