Operating By-Laws of the
Senate Budget Committee
Last Revised Fall 2013

Article I—Submissions
A. Deadlines
   i. All requests forms must be submitted by noon on Friday in order to be reviewed at the budget meeting the following Sunday.
   ii. All requests must be submitted using the following online form.
       http://www.formstack.com/forms/?1490876-uAH4weM7uX
   iii. If a deadline is missed, the submitter must wait one week before the committee reviews his or her request form.
B. Treasurer’s Duties
   i. Once a request form is submitted to the Treasurer, the Treasurer must forward it to every voting committee member no later than 24 hours prior to the committee meeting.
   ii. The Treasurer must contact the submitters and ask that they attend the meeting.
   iii. In the event that a submitter cannot attend the committee meeting, the committee must base their discussions and votes on the submitter’s request form only.
   iv. The Treasurer is responsible for setting the time and location of the meeting.

Article II—Voting/Recommendations
A. Quorum
   i. In order for a recommendation to be made by the committee, no less than the majority (3/5) representatives must be present and no less than the majority (3/4) of the rotating senators must be present. (For information on representatives and senators, see Senate Constitution)
   ii. In the event that either a senator or representative cannot physically attend a budget meeting, they may submit their vote via email to the Treasurer.
   iii. All absent members who submit an electronic vote must also prove that they have reviewed the request forms by providing a brief explanation of their recommendation.
   iv. An electronic vote carries the same weight as a physical vote.
B. Discussion
   i. After the meeting is called to order, each submitter is given 5 minutes to make the case for why they should receive funding.
   ii. The Committee may ask questions but may not motion for a vote during the five-minute discussion period.
   iii. The Committee must follow Robert’s Rules during the discussion period.
   iv. The Treasurer is responsible for ensuring that discussions stays orderly and within the given time frame.
C. Voting
   i. Votes cannot be made in the presence of a submitter. Once all submitters are given an opportunity to discuss their request, they must leave the meeting.
   ii. Once the discussion period concludes, the voting committee members are allowed five minutes to review and vote on the requests.
   iii. During this five-minute period, a Committee member may motion for a vote.
   iv. The Committee must follow Robert’s Rules during the voting period.
   v. If five out of nine of the Committee members vote in favor of a recommendation, that recommendation is approved.
   vi. The voting period will continue until a recommendation is made.
   vii. The Treasurer is responsible for counting the votes and determining whether or not a recommendation is approved.
   viii. The Committee is allowed to allocate funds to reimburse any unresolved or leftover expenditures, as long as those expenditures were made no earlier than the previous academic year.
   ix. Along with requests from Pitzer students, the Committee can fund 5C clubs or events as long as those requests have not already gone through SAC or PAAct.
   x. If a Committee member submits a proposal, he or she is not allowed to vote on that proposal.

Article III—Approvals
   A. The Treasurer must present the approved recommendations to Senate at the following Senate meeting.
   B. During the Treasurer’s presentation, any senator may raise an objection, which, if seconded, may open the approval as a topic of discussion.
   C. If no objects are raised, then Committee’s recommendation is set as final.
   D. The Treasurer is responsible for writing the minutes for each budget meeting. The minutes must indicate how much money was allocated.
   E. The Treasurer is responsible for making sure that all submitters receive the funds they were allocated.

Article IV—Conference Funding
   A. In order to be eligible for funding, individuals must demonstrate in their proposal how travel will benefit the Pitzer community in general. Personal learning or volunteer activity is not in and of itself sufficient justification for funding. For example, an individual attending an academic conference could be required to create a public presentation regarding knowledge obtained at that conference.
   B. Senate will not provide funding for any individual in excess of the maximum funding provided for academic travel by the Dean of Faculty’s office, currently set at $300. This limit is per trip, instead of for an academic year. (http://www.pitzer.edu/student_life/funding_sources/)
   C. Senate expects that individuals requesting funding will make all reasonable efforts to minimize the cost of the trip, and will require that those requesting funding demonstrate these efforts in their proposal.
   D. Senate expects that it will be used as a last resort after other funding sources have been utilized, and will require that such be demonstrated by those requesting funding.
Article V—Spending Limitations
A. No spending at Wal-mart.
B. No paying students for services provided to a club.

Article VI—Reserve Fund
A. All requests of funding from the Reserve Fund must go to Budgetary Committee as normal business. The Budgetary Committee will agree upon and recommend a specific amount to be approved by the Senate body.
B. The Budgetary Committee then brings the recommendation to Senate for discussion. It is the right of any Senator to inquire about the details of the funding requests. After, at least one discussion of the funding request from the Reserve Fund, a bill may be written by the Treasurer to reflect the discussion and recommendations of Senate. The following Sunday the bill can be brought to Senate for vote and it must receive a 2/3-majority approval of the present senators to pass.