Central Connecticut State University
Department of Residence Life
Inter Residence Council
Budget Committee Guidelines

Article I: Membership

Section 1.1: The Budget Committee shall be chaired by the Treasurer of the Inter Residence Council (IRC).

Section 1.1A: If the IRC Treasurer is unable to attend a meeting, she/he is allowed to appoint a designee to run meeting, the designee must hold a position on the IRC Executive Board.

Section 1.2: The Budget Committee shall consist of two representatives from each residence hall, regardless of the size of each residence hall.

Section 1.2A: The Representative from each residence hall sitting on the Budget Committee shall not be the President, Vice President, Senior Resident Assistant, or the Resident Assistant of the residence hall.

Section 1.3: The term of the Budget Committee member shall be one semester.

Article II: Attendance

Section 2.1: In the event of three (3) unexcused absences per semester from the Budget Committee, members finance requests from that residence hall, will not be recognized by the Budget Committee for approval until reinstatement.

Section 2.1A: If a representative’s third absence occurs on the day they are scheduled to present, a vote will be held to see if a hall may present that day.

Section 2.2: If a Hall has three absences they must come to two consecutive meetings and request reinstatement. The hall may be able to request reinstatement on the second consecutive meeting that they have attended. Budget Committee will vote on reinstatement.

Article III: Meetings

Section 3.1: The chair, or his/her designee, shall reside over all Budget Committee meetings.
Section 3.2: The Budget Committee shall meet as called by the chair/designee and it will be agreed upon by the committee members.

Section 3.3: The chair or his/her designee may call an emergency meeting with 24 hours notice.

Section 3.4: A Quorum of the Budget Committee shall be two thirds of the residence hall Budget Committee members.

Section 3.5: Only the chair or his/her designee may call for a vote of approval.

Section 3.6: The Chair of the Budget Committee shall cast a vote only in the event of a tie.

Section 3.7: Each hall has the right to one vote on each presentation. Representatives should come to a group consensus on their vote.

Section 3.8: If a hall is presenting a request for funds, those representatives from their hall must abstain from the final vote on the presentation. Representatives can be a part of the discussion.

Section 3.9: Budget Committee meetings are to be considered closed. Only two building representatives are allowed to be present.

Section 3.9 A: Presenters, hall members, Resident Assistants, Senior Resident Assistants, Resident Director, and Area Coordinators may only sit in on a meeting if their hall is presenting. Once the presentation has commenced they must leave the meeting.

Section 3.10: Budget Committee meetings will be conducted using Roberts Rules of Order.

Article IV: Funding

Section 4.1: All funds for the Budget Committee shall come from the Inter Residence Council.

Section 4.2: Money will be allocated into the Budget Committee line item at the beginning of each academic year.

Section 4.3: Money shall be used for supplemental programs/equipment for the Residence Halls, and for co-sponsored IRC events that may come up throughout the semester.

Section 4.4: Any supplemental funding request must help build a stronger community within the residence hall, and benefit all residents in that building and or the residence hall community.
Section 4.5: Budget Committee reserves the right to breakdown the budget at their discretion i.e.-caps for each semester, or program requests.

Section 4.5 A: If the Budget Committee sets caps on spending per semester, all funding requests will come out of the semester budget of which the program is occurring.

Section 4.5 B: If the Budget Committee sets caps on spending per semester allocations for the following semester cannot made until the 2nd to last meeting of the current semester.

Article V: Residence Hall Supplemental funding requests

Section 5.1: Residence halls may request supplemental funds from the budget committee throughout the semester to be used for programs, equipment, clothing, and other such items for the residence hall.

Section 5.1 A: Halls cannot request additional funding for the purchase of hall clothing. Budget Committee will only fund and approve clothing purchases when the clothing is considered to be for an event.

Section 5.2: All supplemental funding requests must be approved by the Hall Council before presenting to the budget committee and must be reflected in the Hall Council minutes.

Section 5.2 A: Hall Council approval to go to Budget Committee must be given before turning in request.

Section 5.2 B: the request form, accompanied by the minutes go to Budget Committee, must be turned into IRC mailbox, in Barrows Hall, room 120, by the day and time as specified by the chair.

Section 5.3: The chair will notify a hall when they will be able to present to Budget Committee.

Section 5.4: Presenters for the residence halls must be a resident of that hall, Resident Assistant, or Senior Resident Assistant. Resident Directors and Area Coordinators cannot present a Budget Committee Request to Budget Committee.

Section 5.4 A: Residence halls must create a presentation suitable for the amount requested. Presentations should be formal and as in depth as possible.

Section 5.5: The Budget Committee may approve all or partial funding and it must have a majority vote in order to pass.
Section 5.6: Halls must submit a current breakdown of their hall budget and prove that the supplemental funding is necessary. The hall must show a detailed description of how the supplemental funds will be spent.

Section 5.7: Halls should include previous budget committee proposals when presenting a new proposal.

Section 5.8: Residence halls will not be limited to the number of times they can request funds from Budget Committee. If all funds are spent from the Budget Committee line item, further requests will not be processed.

Section 5.9: All Residence halls that put on programs sponsored by the budget committee are required to fill out the evaluation form and must turn them in to the Chair within 1 week of the program or further funding will be stalled.

Section 5.9 A: Anything that is funded in anyway by Budget Committee must have “Co-Sponsored by Inter Residence Council” on the advertisements, and it must be followed with the meeting time and place for general council for that semester.

Article VI: Co-Sponsored Inter-Residence Council Events:

Section 6.1: All outside organizations that would like to request funding from the Inter-Residence Council must be approved by the Budget Committee first.

Section 6.2: Organizations must make a formal presentation to the Budget Committee at a time decided by the Chair of the Committee.

Section 6.3: Budget Committee members will vote to support funding or not to support funding and will inform the IRC General Council of their decision at the next IRC meeting.

Section 6.4: Inter-Residence Council general board members will vote to approve the funding. The funds will be taken out of the Budget Committee line item if the proposal shall pass.

Article VII: Advising Inter-Residence Council

Section 7.1: The Budget Committee shall advise the Inter-Residence Council on the Status of its finances.