

Chapter 1. Allocations Committee Bylaws

Article 1. An Overview of the Allocations Committee

Item 1. Purpose of the Allocations Committee

- A. Student activity fees are collected from all University students and administered by the Office of Student Life through the Student Organization Resource Center. Since the Vice Provost and Dean of Students recognizes Student Government Board as the governing body for all non-CGS undergraduates, the Office of Student Life shares its responsibility for administration of activity fee income with Student Government Board and the Allocations Committee.
- B. Commensurate with its responsibility, Student Government Board has been delegated the authority to make decisions regarding the allocations of activity fees to eligible certified undergraduate student organizations according to policies and procedures approved by Student Government Board and the Office of Student Life. The Allocations Committee assists Student Government Board in distributing the funds in a fair and equitable manner through the process described in the Allocations Manual.
- C. In addition to the role prescribed for the Allocations Committee in the Allocations Manual, the Allocations Committee holds the responsibility to supervise the expenditure of funds for approved purposes according to the established policies and procedures. Accordingly, all activities related to the administration of any approved budget fall under the jurisdiction of the Allocations Committee.

Item 2. Composition of the Allocations Committee

- A. The Allocations Committee shall be composed of a Chairperson and twelve Committee Members.
- B. One of the twelve Committee Members shall be designated as the Vice Chairperson and is appointed by the Allocations Chairperson at the beginning of his or her term.

Article 2. Membership of the Allocations Committee

Section 1. The Allocations Chairperson

Item 1. Duties of the Allocations Chairperson

- A. At the beginning of the term, the Allocations Chairperson shall
 1. Appoint the Vice Chairperson of the Allocations Committee
 2. Construct a program to train all Allocations Committee Members
 3. Assign liaison roles for each Allocations Committee Members
- B. At the beginning of each semester, the Allocations Chair shall
 1. Create a time-table for the semester which shall include Allocations 101s, budget submission deadline(s), budget hearing date(s), and moratoriums
 2. Must work with the SGB President to establish budget appeal deadline(s) and hearing date(s)
- C. Throughout each week, the Allocations Chairperson shall
 1. Serve as the spokesperson of the Allocations Committee

2. Serve as the liaison to the Board, the Student Organization Resource Center, and Office of Student Life by maintaining communication with each department.
 3. Introduce policy changes to the Board when deemed necessary and establish procedures within the Student Government Board office for the acceptance and processing of funding requests
 4. Attend Board planning sessions and Board public meeting to explain the recommendations of the Allocations Committee
 5. Publicize the Allocations process through announcements and press releases when necessary
 6. Assign liaisons responsibilities to facilitate the continuity of the Allocations process
 7. Review and approve the rationale for recommendations and coordinate the flow of information according to the prescribed guidelines in the Allocations Manual
 8. Submit all approved budgets, modifications, and supplemental requests to the Student Organization Resource Center
 9. Create Allocations Committee meeting and Board public meeting minutes, and update those minutes to reflect the decisions made by the Allocations Committee and Board
 10. Post all meeting minutes online
 11. Ensure that the Activities Fund Fiscal Year Funding Report is updated
 12. Complete all additional duties and responsibilities listed in the Allocations Manual
 13. Hold ten office hours per week in the SGB Office
- D. Throughout his or her term, the Allocations Chairperson shall
1. Supervise the selection of the Allocations Chairperson and Committee Members when transitioning
 2. Monitor the performance of the Allocations Committee as a whole as well as its individual members
- E. The Allocations Chair may delegate the aforementioned responsibilities as he or she sees fit.

Item 2. Membership of the Allocations Committee

- A. The Allocations Chairperson is a member of the Allocations Committee but serves as the chair and spokesperson during all official and unofficial business.
- B. The Allocations Chairperson may vote only when his or her vote will make a difference in the outcome.

Section 2. The Allocations Vice Chairperson

Item 1. Duties of the Allocations Vice Chairperson

- A. The Allocations Vice Chairperson shall
- B. Assume the responsibilities of the chairperson in his or her temporary or permanent absence
- C. Serve as the assistant to the Allocations Chairperson during weekly meetings
- D. Complete any duties prescribed by the Allocations Chairperson
- E. Assume the responsibilities of an Allocations Committee Member

Item 2. Member of the Allocations Committee

- A. The Allocations Vice Chairperson is a voting member of the Allocations Committee.
- B. When serving as the acting-chairperson, the Vice Chairperson does not count towards quorum and may only vote when his or her vote will make a difference in the outcome.

Section 3. The Allocations Committee Members

Item 1. Duties of the Allocations Committee Members

- A. At the beginning of each semester, Allocations Committee Members shall
 - 1. Provide the chair with five office hours in the SGB Office by the end of the first week of classes
 - 2. Introduce themselves to their assigned student organizations by the end of the second week of classes
- B. Throughout each week, Allocations Committee Members shall
 - 1. Hold five office hours in the SGB Office and utilize that time to assist in facilitating the Allocations process and prepare for Allocations meetings by
 - a. Reviewing weekly Allocations supplemental requests and budgets
 - b. Reviewing previous Allocations requests to develop a better understanding of student groups
 - 2. Assist student organizations in the preparation of supplemental request or budget submissions
 - 3. Serve as a communication link with assigned organizations and interpret and enforce policies and procedures
 - 4. Attend Allocations Committee weekly supplemental meetings
 - 5. Attend Allocations Committee Budget weekend and miss no more than five hours in all of Spring budgets and two hours in all of fall budgets.
 - 6. Inform assigned student organizations of the Allocations Committee's recommendations and decisions by 2 p.m. the following day
 - 7. Copy the Allocations Chair on all recommendations and decisions sent to student organizations
 - 8. Assist in the supervision of the implementation of approved budgets (i.e., attending events to ensure policies are followed)
 - 9. Inform Allocations Chairperson of absences within the four days prior to any weekly meetings and two weeks prior to budget hearings, or as soon as possible in the event of extreme or unforeseen circumstances
 - 10. Respect the choice of the Allocations Chair if an absence is not approved
 - 11. Assist in the filing of processed requests
 - 12. Complete any duties prescribed in the Allocations Manual or by the Allocations Chair
- C. Throughout his or her term, Allocations Committee Members shall
 - 1. Maintain a contact sheet file for assigned organizations
 - 2. Attend Allocations Committee semester budget meetings

Item 2. Voting Privileges

- A. Each Allocations Committee Member is a voting member of the Allocations Committee.

Article 3. Selection of the Allocations Chair, Vice Chair, and Committee Members

Section 1. Selecting the Allocations Chairperson

Item 1. Overall Chair Selections Process

- A. The Allocations Chair shall be selected in March or April by the Board upon the recommendation of a Nominating Task Force and shall take office on the last day of the spring semester.
- B. To be eligible to apply for the Allocations Chairperson, the candidate must
 1. Be a non-CGS undergraduate student at the University of Pittsburgh with a cumulative GPA of at least 2.75.
 2. Have served as an Allocations Committee Members in the past, unless no Allocations Committee Members apply.
- C. Each Allocations Chairperson interview shall last at least 30 minutes.

Item 2. Selections Process when Outgoing Chairperson is Not Reapplying

- A. The Nominating Task Force shall consist of the outgoing Allocations Chairperson, the outgoing Allocations Vice Chairperson, a Committee Member selected and approved by a simple majority of the Allocations Committee, the outgoing President of Student Government Board, and the incoming President of Student Government Board.
- B. The outgoing Allocations Chairperson is a voting member of the Nominating Task Force, and shall serve as Chairperson, responsible for creating, implementing, and advertising the selections process.
- C. If the Allocations Vice Chairperson is applying, then the Allocations Chairperson shall choose another Committee Member to fill his or her seat.

Item 3. Selections Process when Outgoing Chairperson is Reapplying

- A. The Nominating Task Force shall consist of the outgoing Allocations Vice Chairperson, a Committee Member selected and approved by a simple majority of the Allocations Committee, an outgoing Allocations Committee Member chosen by the outgoing Vice Allocations Chairperson, the outgoing President of Student Government Board, and the incoming President of Student Government Board.
- B. In any circumstance where the Allocations Vice Chairperson is also applying for the Allocations Chairperson position, the Nominating Task Force shall include three Allocations Committee Members selected and approved by a simple majority of total membership of the Allocations Committee, the incoming President of Student Government Board, and the outgoing President of Student Government Board. The Allocations Committee shall designate one of these three Allocations Committee Members to serve as Chairperson of the Nominating Task Force.
- C. The outgoing Allocations Vice Chairperson or, when applicable, the designated Allocations Committee Member is a voting member of the Nominating Task Force and shall serve as Chairperson, responsible for creating, implementing, and advertising the selections process.

Section 2. Selecting the Allocations Vice Chairperson

Item 1. Selecting the Allocations Vice Chairperson

- A. At the beginning of his or her term, the Allocations Chair shall appoint the Allocations Vice Chairperson.

Section 3. Selecting the Allocations Committee Members

Item 1. Overall Committee Member Selections Process

- A. Ten out of the twelve members of the Allocations Committee shall be selected in March or April by the Board upon the recommendation of a Nominating Task Force and shall take office on the last day of classes in the spring.
- B. Two out of the twelve members of the Allocations Committee shall be reserved for the incoming freshman class and shall be selected in September by the Board upon the recommendation of a Nominating Task Force. They shall take office upon their appointment.
- C. To be eligible to apply for the Allocations Committee, the candidate must
- D. Be a non-CGS undergraduate student at the University of Pittsburgh with a cumulative GPA of at least 2.75.
- E. Freshmen without a GPA are eligible to apply
- F. The Nominating Task Force shall also choose an alternate member in the spring. This alternate shall not serve in any official capacity with the Allocations Committee. Should there be a vacancy which the Chair wishes to fill prior to the end of the term, the alternate will be instated to fill the vacancy. The alternate shall be eligible to be instated to fill a vacancy until the end of the term.

Item 2. Overall Committee Member Selections Process for Spring Applications

- A. The Nominating Task Force shall consist of the outgoing Allocations Chairperson, the incoming Allocations Chairperson, the outgoing President of Student Government Board, the incoming President of Student Government Board, and the outgoing Allocations Vice Chairperson.
- B. The outgoing Allocations Chairperson is a voting member of the Nominating Committee and shall serve as Chairperson, responsible for creating, implementing, and advertising the selections process.
- C. In any case when the outgoing Allocations Chairperson is applying for a position on the Allocations Committee, the Nominating Task Force shall decide whether or not to extend membership to the outgoing Allocations Chairperson without him or her present, prior to interviewing any other applicants.
 - 1. The Allocations Vice Chairperson shall temporarily serve as Chair of the Nominating Task Force and shall select an additional Allocations Committee Member to serve temporarily on the Nominating Task Force.
 - 2. After, regardless of the decision, the outgoing Allocations Chair shall be included in the remainder of the interview process.
- D. In any case when the outgoing Vice Chairperson is applying for the position, the Nominating Task Force shall decide whether or not to extend membership to the

outgoing Allocations Vice Chairperson without him or her present, prior to interviewing any other applicants.

1. The Allocations Chairperson shall select an additional Allocations Committee Member to serve temporarily on the Nominating Task Force.
 2. After, regardless of the decision, the outgoing Allocations Chair shall be included in the remainder of the interview process.
- E. In any case when the outgoing Allocations Chairperson and Allocations Vice Chairperson both apply, two Committee Members selected and approved by a simple majority of the Allocations Committee shall temporarily serve on the Nominating Task Force. The Allocations Committee shall designate one of these three Allocations Committee Members to serve as Chairperson of the Nominating Task Force.
1. If there are not two non-returning Committee Members, the outgoing President shall select as many outgoing Board Members as needed.
 2. After, regardless of the decision, the outgoing Allocations Chair shall be included in the remainder of the interview process.
- F. The outgoing Allocations Chair shall recommend to the Nominating Task Force a number of candidates to interview. If the number of applicants exceeds this amount, the Nominating Task Force shall conduct a first-round of selections based on paper-applications.
- G. The length of each interview should be at least ten minutes.

Item 3. Overall Committee Member Selections Process for Fall Applications

- A. The Nominating Task Force shall consist of the Allocations Chairperson, the Allocations Vice Chairperson, and the President of Student Government Board.
- B. The outgoing Allocations Chair shall recommend to the Nominating Task Force a number of candidates to interview. If the number of applicants exceeds this amount, the Nominating Task Force shall conduct a first-round of selections based on paper-applications.
- C. The length of each interview should be at least ten minutes.

Article 4. Removal and Vacancy Process

Item 1. Removal Process

- A. The Allocations Chairperson reserves the right to remove any Committee Member if the Committee Member fails to
 1. Meet the attendance requirements as specified in these bylaws.
 2. Act in accordance with his or her responsibilities outlined in the Student Government Board Constitution, Student Government Board Governing Code, or Allocations Committee Bylaws.
 3. Perform the duties of his or her office as prescribed and determined by the Chairperson.
- B. A removed Committee Member may appeal his or her removal by appealing to the Judicial Chairperson in writing within one week of being removed.

Item 2. Vacancy Process

- A. Should the Chair choose to fill a vacancy, the alternate will be instated to fill the vacancy. If the alternate is unable or no longer willing to fill the vacancy, the Nominating Task Force shall select a candidate according to the process enumerated below.
- B. Vacancies on the Allocations Committee shall be selected by the Board upon the recommendation of a Nominating Task Force and shall take office upon appointment.
- C. The Allocations Chairperson may optionally choose to fill any vacancy caused by the dismissal or resignation of any Committee Member.
- D. The vacancy shall be posted for at least one week, accepting applications from all eligible students.
- E. A Nominating Task Force consisting of the current chairperson, vice chair, and President shall select the person to fill this position.
- F. In any event where the vice chair is unable to participate, the current chairperson will select another committee member to serve on the Nominating Task Force.

Article 5. Designation of the Allocations Manual

Item 1. Designation of the Allocations Manual

- A. The Allocations Manual will serve as the policies and procedures governing the Allocations Process.
- B. The Chairperson may introduce legislation to the Board at any time during the semester to make changes to the Allocations Manual.

Article 6. Separation from the Board

Item 1. Separation from the Board

- A. The Allocations Committee is a separate entity from the Board and is able to independently operate unless in direct conflict with the Student Government Board Constitution or SGB Governing Code. Precedents and decisions by the Board should not necessarily influence the precedents and decisions established by the Committee.

Article 7. Ratification and Amendments

Item 1. Ratification and Amendments

- A. Any modification to these bylaws may be suggested by committee members, but must be officially introduced by the Chairperson and approved by two-thirds of total membership of the Allocations Committee.
- B. The modification of these bylaws does not require approval by the Student Government Board as previously established by the Judicial Committee through *Allocations v. Board 1996*.