

### Amendment 8014-I-110904

- An amendment to the Financial Expenditure Procedures in the Bylaws of the Student Government Constitution

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1. Section XVI of the Constitution shall be amended to read:

A. An appropriation bill is defined as an itemized request for funds that states the separate costs of goods sold, services rendered, work done or reallocation of funds.

~~B. The President shall designate individual(s) to be responsible for every line item of the budget with the exception that the Speaker will be responsible for monies allocated to the Senate.~~

~~€~~ An appropriation bill shall be classified as Level 1, Level 2, Level 3, or Level 4 based on the following criteria:

1. An appropriation bill less than \$200 shall be classified as a Level 1 appropriation bill.

1.1 A Level 1 appropriation bill shall include normal business operation which is defined as an expenditure related to the process of planning for an event or program sponsored by Student Government or the operation of Student Government itself.

1.2 It shall take the **President or the Vice President and the** Cabinet Appropriations Chair ~~and the individual responsible for the budget line item~~ to sign and approve a Level 1 appropriations bill from the said budget line item.

2. An appropriation bill from \$200 to less than 1% of total Student Government base budget shall be classified as a Level 2 appropriation bill.

2.1 It shall take the **President or the Vice President, Cabinet Appropriations Chair, and the Finance Committee Chair,** ~~and the individual responsible for the budget line item~~ to sign and approve a Level 2 appropriations bill from the said budget line item.

3. An appropriation bill from 1% of the total Student Government base budget to less than 5% of the total Student Government base budget shall be classified as

a Level 3 appropriation bill.

3.1 It shall take the Cabinet Appropriations Chair, the majority vote of the Finance Committee, and the President or the Vice President to approve and sign a Level 3 appropriations bill.

4. An appropriation bill 5% of total Student Government base budget or greater shall be classified as a Level 4 appropriation bill.

4.1 It shall take a majority vote of the Finance Committee and the Senate, the signatures of the Cabinet Appropriations Chair, and the President or Vice President to approve a Level 4 appropriations bill from a budget line item.

5. If a Level 1, Level 2, or Level 3 appropriations bills ~~do~~ **does** not receive approval, ~~it they~~ can be brought in front of the Student Senate meeting for approval by a **majority** ~~1/4 (one-fourth)~~ vote of those present.

6. If a Level 4 appropriations bill does not receive approval, it can be brought in front of the Student Senate meeting for approval by a 2/3 (two-third) vote of those present.

7. In the event that the Finance Committee has not been formed or if the Finance Committee chooses not to act on a Level 3 or Level 4 appropriations bill within seven (7) academic days after the Finance Committee has been informed, the approval of the Level 3 or Level 4 appropriations bill must be received from the Senate Body.

8. Expenditures in student wages, stipends, fringes paid to government employees, scholarship fees, and books are exempt from the approval process, except where stated within this section.

**C.** ~~D.~~ The Student Government ledger, showing all expenditures to date, for the current fiscal year, must be shown to Finance Committee once a month or at the request of the Finance Committee.

**D.** ~~E.~~ Unapproved expenditures or expenditures for personal gain, or for non-student government use are subject to Article IV of the Student Government Constitution.

**E.** ~~F.~~ The incoming President or Vice President shall submit a request for summer funds ~~at~~ **by** the **last joint**

~~Session of~~ Senate **meeting of** ~~in~~ the Spring ~~Semester~~ **term.**

**F. ~~G.~~** In the event of an appropriations bill **Level 3 or below** that occurs between the last Senate general meeting of Spring Term and the first Senate general meeting of Fall Term, the Executive Branch must gain approval from any **one ~~two~~** of the following people: **A ~~Any~~** member of the Finance Committee or the Speaker of Senate. At the first Student Senate meeting of Fall Term, a list of all appropriations bills approved during that time period will be presented by the Executive Branch.

**G. ~~H.~~** In the event that the amount of an expenditure exceeds the approved appropriations bill, the difference between the expenditure and the **appropriations bill ~~business operation~~** is subject to approval by the Finance Committee. If the Finance Committee does not approve of the excess expenditure, the person incurring the excess is subject to punitive actions as allowed by Article IV of the Student Government Constitution, as well as possible civil and criminal proceedings which may be initiated at the Finance Committee's discretion.

**H. ~~I.~~** The Finance Committee must approve all personnel actions pertaining to the Student Government office operations, including, but not limited to, hiring and pay adjustments.

1. Termination of employees does not require approval by the Finance Committee.

**I. ~~J.~~** The Finance Committee shall review and make recommendations to the President on proposed Student Government budget requests. The Finance Committee shall have the power to amend the budget request prior to its presentation to Senate.

1. **The President shall present the budget for approval at or by the first Student Senate meeting of the Fall term.**