BACKGROUND
Chapter V has been updated to portray ASUCR’s current format and correct grammatical errors.

THE ASUCR SENATE HEREBY AMENDS CHAPTER X OF THE ASUCR BYLAWS AS FOLLOWS,

1. Chapter V, Section 2. Vice President of Finance
   Term and Qualifications
   (d) Must be available to fulfill office hours and duties Summer, Fall, Winter and Spring quarters of
   tenure.

   (e) The V.P. of Finance shall be elected along with the other Officers according to the provisions
   outlined in the ASUCR Constitution and Bylaws.

   (l) Schedule weekly budget hearings no later than the second week of the Fall Quarter and each quarter
   thereafter. Is responsible for the preparation of the weekly agenda.

   (n) Be the prime student contact in conjunction with the Organization Funding Specialist for all orgs that
   are funded by the ASUCR. The Chair will advertise Finance Committee Hearing meetings on the
   ASUCR website, Highlander Link and social media.

   (q) Responsible for completing one project per quarter which includes, but is not limited to, improving
   budgetary processes, improving communications with Organizations, informing students of pertinent
   financial information.

2. Chapter V, Section 3. The Finance Committee

3. Chapter V, Section 4. Budgets

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4. Chapter V, Section 5. **Designation of Funds**

- **Designation of Funds**

  (f) The President shall be the only finance authorization signature on the Vice President of Finance budget # 10607.\(^2\)

5. Chapter V, Section 6. **Budget Requests and Allocations**

- **Budget Requests and Allocations**

  (d) The VP of Finance report to the Senate will cite the Finance Committee’s final recommendations. Organizations dissatisfied with the final recommendations shall have the opportunity to appeal to the Senate. At the time of the report, the Executive Vice President of the Senate shall publicize and explain the Robert’s Rules of Order of dealing with this form of appeal;

  (g) Payment requests for professional speakers, performers, DJ’s, services, etc. must be submitted with an invoice/contract and a W-9 four (4) weeks in advance of any event. Funding is limited from allocated funds: $600 per academic year. These contracts and payments must adhere to all ASUCR and University policies and procedures regarding risk and event management. Payments will be made directly to the professional and shall not be reimbursed.\(^2\)

  (h) It will be understood that ASUCR funding does not constitute an endorsement of any or all views and opinions expressed. Also, any funded marketing will include a disclaimer stating “ASUCR funding or co-sponsorship of this event or item does not constitute an endorsement of the views and opinions expressed.”

  (i) ASUCR Contingency funding may be obtained by officers submitting a proposed budget and justification for events, programming, capital items, etc. two days prior to the scheduled Finance Hearings. All events, programs and activities funded by ASUCR fees shall be open to participation by the entire campus.\(^2\)

  (j) All University Risk Management policies for funding events, organizations and travel will be adhered to.\(^2\)

  (k) Any committee member with a conflict of interest shall refrain from voting on their budget or proposal. Conflict of interest is defined as being directly affiliated with any organization or vendor. This would include knowingly voting to fund purchases from self or near relatives.\(^2\)

6. Chapter V, Section 7. **Organization Budget Allocations**

- **Organization Budget Allocations**

  (a) Organizations must have at least 60% undergraduate membership and must be registered with Student Life to be eligible for ASUCR funding. Registered Student Organizations funded by ASUCR cannot be selective or exclusive. All events, programs and activities funded by ASUCR fees shall be open to participation by the entire campus.\(^2\)
(b) There is a set amount of $750 net allocation for new organizations. Allocated funds shall be disbursed thirty-three point thirty-three (33.33) percent per quarter. The thirty-three point thirty-three (33.33) percent shall be based on the amount of money available in the organization’s account at that time.

(c) Proposed budget requests shall be submitted to the ASUCR Finance office via on line submission by the various organizations two days prior to the scheduled Finance Hearings. All allocated expenses shall be relevant to and have a direct connection between the organization’s purpose and profile on record; ASUCR cannot fund workshops, entertainment events such as concerts, festivals, amusement parks, etc.

(s) Organizations are encouraged to maintain their own bank accounts. Should an organization become inactive for three years with no activation, budget or expenditures; they shall forfeit their rollover income and monies will become part of the Club Reserves.

(t) Organization balances shall be determined at year-end. Shortages of fifty dollars ($50) or less shall be forgiven. Amounts above fifty dollars ($50) will result in a rollover debt and shall be subtracted from the organizations’ income the following year. Failure to pay off rollover debt may result in the freezing of organizations budgets.

(u) ASUCR funded organizations with a consecutive three (3) year history of expenditure, and budget allocations are automatically renewed each budget year. Organizations must submit an updated annual budget during the Account Agreement Session. All budgets are subject to review and approval by the Finance Committee. Once organizations become automatic renewals, they shall remain active. If an organization becomes inactive, with no activation, expenditures or budget updates, they will lose their automatic renewal status after three years.

(v) All automatic renewals will need to activate and submit an updated budget to access their funds, but they do not need to attend a budget hearing. Automatic renewals interested in obtaining a ten percent (10%) increase must submit an updated budget, but do not need to attend a budget hearing. However, organizations may be asked to attend a budget hearing to clarify items on their submitted budget. Automatic renewals that are activated during the summer will be approved at the first Finance meeting of the fall quarter.

7. Chapter V, Section 8. Organization Grants

(d) All marketing will include a disclaimer stating “ASUCR Co-sponsorship grant of this event does not constitute an endorsement of the views and opinions expressed.”

8. Chapter V, Section 9. Designation of State Outreach funds for Organizations

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9. Chapter V, Section 10. Budgetary Transfers

10. Chapter V, Section 11. Procedures for Freezing

11. Chapter V, Section 12. Audits

12. Chapter V, Section 13. Travel Policy

Any travel funded by ASUCR shall adhere to ASUCR’s Travel Policy and all University Policies and Procedures, except for the following exceptions:

(a) Lodging--University dorms where possible, $100 (one hundred dollars) maximum net cost allowance for lodging per person per night. Travelers must be more than forty (40) miles from the ASUCR office or home, whichever is closer, before overnight lodging will be paid or reimbursed.

(c) Unless pre-approved by Finance, incidental allowance shall not be paid. If paid, incidental allowance shall not exceed the current level set by the Regents.

13. Chapter V, Section 14. ASUCR Power of Contract

14. Chapter V, Section 15. Reserves

Reserves--

(a) At the end of the fiscal year, all unused funds will be transferred into Reserve accounts. The ASUCR shall maintain sufficient reserves to ensure day-to-day operations for a minimum of six months. Access to the Reserves will then be limited to day-to-day operations.

15. Chapter V, Section 16. Budget Preparation and Hearing Schedule for following Fiscal Year

Budget Preparation and Hearing Schedule for following Fiscal Year--

(d) It shall be at the discretion of the VP of Finance to accept budget requests submitted after the publicized deadline.

16. Chapter V, Section 17. Procedures on changing Finance Bylaw

Procedures on changing Finance Bylaw.
Signed Legislation can be found in the ASUCR Office

INTRODUCED ON - March 9, 2017
COMMITTEE APPROVED ON - March 9, 2017
  VOTE COUNT - 4-0-1
SENATE APPROVED ON - March 15, 2017
  VOTE COUNT - 9-0-0