

SENATE BYLAW 28

**WAYS AND MEANS COMMITTEE**

(Effective: May 1, 1986; Revised: June 16, 1988; October 7, 1992)

**1 Purpose**

The purpose of the Senate Ways and Means Committee shall be to prepare the annual CSUN budget and to serve as financial counsel to CSUN.

**Structure**

The Senate Ways and Means Committee shall consist of the following:

The Chair, which shall be appointed by the Senate;

At least five (5), but no more than nine (9) CSUN Senators, at least one of whom must be the Senate President Pro-Tempore;

The Business Manager shall serve as an advisor to the Committee.

**Duties, Powers, and Responsibilities**

**The Chair:**

The Chair shall preside over all Committee meetings;

The Chair shall assign excused/unexcused absences to members of the Committee;

The Chair shall be empowered to vote only in case of a tie.

**The Vice-Chair:**

The Committee shall nominate and approve a voting member of the Committee to serve as Vice-Chair;

The Vice-Chair will preside over the Committee only in the absence of the Chair. When acting as the Chair, the Vice-Chair is granted all the rights and privileges bestowed upon the Chair;

The Vice-Chair forfeits his/her voting privileges when acting as Chair of the Committee

**The Committee:**

The Ways and Means Committee shall submit the annual CSUN budget to the Senate no later than the fourth (4th) Wednesday of May;

The Ways and Means Committee shall make the recommendations necessary for the proper control and management of CSUN funds;

The Ways and Means Committee shall submit a weekly financial statement to the Senate;

The Ways and Means Committee shall recommend approval or disapproval of all budget allocations of all CSUN organizations according to the merit of the proposed activities;

The Ways and Means Committee may authorize the audit of any CSUN Organization using CSUN funds;

The Ways and Means Committee may set guidelines for any CSUN Organization regarding the use of CSUN funds;

The Ways and Means Committee shall suspend or revoke the privilege of the user of CSUN funds of any group that does not abide by the principles of the CSUN Constitution, Bylaws, Revised Statutes;

Quorum for all meetings shall be considered greater than half of the appointed members;

The Ways and Means Committee shall have the ability to establish any necessary subcommittees.