

PROCEDURES

CHAPTER 606 STUDENT MONIES ALLOCATION COMMITTEE

- I. NAME: The Chapter 606 Student Monies Allocations Committee of Tennessee Technological University.
- II. AUTHORITY: Authority is granted by Chapter 606 of the Tennessee Public Acts of 1978 and subsequent approval by the University President, shall authorize the expenditure of monies generated by a ten-dollar per full-time student fee collected at registration each academic term. The Committee shall make spending recommendations for student projects, activities, and scholarships based on written requests submitted by students and student organizations.
- III. PURPOSE: The Chapter 606 Student Monies Allocations Committee, with subsequent approval by the University President, shall authorize the expenditure of monies generated by a ten-dollar per full-time student fee collected at registration each academic term. The Committee shall make spending recommendations for student projects, activities, and scholarships based on written requests submitted by students and student organizations.
- IV. MEMBERSHIP: Members of the Chapter 606 Student Monies Allocation Committee shall be appointed by the University President in accordance with the following recommendations pertaining to administrative, faculty and student members:
 - A. Administrative - Two (2) administrative officers, one being the Vice-President for Student Affairs (or their designee) and the other being a representative from the Business Office, shall serve and vote. The Business Office representative shall be appointed for a three-year term.
 - B. Faculty - One (1) faculty member shall hold membership, and shall be appointed for a three-year term.
 - C. Student - Eight (8) student members shall be selected to serve. They are the SGA President and one (1) SGA Senator from each of the following constituencies: the School of Agriculture & Home Economics, the College of Arts & Sciences, the College of Business Administration, the College of Education, the College of Engineering, the School of Nursing, and the Freshman Class. Excluding the SGA President, elected student representatives chosen for committee membership shall have received the largest number of votes cast in their respective divisions during the SGA elections held during the spring and, in the case of Freshmen representatives, during the fall semester. Should a student receiving the largest number of votes in a respective division decline the committee appointment, the option

would pass to the student receiving the next largest number of votes in the same division. A student who by resignation or impeachment forfeits his seat as an elected student representative also forfeits membership on the Chapter 606 Student Monies Allocations Committee.

D. Terms of Office

1. Seven (7) of the eight (8) student members will serve one-year terms, and one (1) of the eight (8) student members will serve a two-year term. Terms will be effective at the beginning of summer semester following election in the spring semester.
2. The one (1) student member serving a two-year term shall be selected by and from the other Chapter 606 Student Monies Allocation Committee (SMAC) members at the end of the spring term. Should the member be unwilling to serve a two-year term, the members shall select another. The two-year member shall not be a graduating senior and must have remaining at Tennessee Tech at least the two (2) years required to serve.
3. Should the two-year term student member not be re-elected to Senate for a second term, he/she will continue as a Chapter 606 SMAC member until his/her second term is served. He/she will not replace any other student member but will become an additional regular voting member. Thus, Chapter 606 SMAC may consist of one (1) additional student member periodically.
5. The responsibility of the two-year student member shall be to educate the new one-year term student members about precedents that have been set in past years. He/She, as well as the administrative and faculty members, shall help new members to understand different types of requests and the procedures for allocation.
6. All appointments are subject to renewal at the discretion of the University President.

E. Vacancies - Any vacancy that occurs during the year in the Chapter 606 Student Monies Allocations Committee, shall be filled according to the guidelines for membership under Section IV. If the vacancy occurs in the two-year term student position, the position shall be filled by a selection made by and from remaining members of the Committee. He/She will serve one (1) additional year, so that he/she has served two (2) years total.

F. Quorum - A quorum shall consist of not less than a majority of student members and not less than two of the non-students.

G. Voting Privileges - Only regular members will be permitted to vote on matters before the committee.

H. Attendance - Members shall be expected to attend the meetings of the committee. No member shall be allowed to miss more than two meetings

per semester for any reason, after which time the member shall be replaced. Student members shall be replaced by the next vote receiver in each college. Faculty and administrative members shall be replaced following current guidelines.

- I. Proxies - members shall be entitled to send proxies to meetings. Meetings at which proxies attend for the member shall count as absences for the member. Therefore, no member shall be allowed to miss more than two meetings with a proxy in a given semester. Members intending to send a proxy must notify either the chairperson or the administrative officer prior to the meeting.

V. OFFICERS:

- A. Chairperson - The Chairperson will be a student member elected annually by and from the Committee membership. The Chairperson will:

1. Call meetings.
2. Preside at all meetings or designate another member to preside.
3. Appoint ad hoc subcommittees as required and designate the Chairperson.
4. Cause minutes of each meeting to be prepared and distributed to the membership, SGA Senate and campus media.
5. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Committee.

- IV. AGENDA: Agenda items must be received by the Chairperson or Secretary not later than seven days prior to the meeting at which time they will be considered. The agenda must be sent to the membership three days prior to the date of the meeting.