

## TITLE VIII -THE BUDGET

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### CHAPTER 100 - BUDGET AND FINANCE REFORM ACT

#### ARTICLE I. GENERAL PROVISIONS

- §1 **AUTHORIZATION.** This Title and all of its regulations are authorized pursuant to Article III(10)(a) of the Student Government Constitution.
- §2 **SCOPE AND PURPOSE.** This chapter shall establish a standardized handling, accountability and authorization of Student Government money, all of the following funds shall be subject to its regulation:
- (a) Any and all fee(s) as defined by the Texas Education Code, allocated to Student Government for any purpose whatsoever.
  - (b) Any club account, private funds, accounts or endowments that shall exceed \$500 in value.
- §3 **CLASSIFICATION.** For the purposes of spending money bills shall be classified in two ways; appropriations and budget authorization.
- §4 **BUDGET AUTHORIZATION.** Budget authorization bills shall authorize the total expenditure of funds for the operations of Student Government and shall be recorded as a separate chapter in this title and each year the new fiscal year shall be an amendment to that act. All budget authorization bills must be written by a Senator of the Finance Commission in the form of a Senate bill.
- §5 **APPROPRIATIONS.** Appropriation bills shall authorize all expenditures not initially listed on a budget authorization bill, and funded by discretionary funds.
- (a) Any Senator may author an appropriations bill.
  - (b) All appropriation bills must be forwarded to the Finance Commission for review before adoption in the Senate.
- §6 **REMAINING FUNDS.** If money allocated to Student Government by the Student Service Fee rolls over from year to year then money remaining in the Student Government account upon the conclusion of the fiscal year shall be folded into the discretionary fund for the following year.

§7 **NEW FISCAL YEAR.** Each fiscal year a budget shall be established from funds being refreshed by fees, or roll over funds. Discretionary funds shall never be used to fund the operations of the new fiscal year.

§8 **FISCAL YEAR.** “Fiscal year” shall be defined in the same way Texas State University defines it (September 1 to August 31).

## **ARTICLE II. SENATE, POWERS AND DUTIES**

§1 **RESPONSIBILITY FOR BUDGETTING.** All bills for the expenditure of funds by the Student Government shall originate in the Senate. The legislative writing standard format to be used for Senate bills relating to budget authorization and reauthorization shall be followed as shown in S.G.C.. VIII, II, §102(2).2.

§2 **ANNUAL AUTHORIZATION.** The Student Government budget will be authorized biannually by the Senate, once in the fall semester and again in the spring semester. The process for both authorizations shall be the same.

§3 **MISSED DEADLINES.** In the event budget deadlines are not met the Senate may pass continuing resolutions to maintain the operations of Student Government under the most recently authorized budget, each such resolution must never do so for more than a two (2) week period.

§4 **DISCRETIONARY AUTHORITY.** The Senate shall have sole power to release money from discretionary funds, which exceed that of Presidential authority and limitations.

## **ARTICLE III. PRESIDENT, POWERS AND DUTIES**

§1 **BUDGET PROPOSAL.** The President must submit to the Senate and Finance Commission the proposed budget by the second (2nd) meeting of the Senate. The proposed budget must:

- (a) Contain all the expenses for the operation of the Student Government throughout the fiscal year.
- (b) Categorized into specific expenses including those expenses for every office, operation and component of Student Government.
- (c) Contain a category for expenses while the Senate is not in session, which includes the summer and holiday breaks.

§2 **DISCRETIONARY AUTHORITY AND LIMITS.** While the Senate is in session in the fall and spring semesters, the President will have the power to spend no greater than \$250

from discretionary funds in a two week period, and shall report, in writing to the Finance Committee if such a authorization is made.

- (a) While the Senate is out of session, during the summer break, the President shall have the power to use no more than 25% of discretionary funds.

§3 **EXECUTION OF BUDGET.** The President shall facilitate the use of Student Government money and shall be charged with providing for the use of said money on those expenses established by the Senate in the budget authorization and appropriations bills.

- (a) A form for the tracking and release of expenditures shall be established, requiring presidential signature. This form may be altered by the President each year to fulfill unique situations. The President shall be required to establish a specific format be followed for tracking the usage of funds.
- (b) Expenditures by the President must not exceed or be altered from the amounts categorized and allocated by the Senate in the authorization bill and the same shall be true for appropriations unless the Senate shall act to do so.

#### **ARTICLE IV. DIRECTOR OF FINANCE, POWERS AND DUTIES**

§1 **DIRECTOR OF FINANCE** The Chair of the Finance Commission shall be known as the Director of Finance and will Chair meetings of the Finance Commission, provide reports to the Senate and advise the President, Cabinet and commissions on the issues relating to the budget and finances of Student Government.

#### **ARTICLE V. FINANCE COMMISSION, POWERS AND DUTIES**

§1 **BUDGET TIMELINE.** The Finance Commission will take receipt of the proposed budget from the President by the second (2nd) meeting of the Senate in the fall and provide an approved budget, in the form of a bill, by the fourth meeting (4th) of same semester. The Finance Commission will follow the same process therein when reauthorizing the budget in the spring semester.

- (a) The budget proposal must be reviewed by the Finance Commission and made into a Senate bill by a Senator of the commission.

§2 **RESPONSIBILITIES.RESPONSIBILITIES.** The Finance Commission in reviewing the budget shall:

- (a) Be established as a Commission.

- (b) The Chair and membership of the Committee shall be nominated by the President.
- (c) The Chair shall be a student majoring in Accounting or Finance.
- (d) Meet on an as-needed basis, or when called by the President, Vice President, Director of Finance, or Senate.
- (e) Be comprised of no more than six (6) Senators and no less than four (4) Senators. The Chair shall be the Director of Finance.
- (f) The Chair of the Committee will serve as a member but may not vote unless in the event of a tie.
- (g) Review all bills calling for the expenditures or allocation of Student Government funds.
- (h) Have the power to amend or reject an appropriations or authorization bill, before being forwarded to the Senate.

§3 **RECORDS.** The commission shall take minutes and formal votes on budget authorization and appropriations bills and will make this information known to the Senate, and public, by the Senate's next meeting and make said information available to the public.

## **ARTICLE VI. MANDATORY EXPENSES**

§1 **DIVISIONS OF THE BUDGET.** The budget shall at least be divided into core expense areas which shall be mandatory. The mandatory line items of the budget shall include Operations, Discretionary, Graduate House, and the Courts.

§2 **OPERATIONS.** Operations shall include twelve (12) months' worth of funding to cover utilities, phones, room reservations, cable, copier costs, wages for services rendered.

§3 **DISCRETIONARY.** Discretionary funds shall include at least 10% of the total funds allocated to Student Government for release by the Senate. The Senate may authorize a lesser percentage when mandatory expenses cannot be covered by the Student Government's funding allocation. This must be authenticated by the Dean of Students before being changed.

§4 **THE COURTS.** The Senate must allocate funds to the Court system, as requested by the Chief Justice for operations of the Supreme Court and all lower courts. The Chief Justice shall submit to the President a requested allocation with justification two (2) weeks prior to the first Finance Commission meeting on the budget.

- §5 **GRADUATE HOUSE.** The Graduate House shall be granted a permanent allocation of Student Government funds, like the rest of the budget this line item shall be administered by the President but will not require Senate authorization for usage. This permanent allocation shall be valued at \$2,500. Increases to this amount will need Senate approval.
- §6 **OUT OF SESSION SPENDING.** The time periods for which the President is permitted additional latitude in the use of discretionary funds shall be during two distinct periods. The first period shall be from the last meeting of the Senate in the fall semester to the first meeting of the Senate in the spring semester. The second period shall be from the last meeting of the Senate in the spring semester to the first meeting of the Senate in the fall semester.
- §7 **PROGRAMS.** Programs shall include funding for events and commission activities and other money necessary as authorized by Student Government for the effective execution of established programs and events.