2005-2006
ASUCSD Bill #52
June 1, 2005

Submitted By: Gregory Murphy, VP Finance
Co-Sponsored by Harry Khanna, VP Academic Affairs

Subject: Amendment to the AS Financial Bylaws

See Attached Document

Approved: Consensus
Against: 
Abstain: 

Council Approval;
Certified by:

__________________________________________  _______________
Chair of the Council                  Date for Chair of the Council

__________________________________________  _______________
Presidential Approval                  Date for the President
Article III. Stipends
Stipends shall be paid to Council Members and staff only through S.T.I.P. Unallocated.

Article IV. Finance Boards
A. All items that include financial appropriations or budgets shall be submitted to the Finance Committee, with the exception of quarterly SOFAB recommendations.
B. The Student Organization Funding Advisory Board (SOFAB) shall be the principle financial advisory committee for all quarterly student organization and college festival funding, with the exception of media, whose guidelines are laid out in the Media Charter.
   1. SOFAB shall consider any student organization quarterly or annual event budget requests and college festivals funding requests, following the submission of the request to ASUCSD Finance Office.
   2. The Board shall then submit their recommendation to the ASUCSD Council.
   3. Student organizations may appeal the Board’s decision to the Finance Committee following the procedure described below.
C. SOFAB Membership Guidelines
   1. Description: The Student Organization Funding Advisory Board (SOFAB) shall be the Board for student organization requests and shall report directly to the SOFAB Chairs.
   2. Purpose: The purpose of SOFAB is to recommend the allocation of funds for operation and programming events of all registered student organizations.
   3. Membership
      A. Voting Members
         1. Seven (7) representatives from registered student organizations belonging to one of the nine (9) below named categories:
            a. Academic/Educational
            b. Political
            c. Greek/IFC/Panhellenic
            d. Cultural/SAAC
            e. Religious
            f. Pre-Professional/Health Professions
            g. Social
            h. Recreation
            i. Service
         2. The SOFAB must have an individual member representing each of at least seven (7) of the above named categories.
         3. The term for these members shall be one year, beginning the first (1st) week of Fall quarter.
         4. Voting members of SOFAB will be required to attend a mandatory orientation of UCSD funding procedures.
      B. Non-Voting Members
         1. The two SOFAB Co-Chairs shall be one senator from each standing council legislative committee, elected by the voting members of that committee. The term of this position shall last from fifth (5th) weeks of Spring quarter of their election to office until ninth (9th) week of Spring quarter the following year.
4. Appointment Process
   A. Members of SOFAB shall be appointed in a manner following these procedures:
      1. Student Organization representatives shall submit applications to sit on SOFAB by Friday of the fifth (5th) week of Spring quarter.
      2. SOFAB Co-Chairs shall be elected during the first meeting of the council legislative committees during the fifth (5th) week of Spring quarter.
      3. An appointment committee composed of the newly elected Vice President Finance, three (3) outgoing SOFAB Representatives, the outgoing SOFAB Co-Chairs, and the newly elected SOFAB Co-Chairs shall review these applications during the fifth (5th) week of Spring quarter. Recommendations shall be submitted to the ASUCSD Council for approval as an Item of New Business by eighth (8th) week.
5. Committee Duties
   A. The committee shall hear all operating, and quarterly, and annual programming budget requests submitted by student organizations and college festival coordinators before they are brought before the A.S. Council.
   B. Quarterly programming budget requests from registered student organizations for events shall follow these procedures.
      1. Student Organizations shall request funding for the upcoming quarter on or before Friday of the fifth (5th) week of the current quarter. Appearances for SOFAB reviews shall be made at the time of budget request submission(s).
2. SOFAB shall determine which programs qualify for cultural programming allocations.
3. SOFAB shall review these requests during the sixth (6th) and seventh (7th) weeks of the quarter. Preliminary recommendations will be posted aa by Monday of the eighth (8th) week of the quarter, and submitted to the A.S. Council, as an Item of New Business, by eighth (8th) week. The preliminary recommendations shall show how each individual SOFAB voting member voted for each funding request.
4. The submission period for budget appeals shall be, at a minimum, five (5) academic days. Appeals must be submitted by 4pm Friday of eighth (8th) week. Student Organizations shall submit appeal requests, using budget appeal forms, to the A.S. Finance Office. Appeals shall be reviewed by the A.S. Finance Committee as an item of legislation no later than ninth (9th) week.
5. Only SOFAB shall recommend funding for student organizations and college festivals, subject to approval by a two-thirds (2/3) vote of the ASUCSD Council.
6. Council shall approve quarterly budgets no later than tenth (10th) week.

C. Annual events and College Festivals budget requests from registered student organizations for events shall follow these procedures.
1. Student Organizations must be holding their event for the third consecutive year to be eligible for annual event funding, and the event must be considered the same in nature and purpose, year to year, by using the perspective of the average UCSD undergraduate student.
2. Annual Event funding and College Festivals budget requests are exempt from Article IV, section 5, §B1 of these bylaws.
3. Student Organizations may request annual event and college festivals funding for their event up to 3 regular session academic quarters in advance but no earlier than Spring quarter of the academic year before the event takes place, and must submit their requests on or before Friday of the fifth (5th) of the current quarter. Appointments for SOFAB reviews shall be made at the time of budget request submission(s).
4. Annual Event and College Festival funding request shall follow the same SOFAB procedures as listed above in Article IV, section 5, §B3 and B4.
5. Organizations receiving Annual Event or College Festival funding shall have the option of revising their budget request each quarter during the regular SOFAB process, up to the quarter before the event takes place.
6. Funding requests for College Festivals do not necessarily need to be from registered student organizations and are exempt from Article V of these bylaws listed below, but shall be closely affiliated with their respective college councils. All College Festivals budget preparers shall attend an A.S. Financial Seminar.
7. Each College is allowed to request funding from College Festivals line item for one (1) event per academic year.

6. Meetings
A. The Chair of the board shall schedule all hearings and meetings and notify board members at least three (3) academic days in advance as to the time and location of such meetings.
1. These times shall be posted in the A.S. Office and announced at the ASUCSD council meetings.
B. A quorum shall consist of a majority of the voting members of the committee.

Article V. Student Organizations/Allocation Requests
A. To qualify to request A.S. funding, all student organizations must:
1. Be registered as a SOLO organization by the third (3rd) week of the quarter of the request, or re-register with the SOLO Office by the third (3rd) week of fall quarter.
B. Only those undergraduate principal members listed on the registration form shall be eligible to request and spend ASUCSD Activity Fee allocations for that registered student organization.
C. All allocations requested by registered student organizations shall be made for one of the following purposes:
1. Operating expenses, which can only be requested once each year and will provide for the general operations and functioning of the student organization for the remainder of the academic year.
   a. No student organization may receive operating funds if they charge mandatory membership dues.
2. Program expenses, which will provide for on-campus programs designed to serve the ASUCSD registered student population. Council must approve all off-campus events by two-thirds (2/3) vote.
3. Conference Travel.
4. National Competition Travel.
D. Expenditures of any A.S. funded event will not be processed less than two weeks prior to the event.
E. All budget requests shall be presented to the A.S. Finance Office. Student organization requests shall have the student organizations’ Advisor Review Signature in order to be heard by Council.
F. 1. All requests shall require the approval of a majority vote of the ASUCSD Council unless those requests under $300.01 are approved by the V.P. Finance for emergency situations.
   2. The Vice President Finance may approve up to $100.00 from Student Organization Conference Travel Unallocated.
   3. The Vice President Finance must report all sign-offs at the next ASUCSD Council meeting.
G. Student Organization Program funding shall be made as a general allocation to a specific event. A registered student organization shall be able to apply its allocation towards any expenses incurred from the event so long as those expenses do not violate Article VII of these bylaws.

Article VI. Travel Funding Requests
A. Travel Funding Requests from registered Student Organizations for events shall follow these procedures.
   1. Student Organizations must completely and accurately fill out Travel Funding Request Forms.
   2. Shall provide valid documentation about an event and content.
   3. Shall acquire a SOLO Advisor’s signature to verify documentation provided in Article VI A. (2).
   4. Shall submit all receipts and vouchers to the A.S. Business Manager within two weeks from the end of the event to receive allocated funds from the Associated Students, and will not be reimbursed thereafter.

Article VII. Non-allocations - Student Organizations
A. Only those programs, which are intended to benefit the entire ASUCSD, may be funded by the Activity Fees. The Activity Fees shall not be allocated for the following items:
   1. Personal financial gain.