

Finance Committee Bylaws

Associated Students of Lewis and Clark

Article I: Purpose and Scope

Section 1: Purpose

- a. The Finance Committee allocates grants to student initiatives that will benefit the Lewis and Clark Community.

Section 2: Scope

- a. The Finance Committee may allocate grants to events planned by:
 - i. Individual Students
 - ii. Student Groups

Article II: Membership

Section 1: The Treasurer

- a. Shall serve as the Chair of the Finance Committee
- b. Shall only serve as a voting member of the Finance Committee in the case of a tie.
- c. Shall call meetings of the Finance Committee at their discretion
- d. Shall provide Committee Members with materials necessary to make educated decisions on grant allocations
- e. Shall choose the members of the Finance Committee
 - i. The Treasurer shall make Finance Committee application materials available to the student body during the first week of the fall semester.
- f. Shall make materials needed for grant application available to the student body
- g. Shall inform grant applicants of how much money they have been allocated within twenty-four (24) hours of their grant hearing.
- h. May hire an administrative assistant

Section 2: The Administrative Assistant

- a. Shall serve as a voting member of the Finance Committee
- b. Shall take notes at Finance Committee meetings
- c. Shall submit minutes to the Treasurer to be made available upon request.

Section 3: Committee Members

- a. Shall serve as voting members of the Finance Committee

- b. There shall be six (6) to twelve (12) Members of the Finance Committee, three (3) of whom shall be Senators appointed to the Finance Committee by the Vice President.
- c. Committee Members may be removed by a two-thirds (2/3) vote of the Finance Committee.
 - i. Finance Committee Members appointed to the Finance Committee by the Vice President may not be removed except with the consent of the Vice President.

Article III: Committee Operation

Section 1: Grant Hearings

- a. Shall take the following format:
 - i. The grant applicants shall give a presentation of their event, and how it will positively impact the Lewis and Clark Community.
 - ii. The Finance Committee shall have the opportunity to ask questions of the grant applicants.
 - iii. The Finance Committee Members shall discuss the grant application.
 - iv. The Finance Committee shall vote on the amount of money allocated.

Section 2: Funds

- a. If, at the end of the academic year, the Finance Committee still has funds available for allocation, those funds shall be rolled over to the following year's Finance Committee.
- b. The Finance Committee shall not employ retroactive funding except during the first month of the fall semester, at the discretion of the Treasurer.
- c. The committee may add a stipulation to any grant at their discretion.
 - i. Should the individual or group receiving the grant fail to meet any stipulations placed on their grant, their grant shall be returned to the Finance Committee.
- d. Funds shall not be used for initiatives taking place over summer.

Article IV: Amendment

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the Senate and the Finance Committee

Section 2: Last amended on December 4th, 2018