



ASSOCIATED STUDENT GOVERNMENT BUDGET COMMITTEE BY-LAWS

PREAMBLE: The purpose of these By-Laws is to provide structure and procedures to implement the Associated Students Government Constitution.

ARTICLE I . Name, Definition, and Function

- Section 1 The name shall be the Associated Student Government Budget Committee (ASGBC).
- Section 2 The Budget Committee is an Associated Student Government committee which has primary jurisdiction over the allocation of ASG Funds. The Budget Committee is a review board, and as such should review the finances of ASG.
- Section 3 The Associated Students Budget Committee (ASGBC) shall be the principal financial advisory committee for all student organization programming funding. It's function should be as follows:
- A. The primary function of the Budget Committee is to approve or disapprove the allocation of funds, to sponsor and/or subsidize any Student-University oriented events and to establish the criteria for the dispersal of such funds. Those receiving funds for activities must be registered clubs and organizations in good standing with ASG.
 - B. To review the spending of allocated ASG funds previously budgeted by the Finance Committee and to alert the Senate of possible misuse of those funds. It shall be the duty of the Budget Committee to inform the Senate of allocations deemed unwise by the Committee as needed. It shall be the power and duty of the Budget Committee to deny any financial request that the Committee feels would not be in accordance with ASG's or to the University of San Diego's mission and values.

ARTICLE II. MEMBERSHIP

- Section 1 Members
- A. Permanent Members:
 - a. Finance Chair



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- b. The Controller
- c. Two (2) ASG Senators
- B. Voting Non-Permanent Members:
 - a. One Representative from each classification of Student Organizations:
 - i. Multicultural
 - ii. Greek
 - iii. Religious
 - iv. Academic
 - v. Special Interest
 - vi. Changemaker
 - b. Torero Program Board Representative
- C. Non-Voting Permanent Members:
 - a. An advisor appointed by Student Affairs must be present at each Budget Committee meeting.

Section 2 Appointment Process

- A. The Controller will ask for interested Student Organization Representatives.
- B. The two Senators will be selected based on the discretion of the Speaker of the Senate.
 - a. The Speaker of the Senate will hold at least one appointed ASGBC seat open until the conclusion of the Fall elections. This will allow a representative to be selected from either of the following first year residential halls: Camino and Founders, Maher, Valley A, or Valley B.
- 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 **classes have commenced**. This will allow ASGBC 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 at least a twenty-four (24) hours notice via email or without proxy and notice within twenty-four (24) hours may have their position revoked by the Finance Chair. Any appointed member of the committee who is absent from two (2) meetings without a 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 week's notice to the Chairperson, who then provides a recommendation to the Executive Board for a new appointment by the ASG 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 ASG 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 they 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 ASG Finance Chair.
- C. Shall process reimbursements for clubs and organizations receiving funding allocation from ASGBC.
- D. Responsible for communicating ASGBC funding decisions to student organization representatives.
- E. Responsible for all inquiries regarding ASGBC funding decisions and paperwork.
- F. Shall be responsible for reporting financial activities of ASG Budget.

Section 3 The Student Organization Members



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- A. Shall be appointed by the Controller.
- B. Shall be one member from each of the six organization categories.
 - a. Multicultural
 - b. Greek
 - c. Religious
 - d. Academic
 - e. Special Interest
 - f. Changemaker
- C. These members will be representing the student orgs that fall under their classification. In ASGBC they will keep these orgs in mind when it comes to voting and discussing budget distribution.

Section 4 The Budget Committee Secretary

- A. Shall be appointed by the ASG Finance Chair.
- B. Shall be charged with the duty of keeping detailed records of the decisions made by the Budget Committee.
- C. If the secretary is not a part of the permanent membership of the Committee as listed above, they will have a non-speaking and non-voting role.

ARTICLE IV. QUORUM AND VOTING

Section 1 One half (1/2) of the entire Committee shall constitute quorum. Quorum is 5 members.

Section 2 A simple majority shall constitute voting procedures of the Committee meeting that has quorum (each member, excluding the Chair who has voting power in the event of a tie and veto power, casting one (1) vote unless otherwise obtaining a valid proxy).

Section 3 The Budget Committee shall have the power to override the veto of the Chair by a two-thirds vote of its entire membership.

Section 4 The ASG Controller shall have voting privileges only when their vote is



required to meet quorum.

Article V. MEETINGS

- Section 1 The Budget Committee shall meet as necessary during the regular school 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 Student Government. They must provide prior written notice to the Finance Chair. Any member of the ASG 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 ASG Executive team may make any appeals to the Speaker of the Senate. Budget Committee members must abstain from their own student organizations. The members may remain in the room, however, during requests by their own students orgs.
- 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



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- Section 1 The club/organization applying for funding is to be a recognized organization of the ASG according to ASG Constitution, Senate approval, and judicial review. 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 ASG, or in any way cause legal actions to be brought against the ASG or the University.
- Section 3 All activities being reviewed and receiving new funds must have the proper request 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
 - a. General body meetings can be allocated a maximum of four dollars (\$4.00) per registered student, but no more than seven (7) meetings may be funded per semester. Organizations may request funding for up to four (4) GBMs at a time, but may not have a fifth (5th), sixth (6th), or seventh (7th) GBM approved until after fall break or spring break.
 - b. Student organizations will all be able to request a minimum of one hundred dollars (\$100.00) for food provided in General Body Meetings regardless of member count on Torero Orgs.
 - c. Student organizations with 65 members or more are required to track their attendance utilizing Salesforce for all their General Body Meetings.
 - d. A maximum of seven dollars and fifty cents (\$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.



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- e. 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.
 - f. ASG logo is not required on all advertising. On flyers, however, there must be some kind of clear distinction that it is funded by ASG through the use of a logo or recognition like "funded by Associated Student Government". Non flyer marketing material does not require ASG logo.
 - g. Student organizations that are requesting funding over two hundred fifty dollars (\$250.00) will be invited to present their funding request at ASGBC meetings.
 - h. Student organizations that are requesting funding under \$250 have the option not to present their funding request at ASGBC meetings. ASGBC will review the funding request and will make a decision based on the information provided on Torero Orgs.
- B. ASG will support, but not fully fund, the following types of closed events (events open only to organization members):
- a. Special interest activities of an educational nature (events where students can acquire knowledge, skills, experience etc.).
 - b. Off campus, from \$0-\$10 per person can be allocated. This amount can be exceeded at the discretion of the Budget Committee.
 - c. On campus, from \$0-\$500 per event can be allocated. This amount can be exceeded at the discretion of the Budget Committee.
 - i. Any amount greater than or equal to \$10,000 must be sent to Senate for approval.
 - d. Recognition events such as dinners, luncheons, banquets, 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.
 - i. If the total amount is greater than or equal to \$10,000, the request must be sent to Senate for approval.
 - e. For 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. Food cost may only be funded in the case it is included in the registration fee. Lodging may not exceed fifty dollars (\$50.00) per person per night. Lodging may be funded at the discretion of the Budget Committee. 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 at least 2 weeks in advance.
 - i. The Budget Committee will fund registration fees at the lowest plausible rate. It is the discretion of the Budget



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- Committee to decide which rate reflects proper due diligence and stewardship of the Associated Student Government budget.
- ii. 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)
 - iii. Funding for conferences is strictly allocated for undergraduate students.
 - iv. Requests for convention, conference, and retreat funding must be submitted at least two weeks in advance of the date of the activity.
- f. For organizations to receive funding for community outreach events, the organization must provide details about the event costs.
 - g. 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.
 - h. 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.
 - i. The Budget Committee will bring any community outreach requests over \$10,000 to Senate to approve for funding.
 - j. 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 ASG be refunded their total amount by the end of the semester. It is the responsibility of the Controller to monitor all Fundraising reimbursement requests.
- F. Within the first four weeks of a new academic semester, ASGBC will review funding requests for marketing material up to \$200; Each organization is restricted one granted request for marketing purposes per academic year and application cycle. No student organization that levies a due or membership fee will be permitted to submit a funding request for marketing purposes. Marketing materials that are purchased must be reusable and sustainable so as to eliminate any repetitions within requests that may be made in future academic terms.



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- 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 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.
- J. Budget Committee will grant money to Philanthropic events put on by student organizations. Funds may only go to the event. Funds may not go directly to the philanthropy. The Budget Committee holds the right to deny funds for any philanthropic event.
- K. USD Sports Clubs that reach regionals or the playoffs after their regular season can submit a funding request through Torero Orgs to offset unforeseen costs. Trainer fees may be considered on a case by case basis. Coaching fees will not be considered for funding by ASGBC . Refer to Section 5, Paragraph B, Section 3 for all travel, lodging and registration fees.

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 at the end of each semester.

Section 7 The Budget Committee reserves the right to deny activity funds to any appointed officer, organization, or other ASG sanctioned group request that exceeds allocated ASG 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 ASG Senate.

- A. To make an appeal, the club or organization must contact 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, Parliamentarian, Pro Temp, and **Clerk of Senate** will review the appeal request for merit. A request has merit if there was either (1) a violation of process, (2) if there is knowledge of



significant unforeseen new information that was not available at the time of the original request or (3) misrepresentation or miscommunication of information on an original request. The ASG Controller must also be present to help guide this discussion and provide an overview of the original request and discussion by the Budget Committee.

- a. If an appeal is based on “violation of process”, the written appeal must be submitted to the Speaker of the Senate within fourteen (14) 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 an appeal based on “misrepresentation or miscommunication of information on an original request”, 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.
- 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, Pro Temp, **Clerk of Senate** and Parliamentarian, (or Student Organizations Committee Chair,) by majority 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.
 - a. Members of the Senate Lead Team who favored merit will present the appeal to the senate. A representative from the student org may be invited to be present at the senate for this appeal to answer any questions.
- E. If the Speaker of the Senate, Parliamentarian or Student Organizations Committee Chair, and the Speaker Pro Tempore, by majority deem an appeal to have “significant unforeseen new information,” or “misrepresentation or miscommunication of information on an original request” the Speaker of the Senate will notify the Finance Chair and the Finance Chair will schedule the appeal on the agenda for the following ASGBC meeting.
 - a. A member of the Student Organization must present the appeal to ASGBC with the consent of the Speaker of the Senate. The Speaker of the Senate or Student Organization Committee Chair will prepare them for this presentation.
 - b. The presenter of the appeal will provide information regarding the original request, and the basis for the appeal.



- F. In the case of a violation of process appeal to the Senate, the Senate must pass, by **simple** majority vote, an action to revert the request back to the Budget Committee to re-allocate funds in accordance with due process.
- G. A club or organization may appeal a request once.
- H. No member of the Associated Student Government Executive Board or Associated

Student Government Budget Committee may appeal any decision made by ASGBC.

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 ASG reverts back to the ASG.

Section 11 All clubs must be in good standing in order to request and receive funds. Good standing constitutes that the club is registered and has 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 **by the Finance Chair and Controller with input from an ASG advisor.**

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 ASGBC 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



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- Section 1 All receipts for monies paid out are to be returned to the Controller 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 ASG Senate.
- E. Individual club funds or budgets are not previously budgeted.

Article IX. EXTENUATING CIRCUMSTANCES

- Section 1. In the case of extraordinary circumstances caused 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 Budget Committee reserves the right to make temporary changes to these bylaws for the sake of better supporting student organizations. Any changes must pass the Budget Committee with a two-thirds ($\frac{2}{3}$) majority, as well as with the approval of an advisor and a two-thirds ($\frac{2}{3}$) majority of all active ASG Executive Board members. All



changes made due to extenuating circumstances will last for the duration of the semester during which the changes were made, and shall revert back to the original format upon completion of said semester.

Section 2. In the case that the Student Senate cannot convene due to extraordinary circumstances caused by nature or the University itself, including but not limited to pandemics and sudden changes the University's usual on-campus attendance, two members of the executive team, with the exception of the Finance Chair who already serves on the committee, will be selected based on the discretion of the President to act in place of the two members of the Senate.

Article X. AMENDMENTS

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

- A. Any member of the Budget Committee or member of the ASG Senate who is entitled to full participation in its activities may, at any regular meeting of this Committee or ASG Senate, submit a proposed amendment.
- B. The Budget Committee Secretary or the ASG Chief of Staff must then keep the proposed amendment posted publicly for a period of five (5) class days.
- C. A two-thirds majority of the ASG Student Senate shall be necessary for the adoption of an amendment to these By-Laws.

Article XI. RATIFICATION PROCEDURES

Section 1 These By-Laws shall be submitted to the ASG 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 ASG Student Senate yearly.