



RUSA Agenda November 7th, 2019

7:30pm @ Student Activities Center

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Prior Meeting's Minutes
5. Officer Updates
6. Consent Calendar
 - a. Resolution to Support the "No More Hungry Knights" Student Community Cafe Initiative
7. Legislation
 - a. Capital Allocation and Secure Handling (C.A.S.H.) Act
 - b. Bill to Mandate the Consistent Documentation of the Meal Swipes for Charity Program
8. Advisor Report
9. External Representatives Report
10. Public Sector
11. Adjournment
12. Committee Meetings

"Public notice of this meeting has been given to all undergraduate students requesting such notice. Please speak to the Secretary of the Assembly after this meeting to learn more about how you can join the email list to receive a 24 hour meeting notice and a copy of the Agenda."



RUSA Bill F19 - 08

Authors: N. LaBelle, *Treasurer*; N. Tharney, *Parliamentarian*

Sponsors: Internal Affairs Committee

Capital Allocation and Secure Handling (C.A.S.H.) Act

Whereas, the Assembly previously enacted the first part of the Capital Allocation and Secure Handling (C.A.S.H.) Act, and

Whereas, the Internal Affairs Committee, the Allocations Board, and the Treasurer recognize the need to delineate a process for the handling of moneys within the Assembly's operating budget, and

Whereas, the RUSA Treasurer is primarily charged with the maintenance of the budget as per the Standing Rules (S.R.), but

Whereas, few provisions exist in the Assembly's core set of rules pertaining to its operating budget (S.R. XIX § 1 through 6), and

Whereas, the Assembly recognizes the need to implement internal controls while also mitigating bureaucracy and the centralization of executive power, and

Whereas, the Assembly recognizes the need to enact provisions governing funding while also recognizing the need to ensure flexibility, and simultaneously ensure a balance between discretionary funds appropriated to committees and Assembly oversight whereby initiatives cannot be undertaken without the support of the Assembly,

**Therefore, be it hereby enacted as the Capital Allocation and Secure Handling (C.A.S.H.)
Act by two-thirds of the Assembly:**

RESOLVED, the Assembly amends S.R. XIX “RUSA Finances” to include Section 7:

7. The Treasurer shall oversee the authorization of expenditures from the RUSA account.
 - a. The Assembly shall, on an annual basis, establish line items within the budget for each core and standing committee.
 - i. Following any Assembly operating budget, all funds allocated to specific Committees shall require a majority vote of said committee in favor to authorize spending, except that this section shall not allow a committee to circumvent the requirements under Article 20, nor shall a committee sponsor an event not sponsored, endorsed, or created through the Assembly.
 - b. Any funding from line item that exceed \$500 must be explicitly authorized by a vote of the Assembly. The same must be used for the sale, transfer, or disposition of any real property, rental (excluding temporary room rentals), or other physical property held by or for the Assembly, excluding promotional items, if the book value exceeds \$500. Should the value not exceed \$500, the expense shall require the consent of the Committee upon which funds are being drawn.
 - c. For discretionary line items, the Treasurer may reallocate up to \$500 to another line item, only if the Treasurer has the advice and consent of the Executive Board and provides notification of the Assembly through the Secretary or through other official communication. However, such power shall be restricted if the Assembly has either expressly prohibited it or has already committed said funds. In amounts in excess of \$500 or where the Executive Board has not approved the reallocation, the Assembly’s assent shall be required through appropriate legislation.
 - d. All other funds from the Assembly budget shall be spent at the direction of the Assembly, in accordance with these rules, or in such cases where the purpose and spending authority is specified in the budget, said authority may cause for funds to be used, in accordance with all applicable governing rules and regulations.
 - i. The Treasurer shall be authorized to transfer funds from other line items for the purpose of balancing RUSA expenses, provided the original responsible party for spending such funds consents to the requisition of funds.

- e. Requests for funding shall be submitted through the Treasurer.
 - i. Expenditures authorized by Section 6 of this Article and in compliance with all other applicable rules shall be reported to and supervised by the Treasurer.
 - ii. The Treasurer must respond to requests within 4 University business days during which SABO is open.

RESOLVED, the Assembly amends S.R. XV § 3(b) to include the subsections:

- i. The Treasurer shall report a running, annotated form of the RUSA budget, adjusted for expenditures and transfers, and shall make the same available upon request, and the Assembly shall make the same available on the RUSA website.
- ii. Quarterly budget reports are to be furnished by the Treasurer on the basis of the fiscal year concurrent with University accounting starting on July 1st. The quarterly budget must be provided on the RUSA website as soon as it is given to the Assembly.
- iii. Public notice of the most recent RUSA Operating Budget and RUSA allocation of club funding will be made available on the current RUSA website, in addition to any personal inquiry given to the Treasurer, following the same procedure for requesting records as the RUSA Allocations Process Transparency Act (RAPTA). Each line item of the RUSA operating budget must be delineated, including a statement of purpose of each line item, in the public budget document on the RUSA website.

RESOLVED, the Assembly charges its Treasurer with providing to it a written report of the budgets for the first and second quarter for the 2019-2020 Fiscal Year no later than January 15, 2019, except that this date may be delayed by up to one month by the Executive Board, or longer by a two-thirds vote of the Assembly by way of legislation.

RESOLVED, the Assembly amends S.R. XXIV § 2(f) to include the subsections:

- i. Any member, officer, or agent of the Assembly who circumvents the financial control procedures established under Article XIX, Section 7, including either the reallocation, expenditure, or alteration of budgeted funds not authorized by the Assembly under these rules or under legislation shall be liable for impeachment. Every member, officer, or agent of the Assembly who receives such funds or causes such funds to be disbursed is responsible for following said procedures,

and if they willfully or negligently violates this section is liable for impeachment, except that in cases of handling amounts less than \$100 they shall only be liable for censure for no less than one month and no greater than two months.

- ii. Any person employed by the University and in such capacity willfully circumvents Article XIX, Section 7 or conspires, cooperated, attempts, or assists another in doing so may be reported to University Human Resources or another appropriate office for conducting investigations and administering discipline, upon the recommendation of the Internal Affairs Committee.
- iii. The sections above shall not limit sanctions imposed for embezzlement or offenses other than circumventing Article XIX, Section 7.

RESOLVED, upon enactment, the Chairman of the Internal Affairs Committee shall furnish an updated copy of the Standing Rules to the Parliamentarian and the Secretary of the Assembly, and the Secretary, or his designee, shall publish the same on the Assembly's website.



RUSA Bill F19 - 10

Author: Andrew Petryna, *UA Committee Chair*

Sponsor: University Affairs Committee

Bill to Mandate the Consistent Documentation of the Meal Swipes for Charity Program

Whereas, the Rutgers University Student Assembly provides 2 opportunities per year for organizations to participate in the Meal Swipes for Charity (MSC) program;

Whereas, Meal Swipes for Charity provides organizations the ability to raise thousands of dollars for their various projects and initiatives;

Whereas, there exists no codified guidelines for organizations participating in MSC to document or record the amount of swipes and total funds raised, or record how funds raised from the program are disseminated and otherwise spent;

Whereas, Meal Swipes for Charity relies on guest swipes from students to raise money, and is thereby directly paid for by students through their meal plan fees;

Whereas, Meal Swipes for Charity is regulated by RUSA, an organization funded by students and beholden to their best interests;

Whereas, it is of paramount importance that RUSA remain as transparent as possible and that students have access to information regarding its actions;

Whereas, the University Affairs Committee is the committee responsible for the internal regulation and management of the MSC program;

Whereas, the current Chairperson of the University Affairs Committee does not have a reliable or consistent record of previous MSC funding numbers, accounts, expenditures, and other relevant data;

Whereas, a consistent record of information regarding the program must be established;

Be it hereby enacted the Assembly requires all organizations participating in the Meal Swipes for Charity (MSC) program to furnish the RUSA University Affairs Committee with the relevant financial documents tracing the movement and expenditure of such funds, including:

1. How much money was delivered to the participating organization, and when these funds were spent or otherwise moved,
2. The information relevant to the raising of funds will be delivered to RUSA by the participating organization within 4 weeks of the conclusion of the Meal Swipes for Charity program,
3. The status of funds raised through Meal Swipes for Charity by an organization will be provided to RUSA two weeks before the end of the school year during which the fundraiser was held, in the form of a report, general budget, or document that details how funds were spent,

Be it further enacted, the University Affairs Committee shall take reasonable steps to verify the information provided by the organization and shall report the most accurate information in accordance with the below required procedures;

Be it further enacted, failure of an organization to furnish RUSA with this required information 4 weeks following the conclusion of the school year in which the Meal Swipes iteration occurred will result in that organization receiving a written warning from the University Affairs Committee, and a reminder as to what information is demanded;

Be it further enacted, if an organization fails to furnish the University Affairs Committee with the requested information within a month of a written warning being issued, the offending organization will be ineligible to apply for future Meal Swipes for Charity opportunities until the information is supplied and verified, or within 3 years and one month of the warning being issued;

Be it further enacted, if an organization fails to furnish the University Affairs Committee with the required information for an entire year following a ban on Meal Swipes for Charity opportunities, the University Affairs Committee will conduct an investigation as to where the information is and why it has not been delivered;

Be it further enacted, any organization barred from participating in Meal Swipes for Charity can, at any point, file a one-time appeal to the Executive Board and present their case for a termination of the ban;

Be it further enacted, subsequent appeals may be filed by a new executive board of the offending club, but the Executive Board of RUSA is not obligated to hear them;

Be it further enacted, if the Executive Board upholds such a ban, it shall expire within 3 years and one month of the initial warning being issued by the University Affairs Committee, or until the required information is delivered;

Be it further enacted, any organization barred from participating in Meal Swipes for Charity can furnish the required information at anytime during a ban to automatically terminate it;

Be it further enacted, if either the University Affairs Committee or Executive Board finds evidence of wrongdoing or bad faith practices on the part of a student organization in their investigations, they shall report these malpractices to the appropriate University authorities;

Be it further enacted, following the selection of an organization as the facilitator of that semester's Meal Swipes for Charity, RUSA will deliver a memo or other official document signed by the President to Rutgers Dining Services confirming the selection; and

Be it further enacted, these requirements take effect starting with the Fall 2019 iteration of the Meal Swipes for Charity program;

Be it further enacted, RUSA charges the Chairperson of the University Affairs Committee to audit their own archives and data to see what information and historical documentation of previous Meal Swipes events exists from the 2017-2018 and 2018-2019 academic years;

Be it further enacted, the Chairperson of the University Affairs Committee will furnish the Office of the RUSA President with a public report detailing the funds raised and impact of Meal Swipes for Charity for the school year, to the best of the information provided to them, at the conclusion of their term as Chairperson;

Be it further enacted, the Chair of the University Affairs Committee, or another designee of the Committee, shall furnish the terms of this legislation to every applicant to the Meal Swipes for Charity program, and each applicant shall consent to the terms therein as a condition of being considered for the program; and

Be it finally enacted, the preceding operative clauses of this legislation shall constitute one title “Meal Swipes for Charity” within the Assembly’s code of permanent legislation, in accordance to the Permanent Legislation Act of 2018.



RUSA Resolution F19 - 05

Authors: Nicholas LaBelle, *RUSA Treasurer*

Sponsors: Public Relations Committee

Resolution to Support the “No More Hungry Knights” Student Community Cafe Initiative

Whereas, food insecurity is an issue plaguing college campuses around the country, and the Rutgers community has expressed a clear interest in addressing this concern,

Whereas, according to a report titled “Food Insecurity Among Students at Rutgers University-New Brunswick”, over 37% of students are food insecure, many of which come from marginalized groups in the Rutgers community,¹

Whereas, food insecurity is implicated with lower GPAs and overall less favorable academic outcomes,²

Whereas, several stakeholders, such as: Student Affairs; Rutgers Student Food Pantry; the Office of Off-Campus Living and Community Partnerships; Rutgers Against Hunger; SEBS Co-Op Extension; College Ave Community Church, have taken note of this issue,

Whereas, said stakeholders have joined together to provide free food Monday through Friday, from 11:30 AM to 2:00 PM, during the weeks of Nov. 4 & Nov. 11, at the College Ave Community Church,

¹ http://humeco.rutgers.edu/documents_pdf/RU_Student_Food_Insecurity_2018.pdf

² http://humeco.rutgers.edu/documents_pdf/RU_Student_Food_Insecurity_2018.pdf

Therefore, be it hereby resolved that, the Rutgers University Student Assembly emphatically commends and endorses the efforts of the “No More Hungry Knights” Student Community Cafe to provide free meals and company to students in need; and

Be it further resolved, to aid in the efforts of the initiative, during the remainder of the week of Nov. 4 and the full week of Nov. 11, the PR Committee will create a social media campaign to promote awareness of this service and share information raising further attention to the student food insecurity crisis.