



Official Handbook
of the
Alfred University Student Senate
2008 – 2009

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2008 – 2009
Student Senate Executive Board

President

Nate Kisselburgh
Major: Electrical Engineering
nkh5@alfred.edu
Office Hour: 1:00 – 2:00 PM on Tuesday

Vice President

Eric Walton
Major: Materials Science & Engineering
ejw8@alfred.edu
Office Hour: 1:00 – 2:00 PM on Tuesday

Secretary

Caretta Morris
Major: Psychology
csm1@alfred.edu
Office Hour: Directly After Senate

Publicity Director

Aura Severino
Major: Psychology
ams28@alfred.edu
Office Hour: 3:00 – 4:00 PM on Friday

Treasurer

Mike Shaw
Major: Accounting
mds15@alfred.edu
Office Hour: 7:00 to 8:00 PM on Thursday

Finance Committee Chairperson

Mark Williams
Major: Accounting
mdw12@alfred.edu
Office Hour: 7:00 – 8:00 PM on Thursday

Diversity Director

Elizabeth Tolson
Major: Art & Design
eit1@alfred.edu
Office Hour: 11:30 AM – 12:20 PM on Wednesday

Student Senate Mission Statement

The mission of the Student Senate of Alfred University is to improve and maintain the quality of all aspects of student life in the Alfred University community. The Student Senate is comprised of representatives from student organizations and is open to any student. Student Senate works to provide support for all students and is the voice of the student body.

To accomplish these goals, it is necessary to provide and support an environment that ensures fair treatment of all students and student organizations. Student Senate provides an open forum for students to express their concerns and voice their opinions. The Student Senate accepts and appreciates all forms of student diversity and renounces any form of discrimination on the basis of race, ethnicity, culture, gender, sexual orientation, physical appearance, religion, disability, interest or opinion.

Student Senate Executive Board Goals

1. Expand Student Senate through event sponsorship and increased advertising.
2. Increased participation in the Diversity Grant Program.
3. Create a “How To Be Involved in Student Senate” Book.
4. Increase communication between all campus groups.
5. Open up and develop more tools on campus to get more feedback on what is happening.

Student Senate Vision

The vision of the Student Senate of Alfred University is to help create a community that supports the well-being and growth of individuals, and the integration of various groups into the Alfred University experience. To this end, we will work to create relevant initiatives and programs which are accessible to every member of our constituency.

Glossary of Student Senate Terminology

Abstain	An indication that you have chosen to not vote on a motion's content.
Ad-hoc Committee	A temporary committee that is formed to complete a specific task or investigate a specific issue. At the request of the floor, an Ad-hoc committee can be formed in order to handle a continuously appearing issue.
Agenda	The plan for the next general meeting. The agenda is sent out to any student, organization, faculty member or interested party that requests to be placed on the distribution list. If interested in being placed on the agenda, you must contact the Student Senate Executive Board or Secretary prior to the weekly Executive Board meeting.
Chairperson	The presiding officer of a meeting who is responsible for controlling the flow and business being discussed. In a general meeting, the President is the Chairperson.
Constituency	The group of students that a Senator or Representative is responsible for speaking for. Those attending Student Senate for a student organization or residence hall are to make decisions based upon their constituency's opinions.
Floor	The Senators, Representatives, and other attending members of a Student Senate meeting. The person who is speaking is said to "have the floor" and is "addressing the floor."
Minutes	The record of a meeting's proceedings. The minutes are sent out to any student, organization, faculty member or interested party that requests to be placed on the distribution list. It is the floor's responsibility to verify that the minutes of the previous meeting are correct before voting to accept the minutes.
Motion	A proposal for action on an issue that can be proposed by a Senator or Representative.
Motion to Vote	A proposal that is requested by a Senator in order to have a vote taken.
Ninety (90) Minute Rule	A Senator is constitutionally required to attend a Student Senate meeting until adjournment or ninety (90) minutes has passed, whichever comes first. If ninety (90) minutes has passed a Senator may call for the ninety (90) minute rule. At this point, the floor may decide to extend the meeting, but attendance is not required during the extended time.

Operational Committee	A committee that deals with specific aspects of student life. The current operational committees are Telecommunications, Buildings & Grounds, Food, and Miscellaneous Concerns. A meeting occurs when the floor discussion is consistently about one of these issues. The meeting is chaired by the standing operational committee chairperson.
Parliamentarian	A responsibility of the Student Senate Secretary and is to ensure that correct parliamentary procedure is being followed. In addition, the Parliamentarian must answer any procedural questions that may arise during a meeting.
Point of Information	A point to clarify a comment or discussion. A Senator or Representative may offer or request information that is immediately relevant to what is being discussed on the floor.
Point of Order	A point against any proceedings or motion that a Senator or Representative believes is in violation of the rules of parliamentary procedure. It must be raised at the time of infraction and is to be answered by the Chairperson or Parliamentarian immediately.
Quorum	The number of Senators needed to conduct business, which is 50% plus one.
Representative	A non-voting member of the Student Senate who attends by choice or represents a specific constituency working to gain voting rights.
Robert's Rules of Order	The standard published manual on parliamentary procedure adopted by the Alfred University Student Senate as the chosen method for the running of general meetings.
Second	Indication that a member finds a motion valid and wants the motion to be discussed by the Student Senate floor.
Senator	A voting member of Student Senate who represents a specific constituency.
Table	Postpone any further action until a future date.
Voting Rights	The ability to vote on motions and elections during a Student Senate meeting. In order to gain voting rights for a student organization please refer to the Constitution.

Responsibilities of a Senator

- Be familiar with the Alfred University Student Senate Constitution, By-Laws, and Financial Policies and Procedures.
- Be respectful when other Senators, Representatives or Guest Speakers have the floor so that you and those around you know what is happening.
- Attend the general meetings and bring your constituency's concerns to the attention of the floor.
- Understand that as a Senator you have more knowledge about what happens around the campus than any of your other organization members.
- Inform your constituency of what has happened during Student Senate general meetings.
- Uphold the Student Senate Mission Statement and assist in obtaining the Student Senate's Vision.
- Be responsible for your Student Senate Handbook. Use the forms inside as master copies only. Your handbook is for use during the school year only and will be collected by the executive board at the final meeting of the academic year. An organization not maintaining their Handbook will be charged a replacement fee to their organization's account. For organizations without budgets, the fee will be applied to your leader's student accounts.

Voting in Student Senate

Students representing organizations with voting rights are responsible for discussing with their organization whether they will vote with their own conscience or in their organization's interests.

Making a Motion to Vote A senator with voting rights may call for a vote when it is felt that a motion's content has been adequately discussed and is ready to be voted on.

Voting The Chairperson is responsible for conducting the vote. Voting occurs either by raising your voting card or by writing your vote on a slip of paper. If a voting card vote is being conducted, raise your voting card when appropriate for in favor of, opposed to or abstaining on the motion.

Participating in an Advisory Vote Occasionally the Chairperson or a guest speaker will ask for an advisory vote in order to gauge the opinion of the students assembled. Anyone present at a Senate meeting is allowed to vote and the result is treated like a poll.

Speaking in Student Senate

The Chairperson has control of the floor's proceedings. You must be recognized by the Chairperson before you may speak, unless you are calling for a point of order, point of information or seconding a motion.

Gaining Recognition	Raise your hand and wait for the chairperson to acknowledge that you would like to speak. Once recognized you have the floor.
Making a Motion	Say "I motion that..." This is a suggested course of action for the Senate floor to discuss.
Seconding a Motion	Say "Second." If you think a motion is valid you may immediately second without waiting for formal recognition.
Participating in a Discussion	You must gain recognition in order to ask a question or make a comment while a motion or topic is being discussed. Make sure you pay attention during a discussion in order for your argument to be taken seriously.
Amending a Motion	Say "I move to amend the motion by..." An amendment must be seconded before discussion. A vote will then be taken on the amendment. If the amendment is approved all discussion of the original motion is only on the new, combined motion. If defeated, the discussion continues on the unaltered motion.
Calling for a Point of Order	Say "Point of Order." You may call for a point of order if parliamentary procedure is not being followed without being recognized.
Calling for a Point of Information	Say "Point of Information." You may call for a point of information if you have information or need information in order to help or understand what is currently being discussed.
Making a Presentation or Proposal	If you would like to make a presentation or proposal to the Student Senate floor, you must contact the Executive Board in person or by email at senate@alfred.edu in order to be placed in the agenda. Before presenting to the floor, you will be requested to appear at an Executive Board meeting in order to discuss your proposal.

Sample Student Senate Agenda for [*Date of the Meeting*]

1) **Call to Order** by the Senate President

2) **Motion to Accept the Minutes** of [*Date of the Previous Meeting*]

3) **Outside Speaker**

If a speaker has requested to come in or has been requested by the floor they will give their presentation and then field questions.

4) **Officer Reports**

Each executive board member will give a short report if they have one and inform the floor of when they will be available in the office for the upcoming week. Reports occur in the order listed below:

Diversity Director
Finance Chair
Publicity Director
Treasurer
Secretary
Vice President
President

5) **Old Business**

Any discussion or debate that did not finish in the previous Senate meeting will be revisited and completed. Any reports from Committee Leaders will be given at this time.

6) **New Business**

Any issue that is being brought up by the Executive Board or another student such as a presentation or proposal occurs first. Elections, special allocations requests and other motions occur during this time period.

7) **Open Forum**

Chance for those in attendance to be able to address the floor with a concern about the campus. This is not meant to be used as a complaint session, but a tool to get discussion from other students or address a situation that is not being resolved. Guidelines for open forum discussion are available on page 10. If you have a complaint, contact the necessary committee leader or the Executive Board.

8) **Announcements**

Anyone wishing to make an announcement is able to address the floor from the front of the meeting. All those making an announcement are required to record it in the announcement book on the coffee table.

9) **Adjourn**

The Chairperson will give any closing remarks and then call for a motion to dismiss.

Should I Bring It Up In Open Forum?

- **Something is broken in my residential hall.** Your first course of action for items like a burnt out light, problems with your heater, etc. should be to e-mail workorder@alfred.edu. Describe to them your problem and it should get fixed.
- **My work order didn't cause anything to happen.** If you work order a problem and it doesn't get fixed within a week, present the issue to your RA. If after they contact the physical plant and the issue does not get fixed, it becomes a Student Senate issue. At this time you can bring it up during open forum and the issue will be taken care of.
- **Someone is violating a residence or campus hall rule.** If you see someone doing something wrong such as smoking too close to the building, being excessively noisy, etc. tell your RA. If your RA does not take care of the situation approach your RD with the complaint.
- **Maintenance issues around campus.** Like problems with your residence hall, campus maintenance including snow removal and burnt out lights should be handled by sending an e-mail to workorder@alfred.edu. If the issue is not handled within a week, it should be brought up during Student Senate. Make sure you provide enough information so that we can explain the issue to the physical plant.
- **Club announcements are to be presented during the Announcement period.** As common courtesy to the rest of the floor, please wait until the announcement time frame on the Student Senate agenda to give your announcement. If you have an announcement, remember to write it down in the announcement book on the coffee table.
- **Issues with the food may or may not be a concern.** If your food didn't taste good because it wasn't cooked properly please fill out a comment card. If you notice raw food is being served, please fill out a comment card and bring the concern to Student Senate with a date it occurred and which dining hall or the comment is not effective. If you would like to voice your opinion directly, John Dietrich is always looking for students to serve on the dining advisory board. You can contact him at dietriji@alfred.edu.
- **Student Senate has limitations to its reach.** The wildlife around campus come along with being a rural college and do not fall under our jurisdiction. In addition, the emergency response alarm that occasionally sounds near Powell is loud enough in order to alert everyone in Alfred.
- **Beneficial ideas to the campus can be discussed.** If you have an idea that might improve the campus or clubs ability to get things done around campus, presenting it in open forum might be a good way to get it heard. If it does not directly fall under something Student Senate would handle, we should be able to direct your concern to the appropriate party.

What Do The Student Senate Executive Board Members Do?

President –

At Student Senate meetings, the President acts as the chairperson. By acting as chairperson, it means that the President recognizes speakers and controls the flow of business on the floor. In order to organize the meetings, the President holds weekly Executive Board meetings to create and discuss the upcoming agenda for the floor.

Outside of Student Senate's general meeting, the President speaks with Alfred University and community officials, including the Alfred University Trustees, at meetings and on committees. Through these activities the President acts as the voice of the students and helps to provide a student perspective. The President delivers a welcome speech to new students at Opening Convocation.

As a senator, you should feel comfortable to stop and talk with, set an office appointment with or email the President in order to voice your concerns. In order for the Student Senate to continue to be an effective organization, concerns and comments have to be brought to the President's attention on the floor or by a method mentioned above.

Vice President –

The Vice President is responsible for all Student Senate committees. These committees include the as-need based operational committees of Telecommunications, Food, Buildings and Grounds, and Miscellaneous Concerns. The Vice President serves as the standing committee chairperson of the Miscellaneous Concerns committee. In addition to the operational committees, the Vice President oversees the activities of all ad-hoc committees the Student Senate determines are necessary. Standing operational committee chairs are responsible for reporting to the Vice President only when a meeting has occurred. Ad-hoc committee chairs are responsible for reporting to the Vice President and together work in order to determine the best course of action for the committee. The President may delegate tasks to the Vice President and in the case of an emergency the Vice President serves as the President.

Outside of the Student Senate's general meetings, the Vice President is in charge of organizing the annual fall Block Party in order to help clubs best reach the new students on campus. In addition, the Vice President serves as a non-voting member of the Finance Committee. Like the President, you should feel comfortable approaching the Vice President and bring forward any committee concerns to the Vice President's attention.

Secretary –

The Secretary is the organizational member of the Executive Board and is in charge of preparing the agenda for each Student Senate meeting and distributing it at least 24 hours before the meeting. The Secretary is responsible for the attendance, voting rights, and any issues that may arise that affect your club's attendance at a Student Senate meeting. During each meeting, the Secretary is responsible for recording the minutes and must distribute them to the Senators, Representatives and other interested parties within 48 hours of adjournment. The Secretary also acts as Parliamentarian in order to ensure that Robert's Rules of Order are followed and answers any procedural questions that may arise during the meeting.

Outside of the meeting, the Secretary is responsible for the Student Senate e-mail account and properly directing student concerns to the correct executive board member. As a Senator, it is your responsibility to be present at each meeting and turn in an attendance slip to the

Secretary. If any issues about your club's attendance arise, you should feel comfortable approaching the Secretary in order to resolve the situation.

Publicity Director –

The Publicity Director is responsible for advertising all of the functions of Student Senate including its general meetings, operational committees, or activities that it helps to sponsor. In addition to advertising the Student Senate's activities, the Publicity Director is responsible for helping student organizations understand the regulations on advertising on campus. The Publicity Director is responsible for understanding how student organizations can take advantage of the different types of advertising media on campus including but not limited to Alfred Today, MyAU, the Student Senate Movie Channel, etc. As a Senator you should feel comfortable asking the Publicity Director for information on how to better publicize your event.

Treasurer –

The Treasurer is responsible for training and assisting all clubs with proper documentation and requests for funds. In addition, the Treasurer is responsible for keeping track of the spending of all regulated student organizations' budgets and the general Student Senate budget. As properly filed bills are received, the Treasurer is responsible to approve and pay them. For Finance Hearings, the Treasurer is responsible for assisting clubs at developing budgets and acting as a non-voting member during the proceedings. In addition, the Treasurer is responsible for assisting the Finance Committee Chairperson with their duties. As a Senator, you should field any immediate concerns of your club in terms of financial situations and be comfortable with approaching the Treasurer in order to resolve any issues. If the Treasurer finds anything wrong with your club's spending, you should feel comfortable in discussing the problem and relaying it onto your club's President and Treasurer.

Finance Committee Chairperson –

The Finance Committee Chairperson is responsible for fielding any questions about an organization's budgets, changes in the budget and questions about how to work with your budget. It is the Finance Committee Chairperson's responsibility to organize Student Senate Finance Hearings, conduct audits of clubs with financial issues, and assuring that submitted bills match the approved club budgets. In order to assist with the Finance Committee Chairperson's responsibilities, a Finance Committee works with the chairperson to handle decisions on requests, audits, etc. As a Senator, you should feel comfortable working with the Finance Committee Chairperson in order to determine the best course of action for your club's Treasurer to handle any financial issues.

Diversity Director –

The Diversity Director is responsible for working with the Student Senate Executive Board, student organizations and University officials in order to promote and encourage diversity properly on campus. In order to better facilitate diversity, the Diversity Director is responsible for helping student organizations partner with different types of organizations through the Diversity Partnership Grant. In addition, the Diversity Director serves as the chairperson for the Diversity Education Committee, which helps to promote unification of the student body. As a Senator you should feel comfortable in discussing possible collaborations between different student organizations and possible diversity programming for the Diversity Director to support.

Becoming a Member of the Student Senate Executive Board

To become the President or Vice President a student must –

Any full-time Alfred University student is able to run for the office of President or Vice President. In order to be placed on the ballot, any interested student must receive one hundred fifty (150) nominating signatures from fellow students and turn in the petition within four (4) weeks after the start of the Spring Semester. All nomination petitions are reviewed by the Elections committee. Elections will be conducted by secret ballot of the entire Alfred University student population no later than five (5) weeks after the start of Spring Semester. Students must receive a majority vote in order to win the election and will serve from the first meeting after the election to the corresponding meeting the following year. Students interested in being any of these positions should review the associated responsibilities outlined in “What do the Student Senate Executive Board Members Do?” on page 11.

To become the Secretary, Publicity Director or Treasurer a student must –

Any Alfred University student can apply to become the Student Senate Secretary, Publicity Director or Treasurer. Elections for these offices occur during the first Student Senate meeting following the election of the President and Vice-President for the next term. Students interested in being any of these positions should review the associated responsibilities outlined in “What do the Student Senate Executive Board Members Do?” section of the handbook on pages 11 and 12.

To become the Finance Committee Chairperson a student must –

Any Alfred University student can apply to become the Student Senate Finance Committee Chairperson. Applications for the position must be submitted within five (5) weeks after the beginning of the Spring Semester. A committee comprising of the Student Senate President, current Finance Committee Chairperson if not seeking re-election, and three (3) floor elected senators is responsible for reviewing all applications. The committee then nominates an applicant for majority approval by the Student Senate floor. After being approved by the Student Senate floor, the nominee becomes the Finance Committee Chairperson- Elect. The Elect does not officially take office until after all budgets presented to the Student Senate floor have been approved and the budget hearing process is deemed “closed.” Students interested in being the Finance Committee Chairperson should review the associated responsibilities outlined in “What do the Student Senate Executive Board Members Do?” on page 12.

To become the Diversity Director a student must –

Any Alfred University student can apply to become the Student Senate Diversity Director. Applications for the position must be submitted within five (5) weeks after the beginning of the Spring Semester. A committee comprising of the Student Senate President, current Diversity Director if not seeking re-election, the Director of A.L.A.N.A. Affairs and three (3) floor elected senators is responsible for reviewing all applications. The committee then nominates an applicant for majority approval by the Student Senate floor. Students interested in being the Diversity Director should review the associated responsibilities outlined in “What do the Student Senate Executive Board Members Do?” on page 12.

Students Serving on University Committees

Student Senate Standing Committee Chairs

Food Committee

Sam Schuman
sjs10@alfred.edu

Buildings and Grounds

Zack Block
zb7@alfred.edu

Telecommunications

Tom Fleming
trf2@alfred.edu

Miscellaneous Concerns

Eric Walton
ejw8@alfred.edu

University Standing Committees

Campus Security

Dan Skorski dcs3@alfred.edu
Deion Jackson djj1@alfred.edu

Technology (ITS)

Tom Fleming trf2@alfred.edu

Affirmative Action / Title IX

Gia Michael gcm1@alfred.edu
Sam Schuman sjs10@alfred.edu

Herrick Library

Stephen Denman smd8@alfred.edu
Bryce Rammler-Young bmr2@alfred.edu

Motor Vehicles Appeals

Mike Shaw mds15@alfred.edu
Sean Breed smb8@alfred.edu

Strategic Planning Council

Nate Kisselburgh nhk5@alfred.edu
Eric Walton ejw8@alfred.edu

Student Grievance

Nate Kisselburgh nhk5@alfred.edu
Aura Severino ams28@alfred.edu
Coretta Morris csm1@alfred.edu
Mark Williams mdw12@alfred.edu
Stephen Denman smd8@alfred.edu

Curriculum and Teaching:

Liberal Arts and Science

Joey Turro jmt6@alfred.edu
Kristie Valentino klv8@alfred.edu

Curriculum and Teaching:

Business

Amber Wenthold anw1@alfred.edu
Kayln Follmer kmf2@alfred.edu
Hannah Meier hrm1@alfred.edu
David Suddaby das2@alfred.edu

How to Make a Budget

- **Determine your club goals.** As a club or newly elected executive board, get together and determine what you want to do for the upcoming school year.
- **Determine what events you want to do.** As the leaders of a club with Student Senate funding you are responsible for hosting the events you quote in your budget. This means you should determine if you want to continue an event from previous years or be creative and develop a new one.
- **Determine how much you will need.** The idea of your budget is to present reasonable figures on how much you will need to host the events you have determined as being important. If you over estimate an event and it seems unreasonable or you can't justify the costs it will be cut during the finance hearings.
- **Look at previous budgets.** If your club has received a previous budget and the leaders feel it was successful consider working off of it as a guide. If you are a new club considering asking a club that runs similar events for helpful hints.
- **Ask the Finance Committee Chairperson and Treasurer.** These two officers are your references on how to do any financial action through the Student Senate. If you have a question they are responsible for answering it. Please contact them by email or visit them during their office hours.
- **Look at the sample budget presented.** Attached is a budget created off of various club budgets that have been presented and approved. Note that some of the line items have been deleted and an explanation has been provided. It encompasses clubs with significantly different goals and purposes within the campus and should serve as a good reference.
- **Make sure it is in the correct format.** Each year a template is sent to your club through the Student Senate minutes as the finance hearings approach. Make sure that your club's budget follows the correct format. Before submission save the file as *CLUB NAME_YEAR_Budget*.

Sample Budget
Insert Your Club Name Here
Final General Budget Proposal
Insert Academic Year Here

Expenses

General Expenses for Operation	
Advertising	40.00
<i>(Posters for around campus and the community)</i>	
Office Supplies	50.00
<i>(Paper, envelopes, pens, etc.)</i>	
Campus Wide Fall Event	
Event T-Shirts	
<i>(To sell in order to fundraise for future Events)</i>	
<i>Removed because Student Senate Funding can not be used for direct Fundraising</i>	
Competition Prizes	85.00
<i>(\$50, \$25, and \$10 Gift Certificates)</i>	
Bands	300.00
<i>(2 Small bands to enhance the event)</i>	
Spring Conference	
Travel	100.00
<i>(250 miles @ \$0.40 per mile)</i>	
Registration Fees	500.00
<i>(Partial Cost of attending the conference for the group)</i>	
Campus Wide Spring Event	
Information Pamphlets	25.00
<i>(Information about the event for students to take with them)</i>	
Speaker	250.00
<i>(Housing, Transportation and Luncheon with Club President and Vice President)</i>	
Gift for Speaker	30.00
<i>(As appreciation for presentation)</i>	
Refreshments for speaker and audience	20.00
<i>(Coffee, tea and water)</i>	
End of the Year Organization Dinner	
<i>Removed because funding can not be used for food that is the focus of an event</i>	
Total Expenses	\$ 1,400.00
Anticipated Rollover from the Current School Year	
	150.00
Total Rollover	\$ (150.00)
Less: Penalties	
	-
Total Penalties	\$ -
Total NEW Student Senate Funding Proposed for 2008-2009	
	\$ 1,250.00

How to Present and Defend Your Budget

- **Sign up for a hearing slot.** During the spring semester any club that can receive and wants a budget, please refer to the Financial Policies to determine your club's eligibility, must sign up for a budget hearing slot. Directions on how to do so will be given in the weeks prior to the hearing.
- **Be on time.** Showing up late to the budget hearings is a penalty against your club budget. It is suggested that you show up at least 15 minutes ahead of time. If the previous group finishes early you may be asked to present ahead of your time slot in order to help the process go faster.
- **Be clear when you speak.** Do not come into the budget hearing and speak quietly. It is harder for the finance committee members to hear you and looks as though you are unsure about your budget.
- **Be knowledgeable.** The most important thing for the Finance Hearings is to send a representative who has a complete grasp on your club's financial situation for the current year and your club's hope for the next year. This includes unpaid bills and upcoming events and costs. If your representative is not knowledgeable your organization's budget will not be presented properly. Finance Committee members will ask the presenter questions about lines that they felt were conveyed less successfully in order to have the most information when cuts need to be made.
- **Be exact.** When proposing your budget, be as clear and detailed as you can about the use of the funds you are asking for while still keeping your presentation quick and easy to understand. The Finance Committee decisions are based upon how well you can explain your budget during your time slot.
- **Be polite.** When you are at the Finance Hearing, make sure to be courteous to all of the students that have volunteered their time in order to be at the hearings.
- **Be firm but flexible.** Realize that the Finance Committee will be making cuts and changes to your budget over the course of the hearing. Before going into the hearings, your representative should know which items in your budget can be adjusted, and which ones must be protected from alteration. Your representative for the hearing should consult with your Treasurer and President before the hearing date to set priorities on requested line items and events.

How to Use Your Approved Budget

- **Come to Treasurer Training.** As a club, you are required to have your President and Treasurer attend treasurer training in order to understand this process or to be refreshed on it if you are a returning leader. This book is to be used as a helpful guide in case you forget.
- **Sign the authorization form.** The most important part for you using your budget is to sign the authorization form which gives the Treasurer and Finance Committee Chairperson the knowledge of who is allowed to access your club funding.
- **Know your club's account number.** This will be provided to your club and must be on any financial forms in order to verify where the money is to be taken from. If you do not place this on your request forms it will result in slower processing.
- **Fill out the right forms.** Look at the check request form in order to request funding for your event to happen or to get reimbursed. If you would like to deposit money into your account, fill out a copy of the attached deposit slip form. If you wish to not copy the forms out of this book, they are located on the Student Senate office door. If no forms are available please email senate@alfred.edu and more will be made available.
 - o **Cash Advances** – If you need to request a cash advance, make sure that the request is clearly written on the check request form. Once the event has occurred, you are required to give a receipt and any change to the Business Office.
 - o **Check request requirements** – In order for your request to be processed, the club president and treasurer must sign the form and a receipt must be attached. The receipt is used to verify that the amount being requested is correct. Alfred University is also not able to repay you for any taxes associated with making the purchase. Please remove any taxes from the amount of your request before submitting it to the Treasurer and Finance Committee Chairperson.
- **Be descriptive.** If you have a general item on your budget, provide a short explanation of what the money is to be used for. This is required to make sure the money is being used properly. Certain items are not allowed to be financed by the University.
- **Do not expect instantaneous processing.** The Treasurer and Finance Committee Chairperson are students also and have scheduled times that they are at the office. Make sure that your forms are in the envelope on the door before their office hours or it might not be addressed until the following week. If you need to speak to them personally and can't make their office hours, please send your request to them at their emails found on page 3.
- **Be polite when you have a concern.** If you need to discuss a problem or have a question, make sure that you go about it in a calm and polite manner. Demanding that your club be put on a pedestal will not help your cause.

- **Know how much money is in your account.** Keep track of the amount of money you are using out of your budget. Do not overdraw on your account or request money that you have already used. If a situation arises and an event changes, there are ways of moving your money around. Look at the attached budget change request form and ask the Treasurer and Finance Committee Chairperson for help.

- **Something happens and Special Allocations are needed.** In addition to the funding support that is available for allocation at the annual budget hearing, the Student Senate has available funding for special requests. These funds are available on a first come first serve basis and are for unexpected needs or events that benefit the entire campus. In order to apply for Special Allocations, the interested organization must request a time to present a formal request for funding to the Student Senate executive board. If approved by the Executive Board, the Senate floor will hear the request and vote on its approval. A majority vote is needed for the request to pass.
 - **Requests must cover** either an unexpected need or be for an event that benefits the entire campus.

 - **Requests can not cover** additional funding for an event that was in your original budget that was reduced or removed during the budget hearings. If you have lost your budget you are also not able to apply for an operational budget through Special Allocations.

Approved

Not Approved

(If not approved look below for details)



Budget Change Request Form

Organization

Date

PCC

Total budget change request amount: \$ _____

Where is the money coming from? Please identify specific line items from your budget and dollar amount

State the reasons for changes. Please be very detailed and specific.

Organization Treasurer

Organization President

Senate Treasurer

Finance Chair

Reasons for not approving

