

University of San Diego's mission and values.

ARTICLE II

MEMBERSHIP

Section 1 Voting Permanent Members:

- A. Finance Chair
- B. Torero Program Board Representative
- C. Two AS Senators

Voting Non-Permanent Members:

- A. One Representative from each classifications of Student Organizations:
 - a. Multicultural
 - b. Greek
 - c. Religious
 - d. Academic
 - e. Special Interest
 - f. Changemaker
- B. The AS Controller

Non-Voting Permanent Members:

- A. An advisor appointed by Student Affairs must be present at each Budget Committee meeting.

Section 2 Appointment Process

- A. Director of Recruitment will ask for interested Student Organization Representatives.
- B. The two Senators will be selected based on the discretion of the Speaker of the Senate.
- C. The Torero Program Board Representative will be selected based on the discretion of the TPB Chair.
- D. The terms for these members shall be one year, beginning the first (1st) week after selection. This will allow ASBC to meet during the first couple of weeks of the following academic year.

- Section 3 Any appointed member of the committee who is absent from two (2) meetings without valid written excuse or without a proxy may have his/her position revoked by the Finance Chair. The position shall then be open to a new appointment by the AS Executive Board upon recommendation from the Committee and shall be considered the official notice of record.
- Section 4 A non-permanent Budget Committee member may resign from the Committee with two weeks notice to the Chairperson, who then provides a recommendation to the Executive Board for a new appointment by the AS Executive Board and subsequent 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 Finance Chair.
 - 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 Controller
- 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 Finance Chair.
 - C. Shall process reimbursements for clubs and organizations receiving funding allocation from ASBC.

semesters. No more than once per week and no less than once per month at the discretion of the Finance Chair.

- Section 2 The Budget Committee will meet when necessary upon prior notice of no less than 48 hours by the Finance Chair on behalf of the petitioning organization. The Budget Committee will specify in writing its meeting time and day.
- Section 3 All meetings of the Budget Committee shall be open to any member of the Associated Students. They must provide prior written notice to the Finance Chair. Any member of the AS Team or the Torero Program Board may speak upon recognition, but shall not have the right to vote or make any motions.
- Section 4 The voting process of the Budget Committee shall be closed to only the official members of the Committee and their advisor.
- Section 5 No member of the Budget Committee or member of the AS executive team may request funds for an event to the committee on behalf of a student organization these belong to. In addition, these aforementioned members may not make any appeals to the Speaker of the Senate.
- Section 6 A meeting between the in-coming and out-going Committee Chair shall take place during the transition period to ensure exchange of information regarding areas of responsibility.

ARTICLE VI REQUIREMENTS AND REGULATIONS FOR FUNDING AND REVIEW

- Section 1 The club/organization applying for funding is to be a recognized organization of the AS according to AS Constitution, Senate approval, and judicial review.
- A. Approval of the club/organization is contingent upon whether its current treasurer/finance chair is on the list-serv.
- 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 or the University.
- Section 3 All activities being reviewed and receiving new funds must have the proper forms submitted to the Committee before a decision and /or payment for the activity in question is made.
- Section 4 All activities being reviewed and receiving funds must have an approved Event Registration Form (EVR) before the date of the activity or event.

Section 5

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, subject to the following guidelines:

A. Events open to the entire student body

1. General body meetings can be allocated a maximum of \$4 per person and no more than 7 meetings may be funded per semester.
2. The amount granted for food provided in General Body Meetings will be limited to the number of members the organization has registered in ToreroOrgs.
3. A maximum of \$7.50 per person for food and entertainment can be allocated per event. This amount can be exceeded at the discretion of the Budget Committee.
4. 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.
5. 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, the organization risks their funding being revoked by AS Budget Committee. It is the duty of the committee to regulate and decide upon consequences if violated.

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. This amount can be exceeded at the discretion of the Budget Committee.
 - b. On campus, from \$0-\$500 per event can be allocated. This amount can be exceeded at the discretion of the Budget Committee.
2. Recognition events such as dinners, luncheons, etc., will be allocated up to a maximum of \$10 per student in attendance. This amount can be exceeded at the discretion of the Budget

Committee.

3. For organization conventions, conferences and retreats, registration fees can be fully funded at the discretion of the Budget Committee. Travel and food costs will not be funded. In order to receive funding for a retreat, the organization must provide details regarding retreat information costs and turn it in along with the Budget Committee application.
 - a. The Budget Committee will fund registration fees at the “early bird” rate or at the lowest plausible rate. It is the discretion of the Budget Committee to decide which rate reflects proper due diligence and stewardship of the Associated Students budget.
 - b. The Budget Committee does not fund conferences that coincide with mandatory educational department obligations. (For example, if attendance at a conference is required by a minor or certificate program)
 - c. Funding for conferences is strictly allocated for undergraduate students.
 - d. Requests for convention, conference, and retreat funding must be submitted at least two weeks in advance of the date of the activity.

4. For organization community outreach events, up to 80% of the total funding request may be allocated. In order to receive funding for a community outreach event, the organization must provide details about the event costs and confirm that the event is hosted on campus.
 - a. A community outreach event is defined as an activity that provides services to populations who might not have access to those services; or, an event that works towards community cultural engagement. It is the discretion of the Budget Committee to classify an event as a community outreach event.
 - b. Less than 25 percent of the total Budget Committee allocation from Finance Committee will be awarded to community outreach events. It is the responsibility of the Controller to monitor such spending.
 - c. The Budget Committee will bring any community outreach requests over \$10,000 to Senate to approve for funding.

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. Less than 40 percent of the total Budget Committee allocation from Finance Committee will be awarded to events not open to all members on campus. It is the responsibility of the Controller to monitor such spending.
- E. Budget Committee will grant money to fundraisers only in the capacity that AS be refunded their portion before donations are made.
- F. AS will not fund T-shirts for marketing purposes.
- G. Money may not be allocated for alcoholic beverages or gift giveaways. Receipts for alcohol and such gifts will not be honored. The only situation in which gift fees will be granted is for a Speaker who did not receive an honorarium. This gift may not exceed \$25 (twenty five dollars).
- H. The Budget Committee should refer to past allocations for funding requests and ensure compliance with all I.C.C. rules and regulations.
- I. Clubs and Organizations may only petition the Budget Committee once for any given event. It is at the Budget Committee's discretion to fund events co-sponsored with Torero Program Board.

Section 6 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 7 The Budget Committee reserves the right to deny activity funds to any appointed officer, organization, or other AS sanctioned group request that exceeds allocated AS funds previously budgeted by the Finance Committee.

Section 8 Certain actions or decisions by the Budget Committee can be appealed by a club or organization to the AS Senate.

- A. To make an appeal, the club or organization must contact in writing the Speaker of the Senate.
 - a. The written appeal must include a description of the event and/or request, a comprehensive breakdown of relevant costs, and the basis of the appeal.
- B. The Speaker of the Senate and Parliamentarian will review the appeal request for merit. A request has merit if there was either (1) a violation of process, or (2) if there is knowledge of significant unforeseen new information that was

not available at the time of the original request, if appeal is made on this basis, the Speaker Pro Tempore must review the appeal along with the Speaker of the Senate and Parliamentarian for merit.

- a. If an appeal is based on violation of process, the written appeal must be submitted to the Speaker of the Senate within five (5) business days from the time the club or organization was notified of their funding allocation.
 - b. If an appeal is based on significant unforeseen new information, the written appeal must be submitted to the Speaker of the Senate in the same semester as the original request.
- C. If the Parliamentarian is a voting member of the budget committee, the Student Organizations Committee Chair will review the appeal with the Speaker of the Senate.
- D. If the Speaker of the Senate and Parliamentarian, or Student Organizations Committee Chair, unanimously deem an appeal to have “violation of process” merit, the Speaker of the Senate will schedule the appeal on the agenda for the following Senate session. The Speaker of the Senate must distribute a copy of the appeal prior to the Senate meeting in which the appeal is scheduled.
- E. If the Speaker of the Senate, Parliamentarian or Student Organizations Committee Chair, and the Speaker Pro Tempore, unanimously deem an appeal to have “significant unforeseen new information,” the Speaker of the Senate will notify the Finance Chair and the Finance Chair will schedule the appeal on the agenda for the following ASBC meeting.
- a. One Senator who currently resides on the Budget Committee must present the appeal to Senate.
- F. The parliamentarian must present the appeal to ASBC.
- G. The Senator/Parliamentarian presenting the appeal will provide information regarding the original request and an overview of the original discussion by the Budget Committee regarding the allocation decision and the basis for the appeal.
- H. In the case of a violation of process appeal to the Senate, the Senate must pass, by majority vote, an action to revert the request back to the Budget Committee for re-discussion at the next Budget Committee meeting.
- I. A club or organization may appeal a request once.

J. No member of the Associated Students Executive Board or Associated Students Budget Committee may appeal any decision made by ASBC.

Section 9 The Budget Committee reserves the right to deny any organization financial assistance or funding.

Section 10 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 11 All clubs must be in good standing in order to request and receive funds. Good standing constitutes that the club is registered, has attended the minimum amount of ICC meetings and have a zero or positive club account balance.

Section 12 Applications for funding are due to the Finance office at least 2 weeks prior to the date of the event requesting funding. Exceptions may be made on a case-by-case basis.

Section 13 If a club/organization intentionally lies or manipulates information on a request, the committee will recommend the club/organization to the Student Organization Review Board. In addition, any funds allocated to the event can be revoked or reduced at the committee's discretion. If ASBC learns of any substantial changes to an event after allocation has been granted, the committee reserves the right to re-evaluate the event's allocation.

ARTICLE VII RECEIPT DEADLINES

Section 1 All receipts for monies paid out are to be returned to the Finance Chair within 14 days of the funded event. Non-compliance and failure to do so may result in a denial of reimbursement or removal of funding privileges.

Any funding requests for events that have passed (retroactive requests) must be made no more than thirty (30) days after the event occurs.

A. Clubs/Organizations have 5 business days to receive petty cash from the Cashier's Office. Failure to do so may result in a denial of reimbursement.

ARTICLE VIII REALLOCATION OF PREVIOUSLY BUDGETED FUNDS

Section 1 Reallocation of previously budgeted funds

A. All financial requests of elected and 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 Finance Chair with a change of allocation request form.
- 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.

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 Chief of Staff must then keep the proposed amendment posted publicly for a 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 affected by a two-thirds vote of the entire AS Student Senate yearly.