

STUDENT CONGRESS RETREAT Changes to Policies and Procedures

Proposed at SC Retreat 3/14/2011
Reviewed by Judiciary Committee 4/7/2011
Passed by Student Congress 4/7/2011

I. Finance

- A) For events, such as dances, plays, picnics, community service, arts and anything recreational/social, the funding process will remain the same. A new proposal form will be created.
- B) For trips, the funding will be as follows:
 - 1) Classroom/non-educational field trips will require each student to pay 10% of the transportation cost, no overnight trips will be allowed and public transportation should be used.
 - 2) Funding for conferences will be reviewed on a case by case basis.
 - 3) Competitions will require students to pay 10% of the registration fee and the remaining will be paid by the activity fee.
 - 4) Recreational trips will be funded up to \$750 per person, up to 30 people per trip.
 - 5) No international travel will be funded with activity fee dollars.
- C) Student Congress Club Education to be renamed and to fund classroom travel and learning communities.
- D) At each Student Congress meeting, the treasurer must report the amount of money left in the supplemental account.
- E) The general allotment will remain at \$1,000 per club per year.
- F) The general allotment will not be replenished, other than yearly distribution of it
- G) Clubs may appeal defeated funding proposals. This appeal must list changes to the original proposal or provide additional information on the original proposal. Clubs will be allowed one appeal only and it will be heard at the next Student Congress meeting; a new appeal form will be used.

II. Communication

- A) Clubs:
 - 1) All funding proposals must now include what the club has done since their last proposal.
 - 2) All ten member lists must now include the club's meeting date, time and location.
 - 3) A board will be created showing club officers, advisors and meeting times. A board will also be created advertising trips and events coming up in clubs.

- B) Advisors:
 - 1) Officers of the clubs are responsible for communication with their advisors.
 - 2) Student Activities will conduct training workshops for the advisors.

- C) Advertising:
 - 1) Clubs must now submit a flyer/power point with each funding proposal.
 - 2) A weekly electronic version of events will be created and sent to students. A committee was created to research this and will report at the April 7th Student Congress meeting.
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III. Meetings

- A) Attendance:
 - 1) At the Student Congress meetings, the voting members will sit together in a section separated from the non-voting members.
 - 2) All members will sign-in. Print name and initial next to the club they represent or if not involved in another club except Student Congress then in a space provided.
 - 3) Voting members must attend a minimum number of meetings 2 meetings per month. Unless arraignments have been made with the SC President due to class schedule or work schedule. The President will notify members who have missed meetings. If the member still continues to miss meetings, the President will then recommend to Student Congress that they be removed as a member. Students will only be allowed once per academic year to return as a member after a Student Congress majority vote.
 - 4) If a club does not have a representative (member or advisor) present at the Student Congress meeting, their funding proposal will be tabled until the next meeting where a representative is present.
 - 5) A committee was formed to speak to IT regarding Skype and will report at the April 7, 2011 Student Congress meeting.

- B) Voting/Agenda:
 - 1) Voting will be done by paper ballot, given out at the time of sign-in.
 - 2) Agenda will have officer reports, then funding proposals and then open floor.
 - 3) If voting members arrive after the Treasurer's report begins, they will not be permitted to vote on funding matters.
 - 4) Removal of the consent agenda and as stated in II. Communication, section C-1 of this recommendation each club must have a power point/flyer proposal for each funding request.

IV. Officer Accountability

- A) Job Descriptions
 - 1) A committee was set up to review the job descriptions of the officers.
 - 2) Student Congress will look at the duties, hours and pay of the treasurer to see if an assistant or work-study is needed.