

**STAFF SENATE BILL #57**

**Title: Dissolution of Finance Committee, Implementation of Treasurer**

**Date: August 3<sup>rd</sup>, 2022**

**Author: President Nichols**

**Sponsors: Senator Peter Wolfinbarger, Member-at-Large Nicole Nelson,  
Senator Mary Harris, Senator Brianna Casey, Senator Jen Paintin,  
Senator Tara Van Cleave, Senator Francis Vogt**

1 WHEREAS, The Finance Committee’s purpose of overseeing Senate financial accounts,  
2 managing and preparing Staff Senate annual budget, and fielding committee budget requests  
3 have proven unnecessary in its current model, and;

4 WHEREAS, the need for such committee is no longer found necessary by the Senate; and;

5 THEREFORE, be it enacted that the Finance Committee be dissolved, and;

6 THEREFORE, be it enacted that in lieu of said committee the Officer position of Treasurer be  
7 implemented, and;

8 THEREFORE, be it further enacted that the following changes to the Rules and Procedures of

9 the University of Wyoming Staff Senate be made as outlined in Addendum A and all subsequent

10 mention of “Finance Committee” be altered to reflect the newly implemented Officer position of

11 Treasurer.

**Date of Passage: August 3<sup>rd</sup>, 2022**

**“Being enacted on August 3<sup>rd</sup>, 2022, I do hereby sign my name hereto and approve this  
Senate action.”**

  
Staff Senate President, Tim Nichols

## ADDENDUM A

The following is to be stricken from R&P.V.1

- d. Finance Committee
  - i. Function
    - 1. The Committee shall oversee financial activity of the Staff Senate.
    - 2. The Committee shall create a budget for each fiscal year to be presented for approval by Staff Senate at the September meeting, review and provide reports on the expenditures of the past quarter, provide a final report of all expenditures at the end of the fiscal year, and perform other duties outlined in the Finance Policy of the University of Wyoming Staff Senate.
  - ii. Powers
    - 1. The Committee shall oversee the processing of field purchase orders, payment requests, interdepartmental requests, and procurement card reconciliation.
    - 2. The Committee may appoint and charge subcommittees as necessary to conduct business in a timely and efficient manner.
  - iii. Membership
    - 1. The committee shall have a minimum of five members, one of which is elected by the Committee and approved by the President to serve as the chair.
    - 2. At least one member of the committee must have completed, or complete by October 1<sup>st</sup>, training in P-Card reconciliation.
    - 3. The Associate Vice President for Fiscal Administration, or their designee, shall be an ex officio member of the committee.

The following be added to R&P.IV.2 amid current subsections C and D

- D. The Staff Senate Treasurer shall have the following authority and responsibilities:
  - a. Oversee financial activity of the Staff Senate and its Committee's
  - b. Create the Senate budget for each fiscal year to be presented for approval by Staff Senate at the September meeting, review and provide reports on the expenditures of the past quarter, provide a final report of all expenditures at the end of the fiscal year, and perform other duties outlined in the Finance Policy of the University of Wyoming Staff Senate.
  - c. Consult Senate Committee's during their budget preparations sessions.
  - d. Present and oversee budget requests to Executive Committee on behalf of Senate Committee's.
  - e. Present financial report to Executive Committee monthly, to include all requests for funding and all funding dispersed, as well as copies of the most current foundation reports.

The Following is to be added to R&P.V.1.A.a.i.

- a. Executive Committee
  - i. Function
    - 1. The Committee shall act on behalf of the Staff Senate in conducting the business of Staff Senate between regular meetings.
    - 2. The Committee shall review the Treasurer's monthly report including all requests for funding and all funding dispersed, as well as copies of the most current foundation reports.
  - ii. Powers
    - 1. The Committee shall interpret and enforce the Staff Senate Bylaws and these Rules and Procedures, and shall recommend action to the Staff Senate if applicable.
    - 2. The Committee shall set the agenda for regular meetings of the Staff Senate and for general meetings of all staff and will perform other responsibilities assigned to it by membership of the whole.
  - iii. Membership
    - 1. The Committee shall consist of the elected Staff Senate Officers and the chairs of the Staff Senate standing committees.
    - 2. The President shall serve as the chair.