

BUDGET COMMITTEE BY-LAWS

PREAMBLE: The purpose of these By-Laws is to provide structures and procedures to implement the Associated Students Constitution.

ARTICLE I. NAME, DEFINITION, FUNCTION

Section 1. Name

- A. Associated Students Budget Committee

Section 2. Definition

- A. The Budget Committee is an Associated Student government committee which has primary jurisdiction over the allocation of AS Funds. The Budget Committee is a review board, and as such should review the finances of AS.

Section 3. Function

- A. The primary function of the Budget Committee is to approve or disapprove the allocation of funds, to sponsor and/or subsidize any Student-University oriented event and to establish the criteria for the dispersal of such funds. Those receiving funds for activities may be Directors and Elected Officials of AS registered Clubs and organizations.
- B. To review the spending of allocated AS funds previously budgeted by the Finance Committee and to alert the Senate of possible mismanagement of those funds. It shall be the duty of the Budget Committee to inform the Senate of allocations deemed unwise by the Committee. It shall be the power and duty of the Budget Committee to deny any financial request which such Committee feels would be detrimental to the AS or to the University of San Diego.

ARTICLE II. MEMBERSHIP

Section 1. Permanent members of the Committee shall be the AS Vice President of Finance (Chairperson), the AS Vice President of Programming (Vice Chairperson), four AS class Senators, the Secretary of Student Organizations, a United Front representative, an Interfraternity Council representative, a Panhellenic Council representative, and four non-permanent student members (one from each class). The AS Controller and the AS Auditor are to be non-voting members on the Committee in an advisory capacity.

The above members of the Budget Committee are to be presented to the AS Senate, by the AS Vice President of Finance, for approval each semester.

Section 2. Any appointed member of the committee who misses two (2) meetings without valid written excuse or without a proxy may have his/her position revoked. The position shall then be open to a new appointment by the AS President upon recommendation of the Committee and shall be considered the official notice of record.

Section 3. A non-permanent Budget Committee member may resign from the Committee with two weeks notice to the Chairperson, who then approaches the President with the recommendation for a new appointment by the AS President and approval by the Senate. Permanent members may not resign.

ARTICLE III. ADMINISTRATIVE OFFICERS OF COMMITTEE AND THEIR RESPONSIBILITIES

Section 1. The Chair

- A. Shall be the AS Vice President of Finance as designated in the AS Constitution, Article II. Section 6E.
- B. Shall preside at all meetings of the Committee.
- C. Shall appoint a Budget Committee Secretary.
- D. Shall have the power to call emergency meetings or special sessions of the Committee.
- E. Shall be responsible for scheduling and distributing agendas and minutes appropriate to each meeting.
- F. Shall have the voting power in the event of a tie and veto power over any Budget Committee legislation he/she deems inappropriate subject to the existing channels of appeal.

Section 2. The Vice Chair

- A. Shall be the Vice President of Programming.
- B. Shall conduct the business of the Committee in the absence of the Chair.

- C. Shall be the official representative of the AS Senate to the Committee and act as a liaison to the President as designated in the AS Constitution, Article II, Section 3C.

Section 3. The Secretary of Student Organizations

- A. Shall be the Secretary of Student Organizations.
- B. Shall represent the clubs and organizations of the I.C.C. when they petition funds for I.C.C. members activities.
- C. Shall on behalf of the I.C.C. members petition funds for I.C.C. members' activities.

Section 4. The Controller and Auditor

- A. Shall keep accurate records of money allocated and dispersed by the Budget Committee.
- B. Shall report to and be directly responsible to the AS Vice President of Finance.

Section 5. The United Front Representative

- A. Shall be a member of the United Front Executive Board.
- B. Shall represent the United Front participation in the AS financial matters.
- C. Shall be charged with the duty of reporting to United Front members the financial activities of the Budget Committee of the AS.

Section 6. The Inter Fraternity Council Representative

- A. Shall be a member of the Inter Fraternity Council Executive Board.
- B. Shall represent fraternity participation in the AS financial matters.
- C. Shall be charged with the duty of reporting to fraternity members the financial activities of the Budget Committee of the AS.

Section 7. The Panhellenic Council Representative

- A. Shall be a member of the Panhellenic Council Executive Board.
- B. Shall represent sorority participation in the AS financial matters.

- C. Shall be charged with the duty of reporting to sorority members the financial activities of the Budget Committee of the AS.

Section 8. The Student Representatives (non-permanent members)

- A. Shall be four (4) students at large, one from each of the classes.
- B. Shall represent the student participation in the AS financial matters.
- C. Shall be charged with the duty of reporting to students the financial activities of the Budget Committee of the AS.

ARTICLE IV. QUORUM AND VOTING

Section 1. One half (1/2) of the entire Committee shall constitute quorum.

Section 2. A simple majority shall constitute voting procedures of the Committee meeting which has quorum (each member, excluding the Chair who has voting power in the event of a tie and veto power, casting one (1) vote unless otherwise obtaining a valid proxy).

Section 3. The Budget Committee shall have the power to override the veto of the Chair by a two-thirds vote of its entire membership.

ARTICLE V. MEETINGS

Section 1. The Budget Committee shall meet bimonthly during the regular school semesters.

Section 2. The Budget Committee will meet when necessary upon prior notice of no less than 48 hours by the Vice President of Finance on behalf of the petitioning organization. The Budget Committee will specify in writing its meeting time and day.

Section 3. A meeting shall take place following yearly elections to insure exchange of information regarding areas of responsibility. The meetings shall consist of in-coming and out-going members.

Section 4. All meetings of the Budget Committee shall be open to all member of the Associated Students. They must provide prior written notice to the Vice President of Finance. Any member of the AS may speak upon recognition, but shall not have the right to vote or make any motions.

Section 5. The voting process of the Budget Committee shall be closed to only the official members of the committee.

Section 6. No member of the Budget Committee may request funds for an event to the committee.

ARTICLE VI. REQUIREMENTS AND REGULATIONS FOR FUNDING AND REVIEW

Section 1. The club/organization and appointed office applying is to be a recognized organization of the AS according to the AS Constitution, Senate approval and judicial review.

Section 2. The item, event or service which is to be financed by the Committee must not be in conflict in any way with the operations of the AS, or in any way cause legal actions to be brought against the AS.

Section 3. All activities being reviewed and receiving new funds must have the proper forms turned in to the Committee before a decision and/or payment for the activity in question is made.

Section 4. Any organization presenting funding proposals for review or petitioning new funds must be sponsoring an event which is beneficial to the University of San Diego, either in providing recognition for the institution or an event for the entire student body, subject to the following guidelines:

A. Events open to the entire student body

1. A maximum of \$7.00 per person for food and entertainment will be allocated.
2. There are no restrictions on the amount that can be requested or funded for items other than food and entertainment. Each request will be judged on its own merits.
3. The event must be advertised and thoroughly promoted as a co-sponsored event with the AS logo on all printed advertising.

B. AS will support, but not fully fund, the following types of closed events (events open only to organization members):

1. Special interest activities of an educational nature.

- a. Off campus, from \$0-\$10 per person can be allocated.
 - b. On campus, from \$0-\$500 per event can be allocated.
 - 2. Recognition events such as dinners, luncheons, etc., will be allocated up to a maximum of \$50 for clubs or organizations with 50 or fewer current members and up to a maximum of \$100 for clubs and organizations with more than 50 current members.
 - 3. Clubs and organizations may only petition the Committee once for a given event
 - 4. For organization conventions and conferences, up to 50% of conference fees and housing may be allocated. Travel and food costs will not be funded.
 - 5. Closed meetings will not be allocated funding. Also, the club/organization must provide proof of membership.
 - 6. Strictly social parties will not be allocated funding.
- C. Any requests for expenses other than events will be evaluated on a case by case basis.
- D. Events that are fund-raisers shall be funded in the following manner:
- 1. When AS funds 50%-75% of the total budget, 75% of net receipts remain in the club's treasury and 25% is returned to the AS.
 - 2. When AS funds 0%-49% of the total budget, 100% of the net profits remain in the club's treasury.
 - 3. Events that are fund-raisers, that AS has funded in part, must be advertised as a co-sponsored event by that organization and the AS.
- F. Money may not be allocated for alcoholic beverages. Receipts for alcohol will not be honored.
- G. All funding requests will also be based on past allocations and compliance with all I.C.C. rules and regulations.
- H. Clubs and Organizations may only petition the Budget Committee once for any given event.

Section 5. Funds that are granted to a club/organization and are not used by that

group revert back to the general budget of the Budget Committee.

- Section 6. The Budget Committee reserves the right to deny activity funds to any appointed office, club or other AS sanctioned group request that exceeds allocated AS funds previously budgeted by the Finance Committee.
- Section 7. Any action or decision by the Budget Committee can be appealed by a club or organization to the AS Senate.
- Section 8. The Budget Committee reserves the right to deny any organization financial assistance or funding.
- Section 9. If a club/organization becomes inactive or defunct, all property of that group that was funded by the AS reverts back to the AS.
- Section 10. Any club/organization that has one (1) or more unexcused Inter Club Counsel (ICC) meeting absences shall be denied Budget Committee funding for the remainder of that semester.

ARTICLE VII. RECEIPT DEADLINES

- Section 1. All receipts for monies paid out are to be returned to the AS Vice President of Finance within five (5) days of expenditure of money. Non-compliance may result in removal of funding privileges.

ARTICLE VIII. REALLOCATION OF PREVIOUSLY BUDGETED AND NEW FUNDS

- Section 1. Reallocation of previously budgeted funds
- A. All financial requests of appointed officials for reallocation must first gain the approval of their corresponding advisor.
 - B. After gaining the approval of an advisor, the financial request for reallocation must then be presented to the AS Vice President of Finance in the form of a memorandum.
 - C. The Budget Committee shall review the financial request for reallocation and either grant or deny the request.
 - D. Any action or decision by the Budget Committee may be appealed to the AS Senate.
 - E. Individual club funds or budgets are not previously budgeted.

Section 2. Reallocation of New Funds

A. Appointed Officials of the AS

1. Must gain approval from their corresponding advisor.
2. Shall be subjected to Budget Committee review and the granting or denying of reallocation.
3. May appeal any Budget Committee decision to the AS Senate.

B. Club/Organization Activities

1. Must gain approval from the Inter Club Council.
3. Shall be subjected to Budget Committee review and the granting or denying of reallocation.
4. The Secretary of Student Organizations, as the I.C.C. representative, may appeal any Budget Committee decision to the AS Senate.

ARTICLE IX. AMENDMENTS

Section 1. These By-Laws may be amended in the following way:

- A. Any member of the Budget Committee or member of the AS Senate who is entitled to full participation in its activities may, at any regular meeting of this Committee or AS Senate, submit a proposed amendment.
- B. The AS Senate must approve the proposed amendment no later than the next scheduled meeting of the Committee.
- C. The Budget Committee Secretary or the AS Recording Secretary must then keep the proposed amendment posted publicly for period of five (5) class days.
- D. A two-thirds majority of the AS Student Senate shall be necessary for the adoption of an amendment to these By-Laws.

ARTICLE X. RATIFICATION PROCEDURES

Section 1. These By-Laws shall be submitted to the AS President yearly for

administrative approval and be subjected to the right of appeal by the President of the University of San Diego and the Board of Trustees.

Section 2. Final ratification of these By-Laws will be effected by a two-thirds vote of the entire AS Student Senate yearly.

REVISED June 28, 2004