

## ASSOCIATED STUDENTS BYLAWS

### ARTICLE VIII: FINANCIAL BYLAWS

#### Section A. Finance Committee

##### I. Definition

- a. The Finance Committee (hereafter "FC") is a committee of the Associated Student Government (ASG) Board of Directors (BOD), established by the ASG Bylaws, to make recommendations on the allocation of monies from the ASG General Fund and ASG Student Representation Fee.

##### II. Funding Principles and Considerations

- a. Expenditures of FC funds must conform with constitutional requirements, including the decision of the United States Supreme Court in Board of Regents v. Southworth, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing California Statutes, Attorney General's opinions, SBCCD Board policies and administrative regulations and SBVC policies and procedures.
- b. When making decisions the FC will take into consideration the amount of money available.

##### III. Compliance with SBCCD Board Policies and Administrative Regulations and SBVC Policies and Procedures.

- a. Applicants receiving money from the FC must follow SBCCD Board Policies and Administrative Regulations and all and other applicable state and federal laws.
- b. Applicants may not be eligible to receive funding if they have knowingly, willfully, or intentionally violated the SBCCD Board Policies or Administrative Regulations or SBVC Policies or Procedures during the last fiscal year.
- c. Allegations of violations under section III(C) shall be brought to the Finance Director by July 1.
  - i. The Finance Director shall refer the alleged violation to the ASG Vice President.
  - ii. The BOD shall address the alleged violation at the first BOD meeting in October.
  - iii. A 2/3 majority vote is required to deny funding on this basis. The decision to deny funding on this basis may be appealed under section <insert reference>.

#### Section B. Membership

##### I. Finance Committee Membership

- a. Members shall be appointed at the 1<sup>st</sup> September BOD Meeting
- b. There shall be a minimum of 3 voting members and nor more than 5 voting members on the FC, unless members are removed or unable to serve.
- c. The ASG Finance Director shall Chair the FC.
- d. FC Members will be appointed pursuant to the ASG Constitution, Article VI, Section B. <insert references>

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e. The ASG Executive Assistant shall serve as an ex-officio member of the FC.

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II. Membership Duties and Responsibilities

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a. The FC shall determine a timeline (as outlined in section <insert reference>) and present it to the BOD at the first BOD meeting in October.

b. The following are duties and responsibilities of all FC Members:

i. FC members must assist the Chair with its administration.

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ii. FC members must attend all FC meetings and hearings in their entirety.

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iii. If a member discovers that he or she cannot attend FC meetings after having been selected, the member may be removed by the Chair with two-thirds vote by the whole committee to allow a BOD Director to fill the vacancy, until such time a replacement may be appointed.

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c. Duties of the Finance Director:

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- i. The Finance Director will preside over all meetings of the FC.
- ii. The Finance Director will receive all budgetary reports and proposals and distribute them to the committee no later than five (5) school days before the first FC meeting.
- iii. The Finance Director or Executive Assistant will schedule applicants to appear before the FC and/or the BOD.
- iv. The Finance Director shall notify past applicants of the timeline within five (5) school days of presentation to the BOD. The timeline shall also be available in the Office of Student Life within five (5) school days for all other interested parties.

d. Duties of the ASG Executive Assistant

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- i. Prepare a final report for the BOD that includes recommendations and a summary of segregated fee allocation amounts. This report shall be presented to the BOD at the first BOD meeting after the final vote regarding FC allocation recommendations. This document shall be used during the following year's FC process to ensure that all provisions in the report have been followed by funded clubs and departments.
- ii. Prepare and disseminate minutes of all FC meetings to its members; upload minutes to the ASG website.
- iii. Prepare formal notifications to all funding applicants regarding the status of their funding request; including status and final decision within (5) working days after the final BOD decision.

**Section C. Club Funding**

I. All club funding allocations shall be obtained from the ASG General Fund budget.

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II. Types of Allocations:

a. Annual funding request- allocation request for annual events and/or expenses taking place in the next fiscal year, generates a line item in the ASG General Fund, must be repeated by the 7<sup>th</sup> week of Spring semester.

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b. Mid-year funding request- allocation request for events and/or expenses taking place during the current fiscal year, must be repeated the 7<sup>th</sup> week of the semester prior to the event and/or expense.

III. To be eligible to request an ASG allocation, a principal member, preferably the Treasurer, of the club shall:

a. Attend (1) ASG Finance Process workshop.

b. Meet with the ASG Finance Director to review the thoroughness of their funding application.

c. Submit an allocation request form with their Club Advisor's signature to FC.

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IV. All budget requests shall:

a. Be presented by a principal member of the club to the FC to discuss the allocation request. Based on the outcome, the request may/may not be forwarded to the BOD.

b. If recommended by the FC, be presented by a principal member of the student organization to the BOD to provide any supporting information and/or documentation regarding the funding request.

V. To receive monies after BOD approval:

a. Meet with the Student Activities & Campus Center Specialist to complete an Event Planning Form.

i. For payment of contracts, three (3) original signed copies of the completed contract(s) must be submitted to the Office of Student Life.

ii. For all other expenses, transfer is processed upon Office of Student Life preliminary approval of the Event Planning Form.

a. All student organizations receiving an allocation from ASG shall indicate and display ASG as its financial sponsor in a fully visible and audible manner, failure to do so may result in disqualification for allocations.

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VI. Original receipts of expenditures and/or purchase requisitions shall be returned to the OSL no later than (3) working days after the event.

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