Article I. Submissions
A. Deadlines
   i. All request 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 online form presented on the official Pitzer Senate website.
   iii. If a deadline is missed, the submitter must wait one week before the Budget 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 Budget Committee member no later than 24 hours prior to the Budget 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 Budget Committee meeting, the Budget 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 at the beginning of the semester. If this time or place is to change, the Treasurer must notify the student body 48 hours before the meeting.

Article II. Voting and Recommendations
A. Quorum
   i. In order for a recommendation to be made by the Budget 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 info on representatives and senators, see Senate Constitution)
   ii. In the event that either a senator or representative can not 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 Budget Committee may ask questions but may not motion for a vote during the five-minute discussion period.

iii. The Budget Committee must follow Robert’s Rules during the discussion period.

iv. The treasurer is responsible for ensuring that discussions stay orderly and within the given time frame.

C. Voting

i. Once the discussion period concludes, the voting Budget Committee members are allowed five minutes to review and vote on the requests. This time may be extended as per Robert’s Rules.

ii. During this five-minute period, a Budget Committee member may motion for a vote.

iii. The Budget Committee must follow Robert’s Rules during the voting period.

iv. If five out of nine of the Budget Committee members vote in favor of a recommendation, that recommendation is approved.

v. The voting period will continue until a recommendation is made.

vi. The treasurer is responsible for counting the votes and determining whether or not a recommendation is approved.

vii. The Budget Committee has the ability to allocate funds for the reimbursement of any unresolved expenditures given that said expenditures were made no earlier than the previous academic year.

viii. Along with requests from Pitzer students, the Budget Committee can fund 5C clubs or events given that said requests have not been processed by SAC or PAct.

ix. If a Budget Committee member submits a proposal, the member may not vote on said proposal.

x. In the event of a voting tie (due to absences or abstentions), the treasurer may cast a vote.

xi. The voting period shall be open to any individual unless a Budget Committee member motions to hold a closed voting period. In such a case, a majority vote is required to bar all non-Budget Committee members.

Article III. Approvals

A. Protocol

i. The treasurer must present the approved recommendations to the Student Senate at the following Senate meeting.

ii. If no objections are raised, then the recommendation of the Budget Committee shall be finalized.

iii. The treasurer is responsible for writing the minutes for each budget meeting. The minutes must indicate how much money was allocated. These minutes must be sent to the student body.
iv. The treasurer is responsible for making sure that all submitters receive the funds they were allocated.

**Article IV. Conference Funding**

*Regarding the use of student activity fees to fund student travel, Pitzer Student Senate adopts the following policies:*

i. 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.

ii. 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/)

iii. 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.

iv. Senate expects that it will be used as a last resort after other funding sources have been utilized, and will require that this be demonstrated by those requesting funding.

**Article V. Student Workers**

*All parts of Article V shall indefinitely expire on December 31st, 2015. In the meantime, student organizations threatened to be non-operational can apply to the Student Organizations Committee for permission to be able to pay non-work-study students.*

A. **Eligibility:**

*Student workers may be using student activities funds if these criteria are met:*

i. The Vice President must approve the Position for Student Affairs or another person in The Office of Student Affairs delegated by The Vice President for Student Affairs.

ii. The OSA representative may only approve the position if it meets all other requirements set forth in Article V, section a, subsection i.

iii. The Student is performing “skilled labor” for the betterment of the Pitzer or 5C community.

iv. The Position must have regular weekly duties.

v. The Position must have a Pitzer Staff supervisor.

vi. The Position may be paid no more than the same or similar work-study position.

vii. Hiring for the position must be a fair hiring process free of all discrimination based on: race, sex, religion, national origin, disability, age, sexual orientation, gender, gender expression or financial status.

viii. Student Workers paid from student activities funds must be a currently enrolled Pitzer College student.
ix. The Judicial Branch of Student Senate may revoke a student’s eligibility for jobs paid by student activities funds.

B. Review of Positions
   i. The Student Senate Treasurer may review positions both open and vacant. If the Treasurer suspects that there is abuse of any kind they may present it to the Judicial Council. The Judicial Council will use the same rules and practices used in all other review of Pitzer College Student Senate business.
   ii. In the event of a violation of the Pitzer College Student Senate Constitution or The Pitzer College Budget Committee Bylaws, the Judicial Council may terminate the existence of the position, dismiss a student from a position, or call for a rehiring of a position.

Article VI. Reserve Fund
   A. Access
      i. All requests of funding from the Reserve Fund must go to Budget Committee as normal business. The Budget Committee will agree upon and recommend a specific amount to be approved by the Senate body.
      ii. The Budget 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 two-thirds majority approval of the present senators to pass.

Article VII. Reimbursements
   A. Payment Forms
      i. Pitzer College Student Senate may reimburse students in any fashion deemed responsible by the Student Senate Treasurer.
      ii. The Student Senate Treasurer shall oversee the reimbursement process.

Article IX. Amendments
   A. Adding Amendments
      i. Presenting a resolution to Pitzer Student Senate may amend the Budget Committee By-laws, and the resolution must receive a “yes” vote from at least two thirds of the present voting members of the Student Senate.
   B. New By-Laws
      i. New Budget Committee By-laws may be presented to Budget Committee, if they are passed by Budget Committee by more than ½ of the voting members of Budget Committee, they then move to Student Senate where they must be passed by two thirds of present voting members of the Legislature.