Article VII
Allocation Committee By-Laws

Section 1: Name

The name of this committee shall be the Wheeling Jesuit University Student Government Allocations Committee.

Section 2: Purpose

The purpose of the Allocation Committee is to assure the equitable distribution of funds from the Student Government Executive Board budget and Student Government Executive Board funded student organizations.

Section 3: Membership

A. Voting members shall be as follows:

   1. The Student Government Secretary/Treasurer (acting as Chairperson, voting only in the case of a tie)
   2. The Student Government Vice-President
   3. The Student Government Social Affairs Representative
   4. Two Senate Representatives

B. Advisory Non-Voting members will be as follows (attendance not mandatory):

   1. Associate Vice President for Student Life
   2. Student Government Moderator
   3. Student Senate Moderator
   4. Director of Student Activities and Campus Recreation Programs
   5. Current members of Student Government Executive Board

C. Responsibilities of each committee member:

   1. Each member of the Allocations Committee is to attend every meeting. It is the responsibility of the Chairperson to inform each member of the Allocation Committee meetings at least one week in advance.
   2. Any conflicts a member has in attending the meeting should be discussed with the Chairperson prior to the meeting. No unexcused absences are permitted.

Section 4: Procedures

The main task of the Student Allocations Committee is to prepare the annual budget of the Student Government Executive Board, which includes all student organizations.
1. The Secretary/Treasurer, by early March, will send budget request forms to the moderators and presidents of student organizations requesting that these forms be completed and returned within a designated time.

2. A review of the budget requests by representatives of the student organizations and members of the Student Government Allocation Committee will be completed by the end of April. The results will be communicated as a recommendation by the Student Government Executive Board Secretary/Treasurer to the Executive Board, in keeping with the Constitution.

3. Approval of budgeted amounts will be communicated to the separate student organizations at the discretion of the Student Government Executive Board. The finalized budget figure will be reported in the September financial statements.

4. Eligibility for Student Government Executive Board funding requires a current Constitution, completed budget request for allocation form, monthly activity and treasury reports, and completed service projects. Annual review of club Constitutions is the responsibility of the Student Government Executive Board and the Senate. Unacceptable Constitutions may result in suspension of the club in question and possible termination of Student Government Executive Board funding.

5. The Student Government Executive Board shall be allocate the Student Senate $8,000 per year, with the provision that this may be changed only with the approval of three-fourths of the entire Executive Board and the Student Senate.

**Section 5: Quorum**

A quorum for any meeting of the Allocation Committee will require 3/4 of the voting members present, together with the Student Government Secretary/Treasurer.

**Section 6: Amendments**

Amendments and revisions of the Allocations Committee By-Laws may be proposed and approved by 2/3 vote of the voting members of the Allocations Committee. The WJU Student Government Executive Board shall have final approval of any decisions of the Committee as outlined in the Student Government Constitution.