The University of Iowa
The University of Iowa Student Government

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1. Constitutional Power
The University of Iowa Student Government’s constitutional power to allocate fees is derived from the Board of Regents through the University of Iowa. Distribution of the fees allocated and other UISG funds shall also be vested in the Student Senate. The Senate, however, shall consult with the Cabinet in this process. Passage of the annual budget shall require a majority vote of the Senate.

2. External
2.1 Mission
The UISG’s external finance role shall be to allocate student activity fee (SAF) to fund student organizations, leadership development, and student services. Externally, the allocation of SAF each year breaks down into three parts: Off the Top Contracts, Collaboratively Funded Organizations (CFO) Allocation, and Non-Collaboratively Funded Organizations (Non-CFOs) Allocation.

2.2 Composition
2.2.1 Chief Financial Officer (CFO)
2.2.1.1 The Chief financial officer shall oversee all of Student Governments general and supplemental accounts (including the Student Fee Allocation Account).

2.2.1.2 The Chief financial officer shall also serve as a non-voting, exofficio member of the Student Assembly Budgeting and Allocating Committee (SABAC). Recommendations of the Chief Financial Officer shall be accepted upon recognition of the SABAC Chair.

2.2.2 Student Assembly Budgeting and Allocating Committee (SABAC)
2.2.2.1 SABAC shall consist of eight undergraduate representatives-six voting, two alternate.

2.2.2.2 The Speaker of the Senate shall appoint eight senators to serve as the members of SABAC with advice and consent of the Senate requiring an affirmative vote of two-thirds of seated senators. Prior to making appointments the Speaker shall, for one week, meet with each individual Senator to gather the interest and qualifications for those who are seeking appointment to this
committee. Committee By-Laws, created and modified by SABAC members, shall determine Rules and Administration of SABAC. It shall be the responsibility of the SABAC Chair to ensure that By-Laws are maintained and consistently available.

2.3 Procedure

2.3.1 The Chief financial officer shall recommend a maximum amount to be allocated during each funding period as well as recommend a range of funds to allocate.

2.3.2 The Chief financial officer shall collaborate with the SABAC Chair to ensure compliance with University regulations and uniform financial practices. This shall include but is not limited to ensuring the application of fair standards for appropriate funding levels applied to allocations and the fair application of stated maximum funding standards to student organizations.

2.3.3 The SABAC shall recommend to the UISG Senate the manner in which student fees are allocated. Funding shall be recommended and allocated in accordance with the UISG Constitution.

2.3.4 Passage of the allocations (Annual, Supplemental I, and Supplemental II) shall require a majority vote of the Senate.

2.3.5 Requests for reallocation shall be approved by the Chief financial officer and advisor.

2.3.6 University of Iowa Student Government shall not fund any event that charges an Admission Fee unless approved by Chief financial officer.

2.4 Reporting

2.4.1 Documentation: The result of each allocation shall be posted on the UISG website upon completion of allocation by the Chief financial officer.

3. Internal

3.1 Mission
Internally, the UISG allocates SAF to five accounts: Executive Budget Account, Judicial Budget Account, Legislative Budget Account, CSIL Collaboration Budget Account, and Contingency Reserve Account. All four budgets are made
prior to each fiscal year. Contingency Reserve Accounts absorbs excess SAF and serves as a back-up funding pool.

3.2 Composition

3.2.1 Chief Financial Officer (CFO)

3.2.1.1 The Chief financial officer shall assist all Student Government branches with the preparation of financial documents as needed, in addition to overseeing all of UISG’s general and supplemental accounts (including the Student Fee Allocation Account).

3.2.1.2 The Chief financial officer shall also be directly responsible for the management of the budgets of the Student Elections Commissioner, Judicial Branch, Executive Branch, and Legislative Branch in collaboration with the appropriate leaders of each of the aforementioned bodies regarding budgetary matters.

3.3 Procedure

3.3.1 The Cabinet (President, VP, CFO) shall consult with CSIL in the process of creating the Executive Budget, Judicial Budget, Legislative Budget, and CSIL Collaboration Budget. All four budgets shall be created prior to the beginning of each fiscal year. The Chief financial officer, with direction from the Student Body President, shall create all Four Budgets for the University of Iowa Student Government. The budget shall be made binding by the process herein.

3.3.1.1 Chief financial officer shall present finalized budgets to the Student Senate at least one month prior to the beginning of next fiscal year.

3.3.1.2 The Student Senate shall take a proxy vote on the proposed budgets.

3.3.1.3 Upon passage, the budgets shall become immediately effective.

3.3.1.4 If the budget process fails to gain a majority vote during the proxy vote, Chief financial officer shall be authorized to resubmit budgets.

3.4 Operation

3.4.1 All checks, drafts or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the University of Iowa Student Government shall be signed by the Student Organization Business Office and two of the following officers: UISG President, the UISG Chief Financial Officer, or UISG Advisor.

3.4.2 The Fiscal year of the University of Iowa Student Government shall begin on the first day of July of each year and end on the last day of June.
as modeled from the fiscal policy of the University of Iowa.

3.4.3 Executive Budget
3.4.3.1 Member of the Executive Branch cannot spend more than $5,000 on one single project without the approval of Senate; the Senate has the final decision of what constitutes a single project.

3.4.4 Judicial Budget
3.4.4.1 The Student Election Commissioner, with authorization from Chief Justice, shall request to withdrawal monies from this budget to cover expenses (Advertising, On-line voting System) incurred during UISG election campaign process.

3.4.5 Legislative Budget
3.4.5.1 The Speaker of Senate shall have the authority to expend monies from Senate Fund at his/her discretion.
3.4.5.2 Senators may request funds from Senate Fund to support initiatives. Should the Speaker not grant the application for funds, the individual Senator(s) directly affected may request review of the action.
3.4.5.3 Should review be requested, the Speaker of the Senate will convene a committee to review the application. This select committee shall consist of the Chair(s) of the various Senate committee(s) (e.g. Governmental Relations, Academic Affairs, and Student Services), and when appropriate and applicable the Student Assembly Budgeting & Allocating Committee (SABAC).
3.4.5.4 These individuals—including the Speaker acting as Chair—shall convene for the necessary time in order to review and issue a ruling. The select committee shall be limited in scope to the allocations of the Senate Initiative line-item and shall submit the ruling to the Financial Officer who shall execute said ruling.
3.4.5.5 The committee shall follow the most recent copy of Robert’s Rules of Order and shall be subject to the UISG Constitution and Governing By-Laws.
3.4.5.6 Should the individual senator affected feel the verdict insufficient they shall retain the right to appeal to Student Senate who shall retain appellate jurisdiction pursuant to the inherent powers regarding the appropriations of the Student Activity Fee.

3.4.6 Contingency Reserve Accounts
3.4.6.1 UISG shall administer a Contingency Reserve Account.

3.4.6.2 Requests for use of these funds must follow the appropriate approval process dependent upon the amount of the request:
3.4.6.2.1 Requests less than $1,500 can be approved by President or Chief Financial Officer.
3.4.6.2.2 Requests greater than or equal to $1,500 and less than $5,000 can be approved the Executive Branch.

3.4.6.2.2 Requests greater than or equal to $5,000 should be written in the form of UISG legislation and must be approved by the UISG Student Senate.

3.4.6.3 Requests for use of Contingency Reserve Account funding can be considered throughout the year as the need arises.

3.4.6.4 The ceiling on this account will be $120,000, with a floor of $60,000 and a recommended balance of $90,000.

3.4.6.5 Balances in the Contingency Reserve Account will be reviewed quarterly with the UISG officers, Student Organization Business Office, and UISG advisors as necessary. Should the balance in the Contingency Account exceed $120,000, the Chief Financial Officer and President shall endeavor to use available funds to either support UISG initiatives or revert to the General Allocation SABAC account.

3.4.7 Internal Reallocations

3.4.7.1 The UISG Chief Financial Officer and the UISG President shall have the power to reallocate funds between the UISG accounts, provided they inform the Council of such reallocations and receive the approval of the UISG advisor. Reallocations may be made to support the financial priorities of UISG.

3.4.7.2 The UISG Chief Financial Officer and the UISG President shall have the power to approve student organization line item reallocations, providing approval is given before the student organization incurs the expense for which reallocation is sought, and the UISG advisor approves of the reallocation.