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Mansfield University of Pennsylvania

Student Government Association’s

Committee on Finance

Bylaws

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# Article I. Purpose

### Section 1: The Function of COF.

1. To be a student committee, under the auspices of the Student Government Association (SGA), which allocates the student activity fees to campus.
2. The purpose of the Committee on Finance, herein also titled “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 the campus.

# Article II. Membership

### Section 1: Structure.

1. COF shall consist of a maximum of fifteen voting members.
2. Nine members shall be chosen from the entire student body through the outlined application process found in Article II, Section 7B of this document.
3. Six members shall be chosen from the Senate of the Student Government Association through the criteria set forth in the SGA Constitution.
4. The Chairperson shall consist of the treasurer from the Student Government Association.

### 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 the majority vote from the COF voting members.

### Section 3: Requirements for Members.

1. Academic Requirements:
2. The Chair must have a 2.5 or higher GPA.
3. All other committee members must have a 2.0 or higher GPA.
4. Prior to membership acceptance, members will be subject to review by the COF advisor to check their current academic standing.
5. First semester freshman students who are voted onto the committee must achieve the required 2.0 or higher GPA for the fall semester.
6. The advisor is the only individual who is allowed to look up and review a committee members’ GPA.
7. 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. There are three advisors to the Committee. These being the COF Advisor, the CCSI Financial Technician, and the Faculty Representative.
2. The Advisor of COF shall be appointed by the President of the University and does not hold voting privileges.
3. 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.
4. The 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. Chair:
2. Plan and run meetings in accordance with Robert’s Rules of Order.
3. Vote in case of a tie vote.
4. Enforce the COF By-Laws and COF Policy Manual.
5. Sit on the CCSI Board of Directors.
6. Alert CCSI and organizations of funding decisions.
7. Record accurate records 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. If executive assistant to the chair is not present, the chair will assume all the duties of executive assistant to the chair.
12. Executive Assistant to the Chair:
13. Work with the Chair on drafting and sending out all financial memos and notices.
14. Work with the Chair on planning and running all treasurer and budget workshops.
15. Record attendance and keep records in accordance with the COF attendance policies.
16. Send out all email notifications pertaining to committee business.
17. Committee Secretary:
18. Record all minutes of regular and special committee meetings.
19. Keep an archive of COF minutes.

### Section 6: Duties of 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.
5. All COF members are required to serve on at least one subcommittee.

### Section 7: Term of Office.

1. Senate Membership on COF.
2. The term of membership will last until the member decides to no longer serve on COF, decides to no longer serve on SGA, or leaves the university.
3. At-Large Membership on COF.
4. The term of membership will last until the member decides to no longer serve on COF or leaves the university.
5. At-Large positions may be filled at any time during the semester.
6. Interviews for new voting membership positions will be scheduled by the chair and the interviewing body will consist of the remaining committee members, the chair, the current SGA President, and the advisor. Section 8: Attendance.
7. Required attendance of members included hearings, deliberations, meetings, and any other events called upon by the chair.
8. Excuses must be submitted to the Executive Assistant to the Chair if any committee member is unable to attend a meeting for any reason at least 24 hours in advance via email, with allowances for emergency situations approved by the Chair.
9. Members are permitted no more than one unexcused absence per semester.
10. Members are permitted no more than three excused absences per semester with a valid excuse approved by the Chair.
11. All committee members are responsible for keeping track of their attendance in conjunction with the attendance report provided at the beginning of each committee meeting.
12. At the point that a member is found in violation of the attendance policy, their membership will temporarily be suspended and an email written by the Executive Assistant to the Chair, and will be sent within 24 hours of the violation to the violator.
13. The violator will be given the opportunity to present his or her reasoning for the attendance violation at the next committee meeting.
14. Once the reasoning has been made, the violator will be asked to temporarily remove him or herself from the meeting room and the committee will then review the violation and vote on whether or not the violator’s membership will be terminated, or if the violator will be given a probation period to which he or she cannot acquire any additional unexcused or excused absences for the remainder of the semester.
15. If the violator’s membership is terminated, he or she has the right to appeal the decision by requesting an appeal. He or she must state the reasoning behind their appeal via email to the chairperson within 48 hours of the termination notice. The committee will then review the written appeal at the next committee meeting and the concluding decision from the committee will be binding. The violator would not be permitted to serve on the committee for at least one year from the date of membership termination.
16. The attendance policy must be enforced.
17. If the SGA President cannot attend a meeting, he or she must send a designee and notify the chair of their absence.
18. If a member of COF believes that another member is unfit to serve the body, the member can move to expel a member. The vote requires 2/3 vote.
    1. The accused member has a right to appeal. If the member does not appeal within a week of expulsion, the member loses the right to appeal.
    2. Appealing the expulsion requires a simple majority vote.

### Section 8: Attendance

1. All members of COF must make their best effort to be present at all meetings.
2. If a member misses a meeting, voting rights of that member will be withheld for the next meeting. The number of consecutively missed meetings will be the number of meetings that the member will have to attend without voting right in order to regain the voting eligibility.

B. 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 9: Voting Eligibility

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

# Article III. Committee Structure

### Section 1: Meetings.

1. Meetings shall be held weekly, on Tuesdays from 11:30am to 12:45pm.
2. Robert’s Rules of Order will be followed when conducting the meetings.
3. All discussions will be polite and must be called upon by the Chair.
4. The Chair reserves the right to call emergency meetings.
5. Meetings shall be closed during deliberations and when voting on proposals, budgets, and policies.

### Section 2: Quorum.

1. A majority of the filled voting committee membership positions constitutes a quorum.
2. An Acting Chair, a non-voting SGA representative, and the committee advisor must also be present to have quorum at all COF functions.

### Section 3: 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.

### Section 4: COF Subcommittees.

1. Audit Committee:
2. The Audit Committee shall have one chair nominated and voted on by COF.
3. The Audit Committee will be responsible for planning and conducting all audits for COF.
4. Inventory Committee:
   1. The Inventory Committee shall be responsible for keeping a record of and tracking capital items owned by SGA. The committee will also work in conjunction with the Audit Committee in recording the inventory of organizations being audited.
5. Other Committees:
6. The COF Chair has the right to create or form any additional committees at his or her discretion, in order to benefit COF, SGA, and the student body further.

# 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. Procedures for Amending the COF Bylaws

### Section 1: Amendment Protocols.

1. Amendments of the bylaws must pass with a 2/3 vote of all COF members.
2. Revised bylaws must be submitted for approval to SGA.