

Organizations, and one representative from each classification of Student Organizations. The AS Controller is to be a non-voting member on the Committee in an advisory capacity. The above members of the Budget Committee are to be presented to the AS Senate before the second meeting of each semester, 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.

- A. Events open to the entire student body
 - 1. A maximum of \$7.50 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. If the Organization receiving funds does not do so, expenses related to marketing will not be reimbursed. It is the duty of the committee to regulate and decide upon consequences.

- 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. 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. 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. This is applicable when the fund-raiser is only benefiting the Organization. Charities and philanthropic fund-raisers will be left to the discretion of the Committee.
 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, which AS has funded in part, must be advertised as a co-sponsored event by that organization and the AS. If the Organization receiving funds does not do so, expenses related to marketing will not be reimbursed. It is the duty of the committee to regulate and decide upon consequences.
- F. Money may not be allocated for alcoholic beverages. Receipts for alcohol will not be honored.
- G. The Budget Committee should refer to past allocations for funding requests and ensure 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 In order to request and receive funds, any club/organization cannot have more than one (1) Inter Club Council meeting absence per 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 two weeks of the funded event. Non-compliance and failure to do so within the semester close 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

