

2014

Special Funding SOPs 2014-2015

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2014-
2015



Standard Operating Procedures

Special Funding Committee



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 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.
 - 2.2.1 The Committee Chair shall determine and distribute the agenda for each regular Committee meeting no later than twenty-four (24) hours before the Committee meeting.
 - 2.2.2 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
 - 2.2.2.1 Agendas for regular Committee meeting may be amended on the floor.

- 2.3 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.
- 2.4 Quorum will be defined as a majority (50% + 1) of all active Committee members for all meetings of the Committee.
 - 2.4.1 Quorum for all 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 via a supermajority (2/3rds) vote of the present Committee members until the adjournment of the meeting.

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 The Senate Committee on Special Funding shall not meet with no less than two (2) people present, excluding the Chair.
- 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 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

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 Any other committee related tasks delegated by the committee chair.

6 Committee Minutes

- 6.1 The Senate Transcriber shall be present to transcribe verbatim minutes of the entire meeting, beginning with the Call to Order and ending with Adjournment.

6.1.1 In the event that the Senate Transcriber is not present at the meeting, then a digital audio recording shall be taken and provided to the Senate Transcriber for transcription.

6.1.2 Committee minutes must be voted upon and accepted at a committee meeting in order to be officiated. Upon their acceptance, the minutes may then be delivered to the designated person to be posted on the Committee page.

7 Grant Requests and Procedures

7.1 All grant requests shall be reviewed and processed in accordance with Title VIII of Statutes and any other applicable chapters.

7.2. 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.

7.3 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.

7.3.1 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.

7.3.2 If the trip is canceled due to reasons other than natural disaster, the organization is responsible for reimbursing any pre-paid, nonrefundable expenses.

7.4 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.

7.5 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.

7.5.1 For Signature Event grant requests, only one participating student organization has to be A&S funded for the request to be deemed eligible.

7.6 A member of the Committee will meet with the respective organizations submitting the request, and will bring the request to the Committee.

7.7 The Committee on Special Funding will make a decision based on the request and the standards set as a committee.

7.8 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.

7.8.1 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.