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S14RS SGB No. 5 (Finance Bylaws)

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Authors

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3 **STUDENT SENATE**

4 **S14RS**

5 **SGB No. 5**

6 **BY: SENATORS LOGA, GRASHOFF, DO, KARAM, GORE, GROTTTE, GUILLORY,**
7 **SANDERSON, TARLETON, AND WATTS**

8 **A BILL**

9 **TO AMEND THE STUDENT GOVERNMENT BYLAWS**

10 **PARAGRAPH 1:** WHEREAS, THE TEMPORARY GOVERNING DOCUMENTS
11 COMMITTEE HAS BEEN CHARGED WITH REVIEWING THE
12 GOVERNING DOCUMENTS; AND

13 **PARAGRAPH 2:** WHEREAS, UPON THE REQUEST OF THE TEMPORARY GOVERNING
14 DOCUMENTS COMMITTEE, THE SENATE BUDGET AND
15 APPROPRIATIONS COMMITTEE HAS PREPARED THE FOLLOWING
16 REVISIONS TO THE BYLAWS REGARDING STUDENT GOVERNMENT
17 FINANCES; AND

18 **PARAGRAPH 3:** WHEREAS THE AMENDED BYLAWS SHALL READ AS FOLLOWS:

19 **ARTICLE VIII**

20 **Financial Organization**

21 **Section 1. Fiscal Year**

22 The Student Government shall operate on a fiscal year beginning at 12:01 a.m. on the first day of
23 July of one calendar year, and ending at midnight on the last day of June of the following
24 calendar year.

25 **Section 2. Student Government Budget**

- 26 A. The Student Body President shall submit a proposed Student Government Budget to the
- 27 Temporary Budget and Appropriations Committee, to be authored by a senator, for the
- 28 coming fiscal year to be approved by the Student Senate immediately following his/her
- 29 installation.
- 30 B. The projected revenues for the Student Government Operating Budget shall be
- 31 determined by utilizing Budget and Planning enrollment by the current designated fees.
- 32 C. The Student Government Budget shall be considered by the Senate as a Student
- 33 Government Bill, and shall have been adopted for the upcoming fiscal year at or before
- 34 the beginning of that fiscal year.
- 35 D. No funds shall be appropriated or expended in a fiscal year unless and until a Student
- 36 Government Budget for that fiscal year has been adopted.
- 37 E. During the fiscal year for which a Student Government Budget has been adopted, all of
- 38 the conditions listed in said budget shall be treated as an auxiliary document within the
- 39 Procedure Handbook, and may be amended by a **b** vote of the Student Senate present
- 40 and voting. Such amendment shall become effective upon final passage of legislation
- 41 detailing the amendment. No friendly amendments shall be allowed in amending the
- 42 Student Government Budget.
- 43 F. Should a budget become unbalanced, by eventuation of a deficit balance in a line item,
- 44 the Student Senate shall within fifteen (15) class days amend said budget to remove the
- 45 deficit
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- 56 G. The Senate Budget and Appropriations Committee and the Executive Director of Finance
57 will review and amend the Student Government Budget each semester to reflect the
58 fourteen (14) day enrollment numbers.
- 59 H. No more than twelve thousand dollars (\$12,000.00) may be appropriated in the Student
60 Government Budget for total student salaries of the Student Government members
61 during one (1) fiscal year.
- 62 I. Any student occupying a position with a designated salary in the Student Government
63 Budget shall be paid up to but no more than one-eighth (1/8) of the specified salary per
64 month. The only exception to this rule is if a student does not receive the full one-eighth
65 (1/8) of a particular salary for a particular month during which he/she was on payroll; in
66 this case, the student would be allowed to make up the difference over the next
67 month(s) through supplemental pay. Additional provisions may be provided for in the
68 Student Government Budget.

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71 **Section 3. Unrecognized funds**

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73 If there are funds present in the Student Government Account that are not already allocated,
74 then said funds shall be available for use in the Student Government Budget, line item
75 Legislative Contingency

76
77 **Section 4. College Council Funding in the Student Government Budget**

78
79 Funds shall be appropriated in the Student Government Budget to fund the College Councils as
80 follows:

- 81
82 A. College Councils shall be appropriated an amount not less than five percent (5%) but not
83 more than fifteen percent (15%) of the money paid by all students to the self-assessed
84 fee for Student Government operational funds. These funds shall be disbursed in the
85 following manner:
- 86 1. Sixty-five percent (65%) of the total money shall be disbursed to each
87 College Council based on the amount of students enrolled in the
88 Academic Area.
 - 89 2. Thirty-five percent (35%) of the total money shall be disbursed equally
90 among each Academic Area.
- 91 B. The amount in paragraph A shall be determined from the same source as used in
92 calculating revenues for the Student Government Budget.
- 93 C. Amounts appropriated to the College Councils shall be appropriated as separate line
94 items by Academic Area.
- 95 D. The Student Government Executive Director of Finance shall notify the College Council
96 Presidents of the amounts of money designated for that Academic Area by the end of
97 each spring semester.
- 98 E. Funds not expended by the end of the fiscal year (June 30) will automatically carry over
99 to the next fiscal year's College Council Surplus Account budget.
- 100 F. The College Council Surplus Account at the end of the fiscal year (June 30) will not carry
101 over to the next fiscal year's Student Government Surplus Account. Those funds shall
102 remain the College Council Surplus Account for one year before rolling into the Student
103 Government Surplus Account.
- 104 G. College Councils shall file a projected, itemized expense report within their semester
105 plan.

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108 **Section 5. Executive Director of Finance**

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110 A. Executive Director of Finance shall provide reports to the President, Speaker of the
111 Senate and to the Student Senate as follows:

- 112 1. A written update of all finances of the LSU Student Government each
 113 month during regular session of the Student Senate.
 114 2. A final written financial account by the last regular session meeting of
 115 the LSU Student Senate to report final balances for each academic
 116 semester.
 117 a. A written breakdown of all Student Government accounts
 118 and their balances.
 119 b. To maintain an up-to-date written account of all Student
 120 Government financial records in the Student Government
 121 office as a matter of public record.
 122 B. The Executive Director of Finance shall serve as the Chairperson of the Programming,
 123 Support, and Initiatives Fund (PSIF), pursuant to the PSIF Bylaws.
 124 C. The Executive Director of Finance is an ex-officio, non-voting member of the Senate
 125 Budget and Appropriations Committee.
 126

127 **Section 6 Student Government Financial Coordinator**

- 128
 129 **A.** The Student Government Financial Coordinator shall be vested with the authority and
 130 responsibility to keep and be responsible for the accuracy of the financial records of the Student
 131 Government. The Student Government financial records shall be kept in accordance with
 132 University accepted accounting practices and procedures.
 133 1. A copy of these records shall be given to the Executive Director of Finance on
 134 the 1st and 15th of each month so to assure accuracy, transparency, and
 135 accountability with the Student Body.
 136 **B.** Duties and Responsibilities
 137 1. Manage budgets and all financial operations for Student Government
 138 2. Monitor and direct expenditures of various subgroups of Student
 139 Government and organizations when associated with Student Government
 140 funds.
 141 3. Work collaboratively with offices within Finance and Administrative Services
 142 (FAS) including Purchasing, Travel, Accounting Services, and Procurement.
 143 4. Track expenditures and reconcile monthly ledgers for completeness, accuracy,
 144 and compliance with University and state regulations; correct discrepancies.
 145 5. Provide guidance to the elected leadership of SG in budget development and
 146 expenditure protocol.
 147 6. Process all financial documents including LaCarte entries, and prepare all
 148 purchase orders, requisitions, travel reimbursements, foundation check
 149 requests, and deposit transmittals.
 150 7. Meet individually with all student organizations receiving Student Government
 151 funding, including PSIF or Senate funding.
 152 8. Serve as advisor and attend meetings of the allocation committees within
 153 Student Government
 154 9. Periodically attend Student Government branch meetings in order to report on
 155 financial matters.
 156 10. Provide direction and support in the monitoring of budgets, reconciling
 157 monthly ledgers, and preparing budget forecast based on previous year's
 158 spending
 159 11. Provide direction to the College Council leadership, administrative staff within
 160 various colleges, and directly advise the Executive Director of Finance and
 161 Assistant Director.
 162 12. Become familiar with and able to articulate University policies and procedures
 163 to Student Government leaders, committees, and student organizations that
 164 receive funds.
 165 13. Maintain SG financial records, including minutes, finance bills, working papers
 166 and correspondence.
 167 14. Process payroll and wage employees.
 168

169 **Section 7. Student Government Sponsorship**

- 170
- 171 A. When a project or activity is funded by Student Government, proper public notice, when
- 172 appropriate, shall be given indicating Student Government’s sponsorship.
- 173 B. For purpose of this Section, proper public notice shall include, but not be limited to
- 174 inclusion of the name of Student Government or Student Government Logo, in publicity
- 175 for the funded project or activity.
- 176 C. If the proper public notice is not given, the organization or group which was to have
- 177 received the funds shall have forfeited all rights to those funds, and the funds shall
- 178 automatically revert to the line items from which they were appropriated. The Student
- 179 Senate shall notify the President of the fact through the agency of a legislative
- 180 resolution.
- 181 D. The awarding of funding by Student Government does not explicitly reflect the views
- 182 and opinions of Student Government as an organization.
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- 184

185 **Article IX**

186 **Funding Through Programming, Support, and Initiative**

187 **Fund**

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189 Details regarding funding through Programming, Support, and Initiative Fund are found

190 in the PSIF Bylaws within the procedure handbook.

191

192 **Article X**

193 **Funding Through Student Senate**

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195 **Section 1.** The Student Senate shall have the authority to distribute funding from the Legislative

196 General Contingency Account, Student Government Surplus Account, and the Student

197 Government Initiatives Account with appropriate approval of the Student Body

198 President.

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200 **Section 2. Request for Funding**

- 201
- 202 A. Requests for funding through the Student Senate shall be submitted through the
- 203 Student Senate funding application.
- 204 1. The Student Senate funding application shall be approved through a Student
- 205 Government Bill through the Temporary Budget and Appropriations Committee
- 206 in the Spring Organizational Session.
- 207 2. The Student Senate funding application shall include at minimum the
- 208 following:
- 209 a. Information form including the following:
- 210 i) Contact information to the:
- 211 A. Student Representative
- 212 B. Corresponding university advisor.
- 213 ii) Event information regarding:
- 214 A. Travel or programming information
- 215 B. Financial information
- 216 iii) Informational guidelines on how to apply to funding from
- 217 Senate.
- 218 b. A funding request form that must be signed by the Student
- 219 Government Financial Coordinator and the Executive Director of
- 220 Finance to verify that the request is

- 221 i) In accordance with university policy
222 ii) In accordance with the Student Government Constitution
223 and auxiliary documents
224 iii) Is within the means of the Student Government Budget.
225 c. An attached itemized budget for total cost of request and
226 breakdown of how allotted funds will be spent
227 3. No Student Government Finance Bill (SGFB) shall be brought before the
228 Budget and Appropriations Committee without the completed Student
229 Government Funding Request Application.
- 230 B. A request for funding will be considered by the Student Senate in the form of SGFB.
231 1. It is the duty of the author of such legislation to guide any student, student
232 organization or university department seeking funding through the funding
233 process and inform said student, student organization or university department
234 of all funding procedures.
235 a. An author of the Finance Bill must be present at the scheduled
236 Budget and Appropriations Committee meeting to supply the
237 committee with adequate and necessary information.
- 238 C. Each student, student organization, event, or university department appropriated funds
239 by the Student Government shall present a written or oral report to the Student Senate.
240 The written or oral report shall be given no more than two (2) Student Senate meetings
241 after the event for which the funds were appropriated. These reports will be noted by
242 the Secretary in the Senate minutes. The reports shall include the following:
243 1. Attendance at the event
244 2. Success of the event
245 3. Final expense statement
246 4. Problems encountered
247 5. Future plans of the student, student organization, event, or university
248 department
249 6. Method of notification of Student Government sponsorship
- 250 D. Each student, student organization, event, or university department that is granted
251 funds by the Student Government must give all receipts for the event to the Student
252 Government Financial Coordinator for reimbursement within thirty (30) days of the
253 event and before the end of the fiscal year. (June 30th).
- 254 E. Any failure to comply with paragraph B or C of this Section will automatically result in
255 that the student, student organization, event, or university department being ineligible
256 to receive Student Government funds for one (1) year from the date of the event. It is
257 the responsibility of the Senate Budget and Appropriations Chair to make note of such
258 occurrences and to inform his or her successor.
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262 Section Restrictions on Student Senate Allocation

- 263
264 A. Any full-time student(s), event or organization recognized by Campus Life, seeking
265 funding from Student Senate that may qualify for funding from the Programming
266 Support & Initiatives Fund (PSIF) or the Organizational Relief Fund (ORF) must first apply
267 for funding through PSIF or ORF before requesting Senate funding. In order to be
268 considered eligible for Senate funding, a student or student organization must meet one
269 of the following criteria:
270 1. An organization, event, student(s), or expenditure finds it does not meet the
271 standing requirements of either PSIF or ORF at the time of the request,
272 2. Submits a formal request to either PSIF or ORF that is deemed ineligible
273 based on the standing requirements of either PSIF or ORF at the time of the
274 request,
275 3. Submits a formal request to either PSIF or ORF and is not awarded funding,
276 4. Is awarded funding that does not fully meet the organization, event, or
277 student(s) needs.

- 278 a. In the event that funding from the PSIF or ORF committees is
279 awarded, an author of the finance bill will notify the Chairperson of
280 the Budget and Appropriations Committee prior to legislation being
281 considered.
- 282 B. An organization, event, student(s), or expenditure may only receive one (1) Senate
283 Funding allocation per semester and cannot exceed two (2) Senate funding allocations
284 per academic year. An allocation is defined as a sponsored Student Senate Finance Bill
285 accompanied by a Funding Request Form.
- 286 C. No part time student may request funds from the Student Senate with the exception of
287 graduating seniors.

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ARTICLE XI Financial Accounts

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293 Section 1. Student Government Surplus

- 294 A. This account may only be used for one-time expenditures of Student Government.
- 295 B. Funds may be requested by members of Student Government via a SGFB, introduced in
296 and approved by the Senate, then approved by the Student Body President., Dean of
297 Students, and Vice-Chancellor of Student Life through a memorandum disseminated by
298 the Student Body President.
- 299 C. All remaining funds in Student Government Operating Accounts, with the exception of
300 the College Councils Surplus Account, at the end of each fiscal year are transferred to
301 the Student Government Surplus Account.

302

303 Section 2. Student Government Initiative Accounts

- 304 A. Student Government Initiatives
- 305 1. Funds from this account may be requested via a SGFB.
 - 306 2. This account may only be used for new initiatives and programs.
 - 307 3. No money shall be appropriated from this for student travel.
- 308 B. Newspaper Initiative
- 309 1. The account is dispersed by agreement of the Speaker of the Student Senate
310 and the Student Body President.
 - 311 2. This account is to be used to fund the SG Newspaper.

312

313 Section 3. Student Government Operating Accounts

- 314 A. All funding is used at the sole discrepancy of this office and can be used on any matter that
315 adheres to the guidelines of the university regulations and the Code of Ethics.
- 316 B. Executive Departments and President Contingency
- 317 1. These accounts are under the control of the President, as enumerated in the
318 budget bill.
 - 319 2. Any remaining funds in this account will be transferred to the Surplus Account.
- 320
- 321 C. Vice President Contingency
- 322 1. This account is under the control of the Vice President, as enumerated in the
323 budget bill.
 - 324 2. Any remaining funds in this account will be transferred to the Surplus Account.
- 325
- 326 D. Election Board
- 327 1. This account is under the control of the Commissioner of Elections, as
328 enumerated in the budget bill.
 - 329 2. Any remaining funds in this account will be transferred to the Surplus Account.
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- 331 E. Legislative General Contingency
- 332 1. This account is under control of Student Senate and signature of the President.

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2. Request for funding must be submitted to the Senate office.
 3. Any remaining funds in the account will be transferred to the Surplus Account.
 4. The Student Senate shall not spend more than sixty percent (60%) of the originally budgeted contingency account during the Fall semester as allocated in the Student Government Budget.
- F.** Speaker Contingency and Legislative Accounts
1. These accounts are under the control of the Speaker, as enumerated in the budget bill.
 2. Any remaining funds in this account will be transferred to the Surplus Account.
- G.** Judicial Branch Contingency
1. This account is under the control of the Chief Justice, as enumerated in the budget bill.
 2. Any remaining funds in this account will be transferred to the Surplus Account.
- H.** College Council
1. This is the parent account of all College Council Funding at the beginning of each year.
 2. Revenues in this account will automatically be distributed to College Councils, as enumerated in the budget bill.

355 **Section 4. Student Government Corporate Sponsorship**

- 356 **A.** This account is under the control of the President.
- 357 1. The Corporate Sponsorship Package, which shall include but not be limited to a
 - 358 list of events, programs, and initiatives where sponsorship money will be spent,
 - 359 must be approved by a majority (1/2) vote of the Student Senate present and
 - 360 voting at the Spring Organizational Session.
 - 361 2. However, any combined expenditure from the Student Government Corporate
 - 362 Sponsorship Account that is not explicitly named and listed on the fundraising
 - 363 packet and other private Student Government accounts shall require
 - 364 notification by the President to the Student Senate at the next regularly
 - 365 scheduled Senate meeting.
 - 366 3. Any remaining funds in this account will be rolled over from year to year.
 - 367

368 **ARTICLE XII**

369 **Public Records, Management and Meetings**

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372 **Section 1. Student Government Records**

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- 374 **A.** All records of the Student Government shall be public.
 - 375 **B.** All written documentation must be made available to the public within five (5) class
 - 376 days. Written documentation includes, but is not limited to,
 - 377 1. Meeting minutes
 - 378 2. Voting records
 - 379 3. Legislation
 - 380 4. Financial records

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PARAGRAPH 4: THEREFORE, BE IT RESOLVED BY THE LOUISIANA STATE UNIVERSITY STUDENT SENATE THAT THE AFOREMENTIONED AMENDMENTS TO THE STUDENT GOVERNMENT BYLAWS BE ADOPTED.

387 **PARAGRAPH 5:** THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A TWO-THIRDS
388 (2/3) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY
389 THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL
390 ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY
391 APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.
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433 **APPROVED:**

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435
436 **ALEX W. GRASHOFF**
437 **SPEAKER OF THE SENATE**

434 _____
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436 **JOHN S. WOODARD**
437 **STUDENT BODY PRESIDENT**

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439 **DATE:** _____

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439 **DATE:** _____