Bylaws of the Budget and Finance Committee

(1) Purpose
(a) The Budget and Finance Committee (BFC) is a standing committee of the Truman College Student Government Association and serves to recommend an equitable distribution of the Board Allocated Funds. Board Allocated Funds are used to give support to programs and activities that serve to promote the best interest of the student body, as determined by members of the BFC, Student Government Senate, Truman College Administration and District Office.
(b) The mission of the Budget and Finance Committee is to provide students of Truman College with services and programs that benefit them in the best way possible, given the limited funds available. Since the money available for funding by BFC is from student money, the students must run these clubs. Students must be in charge of scheduling events, planning activities, and formulating their own budgets, etc. The decisions BFC makes must be in the best interests of the student body, and must be appropriate to an institution of higher learning. Priority for funding shall be in direct proportion to the relationship between the program or service and the academic mission (i.e., the intellectual, cultural, and physical development of students as individuals and as members of society.) The overriding assumption is that higher learning is the focal point of all activity on the campus.

(2) Authority
(a) The Student Government, upon recommendations from the BFC, shall determine the distribution of the Board Allocated Funds with the approval of the College President or the President’s designee(s), the Dean of Student Services and/or the Director of Student Activities, and in accordance with City Colleges of Chicago, Board Policies and Procedures.
(b) The BFC may submit requests to the appropriate administrative office of the College for the expenditure of funds. These requests may be approved if they are expenditures for student activities and if they are consistent with applicable law, Board Policies and local college policy.

(3) Membership
(a) Committee
1. SGA Treasurer, who will serve as the Chair
2. Vice Chair, as elected through simple majority, by members of the committee
3. Treasurer (or appointee) from each recognized Club
4. Director of Student Activities, as a non-voting member
5. SGA Advisor, as a non-voting member
6. Executive Director of Truman College on an advisory capacity
(b) The Director of Student Activities will serve the role of Advisor. The advisor will be an ex-officio member with no voting rights.
(c) All student members and the chair must be currently enrolled in at least six credits at Truman College.

(4) Attendance
(a) Committee members are expected to be present at all regular meetings. Attendance at all budget hearings is required; however, absences because of preexisting excused conflicts with classes and other activities will not be counted as unexcused. If a member is absent during a budget presentation they may not vote on that budget.
(b) If a member is going to be absent or will arrive late, they must inform the chair or advisor prior to the meeting.
(c) Any BFC member amassing more than three (3) unexcused absences shall be automatically impeached from BFC.
(d) If a committee member is no longer able to attend meetings, or wishes to be removed from the committee, the member must send a letter of resignation and provide a replacement for their club to the chair or advisor so that the position may be filled as soon as possible.

(5) Duties and Responsibilities of Members
(a) Student Members
1. Have awareness of campus clubs and their activities by attending meetings and programs of the organizations.
2. Contribute to discussions as a representative of your respective body. Student members are representatives of the student body.
3. Each member is entitled to one vote.
(b) Chair
1. Prepare meeting agendas and direct weekly meetings.
2. Provide reports and other information to the committee on request.
3. Inform Organizations of decisions made by the committee.
4. Present budget decisions and appeals to SGA Senate.
5. Serve as a spokesperson for the committee and act as a liaison between the committee and the Organizations that it funds.
6. Serve regular office hours, answer any questions, and provide information to students.
7. Prepare a semester report for SGA and Administration.
8. Reserves the right to a tie-breaking vote.
9. Serves as a liaison with the Executive Director and the Director of Activities to insure all purchases are being executed in a timely manner.

(c) Vice-Chair
1. Shall fulfill the duties of the chair in their absence
2. Shall be responsible for recording minutes at all BFC meetings
3. Shall assist the chair with duties as assigned

(d) Advisor
1. Assist the committee by providing historical information, when possible.
2. Make recommendations and suggestions.
3. Act as a resource person for the BFC.

(6) Committee Procedures
(a) The BFC meetings are conducted under the Informal style of parliamentary procedure, intended for small Organizations and committees, as defined by “Robert’s Rules” for parliamentary procedure.
(b) The BFC defines quorum as having five voting members present.
(c) Organizations looking for funding will submit the Budget Request Form and all appropriate documentations to the Chair or Advisor a minimum of 48 hours prior to the BFC meeting.
(d) The Chair will notify committee members that a proposal has been submitted and it is the committee members’ responsibility to review the proposal prior to the meeting.
(e) The organization will present their budget request to the committee and members will proceed to ask questions regarding the proposal.
(f) Fund approval requires a simple majority vote to be passed.
(g) Any approved request shall be presented to SGA Senate at the next meeting.
(h) Abstentions
1. In accordance with “Robert’s Rules for Parliamentary Procedure,” abstentions are not counted. For example, a vote of 1 (in favor) – 0 (opposed) – 8 (abstentions) would pass.
2. Members of the BFC who are on the executive board of the presenting club must leave the room and abstain from involvement in discussion and voting during budget hearings of that organization.
(i) Committee members are allowed to make requests on behalf of an Organization they are involved with, but must abstain from voting on the proposal.

(j) BFC will annually assess student interest as to how board allocated funds are distributed. The method used to assess student interest is left to the discretion of the committee.
(k) Minutes of any meeting are required to be kept and must be sent out to the committee for approval within one week.
(l) Email and Phone Votes
1. The Chair may conduct a vote via e-mail or telephone on rare occasions where the committee cannot meet in order to make a decision. The Chair will set a deadline for when responses must be received. If there are not at least five responses by the deadline, the motion fails due to “lack of quorum.” A record of all E-Mail and Phone votes must be kept and should be treated as “Minutes.”

(m) Agenda
1. Any proposals for additions to the agenda must be received in the SGA office before the meetings. The chair must send agendas via email at least 24 hours prior to meeting.

(7) Funding Policies
(a) Limitations on Expenditures
1. Board Allocated Funds are not to be used for purposes that do not benefit the entire student body. Funding for programs or events that the committee feels only benefits a limited number of students, or a select Organization of students, may be denied. These types of programs and events should be paid for by the students benefiting, not the entire student body.
2. Board Allocated Funds are not to be used for purposes that are for academic credit. These activities should receive tangible support from the related department, school, or college. Direct funding, release time for faculty advisors, or use of equipment would be appropriate means of support.

3. Board Allocated Funds may not be used for charitable, sectarian, religious or political activities at any of the City Colleges of Chicago.

4. The Student Government may allocate no more than ten percent (10%) of the monies allocated for its own activities and expenses.

(b) Funding Criteria
   1. By law, Student Government expenditures may not exceed the Board Allocated fund appropriations adopted by the Board of Trustees in the annual City Colleges of Chicago budget.
   2. BFC may only fund organizations that have been charted and fully recognized by the SGA Senate.
   3. BFC may only provide benefits, which may be utilized by the entire student body.
   4. At the discretion of the chair, clubs may not be eligible for funding due to lack of participation in the BFC, failure to go through mandatory club training, inability to maintain membership, and/or lack of club activity.
   5. Organizations are not allowed to overspend the maximum number of dollars allocated, nor are they allowed to overspend those funds allowed for each individual line item as approved by the committee. If overspending of either occurs, the club will be responsible for reimbursing SGA or will need to resubmit another budget proposal for the remaining dollars.
   6. Clubs that do not appear before the committee at their scheduled appointment will be scheduled at the committee’s convenience. Presentations must be cancelled by at least one hour before the beginning of the BFC meeting.

(8) Funding Guidelines
   (a) Guidelines for requesting funds will be made by BFC every year and approved by the SGA Senate. The guidelines will then be made available through the Student Activities Office.
   (b) All guidelines will be in adherence to the City Colleges of Chicago Board Policies and Procedures.

(9) Appeals
   (a) Notice of an appeal must be submitted through a written letter to BFC within one week of the committee’s original decision notification. The appeal must indicate the basis for the appeal.
   (b) BFC will review the appeal as an item of business at the next meeting and make a final determination. The written decision by BFC will address the grounds for the appeal as presented by the appealing organization.
   (c) If the allocation is denied at a College or District level, the BFC will work with administration to receive a written letter of denial.

(10) Amending Guidelines
   (a) Guidelines can be amended by a majority vote
   (b) Amended guideline will be presented to SGA senate for approval
   (c) Any changes to the guidelines will be effective the next meeting following senate approval
   (d) All amendments must adhere to SGA Constitution and By-laws as well as CCC Board Policies and Procedures.