ARTICLE I (Name)
Section 1. This document shall be known as the ASUSF Senate Finance Committee Code.

ARTICLE II (Authority)
Section 1. This code is established under the authority given in Article X, Section 1 of the ASUSF Senate Constitution. This code shall be in effect upon majority vote of the ASUSF Senate.

ARTICLE IV (Purpose)
Section 1. The purpose of the Finance Committee is to oversee funding to registered undergraduate student organizations at the University of San Francisco (USF). This includes assisting the Finance Committee Chair and Finance Committee 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 funds for organizations (non-ASUSF Funded Accounts).

ARTICLE III (Amendments)
Section 1. 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.

ARTICLE V (Committee Authority and Responsibility)
Section 1. The chair of the committee has the responsibility to:
   a. Serve as the spokesperson of the Finance 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
      i. Must send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly with approval of the Senate advisor
      ii. Make copies of agendas and corresponding materials for meetings weekly
Section 2. The Committee shall prepare and present a Committee Report to Senate at least once a month

Section 3. The ASUSF Senate Finance Committee shall:

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; the budget must be passed by majority vote of Senate.

b. Review funding requests submitted throughout the year including budget change requests (unallocated miscellaneous expense and account line item changes) for ASUSF Funded Accounts and student event funding requests for other organizations (non-ASUSF Funded Accounts). The Finance Committee may approve requests for less than $5000; however Senate must be notified of the request and approval within two (2) weeks. Requests for more than $5000 must be forwarded to the Senate for approval, upon recommendation from the Finance Committee.

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.

Section 4. The annual budgeting procedures shall be:

a. A budget hearing shall be held annually to allocate a budget for the following fiscal year.

b. The budget hearing shall be completed and the initial budget distributed no later than the second week of April each year.

c. Each organization which submitted a budget proposal shall have at least three (3) working days to submit a written appeal to the Finance Committee.

d. Appeals and finalized budgets must be presented to and passed by Senate no later than May 10th each year for the following fiscal year beginning June 1st.

e. Any adjustments to Funded Account budgets between June 1st and September 31st each year can be made by the Finance Committee Chair and the Finance Committee Advisor.

Section 5. The event funding guidelines shall be:
a. Any ASUSF registered student organization recognized by Student Leadership and Engagement (with the exception of ASUSF Funded Accounts) may submit a proposal for funding. (Documentation may be requested by the Committee to verify membership)

b. If an organization decides to charge an admission fee, this fee must offset program or event expenses. The only exception to this is if the purpose of the event is to raise money to allow the organization to donate to outside organizations as an effort to advance the University’s Mission, Vision, and Values Statement. The Committee members will determine this.

c. Funding shall not subsidize any non-ASUSF students, faculty or staff to attend a conference, meeting, retreat or convention.

d. Reference the Event Funding Informational Packet for more information on Funding Guidelines.

Section 5. The event funding procedures shall be:

a. All funding proposals must be completed prior to submission. Proposals must follow the designated proposal form.

b. Funding requests must be submitted to the Committee for consideration at least six (6) “academic” weeks prior to the scheduled date of the event. Clubs need to allocate more time for proposals over $5,000 because those proposals require a majority approval vote by Senate.

c. For programs or events that charge admission, there must be a discounted rate for ASUSF students.

d. For funding requests for events and programs between August and October 31st, proposals must be received by the Chair and approved by Finance Committee by May 10th of the previous academic year.

e. Students submitting proposals will be required to present their proposal in person to the Committee.

f. Reference the Event Funding Informational Packet for more information on Funding Procedures.

ARTICLE VI (Membership)

Section 1. The membership of the ASUSF Senate Finance Committee shall be:

a. The Vice President of Business Administration shall serve as the chair of the committee. The Chair will be a non-voting member for the committee, with the exception of in the case of breaking a tie.

b. At least four (4) ASUSF Senators appointed by the President or the Internal Affairs Committee. These members are voting members.

c. At least four (4) members of Association appointed by the President or the Internal Affairs Committee. These members are voting members.

d. The President may serve as an ex officio non-voting member.

e. The Senate advisor may serve as an ex officio non-voting member.

f. One (1) member of the Peer Advising Team, to help facilitate club interactions and to provide assistance to the Vice President of Business Administration in monitoring the overall budget. This member is a voting member.
g. One (1) Student Leadership and Engagement staff member shall serve as the Finance Committee Advisor, a resource person for the Committee, and an ex officio non-voting member.

h. The Chair, upon consultation of the President or the Internal Affairs Committee, may add additional committee members, as deemed necessary. However, voting membership must not exceed ten (10) members.

i. At least four (4) voting members must be present for business to be conducted. This must include at least one (1) Senate and one (1) member of the Association.

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

k. All members shall be currently enrolled undergraduate students at the University of San Francisco and shall have a minimum of a cumulative 2.5 grade point average at the time of appointment.

l. During the annual budgeting process: 1) the President shall serve as an ex-officio, non-voting member. 2) The Senate Advisor shall serve as an ex-officio, non-voting member. 3) The Finance Committee Advisor shall appoint a Secretary who serves as an ex-officio, non-voting member.

ARTICLE VII (Resignations)
Section 1. Resignations from the Finance Committee must be submitted in writing to the ASUSF Senate Vice President of Internal Affairs.

Section 2. Each member acquiring three (3) unexcused absences from Committee meetings during the course of the year shall be considered to have resigned from their position.

Section 3. Vacancies will be filled for the remainder of the term within thirty (30) days, and in the same manner as the original appointments.

ARTICLE VIII (Meetings)
Section 1. The Finance Committee shall meet at least once a week for one hour during the normal academic year.

Section 2. Meeting times and locations shall be set in place at the beginning of each semester, and the meetings times must take place within the hours of 9:00am and 5:00pm and must be made based on the availability of the committee membership.

Section 3. Committee membership and standing meeting times must be established by September 1st of the Fall semester and February 1st of the Spring semester.

Section 4. The Chair may call emergency meetings, with at least twenty-four (24) hour notification to all members.

Section 5. Quorum shall consist of two-thirds (2/3) majority of the voting members, plus the Chair.
Section 6. 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 IX (Limits of the Code)
Section 1. 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.

* Adopted by the ASUSF Senate on May 6, 2014.