



ASUSF Finance Committee Code ASUSF Senate

ARTICLE I: Name

Section 1. This document shall be known as the ASUSF Finance Committee Code.

ARTICLE II: Purpose

Section 1. The purpose of the ASUSF Finance Committee is to oversee funding to registered undergraduate student organizations at the University of San Francisco (USF). This includes assisting the Committee Chair and Advisor in managing fiscal resources of the Associated Students, developing a recommended annual budget for review by the ASUSF Senate, reviewing budget change requests for ASUSF Funded Accounts, and allocating student event, travel and internal development funding for organizations (non-ASUSF Funded Accounts).

Section 2. The Committee shall have the authority to:

- a. Develop an annual budget and present it to the ASUSF Senate for review and approval one month prior to the new fiscal year beginning on June 1st.
- b. Review funding requests including budget change requests (unallocated miscellaneous expense and account line item changes) for ASUSF Funded Accounts and student event, travel, and internal development funding requests for other organizations (non-ASUSF Funded Accounts).
- c. Have the responsibility to implement and enforce all budget stipulations and the intent of the funding allocation, including misappropriation or mismanagement of funds, for all student organizations who receive ASUSF funds.
- d. Develop and administer fiscal policies and procedures for ASUSF Funded Accounts.
- e. Assist the Finance Committee Chair and the Finance Committee Advisor in developing recommendations for the investment of reserve funds.
- f. Have the authority to recommend to the Finance Committee Chair that allocated funds be frozen or events be canceled due to non-compliance with allocation stipulations, funding parameters, ASUSF or University Policy.
- g. Uphold the ASUSF Funded Account Code.

ARTICLE III: Membership

Section 1. The membership of the Committee shall be:

- a. The Vice President of Finance shall serve as the chair of the Committee. The chair will be a non-voting member, with the exception of the case of breaking a tie.



- b. The following three (3) Senators: ASUSF School of Management Representative, ASUSF College of Arts & Sciences Representative, ASUSF School of Nursing and Health Professions Representative. These members are voting members.
- c. At least three (3) members of the Association appointed by the ASUSF President or the Internal Affairs Committee. These members are voting members.
- d. In addition, there will be one representative from the Culturally Focused Clubs Council and one representative from the Student Leadership and Engagement (SLE) Student Organization Consultant Team shall be appointed from those groups. These members are voting members.
- e. The ASUSF President may serve as an ex officio non-voting member.
- f. The Finance Committee co-advisors may serve as an ex officio non-voting members.
- g. The Chair may add additional committee members, as deemed necessary. However, voting membership shall not exceed ten (10) members.

Section 2. All members shall be currently enrolled undergraduate students at the University of San Francisco and shall have a minimum of a cumulative 2.0 grade point average at the time of appointment.

Section 3. Terms of appointment shall be for the academic year, ending on the last day of classes.

Section 4. Resignations from the Committee must be submitted in writing to the ASUSF Vice President of Internal Affairs.

- a. Each member acquiring three (3) unexcused absences from Committee meetings during the course of the semester shall be considered to have resigned from their position on the committee.

Section 5. Vacancies will be filled for the remainder of the term within thirty (30) days, and in the same manner as the original appointments.

ARTICLE IV: Officers

Section 1. The Committee shall consist of various chair positions to coordinate the business of the committee:

- b. The Chair shall be responsible for creating agendas, sending out committee communications, and facilitating all committee meetings.
- c. The Administrative Chair shall be responsible for recording meeting minutes, preparing reports for Senate meetings, and recording attendance.
- d. The Culturally Focused Clubs Representative shall be responsible for representing student organizations affiliated with the Culturally Focused Clubs Council.



- e. The SLE Student Organization Consultant Representative shall be responsible for representing student organizations and providing assistance to the Chair in monitoring the overall budget.

ARTICLE V: Duties of Officers

Section 1. The Chair has the responsibility to:

- a. Serve as the spokesperson of the Committee.
- b. Ensure that the duties of the committee are fulfilled.
- c. Hold committee meetings at least once per week for one (1) hour.
- d. Prepare agendas for committee meetings weekly and must send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly.
- e. Ensure that minutes are taken and send completed minutes to committee membership within 48 hours after the meeting.
- f. Have the Senate advisor sit in on at least one (1) meeting per semester.
- g. Recommend any changes to the Committee Code.

ARTICLE VI: Meetings

Section 1. The Committee shall meet at least once a week for one hour during the normal academic year. The Committee shall meet on Wednesdays from 3 to 5:00 p.m. PST.

Section 2. The Chair may call emergency meetings, with at least twenty-four (24) hour notification to all members.

Section 3. Quorum shall consist of a simple majority of the voting members, plus the Chair.

Section 4. The Chair shall establish the parliamentary procedure of the Committee. In case of conflicts from Committee members, Robert's Rules of Order, Newly Revised, will be applied.

ARTICLE VII: Amendments

Section 1. This code is established under the authority give in Article X, Section 1 of the ASUSF Senate Constitution. This code shall be in effect upon majority vote of the ASUSF Senate.

Section 2. This code shall supersede all other codes pertaining to the same subject, but will not supersede any provisions of the Constitution and By-Laws of the ASUSF Senate.

Section 3. This code may be amended by a 2/3 majority vote of the Committee followed by approval with a majority vote of the ASUSF Senate, upon written recommendation by the Internal Affairs Committee.



ADOPTION

Adopted by the ASUSF Senate, amended in January 2021.

EFFECTIVE DATES

- 2015/16 Amended by Senate vote in May 2016 to reflect non-substantive changes for structure and wording. Amended by ASUSF Special Election vote in February 2016 to reflect the adoption of new committee membership as a result of restructuring ASUSF Senate.
- 2019/20 Amended by Senate vote in April 2020 to reflect non-substantive changes for structure and wording.
- 2020/21 Amended by Senate vote in January 2021 to reflect committee time change.