

CHAPTER V

Vice President of Finance and ASUCR Finance Committee

Section 1.

This Chapter, in conjunction with the ASUCR Constitution, shall govern the financial affairs of ASUCR. The Vice President of Finance shall preside as Chair of the ASUCR Finance Committee and shall herein be referred to as VP of Finance and Committee respectively.

Section 2.

Vice President of Finance term and qualifications -

(a) The Vice President of Finance shall serve for one (1) year beginning the day after commencement, and ending on the last Commencement Day the following year;

(b) Must be a currently enrolled student except for Summer Session, and be in good standing with the University;

(c) The VP of Finance must have a minimum of 1 (one) year previous ASUCR experience prior to assuming office as outlined in the ASUCR Elections Code;

(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.

(f) If at any time the VP of Finance violates the above qualification(s), that office position shall be considered vacant per the ASUCR bylaws;

(g) The Executive Vice President, upon learning that the VP of Finance position is vacant, shall announce this fact at the next regular meeting of Senate. A new VP of Finance shall be appointed within fifteen (15) working days as outlined in the Elections Code;

(h) Shall be required to hold office hours a minimum of three (3) days per week to sign requisitions, sign checks, respond to emails and prepare for weekly budget meetings and other necessary duties;

(i) Be a voting member of the Outreach Finance Committee Hearings or appoint the Finance Committee Vice Chair as designee;

(j) The ASUCR Vice President of Finance shall be a member of the Student Services Fee Advisory Committee as outlined in their bylaws;

(k) Be present at any Green Campus Action Plan (GCAP) Green Grant Committee/Hearings or appoint the Finance Committee Vice Chair as designee;

(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.

(m) Submit VP of Finance reports to the Executive Vice President by the required deadline for agenda items to be ratified by the Senate. Reports shall notate beginning and ending ASUCR Contingency balances and supply detail as needed. Ensure all financial proposal information has been distributed accordingly to the Senate prior to ratification;

(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.

(o) Be responsible for the preparation of the annual budget, and all other materials as required by the Committee, the Senate and the ASUCR Financial Operations Manager;

(p) The VP of Finance has an obligation to review all ASUCR funded budgets throughout the course of the year; the review is to be a primary function;

(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.

(r) Perform all other duties as stated in these Bylaws and as requested by the Cabinet and the Senate.

Section 3.

The Finance Committee-

(a) Shall consist of seven (7) members. Six (6) of the seven (7) shall be appointed by the VP of Finance in conjunction with the Personnel Director and approved by the Senate. The seventh member shall be the Vice President of Finance, serving as chair. Two of these members shall be members of the Senate. The Organization Funding Specialist is ex-officio for all Finance hearings;

(b) The Vice Chair of the Committee shall be appointed by the VP of Finance and approved by Senate. The Vice Chair shall assist the VP of Finance in all Committee operations, coordinate weekly finance meetings, attend the Organization Account Agreement sessions as needed, assume the duties of the VP of Finance in his or her

absence, perform all other duties as requested by the VP of Finance;

(c) The Finance Committee Secretary need not be a member of the Committee and shall be appointed by the VP of Finance and approved by Senate. The Finance Committee Secretary shall take minutes at all regular and special meetings of the Committee, submit typed minutes to the VP of Finance two (2) days after the Finance Hearing, be responsible for organization of the Finance Budget Hearing annual records and individual Finance Committee Budget Binders as directed by the VP of Finance and the Organization Funding Specialist, perform all other duties as requested by the VP of Finance;

(d) Finance Committee Meetings shall be held at least once every week during the regular academic year no later than week two of every quarter; be run by parliamentary procedure unless announced by the VP of Finance; have a publicized deadline for agenda items as determined by the VP of Finance; have a quorum of four (4) members. There shall be no proxy voting;

(e) Finance Committee members are required to attend all weekly meetings during the academic year. Members who are unable to commit to weekly attendance for the entire year, will be replaced as outlined above;

Section 4.

Budgets-

All ASUCR budgets, campus organization, and allocations that were approved for funding during the budget hearings, or subsequently approved by the Finance Committee and ratified by the Senate shall adhere to all of the following procedures pertaining to ASUCR fiscal activities.

Section 5.

Designation of Funds-

(a) ASUCR budgets and campus organizations shall designate no more than three (3) authorized signatures for disbursement of funds. The signatures shall be maintained in the ASUCR Organization Funding Specialist office. No funds shall be disbursed without the proper authorized signatures. All funds shall be administered by the ASUCR accounting office, and shall not exceed the amounts approved by the ASUCR Finance Committee as stated in the ASUCR Senate meeting minutes. If funding becomes unavailable for any reason, ASUCR holds no responsibility to provide previously committed funds;

(b) The President and the VP of Finance shall be designated signatures for the ASUCR

Administrative budgets;

(c) The primary signature for all ASUCR checks and forms of payments shall be the Vice President of Finance and the ASUCR Financial Operations Manager. Checks may only be signed by the President in cases of emergency when the Vice President of Finance will not be available for signatures that day. Also, the President and all other signatories may only sign checks if a general requisition with the signature of the Authorized Signer and Vice President of Finance has been completed. If both the Vice President of Finance and the President are unavailable, the Organization Funding Specialist shall sign the checks that must go out on that day. The Executive Director will sign as a backup signatory as necessary;

(d) The President, the Financial Operations Manager, the Organization Funding Specialist and/or Executive Director shall sign all checks written to the Vice President of Finance;

(e) No person shall sign both lines of a check or requisition;

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

(g) Upon approval of Finance Committee and Senate, the Executive Director shall sign and authorize all expenditures on the University systems over \$5,000.

Section 6.

Budget Requests and Allocations-

(a) All Budget requests shall be as detailed as possible with the following provisions and additional specifications to be determined by the Chair of the Committee;

(b) Budget requests should include all expenses deemed necessary for that academic year;

(c) The final recommended allocations shall be made during the Committee Hearing, if there is not quorum, then the organization or requestor will be notified by the VP of Finance and have priority at the next Finance Hearing;

(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 order of dealing with this form of appeal;

(e) No campus organization or ASUCR member shall pre-commit funds without prior approval of the VP of Finance. Original itemized receipts must be provided. If this provision is violated and funds are not approved, then the organization shall not receive

the unapproved reimbursements or the ASUCR member shall be charged the amount of unapproved expenditures on their personal student growl account;

(f) No scholarships shall be funded in any budgets;

(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.

(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, programing, 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.

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

(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;

Section 7.

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.
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(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.;

(d) No net allocation shall exceed three thousand five hundred dollars (\$3,500.00);

(e) Organizations net allocation may be increased up to ten percent (10%) annually based upon the ASUCR Organization Funding Chart, but not to exceed allowable maximum net allocation limit stated herein;

(g) There shall be a five thousand dollar (\$5,000) limit on funding for any one organization from any source of ASUCR Organization contingency funding. Outreach funds shall not be included within the five thousand dollar (\$5,000). Limits for Outreach funds are described in the Designation of State Outreach Funds for Organizations Section;

(h) Purchase request or reimbursement requisitions may not be signed by the same person in the following two (2) areas for organizations - authorized signature and issue check to. Reimbursements should be counter signed by another authorized signature on file;

(i) Maximum amount for any equipment purchased with ASUCR funding will be \$250 for any budget;

(j) The daily meeting allowance is \$10 per day per member. Meeting food will be reimbursed out of allocated funds only if the meeting is held on campus;

(k) An allowance up to \$1,000, \$30 per plate per member, for banquets will be permitted in any budget, and shall adhere to all of the procedures pertaining to ASUCR fiscal bylaws and policies. Off campus banquet food vendors need to be approved through University purchasing and be located within forty (40) miles. All University food policies will need to be followed;

(l) An allowance up to \$1,500 for culture shows will be permitted in any budget;

(m) An allowance up to \$1,500, for held and attended conferences or competitions will be permitted in any budget. Conferences or competitions must have a direct and relevant connection between the organization's purpose and profile on record;

(n) Conference and Competition expenses include all related registration, lodging and travel. All expenses shall adhere to procedures pertaining to the ASUCR travel policy

and bylaws. All Conference and Competition expenses are subject to review and approval by the Finance Committee;

(o) ASUCR will fund organization T-shirts and polo's as well as sports uniforms and costumes relevant to the organization. The ASUCR logo and/or name must appear in reasonable size as a sponsor on all funded apparel. Funding is limited to membership cited on Highlander Link. All purchases must be made from a legitimate and/or licensed company. T-shirts, polos, etc. must be purchased by week five (5) of spring quarter. ASUCR will require donation of one (1) finished t-shirt to promote campus orgs;

(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 budget.

(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.

(w) Organizations that have reached the maximum allocation and meet the requirements for automatic renewal will have their budgets renewed at the maximum amount.

Section 8.

Organization Grants-

(a) Organization Grants are funded for on campus one day events that are open to all students. The purpose of the event must be relevant to the organization and/or philanthropic in nature. The grant request must show the complete budget of the event,

including all sponsors, cost of admission, type of event, date and location. The purpose of such events should cater to the University student population by means of student services, programs, and events on campus, with more than fifty percent (50%) of UCR students in attendance;

(b) Grants are available to all organizations registered through Student Life. Organizations that do not have an account with ASUCR shall be eligible. Grants are limited to \$1,500 per organization per academic year;

(c) The ASUCR logo and/or name must appear as a co-sponsor on all marketing materials promoting the event;

(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.”

(e) No travel or gift cards may be funded. Up to \$750 or 50% of the event grant may be used to fund apparel and trophies with a \$20 limit per item, if it directly serves the purpose of the event as determined by the Finance Committee. Up to ~~\$750~~ \$500 or 50%, whichever is less, of the event grant may be used to fund food. Professional speakers, performers, DJ’s, etc. will be funded up to \$600 per grant.

Section 9.

Designation of State Outreach funds for Organizations-

(a) The committee shall be called Outreach Funds Committee and allocates funding for Student Initiated Academic Preparation (SIAP). These funds are made available from the California State budget legislation. The purpose of the grant is to fund student-led academic preparation activities, and increase the educational capacity of California school and educational opportunities for students from economically disadvantaged backgrounds. Events are specifically geared for California junior high, high school, and transfer students, with the goal of having those students enroll in an institution of higher education, such as UCR;

(b) Committee shall consist of seven (7) members- Vice-President of Finance or Finance Vice-Chair, Vice-President of Campus Internal Affairs, Outreach Director, two (2) members from the Outreach committee and two (2) members from the Finance committee;

(c) The Committee shall have a quorum of four (4) persons to approve all budgets;

(d) The Committee shall be chaired by the Outreach Director who will be a non-voting member with the exception in the case of a tie. Should the Outreach Director not be available to chair the Outreach Funds Committee meeting, the Vice President of Campus Internal Affairs or Vice-President of Finance or Finance Vice-Chair shall chair the meeting;

(e) If the chair or his/her substitute votes in the case of a tie, Senate, when approving allocations of funds, shall be notified of the chair's vote and shall decide if they agree with the decision. If Senate by a 2/3 vote disagrees with any of the chair's or substitutes votes; then all proposals will be sent back to the committee to be re-reviewed and the funds to be re-allocated;

(f) Outreach Chair will set all dates pertaining to deadlines for outreach proposals and hearings. Organizations will be notified of hearings two weeks in advance via email, postings, websites, and social media;

(g) Organizations shall submit all proposals for state Outreach funds to the Outreach Chair. Any Outreach requests received by the Finance Committee shall be forwarded to the Outreach Committee for allocation funding. Any Organizations with line items for Outreach in their Finance proposal will be referred to the Outreach committee for funding. Outreach Chair and Outreach Accountant shall review all proposals submitted before holding hearings;

(h) After reviewing proposals during Outreach Hearings, Organizations shall have an opportunity to explain their budget proposal and to answer any questions committee members may have;

(i) Committee members shall allocate before upcoming Senate meeting to ensure Organizations receive their monies immediately;

(j) Any committee member with a conflict of interest shall refrain from voting on their budget;

(k) Conflict of interest is defined as being directly affiliated with any organization proposing an outreach budget;

(l) All allocations will follow the university set guidelines for the allocations of Outreach funds. Committee members will each receive a copy of the current ASUCR Outreach guidelines;

(m) No outreach monies will fund the purchases of any capital items (i.e., laptops, computers etc.);

(n) All outreach money allocations will be dependent on whether state outreach money is allocated from the state government, and will be subject to the following guidelines:

“Clustering” of Organizations to obtain additional funding for a single event will not be allowed. If more than one Organization is involved in an event, only one Organization will be responsible for obtaining and executing funding with a department sponsor;

Yearly allocations limits will be set according to annual allocation from state and any

prior year rollover as follows:

Tier Number One: When total funds to allocate for any fiscal year total \$30,000 or less, a limit of \$3,000 per event shall be imposed. Yearly limit per Organization must not exceed 25% of fiscal year funds, contingent upon availability;

Tier Number Two: When total funds to allocate for any fiscal year total between \$30,001 and \$60,000, a limit of \$5,000 per event shall be imposed. Yearly limit per Organization must not exceed 25% of fiscal year funds, contingent upon availability;

Tier Number Three: When total funds to allocate for any fiscal year total between \$60,001 or more, a limit of \$10,000 per event shall be imposed. Yearly limit per Organization must not exceed \$18,000 of fiscal year funds, contingent upon availability;

(o) Organizations can appeal any allocation to Senate at the meeting that the allocations are being approved. Any decisions can be overturned by a 2/3 vote of the Senate. Overturned decisions will send all budget proposals back to the appropriate committees to re-review all budgets and reallocate funds. Under no circumstance, shall any organization receive more than the limits outlined in 13 (n).

Section 10.

Budgetary Transfers-

Budgetary transfers less than or equal to five hundred dollars (\$500) must have prior approval of the VP of Finance. Budgetary transfers greater than five hundred dollars (\$501 and more) must have prior approval of the Finance Committee.

Section 11.

Procedures for Freezing-

(a) Budgets may be frozen if budget holders violate Committee or University policies. Budgets may be revoked by a majority of the Committee;

(b) Budgets may be frozen by the VP of Finance, a majority vote of the Committee and a majority vote of the Senate, and unfrozen at the appropriate time by the same process.

Section 12.

Audits-

(a) The ASUCR Financial Operations Manager shall select the auditing firm for the annual ASUCR audit, in consultation with the Executive Director and VP of Finance.

The Finance Committee and Senate shall make final approval of such firms. This will be required only when a new auditor is being hired;

(b) The Senate shall approve expenditure of funds for auditing annually.

Section 13.

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.

(b) ASUCR may pay for reimbursement of rental vehicles, but will not actually reserve or draw up a purchase order due to liability. Organizations and ASUCR budgets shall reimburse gasoline cost or the current rate of mileage as determined by the Regents, whichever is less;

(c) Meal allowance is defined as \$30 per day and cannot exceed this limit. Daily meeting allowance is \$10 per day per person. Definitions are outlined in the ASUCR and University Travel Policies;

(d) There is a limit of \$500 per airline ticket, per person, per conference/event;

(e) 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.

(f) Per University travel policy, all travel expenses need to be individually reimbursed.

Section 14.

ASUCR Power of Contract-

It shall be the duty of the President to have the power of contract for ASUCR in conjunction with the Executive Director subject to the following limitations-

(a) Any financial commitment made in a contract is specifically provided for in the applicable ASUCR budget and does not exceed five thousand dollars (\$5,000);

(b) Negotiates and approves all Memorandums of Understanding and ASUCR Agreements entered into on behalf of ASUCR in accordance with University policies;

(c) Any monetary commitment over \$5,000, such as a Purchase Order or contract, must be budgeted and/or approved by the Finance Committee, ratified by Senate and signed by the Executive Director.

Section 15.

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.

(b) Access to the Reserves must include purchase of equipment or technology that provides a long term benefit to ASUCR. Expenditures from financial Reserves must be approved by the Finance Committee and by a majority of Senate. Unanticipated, one-time expenses that are necessary and vital to the operation of the organization may be allocated with a two-thirds (2/3) vote of the Finance Committee and a two-thirds (2/3) vote of the Senate;

(c) Use of Reserves shall be limited to fifteen percent (15%) of the total amount of available reserve funds per year.

Section 16.

Budget Preparation and Hearing Schedule for following Fiscal Year-

(a) The schedule of budget hearings shall be set by the VP of Finance no later than the end of the first week of Spring Quarter. The VP of Finance shall set a deadline for any proposed ASUCR budget changes;

(b) A limit of no more than 10% increase for Officer Budgets shall be requested and allocated with justification only if annual funding is available;

(c) The budget shall be presented at a Senate meeting no later than the end of the eighth (8th) week of Spring Quarter;

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

(e) The Annual budget shall be determine in part by the ASUCR membership fees and lock-ins (i.e. Organizations, UCSA, GCAP) which shall be set by a vote of the students, until revised by another vote of the students in accordance with the Election Committee Bylaws;

(f) The Chair of the Finance Committee shall be in consultation with the ASUCR Financial Operations Manager to determine the total expense and total projected income for the next academic year;

(g) The ASUCR Financial Operations Manager in consultation with the VP of Finance shall prepare the ASUCR Administrative budget;

(h) After primary budget hearings and appeals have been heard, the VP of Finance in consultation with the ASUCR Financial Operations Manager shall compile a balanced budget for submission to the Senate no later than the eighth (8th) week of spring Quarter for approval. This does not prohibit presenting a budget surplus/contingency fund in the annual budget.

Section 17.

Procedures on changing Finance Bylaw-

(a) Proposed changes to these bylaws may be submitted to the VP of Finance and Finance Committee for review. Changes must be approved with a two-thirds (2/3) vote of the Finance Committee. Changes shall then be forwarded to the Legislative Review Committee (LRC) and approved by a majority vote of the LRC and the ASUCR Senate.

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