



- C. Shall appoint a Committee Secretary responsible for recording minutes.
- D. Shall be responsible for contacting all permanent members of the committee to inform them of Committee dates, times, responsibilities, and procedures.
- E. Shall Notify the AS Directors, AS Senators, AS Executive Board, and AS Centers of the funds allocated to them and indicate to them that during the summer and winter breaks, the AS Executive Board has empowered them to begin spending on those items that have been authorized.
- F. Shall have the power to call emergency meetings or special sessions of the Committee.
- G. Shall be responsible for scheduling and distributing agendas and minutes appropriate to each meeting.
- H. 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.

## **ARTICLE IV**

### **MEETINGS**

- Section 1      The Finance Committee shall meet on two planned occasions.
- Section 2      The first meeting shall take place by the last week of May. The purpose of this meeting is to present, and vote on, budget requests from the AS Executive Board, Senators, Directors, Centers and the ICC Budget Committee.
- Section 3      The second meeting shall take place at a time decided upon by the AS Executive Board but before the start of the spring semester. The purpose of this meeting is to allocate funds remaining from the fall semester to the spring semester and/or approve requests for additional funds for the spring semester from those eligible to submit budget requests (AS Executive Board, Senators, and Directors).
- Section 4      The Finance Committee will meet when necessary upon prior notice of no less then 7 working days by the Chair of the Committee. The Chair of the Finance Committee will specify in writing its meeting time, day, and location.

- Section 5 All meetings of the Committee shall be closed unless decided otherwise by a vote of a simple majority of the members.
- Section 6 The decision making process may be determined by the Committee using the quorum and voting process outlined in Article V of these By-Laws. The Process of the Committee shall be either consensus or voting by majority.
- Section 7 The Finance Committee can meet at any time with approval from the AS Executive Board for the re-allocation of funds or management of new allocations. The Finance Committee can decide on re-allocation amounts of \$500 or less, but all other amounts must be presented to ASBC for approval.

#### **ARTICLE V QUORUM AND VOTING**

- Section 1 The voting members of the Committee are the members of the AS Executive Board
- Section 2 100% of the entire Committee shall constitute a quorum unless previously decided on by vote from the entire Committee. However there may be no more than two members absent form any given meeting.
- Section 3 A two thirds vote is needed to constitute a decision on behalf of the Committee. It is the duty of the Committee to vote for recommendation purposes to the AS Senate.
- Section 4 The Finance Committee shall have the power to override the veto of the Chair by two-thirds vote of its entire voting membership.
- Section 5 The final decisions and budget settled on by the Finance Committee must be approved by the AS Senate before the second meeting of each semester.

#### **ARTICLE VI REQUIREMENTS AND REGULATIONS FOR FUNDING TO THE AS EXECUTIVE BOARD, AS SENATORS, AND DIRECTORS**

- Section 1 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 2 All potential events being reviewed must have the proper forms turned in to the committee before a decision regarding funding can be made.
- Section 3 The Committee reserves the right to deny any event financial assistance or funding.
- Section 4 Funds budgeted for a stated semester but not expended at the end of that semester revert back to the AS General Fund to be used for future budget requests.

**ARTICLE VII REQUIREMENTS AND REGULATIONS FOR FUNDING TO THE AS CENTERS**

- Section 1 The definition of a Center
- A. An organization that aligns its values with those of the University and Associated Students.
  - B. An organization with Heavy undergraduate student involvement.
  - C. Current Centers include: Orientation, Weekend Programming, USDtv, United Front Multicultural Center, CASA (a division of Community Service Learning), and the Women’s Center.
  - D. Additional Centers may be added with the approval of the AS Executive Board.
  - E. Once an organization has been classified as an AS Center, it becomes the responsibility of that Center to hire student directors for that center. These students may be provided a Work Service Award through USD Financial Aid. These students are not required to attend all AS retreats and meetings, but may be called upon to attend some of these as requested.
  - F. It is the duty of the Vice President for Finance to act as the liaison between the AS Executive Board and the Centers in all matters regarding funding and the tracking of expenses.
- Section 2 The funding of Centers by Associated Students
- A. The item, event or service which is being requested from the Finance 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 AS.

- B. All potential events being reviewed must have the proper forms turned in to the Committee before a decision regarding funding made.
- C. The Committee reserves the right to deny any event or Center financial assistance or funding.
- D. Centers may only submit funding requests to the AS Finance Committee prior to the May meeting. These requests must contain a detailed line-item account of each expense for each event and must include a description of the purpose of each event.
- E. Centers may not request funding on behalf of a student organization.
- F. Centers' budgets approved by the Finance Committee are approved on an annual basis.
- G. Centers may make line-item changes for any given event without the approval of the AS Executive Board. The Finance Committee decides whether funds will be allocated in a lump-sum, or if Centers will be able to re-allocate funds from event "x" to event "y" without the approval of the AS Executive Board. In regards to the reallocation of funds remaining from the fall semester, these funds may be re-allocated to events previously approved by the Finance Committee that are expected to take place during the spring semester.
- H. Centers may not petition the Finance Committee for additional funds during the December meeting of the Finance Committee.
- I. If a particular approved event cannot take place, the Center may appeal to the AS Executive Board for approval of a necessary change.
- J. Funding for approved events will be transferred to a separate account which will be controlled by that Center, yet must submit a budget update when requested by the Vice President for Finance.
- K. Centers are not required to fill out, and submit, the appropriate University forms for Check Requests, Petty Cash, Purchase Orders and Transfers.
- L. Funds remaining at the end of each fiscal year will revert back to the AS General Fund.

Section 3      The use of the AS equipment and services

- A. Centers wishing to utilize equipment owned and operated by AS should consider the possibility of having to pay a rental fee for the equipment and an hourly rate for any AS tech persons operating the equipment.
- B. Centers May use the AS Marketing department free of charge to promote events that are receiving funding from AS. Centers may not use the AS Marketing department for the promotion of events not funded through AS or for the promotion of the Center specifically.
- C. Centers may not petition the AS Budget Committee or ICC Budget Committee for additional Funding.

Section 4      Reporting back to AS

- A. Centers should be in contact with their AS Executive Board liaison on a regular basis in order to keep them informed of events and issues occurring within the center.
- B. Budget reports should be submitted to the AS Executive Board member on a regular basis or when requested as a way of keeping AS informed of the events going on within the center
- C. A mandatory report must be submitted to the AS Vice President for Finance by the last day of regular classes each semester describing, in detail, how AS monies were used during the year. This report must account for all expenditures that the University shows occurring, and expenditures that are expected to occur in the weeks following the report. Failure to submit this report may result in a loss of future funds or a hold on the release of funds for the next semester.

**ARTICLE VIII                      AMENDMENTS**

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

- A.      Any member of the 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 Committee Secretary or the AS Recording Secretary must then keep the proposed amendment posted publicly for a period of five (5) class days.

