

CHICAGO STATE UNIVERSITY  
UNIVERSITY BUDGET COMMITTEE  
BY-LAWS

**SECTION I: PURPOSE**

The Chicago State University Board of Trustees Governing Policies require the university to "establish a university-wide budget committee composed of faculty, staff, and students selected so as to provide representation of academic and support areas consistent with a practical committee size. The budget committee shall participate in making recommendations with respect to:

1. *The setting of program priorities in the university budget (in the areas of Capital, Operating, Internal, etc.).*
2. *Periodic review of the university budget.*
3. *Transfers of significant amounts among internal budget items."*

"To operate effectively, committee members should familiarize themselves with previous budget and with existing budget formulas; acquaint themselves with program budgeting and other modern management techniques as they become appropriate; familiarize themselves with data processing or other reporting and auditing procedure used in the university and develop a good working knowledge of the financial operation of the university. To aid the budget committee in its function, the appropriate administrative officers shall keep members and all fiscal agents currently informed concerning budget formulas, budgeting procedures and calendars as they are formulated at the university and higher levels. It is expected that broad committee representation will provide maximum opportunity for a voice for the faculty as a body."

**(2000 Chicago State University Board of Trustees Governing Policies. Article II Section 6.B)**

**SECTION II: MEMBERSHIP**

The membership of the University Budget Committee (UBC) shall be as follows:

University Group	Number of Representatives	Appointed By
1. Faculty	6 including 1 faculty @ large and 1 faculty union	1 - College of Arts and Sciences; 1 - College of Education; 1 - College of Business; 1 - College of Health Sciences; 1 - Library and Instructional Services; 1 – College of Pharmacy;

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2. Civil Service	3	Civil Service Council (At least one member from other than Academic Affairs Division)
3. Students (at least one must be full time)	2	Student Government Association in Consultation with the VP or administrator of Student Affairs
4. Administrative Staff	1 1 1 1	Dean of Student Affairs VP of Administrative Services VP for Enrollment Management Chairperson's Association
5. Advisory/Non-Voting members	1 1	Vice President for Financial Operations Director of Office of Budget
TOTAL	15	

All appointments shall be made so as to allow the widest representation across colleges and divisions.

Members shall be composed of full-time employees and at least one full-time students, all of whom shall be in at least their second year of employment or enrollment respectively.

Student Committee members may be re-appointed annually up to a maximum of three consecutive years while faculty and staff members are appointed for a three-year term for a maximum of two such terms. Incumbents may not succeed themselves unless approved by a two-thirds vote of the committee. The appointing body at the request of the UBC shall fill mid-year vacancies.

To permit the UBC to operate effectively, members should regularly attend meetings to insure representation in the budgeting process. The committee shall provide a report at the end of each fiscal year, to the appointing body, of members attending less than 50% of the scheduled meetings and request a replacement.

To insure UBC continuity, memberships shall be staggered with approximately one third of the membership appointed each year.

In order to phase in the approximately one third change in membership, the following steps will be taken:

1. Volunteers, to step down, will be requested.
2. If an insufficient number of volunteers come forward, the committee longest standing members will be asked to step down.

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SECTION III: OFFICERS

The officers of the UBC shall be two Co-Chairpersons (one Co-Chair is a faculty or staff member of the committee elected by the committee and one Co-Chair (permanent position) is the person working in the role of the CFO/VP Finance Administration), Vice Chairperson, and Secretary. The term of office shall be one fiscal year and elections will be held in April. Special elections shall be held to fill vacancies.

SECTION IV: MEETINGS

The UBC shall meet at least monthly during the academic year at a time and place to be designated by the Chairperson. Special meetings shall be scheduled as necessary.

A majority of the membership shall constitute a quorum. Quorum shall mean a majority of the members on the current roster.

Approved minutes of the meetings shall be distributed to members of the committee, the University President, the University Vice Presidents, The President of the Faculty Senate, the Chairs of Strategic Planning Committees, and posted on the UBC website.

SECTION V: COMMITTEES

Sub-committees shall be appointed as necessary.

SECTION VI: RELATIONSHIP TO OTHER COMMITTEES

Representation from the UBC shall consist of the Chairperson (or an Alternate), and one other committee member to be elected.

Meetings will be held with the Chairpersons of the Strategic Planning and Faculty Development Committees at least once per fiscal year, and may be otherwise called as needed.

The UBC shall solicit input from various CSU constituencies and develop priorities annually for submission to the University President.

President/Chair and Vice-President/Chair of the faculty union and the President/Chair and Vice-President/Chair of faculty senate are precluded from serving as Co-Chair.

SECTION VII: PARLIAMENTARY PROCEDURES

The committee shall follow the most current edition of Robert's Rules of Order.

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SECTION VIII: AMENDMENTS TO THE BY-LAWS

Proposed amendments shall be presented to the committee in writing at a regularly scheduled meeting. Approval shall be by affirmative vote of two-thirds of the members at a duly convened meeting.

SECTION IX: RATIFICATION

Ratification of these by-laws shall be by affirmative vote of two-thirds of the members at a duly convened meeting.

7/15/94

Amendments to the by-laws were proposed and ratified on Thursday November 4, 1999 by a unanimous vote of members at the meeting duly convened on this date. The amendments entails the expansion of the committee to include one member from the division of Student Affairs and one member from the division of Continuing Education, Extension, and Non-traditional Programs representing Extension and Non-traditional Programs.

11/4/99

Amendments to these by-laws were proposed and ratified on Thursday November 7, 2002 by a unanimous vote of members at the meeting duly convened on this date.

11/7/02

Amendments to these by-laws were proposed and ratified on Thursday, November 9, 2006 by a unanimous vote of members at the meeting duly convened on this date. The amendments defined the minimum number of meetings per month and procedures for proxy votes.

11/9/06

Amendments to these by-laws were proposed and ratified on April 20, 2009 by a vote of 8-yes, 0-no and 1-abstain. The amendments added a faculty member to represent the College of Pharmacy appointed by the Academic Senate and a member to represent Institutional Advancement to represent a VP for Institutional Advancement.

04/20/09

Amendments to these by-laws were proposed on February 6, 2014 and ratified on February 13 2014 by a vote of 16-yes, 0-no and 0-abstain. The amendments are: Section I. Purpose. 1. Added citation for quote. Section II. Membership. 1. Updated name of units. 2. The wording about faculty and staff member appointments was changed to: "... faculty and

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staff members are appointed for a three-year term for a maximum of two such terms. Incumbents may not succeed themselves unless approved by a two-thirds vote of the Committee ....” 3. The phrase “and request a replacement” was added at the end of the following sentence: “The committee shall provide a report at the end of each fiscal year, to the appointing body, of members attending less the 50% of the schedule meetings. “Section IV. Meetings. 1. The phrase “for each committee member” was added at the end of the following sentence: “Proxy votes may be used for no more than 25% of the scheduled UBC meetings in an academic year.” 2. “Approved” was added at the beginning of the following sentence: “Minutes of the meetings shall be distributed to members of the committee...” 3. “the Faculty Development Committee” was deleted from the end of the same sentence and “posted on the UBC website” was added. Amendments ratified by the Office of the President on May 1, 2014.

02/13/14

Section II. Updated name of Units

09/24/19

Amendments to these by-laws were proposed on December 15, 2022 and ratified on January 10, 2023 by a vote of 11-Yes, 0-No, 0-Abstain. The amendments are as follows:  
Section II – change total number of voting members to 15. Change number of faculty to 6. Change number of administrative staff to 4. Change 2 full-time students to at least one must be full-time. add two non-voting/advisory members – CFO and Director of Budget  
Section III – change Chairperson to two Co-Chairpersons, one Co-Chair is elected by the committee and one Co-Chair is the person working in the role as CFO.  
Section IV – remove the following sentences ‘A proxy vote may be assigned by any non-attending member to any attending member. Proxy votes may be used for no more than 25% of the scheduled UBC meetings in an academic year for each committee member.’  
Section VI – added President/Chair and Vice President/Chair of Faculty Senate and President/Chair and Vice President/Chair of Faculty Union are precluded from serving as Co-Chair.