

Summer 6-19-2013

## Appropriations and Audits Committee Standard Operating Procedures (06-19-13)

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### Scholar Commons Citation

Aldridge, Adam, "Appropriations and Audits Committee Standard Operating Procedures (06-19-13)" (2013). *Legislative Branch Publications*. 386.  
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# *Standard Operating Procedure The University of South Florida Student Government Senate Senate Committee on Appropriations and Audits*

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## **1. Conforming to Governing Documents**

**1.1.** The Standard Operating Procedure of the Senate Committee on Appropriations and Audits shall not conflict with:

**1.1.1.** Local, State, and/or Federal Law

**1.1.2.** Student Government governing documents, including, but not limited to:

**1.1.2.1.** Student Body Constitution

**1.1.2.2.** Student Government Statutes

**1.1.2.3.** Student Senate Rules of Procedures

**1.2.** The Senate Committee on Appropriations and Audits cannot discriminate on the basis of race, creed, religion, sex, age, sexual orientation, national origin, marital status, parental status, disability, personal wealth, or any combination thereof.

**1.3.** All meetings of the Senate Committee on Appropriations and Audits shall be made open to the public, and any change from the planned starting date or location of the Senate Committee on Appropriations meeting must be made within 24 hours of the meeting time, and sufficient public notice must be given.

## **2. Meeting of the Senate Committee on Appropriations and Audits**

**2.1.** The Chair of the Senate Committee on Appropriations and Audits shall determine the time, day, place, and frequency of the regular committee meeting.

**2.2.** The committee chair may call a special meeting of the committee if necessary, provided that all Senators are given a minimum of forty-eight (48) hours notice of the special meeting.

**2.3.** Quorum will be defined as more than half of all active committee members for regularly called meetings of the committee.

- 2.3.1. Quorum for regular meetings of the committee shall not count excused absences into their count for quorum.
    - 2.4. Meetings of the Senate Committee of Appropriations and Audits shall be governed by Robert's Rules of Order with the level of adherence to be determined by the chair.
    - 2.5. At any time during the meeting, Standard Operating Procedure may be suspended until the adjournment of the meeting via a 2/3rds vote of the present committee members.
  3. **Composition of the Senate Committee on Appropriations and Audits**
    - 3.1. The Senate Committee on Appropriations and Audits shall consist of:
      - 3.1.1. A Committee Chair, elected by the Senate General Assembly
      - 3.1.2. A Committee Vice-Chair, elected by the Senate Committee on Appropriations and Audits
      - 3.1.3. Senators appointed to the Senate Committee on Appropriations and Audits by the Senate President Pro Tempore
    - 3.2. The Senate Committee on Appropriations and Audits shall not meet with less than two (2) people present.
    - 3.3. All voting members of the Senate Committee on Appropriations and Audits must be elected Student Government Senators, or their designated Alternate Senator in accordance with Student Government Statutes.
  4. **Responsibilities of the members of the Senate Committee on Appropriations and Audits**
    - 4.1. It shall be the responsibility of the Chair of the Senate Committee on Appropriations and Audits to:
      - 4.1.1. Set a reasonable meeting time for the committee members to meet
      - 4.1.2. Prepare all Senate Committee on Appropriations and Audits agendas
      - 4.1.3. Prepare all legislation for the Senate Committee on Appropriations and Audits and Senate meetings
      - 4.1.4. Facilitate discussion of requests brought before the committee
      - 4.1.5. Review submitted audits
      - 4.1.6. Represent the Senate Committee on Appropriations and Audits in front of the Student Government Senate
      - 4.1.7. Attend Senate Executive Committee Meetings as required
    - 4.2. It shall be the responsibility of the Vice-Chair of the Senate Committee on Appropriations and Audits to:
      - 4.2.1. Chair meetings of the Senate Committee on Appropriations and Audits in the absence of the Committee Chair
      - 4.2.2. Assist the Committee Chair in the completion of their duties
      - 4.2.3. Minutes shall be recorded and distributed to the Senate President and the Senate President Pro Tempore according to the policies of the Student Government and the

State of Florida. Minutes may be recorded by audio device and transcribed, or typed directly.

**4.3.** It shall be the responsibility of the Senate delegates of the Senate Committee on Appropriations and Audits to:

**4.3.1.** Objectively make decisions on allocations from the Interim Account

**4.3.2.** Attend regularly scheduled and emergency meetings of the Senate Committee on Appropriations and Audits

**4.3.2.1.** Any Senate Committee on Appropriations and Audits member requiring an excused absence shall contact the Senate Committee on Appropriations and Audits Chair within twenty-four (24) hours of a regularly scheduled meeting, and within 2 hours of an emergency meeting.

**5. Budget Transfers**

**5.1.** The Senate Committee on Appropriations and Audits may review budget transfers, as described in Student Government Statutes Title VIII. Transfers are to be reviewed by the following process:

**5.1.1.** All transfer requests must be submitted a minimum of one (1) business day prior to a regularly scheduled Senate Committee on Appropriations and Audits meeting.

**5.1.2.** Transfer requests shall be received by the Activity and Service Business Office, and given to the Senate Committee on Appropriations and Audits Chair for initial review.

**5.1.3.** The chair of the Senate Committee on Appropriations and Audits will confirm with the Activity and Service Business Office the current balances of the accounts involved in the transaction, to ensure that funds are available.

**5.1.4.** The Senate Committee on Appropriations and Audits will review the transfer at their meeting, and conduct a vote when necessary.

**5.1.5.** The Chair will notate the final vote and inform the Activity and Service Business Office and the requesting entity within two (2) business days.

**5.2.** No transfer that violates Student Government Statutes, the Student Body Constitution, or other regulations may be entertained the committee.

**5.3.** The Senate Committee on Appropriations and Audits Chair may deem any transfer ineligible for the Senate Committee on Appropriations and Audits Committee floor, with just cause.

**6. Interim Funding Requests**

**6.1.** The Senate Committee on Appropriations and Audits may review requests for allocations from the Student Government Interim Account in accordance with Student Government Statutes Title VIII:

**6.1.1.** All allocation requests must be submitted to the committee a minimum of three (3) business days in advance of the committee meeting.

- 6.1.2. The members of the Senate Committee on Appropriations and Audits will independently review the budget request prior to the meeting.
- 6.1.3. The Senate Committee on Appropriations and Audits will make a recommendation based on the following criteria:

- 6.1.3.1. Amount of time remaining in the fiscal year
- 6.1.3.2. Availability of the organization to students
- 6.1.3.3. Accessibility of organizational events to students

- 6.1.4. The Senate Committee on Appropriations and Audits will make the recommendation to the Senate in the form of an allocation bill, to be written and sponsored by a member of the Senate Committee on Appropriations and Audits.
- 6.1.5. The Senate will approve, table, or deny the Senate Committee on Appropriations and Audits recommendation by a majority vote.
- 6.1.6. If the allocation is approved, the entity will be contacted, and upon signature from the Senate and the Student Body President, the allocation bill becomes an allocation.

## **7. Off Campus Requests**

- 7.1. The Senate Committee on Appropriations and Audits may review requests for allocations from the Student Government Interim Account for off campus events in accordance with Student Government Statutes Title VIII:

- 7.1.1. All off campus requests must be submitted to the committee a minimum of three (3) business days in advance of the committee meeting.
- 7.1.2. The members of the Senate Committee on Appropriations and Audits will independently review the off campus request prior to the meeting.
- 7.1.3. The Senate Committee on Appropriations and Audits will make a recommendation based on the following criteria:

- 7.1.3.1. Amount of time remaining in the fiscal year
- 7.1.3.2. Lack of alternative on campus options
- 7.1.3.3. Accessibility of the off campus event to students

- 7.2. The Senate Committee on Appropriations and Audits Chair may deem any off campus request ineligible for the Senate Committee on Appropriations and Audits Committee floor, with just cause.

## **8. Audits**

- 8.1. The Senate Committee on Appropriations and Audits may generate, collect, and review audits of Student Government funded events.

- 8.1.1. The audits will evaluate the following criteria:

- 8.1.1.1. Intended purpose of event
- 8.1.1.2. Proper setup, advertising, and execution of event
- 8.1.1.3. Attendance
- 8.1.1.4. Quality of entertainment and food

**8.1.2.** The audits shall also notate any violations of proviso.

**8.2.** An audit may be performed by any member of Student Government.

**8.3.** Audits submitted to the Senate Committee on Appropriations and Audits shall be used as a method of evaluating proper use of funds allocated by Student Government.