

- 7.04 Any student, having obtained 300 affirmative signatures from current Georgetown undergraduates (roughly five percent of the student body), may present a proposal for a referendum to the Senate; proposals submitted in this manner shall be adopted without amendment following the approval of two-thirds of the full Senate. The Senate may also call for a referendum with the passage of an Act of Referendum by a two-thirds majority of all Senators.
- 7.05 GUSA may enter into compacts and agreements with other student governments. Such compacts and agreements must be signed by the President of GUSA, then ratified by two-thirds of all Senators in order to begin effect. If the Senate fails to ratify by a two-thirds majority of the full Senate, then the compact or agreement is not enacted.

## **8. Finance and Appropriations**

- 8.01 The Finance and Appropriations Committee (hereafter in Section 8 referred to as “Committee”) shall be the only Committee that may produce bills to allocate funding from either the GUSA Student Association operating budget or Student Activities Fee (SAF) account(s).
- 8.02 Composition and Rules of the Committee:
- a) One Chair, elected as outlined in Section 2.10.
    - i) The Chair shall be ineligible to actively participate in any GUSA Executive campaign.
  - b) Eight Liaisons who shall be elected by single transferable vote of the full Senate.
    - i) Duties
      - 1) Regularly attend meetings of their coverage entity, as assigned by the Chair:
        - (a) Any and all advisory boards to the Vice President of Student Affairs, as reviewed and submitted by a University representative of that office:
          - (i) Advisory Board for Club Sports
          - (ii) Campus Ministry Student Forum
          - (iii) Center for Social Justice Advisory Board for Student Organizations
          - (iv) Council of Advisory Boards
          - (v) Media Board
          - (vi) Student Activities Commission
          - (vii) Performing Arts Advisory Council
        - (b) Georgetown Program Board
        - (c) Other groups which receive significant portions of the SAF or are deemed to warrant special attention by the Vice President of Student Affairs, as reviewed and submitted by a University representative of that office:
          - (i) Lecture Fund

- 2) Conduct semesterly reviews of their coverage entities budgets and/or relevant activities and how they have been spending the Student Activities Fee.
  - 3) Meet at least twice with the leadership of their coverage entity.
    - (a) No more than three weeks following their appointment to the Committee to discuss the structure and history of the board to which they have been decided,
    - (b) No less than four weeks prior to the Budget Summit, to discuss the budget application process, expected funding needs, and any other relevant concerns.
  - 4) Conduct a summit to which the treasurers, or equivalent position, of the subordinate groups to the coverage entity shall be invited, if deemed necessary. This summit will be intended to discuss the expenditures of each group, concerns pertaining to the funding process, and to encourage collaboration regarding best practices between groups.
  - 5) Attend no less than two events hosted by your coverage entity, or hosted by a subordinate group to the coverage entity.
- c) Four Adjunct Committee members who shall be elected by single transferable vote of the full Senate
- i) Duties
    - 1) Liaising with entities not specifically covered by a Committee Liaison and
    - 2) Assisting Committee Liaisons with an advisory board Treasurer Summits at the request of the Committee Chair.
  - ii) Adjunct Committee members shall have full voting rights in Committee.
- d) At the first meeting of the Committee a Vice-Chair shall be elected by simple majority from amongst the Committee membership, the Chair excluded.
- i) The Vice-Chair is responsible for accurate record keeping and timely publication of all matters relating to the Committee's work as well as serving as Acting-Chair in the Chair's absence.
  - ii) The Vice-Chair shall be ineligible to actively participate in any GUSA Executive campaign.
- e) No more than four Senators shall serve concurrently as policy team leadership.
- i) Preference for serving as a Committee member and as policy team leadership is given to Adjunct members.
- f) Any Senator elected to serve on the Finance and Appropriations Committee shall be required to attend a comprehensive informational session on the funding process, conducted by the Director of the Center for Student Engagement Programs or their designee. No Committee member may vote on an advisory board budget bill before the completion of this training session.
- g) In the event of an in-committee tie vote, the Chair's vote will be held as the deciding vote.

### 8.03 Budget Summit

- a) The Finance and Appropriations Committee shall convene an annual Budget Summit where the proposed budgets of the entities which have been assigned a

Committee Liaison and the incoming GUSA Executive shall be considered following their presentation to the Committee.

- b) Prior to submitting an application to the Budget summit, all entities will be required to review their request in a meeting with their University advisor, the senior-most leader of the entity, and a member of the Committee.
  - i) Groups enumerated in Section 8.02 (b)(i)(1) shall have their Liaison as the Committee representative; all other entities will have a member as appointed by the Chair.
- c) Each proposal must include, but is not limited to:
  - i) A detailed budget for the coming year.
  - ii) Past expenditures and financial information.
  - iii) Any other information the Committee so deems necessary.
- d) Timing of Budget Summit
  - i) No later than twenty-one days following the election of the incoming GUSA Executive nor before the official beginning of that year's Executive election campaign period.
  - ii) Should an entity be unable to present at the Budget Summit, the Budget Summit may be extended over multiple dates, times and locations, at the discretion of the majority of the Finance and Appropriations Committee.
- e) No official deliberations shall be conducted until the final presentation is heard by the Finance and Appropriations Committee.
- f) Entities not assigned a Committee Liaison may also submit budgetary requests; their inclusion in Budget Summit will be approved by majority vote of the Committee.
- g) All committee members must be present throughout the Budget Summit and any votes on the budget.

#### 8.04 Drafting the Student Activities Budget

- a) A draft of the Student Activities Budget, as approved by the chair shall, be produced and made available no later than seven calendar days, University holidays excepted, following the presentation of the last budget proposal.
- b) The draft of the Student Activities Budget may not have a final vote in the Committee to be sent to the full Senate until at least seven calendar days, University holidays excepted, have elapsed following being made publically available.
- c) Within seven calendar days, University holidays excepted, of the completion of the draft budget by the Finance and Appropriations Committee, that Committee shall convene a public meeting with the express stated purpose of hearing appeals from any concerned person, group, or organization that had submitted a budget application.
- d) During the period between the completion of the draft budget and the public appeals meeting, the opportunity shall be given to the senior-most leader of the entities assigned a Committee Liaison to convene in a meeting jointly overseen by the Chair of the Committee and a representative from amongst themselves to develop a joint opinion on the draft budget proposal. Such an opinion shall only be considered in the case of a consensus being reached by the aforementioned parties.

- e) Upon the expiration of the seven days outlined in 8.04 (b), the Committee shall hold a vote to send a final draft Student Activities Budget to the full Senate with a two-thirds majority vote of the entire Committee.
- f) Should the Committee fail to pass a draft budget with the required two-thirds majority, the budget will revert to the previous fiscal year and be presented by the Chair to the full Senate as outlined in Section 8.04.
- g) All committee members must be present throughout the appeals process and any votes on the budget.

#### 8.05 Approving the Student Activities Budget

- a) Upon consideration of the budget by the full Senate, the Speaker shall be directed to allow for a period of public comment at the commencement of the session during which the budget will be considered, such that any concerned entity may make its case to the full Senate before any vote on the budget takes place.
- b) The Chair of the the Committee shall give a brief presentation on the Student Activities Budget draft prior to its formal introduction to the floor.
- c) Any Senator may move to amend an allocation of the Student Activities Fee provided such an amendment has a sufficient second consisting of the majority of Senators present.
  - i) Passage of an amendment requires two-thirds support of the Senators present.
- d) The final Student Activities Budget requires a two-thirds majority of the full Senate to pass.
- e) The GUSA President may approve or veto the final Student Activities Budget upon passing the Senate.
- f) If the GUSA President exercises their veto or fails to gain the two-thirds majority vote, the Student Activities Budget Draft will be returned to the Committee for emendation.
  - i) The new draft shall leave the Committee with two-thirds majority support of the Committee and begin again the requirements of Section 8.04.
- g) If the Student Activities Budget cannot be passed and approved, the budget will revert to the previous fiscal year.

#### 8.06 Extraordinary Allocations of the Student Activities Fee

- a) Any allocation of the Student Activities Fee, including and beyond the Student Activities Budget, must be presented to the full Senate before it votes.
  - i) The presentation should include but is not limited to a detailed description of all allocations.

#### 8.07 The GUSA Budget and Associated Accounts

- a) The total allocation for the GUSA Annual Budget may not exceed fifteen percent of the total allocation of Student Activities Fee money at the Spring Budget Summit.

- b) The incoming GUSA Executive is required to submit the Official GUSA Budget at the annual Budget Summit, including but not limited to, the Executive's projected funding needs for initiatives, events, and projects.
- c) The Committee will use the Executive's proposed budget to determine how much money to allocate to GUSA.
  - i) The funds shall be allocated directly to the General Account.
  - ii) Upon approval of the SAF Budget, the Speaker and President shall have the authority to split up to 25% of the General Account funds amongst themselves; at minimum 75% of the Budget Summit allocation should be held in the General Account.
    - 1) The funds for the Executive shall be placed in the Executive Discretionary Account and the funds for the Senate shall be placed in the Senate Discretionary Account (colloquially known as the Sunny Day Fund).
    - 2) The Speaker and President shall present the amount and justification for their allocation decision to the full Senate.
  - iii) The GUSA Fund shall be considered earmarked funds in the General Account.
- d) The Official GUSA Budget is split into four GUSA accounts:
  - i) Executive Discretionary Account
    - 1) For miscellaneous, minor expenses of the Executive.
    - 2) Only the GUSA President has the authority to allocate funds from this account.
    - 3) The size of the Executive Discretionary Budget is determined in a joint meeting of the President and the Speaker following the passing of the SAF Budget.
  - ii) General Account
    - 1) The main operating account for GUSA and holds funds to be used by both the Executive and Senate for initiatives, events, projects and other needs throughout the year.
    - 2) Only the Senate has the authority to allocate funds from this account with a majority vote in the affirmative and the signature of the GUSA President.
      - (a) All allocations from this account must follow standard legislative processes. The Senate may use this account for its miscellaneous, minor discretionary needs.
    - 3) The size of the GUSA General Account is determined at the annual Budget Summit.
  - iii) Reserve Account
    - 1) The Reserve Account holds surplus money from previous years.
    - 2) Only the Senate has the authority to allocate funds from this account with a majority vote.
  - iv) The Senate Discretionary Account
    - 1) For miscellaneous, minor expenses of the Senate.
    - 2) For expenditure of \$100 or less, the Ways and Means Committee shall have full funding discretion with a simple majority approval.

- 3) For expenses exceeding \$100, the Committee must hear the request and produce a motion to be approved by a simple majority of the Senate.
  - (a) If a quorum cannot be maintained with a good-faith effort, the Ways and Means Committee may approve with a simple majority.
- 4) The size of the Senate Discretionary Account is determined in a joint meeting of the President and the Speaker following the passing of the SAF Budget.
- e) Additional accounts for specific initiatives may be created only with a majority vote of the Senate or during the Budget Summit.
  - i) Any additional accounts that are created shall be considered earmarked General Account funds as applies to the 75% minimum outlined in 8.07(c)(ii).
- f) The GUSA Treasurer is responsible for the standing of GUSA accounts as outlined in Section 11.05.
- g) The Chair of the GUSA Fund shall provide the Chair of the Committee a weekly appropriations report. If the Chair of the Committee finds reasonable objection to any GUSA Fund appropriations larger than \$500, they may request a temporary stay on the allocation of funds no later than 24 hours after receiving the report. If a stay is requested, the Chair of the Committee, the Chair of the GUSA Fund, and any additional members of either group as needed, will convene at the earliest convenient time to discuss the objectionable appropriation and come to a reasonable joint decision to resolve the matter.
- h) Student Activities Fee money may only be used by the GUSA Senate or Executive for official business that directly affects public GUSA activities.

## **9. Senate Transitions**

- 9.01 The Transition Committee is charged with advocating for students over the summer; working in conjunction with the Election Commission to ensure that elections take place on time; and with publicizing elections, recruiting potential candidates, and informing all students about the Senate.
- 9.02 Elections for the Senate shall be no later than a month after the first day of classes.
- 9.03 The Transition Committee shall elect from among its members a Chair and a Vice-Chair.
- 9.04 The Transition Committee shall certify the results of the Senate elections before the first full Senate meeting.
- 9.05 The Vice President shall chair the first meeting of the Senate during each new legislative session, and shall chair the second meeting until the election of a new Speaker.