

Spring 2017

## S17RS SGB No. 9 (Amend PSIF Bylaws)

Cassidy Riley

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STUDENT SENATE  
S17RS  
SGB No. 9  
BY: SENATOR RILEY

ENROLLED

**A BILL**  
**TO AMEND THE PROGRAMMING, SUPPORT, AND INITIATIVES FUND (PSIF)**  
**BYLAWS**

**PARAGRAPH 1:** WHEREAS, THE CHANGES BEING MADE WOULD ADDRESS MANY ISSUES THAT HAVE OCCURRED IN THE PAST ACADEMIC YEAR SO AS TO PREVENT SIMILAR ISSUES FROM ARISING IN THE FUTURE; AND

**PARAGRAPH 2:** WHEREAS, MANY OF THE CHANGES ARE TECHNICAL OR SIMPLE WORDING CHANGES SO AS TO STAY CONSISTENT THROUGHOUT THE BYLAWS; AND

**PARAGRAPH 3:** WHEREAS, THE FOLLOWING CHANGES WOULD BE STRICKEN (LINED THROUGH) FROM THE PSIF BYLAWS AND THE FOLLOWING INFORMATION WOULD BE ADDED (IN RED) TO THE BYLAWS THEMSELVES:

**Article II: Governance**

Section 2. Committee; membership

- A. The following are full members of the Committee:
1. The Student Government Director of Finance, who serves as Chairperson;
  2. One (1) Senator elected by the LSU Student Senate in the Spring Organizational Session;
  3. The Chairperson of the Budget and Appropriations Committee of the Student Senate;
  4. Two (2) members of the Student Government Executive branch appointed by the Student Body President and approved by the Senate;
  5. Four (4) students appointed by the Student Body President and approved by the Student Senate.
- B. The following are ex-officio, non-voting members of the Committee:
1. The Student Body President;
  2. The Speaker of the Student Senate;
  3. The Student Government Financial Coordinator
  4. ~~The PSIF~~ Recording Secretary

Section 4. Proxies

Proxies will be allowed to the Committee; however, any proxy must be a member of Student Government. Any member of the Committee requesting a proxy must notify

the chairperson twenty-four (24) hours in advance with the name of the proxy.

#### Section 6. Terms of Committee membership; absences

~~Two unexcused absences from the regularly scheduled meetings per semester shall be grounds for removal from the Committee.~~

Failure to comply with any of the following shall result in grounds for removal from the Committee.

- A. The first PSIF meeting of the academic year is mandatory for all full members.
- B. Each full member is allowed one (1) unexcused absence per semester.
  - a. Excused absences are defined by the Louisiana State University Policy Statement 22 as interpreted by the Chair.
- C. Each full member is allotted one (1) proxy per semester.

#### Section 7. Vacancies

Replacement of vacant seats shall be coordinated by the Chairperson, the Student Body President, and the Speaker of the Senate within two (2) academic weeks ~~while class is in session.~~

#### ~~Section 8.~~ 8. Chairperson; duties

The duties of the Chairperson shall be as follows:

- A. Report all meeting dates and times at the beginning of the semester;
- B. Preside over all meetings and vote in the case of a tie;
- C. Set the agenda for all meetings;
- D. Maintain communication of the Committee;
- E. Organize and file all documents and records;
- F. Report on a regular basis to the Student Senate;
- G. Post meeting dates and times on the Student Government Website;
- H. Meet on a regular basis with the Student Government Financial Coordinator;
- ~~I. Appoint a Recording Secretary to the committee.~~

#### Section 9. Recording Secretary; duties

The duties of the Recording Secretary shall be as follows:

- ~~A. Attend all meetings as a non-voting member;~~
- B. Record attendance;
- C. Take minutes;
- D. Record all committee votes;
- ~~E. Serve as an assistant to the Director of Finance;~~

E. Archiving all records of minutes and voting.

Section 10. Members; duties

The duties of members shall be as follows:

- A. Attend all meetings of the Committee as a voting member;
- B. Objectively evaluate every application considered by the Committee;
- C. Be good stewards of student fees.

**Article III: General Funding Guidelines**

Section 2. Funding; limitations per semester

A. Per Semester

Organizations ~~and/or departments~~ may only receive PSIF funds for one (1) program or event per semester and cannot exceed two (2) programs or events per academic year.

Section 3. Funding; restriction on use of additional sources

Funding may not be provided to organizations who have ~~received~~ accepted funds from the Student Senate or Organizations Relief Fund for the same semester.

Section 6. Restricted Purchases

All state purchasing guidelines and University policies must be adhered to with any funds allocated by this committee. Failure to comply may result in loss of funding.

PSIF may not provide funds for the following:

1. To support any program or event where attendance or participation is not open to the LSU student body;
2. To purchase alcohol or to support a program or event where alcohol is present;
3. Gifts, gift cards, prizes, awards, trophies, or anything of the like;
4. Clothing and Uniforms;
5. Decorations for events, including flowers;
6. Salaries, stipends, or scholarships;
7. Charitable donations.

Section 8. Expiration of Funding

~~Approval of~~ Approved funding expires thirty (30) days after the event ~~or program has been held~~ close of the event or program. All required paperwork and/or receipts must

be turned into the Student Government Financial Coordinator. ~~before the expiration of approval to be eligible for payment. Internal transactions to University service providers are deemed an exception (i.e. Chartwells/LSU Dining, Facility Services, LSU Police, LSU Student Union).~~

## Article VI: New Initiatives Programming Fund

### B. Funding Requirements

1. Funds available through the New Initiatives Programming Fund can be provided to any registered student organization with a unique student initiative.
  - a. A unique student initiative will be defined as any event, program, project, service, item, or start-up organization that is new and original to LSU students.
2. An event or program must have a minimum anticipated attendance of **two hundred fifty (250)** students.
- ~~3. A start up organization must be less than two (2) years old.~~
- ~~34.~~ Funding for recruiting and marketing purposes will be limited to one thousand five hundred dollars and zero cents (\$1,500.00). Funding for rentals of supplies or equipment is limited to up to one thousand dollars and zero cents (\$1,000.00).
- ~~5. Organizations may only receive funding from the New Initiatives Programming Fund once in an academic year for events that have never been funded by Student Government.~~
- ~~6. University department are not eligible to apply for funding through the Organizations' Initiatives Fund.~~
- ~~47.~~ Food and drink may be funded up to thirteen dollars and zero cents (\$13.00) per student based on anticipated attendance.
  - a. PSIF reserves the right to not fund food or drink.
- ~~8. The following will not be awarded funding:~~
  - ~~a. Salaries, stipends, or scholarships;~~
  - ~~b. Charitable donations.~~

### C. Startup Funding

1. The organization requesting startup funds must be less than two (2) years old.
2. A maximum of one thousand five hundred dollars and zero cents (\$1,500.00) may be allocated to an organization for startup funds.
3. Startups can only be funded through this account.

## **Article VII. Organization Events and Conference Support**

### A. Purpose

~~Monies~~ Funds available through the Organization Events and Conference Support Fund can be provided to any registered student organization whose event is defined as ~~the following~~: a campus-wide program or conference.

### B. ~~Conference Support Fund Criteria~~ Funding Requirements

1. Must be hosting a conference within a ten (10) mile radius of the LSU campus.
2. ~~Registration~~ Admission must be open to all LSU students.
3. Must be free to all LSU students and advertised as such.

### ~~C. Campus Wide Programming Fund Criteria~~

- ~~1. Must be free and open to all students and advertised as such.~~

## **Article VIII. Late Night Programming Fund**

### A. Purpose

Funds available through the Late Night Programming Fund can be provided to any registered student organization ~~or University department~~ whose event starts after 6:00 PM and does not end until after 10:00 PM. In addition, said event or program must offer free admission to all LSU students.

## **Article IX: Recreational Sports Assistance Fund**

### A. Purpose

Funds available through the Recreational Sports Assistance Fund can be provided to any student group registered with University Recreation as a “sport club” and also deemed a registered student organization by the University.

## **Article X: Application Process**

Section 1. Application; defined

The official PSIF Application is the most recently updated version as approved by ~~the PSIF Committee~~ **the Director of Finance, the and Student Government Financial Coordinator and the Student Body President.**

### Section 3. ~~PSIF~~ **Application** Requirements

### Section 4. Application Deadline

Completed applications must be submitted **and presented to the PSIF Committee** ~~the Student Government office~~ six (6) **academic** weeks prior to the event or program ~~with regards to the PSIF meeting schedule~~. It is the responsibility of the applicant to ensure that completed applications are submitted in a manner consistent with the timeline required. Exceptions to this deadline will be determined by the chair of PSIF and the Student Government Financial Coordinator.

### Section 5. Presentation

In order for requests to be considered, the requesting organization ~~or department~~ must appear before the PSIF Committee.

~~An applications representative~~ **The organization representative contact listed on the application** must give a presentation to the Committee before deliberations begin. Once their presentation is complete, the Committee may pose questions to the representatives. At the discretion of the Chairperson, the organization representatives will be excused and deliberations will begin.

- a. **In the case that the representative contact listed is unable to attend the PSIF meeting, they must send a representative in their place who is fully equipped to answer any and all questions the committee may have regarding the event and the budget.**

~~If an application's representative fails to report, the application shall be deferred until the next regularly scheduled meeting, or will be heard at said meeting at the discretion of the Committee.~~

**If an application's representative fails to report, the application is considered incomplete and must be resubmitted.** ~~is therefore rejected.~~

### Section 6. Award

Applicants will be informed in writing within two (2) ~~class~~ **academic** days of the PSIF meeting of the status of their

application. The award letter will outline the amount approved, any restrictions placed on funds and any additional requirements that must be completed. The **Student Government** Financial Coordinator reserves the right to deny funding of all or part of an award that does not meet the proper credentials per **LSU Procurement Accounting Services**.

#### Section 7. Required Consultation

Within three (3) ~~class~~ **academic** days of receipt of an official award letter, an organization representative must request a meeting with the Financial Coordinator for Student Government. If a meeting is not set, all funds awarded will be deemed null and void.

#### Section 8. Post Program Report

Organizations who receive funding must complete a Post-Program Report to the PSIF Chairperson and **Student Government** Financial Coordinator within two (2) weeks following the event or program. Failure to provide a post-program report will result in the organization being deemed ineligible for PSIF funding for two (2) semesters. The Chairperson of the Committee will be responsible for recording these instances and will provide the succeeding chairperson with this information.

A Post-Program Report includes, but is not limited to, a record of the number of students who attended the event, problems or obstacles encountered at the event, and the benefit the event had on the LSU Student Body. When ~~flyers~~ **marketing materials** are used, a copy must be included with the Post-Program Report.

Organizations will not be permitted to apply for funding for events in the future until a Post-Program Report is filed for the most recent event that received PSIF funding.

### **Article XI: Meetings and Procedures**

#### Section 4. Special Meetings

Special meetings of the Committee may be called by the Chairperson with no less than twenty-four (24) hours' notice provided to all Committee members and the representatives of any applications to be considered at the said meeting. ~~Special meetings can be conducted via email at the discretion of the Chairperson.~~

#### Section 6. Deliberation



The Committee shall discuss the organization's presentation, funding history, appropriate PSIF funding account, and any information pertinent to the application being heard.

#### Section 7. Voting

~~M~~ Full members of the Committee may vote in favor, against, or abstain.

The Chairperson shall record each member's vote and he/she may only vote in the case of a tie.

The Acting Chairperson votes in the same capacity as the Chairperson.

#### Section 9. ~~Recusal~~ Conflicts of Interest

In the event that a member of the Committee is a member of an organization requesting funding, or if the Chairperson sees fit for a conflict of interest, said member must recuse himself/herself from consideration of the organization's application.

Student Government branch heads are prohibited from presenting applications.

**PARAGRAPH 4:** THEREFORE, BE IT ENACTED BY THE LOUISIANA STATE UNIVERSITY STUDENT SENATE THAT THESE AMENDMENTS BE MADE TO THE PSIF BYLAWS, AND

**PARAGRAPH 5:** BE IT RESOLVED THAT A COPY OF THIS RESOLUTION BE TRANSMITTED TO MICHELLE LOWERY, STUDENT GOVERNMENT ADVISOR; ARLETTE HENDERSON, STUDENT GOVERNMENT LEGISLATIVE BRANCH ADVISOR; AND ADAM PREVOT, CHIEF JUSTICE; AND ZACK FAIRCLOTH, STUDENT GOVERNMENT PRESIDENT.

**PARAGRAPH 6:** THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A TWO-THIRDS (2/3) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.

**APPROVED:**

\_\_\_\_\_  
**ALEX DE GRAVELLE**  
**SPEAKER OF THE SENATE**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**ZACHARY A. FAIRCLOTH**  
**STUDENT BODY PRESIDENT**

**DATE:** \_\_\_\_\_