

Budget Committee Bylaws
Revision 04/29/2003

Article I – Purpose

The Budget Committee shall review allocation requests and make recommendations to the Senate in accordance with the Budget Committee Bylaws and shall assist in preparing the budget for the next fiscal year. The Budget Committee shall also make recommendations to the Rules and Constitution Committee (RCC) for improvements in the Budget Committee Bylaws and Budget Committee Guidelines.

Article II – The Budget Committee structure

- A) The Budget Committee shall meet at least once a month with the time and place announced at least one week in advance via the Senate list-serve.
- B) In addition to the Budget Committee members stipulated by the Constitution (regular voting members), the Senate may appoint any number of alternate voting members. For each regular voting member who is absent from a Budget Committee meeting, one alternate voting member who is present shall gain the right to vote at that meeting. The order in which alternate voting members gain the right to vote at each meeting shall be the order in which the Senate appointed them to the Budget Committee.
- C) The Committee's agenda shall include at each meeting:
 - 1) The Treasurer's report, including significant activities, the status of the budget, all funding requests and disbursements under any category.
 - 2) The interested parties shall present all funding proposals. There may be time allowed for questions and answers.
 - 3) Determination of the Budget Committee's recommendation for each proposal. During this time, discussion by non-committee members is out of order. Any determination shall include the budget category from which the funds will be allocated. The Budget Committee may determine to do any one of the following:
 - i. Recommend the proposal to the Senate;
 - ii. Recommend against the proposal;
 - iii. Return the proposal for further work;
 - iv. Refer the proposal to the Senate without further recommendation, but including its comments;
 - v. Table the proposal
 - 4) Proposed budget revisions; and
 - 5) Proposed Budget Committee Guidelines revisions.
- D) The Budget Committee may impose time limits on the presentation and discussion of each funding proposal.
- E) The Treasurer shall include in his/her reports to the Senate, a summary of all Budget Committee recommendations. A representative should present funding requests to the Senate from the requesting group.

Article III – The Budget

- A) The Budget Committee shall prepare a preliminary budget in early spring. This budget shall be presented to the Executive Council. The budget, along with comments from the Executive Council, shall be presented to the GSO Senate in April. After revision by the Budget Committee, the budget shall be returned to the Executive Council and to the Senate, no later than the last week of April. The Senate shall discuss and vote upon the budget at the regularly scheduled May meeting of the Senate. If the Senate does not adopt a budget before the end of classes, the Senate shall meet before the end of the fiscal year to adopt a temporary budget. This temporary budget shall be subject to final approval at the first Senate meeting of the next academic year. The Dean of the Graduate School determines final approval of the budget after approval of the GSO Senate

has been given. The Treasurer will settle any discrepancies between the two budgets over the summer holiday for approval by the GSO Senate at the first meeting of the year.

- B) The GSO fiscal year shall be from July 1 through June 30.
- C) The structure of the budget shall follow that of the previous year with those modifications suggested by the Budget Committee in consultation with the Custodial and Disbursements (C&D) agent.
- D) The budget shall require a two-third vote of the Senate to be passed. After the Senate has adopted the budget. The C&D Agent or any member of the GSO may propose a revision in the budget to the Budget Committee only. Such revisions may include changing amounts in the various budget categories, and creating new budget categories as needed. Such revisions also require a two-thirds vote of the Senate after recommendation of the Budget Committee has been made.
- E) The budget consists of several categories. Each category is assigned a spending ceiling. The total of all categories shall approximate the expected revenues for the budget year. After the budget is adopted and as the Senate approves various expenditures, each category is annotated with approved budget items. Each item represents a commitment on part of the Senate to provide the allocated funds to the indicated group or person. The total of all such encumbrances in each category shall not exceed the total approved in the current, or revised, budget for the given category. This total shall include all funds already disbursed and all those promised, but not yet disbursed. If a particular line item is in jeopardy of running a deficit, the Treasurer shall present this at an appropriate Budget Committee meeting for a recommendation to be made to the Senate.

Article IV – The Budget Committee Report

- A) At each Senate meeting, the Treasurer is required to be present and to provide the Senate with a Budget Committee Report.
- B) The essential contents of this report must be approved by the majority vote of the committee at the prior Budget Committee meeting. This report will be circulated between the Budget Committee prior to the next senate meeting.
- C) The Budget Committee Report shall include all of the following items about which there is any new information to report.
 - a) The current budget's status. The status of the budget is a listing, by category, of the spending ceilings, expenditures, encumbrances, and available funds. The idea is that the Senate and the Executive Council need to keep new allocations near or below the available funds. These terms are defined as follows:
 - i) Spending Ceiling (SC) for a category is the current (possibly revised) amount that the budget lists for the category for the year.
 - ii) Expenditures (EX) for a category are the total of all checks actually written whose vouchers list the category.
 - iii) Encumbrances (EN) is the total of all expenses in the category that have been approved by (written into the minutes of) either an Executive Council meeting or a Senate meeting, but for which a check has not yet been written.
 - iv) Available Funds (AF) are calculated as follows:
$$AF = SC - (EX + EN)$$
 - b) The disposition of assets: Assets are funds left over from previous budgets or received through miscellaneous revenues.
 - c) Proposals for use of assets.
 - d) Proposed Budget Committee Guidelines revisions.
 - e) Proposed Budget revisions.
 - f) Proposed Expenditures: A list by category of proposals brought to the Budget Committee or the Treasurer and which need Senate approval. This should be further subdivided into those Budget Committee and/or Executive Council are recommending and those that are not being recommended to the Senate for whatever reason.

- g) The Budget Committee may from time to time make recommendations to the Senate to release encumbered funds that have little to no chance of being spent. The final release is up to the Senate.
- h) Activities of the Treasurer that may be of interest to the Senate.
- i) Time and place of the next Budget Committee meeting.

Article V – Appeals

In the event that the C&D Agent or the Treasurer should refuse to authorize an expenditure, which has been approved by the Senate, the program representative may appeal to the President, who shall convene a meeting of all interested parties. If no settlement is reached, the representative may appeal to the full Senate, which may propose a settlement or appoint a neutral mediator. The Chancellor's Guidelines provide that no expenditure may be made against the C&D Agent's objection.