

2012-2013

ASSOCIATED STUDENTS BUDGET POLICIES

Under the authority of the Education Code, Sections 89300, 89301, and 89302, of the State of California, all monies collected from the mandatory student activities fees shall be collected by the Chief Fiscal Officer of the University and shall be transferred to Associated Students (A.S.) for deposit.

Title V, Section 42403(C), entitled "Funds," reads as follows:

"Funds of an auxiliary organization" shall be used specifically for the purpose consistent with Board of Trustees and campus policy, and shall not be used:

1. To support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof or any city, municipality, or local government entity of any kind except as may be permitted by Section 89300 of the Education Code." The prohibition of this subdivision shall not apply to:
 - (a) expressions published in the student press;
 - (b) support of a position taken by the Board of Trustees on an issue which the Board determines significantly affects the California State University or any campus thereof;
 - (c) paragraphs (a) or (b) of subdivision (c) (1) are exceptions to the prohibition of (c) (1) and shall not be construed as authorizing an expenditure of student body organization funds collected through mandatory fees not authorized by Title 5, Division 5, Chapter 1, Subchapter 6, Article 4, Section 42659

The Controller and the Executive Director shall freeze the account of any Associated Students, SJSU (A.S.) funded entity, which violates any budget policy or stipulation.

FUND REQUEST PROCEDURES FOR FUNDED RECIPIENTS

All A.S. departments and programs must follow the approved internal control procedures manual for all requisitions, purchase orders, checks and contracts. Detailed steps for funding requirements are provided to funded recipients upon approval.

A. BUDGET STIPULATIONS AND PROCEDURES

1. Any funded entities determined as recipients of allocated student fees shall follow Associated Students budget eligibility guidelines and procedures defined in the budget development process; including but not limited to parameters noted within annual budget assumptions.
2. All monies shall be expended through the General Services Center according to A.S. policies and procedures.
3. All budgeted accounts, student organization accounts, individuals, and organizations that are funded by A.S. are responsible for full knowledge of the rules and procedures as stipulated by the A.S. Budget Policies.
4. The Executive Director shall ensure that all budgeted accounts and student organization fund accounts receive written notification of all budget policies, and budgeted line items.

5. Any expenditure made by an A.S. funded group for programs not included in its current fiscal year budget shall be brought to the attention of the Controller and the Executive Director prior to the expenditure of funds for approval.
6. No funds can be expended without purchase orders, contracts or advances through the General Services Center. Reimbursements shall abide by Internal Control Procedure stipulations for A.S. employees.
 - a. Cash advances shall be limited to miscellaneous expenditures of up to \$500 and are not meant to take the place of contracts, purchase orders, or checks. Exceptions shall be made by both the Controller and Executive Director.
7. All receipts must be submitted to the General Services Center within ten (10) working days after receiving an advance or returning from travel. A hold will be placed on funds and no requests will be processed until all receipts are accounted for, unless an extension has been granted by the Controller and the Executive Director.
8. A.S. funds provided for student organizations may not be used for the purchase of alcoholic beverages.
9. To avoid deficit spending, the General Services Center shall stop all expenditures in any account upon depletion of the funds in that account and bring it to the attention of the Controller and Executive Director.
10. All contracts made by groups in the name of A.S. shall be signed by the account signature designee, the Controller, the Executive Director, and the performer or contractor. An A.S. department or program's contract is not legally binding until signed by the Controller and the Executive Director. Exceptions can be made with a 2/3 vote of the total voting membership of the Board of Directors.
11. All income, including donations of organizations funded by A.S. derived from direct allocation of A.S., shall be deposited only in the approved line items of the account unless otherwise approved by the Board of Directors upon recommendation by the Finance Committee.
12. All A.S. funded departments and programs, including the Students' Election Commission, shall use the Print Shop for copying and printing. Exceptions can be made with a written verification by the Print Shop Manager stating that services cannot be provided by the Print Shop and must be submitted with the request to be approved in advance by the Controller and the Executive Director.
13. A.S. Board Members and Executives shall receive a stipend according to the A.S. Budget Policies.
 - a. All elected or appointed Directors to date must attend the mandatory A.S. orientation, training and retreat prior to the start of the semester.
 - b. A Board member shall lose their right to receive their stipend for one month if two (2) consecutive, regularly scheduled Board meetings; A.S. Committee meetings and/or University Committee meetings are missed.
 - c. Officers of the Board; the President, Vice President, and Controller shall receive a stipend of \$1,000 per month over a twelve (12) month period, commencing June 1 through May 31.
 - d. Director of External Affairs and Director of Programming Affairs shall receive a stipend of \$500 per month paid over a twelve (12) month period commencing June 1 - May 31.
 - e. Student Board Members shall receive a stipend of \$500 per month paid over a ten (10) month period, commencing August 1 through May 31.
 - f. When vacancies occur, the stipend shall begin the first month of appointment. If appointed after the 25th of the month, stipend shall begin the following month, unless otherwise stipulated by a majority vote of the Board of Directors.
 - g. Stipends shall be withheld until eligibility is verified; upon year end or vacancy of a position and all A.S. property is returned. Including but not limited to: A.S. issued laptops, phones (if applicable), and keys or access cards (if applicable). All property must be returned within one week of the final Board meeting. Exceptions to this timeline must be approved by the Executive Director. Early returns will be accepted and stipends will be distributed accordingly.

14. All funds remaining in all accounts at the end of the year shall revert to the A.S. General Fund Reserve. Funds being requested to not be reverted back into the A.S. General Fund Reserve require 2/3rds approval by the Board of Directors.
15. All budget policy stipulation waivers require approval of a 2/3 vote of total voting membership of the Board of Directors.
16. The initiating signatory shall not be the same as the approving signatory on any requisition.
17. All funded events and programs must be accessible to all students in compliance with the ADA requirements.
18. Children of matriculated SJSU students shall be given priority use of the Child Development Center.
19. In accordance with the Executive Orders of the Office of the Chancellor approving student body association fees, the revenue from these fees may be used for any purpose approved by the Trustees and is subject to regular allocation and appropriation procedures applicable to Associated Students.

B. Fund Distribution Approval Procedures

Associated Students Fund Balance

Associated Students Fund Balance is comprised of an Operating Fund and Reserve Funds that are either designated or undesignated. Budget Policies, Internal Control Procedures and Audit requirements ensure fiscal accountability for all transactions.

Operating Fund

The annual budget known as the operating fund is created by the Controller and the Executive Director, Department Managers, Directors of Departments, A.S. Committees or Funded Entities as determined. Annually approved by 2/3 vote of the Board of Directors, the Vice President of Student Affairs and the University President. It is managed by the Executive Director with oversight by the Controller and the A.S. President.

Reserve Funds

Associated Students' Reserves ensure the financial stability of Associated Students. It is not the intent of the Associated Students' Reserves to be spent to increase expenditures in any line item in the operating budget, unless authorized by this Budget document or approved by 2/3 vote of the Board of Directors.

Reserves will normally be accessed by 2/3 vote of the Board of Directors, except where otherwise noted in the policies. In the case of an emergency when it may be impossible to convene the Board of Directors or to provide the three (3) days notice required prior to Board action, the Board delegates the power to spend funds to the Executive Committee and the Executive Director with consultation of the University VP of Student Affairs. All reserve expenditures shall be reported to the Board of Directors at the next regularly scheduled meeting of the Board of Directors.

C. Associated Students Reserves Policy

Reserves Philosophy

The California Education Code, Section 89904(b) states:

The trustees, in consultation with the governing board of the various auxiliary organizations, shall:

1. Implement financial standards, which will assure the fiscal viability of such various auxiliary organizations. Such standards shall include proper provisions for professional management, adequate working capital, adequate reserve funds for current operations and capital replacements, and adequate provisions for new business requirements.

In order to comply and perform in accordance with the above directive the Associated Students of San Jose State University has established the reserves listed below. These reserves have been established to:

- a) allow long term investments to be made by A.S. which will generate interest income each year for Associated Students
- b) provide a source of revenue for Associated Students when, for extraordinary reasons, Associated Students does not have access to its fee revenues
- c) provide a source of funds for replacement of equipment that is damaged by unforeseen circumstances such as natural disasters
- d) provide a source of funds for one-time capital expenditures when the operating budget and non-reverting funds are not sufficient to cover such costs
- e) meet contractual obligations of Associated Students
- f) provide a minimum source of revenue equal to the previous year total budget allocation in case actual student enrollment figures fall below 95% of the pre-established enrollment prediction. If this policy is to be implemented a freeze on salary increases will be instituted.

D. FUND DESIGNATIONS

I. A.S. GENERAL FUND RESERVE

The A.S. General Fund Reserve shall have the priority to be used to fund deficits in the annual budget, then to fund any/or all reserve funds on a pro-rata basis until they reach all targets in compliance with reserve obligations. Funds for designated purposes have designated targets as defined.

Funds may be accessed at the recommendation of the Executive Director with the approval of the Controller and the A.S. President and approved by 2/3 vote of the Board of Directors in accordance with strategic priorities, financial obligations and the regular annual budget process. In the event of an emergency where the board will not convene in a timely manner, the Executive Committee shall have the authority to make decisions regarding distribution of funds.

The A.S. General Fund Reserve shall have a target value of \$5.5M. The Executive Director, in consultation with the A.S. President and the A.S. Controller, shall formulate and present to the A.S. Board of Directors a pro-forma to meet required minimums and be evaluated on an annual basis as part of the annual budget process. Short and long term strategic decisions shall be addressed.

Guidelines and Restrictions

- a) The Reserve may be used for regular operation of the Associated Students organization during any period for approximately three (3) months.
- b) The Reserve may be used to provide immediate funding for Associated Students events or activities deemed worthy of extraordinary consideration (not including student organizations events or activities).
- c) The Reserve may be used to compensate for the increased costs of Associated Students operations during a current fiscal year due to unforeseen employee wage or fringe benefits increases or increases in fixed costs of operations.

- d) The Reserve shall be used for the purpose of distributing pro-rata funds into designated reserve funds to meet their strategic objective to serve their obligations as determined. Specifically, the A.S. Retirement Benefit Reserve; the A.S. Scholarship Reserve; and the Ted Gehrke Program Fund.
- e) The Reserve may be used for *A.S. Capital Asset Purchase, Repair or Replacement*, including plant and equipment items. Such capital assets will have a life of three (3) years or longer and are not intended for disposal prior to the end of their useful life.
- f) The Reserve may be used for one-time capital expenditures for current, expanded or new Associated Students programs when the operating budget and non-reverting funds are not sufficient to cover such costs.
- g) The Reserve may be used to supplement University funds for maintaining *A.S. Commemorative Structures* on campus. The proportioned fund shall be maintained at a minimum of \$60,000. Funds may be used for repairs and maintenance. Approval by the Controller at the recommendation of the Executive Director shall serve as approval requirement for distribution of funds.
- h) The Reserve may be used for the purpose of fulfilling the *A.S. Family Emergency Fund*. The proportioned fund shall be maintained at a minimum of \$5,000. Funds provided for the purpose of supplementing funeral and other related expenses as well as travel cost, in time of crisis, etc. for a maximum of \$1000, to the immediate families of SJSU students who die during their matriculation at SJSU. Approval by the Controller at the recommendation of the Executive Director shall serve as approval requirement for distribution of funds.
- i) The Reserve may be used for the purpose of providing resources for the *A.S. Campus Community Development Fund* intended for implementation of a new program and/or service to serve students on campus. The proportioned fund shall be maintained have a target of \$1,000,000. Ten percent (10%) of the principal value in a given year may be allocated for use as recommended by the Controller and the Executive Director based on determined criteria stated in the *Request For Proposal* process found on the A.S. website www.as.sjsu.edu/campusfunding. Approval by a 2/3 vote of the Board of Directors is required for requests over \$3000.

II. A.S. RETIREMENT BENEFIT RESERVE

The Retirement Benefit Reserve is established to ensure compliance with GASB requirement and audit mandate to fund long term benefits for retirees of Associated Students, San Jose State University (SJSU).

The Retirement Benefit Reserve principal shall target a minimum of \$1.5M. The Executive Director, in consultation with the A.S. President and the A.S. Controller, shall formulate and present to the A.S. Board of Directors an annual reserve pro-forma report as part of the annual budget process.

III. A.S. SCHOLARSHIP RESERVE

A memorandum of understanding between the Associated Students and the University will act as contract for the management and distribution of the A.S. Scholarships and Leadership Stipends/Awards. Guidelines and restrictions shall be noted in the memorandum of understanding. The fund is open to receive any and all monetary donations per the A.S. Charitable Organization status.

The principal shall target a minimum of \$2.5M. Maintenance of the Scholarship Reserve shall be made in accordance with A.S. Maintenance of Reserves Policy. The Executive Director, in consultation with the A.S. President and the A.S. Controller, shall formulate and present to the A.S. Board of Directors annual reserve pro-forma report as part of the annual budget process.

IV. A.S. TED GEHRKE PROGRAM FUND

The Ted Gehrke Program Fund is established to allow long term investments to be made by A.S. which will generate interest income each year for Associated Students for the purpose of providing funding resources for the ensuing year. Funds shall be named for Events & Activities for the benefit of all SJSU students and the community. The fund is open to receive any and all monetary donations per the A.S. Charitable Organization status.

The principal shall target a minimum of \$1.0M. Maintenance of the Ted Gehrke Program Fund shall be made in accordance with A.S. Maintenance of Reserves Policy. The Executive Director, in consultation with the A.S. President and the A.S. Controller, shall formulate and present to the A.S. Board of Directors annual reserve pro-forma report as part of the annual budget process.

V. A.S. HOUSE LEASE RESERVE

The A.S. House Lease Reserve is established to ensure fulfillment of the lease obligation to the University for the 30 year lease which spans from 2001 to 2031. At the ten year anniversary of the lease, A.S. ceases to earn its prepaid credit on an annual basis from the University.

The remaining obligation of the lease is to be safeguarded among the assets of Associated Students and shall provide for the on-going obligation of rent for the remainder of the lease term. This fund shall be reduced annually according to the amortized schedule as prepared and the annual A.S. budget proposal.

V. MAINTENANCE OF RESERVES POLICY

Reserve target levels are described in each reserve policy. Changes in reserve target levels shall be recommended to the Board of Directors by the Executive Director after consultation with the A.S. President and the A.S. Controller. Changes must be approved by 2/3 total voting membership of the Board.

1. Semi-annually, interest from long-term investments held by the University shall be distributed proportionately to the designated reserve accounts according to their principle balance on a pro-rata basis.
2. If it is determined by the Executive Director that interest from long-term investments will not be sufficient to bring reserves to their target levels, the Executive Director, in consultation with the A.S. President and the A.S. Controller shall recommend to the Board of Directors a plan to restore reserves to such levels
3. Associated Students may allocate additional funds, up to the specified target level, to any reserve account through the regular budgeting process.

E. TRAVEL POLICY

1. Travel expenses will be funded in terms of the least expensive method of transportation. Concern for expense can be mitigated by other needs, such as appropriateness.
2. Travel on A.S. funds shall be limited to Associated Students employees, Officers, Board of Directors, and matriculated San Jose State University Students for the purpose of A.S. business only. Proof of Insurance and valid license shall be required.
3. No lodging within a 40-mile radius of the San Jose State University campus will be funded. Exceptions shall be made by the Controller and the Executive Director.

4. Payment for in state lodging may be issued for the full amount paid by the traveler, provided that the charge is supported by a receipt and the cost is neither excessive nor unreasonable.
5. Out of state travel for full-time staff shall be approved by the Controller and the Executive Director.
6. Documentation of the event, including travel to and from location and all business activities shall be submitted for approval prior to travel.
7. The A.S. budget does not allow for unapproved reimbursements.
8. All anticipated expenses for travel must be included on the Travel Expense Report when submitted. Travel requests must be received in the A.S. General Services Center (A.S.G.S.C.) at least seventy-two (72) hours prior to the issuance of a check. Anyone who receives an advance must submit a travel expense report with necessary receipts to the A.S.G.S.C. immediately following the completion of a trip. If the person traveling does not spend the full amount of the advance, a personal check or cash for the balance due must accompany the travel expense report. If the traveler does not clear the advance within ten (10) days of the trip, the A.S.G.S.C. will send a reminder notice. If the A.S.G.S.C. receives no responses within thirty (30) days, the advance will be deducted from the traveler's stipend or payroll check. If this action is necessary, the privilege of receiving travel advances will be revoked.
9. See current budget and travel expense report for allowed rates and budget stipulations pertaining to travel of 24 hours or more.
10. For travel which is less than 24 hours in duration, the following allowance may be claimed: for breakfast, if the travel begins before 7:00 a.m.; for dinner, if the travel extends past 6:00 p.m.; for lodging, if travel extends overnight. Expenses must be incurred 40 miles from the traveler's normal work location.
11. No receipts may be turned in for alcoholic beverages. If receipts list any alcoholic beverages, they will be deducted from the receipt submitted. As per A.S. Budget Policies, A.S. funds may not be used to purchase alcoholic beverages.
12. All lodging must be accompanied by receipts. Receipts must show the name of the hotel, address, zip code, date and the daily rate consistent with pre-approved Travel Expense Report.
13. Required receipts must reference the conference or meeting, date and amount. If fees for meals or travel are included in the registration fee, they may not be included in the per diem allowance for the day.
14. Air fare shall be at the most reasonable rate possible with a notable carrier.
15. Where claimant is allowed to operate a privately owned auto or for specially equipped vehicles, allowable mileage rate will be reimbursed in compliance with University guidelines.
16. Where claimant is utilizing a rental vehicle, said vehicle shall be used for the sole purpose of travel to and from the destination location. Minimum driver age is 21 years of age-subject to pre-approved vendor and compliance with the A.S. Risk Management Policy. 15 passenger vans are not permitted for use at any time, even if you don't have 15 passengers.
17. Parking, ferry, bridge or toll charges are allowed.
18. Individuals are fully responsible for all liability incurred for actions not covered on the approved event itinerary. However, as a representative of A.S. (once your event or trip is funded by our organization), you are expected to display a high level of professionalism at all times while participating in A.S. funded activities.

F. HOSPITALITY POLICY

Following the general guidelines of the CSU Integrated Administrative Manual/General Policy #1301.00 Hospitality, Payment or Reimbursement of Expenses, the Associated Students of San José State University

will pay or reimburse for allowable and reasonable hospitality expenses directly related to, or associated with, the active conduct of official Associated Students, SJSU business. These guidelines do not pertain to food/per diem expenses of employees traveling on Associated Students, SJSU business or when working in an overtime status.

A. ALLOWABLE EXPENSES AND EVENTS

When an Associated Students, SJSU employee, Election Board Member, or Board Member acts as an official host, the occasion must clearly serve a business purpose with no personal benefit derived by the host or other employees. The expenditure of funds for hospitality should be cost effective and in accordance with other Associated Students, SJSU policies. Hospitality expenses, including awards and gifts, must conform to IRS regulations.

- The following are examples of occasions when providing hospitality is permitted when Associated Students, SJSU: is a host or sponsor of official guests; a pre-arranged meeting, event or reception in connection with conferences, recognition or program etc.; hosts events or receptions for the benefit of employee, or Board Member morale, recognition or length of service awards or retirement presentations; Business Meetings that directly promote the mission of Associated Students, SJSU and the San José State University mission. Business meals must be a necessary and integral part of the business meeting, not a matter of personal convenience. (Working business luncheons are included if part of the scheduled meeting.)
- Development activities including staff retreats, trainings and workshops.

B. APPROVAL OF TRANSACTIONS

Requests for reimbursement of food or gift must be approved by the appropriate department manager and reviewed by the Controller and Executive Director for final approval. Requests for reimbursement for food or gifts by the Executive Director must be approved by the Controller and the President for final approval.

G. PROGRAM AND EVENT GUIDELINES

1. All Associated Students departments, funded groups, clubs or organizations considering sponsoring an event must comply with A.S. Contract requirements prior to receiving funds.

INSURANCE

1. For major events, proof of insurance liability requirement will be a minimum of one million dollars (\$1,000,000.00) per incident (Any event seating over 2,000 and/or tickets costing \$10.00 or more).
2. For higher risk, additional insurance may be required as determined by the co-sponsoring parties, and the A.S. Finance Committee or the Executive Director.
3. An Additional Insured Endorsement with the Associated Students, SJSU, the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers and agent of each of them as additional insured will be submitted prior to the event.

SECURITY

1. Security must be provided as required by the University or off-campus site regulations.

TICKETS

1. If not utilizing Ticketmaster for the printing and distribution of ticket sales, an Associated Students-funded group entering into an arrangement must consult with the A.S. General Services Center cashier prior to ordering tickets.

2. All tickets will be inventoried and accounted for in the A.S.G.S.C. prior to any ticket sales.
Inventory - all tickets and the manifest must be submitted to the A.S.G.S.C. for inventory. Allow at least forty-eight (48) hours for the inventory to be completed.
Advance tickets can be sold in the A.S.G.S.C. and may be checked out on consignment by the co-sponsor.
All tickets on consignment must be turned in by noon the day of the event or by noon the preceding Friday if the event is scheduled for the weekend.
3. All tickets placed on sale through BASS or by any other outside agency, must be placed on sale by the A.S.G.S.C. Cashier.
4. All A.S. events procedures in the A.S. Budget must be adhered to.

CONTRACTS

1. All A.S. funded groups entering into a co-sponsorship must generate a contract defining the terms of the agreement.
2. The Contract Request Form and Requisition for Funds complete with proper signature/authorization must be submitted at least ten (10) working days prior to the event to the A.S. General Services Center. Non-compliance may result in cancellation.
3. A signed contract between co-sponsoring agencies must be received in the A.S. General Services Center prior to any tickets going on sale.
4. If there are to be advance ticket sales, "No ticket sales will commence until signed contract has been returned to the A.S. General Services Center" shall be typed on the contract by the A.S.G.S.C. and tickets inventoried by the A.S. Cashier.

H. STUDENT ORGANIZATION FUNDING PROCESS

A student organization may be allocated funds by submitting a Funding Request Form (FRF) as early as the first week in August for the fall semester and the first week in December for the spring semester. The form is available on-line. Before accessing or completing the form, read all of the following information to see if your organization qualifies for funding. Funds are made available based on allocated resources and subject to change without notice. The allocation of funds may not be based upon approval or disapproval of the message or viewpoint expressed by a student organization in the activities or programs to be funded.

1. Funding for student organizations is NOT guaranteed and must be approved by the Controller and/or the A.S. Finance Committee.
2. The Controller reserves the right to deny any FRF based upon his/her rationale. If a funding request is completely denied, the Board of Directors must be notified within 48 hours after the decision with reasoning as to why. The Board has until the next regularly scheduled Board meeting to overturn the decision by a 2/3 vote. If the Controller's notification occurs after the next regularly scheduled Board Meeting agenda has been posted, the Board will be able to consider the decision at the proceeding Board Meeting.
3. The final decision of the Finance Committee is based on the proposal approved including the quantity and value of items neither of which shall be changed after the Fiscal Action.
4. All student organizations must adhere to the Student Organization Funding process to receive funding as stipulated in the A.S. Budget Policies. Refer to the A.S. website for current submittal deadline dates.
5. Only the amount budgeted for the Student Organization Fund is available to fund student organization's Funding Requests. No other accounts may be utilized, including the A.S. General Fund.
6. Funds allocated to a student organization and not utilized shall be reverted to A.S. unless otherwise specified by the Finance Committee or Board of Directors.
7. Funds generated by a student organization's fundraising event are non-reverting to A.S. and shall be deposited into their student organization's account.
8. All requests for A.S. funding from student organizations will be processed in the following manner:
 - a. Each student organization is allowed \$2,500 per school year that may be allocated during one semester or split between the two school semesters. Only one (1) application for funds may be submitted by each organization during a single semester.
 - b. Student organization members CANNOT pre-purchase items they wish to have A.S. fund. **YOU WILL NOT BE CONSIDERED FOR FUNDING IF YOU PRE-PURCHASE ITEMS PRIOR TO APPROVAL.**
 - c. Reimbursements: On-line conference registration, apparel, promotional items and airline travel arrangements may be paid for by the student organization members for reimbursement **AFTER** the Finance Committee has approved them for that funding. Reimbursements will be made to the student organization's account and NOT an individual.
 - d. The student organization shall abide by deadlines provided by the Finance Committee as stipulated in the online FAQs (Frequently Asked Questions). This timeline is required for the adequate review and approval by the Controller, Finance Committee and/or Board of Directors.

- e. The student organization shall submit one (1) complete set of the on-line FRF which can be found at as.sjsu.edu/funding. The on-line FRF will be forwarded to the Controller and Executive Director for review. No changes shall be considered less than 72 hours prior to scheduled meetings. A hard copy of the FRF will no longer be accepted without prior approval.
- f. The Controller and Executive Director will evaluate the student organization's FRF to ensure that it complies with all required stipulations. The Controller reserves the right to deny an FRF based upon the appropriateness of the request.
- g. If the FRF is in compliance, and is \$750 or less, the Controller has the ability to approve the request with report to the Board of Directors of any action transpired.
- h. If the proposal is in compliance, and is from \$751 to \$2,500, the Controller shall forward the request to the Finance Committee along with his/her recommendation on how much to allocate, along with his/her rationale. The Finance Committee, by majority of those members present and eligible to vote, may allocate funds it determines necessary and reasonable for the student group's proposal.
- i. A member of the student organization will be notified whether they are on the agenda or not for the upcoming Finance Committee Meeting. Information about the time and location will also be given.
- j. Student organizations are required to send a representative to the Finance Committee Meeting for which they are on the agenda for approval. They are given 2 minutes in order to present their requests to the committee.
- k. To encourage collaborations amongst student organizations, up to 3 student organizations may request funding for the same event provided they are for different funding categories.
- l. The student organization representatives shall refer to the A.S. instruction sheet, given after they are approved for funding, for follow up information on how to receive the allocated funds. A request is not a bonafide allocation until approved as stipulated. **NO CONTRACTS OR PURCHASE ORDERS WILL BE ISSUED PRIOR TO FINAL APPROVAL.**
- m. If the Finance Committee does not establish quorum to consider the student organization FRF, the Controller shall forward the FRF to the Board of Directors for approval along with his/her recommendation.
- n. Formal Fiscal Actions stating the amount each student organization was approved and any stipulations are recorded and authorized by the Controller and the Executive Director then forwarded to the General Services Center.
- o. After the Fiscal Action has been forwarded to the General Services Center, the following procedures must be strictly adhered to:
 - i. Before expenditures are made, procedures must be discussed and a signature card signed authorizing the Treasurer or other officer of the group, club, or organization to use the funds or submit requisitions on the account.
 - ii. All budget policies followed by the regular budgeted accounts must be adhered to by the recipients of monies from the Student Organization Fund.

- iii. No checks will be issued for any amount of the allocation for the requesting group, club or organization to deposit to a financial institution.
 - iv. All University recognized student organizations shall comply with all campus and CSU wide policies regarding the expenditure of funds.
 - p. No student organization, other than A.S. departments, can use the tax-exempt status of Associated Students.
9. Violations and Consequences – Failure to abide by stated A.S. policies and procedures or stipulations will result in one or more of the following consequences:
- a. Denied funding for the organization in question for the following semester or academic year.
 - b. Student misconduct or unethical behavior may result in a report to the Office of Student Conduct and Ethical Behavior.
 - c. Misappropriation of approved funding made by Associated Students may be deemed a violation of student conduct. Consequences shall be considered at the discretion of the Controller, President and Executive Director in consultation with University authorities as determined.
 - d. Signature Cards shall be determined as a binding agreement to abide by A.S. Budget Policies.

I. STUDENT ORGANIZATION FUNDING CRITERIA

Philosophy

Associated Students is pleased to be able to assist in the funding of events, conferences, performances, speakers, travel and research projects and the like as outlined in the following criteria. It is through the resources gained from the Association Fee that all matriculated students pay to Associated Students that allow this service to be provided.

A.S. asks that care be given when organizations are considering requests. We ask that you maximize the resources made available to you. Request only what is needed. Consider purchases that are recyclable and re-usable. Support your local economy. “Go green for more green.”

The following criteria will be used to evaluate the FRF in the funding process. When in doubt always provide a quote that includes taxes and shipping accordingly.

Professional Performers and Speakers – Groups must provide a half page biography, the performer’s tax identification number and their quote. A.S. does not fund: SJSU students, team coaches, instructors, professors or staff. Nor do we fund for public officials. We will help fund honorariums up to \$100 per person, however must specifically be stated as non-payment for services. Events funded by A.S. for performers, speakers, and artists must take place on campus.

Student Research Project – Maximum allocation: \$1,500 per academic school year. Brief project summaries and proper storage procedures must be provided with written recommendation by a faculty member. Quotes for the specific materials needed must be provided. Price lists will not be accepted. The requests must be for project materials that do not include office equipment such as computers, shredders, copiers, fax machines, etc. A.S. does not pay for labor costs.

Apparel – Maximum allocation for non-philanthropic apparel is \$1,500/year. Demonstrated necessity must be presented. All requests must be accompanied by a quote and preliminary design. Price lists will not be accepted. All apparel approved by the A.S. Finance Committee or the A.S. Board must have the current A.S. logo at a visible location that meets A.S. Graphic Standards, including, but not limited to size, colors and

location on specified item. Exceptions are at the discretion of the A.S. Finance Committee only. Quantities are limited to the number equal to the participating organizations' currently registered student membership. No funding will be granted for sets of Greek letters, graduation apparel, resale items, personalized items, or raffle prizes.

Apparel requested for philanthropy events may not exceed 200 items beyond student membership. Definition of Philanthropy: Money raised for charitable causes; must be for an organization other than the requesting party. 100% of the proceeds from re-sale items must go to a philanthropic cause.

Costume/Uniform – Maximum allocation for costumes is \$1,500/year. That which is required for the purpose of performing, competing and/or representing SJSU under the title and name of the organization. Personalized or fitted costumes/uniforms and accessories will not be funded. A letter must be submitted from the club advisor stating that: Items shall be maintained as property of the organization, not the individual members, and will be properly inventoried for the ensuing members of the organization. Prudent care shall be taken to ensure the longevity of an item. Irresponsible actions or neglect will jeopardize future funding. Visual proof of wear and tear may be required for excessive requests. Decisions shall be at the discretion of the A.S. Finance Committee.

Publicity & Printing – All materials such as fliers, posters, brochures, programs and banners must be printed by the A.S. Print Shop. Quotes and publicity artwork samples must be provided. Stipulations may require a current A.S. logo that meets A.S. Graphic Standards including, but not limited to size, colors and location on specified item. Alternate print sources are possible if the A.S. Print Shop is unable to fulfill the need of the organization at which time a written verification from the A.S. Print Shop Supervisor stating that services cannot be provided must be submitted. A quote from the alternative print source must accompany the FRF. Spartan Daily or any on-line source Ad funding requests must be accompanied by an artwork sample of the advertisement and a quote not a price list. Only items approved by the Finance Committee or the A.S. Controller shall be considered.

Promotional Items – Maximum allocation per year is \$1,000. Items shall be for the purpose of marketing an organization and for the purpose of recognizing attendees at an event, presenters, hosts, volunteers, etc. Stipulations may require that the item include an official A.S. logo that meets A.S. Graphic Standards, including, but not limited to size, colors and location of specified item.

Equipment: Rental equipment is permitted for the purpose of an event held on campus and an A.S. "Release and Hold Harmless Form" may be required. Office supplies/equipment, sports equipment, and computer equipment will not be funded.

Professional Development Registration Fees – Funds being requested are limited to \$1,500 per academic year. Explanation to the relevance of the professional opportunity and the mission of the organization is required. Organizations should make every attempt to turn their request in time to make the Early Bird deadline for registration. Participants must complete a "Release and Travel Waiver Form" prior to the release of funds. May include food only if part of the registration fee, but cannot include extra events.

Lodging – A.S. does not provide funding for lodging that is not included in Registration Fees for identified conference/event or Professional Development.

Airline Travel – A.S. funds air travel to areas outside of the Northern California's Bay Area and can be requested by Student Organizations (conferences) for up to \$1,000 per year. A quote showing the cost of tickets to the conference destination must be attached to the FRF. Travel dates must be consistent with dates of the conference, event or competition, not to exceed 1 day prior and/or 1 day after. Exceptions shall be at the discretion of the A.S. Controller. Release and Travel Waiver and Organization/Driver Insurance Forms must be completed prior to release of funds. Other forms of travel are NOT funded. International travel is not funded. EO 1041 establishes the policy for student air travel.

Venue – A.S. funds only venues that are SJSU campus proper. Labor costs associated with setup and A/V equipment use for Student Clubs/Organization Events are not included for funding. Cost estimate must be provided from the SJSU venue.

Insurance – All organizations hosting a high profile event (concert, dance, etc.) must, at the discretion of the A.S. Controller, provide a Certificate of Insurance with Associated Students, SJSU named as an additional insured party prior to the release of any funding. Student Union Event Services must grant program approval to determine needs for additional insurance. Contact the Event Services Office in the Student Union. Phone: (408-924-6300).

Special Liability Insurance – Insurance quote must be provided by San Jose State University Risk Management Department and attached to Funding Request Form.

Security – Security provided by the University Police Department (not to exceed straight time rates per officer). If no monetary transactions are to occur during the event, organizations may use the security company as recommended by the Student Union. UPD invoice or estimate is required.

Catering/Food – Shall not be funded by Associated Students. On-campus preferred vendors are recommended by the University and Spartan Shops.

Labor: Shall not be funded by Associated Students. Examples include, but are not limited to: web designers, graphic designers, seamstresses, mechanics, etc.

Office Supplies/Equipment or Sports Equipment – Shall not be funded by Associated Students.

FUNDING STIPULATIONS

1. A.S. will not fund any programs that are restricted to members of the specific club, group, or organization or that exclude any SJSU student. Events must be ADA compliant.
2. Student organizations, clubs, or groups receiving funding from the Associated Students may be required to place the current A.S. logo on all materials relating to their A.S. funded activity according to A.S. Graphic Standards, including, but not limited to size, colors and location on specified item. FRF must include samples of publicity materials, promotional materials, or apparel.
3. The Controller can indicate whether the following disclaimer is necessary: "Funded in part by the Associated Students". "The views expressed herein are those of the organization and are not necessarily those of the Associated Students". Non-compliance in expressing these stipulations will result in a freeze of funds granted. A sample of the above items shall be submitted to the A.S. Print Shop for verification prior to printing.
4. All events sponsored by Associated Students shall have the A.S. General Service Center administer all ticket sales and provide ticket sellers for the day of the event. If required by the Student Union, student organizations may utilize Ticketmaster for the sale and distribution of event tickets.
5. Proof of insurance as determined by the university must be provided to A.S. prior to any requisitions being processed.
6. To receive funding, Student Organizations must host events and activities on campus.
 - a. A.S. contracts must be signed by all artists, performers, and speakers prior to their on-campus event.
7. The Travel Waiver must be signed by all participants traveling to a conference/competition/symposium prior to leaving.

8. The Travel Waiver must be signed by all participants whose airfare was funded by A.S. prior to leaving.
9. Failure to submit receipts and invoices to the A.S. General Services Center in a timely manner will result in consequences as determined by the A.S. Controller.
10. A Student Organizations' failure to abide by the Funding Stipulations of Associated Students will result in the student organization's ineligibility to receive funding from Associated Students during the following semester. Further non compliance with A.S. Funding Stipulations may result in further consequences, as deemed by the Controller and the A.S. Finance Committee.