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Special Funding Committee Standard Operating Procedures (06-19-13)

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Standard Operating Procedure The University of South Florida Student Government Senate Committee on Special Funding

1 SOP Conformity

1.1 The Standard Operating Procedure for the Committee on Special Funding shall not conflict with the following Student Government documents:

- 1.1.1 Student Body Constitution
- 1.1.2 Student Government Statutes
- 1.1.3 Student Senate Rules of Procedure

1.2 The Standard Operating Procedure for the Committee on Special Funding shall also not conflict with any local, state, or federal law.

1.3 The Committee on Special Funding cannot discriminate on the basis of race, creed, religion, gender, age, sexual orientation, nationality, marital status, parental status, disability, personal wealth, or any combination of the above.

1.4 The authority of this document shall be vested within the governing documents of Student Government and the Committee on Special Funding.

1.4.1 These procedures must be ratified by the Committee on Special Funding by a supermajority vote prior to its implementation.

1.4.2 In accordance with Senate Rules of Procedure, this document must be ratified by a subsequent majority vote of the Senate Executive Committee (SenEx).

1.5 Amendments to this document may be made by a supermajority vote of the present Committee members at a regular meeting of the Committee.

2 Meeting of the Committee on Special Funding

2.1 All meetings of the Committee on Special Funding shall be made open to the public, and any change from the planned starting time or location of the Committee on Special Funding meeting must be made within 24 hours of the meeting time, and sufficient public notice must be given.

- 2.2 The Committee on Special Funding Chair shall determine the time, day, location, and frequency of the regular Committee meeting.
- 2.3 The Committee Chair may call a special meeting of the Committee, if necessary, provided that all Senators are given a minimum of twenty-four (24) hours' notice of the special meeting.
- 2.4 Quorum will be defined as more than half of all active Committee members for regularly called meetings of the Committee.
 - 2.4.1 Quorum for regular meetings of the Committee shall not count excused absences into their count for quorum.
- 2.5 Meetings of the Committee on Special Funding shall be governed by Robert's Rules of Order with the level of adherence to be determined by the chair.
- 2.6 At any time during the meeting, the Standard Operating Procedures may be suspended until the adjournment of the meeting via a 2/3rds vote of the present Committee members.

3 Members of the Committee on Special Funding & Their Duties

- 3.1 The Committee on Special Funding 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 whole Committee
 - 3.1.3 Senators appointed to the Committee on Special Funding by the Senate President Pro Tempore
- 3.2 All voting members of the Committee on Special Funding must be elected Student Government Senators, or their designated Alternate Senator in accordance with Student Government Statutes.
- 3.3 Committee members are expected to attend all meetings of the Committee on Special Funding.
- 3.4 Senators will be assessed points for failure to attend the required meetings in accordance with Senate Rules of Procedure.
 - 3.4.1 Any Senator with a class conflict shall be excused until fifteen (15) minutes after the class has ended.
 - 3.4.2 Senators may be excused from a Committee meeting by the chair.
 - 3.4.2.1 Any Senator requiring an excused absence shall contact the Committee on Special Funding chair within 24 hours of a regularly scheduled meeting, and within 12 hours of a special or emergency meeting.

- 3.5 Committee members will be charged to objectively make decisions on requests from student organizations, and to perform any duties relegated to them by the Committee chair.

4 Duties of the Chair of the Committee on Special Funding

- 4.1 The duties of the Chair of the Committee on Special Funding include, but are not limited to, the following:

- 4.1.1 To prepare all Committee on Special Funding agendas.

- 4.1.1.1 The Chair shall determine the agenda for each regular Committee meeting no later than twenty-four (24) hours before the Committee meeting.

- 4.1.1.2 Agendas for Committee meetings may be amended on the floor.

- 4.1.2 To oversee all Committee paperwork and prepare all legislation for the Committee on Special Funding meetings.

- 4.1.3 To chair all Committee meetings as well as related hearings.

- 4.1.4 To facilitate discussion of requests brought before the Committee.

- 4.1.5 To represent the Committee before Senate.

- 4.1.6 To prepare and submit a comprehensive report of the Committee to the Senate at the end of each semester.

- 4.1.7 To submit all reports in writing required by Statutes or ROP's to the appropriate individual(s).

- 4.1.8 To attend Senate Executive Committee meetings as required.

5 Duties of the Vice-Chair of the Committee on Special Funding

- 5.1 The duties of the Vice-Chair of the Committee on Special Funding include, but are not limited to, the following:

- 5.1.1 To chair meetings of the Committee on Special Funding in the absence of the chair.

- 5.1.2 To assist the Committee chair in the completion of their duties.

- 5.1.3 To take regular minutes at every Committee on Special Funding meeting in the absence of the Senate Secretary or Clerk.

- 5.1.3.1 Minutes shall be recorded and distributed to the Senate President and the Senate President Pro Tempore according to the policies of Student Government and the state of Florida.

- 5.1.3.2 Minutes may be recorded by audio device and transcribed, or typed directly.

6 Grant Requests and Procedures

- 6.1 All grant requests shall be reviewed and processed in accordance with Title VIII of Statutes and any other applicable chapters.
- 6.2. For the Signature Event Grant, up to half of the money allocated for the grant may be spent during the Fall semester, and the remainder may be spent during the Spring semester.
- 6.3 For the Travel Grant, up to 60% of the money allocated for the grant may be spent by the end of the Fall semester, and the remainder may be spent during the Spring semester.
 - 6.3.1 If the number of travelers decreases from the original specified number, the allocated amount will be reduced accordingly, ex post facto.
 - 6.3.1.1 Any decrease shall not apply to group fees, including group registration fees and vehicle rentals, if applicable.
 - 6.3.2 If the trip is canceled due to reasons other than natural disaster, the organization is responsible for reimbursing any pre-paid, nonrefundable expenses.
- 6.4 For the Homecoming and Engineering EXPO grants, an appropriate timeline in advance of the events must be set for the proper allocation of those funds.
- 6.5 Student organizations who submit Travel Grant, Homecoming Grant, and Engineering EXPO Grant requests must also be active with the Center for Student Involvement and receive A & S funding in accordance with Title VIII of SG Statutes.
 - 6.5.1 For Signature Event grant requests, only one participating student organization has to be A&S funded for the request to be deemed eligible.
- 6.6 All grant requests must be submitted at a minimum of 2 business days prior to a regularly scheduled Committee on Special Funding meeting for action to be taken on the request at the Committee meeting.
- 6.7 A member of the Committee will meet with the respective organizations submitting the request, and will bring the request to the Committee.
- 6.8 The Committee on Special Funding will make a decision based on the amount of time left in the semester of the request.
- 6.9 The Committee on Special Funding will make the final decision on the grant request, and may choose to allocate all, none, or some of the organization's request.

6.9.1 Based on that decision, the organization will be notified of the results, and if approved by the Committee and signed by the Chair, the organization will receive the allocation.