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Appropriations and Audits SOPs 2014-2015

Abdool Aziz

University of South Florida, Student Government Senate President Pro Tempore, aaziz2@usf.edu

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1 Conforming to Governing Documents

1.1. The Standard Operating Procedure of the Senate Committee on Appropriations and Audits shall not conflict with:

1.1.1. Local, State, and/or Federal Law
1.1.2. Student Government governing documents, including, but not limited to:
   1.1.2.1. Student Body Constitution
   1.1.2.2. Student Government Statutes
   1.1.2.3. Student Senate Rules of Procedures

1.2. The Senate Committee on Appropriations and Audits cannot discriminate on the basis of race, creed, religion, sex, age, sexual orientation, national origin, marital status, parental status, disability, personal wealth, or any combination thereof.

1.3. The Authority of this document shall be vested within the governing documents of Student Government and the Senate Committee on Appropriations and Audits
   1.3.1. These procedures must be ratified by the Senate Committee on Appropriations and Audits by a supermajority (2/3rds) vote prior to its implementation.
   1.3.2. In accordance with the Senate Rules of Procedure, this document must be ratified by a subsequent majority vote of the Senate Executive Committee.

1.4. Amendments to this document may be made by a supermajority (2/3rds) vote of the present Committee members at a regular meeting of the Committee.

2 Meeting of the Senate Committee on Appropriations and Audits

2.1. All meetings of the Senate Committee on Appropriations and Audits shall be made open to the public, and sufficient public notice must be given.

2.2. The Chair of the Senate Committee on Appropriations and Audits shall determine the time, day, place, and frequency of the regular committee meeting.

2.3. The Committee Chair shall determine and distribute the agenda for each regular Committee meeting no later than twenty-four (24) hours before the Committee meeting.

   2.3.1. Any change from the planned starting time or location of the Committee on Appropriations and Audits meeting must be made within 24 hours of the meeting time.
   2.3.2. Agendas for regular Committee meeting may be amended on the floor.

2.4. The committee chair may call a special meeting of the committee if necessary, provided that all Senators are given a minimum of forty-eight (48) hours notice of the special meeting.

2.5. Quorum will be defined as a majority (50% +1) of all active committee members for regularly called meetings of the committee.
2.5.1 Quorum for regular meetings of the committee shall not count excused absences into their count for quorum.

2.6 Meetings of the Senate Committee of Appropriations and Audits shall be governed by Robert’s Rules of Order with the level of adherence to be determined by the chair.

2.7 At any time during the meeting, Standard Operating Procedure may be suspended until the adjournment of the meeting via a supermajority (2/3rds) vote of the present committee members.

2.8 The Senate Transcriber shall be present to transcribe verbatim minutes of the entire meeting, beginning with the Call to Order and ending with Adjournment.

2.8.1 In the event that the Senate Transcriber is not present at the meeting, then a digital audio recording shall be taken and provided to the Senate Transcriber for transcription.

2.8.2 Committee Minutes must be voted upon and accepted at a committee meeting in order to be officiated. Upon their acceptance, the minutes may then be delivered to the designated person to be posted on the committee page.

3 Composition of the Senate Committee on Appropriations and Audits

3.1 The Senate Committee on Appropriations and Audits shall consist of:

3.1.1 A Committee Chair, elected by the Senate General Assembly
3.1.2 A Committee Vice-Chair, elected by the Senate Committee on Appropriations and Audits
3.1.3 Senators appointed to the Senate Committee on Appropriations and Audits by the Senate President Pro Tempore

3.2 The Senate Committee on Appropriations and Audits shall not meet with less than two (2) people present, excluding the Chair.

3.3 All voting members of the Senate Committee on Appropriations and Audits must be elected Student Government Senators, or their designated Alternate Senator in accordance with Student Government Statutes.

4 Responsibilities of the members of the Senate Committee on Appropriations and Audits
4.1 It shall be the responsibility of the Chair of the Senate Committee on Appropriations and Audits to:

   4.1.1 Set a reasonable meeting time for the committee members to meet
   4.1.2 Prepare all Senate Committee on Appropriations and Audits agendas
   4.1.3 Prepare all legislation for the Senate Committee on Appropriations and Audits and Senate meetings
   4.1.4 Facilitate discussion of requests brought before the committee
   4.1.5 Review submitted audits
   4.1.6 Represent the Senate Committee on Appropriations and Audits in front of the Student Government Senate
   4.1.7 Attend Senate Executive Committee Meetings as required

4.2 It shall be the responsibility of the Vice-Chair of the Senate Committee on Appropriations and Audits to:

   4.2.1 Chair meetings of the Senate Committee on Appropriations and Audits in the absence of the Committee Chair
   4.2.2 Assist the Committee Chair in the completion of their duties

4.3 It shall be the responsibility of the Senate delegates of the Senate Committee on Appropriations and Audits to:

   4.3.1 Objectively make decisions on allocations from the Interim Account
   4.3.2 Attend regularly scheduled, special, of the Senate Committee on Appropriations and Audits

   4.2.2.1 Any Senate Committee on Appropriations and Audits member requiring an excused absence shall contact the Senate Committee on Appropriations and Audits Chair within twenty-four (24) hours of a regularly scheduled meeting, and within 12 hours of a special meeting.
   4.2.2.1 Senators will be assessed points for failure to attend the required meetings in accordance with Senate Rules of Procedure.
   4.2.2.1 Senators with a class conflict shall be excused until fifteen (15) minutes before and after the class.

5 Budget Transfer

5.1 The Senate Committee on Appropriations and Audits may review budget transfers, as described in Student Government Statutes Title VIII. Transfers are to be reviewed by the following process:

   5.1.1 All transfer requests must be submitted a minimum of one (1) business day prior to a regularly scheduled Senate Committee on Appropriations and Audits meeting.
   5.1.2 Transfer requests shall be received by the Activity and Service Business Office, and given to the Senate Committee on Appropriations and Audits Chair for initial review.
5.1.3 The chair of the Senate Committee on Appropriations and Audits will confirm with the Activity and Service Business Office the current balances of the accounts involved in the transaction, to ensure that funds are available.

5.1.4 The Senate Committee on Appropriations and Audits will review the transfer at their meeting, and conduct a vote when necessary.

5.1.5 The Chair will notate the final vote and inform the Activity and Service Business Office and the requesting entity within two (2) business days.

5.2 No transfer that violates Student Government Statutes, the Student Body Constitution, or other regulations may be entertained by the committee.

5.3 When action has been taken on the budget transfer, the entity will be contacted.

6 Interim Funding Requests

6.1 The Senate Committee on Appropriations and Audits may review requests for allocations from the Student Government Interim Account in accordance with Student Government Statutes Title VIII:

6.1.1 All allocation requests must be submitted to the committee a minimum of three (3) business days in advance of the committee meeting.

6.1.2 The Chair or members of the Senate Committee on Appropriations and Audits will review with the requesting entity the contents of their budget request.

6.1.3 The members of the Senate Committee on Appropriations and Audits will independently review the budget request prior to the meeting.

6.1.4 The Senate Committee on Appropriations and Audits will make a recommendation based on the following criteria:

6.2.2.1 Amount of time remaining in the fiscal year
6.2.2.1 Availability of the organization to students
6.2.2.1 Accessibility of organizational events to students
6.2.2.1 Relevance of the requests to the mission of the organization

6.1.5 The Senate Committee on Appropriations and Audits will make the recommendation to the Senate in the form of an allocation bill, to be written and sponsored by a member of the Senate Committee on Appropriations and Audits.

6.1.6 The Senate will approve, table, or deny the Senate Committee on Appropriations and Audits recommendation by a majority vote.

6.1.7 If the allocation is approved, the entity will be contacted, and upon signature from the Senate and the Student Body President, the allocation bill becomes an allocation.

7 Off Campus Requests

7.1 The Senate Committee on Appropriations and Audits may review requests for allocations from the Student Government Interim Account for off campus events in accordance with Student Government Statutes Title VIII:

Senate Committee on Appropriations and Audits
Standard Operating Procedures
7.1.1 All off campus requests must be submitted to the committee a minimum of three (3) business days in advance of the committee meeting.

7.1.2 The Chair or members of the Senate Committee on Appropriations and Audits will review with the requesting entity the contents of their off campus request.

7.1.3 The members of the Senate Committee on Appropriations and Audits will independently review the off campus request prior to the meeting.

7.1.4 The Senate Committee on Appropriations and Audits will make a recommendation based on the following criteria:

7.2.2.1 Amount of time remaining in the fiscal year
7.2.2.1 Lack of alternative on campus options
7.2.2.1 Accessibility of the off campus event to students

7.2 No off campus request that violates Student Government Statutes, the Student Body Constitution, or other regulations may be entertained by the committee.

7.3 When action has been taken on the off campus request, the entity will be contacted.

8 Audits

8.1 The Senate Committee on Appropriations and Audits may generate, collect, and review audits of Student Government funded events.

8.1.1 The audits will evaluate the following criteria:

8.2.2.1 Intended purpose of event
8.2.2.1 Proper setup, advertising, and execution of event
8.2.2.1 Attendance
8.2.2.1 Quality of entertainment and food

8.1.2 The audits shall also notate any violations of proviso.

8.2 An audit may be performed by any member of Student Government.

8.3 Audits submitted to the Senate Committee on Appropriations and Audits shall be used as a method of evaluating proper use of funds allocated by Student Government.