

ADDENDUM V TO THE VALPARAISO UNIVERSITY STUDENT SENATE BYLAWS

Ad-Hoc Committees of the Student Senate

ARTICLE I Discretionary Funds Committee (DFC)

Section A Purpose

Clause 1 The Discretionary Funds Committee shall exist to distribute grants from unused student activities fees for special projects that directly enhance the experience for undergraduate students.

Clause 2 The Discretionary Funds Committee shall act in the regard of an Ad-Hoc Committee according to Article VII of the [Bylaws to the Constitution of the Student Senate](#), but shall be under the purview of the Operations Committee of the Student Senate. Please refer to [Addendum III](#) for more information.

Clause 3 The Student Body President shall commission the Discretionary Funds Committee at the beginning of each academic year at the first General Assembly meeting if there is rollover funds from the following year.

Section B Membership

Clause 1 The DFC shall consist of the following members:

1. Five (5) Student Senators
 - a. Each standing committee of the Student Senate shall select one member of their committee to sit on the Discretionary Funds Committee, as well as the Vice Chair of the Operations Committee.
2. Two non-student senators that do not hold a stipend position paid through Student Senate funding.
3. Student Body President, *ex-officio*, non-voting
4. Student Body Vice President, *ex-officio*, non-voting
5. Executive Treasurer, *ex-officio*, non-voting

6. At least one (1) professional advisor, *ex-officio*, non-voting

Clause 2 The non-student senators must be nominated by the Student Senate and have a fifty-one (51) percent majority vote to be confirmed.

Clause 3 The Chair of the Discretionary Funds Committee shall be the Vice Chair of the Operations Committee and be non-voting.

Clause 4 At the first formal meeting of each Standing Committee, the committees shall select their representative to the Discretionary Funds Committee, then notify the Student Body Vice President, Press Secretary of the Student Senate, and the Vice Chair of the Operations Committee. The Vice Chair would then properly inform the Student Senate General Assembly of the selected individuals for the committee.

Clause 4 The Student Senate will then, with a fifty-one (51) percent affirmative vote, confirm the selections of the standing committees for the DFC.

Section C Duties

Clause 1 The DFC Chair shall consult with the Executive Treasurer to determine the exact amount available in the Rollover Account to be distributed.

Clause 2 The DFC Chair shall make grant applications available to any interested student, student organization (does not need to be Student Senate-recognized), or University employee. The DFC Chair shall make grant applications due at least two times throughout the semester, and release grant applications at least once per semester. Requests shall not be limited to a certain dollar amount. The Chair shall set a due date that is at least two weeks from the date the applications are released.

Clause 2 The DFC Chair and the Press Secretary shall ensure that the program is advertised appropriately.

Clause 3 The DFC Chair shall schedule appointments for the applicants to present their proposals to the committee. The Committee shall have the authority to reject applications without a presentation.

- Clause 4 The DFC Chair shall be responsible for all communications of applications, requests and the committee's decision on applications to the Student Senate General Assembly. The Chair shall also report to the Executive Committee as an *ex-officio*, non-voting member during the period that the committee is commissioned.
- Clause 5 After the Committee meets with each of the applicants, grant proposals must be considered and approved by the Committee by a simple majority. The Committee may make adjustments to requested amounts as they deem necessary and appropriate.
- Clause 6 Proposals that include any items that are not allowed under Operations Committee Bylaws shall not be approved.
- Clause 7 Proposals that do not directly benefit undergraduate or graduate students shall not be approved.
- Clause 8 After the DFC has approved a funding plan, the DFC Chair shall consult with the Chair of the Operations Committee if need be. The Operations Committee Chair may make amendments to the recommendation before voting that has to be approved by the DFC with a simple majority vote. The Chair of the Discretionary Funds Committee shall present the recommendation to the full Senate to be approved. These proposals must be passed by a vote of $\frac{3}{4}$ (three-fourths).
- Clause 9 The DFC Chair shall promptly notify applicants to update them on the status of their proposals once approved or denied by the Student Senate.
- Section D Discretionary Funds Grant Guidelines
- Clause 1 The proposal must be for the benefit of all students at the University
- Clause 2 The proposal must fit one of the following categories:
- Campus Improvement - a proposal that would make a permanent physical improvement to campus to enhance the student experience

- Multi-Sponsor Campus Wide Event - a proposal that would fund a campus wide event that has multiple sponsoring organizations or offices
- Campus Wide Speakers - a proposal to host a well renowned and fully vetted speaker on campus that would be open to all students

ARTICLE II The Reapportionment Committee

Section A Purpose

Clause 1 The Reapportionment Committee shall be charged with the review of the existing districts and representation in the Student Senate in the fall semester of the commissioned year.

Clause 2 The Reapportionment Committee shall act in the regard of an Ad-Hoc Committee according to Article VII of the [Bylaws to the Constitution of the Student Senate](#). The Reapportionment Committee shall also fall under the purview of Article VI, Section B of the [Constitution of the Student Senate](#) and Article XIV, Section C of the Bylaws.

Clause 3 The Student Body President shall commission the Reapportionment Committee no later than the end of fall semester if they, and/or the Student Senate General Assembly, decide to review the representation model of the Student Senate. In addition to the Student Body President's ability to commission the Reapportionment Committee, the committee shall be contracted to assemble in the Spring semester of every 3rd year, regardless of the Student Body President's commissioning.

Section B Membership

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

1. Five (5) Student Senators and/or Executive Board members, excluding the Student Body President and Student Body Vice President
 - a. One (1) member of the Student Senate, either of the General Assembly, or the Executive Board, shall act as Chair.

2. The Student Body President, *ex-officio*, non-voting
3. The Student Body Vice President, *ex-officio*, non-voting

Clause 2 After the Student Body President commissions the Reapportionment Committee, the Student Senate shall nominate five (5) Student Senators and/or Executive Board members at the following General Assembly meeting. The nominated Senators and/or Executive Board members shall be selected with a simple majority affirmative vote by the General Assembly.

Clause 3 When the Reapportionment Committee has its first formal meeting, the committee shall select a Chair.

Clause 4 The Chair shall set all meeting times of the Committee.

Clause 5 The Reapportionment Committee meetings shall be open to all members of the Student Senate General Assembly. All non-selected members in attendance of meetings shall act as *ex-officio*, non-voting.

Section C Duties

Clause 1 The Chair of the Reapportionment Committee shall be responsible for all communications of reapportionment-related information and updates to the Student Senate General Assembly. The Chair shall also report to the Executive Committee as an *ex-officio*, non-voting member during the period that the committee is commissioned.

Clause 2 If the Reapportionment Committee is commissioned by the Student Body President, the Committee shall be responsible for the review of the representation model of the Student Senate and a recommendation, following the review, in the form of a Bylaw Proposal (BP) to change Article I, Section A and any other accompanying Bylaws and/or Section, to the Student Senate General Assembly. Any recommendation to be made shall come forth to the General Assembly before the seventh (7th) week of the spring semester in order for the Screening, Elections & Outreach Committee (Refer to [Addendum IV](#)) to properly prepare an election with the changed representation model.

Clause 3 If the Reapportionment Committee is commissioned and does not find the need for a change in the representation model of Student Senate, no recommendation shall be made and the Chair of the committee shall address the General Assembly and inform them of an inconclusive revision.