



BUDGET COMMITTEE BY-LAWS

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

ARTICLE I NAME, DEFINITION, FUNCTION

Section 1 Name

- A. Associated Students Budget Committee.

Section 2 Definition

- A. The Budget Committee is an Associated Students government committee which has primary jurisdiction over the allocation of AS Funds. The Budget Committee is a review board, and as such should review the finances of AS.

Section 3 Function

- A. The Associated Students Budget Committee (ASBC) shall be the principle financial advisory committee for all student organization programming funding.
- B. 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 AS.
- C. To review the spending of allocated AS funds previously budgeted by the Finance Committee and to alert the Senate of possible mismanagement 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 be detrimental to AS or to the 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. AS Director of Student Organizations Representative
- D. 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

Non-Voting Permanent Members:

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

Section 2 Appointment Process

- A. At the first meeting of the InterClub Council, the Finance Chair 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 Student Organizations Representative will be selected based on the discretion of the Student Organizations Director.
- E. 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 school.

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. 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 AS Director of Student Organizations

- A. Shall represent the clubs and organizations of the I.C.C. when they petition funds for I.C.C. members' activities.
- B. Shall determine if clubs and organizations are in good standing with the University.

Section 3 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.

Section 4 The Student Organization Members

- A. Shall be appointed through the I.C.C.
- B. Shall be one member from each of the five organization categories.
- C. Shall be charged with the duty of reporting to I.C.C. members the financial activities of the AS Budget Committee.

ARTICLE IV

QUORUM AND VOTING



-
- Section 1 One half (1/2) of the entire Committee shall constitute quorum. Quorum is 6 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.

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 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.
- Section 4 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 5 The voting process of the Budget Committee shall be closed to only the official members of the Committee and their advisor.
- Section 6 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.

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, up to 60% of conference fees and housing may be allocated. 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.
 4. 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 5 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 6 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 7 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.
- E. 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 8 The Budget Committee reserves the right to deny any organization financial assistance or funding.
- Section 9 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 10 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 11 Applications for funding are due to the Finance office at least 2 weeks prior to the date of the event requesting funding.
- Section 12 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 30 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.

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.