ASMSU 2018-B-05

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First Reading 4-5-18
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Vote Necessary: A majority

Sections: [4-5, 4-8, 4-17, 6-5]

ASMSU Senate Speaker
ASMSU President
Effective Date: Upon Passage

Intent: To give all directors the ability to reallocate small amounts of their budgets without a full reserve request process.

1 Section 4-5 Finance Board

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3 A. Composition
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5 1. The membership of the Finance Board shall consist of:
6   (i) Three Senators, appointed by the Senate;
7   (ii) Three at-large students appointed by the Senate;
8   (iii) The Vice President for Student Success or designee, who shall serve as a non-voting, ex-officio member;
9   (iv) The Vice President for Finance and Administration or designee, who shall serve as a non-voting, ex-officio member;
10   (v) The Business Manager, who shall serve as a non-voting ex-officio member; and,
11   (vi) The Senate Speaker Pro Tempore, who shall serve as the chair and will vote only to break ties.

15 B. Duties
16 1. The Finance Board shall:
17     (i) Review and make recommendations regarding all budget requests to the Senate;
18     (ii) Review and make recommendations regarding the annual budget to the Senate;
19        and
20     (iii) Recommend legislation regarding fiscal policy.

24 Section 4-8 PACE Board
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26 A. Composition
27 1. The PACE Board shall consist of
28     i. Three Senate liaisons
29     ii. Directors of Productions, Public Relations, Spirit, and Campus Entertainment
30     iii. The Vice President, who shall serve as the chair and a voting member of the Board.

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B. Duties

1. The PACE Board shall
   i. Plan, facilitate, and evaluate student activities and events
   ii. Lead events as budgeted by the Senate
   iii. Meet at least once a month regarding events and budgets
   iv. Report to Senate via liaisons at least once a month regarding events and budgets

Section 4-17 Budget Oversight Committee

A. Composition

1. The voting membership of the Budget Oversight Committee shall consist of three
   senators, appointed by Senate. The Business Manager shall serve as a non-voting, ex-
   officio member. The Senate Speaker shall serve as the chair and vote only to break ties.

B. Duties The Budget Oversight Committee shall:

1. Review student program and classified program expenditures monthly and ensure
   budget alignment; and
2. Hear proposed reallocations of monies allocated to directors and vote on their approval;
   and
3. Recommend action to the Senate via resolution in response to deviation of the fiscal
   budget as allocated by the Senate; and
4. Have the ability to order a meeting with the director of the program in question. The
   President and Business Manager shall have the right to be present at the meeting; and
5. Recommend any legislation and proceedings deemed necessary to rectify the situation.

Section 6-5 Program Directors

A. Duties All program directors shall:

1. Prepare, submit and present the program’s annual, supplemental and reserve
   budget requests to the Finance Board and Senate;
2. Maintain a current mission statement for the program;
3. Administer the program’s budget and account for all funds appropriated to
   and/or generated by the program;
4. Report regularly to the Senate;
5. Ensure program is in compliance with all federal, state and local regulations;
6. Ensure a successful transition to future directors;
7. Coordinate, plan, advertise and administer program’s operations and events;
8. Hire and supervise staff when applicable;
9. Submit a year-end report to Administrative Council and Senate; and,
10. Keep the program’s website information current.

11. Evaluate and reallocate, as needed, changes and variations in account
    codes up to 5 percent of their total allocated budget, or three thousand dollars,
    whichever is lower. Such reallocations shall require an affirmative vote from
    the Senate Budget Oversight Committee. Changes and variations exceeding 5
    percent of their total allocated budget shall be brought before Senate.