

# FINANCE COMMITTEE BYLAWS OF THE UNIVERSITY OF SAN DIEGO

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**PREAMBLE:** The purpose of these Bylaws is to provide structures and procedures to implement the Associated Student Government Constitution.

## **ARTICLE I. NAME, DEFINITION, FUNCTION**

### Section 1 Name

1. The name of this organization shall be the Finance Committee of the Associated Student Government of the University of San Diego (ASG Finance Committee).

### Section 2 Definition

1. The Associated Students Government Finance Committee is responsible for allocating the University of San Diego student activity fee, and is also responsible for outlining the constraints regarding how the student activity fee is spent.

### Section 3 Function

1. The primary function of the Finance Committee is to develop the Associated Student Government budget from the student activity fee. The budget is allocated between the ASG Executive Board, ASG Senate, ASG Judicial Branch, Torero Program Board, and the Centers funded by Associated Student Government.

## **ARTICLE II. MEMBERSHIP**

### Section 1 Permanent Voting Members:

1. The ASG President
2. The ASG Vice President
3. The ASG Speaker of the Senate
4. The Torero Program Board Chair
5. The Four Standing Committee Chairs of the Associated Student Government Senate

Section 2      Permanent Non-Voting Members

1. The Chief of Staff
2. The Finance Chair

### **ARTICLE III. ADMINISTRATIVE OFFICERS OF COMMITTEE AND THEIR RESPONSIBILITIES**

Section 1      The Chairperson:

1. Shall be the ASG Finance Chair.
2. Shall preside at all meetings of the Committee and establish rules for its proceedings that are not already outlined in these bylaws.
3. Shall be responsible for scheduling meeting dates, creating and providing agendas to all members and guests attending each meeting, and providing all relevant material to all members and guests attending each meeting.
4. Shall notify all areas that were approved funding the amount and constraints of their funding within 5 (five) days of Senate approval.
5. Shall have the power to call emergency meetings with at minimum a 24 hours notice.
6. Shall have the voting power in the event of a tie and veto power over any Finance Committee legislation deemed an inappropriate subject to the existing channels of appeal.
7. Shall provide guidelines to the committee as a guide to base their decisions off of at the first meeting of each semester.
  - a. The Finance Committee shall be presented with these guidelines

prior to the end of the academic year. A vote of approval requires a two-thirds majority of voting committee members minus 1 (one).

## **ARTICLE IV. MEETINGS**

### **Section 1 Required Meetings**

1. The Finance Committee shall have at least 1 (one) meeting per quarter to review quarterly reports. Additionally, the Finance Committee shall have at least 1 (one) meeting per semester to allocate funding for the following semester.
2. All meetings of the Finance Committee shall be closed, with invites at the discretion of the Finance Chair, unless decided otherwise by a vote of a simple majority vote of active Finance Committee members. .

### **Section 2 Budget Approval**

1. Fall semester budget shall be approved by the Associated Student Government Senate before the close of the previous school year.

### **Section 3 ASGBC**

1. The Finance Committee shall assume the duties and responsibilities of the Associated Student Government Budget Committee (ASGBC) during the Intersession and Summer semesters.
2. The Finance Committee shall abide by the by-laws of the Associated Student Government Budget Committee (ASGBC) should it assume the duties and responsibilities of ASGBC.

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

### **Section 2 Quorum**

1. Quorum is set at full committee minus 2 (two) voting seats. The two voting seats, however, may not be both Executive Team members nor both Senate

Chairs.

2. The first meeting of the Academic year has a quorum of 100% (one hundred percent), or all voting members.

Section 3 Decision

1. Votes to approve funding requests require a simple majority vote.
2. Votes to amend the bylaws or allocation guidelines require a two-thirds ( $\frac{2}{3}$ ) majority vote, voting committee members minus 1 (one).

Section 4 Veto Power

1. The Finance Committee shall have the power to override the veto of the Chair by three-fourths ( $\frac{3}{4}$ ) majority of all voting committee members.

Section 5 Budget Approval

1. The Finance Chair will take the Finance Committee's budget recommendations for the following semester to the ASG Senate for approval by the last ASG Senate meeting of the current semester (e.g., they shall present the Spring budget at the end of the Fall semester, and vice-versa).

Section 6 Sustainability

1. The Speaker of the Senate (or their designee) shall, with the help of an ASG Advisor and the Finance Chair, establish Sustainable Purchasing Guidelines at the end of every academic year for the year following (e.g., the guidelines for the 2021-22 school year shall be determined at the end of the 2020-21 school year).
  - a. The guidelines may be amended throughout the year with a two-thirds ( $\frac{2}{3}$ ) majority vote by the Finance Committee.

**ARTICLE VI. REQUIREMENTS AND REGULATIONS FOR**

# **FUNDING TO THE ASG EXECUTIVE BOARD AND TORERO PROGRAM BOARD**

## **Section 1 ASG Executive Board**

1. The item, event, or service that is to be financed by the Finance Committee, must not be in conflict in any way with the operations of the ASG, or in any way cause legal actions to be brought against the ASG or the University.
2. All potential events being reviewed must have the proper forms, if available at the time of the request. If available, said forms must be submitted to the Finance Committee with its corresponding funding request.
3. The Finance Committee reserves the right to deny funding for any event without reason so long as the event or funding request does not meet the guidelines set by the Committee.
4. Funds budgeted for a stated semester but not expensed by the end of that semester revert back to the ASG General Fund to be used for future budget requests.
5. Funds allocated to each ASG Executive Board initiative may only be expensed on the respective initiative.
6. The ASG Executive Board shall submit quarterly reports with amounts expensed through the end of each quarter as requested by the Finance Committee.

## **Section 2 Torero Program Board**

1. The item, event, or service that is to be financed by the Finance Committee, must not be in conflict in any way with the operations of the ASG, or in any way cause legal actions to be brought against the ASG or the University.
2. All funding requests must have the proper forms, if available at the time of

the funding request and compliant to all contracts made. If available and compliant, said forms must be submitted to the Finance Committee with its corresponding funding request.

3. The Finance Committee must allocate approximately 35% (thirty-five percent) of the funds allocated for that semester to the Torero Program Board via lump sum. Each respective semester allocation may vary at most 7% (seven percent) from the 35% (thirty-five percent) mentioned above.
4. The Torero Program Board must submit a funding request detailing events with the information outlined in Article VI, Section 2B. Despite having this information, the Finance Committee must approve a lump sum amount for the Torero Program Board, and not individual events detailed in the request.
5. Funds budgeted for a stated semester but not expensed by the end of that semester revert back to the ASG General Fund to be used for future budget requests.

### Section 3 Sustainable Purchases

1. Every purchase made with ASG funds shall be in accordance with the purchasing guidelines. Exceptions can be made if the preferred sustainable option is not feasible, be it for lack of availability, too high of a cost, or another difficulty as determined by the Budget Controller, the Finance Chair, and an Advisor.

## **ARTICLE VII. REQUIREMENTS AND REGULATIONS FOR FUNDING TO THE USD CENTERS**

### Section 1 Definition

1. An organization that aligns its values with those of the University and the Associated Student Government.
2. An organization with heavy undergraduate student involvement.
3. It is the duty of the Finance Chair to act as the liaison between the Finance Committee and the Centers in all matters regarding funding and the

tracking of expenses.

## Section 2 Funding by Associated Student Government

1. 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 ASG, or in any way cause legal actions to be brought against ASG.
2. All funding requests must have the proper forms, if available at the time of the funding request and compliant to all contracts made. If available and compliant, said forms must be submitted to the Finance Committee with its corresponding funding request.
3. The Finance Committee reserves the right to deny funding for any event without reason so long as the event or funding request does not meet the guidelines set by the Committee.
4. Funding requests must describe an overview of the event, including but not limited to name, amount requested and a description of the event. Instructions will be provided on the funding request form provided by the Finance Chair.
5. Centers may not request funding on behalf of an ASG approved student organization.
6. The funding for Centers should not exceed 20% (twenty percent) of the total available budget for the year, not including both ASG Operations and the Creative Zone.
7. Funds may be re-allocated by the Finance Committee based upon quarterly reports. Reallocation requests may be submitted to the ASG Finance Chair to be reviewed during their quarterly meetings.
8. Funding for approved events will be transferred to a separate account, which will be controlled by that Center, each center must submit a budget report at the end of each quarter as instructed by the Finance Chair.
9. Funds remaining at the end of each semester will revert back to the ASG General Fund.

### Section 3 Attendance and Marketing of Events Sponsored by ASG

1. Because Associated Student Government's funds are supplied by undergraduate student fees, and because the Associated Student Government exists to serve undergraduate students, all Associated Student Government sponsored events must be attended in majority by registered students at the University of San Diego and tracked using Salesforce, or other software provided by the University. Attendance metrics must be included in quarterly reports at the instruction of the Finance Chair.
2. Any publicity (i.e. print, media, flyers, advertising, or public notice) for any event, activity, service, program, or media which is sponsored in part or in full by Associated Student Government must display the Associated Student Government logo in a fully visible manner to show the Associated Student Government as its financial sponsor.
3. Any publicity must not promote exclusivity (i.e. in language, gender, ethnicity, religion, membership, or sexual orientation).
4. Violation of ASG advertisement bylaws will result in a warning after the first violation, a funding penalty imposed at the discretion of the Finance Committee after the second violation, and the revoking of status as an ASG approved Center after the third violation.

### Section 4 The Use of ASG Equipment and Services

1. Centers are able to utilize equipment owned and operated by ASG, however the ASG team and the Torero Program Board have priority usage. Should any ASG property be damaged by a center that Center will be held financially responsible for that damage.
2. Centers may use the Creative Zone free of charge to promote events. Centers may not use the Creative Zone department for the promotion of

events not funded through ASG or for the promotion of the Center specifically.

3. Centers may not petition the Finance Committee for additional funding.
4. Centers not funded on an annual basis may submit additional funding requests when made available by the Finance Chair.

#### Section 5 Reporting Back to ASG

1. Centers shall be in contact with the ASG Finance Chair on a regular basis in order to keep them informed of events and issues occurring within the Center.
2. Budget reports should be submitted to the ASG Finance Chair on a quarterly basis or when requested as a way of keeping ASG informed of the events going on within the Center.

#### Section 6 Sustainable Purchases

1. Every purchase made with ASG funds shall be in accordance with the purchasing guidelines. Exceptions can be made if the preferred sustainable option is not feasible, be it for lack of availability, too high of a cost, or another difficulty as determined by the Budget Controller, the Finance Chair, and an Advisor.

### **ARTICLE VIII. YEAR-END REMAINING FUNDS**

#### Section 1 Associated Student Government Financial Year-End

1. The Associated Student Government financial year-end shall be on the 30th of June of each calendar year.

#### Section 2 Treatment of Future Funds

1. All current funds unspent and unallocated at the financial year-end shall be considered “Future Funds”. The “Future Funds” include the reserve required and any unspent funds at the financial year-end.
  - a. The required reserve is set at the lower of \$65,000 (sixty-five

thousand dollars) or 5% (five percent) of the full-year Associated Student Government revenue collected in that fiscal year.

2. The required, minus what was spent by the Senate [with a two-thirds (2/3) approval], shall be automatically allocated to the next year's Associated Student Government budget.
3. All "Future Funds" in excess of the required reserve less any reserve funds (Article VIII, Section 2.B) shall be treated in the following way:
  - a. 25% (twenty-five percent) shall be added to the following year's available funds
  - b. Remaining "Future Funds" shall go to the Endowed Scholarship Fund.

## **ARTICLE IX. EXTENUATING CIRCUMSTANCES**

Section 1 In the case that the Finance Committee cannot meet due to reasons imposed on by nature or the University itself, including but not limited to pandemics and sudden changes the University's usual on-campus attendance, the Associated Student Government's full Executive Team will act as the Finance Committee in the following manner:

1. The Finance Chair shall convene a meeting including all active Executive Team members.
2. Each member of the Executive Team, with the exception of the Finance Chair, will have a vote. To constitute a vote, the vote must be greater than or equal to two-thirds ( $\frac{2}{3}$ ).
3. Should the Executive Team need to reallocate funding, they will do so without needing the approval of the ASG Senate. The Finance Chair must announce to the ASG Senate the re-allocations at the first ASG Senate meeting since the reallocation.

## **ARTICLE X. AMENDMENTS**

Section 1 These Bylaws may be amended in the following ways:

1. Finance Committee members must bring up amendments to the Finance Committee before bringing to the ASG Senate. To be brought to the Senate, the Committee must approve with a simple majority vote.
2. Any member of the Finance Committee or member of the ASG Senate who is entitled to full participation in its activities may, at any regular meeting of this Finance Committee or ASG Senate, submit a proposed amendment.
3. The Chief of Staff must then keep the proposed amendment posted publicly for a period of five (5) class days on the Associated Student Government website, under the Finance section.
4. The ASG Senate must approve the proposed amendment no later than the next scheduled meeting of the Finance Committee.
5. A two-thirds majority of the ASG Senate shall be necessary for the adoption of an amendment to these bylaws.

## **ARTICLE XI. RATIFICATION PROCESS**

Section 1 Final ratification of these bylaws will be affected by a two-thirds vote of the ASG Senate yearly.