****

Mansfield University of Pennsylvania

Student Government Association’s

Committee on Finance

Bylaws

# Table of Contents

Article I. Purpose

Section 1: The Function of the Committee on Finance

Section 2: Committee Activities

Article II. Membership

Section 1: Structure

Section 2: Executive Officers

Section 3: Requirements for Members

Section 4: Advisors to the Committee

Section 5: Duties of Officers

Section 6: Duties of Voting Members

Section 7: Attendance

Section 8: Voting Eligibility

Section 9: Application Process

Article III. Committee Structure

Section 1: Meetings

Section 2: Quorum

Article IV. Payment of Student Activity Fees

Section 1: Regulations

Article V. Pandemic Response

Section 1: Pandemic Revisions of Current Standing By-Laws.

Article VI. Procedures for Amending the COF Bylaws

Section 1: Amendment Protocols

# Article I. Purpose

### Section 1: The Function of the Committee on Finance.

1. To be a student committee, under the direction of the Student Government Association (SGA), which allocates Mansfield University’s student activity fees to campus organizations and student interest events.
2. The purpose of the Committee on Finance (COF) is to allocate and monitor the funds collected from the student activity fees that are used to promote the general academic, social, and cultural welfare of MU’s campus.

### Section 2: Committee Activities.

1. To receive and review budget requests from recognized organizations who meet the eligibility requirements and to allocate funds from the student activity fees.
2. To develop and recommend the policies relating to student activity fees.
3. To meet for the consideration of emergency, general, or reallocation requests, and/or appeals throughout the year.
4. Conduct all fundraising activities set forth by the Student Government Association.

# Article II. Membership

### Section 1: Structure.

1. COF shall consist of a maximum of fifteen voting members and the Chairperson.
2. The Chairperson shall be the Treasurer of SGA.
3. Voting members shall be chosen from the entire student body through the outlined application process found in Article II, Section 7B of this document.
4. Two COF seats will be reserved for members not associated with SGA.

### Section 2: Executive Officers.

1. Chairperson.
2. Executive Assistant to the Chairperson.
   1. Shall be nominated and voted on with a majority vote from the COF voting members.
3. Committee Secretary.
   1. Shall be nominated and voted on with a majority vote from the COF voting members.

### Section 3: Requirements for Members.

1. Student Activity Fee Requirements.
   1. Any student who pays the Student Activity Fee is eligible to serve on the committee.

### Section 4: Advisors to the Committee.

1. The Advisor of COF shall be appointed by the President of the University and does not hold voting privileges.
2. The CCSI Financial Technician shall serve in a consultant role, providing advice in regards to policy and procedure in regards to both SGA/COF and CCSI itself and does not hold voting privileges.
3. The COF Faculty Representative shall be appointed by the University Senate and approved by the committee. The representative shall not be considered a member of COF. The faculty representative's responsibility is to assist COF by relating his/her experiences with past precedents, providing information, and describing COF's relationship to the University community. The Faculty Representative does not hold voting privileges.

### Section 5: Duties of Officers.

1. Chairperson.
2. Plan and run weekly COF meetings in accordance with Robert’s Rules of Order.
3. Vote in case of a tied vote.
4. Enforce the COF Bylaws and COF Policy Manual.
5. Sit on the CCSI Board of Directors.
6. Alert CCSI and organizations of COF’s allocation and reallocation decisions.
7. Record an accurate ledger of current balances with CCSI.
8. Run a treasurers’ workshop during the fall semester and a budget workshop during the spring semester, prior to budget hearings.
9. Oversee all fundraising activities set forth by the Student Government Association.
10. Call an audit on an organization in violation of any COF, SGA, or University policies.
11. Assume the duties of the Executive Assistant to the Chairperson in the case of absence.
12. Executive Assistant to the Chairperson.
13. Work with the Chairperson to draft and send out all financial memos and notices.
14. Work with the Chairperson to plan and run all treasurer and budget workshops.
15. Send out all email notifications pertaining to committee business.
16. Committee Secretary:
17. Record all minutes of regular and special committee meetings.
18. Record attendance and keep records in accordance with the COF attendance policies.
19. Keep an archive of COF minutes.

### Section 6: Duties of Voting Members.

1. Attend meetings and follow the attendance policy.
2. Actively participate in civil discussion.
3. Vote, even if it is an abstention.
4. Maintain confidentiality of COF meetings and deliberations.

### Section 7: Attendance

1. All members of COF must make their best effort to be present at all meetings.
2. A member can have two unexcused absences, and five excused absences during a semester. If a member has more than permitted number of absences, the member will be expelled from COF. The expelled member has a right to appeal the decision.

### Section 8: Voting Eligibility

1. All members of COF, with the exception of the SGA President, the Chairperson, and the advisors, are voting members.
2. The Chairperson can only cast a vote in the event of a tie.

**Section 9**: Application Process

1. A voting member applicant must present themselves to a regular COF meeting after arranging the interview with the Chairperson.
2. The applicant must be approved by COF with a 2/3 vote.

# Article III. Committee Structure

### Section 1: Meetings.

1. Meetings shall be held weekly at a time determined by the Chairperson each semester.
2. Robert’s Rules of Order will be followed when conducting the meetings.
3. The Chairperson reserves the right to call emergency meetings.
4. Meetings shall be closed to the public during deliberations and when voting on proposals, budgets, and policies.

### Section 2: Quorum.

### Quorum is achieved with a simple majority of COF’s voting members.

### The Chairperson, a non-voting SGA representative, and the COF Advisor must also be present to have quorum at all COF functions.

# Article IV. Payment of Student Activity Fees

### Section 1: Regulations.

1. In accordance with Act 188, the Senate of SGA, with the approval of the President of the University, shall fix the amount of the student activity fee.
2. All full-time undergraduate students are required to pay the full fee. All part-time students (7-11 credits) are required to pay one-half of the student activity fee per semester.
3. The University collects all student activity fees.

# Article V. Pandemic Response

### Section 1: Pandemic Revisions of Current Standing By-Laws.

1. These revisions are to put in place a current standing policy during a Pandemic response (Specifically, COVID-19 Health and Safety regulations). This Article shall only be followed during pandemic response. These revisions will span across multiple Articles and account for changes made and how Student Activity Fees are collected.
2. Members shall not be required to pay Student Activity Fees to be a member during the current pandemic guidelines (COVID-19 guidelines).
3. All meetings will be conducted via an online video software and the sharing of the online video link to unauthorized members could result in the impeachment of said member.
4. SGA will not hear any requests regarding travel if the University is not sponsoring travel requests.
5. SGA will not hear any requests regarding food unless it is pre-packaged, or it has been approved by the Health and Safety Officer.
6. All events approved by this body needs to follow the current Health and Safety Plan presented by the University at the time of the pandemic.
7. Any student who is not currently paying the Student Activity Fee can still attend and host events. Health and Safety Restrictions apply to off-campus residents and commuter students.
8. Any student can vote in the SGA Election regardless of payment of Student Activity Fees.

# Article VI. Procedures for Amending the COF Bylaws

### Section 1: Amendment Protocols.

1. Amendments to this document must be presented to COF at least a week in advance of their ratification vote.
2. Amendments must be ratified with a ⅔ vote of all COF members.
3. Revised bylaws must be submitted for approval to SGA.