**[IN PROGRESS]**

**Summer Syllabus (05/18/2020-09/22/2020)**

**Finance and Appropriations Committee**

**14th GUSA Senate**

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*Italicized items will be due by June 20th, 2020 and will be made available then.*

Letter from Chair Bazail-Eimil

Members of the Committee, Leadership Team, and Georgetown Community,

Though traditionally, the Finance and Appropriations Committee has not maintained operations through the Summer transitions period, given that the Committee’s appropriations business would not be needed, the changes inaugurated under Chair Arias and the projects the Committee has started need continual work during the summer. This includes our work on the Student Empowerment Fund, the work started by Senators Kleier, Ziac, and Volpe on a Cultural Organizations Advisory Board, and the follow-through necessary to ensure the reforms the Committee recommended in the Allocation Report come to fruition.

In this Summer Syllabus, I outline the operating structure for the Committee for the Summer and the period between the beginning of classes and the Fall Session Elections. Additionally, I outline guidelines for important initiatives, explain how I would intend work to be distributed throughout the Summer period, and provide my clear expectations for members of the Committee. Finally, I provide members of the Committee with a space to publish their policy proposals and clearly outline their objectives and plans for public review.

I fully understand the limitations and restrictions we face in the midst of COVID-19 and recognize that we will have significant hurdles in achieving many of our policy goals going forward given the timeline, but I believe that progress can still be made in the face of them. The next five months nevertheless still provide the opportunity to expand our existing relationships and build the mechanisms needed to advance a more public watchdog role for the Committee and I hope to make progress on much of what is outlined here.

I know I speak for the Committee when I say we look forward to working hard on behalf of the student body over the next few months.

Best regards and Hoya Saxa,

**Eric Bazail-Eimil**

Senator for the Class of 2023

Chair, Finance and Appropriations

**Letter from Vice Chair Dai**

Fellow Hoyas,

This transition is important. In fact, it is a great opportunity to prepare the necessary infrastructure for us to hit the ground running this Fall. While we seek to continue the projects we have begun, this committee is open to any new ideas aimed at improving student life, and we will enthusiastically support you with our resources. With the dedication and creativity of our committee members, I am confident in the progress we can make together this summer.

While we have made tremendous progress on the Student Empowerment Fund referendum, we have much left to do, and it is critical to build on our momentum by executing a detailed plan. As committee members, our responsibility is to communicate our clear vision confidently to students and administrators.

Moreover, I believe in engaging more with advisory boards, keeping up with the progress they make and the challenges they face. While advisory boards are generally suspended during the summer, our committee can actively research and discuss ways to reform the system of data collection and the structure of financial incentives. Reaching out to club leaders and administrators will be a key part of this process, and the relationships we form will last far beyond just this transition.

The goals we work toward this summer will propel us in a strong direction for next year’s committee to excel. I am eager to listen to any of your ideas for this committee, and I am excited to be working with you all throughout this summer transition!

Hoya Saxa,

**Henry Dai**

Senator At-Large

Vice Chair, Finance and Appropriations

**Summer 2020 Agenda: An Overview**

Committee Reforms (the Chair’s Agenda)

* Summer Restructuring
* Ethics and Oversight Disclosures
* Reshaping the GUSA internal budgeting process

Project 1: The Student Empowerment Fund

* Picking up where Juliana left off
* Revising Report
* Outreach to the Advisory Boards

Project 2: Cultural Organizations Advisory Board

* Engaging CAB and SAC on this
* Creating Official Working Group
* Supporting Senator Kleier’s Vision

Project 3: Student Activity Fee Reform

Project 4: Reducing GEMS and GUPD fees

**Committee Reforms**

**Summer Restructuring**

*Though seven liaisons and one adjunct will be elected, the reality is that most will not have the need to be constantly doing outreach and check-ins, given that some groups are inactive during the summer. Most members will see their explicit liaising work begin during the lame duck period from August through the Fall Elections.*

* Leadership:
  + Chair
  + Vice Chair
* Liaisons:
  + (2) Liaisons to Special Programming Groups (they remain active in a limited capacity over the summer)
    - Lecture Fund
    - GPB
  + (1) Liaison to Campus Ministry Student Forum
  + (1) Liaison to the Performing Arts Advisory Council
  + (1) Liaison to CAB\*
  + (1) Liaison to SAC
  + (1) Liaison to Media Board,
  + (1) Liaison to CSJ-ABSO
  + (1) Liaison to Club Sports (ABCS)
* Adjuncts:
  + One would ideally also serve as the Senate Student Organizations Policy Chair (will speak to Chair Rassieur about this)
    - Will also work with:
      * Outdoor Education
      * Transfer Council
      * GOLD

Goal for completion: Completed slate will be released on May 16th so the Committee can kickstart after exams

\*Unlike in past years, CAB will remain active this year and the liaison to CAB will be present in the New Club Development Process\*

**How will responsibilities be different?**

*Our objective with still continuing the system of liaisons and adjuncts considers the true need for partnership between GUSA and the Applicants during this difficult time period. Boards will still continue to plan important programming for the Fall during the Summer and ensuring that elected voices will be at the table to shape those plans and decisions is critical.*

Over the summer, Liaisons will be required to meet via Zoom or via other Teleconference methods at least once a month with their assigned group and provide detailed reports to the Chair and Vice Chair, as well as the Committee *et large*, as to their assigned group’s relevant agenda and the progress on their agenda.

The Adjunct Member, Sen. Negrete-Retamales, will work closely with the three groups that received funding as Part B Applicants - Outdoor Education, GOLD, and Transfer Council - as they begin their programming efforts for pre-orientation programs, meeting with them at least biweekly to better ascertain their needs and worries.

During the fall, Liaisons will attend the assigned group’s relevant group (usually conducted on a weekly basis) and write meeting notes/summaries and send those to the Chair via e-mail no later than 48 hours after. The Adjunct Member will meet with the boards of the Part B Applicants at least biweekly and provide similar briefings to the Chair. These reports will be made public at the end of the 15th Senate Fiscal Year to protect the confidentiality of the information presented to the Liaison/Adjunct by the Committee.

During the Summer and the Lame Duck Fall Session, some Senators will be allowed to work on projects within the Policy and Advocacy Committee’s framework (4 liaisons and the Adjunct). However, all within FinApp will contribute to work on FinApp-specific policy on issues like the Cultural Organizations Advisory Board, GEMS/GUPD Costs, the Student Activity Fee, and Student Empowerment Fund

**A More Accountable and Ethics-Conscious FinApp**

*We are involved with much more than the GUSA Senate and this may mean that we have potential conflicts of interest that may prevent our abilities to serve. And as members of FinApp, we have a detailed understanding of what is allowed and what isn’t allowed under funding board and university guidelines. It is my goal this summer to develop proper safeguards to enhance our ability to be fair and impartial.*

* On May 13th, the Speaker of the Senate will send out the first-ever Performance Review of Liaisons and Adjuncts to all relevant advisory boards. This review will be conducted again in the Fall, upon the election of the 15th Senate and at the beginning of the Spring 2021 Semester.
* By May 19th, we anticipate having all of the Summer Ethics disclosures collected, detailing our relevant professional affiliations and noting with which boards those affiliations may create conflicts with. This will inform our decisions as to which Senators will liaise where. These declarations will be made public once they are sent to the Ethics and Oversight Committee for retention.
* By the end of June, the Committee will develop a form for members of Finance and Appropriations to confidentially report financial misconduct they’ve observed in their relevant organizations. The Chair will then report these issues to the relevant Advisory Boards and deal with the issues discreetly.

**Reforming GUSA Budgeting**

*Historically, the Georgetown University Student Association Senate has lacked the financial capital to personally support their initiatives with purchases and investments. With the Executive’s decision to remain on a Free Slack plan, roughly $2,000 of funding is now available for joint initiatives between the Senate and Executive. With the recent change of powers of Treasurer towards the Finance and Appropriations Chair, it is my interest to democratize the process and ensure that as much oversight as possible can exist.*

* Introduction of Act 2020-05-24-XX: An Act to AMEND the Bylaws to CLARIFY the Powers of the GUSA Treasurer and the Rules Governing GUSA Accounts to Ways and Means (completed 5/14/2020)
  + Creates the ability for FinApp to set earmarks to better manage and assign spending and oversee progress on goals
  + Ensures fair management of the accounts and fair allocation between the Senate and Executive Accounts
  + Allows for the creation of Executive and Senate Deputy Treasurers to manage spending and paperwork on both sides, with their tasks overseen by the Chair
* June-July 2020: The First Internal GUSA Budget Summit, where the Speaker, Presidents, and Heads of Agencies will present their needs and will evaluate the motion prepared by the Chair as GUSA Treasurer; vote by the Senate within 7 days of the consideration of the motion.

**General Expectations of All Members**

Summer (05/18/2020-08/20/2020)

* Meet/Call/Contact with the leadership of your assigned entity/entities at least once every three weeks during the Summer to keep tabs on their reform initiative and programming planning and keep them informed of FinApp changes to Budget Summit.
* Join one of the four policy projects FinApp is pursuing this Summer
  + SEF (2 Senators)
  + Cultural Organizations Advisory Board (3 Senators)
  + Student Activity Fee Reform (2 Senators)
  + GUPD/GEMS/CETS Reform (3 Senators)
* Every two weeks, projects will finish their briefings with the Chair and Vice Chair. Please contribute your relevant sections by the deadline set.
* Once a month, attend a check-in with Henry and Eric. We’ll have them available every week and we’ll announce when those are set for a specific month.

Fall (08/21/2020-09/23/2020)

* Attend the meetings of your entity/entities during this time period
* Prepare a transition document for the liaison who will take over your position in the Fall, outlining the performance of your assigned entity/entities over this time period and identifying problem areas to watch out for
* Meet once in this period with Henry and Eric, and schedule a joint meeting with the leadership of your entity/entities and Henry and Eric.

Lifted from Exec Summer Syllabus:

“You all already saw this in the GUSA Positions document, but here it is again for your convenience! Our team members should strive to meet the following expectations:

* *hold yourself / other team members accountable to building Our Georgetown*
* *be empathetic, show passion, and initiative in their work*
* *work* ***proactively*** *in relation to role requirements/expectations*
* *promote and encourage healthy student-GUSA life balance*
  + ***You are a human being first, a student second, and a part of GUSA third!***
* *communicate effectively about status of work / obstacles that arise*
* *eager to use Slack as a primary method of communication”*

**Outreach, Access, and Support!**

Henry and I are here to support you throughout this Summer! We know this seems like a lot and we know things can sometimes change and that what once was a good workload might not be at other points. And COVID-19 isn’t making it easier, so here’s some resources that we can provide!

Office Hours

* **Eric:** During the Summer, Office Hours will be Wednesdays from 8PM-10PM (EST) on Zoom, but if you can’t do that time, just let me know and we can work out a time. During the period between the start of classes and the Fall Election, they’ll probably be on Tuesdays and Thursdays from 12:45-1:45 PM on Lau 2, or from 9PM-10PM any day on the first floor of Arrupe Hall.
* **Henry:** Office Hours on Tuesdays and Thursdays from 9PM - 10PM EST (or by appointment) via Zoom

Need to report something?

* [Feedback Form (goes directly to the CPO)](https://docs.google.com/forms/d/e/1FAIpQLSe367wtyt3tVGUq93EvAQdoiNmvni7VelYGeKbugaXO_XVFlw/viewform?usp=sf_link)

# **Reading from the GUSA Summer Syllabus!**

Here are some important articles that may help you as you strive to write, think, and act empathetically.

* [Want to be More Empathetic? Avoid These 7 Responses](https://medium.com/@lauraclick/want-to-be-more-empathetic-avoid-these-7-responses-21bb52d5d2ad)
* [31 Empathetic Statements for When You Don’t Know What to Say](https://medium.com/@lauraclick/31-empathetic-statements-for-when-you-dont-know-what-to-say-edd50822c96a)
* [***Open-source guide***](http://www.guidetoallyship.com/) on how to be a proper ally! *It's a short guide, so please take the time to read it!*