

ADDENDUM II TO THE VALPARAISO UNIVERSITY STUDENT SENATE BYLAWS

The Operations Committee of Student Senate

ARTICLE I Operations Committee Guidelines

Section A Membership

Clause 1 The Operations Committee shall consist of the following members:

1. Executive Treasurer, serving as Chair
2. Six Student Senators
3. Student Body President, *ex-officio*, non-voting
4. Student Body Vice President, *ex-officio*, non-voting
5. At least one (1) professional advisor, *ex-officio*, non-voting

Clause 2 The Operations Committee shall be chaired by the Executive Treasurer of the Student Senate.

Clause 3 The Student Body Vice President shall choose the six members of the Operations Committee.

Clause 4 The Chair shall only vote to break a tie among the voting members.

Section B Chair of the Operations Committee

Clause 1 Duties

1. The Chair of the Committee shall be responsible for reporting all actions of the committee to the Student Senate in a manner deemed appropriate by the Student Senate. The Chair shall supply additional information the Student Senate deems necessary.
2. The Chair of the Committee shall be responsible for the execution of tasks conferred upon the Committee by this Addendum and by the Student Senate.

3. The Chair of the Committee shall be responsible to give a report to the Executive Committee stating the actions of the Committee over the period from the last report given.
4. The Chair of the Operations Committee is responsible for leading investigations into issues of student organizations in financial and administrative needs.
5. The Chair of the Committee shall submit a list of committee members and schedules of meetings to the Student Body Vice President by October 1 of the fall semester and February 1 of the spring semester.

Clause 2 The Chair shall sit on the Executive Committee as a voting member.

Clause 3 A Chair charged with misconduct or negligence of duty shall be brought before the Student Senate for removal of office following the procedure set forth in Article VII of the Student Senate Constitution.

Section C Vice Chair of the Operations Committee

Clause 1 Qualifications

1. Shall be a current Student Senator.
2. Shall be selected by the Operations Committee with a simple majority vote at the first formal meeting of the committee in the fall semester.

Clause 2 Duties

1. The Vice Chair shall be responsible for reporting all actions of the committee to the Chair of the Operations Committee whenever the Chair may not be present.
2. The Vice Chair shall be responsible for the execution of tasks conferred upon the Committee by this Addendum and by the Student Senate.
3. The Vice Chair shall be responsible for attending all meetings of the Funding Commissions as the Student Senate delegate and reporting back to the Operations Committee

4. The Vice Chair shall be responsible for being the Student Senate delegate for Special Interest and Honorary Organizations
5. The Vice Chair shall be responsible for communicating with each budgeting category outlined in Section A about relevant matters from the Student Senate.
6. The Vice Chair shall assist the Chair of the Operations Committee with investigations into issues of student organizations in financial and administrative needs.
7. The Vice Chair shall take minutes at all formal meetings of the Operations Committee.
8. The Vice Chair shall sit in for the Chair of the Operations Committee whenever the Chair may not be available to attend a meeting. This includes, but is not limited to: meetings of the Student Senate Executive Committee, meetings with student organizations, in place of the Chair during the Operations Committee report to the General Assembly, etc.

Clause 3 In the absence of the Chair, the Vice Chair shall step in and have the same authority as the Chair in the Student Senate Executive Committee ([Addendum I](#)) and the committee meetings of the Operations Committee.

Clause 4 A Committee Vice Chair charged with misconduct or negligence of duty shall be brought before the Student Senate for removal of office following the procedure set forth in Article VII of the Student Senate Constitution.

Section D Duties

Clause 1 The Operations Committee shall be responsible for all fiscal recommendations to the Student Senate.

Clause 2 The Operations Committee shall require all campus organizations seeking Student Senate recognition to complete and submit requests for recognition as established in Articles X and XII of the Bylaws.

Clause 3 At least fifty-one (51) percent of all voting members and the Chair must be present to constitute a quorum at a meeting during the academic year. Voting membership does not include the Chair. Quorum must be maintained for the extent of any committee meeting.

Clause 4 The Operations Committee shall keep regular communication with staff in the Center for Student Involvement, or equivalent office, to:

1. Ensure all recognized organizations are being funded appropriately.
2. Ensure that Student Senate has the most up-to-date information of all recognized and active student organizations.
3. Ensure all recognized student organizations' questions are being answered.

Clause 5 The Operations Committee shall review and evaluate the Constitution and Bylaws of the Student Senate. The Operations Committee shall also create or review proposed amendments or changes to the Constitution, Bylaws and accompanying Addendums if changes are needed.

Clause 6 The Operations Committee shall adjudicate all conflicts between student organizations.

Clause 7 The Operations Committee shall be responsible for the enforcement of the approval guidelines. A member of the Committee shall contact any unapproved organization that is partaking in the benefits listed in Article X, Section B of the Bylaws, explaining the infraction and encouraging approval.

Clause 8 The Operations Committee shall have the power to adjust the budgets of funded organizations at the beginning of the fall and spring semester if the actual student activity fees income from the University falls short of that anticipated during the previous year's budgeting process. This redraft of the budget shall receive the advice and consent of the Student Senate.

- Clause 9 It shall be the duty of the Operations Committee to consider, approve, and present the budgets of all student organizations. The Committee shall set the deadline each semester for budget submissions. After receiving budgets from organizations, the Committee shall consider the approval of their budgets based upon all relevant data and, if necessary, meetings with the organization in question. Senate can ratify these budgets by a $\frac{7}{8}$ (seven-eighths) affirmative vote. A budget that does not pass this vote shall be returned to the Operations Committee.
- Clause 10 The Chair of the Operations Committee shall submit all new or updated financial forms, deadlines for budgets, and deadlines for Special Appropriations requests to the Public Relations Coordinator of Student Senate for distribution to the Student Body.
- Clause 11 Any proposed budget season rules regarding the allocation of funds across all student organizations for a specific tier may be brought to the Student Senate at the discretion of the Operations Committee or the Executive Committee. It is here that the Senate will ratify and amend the proposed rule. The Operations Committee will then implement the rule throughout the initial budgeting, and the rule shall be considered binding throughout the budgeting season. However, the Operations Committee may, at its discretion, annul the rule if it considers its application to be contrary to the best interests of the Student Body. If the rule is to be overturned during the General Assembly budgeting session, the Senate may do so with a simple majority vote.

Section E Meetings

Clause 1 The Operations Committee shall hold meetings bi-weekly during the course of the academic year.

Clause 2 The Operations Committee Chair shall set the day, time, and place of the meetings. The Chair shall notify the Student Body

Vice President and Public Relations Coordinator of the Student Senate of this time once determined.

Clause 3 A simple majority of the voting membership of the Operations Committee shall constitute a quorum.

Clause 4 All Committee members shall be notified by the Chair of meeting times and places no later than five days prior to the scheduled meeting unless constrained due to an emergency.

Clause 5 If the Chair is unable or unwilling to conduct a meeting, members of the Committee reserve the right to call an emergency meeting at the request of any two members. A delegate will conduct the meeting.

Clause 6 All meetings will be open to the Student Body at-large upon request. The time and location of the meetings should be made public through the Student Senate website no later than one week before the meetings.

Section F Voting

Clause 1 All potential pieces of legislation proposed by the committee must be voted on during an officially sanctioned meeting of the committee.

Clause 2 All potential pieces of legislation or recommendations to the Student Senate will be passed out of the committee with a simple majority vote. Pieces of legislation that pass the committee will then be presented to the Executive Committee at their next weekly meeting. After the approval of the Executive Committee, all legislation will be presented and voted on in the General Assembly.

Clause 3 The Chair of the committee is only to vote when breaking a tie.

ARTICLE II Funding Commission Guidelines

Preamble All guidelines for the funding commissions and the budgeting of student organizations shall be under the authority of Article XII of the Bylaws to the Student Senate Constitution.

Section A Purpose of the the Funding Commissions

Clause 1 The purpose of the Student Media Commission and the Programming Commission shall be to assist the University in the administration and promotion of student media and social, cultural, and entertainment programming at Valparaiso University. These Commissions shall be defined as having a professional advisor in which their job description incorporates the advising of these student organizations. Furthermore, it shall be the purpose of the Funding Commissions to administer any policies and procedures as directed by the University and Student Senate, and to allocate and administer a portion of the funds dedicated to the member organizations within each Funding Commission.

Section B Composition

Clause 1 The Funding Commissions will consist of the following representatives:

1. The Vice Chair of the Operations Committee, serving as the Funding Commission Delegate, will lead the Commission meetings and will vote in the case of a tie.
2. The President, or a representative proxy voter appointed by the President, from each of the Funding Commission member organizations, each with one vote.
3. One (1) University Delegate, serving as the Funding Commission Advisor, *ex-officio*, non-voting.
 - i. The Student Media Commission advisor will be an appointed member from the Integrated Marketing and Communication (IMC) department.
 - ii. The Programming Commission advisor will be the Director of Student Involvement and New Student Programs, or equivalent position.
4. The professional advisor for each of the Funding Commission member organizations, who will serve in a non-voting capacity

Clause 2 Programming Commission

1. The purpose of this entity shall be to assist the University and Student Senate in the administration and promotion of social, cultural, and entertainment programming at Valparaíso University. Furthermore, it shall be the purpose of the Programming Commission to administer any policies and procedures as directed by the University and Student Senate to allocate and administer the Student Activities portion of the general fee dedicated to Programming Organizations and the Programming Commission.
2. The Programming Commission shall have the ability to create guidelines for how their commission should be structured and function. Please refer to [Addendum II.a](#) for guidelines and procedure regarding this commission.
3. Programming student organizations are defined as organizations that provide informational or entertainment events. These organizations are provided a professional advisor that oversees their activities and helps manage their annual budget. These organizations have a professional advisor that receives compensation from the University for being the advisor of a programming organization.
4. Member organizations shall include: Alliance, Asian American Pacific Islander Coalition, Black Student Organization, LatinX in Valparaíso for Excellence, Social Action Leadership Team, University Programming Council, Valparaíso International Student Association, Valparaíso University Dance Marathon

Clause 3 Media Commission

1. The purpose of this organization shall be to assist the University and Student Senate in the administration and promotion of the various media entities at Valparaíso University. Furthermore, it shall be the purpose of the Media Commission to administer any policies and procedures as directed by the University and Student Senate to allocate and administer the Student Activities portion of the general fee dedicated to Media Organizations and the Media Commission.
2. The Media Commission shall also function as an advisory commission to the Student Senate on matters concerning the Student Media Organizations. Please refer to [Addendum II.b](#) for guidelines and procedure regarding this commission.
3. Student Media organizations are defined as organizations that release scheduled publications for the purpose of highlighting student achievements or informing students of campus/local news.

These organizations must also have a professional advisor that receives compensation from the University for being the advisor of a student media organization.

4. Member organizations will include: The Beacon Yearbook, The Lighter Literary Magazine, The Torch Newspaper, Valparaiso University Television, and WVUR Radio Station.

Clause 4 Special Interest Organizations

1. It shall be the responsibility of the Student Senate to administer any policies and procedures as directed by the University and Student Senate to allocate and administer the Student Activities portion of the general fee dedicated to Special Interest Organizations.
2. Student organizations are labeled as Special Interest if their description does not align with the other Student Senate Funding Commissions. Special Interest Student Organizations do not have a paid professional advisor specific to their organization, scheduled student publications for the purpose of information or entertainment.
3. Special Interest Organizations will be categorized into one of the following:
 - i. Academic
 - ii. Cultural
 - iii. Club Sports
 - iv. Honorary (not eligible for funding)
 - v. Professional
 - vi. Religious
 - vii. Service

Section C Authority of the Funding Commission related to Funding

Clause 1 The Funding Commissions will only fund organizations that are recognized by Student Senate in guidelines under Article X of the Bylaws of Student Senate and [Addendum II](#) (ie: student media or programming)

Clause 2 The oversight of these funds is under the jurisdiction of Student Senate and is supported, upon request, by the staff in the Center for Student Involvement, including:

1. Approving annual organization budgets;

2. Overseeing the administration of these budgets; and
3. Providing budgetary support and guidelines.

Clause 3 The Funding Commissions will receive a set percentage of the student activity fee as allocated by the Valparaiso University Student Senate

1. Student Media Commission – 30%
2. Programming Commission – 35%
3. Student Senate and Honor Council - 10%
4. Special Interests - 25%

Section D Allowable Expenditures

Clause 1 The Funding Commissions will consider funding any item(s) deemed to be normal and ordinary expenditure(s) in the operation of these specialized organizations. Funding allocated by the Commissions can, at the time of the allocation, be restricted for certain purposes, as is deemed appropriate by the membership of the specific Funding Commission.

Clause 2 All member organizations funded within these Funding Commissions are expected to use any University Contracted Vendor for purchases outlined in those contracts.

Section E Requesting Funding

Clause 1 The Funding Commissions schedule budget meetings annually in the spring. All eligible member organizations that wish to apply for a budget, on an annual basis, must submit budget requests by the deadline announced.

Clause 2 The Funding Commissions will notify each member organization of the date, time, and location of the budget hearing meeting.

Clause 3 All budget allocations will be determined using a consensus model with an affirmative vote of the representatives at the end of the budget review process.

Section F Funding Commission Account Management

Clause 1 All funds must be maintained in a university account by the Valparaiso University Finance Office, following accepted policies. Similarly, all revenue generated from activities must be deposited in a university account following accepted procedures.

Clause 2 Since most budget requests are submitted and approved in the spring semester, it is possible that plans and budget needs may change by the following academic year. If it becomes necessary to make changes in budgets following the initial approval by the appropriate Funding Commission, the following policies apply:

1. The organization must submit a request to change the budget, and present that information at the first meeting of the Funding Commission in the fall semester.

Clause 3 All purchases must be made with approved purchase expenditure requests through the MyValpo system. When invoices or packaging slips are received, they should be submitted to the Student Life Office for payment. Organizations not following this procedure are liable for such expenditures.

Clause 4 The funds allocated to individual member organizations can be frozen, either temporarily or permanently, if that organization violates required business management procedures of the University or if that organization fails to comply with the requirements of its own constitution and by-laws.

Section G End of Year Account Balances

Clause 1 All allocations approved by the Funding Commissions are for a given academic year. All member organizations having a surplus/deficit balance at the end of the fiscal year will have the amount of their surplus/deficit taken into consideration for the new allocation for the following year.