



FINANCE COMMITTEE BYLAWS

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

ARTICLE I NAME, DEFINITION, FUNCTION

Section 1 Name

- A. AS Finance Committee

Section 2 Definition

- A. The Finance Committee is an Associated Students government committee responsible for the allocation of the USD student activity fee, which comprises the AS Budget.

Section 3 Function

- A. The primary function of the Finance Committee is to develop the Associated Students Budget from the student activity fee. The budget is allocated between the AS Executive Board, AS Team, AS, Senators, AS Senate, Torero Program Board, and the Centers funded by Associated Students.
- B. The allocation of the Student Activity Fee to Centers does not necessarily represent an endorsement or official position of Associated Students or USD.

ARTICLE II MEMBERSHIP

Section 1 Permanent voting Members:

- A. The AS President
- B. The AS Vice President
- C. The AS Speaker of the Senate
- D. The Torero Program Board Chair





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- E. The Four Standing Committee Chairs of the Associated Students Senate

Section 2 Permanent Non-Voting Members

- A. The AS Controller
- B. The Director of Student Leadership and Engagement (or his/her designee)
- C. The Designated Committee Secretary
- D. The Finance Chair

ARTICLE III ADMINISTRATIVE OFFICERS OF COMMITTEE AND THEIR RESPONSIBILITIES

Section 1 The Chairperson:

- A. Shall be the AS Finance Chair.
- B. Shall preside at all meetings of the Committee and establish rules for its proceedings.
- 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 days, times, responsibilities, and procedures.
- E. Shall notify the AS Team, Torero Program Board and AS Centers of the fund allocated to them. This empowers them to begin spending on those items have been authorized.
- F. Shall have the power to call emergency meetings or special session of the Committee.
- G. Shall be responsible for scheduling and distributing agendas and minutes appropriate to each meeting.





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- H. Shall have the voting power in the event of a tie and veto power over any Finance Committee legislation he/she deems inappropriate subject to the existing channels of appeal.

ARTICLE IV MEETINGS

- Section 1 The Finance Committee shall meet as deemed necessary by the Finance Chair.
- Section 2 Fall semester budget shall be approved by Associated Students Senate before the close of the school year.
- Section 3 Quarterly meetings shall take place at a time decided upon by the AS Finance Chair. The purpose of these meetings is to review quarterly spending of all budgets.
- Section 4 The Finance Committee shall assume the duties and responsibilities of the Associated Students Budget Committee during all non-regular semesters of the academic year.
- A. The Finance Committee shall abide by the by-laws of the Associated Students Budget Committee in the event that the former invokes Article IV, Section 5 of these by-laws.
- Section 5 All meetings of the Committee should 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 Bylaws. The process of the Committee shall be either consensus or voting by majority.

ARTICLE V QUORUM AND VOTING

- Section 1 The entire voting body of the Committee are the AS President, Vice President, Speaker of the Senate, Torero Program Board Chair, and the AS Senate Committee Chairs.





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- 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 from 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 AND AS SENATORS

- Section 1 The item, event, or service that 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 or the University.
- 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 financial assistance or funding for any event.
- Section 4 Funds budgeted for a stated semester but not expensed by the end of that semester revert back to the AS General Fund to be used for future budget requests.
- Section 5 Finance Committee shall reassess semester budgets based upon quarterly reports.
- Section 6 The Finance Committee shall maintain a mandatory reserve of not less than 5% of the total available funds. These funds may not be spent unless by approval of two-thirds (2/3) of the Senate.





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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 Additional Centers may be added with the approval of the AS Finance Committee
- D Once an organization has been classified as an AS Center, students from the respective centers have the option of attending all AS Senate meetings to voice their opinions.
- E It is the duty of the Finance Chair 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 is made.
- C. The Committee reserves the right to deny any event or Center financial assistance or funding.
- D. Request must describe an overview of the event, including name, amount requested and a description of the event.





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- E. Centers may not request funding on behalf of an AS approved student organization.
- F. Centers' budgets approved by the Finance Committee are approved on a semester basis. The funding for Centers should not exceed 20% of the total available budget for the year, unless at the discretion of the Finance Committee.
- G. Funds may be re-allocated by the Finance Committee based upon quarterly reports. Reallocation requests may be submitted to the AS Finance Chair to be reviewed during their quarterly meetings.
- H. Funding for approved events will be transferred to a separate account, which will be controlled by that Center, yet must submit a budget report at the end of each quarter. A time and date will be specified by the AS Finance Chair.
- I. Funds remaining at the end of each quarter will revert back to the AS General Fund.

Section 3 Attendance and Marketing of Events Sponsored by AS.

- A. Because Associated Students' funds are supplied by undergraduate student fees, and because the Associated Students exists to serve undergraduate students, all Associated Students sponsored events must be attended in majority by registered students at USD.
- B. 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 Students must display the Associated Students logo in a fully visible manner to show the Associated Students as its financial sponsor.
- C. Any publicity must not promote exclusivity (i.e. in language, gender, ethnicity, religion, membership, or sexual orientation).
- D. Violation of AS advertisement bylaws will lead to the temporary freezing of the student organization account.





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- Section 4 The Use of AS Equipment and Services.
- A. Centers are able to utilize equipment owned and operated by AS, however the AS team and the Torero Program Board have priority usage. Should any AS property be damaged by a center that Center will be held financially responsible for that damage.
 - B. 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 AS or for the promotion of the Center specifically.
 - C. Centers may not petition the AS Budget Committee for additional funding.
- Section 5 Reporting Back to AS.
- A. Centers should be in contact with the AS Finance Chair 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 Finance Chair on a quarterly 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 Finance Chair by the last day of each semester describing in detail how AS monies were spent during the semester. 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 YEAR-END REMAINING FUNDS

- Section 1 Associated Students Financial Year-End
- A. The Associated Students financial year-end shall be on the 30th of June of each calendar year.



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Approved in Session of the Associated Students Senate, April 2018*



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- B. All current funds unspent and unallocated at the financial year-end shall be considered “Future Funds”
- C. The “Future Funds” include the 5% reserve required in Article VI Section 5 of this document and any unspent funds at the financial year-end.

Section 2 Treatment of Future Funds

- A. The 5% reserve less any reserve funds which are spent by Senate with a two-thirds (2/3) approval (Article VI Sec. 5) shall be automatically allocated to the next year’s Associated Students budget.
- B. All Future Funds in excess of the 5% reserve less any reserve funds which are spent by Senate with a two-thirds (2/3) approval (Article VI Sec. 5) shall be contributed to the A.S. Endowment.

ARTICLE IX AMENDMENTS

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

- 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 must then keep the proposed amendment posted publicly for a period of five (5) class days.
- D. A two-thirds majority of the AS Senate shall be necessary for the adoption of an amendment to these bylaws.

ARTICLE X RATIFICATION PROCESS



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- Section 1 These bylaws 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 bylaws will be effected by a two-thirds vote of the AS Senate yearly.



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