POLICY CONCERNING EXECUTIVE SENATE

PURPOSE

The following policy has been established with the intention of providing continuity of ASI policies and procedures throughout the Executive Senate's Funded/Funding Councils. Members of the Executive Senate shall inform their Funded/Funding Councils of these guidelines to ensure compliance.

The purpose of the Executive Senate is to provide a line of communication between ASI and the Funded/Funding Councils. Executive Senate trains leaders on ASI financial policies, procedures, and leadership. This is to ensure ASI is kept informed about the opinions of other student leaders regarding issues, finances, and activities of the Funded/Funding Councils. Executive Senate should be a resource for the Funded/Funding Councils, assisting them in their activities, and a means to encourage cooperation and collaboration among the Funded/Funding Councils.

WHO SHOULD KNOW THIS POLICY

☐	Budget Area Administrators	☐	Volunteers
■	Management Personnel	☐	Grant Recipients
■	Supervisors	■	Staff
■	Elected/Appointed Officers	■	Students

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Executive Senate	Meeting of the leadership of all student-run councils and programs that ASI funds intended to provide a line of communication between the leadership of the ASI and the programs and councils.
Funded/Funding Councils	Any student organization or council receiving funds from ASI.
Funded Council	A council granted a budget allocation to use, but not allocate to other member organizations
Funding Council	A council granted a budget to both use and allocate to other member student organizations.

STANDARDS

1. EXECUTIVE SENATE COMPOSITION

The purpose of the Executive Senate is to provide a line of communication between the leadership of the ASI and the programs and councils. The Executive Senate should also be a resource for programs and councils, assisting them in their activities, and a means to encourage cooperation and collaboration among the groups.

The ASI Vice President will chair the Executive Senate and the Board Treasurer will serve as the vice chair. Executive Senate shall meet once a month beginning in September and ending in May.

The ASI Executive Senate is composed of the leadership of all student-run councils funding by ASI (Funded/Funding Councils).

The funding councils of Executive Senate are:
- Arts Inter-Club Council (AICC)
- Black Student Union (BSU)
- Business Inter-Club Council (BICC)
- Communications Inter-Club Council (CICC)
- Community Service Inter-Club Council (CSICC)
- Education Inter-Club Council (EICC)
- Engineering & Computer Science Club Inter-Club Council (ECSICC)
- Health and Human Development Inter-Club Council (HHDICC)
- Humanities & Social Sciences Inter-Club Council (HSSICC)
- Mesa Cooperativa (MESA)
- Natural Sciences & Mathematics Inter-Club Council (NSMISS)
- South Asian Student Union (SASU)
- Southwest Asian North African Inter-Club Council (SWANAICC)
- Sports Club Inter-Club Council (SCICC)

The funded councils of Executive Senate are:
- Inter-Fraternity Council (IFC)
- Multicultural Greek Council (MGC)
- National Panhellenic Council (NPHC)
- Panhellenic Council (PHC)
- Resident Student Association (RSA)

The ASI Vice President and the Board Treasurer shall report to the Executive Senate on behalf of the Executive Officers and Board of Directors at each meeting.

2. DELEGATED AUTHORITY OF FUNDING COUNCILS

a. *Authority and Responsibilities of Funding Councils*
Funding Councils have been delegated authority by ASI to review and evaluate the allocation requests submitted by their respective member organizations and to determine the amount of funds to allocate to each of them. As a condition for being delegated this authority, each Funding Council must meet the following requirements:
- Funding Councils must have bylaws or constitutions that provide voting rights in which each member organization receives one and only one vote.
- Councils must make persistent efforts to notify each college association and other member organizations of the commencement of the annual allocation request process.

- Councils can deny the participation of an organization in the allocation process because the organization failed to meet the good standing requirements set forth under the constitution of the Council.
- Councils must establish and diligently observe deadlines by which allocation requests from member organizations must be submitted.
- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their allocation requests to the Council.
- Councils must maintain records of their allocation deliberations and record their allocations in the minutes provided to ASI.

3. EXECUTIVE SENATE REQUIREMENTS

b.   Attendance for Executive Senate Meetings
A designated representative of each Funded/Funding Council must attend each Executive Senate meeting. It is the responsibility of the Chair of the Funded/Funding Council to ensure that a representative attends every Executive Senate meeting on the Funded/Funding Council's behalf. Each organization is allowed three (3) unexcused absences per academic year. In the event that a representative is able to attend without due cause, the Executive Senate may permit an excused absence through a roll call vote.

Upon a Funded/Funding Council's first unexcused absence from Executive Senate meetings, the Chair of the Funded/Funding Council shall be issued a warning letter from the ASI Vice President informing them that they are in violation of ASI Policy and are required to submit any required reports.

Upon a Funded/Funding Council's second unexcused absence, the Chair, Financial Officer, and Advisor of said Council or Program will be required to meet with the ASI Vice President to explain their situation and be notified of the possible consequences if a third absence occurs.

Upon a Funded/Funding Council's third unexcused absence, ASI will freeze the remaining budget of the council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.

Notice of a Funded/Funding Council's unexcused absence shall be reported to the Board of Directors, by the Vice President, at the next Board of Directors meeting.

c.   Reports to the ASI Board of Directors
Each Funded/Funding Council or Program is required to give a written report on all its activities and budgetary actions, such as allocations and expenses, to the Board of Directors a minimum of once per semester as a funding requirement. It is the responsibility of the Funded/Funding Council or Program's Chair to ensure that a written report is provided to the Board of Directors by the dates required. The Chair of the Board of Directors will issue a list of the dates for the Funded/Funding Council and Program's reports at the beginning of each semester.

Regarding the written reports, each Funded/Funding Council's representative should be prepared to answer any questions the Board of Directors poses, including questions about its business, budget, and expenditures to that point. The council representative shall be responsible for ensuring that any requested information is provided via email to the Chair of the ASI Board of Directors and the ASI Vice President prior to the next ASI Board of Directors meeting.

d.   Attendance for Reports to the ASI Board of Directors

If no written report is provided by a Funded/Funding Council or Program to the ASI Board of Directors to give a scheduled report, it is the responsibility of the Chair of the Funded/Funding Council or Program to contact the Vice President and Chair of the Board of Directors prior to the meeting to reschedule the report for the next Board of Directors meeting.

If a Funded/Funding Council or Program fails to provide such a report, without having contacted the Vice President and Chair of the Board of Directors to reschedule the report, the following action shall be taken:

The report shall be rescheduled for the following Board of Directors meeting. The Vice President shall issue a warning letter to the Chair of the Funded/Funding Council or Program informing them that they are in violation of ASI Policy. The Chair, Financial Officer, and Advisor of said Council or Program shall meet with the Vice President to explain their situation and be notified of the action that will be taken upon a second absence.

If a Funded/Funding Council or Program fails to appear and give its rescheduled report, the Board Treasurer will freeze the remaining budget of council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.

4. DEVELOPMENT OF NEW FUNDING OR FUNDED COUNCILS

a. *Application for Funding*
In the event that a grouping of student organizations would like to apply for funding as a funding or funded council with ASI, the group must complete an application by October 1. The application will be made available on the ASI website by the start of the fall academic semester.

This grouping of student organizations must declare itself as an umbrella organization with Student Life and Leadership during the student organization re-registration process.

The submitted application will be provided to the ASI Governance Committee for review and if approved, that council will be added to this policy.

b. *Post-Application Review*
After approval, the council will work with respective staff to develop and/or amend their bylaws or constitution to reflect the requirements identified in any related policies.

c. *Initial Budget Request and Allocation*
After approval, the new council will participate in the annual budget allocation process identified with the ASI Finance Committee.

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