



<b>Bill Number:</b>	<b>F-20-02</b>	<b>Sponsored By:</b>	Vice President Eric Siegrist, Senator Madeleine Samuels & the Allocations Committee
<b>Introduced On:</b>	<b>19 November 2020</b>		
<b>Voted On:</b>	<b>19 November 2020</b>		
<b>Result:</b>	<b>Passed</b>		
<b>Vote Count:</b>	<b>34-0</b>		

**A BILL TO:** Adopt a Financial and Organizational Examination, Analysis, and Review Policy for Registered Student Organizations.

**Recognizing**, the preamble to Grand Valley State University Student Senate Constitution states, “We, the members of the Grand Valley State University Student Senate, being determined to...establish an effective, efficient, responsible, and responsive student government.”<sup>1</sup>; and

**Recognizing**, the purpose statement of the Allocations Committee is to, “effectively administer the Student Life Fund to student organizations for the enhancement of campus life and individual student development at Grand Valley State University; evaluate all monetary expenditures and events ensuring Student Life Funds are being used for the enhancement of campus life.”<sup>2</sup>; and

**Recognizing**, that Registered Student Organizations (RSOs) and departments with preset budgets<sup>3</sup> total \$785,000 and represent 62% of the total Student Life Fund<sup>4</sup>; and

**Whereas**, the Student Senate finds it necessary to increase transparency and accountability for RSOs that receive a preset budget from the Student Life Fund to ensure responsible and effective use of their budgets for the enhancement of the student experience on campus; and

**Recognizing**, the fiduciary oversight responsibilities of the Student Senate and Vice President for Allocations and the need for an Examination, Analysis, and Review Policy to better aid in budgeting, risk management, internal controls, and compliance; and

**Recognizing**, the need for greater financial information about RSO expenditures to make more accurate and informed budgeting decisions for the Student Life Fund; and

**Whereas**, an Examination, Analysis, and Review Policy for RSOs will help to enhance Student Senate’s good governance standards of transparency, accountability, responsiveness, equitability, and inclusivity; and

**Recognizing**, the hard work and incredible contributions that RSOs make to the campus community and the vibrant student culture at Grand Valley; and

<sup>1</sup> [https://www.gvsu.edu/cms4/asset/68CD24DD-C5CE-ACD3-A1C4698B1764F93F/student\\_senate\\_2020\\_constitution\(2\).pdf](https://www.gvsu.edu/cms4/asset/68CD24DD-C5CE-ACD3-A1C4698B1764F93F/student_senate_2020_constitution(2).pdf)

<sup>2</sup> [https://www.gvsu.edu/cms4/asset/68CD24DD-C5CE-ACD3-A1C4698B1764F93F/student\\_senate\\_2020\\_bylaws\(2\).pdf](https://www.gvsu.edu/cms4/asset/68CD24DD-C5CE-ACD3-A1C4698B1764F93F/student_senate_2020_bylaws(2).pdf)

<sup>3</sup> RSOs with preset budgets: Student Senate, Club Sports & Rec, Lanthorn, WCKS Radio, GVTV, and CAB

<sup>4</sup> <https://drive.google.com/file/d/1aDc86TArboEwATHzZf4woPDJZsGleLZb/view?usp=sharing>

**Whereas**, the Student Senate in coordination with the Office of Student Life believes it necessary to adopt a comprehensive and robust Financial and Organizational Examination, Analysis, and Review Policy for RSOs;

**Therefore, Let It Be Resolved**, that the Grand Valley State University Student Senate, acting on behalf of the student body, adopts the following Financial and Organizational Examination, Analysis, and Review Policy for Registered Student Organizations:

All Registered Student Organizations that receive preset budgets from the Student Life Fund and other related parties thereof, shall be subject to a fair and impartial, annual financial and organizational Examination, Analysis, and Review. The Vice President for Allocations and the Allocations Committee of the Grand Valley State University Student Senate are charged with conducting the Examination, Analysis, and Review and compiling a report of findings in compliance with the Registered Student Organization Examination, Analysis, and Review Process. The findings of the Examination, Analysis, and Review shall be reported in tandem with the financial report of the Student Life Fund which will be presented to the General Assembly after the close of the University's fiscal year.

All RSOs regardless of allocated budget are subject to a special financial and organizational examination, at any time, at the discretion of the Vice President for Allocations and a simple majority vote of the Allocations committee or from a vote of the General Assembly of the Student Senate by a  $\frac{2}{3}$  vote.

The Vice President for Allocations, a Student Senator, or a member of the Allocations Committee may not participate in the consideration or decision of any matter relating to a particular examination of a Registered Student Organization if such Vice President, Student Senator or Allocations Committee member has a material interest in, or a professional, business, or personal relationship with the Registered Student Organization under examination, their executive officers, or if such participation shall create an appearance of impropriety. In any such case, the Vice President, Student Senator or Allocations Committee member shall recuse themselves. If any Vice President, Student Senator or Allocations Committee member is rescued from consideration of an examination, any decision on the matter shall be by a vote of a majority of the remaining Vice Presidents, Student Senators or Allocations Committee members.

Should the Vice President for Allocations, the responsible party for conducting the Financial and Organizational Examination, Analysis, and Review, for RSOs, recuse themselves for any reason, a special auditor from the Allocations committee shall be appointed by the Cabinet of the Student Senate to carry out the examination, analysis, and review for the RSO in question.

All financial and organizational examination, analysis, and reviews are subject to the Registered Student Organization Examination, Analysis, and Review Process as outlined below:

*Registered Student Organization Examination, Analysis, and Review Process:*

PURPOSE:

Registered Student Organizations (RSOs) and other related parties may receive preset budgets from the Student Life Fund (SLF) or may request funding through the SLF for campus programming, professional development, equipment, and more. The Student Senate, Allocations Committee, and Vice President for Allocations are charged with the fair distribution of the Student Life Fund to RSOs, and to ensure that funds are being used appropriately for the benefit of the campus community. The Registered Student Organization Examination, Analysis, and Review Process will help to confirm the appropriate use of funds, organizational efficiency, and compliance with the Office of Student Life Policies as well as aiding the Vice President for Allocations in the budgeting and allocations process for the Student Life Fund each year.

#### PROCESS:

The Registered Student Organization Examination, Analysis, and Review Process consists of the the following steps:

- I. The Vice President for Allocations will gather all requested documents including, but not limited to RSO budget breakdowns, reports from financial officers, and other requested documents.
- II. The Office of Student Life shall provide the Vice President for Allocations with actual expenses accrued for each RSO under examination.
- III. The Vice President for Allocations and the Allocations Committee will carefully review the requested documents and the actual expenses for each RSO for the percentage of funds used, appropriate use of funds, significant discrepancies, and other determinate factors relating to the budgeting process for the Student Life Fund.
- IV. The Vice President for Allocations will compile a report of the findings and endorse the report with an opinion of Unqualified – clean report – or Qualified – qualified report.
  - A. RSOs with preset budgets that receive an *unqualified* endorsement shall move forward with the budgeting process.
  - B. RSOs with preset budgets that receive a *qualified* report will be required to meet with the Vice President for Allocations, Allocations Committee, and the OSL to review the report before moving forward with the budgeting process.

#### EXAMINATION, ANALYSIS, AND REVIEW TIMELINE:

- I. RSOs will be notified of their upcoming examination, all documentation requirements, and the deadline for submitting said documentation through the notification of examination correspondence.
- II. All documents requested for the examination shall be submitted to the Vice President for Allocations by the deadline prescribed in the notification of examination correspondence.
- III. The Vice President for Allocations should review the documentation provided by each RSO with the information from the Office of Student Life before the annual budgeting meeting with each RSO to aid in the Student Life Fund Allocations Process.
- IV. Annual RSO budgeting meeting.
- V. Finalization of the Student Life Fund Budget

- VI. After the University's fiscal year end, the Vice President for Allocations will receive finalized reports on spending from RSOs with preset budgets and other related parties.
- VII. Examination reports will be completed and endorsed by the Vice President for Allocations.
- VIII. The Vice President for Allocations will compile a formal report of the financial and organizational examination, analysis, and review for all RSOs that have been examined along with the financial report of the Student Life Fund.
- IX. The financial and organizational examination, analysis, and review report and the financial report for the Student Life Fund will be submitted to the General Assembly of the Student Senate for review and shall be available to the student body.

SPECIAL EXAMINATION, ANALYSIS, AND REVIEW TIMELINE:

- X. RSOs will be notified of their upcoming examination, all documentation requirements, and the deadline for submitting said documentation through the notification of examination correspondence.
- XI. All documents requested for the examination shall be submitted to the Vice President for Allocations by the deadline prescribed in the notification of examination correspondence.
- XII. The Vice President for Allocations should review the documentation provided by each RSO with the information from the Office of Student Life and complete and endorse a report for the special examination.
- XIII. The special financial and organizational examination, analysis, and review report shall be submitted to the General Assembly of the Student Senate for review and shall be available to the student body.

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**Furthermore, Let It Be Resolved,** that this policy shall be transmitted to all Registered Student Organizations and other related parties, and a copy of the financial and organizational examination, analysis, and review policy and process be posted on the Office of Student Life's Student Organization Support Website.