

Student Senate Ways & Means Committee
Operating Principles & Procedures
(Revised: April 2005)

Article I
Purpose

The Ways & Means Committee shall review budget proposals and special requests from student clubs and organizations recognized by the Student Senate and Bryant University. The Student Senate and the Ways & Means Committee are committed to providing fair and just funding for all eligible student organizations in order to provide opportunities by financially assisting groups in attaining their goals and objectives.

Article II
Members

The Ways & Means Committee shall be comprised of the following members: the Student Senate Treasurer, who will serve as chair of the committee; one senator from each of the four classes; the Student Senate President; the Student Senate Vice President; one to four students-at-large, as determined by the needs of the committee and to be selected by the committee through interviews; one Bryant faculty or staff member to be appointed by the committee chair, and; the Director of Student Activities (or his/her designee). Final membership is at the discretion of the Committee Chairperson. Both the faculty/staff member and the Director of Student Activities will have voting privileges.

Article III
Meetings

Section 1. Quorum

A quorum must be present to conduct business. A quorum shall consist of 2/3 of the total membership.

Section 2. Special Request Hearings

Special Request Hearings will be on an as-needed basis. The Committee Chairperson will call these meetings. The Ways & Means Committee shall vote to accept the club or organization's Special Request. After the request passes through the committee with a simple majority vote, it must then pass by a 2/3 vote of the Student Senate Legislative Body.

Section 3. Budget Request Hearings

Budget Request Hearings will be held in mid February for the following fiscal year. All Clubs and organizations must complete a budget request form, sign up for a hearing date, and return the budget request to the Student Senate Treasurer by the specified deadline. Ways & Means Committee shall hear the club or organization's budget request at a hearing scheduled by the committee in mid February. After the budget passes through

the committee with a simple majority vote, it must then pass by a 2/3 vote of the Student Senate Legislative Body.

Section 4: Organization Representation

The club or organization must send at least one student representative who is knowledgeable about their organization's budgeting process to the Special Request Hearing and/or Budget Hearing, as well as to the specified Student Senate meeting for the final budget approval.

Article IV Funding Guidelines

Section 1. Eligibility

- a. Only clubs and organizations registered with the Office of Student Activities and recognized by Bryant University and the Student Senate with University accounts can apply for funding.
- b. Only clubs and organizations receiving their initial budget by the Ways & Means Committee may apply for additional funding through the Special Request process.

Section 2. Funding Guidelines

The following guidelines shall be used to determine a club or organization's eligibility for funding requests (either a budget hearing or a special request):

- a. The Student Senate shall not fund any activities or events that do not adhere to University policy. Please refer to the Resource Guide for Clubs and Organizations and the Student Handbook.
- b. The funding period for all clubs and organizations shall begin on July 1 and end on June 30 (in order to follow the University's fiscal year).
- c. Funded clubs and organizations are required to have a standing representative at all Student President's Advisory Council (SPAC) meetings during the year(s) in which they receive funding. As a result of two meetings being missed per year, the budget of the club or organization may be frozen, pending a hearing.
- d. To be considered for funding, the club or organization must hold at least one substantial fundraiser to be put toward the organization's budget every year. Additional fundraising guidelines may be set by a University department that financially contributes toward a club or organization budget.
- e. The Ways & Means Committee has the authority to make exceptions to any of the specified guidelines in special situations.

Section 3. Funding Limitations

- a. The committee may make recommendations limiting the areas and specific purposes for which funds may be spent. The adherence to these recommendations may affect future requests.
- b. The Student Senate shall not fund:
 1. any purchase of alcohol, drugs, or other illegal substances;
 2. clothing for personal use;

3. major equipment or supplies that will be kept by individuals (all equipment and supplies are the property of Bryant University);
 4. political campaigns;
 5. personal travel expenses (including reimbursements for gasoline);
 6. cash prizes for contests or promotions.
 7. direct contributions to charity
- c. Fundraised money may be used by a student group to fund expenditures not originally budgeted for.
 - d. Request for major equipment can be made only after securing a location for storage (documented in writing) and the ability to set up and maintain equipment as approved by the university.

Section 4. Senate Funding Request

- a. Any request for funding made by the Student Senate must be published or made available to the student body with an invitation for comments at the public Senate meeting at which the approval is motioned.

Article V Budget Requests

Section 1. Procedure

- a. All clubs and organizations must submit a budget request by the specified deadline, including estimated figures for the amount of revenue (i.e. dues, fundraising, event income, etc.). Budget requests will consist of:
 1. a detailed budget proposal for the upcoming academic year;
 2. an explanation of each budget line.
- b. The Ways & Means Committee will review all budget requests, and make its recommendations based on a simple majority vote to the Student Senate.
- c. Prior to the Student Senate voting on all budgets, the Ways & Means Committee will notify groups of any changes to their proposal.
- d. The Student Senate Legislative Body will review all budget recommendations, and vote on whether or not to pass the budget. In order to pass a budget, a two-thirds vote is needed from the Student Senate.
- e. If the Student Senate passes the committee's recommendation, then the organization shall be funded for the year.
- f. If the budget is not passed by the Student Senate, the club or organization has the option of submitting a new budget request to the Ways & Means Committee within five (5) days.

Section 2. Budget Request Guidelines

- a. If a club or organization fails to submit a budget request by the specified deadline, the organization is required to go through the Special Request process in order to obtain funding.
- b. The Ways & Means Committee reserves the right to recommend no budget for a student organization.

- c. The Ways & Means Committee also reserves the right to request a new budget proposal from organizations that do not complete a packet based on the guidelines described above.

Article VI Special Requests

Section 1. Procedure

- a. Once approved for an annual budget, all clubs and organizations requesting additional funding for specific projects must submit a Special Request to the Ways & Means Committee.
- b. The Special Request must describe in detail what the requested funding is to be used for, including all associated costs. In addition, Special Requests must be for specific purchases and amounts (no “miscellaneous” or “other” costs will be funded).
- c. The Ways & Means Committee shall vote to accept, amend, or deny the club or organization's Special Request at a hearing scheduled by the committee. Once the request is passed by a simple majority of the committee, it must then be passed by 2/3 of the Student Senate Legislative Body.
- d. Approved special requests funding shall be held in the reserve account until such time that that Student Senate treasurer is presented with documentation of the expense and issues allocation.

Section 2. Special Request Guidelines

- a. Eligible student organizations may only submit a Special Request for the current fiscal year, as funds cannot be requested prior to the beginning of the fiscal year.
- b. Special Requests will only be heard by the Ways & Means Committee during the academic year (beginning of fall semester to end of spring semester).
- c. Any approved funding must be used strictly for the purpose that was identified in the original Special Request.
- d. The Ways & Means Committee reserves the right to recall any funds (or portion of funds) that are not used for purchases specified in the original request.
- e. Special Requests must be submitted and approved prior to the expenditure of any funds.
- f. The Ways & Means Committee will not approve funds for any prior purchases.

Article VII Powers

Section 1. Violation of Policies and Procedures

- a. Upon the first policy violation as defined in the Student Organization Resource Guide, the student organization president will be verbally warned of any policy infraction.
- b. Upon the second policy violation, a letter of notification signed by the Student Senate Vice President, Treasurer, and Director of Student Activities shall be sent

- to the president of the club or organization. A copy of the letter will be sent to the organization's advisor.
- c. Upon the third policy violation, the club or organization's funds will be frozen, pending a meeting with the Student Senate Vice President, Treasurer, and Director of Student Activities to determine whether or not the funds will be reactivated.
 - d. In the event of extreme violations of policy, the Student Vice President, Student Senate Treasurer, and Director of Student Activities reserve the right to immediately freeze an organization's account as specified in item "c."

Section 2. General Committee Rights

- a. The Ways & Means Committee reserves the right to recall any budget for the purpose of auditing or reallocating funds due to budget concerns or policy violations.

Section 3. Amendments to Constitution

- a. Amendments to the Ways & Means Constitution can be proposed by any member of the Ways & Means Committee or the Student Senate.
- b. Proposed amendments must be passed by a 2/3 vote from the Ways & Means Committee and a 2/3 vote by the Student Senate Legislative Body.

General Budgeting Standards

The following information is used as general standards for the Ways & Means Committee when making funding decisions for both Budget Requests and Special Requests. These standards can be followed, or overruled, at the discretion of the committee. A student club or organization must demonstrate a significant need in order to receive funding higher than the standards listed below.

First Time Funding:

Clubs that are applying for first time funding may receive no more than \$300. They may request additional funding through the Ways & Means Committee if the level of interest warrants additional funding.

Refreshment Expense:

Refreshments for general club meetings (i.e. pizza, soda, snacks) will not exceed the amount of \$60 or 10% of the club's total budget each semester.

Banquets:

One end of the year banquet will be funded at the level of \$15 per person maximum.

Speaker Gifts:

Gifts and general hospitality for a speaker an organization is sponsoring is limited to \$25 per speaker.

Copies:

Student organizations will receive no more than \$30 per semester for all copying needs (including posters, flyers, agendas, etc.).

Campus Events:

There is a strong preference to provide funding for events that are open to campus in comparison to funding for items or events that support only the organization's members.

Fundraisers:

Any reasonable special request for funds to be provided in support of a fundraiser will be reviewed, and may be approved, at the discretion of the committee.

Conference Travel Expenses:

As a general rule, the Ways & Means Committee will not fund travel expenses (i.e. transportation, hotel accommodations, etc.) for conferences unless the organization can demonstrate the benefit the conference will have on the Bryant community.

Competition Travel Expenses:

The Ways & Means Committee is willing to fund a reasonable amount of travel expenses for groups or organizations whose purpose is to compete (i.e. Sports Clubs, etc.).S