2 Motions for Sugar Labs

To be considered by the SLOB on or before the meeting on 06/03/16

Motion A: To replace existing bylaw for Finance Manager from:

Existing:

The Finance Manager is an *ex officio*, non-voting officer taking care of Sugar Labs' Finance.

Currently, this position is vacant.

Proposed:

The Finance Manager shall be appointed by a majority vote of the Sugar Labs Oversight Board and may be either a non-voting officer or one of the current Oversight Board members. The Finance Manager will serve at the will of the Board and may be removed and replaced by a majority vote of the Board if necessary.

Currently, this position is vacant.

Duties of the Finance Manager will be to:

1. Work with the Software Freedom Conservancy to manage all Sugar Labs monetary disbursements

2. report monthly in advance of the scheduled monthly Oversight Board Meeting the following:

- Balance at the beginning of the month
- Expenses during the month (with summary/mini-budget details for each expense)
- Income received during the month
- Balance at the end of the month

To carry out these duties, the Finance Manager will need to assert familiarity with using the Software Freedom Conservancy accounting system "Ledger" (see details at http://ledger-cli.org and http://k.sfconservancy.org/npo-ledger-cli).

This Finance Manager's Report shall be available as a full text on the wiki.sugarlabs.org website at least 72 hours before the regularly scheduled meeting. A simple majority vote of the Sugar Labs Oversight Board shall be required for approval of the Finance Manager's Report.

The Finance Manager, shall be paid a remuneration for their services In proportion to the expected workload. The SugarLabs Oversight Board shall set the initial amount and shall review and reapprove the amount of remuneration every 6 months. If this does not happen the remuneration will default to $0, but can be reinstated at any subsequent regular SLOB meeting.

Failure to carry out these duties for more than one meeting will result in removal and appointment of another Finance Manager.

Motion B: To define procedures for requesting, obtaining, and reporting use of SugarLabs funds.

All monetary distributions must be requested from Software Freedom Conservancy by the appointed Finance Manager according to the following guidelines:

Expenses:

Expenses under $Y do not require prior approval by the Oversight Board.

No expenses over $Y will be paid without prior approval by the Oversight Board. The amount permitted under this provision ($Y) will be set initially by a simple majority of the Oversight Board and may be changed as needed by a simple majority of the Oversight Board

Expenses over $Y must be presented, as a Request, first to the Finance Manager, who will check to make sure the request conforms to standards for purpose, goals, location dates, personnel, reporting procedures, and budget, The Finance Manager will assist the person submitting the Request with suggestions for any needed changes and improvements. The Finance Manager will post the Request for expenses at least 72 hours before the next SLOB meeting.

At the SLOB meeting, the Finance Manager will coordinate the presentation of requests, one at a time, for voting so that it is clear which proposal is being considered for approval in any given vote.
Once a request for funds for a project is approved, all budget items in the proposal will be considered approved and will need no further action by SLOB.

Requests for funds:

Requests will be presented to the Finance Manager in writing (typically email.)

Requests over $Y must be presented to the Oversight Board at least 72 hours in advance of any scheduled Oversight Board meeting. The Finance Manager will present the requests for the current month to the Oversight Board at least 48 hours in advance of the meeting for consideration, by posting the full text of the Request on the wiki.sugarlabs.org website. and, at the meeting, for consideration and possible approval. Only the Finance Manager shall present such requests at the meeting.

Requests under $Y can be approved or disapproved by the Finance Manager at their sole discretion; SLOB approval is not required. They will report each request, both those approved or disapproved, to SLOB at the next meeting. SLOB can provide feedback to guide future decisions by the Finance Manager.

Requests will include, but not be limited to, the following:

1. Purpose of the funds

2. Budget proposed (in USD)

3. Details will include, but not be limited to:

   - Names, qualifications, and proposed duties of natural persons to receive funds
   - Proposed expenses for materials and supplies
   - Dates the project will start and finish
   - Goals to be accomplished
   - Services that will be rendered, or confirmation there will be none
   - Deliverables that will be received by SLOB, or confirmation there will be none

Disbursements: Once a request for funds has been approved, the Finance Manager will prepare the request for the disbursement of the approved funds according to the budget approved for the project to the Software Freedom Conservancy.

Any request for funds under $Y will be confirmed by the Finance Manager in writing (typically email) as approved or denied within 7 calendar days. If approved, recipient will invoice Conservancy for the approved amount. Conservancy will pay within 30 days of receipt of invoice.

Any request for funds over $Y (for previously approved project funds) will be confirmed by the Finance Manager in writing (typically email) as approved or denied within 7 calendar days of the scheduled Oversight Board meeting. If approved,

recipient will invoice Conservancy for the approved amount. Conservancy will generally pay within about 30 days of receipt of invoice.

Reporting: The results of all budgets will be reported in writing by the Finance Manager to the Oversight Board as part of the general public monthly report at least 72 hours before the next meeting after each budget's completion.