



9.26.2018

**WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
BUDGET REVIEW COMMITTEE  
BYLAWS**

**ARTICLE I. NAME AND PURPOSE**

**Section I: Name**

West Chester University Budget Review Committee (BRC)

**Section II: Purpose**

The purpose of the West Chester University Budget Review Committee (BRC) is to have representatives of the broader University community gain an understanding of the annual budget as it relates to the University Mission, Vision, and Strategic Plan and to prepare them to help promote transparency related to the development of the University budget. The BRC membership is, therefore, responsible for regularly reviewing the University's annual budget, providing feedback where appropriate, and sharing their knowledge of the budgetary process and obligatory outcomes with their respective constituencies.

The charge of the West Chester University Budget Review Committee is as follow:

- participate in activities to build a working knowledge of the University and State System budget and budgeting processes, including awareness of University fiscal conditions, constraints, and opportunities;
- review and provide feedback regarding new funding or necessary reductions submitted by the President and Cabinet for input;
- share information with respective constituencies regarding the annual budget and the process for determining the budget;
- solicit input and questions from member of the University community that will inform and clarify the broader understanding of the budget and related budgetary processes;
- provide feedback to the President and other members of the cabinet who make presentations to the Committee regarding budgetary matters.

The charge to the Budget Review Committee may be modified by the President as experience is gained and it becomes apparent that additions, deletions, or greater definitions are needed to allow the Committee to fulfill its role in helping to make the University's budgeting processes transparent.

### **Section III: Participatory Guidelines**

The West Chester University Budget Review Committee's primary role is to review the University's annual budget and gain an understanding of the budgeting process. Members serving on the BRC should bring a University-wide perspective to their role. While budget elements presented to the committee may address advocating for the needs of a particular division or unit, the role of Committee members is to consider the budget as it reflects the interest of the University as a whole. As such, the role of the members is not one of directly advocating for their particular constituency, but to provide the perspective of their constituency. In this context, the BRC can be a vital, impartial sounding board to inform the decisions the President and other Cabinet members make related to the budget.

The Budget Review Committee Chairpersons are responsible for appointing necessary key positions within the Committee, such as a secretary to keep minutes, a subcommittee chairperson, and members of an Ad Hoc committee.

#### **Summary of Duties:**

- Attend meetings and respond to email communications
- Participate in deliberations and decision making
- Make recommendations where appropriate
- Report back to constituency

*(A Committee member missing more than 3 meetings or 2 in a row during the academic year of appointment may be removed from the Committee through a secret ballot vote of a majority of the other committee members. A replacement to fill the vacated seat must come from the Employee Category of the discharged member)*

## ARTICLE II. MEMBERSHIP

### Section III: Membership\*

MEMBERS	EMPLOYEE CATEGORY
Co-Chairs Appointed by the President (2) Appointed by President. Co-Chairs may or may not be appointed from the membership listed below.	TBD
Vice President, <i>ex officio</i> (1) serves as tie breaker vote Appointed by President	Senior Executive
Executive Vice President, Vice President for Finance and Administration, Associate Vice President for Budget and Financial Planning, <i>ex officio</i> (3)	Senior Executive
Dean (2) elected by Deans Selected by Deans	Dean
Faculty Senate, President or Designee (1) Selected by Faculty Senate	Faculty
APSCUF (1) Selected by APSCUF	Faculty
Department Chairs (3) Not more than (1) from any College Call for self-nomination from Council of Chairs. Ballot election coordinated by APSCUF	Faculty
Faculty (3) Call for self-nomination from colleges not represented by APSCUF designee and/or Department Chair selection. Ballot election coordinated by APSCUF	Faculty
Managers (4) elected by peers, no more than (1) from any Division Self-nomination and then election by managers	Manager
AFSCME (1) Selected by AFSCME	Staff
Staff (2) Self-nomination from the other staff and then election. Ballot coordinated by AFSCME	Staff
Presidential Appointments (3) Appointed by President second week of September to insure equity	TBD
Students -1 undergraduate elected by SGA, 1 graduate elected by GSA Appointed by SGA and GSA	Students

\*The BRC must have at least 1 representative from each of the five disciplinary colleges, the School of Music, and non-college faculty (library, coaches, counseling, etc.)

## Membership by Employee Category:

Co-Chairs	Senior Executives	Faculty	Deans	Managers	Staff	Students	Presidential Appointments	TOTAL
2	4 <i>ex-officio</i>	8	2	4	3	2	3	28

\*If the co-chairs are appointed from the committee membership, the total membership of the committee may be less than 26.

## Section II: – Term of Office:

Elected and appointed Committee members will serve a term of three (3) years and cannot serve consecutive terms. Terms will begin with the beginning of the academic year (generally in August), with elections taking place in the prior spring. If a seat on the committee is vacated for any reason, a replacement will be added to finish out that term through the process used to fill the seat originally (See Article II. Section I). To facilitate stability in the Committee and accommodate a regulated and equitable turnover of positions, initial terms were as follows:

- Executive Vice President, VP for Finance and Administration, AVP for Budget and Financial Planning
  - No term limits, ex officio
- Vice President
  - one 3-year term
- Deans
  - 3-year term
- Faculty
  - Faculty Senate representation – 3-year term
  - APSCUF Representation – 3-year term
  - Chairs – 3-year terms
  - At-Large Faculty – 3-year terms
- Managers
  - At-Large –3-year terms
- Staff
  - AFSCME appointment – 3-year term
  - At-Large – 3-year term
- Students
  - Undergraduate appointment\* – 2-year term
  - Graduate appointment\* – 2-year term
- Presidential Appointments
  - Co-Chairs – 3-year term
  - At-Large – 3-year term^

\*Undergraduate appointments should not be a fourth-year student, to avoid the selection of students who will graduate before their term expires. Graduate appointments should be first year students if at all possible, for the same reason.

^The President may change the terms of the at-large appointments in order to assure an equity of representation on the committee.

### **ARTICLE III. MEETINGS**

The entire committee will generally meet monthly in the fall semester and every other week during the spring semester. The Committee may have to meet more or less frequently at the discretion of the Co-Chairs. While face-to-face attendance at meetings is highly encouraged, participation via conference call or other means may be permitted under some circumstances, at the discretion of the Co-Chairs.

Newly elected committee members will have orientation/training for their committee work, generally in the fall semester of the academic year.

Additional meetings may be scheduled in May through August when unusual budget issues arise, and the committee members will make every effort to participate if this should happen, using technology to facilitate remote participation as needed.

Minutes will be provided after each meeting, and the Committee will vote to approve the minutes at the next meeting.

### **ARTICLE IV. OFFICERS AND COMMITTEES**

#### Co-Chairs

Are appointed by the President and will serve three-year terms.

Their responsibilities are to:

1. convene and monitor regularly scheduled meetings with the Executive Vice President, VP for Finance and Administration and the AVP for Budget and Financial Planning;
2. send materials, including meeting summaries to committee members for their review, and subsequent approval;
3. present committee recommendations and constituency feedback to the President and other members of the Cabinet.

#### Ad Hoc Committees

1. The Budget Review Committee Co-Chairs may establish an Ad Hoc Committee for accomplishing some specific task.
2. The Budget Review Committee Chairs will determine the number of people needed for the task, the charge to that Ad Hoc Committee, its Chair, and the timeline by which the task is to be accomplished.

- a. If the Ad Hoc Committee has not completed its task within its timeline, its Chair might request an extension or the Ad Hoc Committee could be required to bring its progress on the task to the Committee for its consideration.
3. Upon completion of its task, the Ad Hoc Chair will submit a written report to the committee chairs and if requested, render an oral report to the Committee.
4. All Ad Hoc Committees, as is usual for such groups, dissolve when their task is complete.
5. No Ad Hoc Committee can assume the right to be a De Facto Standing Committee unless these bylaws are amended to include its presence as a standing committee.

## **ARTICLE V. DECISION MAKING**

The Committee should, whenever possible, strive for the highest level of agreement among committee members, but formal decisions will be made by a majority vote of the entire committee.

1. The Committee may, by majority vote, establish a higher threshold for specific decisions, in which case there will be a 2/3 vote.
2. Any Committee member can call for a vote.
3. Decisions reached by a formal vote will be included in the meeting summary, and Committee members will have the option of writing a majority and minority report to document the rationale for the decision along with the rationale for dissenting views.

## **ARTICLE VI. AMENDMENTS**

Amendments to the bylaws can be introduced by any member of the Committee, but must be passed by 3/4 vote of the entire Committee body and approved by the President.

## **ARTICLE VII. REGULATIONS**

Nothing in this document may override or contradict any established policies or regulations set by WCU, PASSHE, Board of Governors, or the Commonwealth of Pennsylvania.