



Executive Action Sheet for Senate Legislation

Senate Bill 329-

Resolution 329-

I, Meghana Boojala, President of the Student Assembly of William & Mary do hereby:

Approve

Veto

The Student Assembly Senate Legislation:



Meghana Boojala

President, 329th Student Assembly (21-22)

DATE:

329th Student Assembly
Senate Bill 329-034

A Bill

To reform Student Assembly's financial procedures and oversight of the Student Activities Fee

The Student Assembly Financial Procedures and Oversight Act

An Act of the 329th Student Assembly of William & Mary,

Sponsored by Chair of the Senate Owen Williams ('23), Class President Mia Tilman ('24), Senator Alexandra Wallach (JD '23), Senator Eugene Lee ('23)

Supported by Student Assembly President Meghana Boojala ('22), Secretary of Finance Suleiman Tahir ('22), Secretary of Diversity Initiatives Victor Adejayan ('23), Student Assembly Chief of Staff John Cho ('23), Student Assembly Vice President Zenobia Goodman ('22)

WHEREAS, in the Spring of 2021 the Student Assembly Senate passed Senate Bill 328-022: The Quarterly Budget System Act, which shifted the allocation of funding to recognized student organizations through the Executive Appropriations Committee from an annual process to a quarterly request system;

WHEREAS, this change was intended to increase flexibility for Recognized Student Organizations who request money from Student Assembly through the budget process for the planning of events and other organization activities;

WHEREAS, shifting the process from an annual one to a quarterly budget system will also remove the need for an Activities & Event Fund, thereby making budget requests easier to understand for organizations as there will be only one request process;

WHEREAS, the following reforms aim to increase collaboration within Student Assembly, decentralize decision-making power, and accommodate the budgeting process to the operations of organizations;

WHEREAS, the finance guidelines outlined in the Student Assembly Code and then subsequently interpreted annually by the Executive Appropriations Committee (EAC) have long been subject to debate and inconsistency, and these reforms intend to better serve both the needs and wants of organizations as well as create clear and consistent guidelines with reduced ambiguity and interpretation;

WHEREAS, during the Summer of 2021 representatives from the Student Assembly Senate Finance Committee, Department of Finance, executive leadership and Student Leadership Development

organized a working group to examine the financial procedures of student governments throughout the nation to ascertain best practices;

WHEREAS, the working group combined insights from external research to historical spending trends within Recognized Students Organizations at William & Mary to create a tailored, specific approach to financial reform;

WHEREAS, the working group developed a new, holistic, and clear definition of the Student Activities Fee to guide all financial decisions in the future;

WHEREAS, during the Fall 2021 semester this working group met weekly to examine Student Assembly's existing financial guidelines within the Student Assembly Code and began re-writing the code to facilitate the quarterly budget process outlined in SB 328-022;

WHEREAS, these changes to Student Assembly Code are the result of those weekly deliberations and months of research and have been subject to detailed review by members of Cabinet, the Senate, the Executive Leadership, Student Leadership Development, and the Attorney General;

Now, therefore, be it

RESOLVED, that the Student Assembly of William & Mary:

1. Creates a **Title 5** in the Code of the Student Assembly to read as:

TITLE 5: STUDENT ASSEMBLY FINANCIAL OVERSIGHT

Chapter 1: Organization Budget Allocation Committee and Student Activities Fee Management

§5.1-1. Student Activities Fee Administration and Oversight

1. The purpose of the Student Activities Fee is to foster growth, well-being, and excellence in the student experience at William & Mary. The Student Assembly of William & Mary is entrusted with the distribution and allocation of the funds generated by the Student Activities Fee.
2. The Student Assembly shall follow the fiscal year July 1 through June 30, or as defined by the university.
3. Each spring, the Student Assembly Finance Leadership (composed of the President, Vice President, Chief of Staff, Senate Chair, Senate Finance Chair, and the Secretary of Finance) will establish the overall annual budget for allocating the Student Activities Fee for the upcoming fiscal year. This budget will be presented to the Student Assembly Senate for approval. General allocations will include, but are not limited to:
 - a. Funding for the Student Assembly operational and programming budget, including Graduate Council and undergraduate class funding;

- b. Funding for Recognized Student Organizations, which will be allocated at the discretion of the Organization Budget Allocation Committee (“OBAC”); in
 - c. Graduate School Funding - each Graduate School to which enrolled students are charged the Student Activities Fee (Law, Business, Education, and Graduate Arts & Sciences) shall receive an allocation equal to 50% of the Student Activities Fee per projected full-time enrolled student in their respective program(s), as determined by Student Leadership Development;
 - i. Graduate Student organizations are eligible to apply for OBAC funding for competition expenses or to supplement funding from the respective graduate school funding allocation for events open to the whole campus;
 - d. Funding for organizations with whom Student Assembly will enter into specific funding contracts, including the Media Council, Alma Mater Productions, and Steer Clear;
 - e. Funding for administrative and operating costs for the administration of the student activities fee (including staffing, vans, etc.)
4. The Student Assembly Finance Leadership will also be responsible for negotiating, on behalf of SA, the above-mentioned funding agreements with the appropriate entities, proposing any changes to the Student Activities Fee to the Board of Visitors (if necessary), and establishing organization budget request deadlines for the academic year.
 5. In addition to the funds generated from the annual Student Activities Fee, the Student Assembly Senate will have allocation oversight for the Student Activities Fee Reserve Fund which will consist of unused allocations each year; this fund will be cumulative.

§5.1-2. Composition and Responsibilities of the Organization Budget Allocation Committee

1. The purpose of the Organization Budget Allocation process is to support the activities and initiatives of Recognized Student Organizations which contribute to community development, diversified experiences, and enhanced student life. The process of allocating funding will be done in an accessible, equitable, consistent, and transparent manner.
2. The Organization Budget Allocation Process will be facilitated by the OBAC.
3. The OBAC will meet on a regular basis to review budget requests from Recognized Student Organizations. The presence of the Secretary of Finance (or their designee as outlined in §5.1-2.4.e), Chair of the Senate Finance Committee (or their designee as outlined in §5.1-2.4.e), Senate Finance Committee Secretary (or their designee as outlined in §5.1-2.4.e), at least three Undersecretaries and three Senators, and a staff member from Student Leadership Development (ex-officio) shall be required to establish quorum for the meeting.
4. The members of the Organization Budget Allocation Committee will be as follows:
 - a. Six Undersecretaries of Finance and six members of the Senate Finance Committee;
 - b. The Secretary of Finance shall serve as a non-voting member of the OBAC, and will be responsible for chairing the meetings);
 - c. The Secretary of the Senate Finance Committee shall serve as a non-voting member of the OBAC, and will be responsible for keeping minutes of all OBAC meetings;

- d. The Chair of the Senate Finance Committee shall serve as a non-voting member of the OBAC, unless they are needed to cast the tie-breaking vote, in the event of a tie;
- e. Should the Secretary of Finance, Chair of the Senate Finance Committee, or Senate Finance Committee Secretary be absent, they shall designate a member of the OBAC to act in their stead during a meeting;

Chapter 2: Organization Budget Allocation Process and Guidelines

§5.2-1. Organization Budget Allocation Committee Timeline

1. Quarter 1:
 - a. First day of fall semester through last day of Fall Break
 - b. Requests for Q1 spending/events must be submitted by the deadline in Q4
2. Quarter 2:
 - a. First academic day following Fall break through Last day of Fall semester
 - b. Requests for Q2 spending/events must be submitted by the deadline in Q1
3. Quarter 3:
 - a. First day of Spring semester through last day of spring break
 - b. Requests for Q3 spending/events must be submitted by the deadline in Q2
4. Quarter 4:
 - a. First day following spring break through last day of classes spring semester
 - b. Requests for Q4 spending/events must be submitted by the deadline in Q3
5. The specific dates for each quarter shall be determined by the Student Assembly Finance Leadership based on the Undergraduate Academic Calendar for that academic year, and publicly announced.
6. Allocation decisions shall be made by the OBAC the quarter before an order must be placed/purchased and/or the event is scheduled to be held so as to require organizations to plan ahead and ensure they have sufficient time to make purchases and contracts.

§5.2-2 Organization Budget Allocation Process

1. Organizations may submit budget requests on a quarterly basis, so long as such requests are made at least one quarter prior to an anticipated activity. No late submissions will be accepted. Activities for which organizations receive funding must occur between the beginning of the Fall semester and the last day of classes in the Spring semester. There will be two quarters each semester, as defined in **§5.1-3**. The SA Finance Leadership will establish specific dates for each quarter's funding deadline.
2. The method of submission and development of the submission platform will be at the discretion of Student Leadership Development staff, in consultation with the OBAC.
3. Through the quarterly budget request process, Recognized Student Organizations will be able to request the following types of budgets:
 - a. Operational expenses: products, supplies, and services needed throughout the year that allow the organization to maintain regular operations;

- b. Programming and Events expenses: speakers, cultural events, performances, educational initiatives/awareness campaigns, and member training/development;
 - c. Competition expenses: registration fees and travel expenses, funded from Competition Fund, for the purpose of participating intercollegiate competitions on behalf of their student organization;
 - d. Equipment acquisition: items organizations need to purchase once every few years, and are retained by the organization year over year, such as uniforms or specialized equipment; organizations must wait a minimum of 3 years to replace these items);
 - e. Service activities: as funded from the Service Fund, these include supplies for events/activities that are direct engagement/service benefiting the community beyond William & Mary;
4. OBAC Meeting Procedure
- a. OBAC meetings may only occur when quorum exists, as defined by Clause 3 of §5.1-2.
 - b. OBAC meetings shall consist of organization presentations and committee deliberations.
 - i. Organization presentations: Organizations will have the option to sign up to meet with the OBAC to discuss their budget requests. There will be a limited number of timeslots available for every meeting. This portion of the meeting will be open to the public;
 - ii. Committee deliberations: following Organization Presentations, the OBAC will enter into deliberations and review requests;
 - c. The OBAC shall review requests on a rolling basis. Decisions shall be communicated to organizations on a rolling basis, up to the last day of the funding quarter prior to the activity.
 - d. OBAC reserves the right to request additional information from organizations prior to making a decision. Additionally, if time allows, OBAC may choose to defer allocation decisions to later quarters.
 - e. Following each quarterly deadline, the OBAC shall submit a summary report of funding requests and allocations to the Senate and post an allocation summary online.
 - f. The OBAC shall make one of the following determinations for each request:
 - i. Approve - full or partial request;
 - ii. Defer - this may include a request for additional information or revisions;
 - iii. Partial Deferral - approve some requested expenses and defer decision on remaining requested expenses to a later quarter;
 - iv. Revise and Resubmit within the same quarter;
 - v. Deny

§5.2-3 Guidelines for Organization Budget Allocation Process

1. These guidelines are intended to provide clarity on the funding and expenditures that may be approved/allocated by the OBAC. The following section shall serve as a guideline and are not representative of guaranteed funding by OBAC. Organizations are encouraged to secure additional funding sources for events and activities. Student organizations **should not** rely solely on allocations from the Organization Budget Allocation Committee to fund their operations, events, and activities. The committee reserves the right to give priority consideration to programmatic events/activities that serve the broadest range of the W&M community. OBAC reserves the right to review and present guideline revisions to the Student Assembly Senate each spring semester prior to the next fiscal year allocation process.
2. Approved Expenses:
 - a. Operational supplies/expenses, such as office supplies and general printing services. This may include organizational membership fees to affiliate with a broader association, for example a W&M chapter's membership fees to a national organization;
 - b. Equipment integral for general operations that can be retained by the organization over multiple years, such as banner/tablecloth, mission/purpose aligned equipment, and costumes/uniforms;
 - i. Costumes and uniforms are defined as integral if they must be worn for specific events (competitions and performances);
 - c. Speakers and Performers, will be required to comply with all university contracting/procurement requirements. William & Mary affiliated individuals (faculty/staff/students) may not be contracted/paid through the OBAC funding process;
 - d. Giveaway items that are intended to promote an educational purpose for the broader campus community, so long as these items do not promote specific events or are branded solely for promotion of the organization itself. Additionally, items must be intended for broad distribution, and not for members only;
 - e. Event expenses including reservations/rentals, event supplies/decorations, promotion/advertising, and event support services;
 - f. Travel expenses for organizations limited to transportation and registration fees;
 - g. Food, under the following conditions and guidelines. The funding of food will be approved under a stringent review process and is not intended to be provided at all SA-funded events. OBAC shall give priority consideration to "reception" style events where a taste (not a meal) is the funding request. OBAC will deny funding requests for food where the sole purpose of the food is to be used as an attendance incentive.
 - i. Food expenses for events and receptions may not be full meals; for any events where food is funded, organizations will be required to track attendance and submit the attendee list to the OBAC;
 - ii. Cultural Event - a maximum of \$5/person of anticipated attendance; education and exploration of culture must be the primary focus of the event

and the inclusion of food must enhance the educational/exploration experience;

- iii. Speaker/Performer Reception - a maximum of \$3/person of anticipated attendance; receptions are held following an external speaking/performer engagement to promote further engagement and discussion immediately following the event;
- iv. Non-Cultural Event - a maximum of \$3/person of anticipated attendance; non-cultural events where food is an allowable expense include organization training/development events that are open to the entire organization or organization sponsored events that are open to the entire campus where food would enhance the development of the community. This does not include internal social events or regular meetings;
- v. Meal expenses for invited speakers/performers/judges - maximum amounts of funding allocated will follow university per diem guidelines;
- vi. Hospitality table food, not to exceed \$50, may be funded for organization sponsored events exceeding 5 hours; food will be available to organization members staffing the management/execution of the event;
- vii. Interest meetings - a maximum of \$20 per request and no more than 2 times an academic year; interest meetings should be held within the first 30 days of each semester and the purpose must be to recruit new members;
- viii. Food that may not be funded includes meals for individual members and food for regular organization meetings;

3. Limitations

- a. Fundraising activities may be funded, only if the purpose of the fundraiser is to support continuing organization operations or future campus/organization programming; the funding of fundraisers where the proceeds will be donated to external charitable organizations shall be prohibited;
 - i. Ticket or admission revenue shall be applied to help the organization offset the cost of the event being funded;
 - b. The OBAC reserves the right to limit food funding requests from student organizations to a maximum of 2 events each semester, excluding interest meetings;
 - c. Direct travel or use of university vehicles for student organizations may be funded. However, meals for travelers and lodging will not be funded. Additionally, international travel may be funded, only under the conditions outlined in the International Travel policy, as provided by the university;
 - d. Equipment expenses may be limited to one-time purchases (minimum of three years) unless special circumstances exist as approved by OBAC.
 - e. Payment for DJ services shall be limited to a maximum of \$300;
 - f. Print shop orders for event publicity shall be limited to a maximum of \$40/event;
4. Restrictions/Prohibited Expenses; this is inclusive but not limited to the items listed below

- a. Awards and Honorariums will not be funded, such as plaques, trophies, certificates, gift certificates, scholarships, or cash prizes;
- b. No internal/private social and/or celebration activities will be funded, such as formals, award ceremonies, initiations, or senior send offs. Private events shall be defined as members plus invited guests;
- c. Operational expenses that may not be funded include software, subscriptions, websites including domains and hosting fees, and membership fees for individual people;
- d. Individual admissions tickets/entrance fees;
- e. Political or partisan activities in support of or opposition to a candidate or political party;
- f. Purchases solely for the purposes of religious worship or devotion;
- g. Activities for which academic credit is received;
- h. Alcohol or tobacco, or other similar/related substances;
- i. Memorabilia, yearbooks, photo albums, or other organization branded/customized paraphernalia;
- j. Salaries or wages;
- k. Apparel for members of the organization, where apparel is defined as articles of clothing/accessories that can be worn beyond a specific purpose, such as a performance/competition costume or uniform;
- l. Any other items/services prohibited by university policy or local, state, or federal law;

§5.2-4 Organization Budget Allocation Distribution and Spending

1. Organizations receiving an allocation from the OBAC will work with Student Leadership Development, who will facilitate purchases and payments on behalf of the organization's allocation of Student Activities Fees. Student Organizations who receive an allocation of funds agree to abide by any processes Student Leadership Development may set to request or receive disbursement of these funds.
2. By applying for Organization Budget Allocations, organizations agree to comply with policies/procedures set by the university, Student Assembly, and Student Leadership Development.
3. Allocated funds will not be distributed directly to organizations in the form of cash or check.
4. Organizations that purchase or make payments to providers/vendors may not seek reimbursement after the fact. Organizations must submit purchase requests in advance and work with Student Leadership Development to navigate payment.
5. All spending must be compliant with state and university policies, guidelines, regulations, and procedures. These policies, guidelines, regulations, and procedures will supersede any allocation decisions made by the OBAC.
6. Any unused funds will be returned to Student Activities Fee Reserves at the conclusion of the fiscal year.

§5.2-5 Requirements of Organizations and Follow Up Procedures

1. Organization will promote all funded events in the student engagement platform, as directed by Student Leadership Development, and must track attendance in that platform as well.
2. Organizations must submit an after action report to OBAC on all funded events. Information in the after action report will include, but is not limited to: attendance, actual spending, revenue, advertisement efforts, issues/problems arising from the event, and how purchases were used.
3. Failure to comply with expectations and follow up procedures may impact OBAC decisions on future funding requests for organizations. Additionally, overinflation of anticipated attendance for food at events may impact OBAC decisions on future requests for food.
4. Student Leadership Development shall provide quarterly reports to the OBAC about organization spending and balances.

§5.2-6 Reserves

1. Any monies that are appropriated through the student fee funding , including the Organization Budget Allocation Process, and are not used, shall be returned to the Student Activities Fee Reserve Fund at the end of the fiscal year.
2. The Student Activities Fee Reserve Fund shall exist to support Student Assembly operations and initiatives that arise throughout the year and were not previously budgeted/allocated for.
3. The power to appropriate the Student Activities Fee Reserve Fund shall be vested in the Student Assembly Senate, with exceptions stated within this section on Executive and Administrative spending. When determining expenditures from Reserves, the Senate should consider the guidelines governing the decisions of the OBAC, but is not strictly bound by them. To allocate funds from the Reserves, the Senate must pass legislation that follows the regulations outlined in **§2.1-5.3**.
4. All spending must be compliant with state and university policies, guidelines, regulations, and procedures. All Senate allocation bills must follow these policies, guidelines, regulations, and procedures to be valid.
5. The following appropriations of funds from the Student Activities Fee Reserve Fund do not require approval from the Senate Assembly Senate:
 - a. Executive Spending - The Student Assembly President may spend a maximum of \$10,000 from the Student Activities Fee Reserve Fund per fiscal year on SA programming/initiatives and other operating expenses without Senate approval. Prior to spending, expenditures must be reported, in writing, to the Chair of the Senate, the Senate Finance Chair, and the Secretary of Finance.
 - b. Administrative Spending - The Office of Student Leadership Development may spend a maximum of \$10,000 from the Student Activities Fee Reserve Fund per fiscal year on general maintenance purposes without Senate approval. Expenditures exceeding \$1,500 must be reported, in writing, to the Student Assembly President. General maintenance purposes are defined as essential upkeep that would otherwise

hinder the day to day operations of a recognized student organization or Student Assembly.

6. Competition and Service Funds shall be allocated annually out of the Student Activities Fee Reserve Fund. If the established allocations are depleted during the fiscal year, the Senate may approve the replenishment of monies in increments of no more than \$3,000 from the Student Activities Fee Reserve Fund.
 - a. Competition Fund allocation shall be 10% of reserves at the start of the fiscal year, but may not exceed \$30,000. Any unused portion of this fund will be returned to Reserves at the conclusion of the fiscal year.
 - b. Service Fund allocation shall be 10% of reserves at the start of the fiscal year, but may not exceed \$30,000. Any unused portion of this fund will be returned to Reserves at the conclusion of the fiscal year.

§5.2-7 Contractual Agreements/Other Financial Obligations

1. During the Spring semester of each year, the SA Finance Leadership shall establish a budget, no later than the start of Spring Break (end of Quarter 3), for the upcoming fiscal year and determine the overall distribution of the Student Activities Fee. The budget shall include the following distributions:
 - a. Graduate School Funding - each Graduate School to which enrolled students are charged the Student Activities Fee (Law, Business, Education, and Graduate Arts & Sciences) shall receive an allocation equal to 50% of the Student Activities Fee per projected full-time enrolled student in their respective program(s), as determined by Student Leadership Development;
 - b. Media Funding through Media Council Funding Agreement - Student Assembly has delegated the funding allocation process to Media Council for its member organizations. This allocation is to be used for the operational expenditures of the Media Council and its member organizations;
 - c. Administrative/Operations - this funding will support the operations and administration (including staffing, vans, etc.) required to manage the Student Activities Fee and related processes.
 - d. Student Government - this funding will support the annual operations and programming of Student Assembly as well as the associated groups under the purview of Student Assembly such as Graduate Council and the undergraduate classes;
 - e. Other Funding Agreements with organizations/entities at William & Mary, this shall be limited to organizations/entities for whom a quarterly request process would hinder operations. Examples of this include Steer Clear and Alma Mater Productions.
 - i. Proposals for new funding agreements or revocation of existing funding agreements shall be determined by the SA Finance Leadership and presented to the Student Assembly Senate for approval no later than the last meeting of the Fall Semester.

§5.2-7 Accountability

1. In the event of misuse of funds by students and/or student organizations, they shall be referred to appropriate bodies on campus, such as SA Review Board, Community Values and Restorative Practices Office, Honor Council, and/or Student Conduct Council. Additionally, misuse by student organizations, or student leaders representing organizations, may result in the disqualification for future funding, including already allocated funds. Disqualification for future funding shall be at the discretion of the OBAC and require a $\frac{2}{3}$ majority vote. OBAC shall also determine the length of disqualification.
2. In the event of misuse by staff, they shall be referred to their supervisor and Human Resources.
3. Additional and appropriate action may be taken at the discretion of the above listed entities.

§5.2-8 Off Campus Accounts

1. The Student Assembly shall maintain an account, (herein known as the “Primary Off-Campus Account”). Approval for expenditures from this account can be made by the Student Assembly Senate, through passing legislation, or by the Executive Branch through the President and Secretary of Finance.
2. This account shall receive all profits from fundraisers organized and managed by Student Assembly for the purpose of funding SA operations/activities/initiatives.
3. The off-campus account(s) shall be required to have three signatories on the account, to include the Advisor, President of the Student Assembly, and the Secretary of Finance. A signatory is someone who has filled out paperwork with the bank and whom the bank recognizes as having the ability to sign checks. It does not confer any other rights, such as the right to authorize purchases. Expenditures from the off-campus account shall be required to have two signatures for disbursement. These checks must be filled out entirely with their purpose in the memo or “for” line.
4. The Student Assembly shall use the monies collected in the off-campus account for internal operations and/or purposes that are not funded by Student Fee money. Such things shall never include:
 - a. Salaries;
 - b. Personal purchases for individuals except as otherwise defined in this section;
 - c. Lending of money to an individual except as otherwise defined in this section;
 - d. Purposes not allowed by local, state, or federal law or university policy;
5. Financial records and checks from the Off-Campus Account will be kept in a secure manner by Student Leadership Development.
6. Every purchase with a receipt shall be presented to the Secretary of Finance to aid in record keeping. Student Leadership Development shall establish a location for these receipts to be kept. The Secretary of Finance may decide a process by which to submit these receipts.
 - a. In order to ensure a smooth transition year to year, the outgoing Student Assembly President and Secretary of Finance shall be required to transfer signatory authority to the incoming administration within 10 business days of the inauguration. If there is

no new Secretary of Finance at this time, they shall transfer signatory authority to the incoming President of the Student Assembly.

- b. The Secretary of Finance shall provide a report of activity in the Off-Campus account at the Senate Finance Committee meeting following the receipt of the monthly bank statement. The committee shall review the on-line records monthly following the meeting at which the Secretary of Finance presents their report to ensure that they are consistent with the executives report.
- c. Any Senator may request records from the off-campus account(s), including all banking and financial records from financial institutions, and including reasoning for authorization of specific purchases. Such requests shall be made to the Secretary of Finance, upon which the Secretary shall have seven business days to comply with the information request. Additionally, these records may be requested pursuant to the provisions of the Virginia Freedom of Information Act.
- d. Misuse of the Student Assembly Off-Campus account will be referred to appropriate bodies on campus, such as SA Review Board, Community Values and Restorative Practices Office, Honor Council, and or Student Conduct Council. Additional and appropriate action may be taken at the discretion of the above listed entities.

2. Eliminates **§3.3-5** and **§3.3-6** from the Code of the Student Assembly.

3. Amends **Title 2 Executive Branch, Chapter 3 Department of Finance** from the Code of the Student Assembly to read as:

- **§3.3-1.** There shall be an executive Department of Finance. The Department shall be an integral part of the management and oversight of Student Assembly Finances.
- **§3.3-2.** Within the Department of Finance there shall be a Secretary of Finance who shall manage the Department. The Secretary of Finance will serve as a member of the Student Assembly Finance Leadership Team and oversee the Organization Budget Allocation Committee. There shall be six Undersecretaries appointed to assist the Secretary of Finance and who will serve on the Organization Budget Allocation Committee.
- **§3.3-3.** The roles prescribed in §3.3-1, and §3.3-2 may be expanded through the direction of the President.

4. Amends **§2.1-4.6.2 Class Leadership Committees** from the Code of the Student Assembly to read as:

2. Class leadership will oversee class budgets and expenditures. **Each class will be provided an annual spending budget by the Student Assembly Finance Leadership Team as part of the annual budget allocation process.** ~~Each class will be provided a spending budget as outlined under the Student Assembly budget in the annual EAC/Budget process.~~ This money is to be used for class-specific events and initiatives. ~~Annual class specific expenditures of a larger amount may be allocated separately in the SA budget as determined~~

~~during the EAC process.~~ In the event a class requests more funding, any of the class representatives may choose to submit a bill ~~on~~ **in** the Senate ~~floor~~. Members of the Senate must abstain from voting on any funding requests that pertain to exclusively their social class.

5. Amends **§2.1-4.1.3 Composition** from the Code of the Student Assembly to read as:

3. Each committee except for the graduate committee must have a membership of four or more Senators. Senators shall express their committee preference to the Chair of the Senate who will then make the committee assignments. Senators who join the Senate in the middle of a session shall be equally distributed amongst all committees. In addition to their social class committee, undergraduate senators must sit on two committees, but not more than two, with the exception of the Executive Committee, as outlined in §2.1-4.5, and graduate senators, who need only to sit on one committee, in addition to the Graduate Committee. Senators cannot be relieved of the duty to serve on Committees. No Senator may hold the position of Chair of more than one committee. The Finance Committee shall **be comprised of eight senators, and** have graduate and undergraduate senators assigned as proportionally to the graduate students who pay into the activity fee and undergraduate student population of the College, as possible. Senators may serve as Chair of one committee and Secretary of another. Senators may serve as Secretary of two committees. Members of the College outside of the Senate may participate in committee projects.