

**SOUTHERN CONNECTICUT STATE UNIVERSITY
BUDGET AND PLANNING COMMITTEE
BYLAWS***

I. Purpose and Functions

The Committee shall serve in an advisory capacity to the President, making recommendations concerning the University's annual funding priorities, its annual operating and capital budget requests, and its spending plan allocations. In particular, the Committee shall:

- A. Develop annual funding priorities which are consistent with the University's mission, its role and its scope, its approved strategic and long-term plans, and the policies of the Board of Trustees, being mindful of the University's enrollment, staffing, physical facilities and other resource constraints.
- B. Review the annual operating and capital budget recommendations in the context of approved University funding priorities, its Facilities Master Plan, and the operating and capital budget guidelines of the Board of Trustees.
- C. Assess the annual spending plan to ensure that it reflects the overall resource needs of the University.
- D. Review the impact on the University of any budget recision proposed or implemented during the course of the fiscal year.
- E. Review actual income and expenditures relative to the budget and the spending plan.
- F. Review the budgeting and fiscal planning process and make recommendations for improvement as necessary.

II. Membership

- A. The Committee shall consist of fourteen members:

The Vice President for Finance and Administration;

The Vice President for Academic Affairs;

The Vice President for Student and University Affairs;

Six full-time members of the Instructional Faculty, four elected by the Faculty at large and two elected from and by the Faculty Senate; no two shall be from the same department;

Two full-time members of the Administrative Faculty, one elected by the Administrative Faculty at large and one elected from and by the Administrative Faculty Senate.

Two full-time members of the Classified Staff of SCSU, selected by a method of their own choosing;

One full-time student in good standing, elected by the Student Government Association.

- B. The three vice presidents shall serve by virtue of their office.

Other employee members shall serve a term of three years, taking office at the beginning of the academic year. (To initiate a rotation of service, two Instructional Faculty members and one Administrative Faculty member shall serve for two years and two Instructional Faculty members and one of the Classified Staff members shall serve for one year, following the initial establishment of the committee.)

The student member shall serve a term of one year.

- C. An elected member may serve no more than two terms in succession.
- D. If a vacancy occurs during the term of an elected member, the President of the voting unit involved shall appoint a replacement, who shall serve until the end of the term.

*The Southern Connecticut State University Budget and Planning Committee Bylaws have been developed through the collaborative efforts of the Administration and the Faculty Senate. These Bylaws, as authorized by the President, are not grievable.

III. Officers and Duties

- A. The Chair of the committee shall be the Vice President for Finance and Administration. The Chair shall have the usual responsibilities associated with that office.
- B. Annually, the Committee shall elect one of its members to the position of Secretary. The Secretary shall be responsible for production, review and distribution of unapproved minutes to committee members.
- C. The office of the Vice President for Finance and Administration shall provide secretarial and technical support for the Committee.

IV. Meetings

- A. Regular meetings shall be scheduled monthly from September through June. Special meetings may be called by the Chair as needed.
- B. A quorum shall consist of eight members.
- C. For regular meetings, a call to meeting accompanied by an agenda shall be presented to each member at least one week prior to the meeting. Committee members may place items on the agenda list by submitting them to the Chair at least two weeks prior to a scheduled meeting.
- D. Parties with special concerns or special expertise may be invited to discuss particular items.
- E. All Committee members are voting members. Decisions of the Committee shall be by majority vote of the members present.
- F. Except as otherwise stated in this document, the Committee shall conduct its meetings according to Robert's Rules of Order regarding Committees and Informal Actions.

V. Minutes and Reports

- A. The Committee, through its Chair, shall report all its recommendations to the President.
- B. The Committee shall produce an annual report of its activities, focusing on items D, E and F of Article I.
- C. Copies of approved minutes and of the annual report shall be distributed to:
 - 1. The President
 - 2. Each member of the Committee
 - 3. The President of the Faculty Senate
 - 4. The President of the Administrative Faculty Senate
 - 5. The President of the Student Government Association
 - 6. Each Dean
 - 7. Each Department Chair
 - 8. The University Library

VI. Amendments

These bylaws shall be amended provided:

- A. Proposed amendments are distributed to all Committee members at least one week prior to the meeting at which they are to be voted on;
- B. A quorum is present and at least two-thirds of the members present approve; and
- C. The President approves recommended amendments.