

**Associated Students Incorporated**

**California State University, Bakersfield**

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1. **Associated Students, Inc.**
2. **California State University, Bakersfield**
3. **Finance Code**

# Section I: Purpose

1. The Finance Committee, through the Vice President of Finance shall:
2. 1.1 Report to the Board of Directors a complete account of the financial conditions of Associated Students, Incorporated (ASI) at the end of each semester.
3. 1.2 Implement the ASI Budget Policy.
4. 1.3 Ensure a timely and accurate annual audit performed by a firm of certified accountants (California Code of Regulations, Title V, and Section 42408).
5. 1.4 Require a detailed financial report from any division, club/organization or activity of ASI.
6. 1.5 Propose an annual fiscal budget to the Board of Directors.
7. 1.6 Monitor the manner in which ASI funds are spent by clubs/organizations.
8. 1.7 Notify the Board and university president of instances of misuse and/or abuse of ASI funds.
9. 1.8 Assist clubs/organizations in funding jointly sponsored activities.
10. 1.9 Assist in organizing and planning the Student Leadership Councils.
11. 1.10 Approve the transfer of funds between line items in accounts listed in the annual budget with majority approval of the Finance Committee and the Executive Director.

# Section II: Rationale

1. The Finance Committee shall be responsible for all funds that relate to the organization (i.e. clubs, organizations, etc.) The Finance Committee shall also be responsible for assisting clubs/organizations in the promotion of events and activities.

# Section III. Membership

1. The Finance Committee shall consist of no less than three voting members for the Finance Committee to hold an official meeting. The Board of Directors shall act in place until membership is retained.
2. Voting Members:
3. 3.1 Vice President of Finance (Chair)
4. 3.2 Vice Chair (Committee member)
5. 3.3 Director of Club/Organization Outreach
6. 3.4 Academic School Director (3)
7. Non-Voting Members:
8. 3.5 Rowdy Bunch Member(s)
9. 3.6 ASI President (ex-officio) or designee
10. 3.7 ASI Executive Vice President (ex-officio) or designee
11. 3.8 ASI Executive Director (ex-officio) or designee

# Section IV: Specific Member Responsibilities

1. 4.1 Director of Club/Organization Outreach: The Director of Club/Organization Outreach shall be responsible for outreaching to different clubs/organizations and informing students of ASI funding. The Director of Clubs/Organizations Outreach will host a Club/Organization Social at least once a semester, with the help of the Vice President of Finance. The Director of Club/Organization Outreach is also responsible for attending club meetings regularly and must assist in hosting the Student Leadership Council Meeting.

# Section V: Operating Procedures

1. 5.1 Procedures and policies conducted by the committee shall be governed by the provisions established in ASI’s Governing Documents.
2. 5.2 The Vice President of Finance shall maintain minutes, agendas and attendance of all meetings.
3. 5.3 The committee shall meet at least ten (10) times a semester and at the discretion of the chair (or majority of the members) unless there are pending funding requests.
4. 5.4 The committee must have quorum consisting of voting members to conduct business.
5. 5.5 The committee will vote in a vice chair at the beginning of each academic year .
6. 5.5a The vice chair will serve as the chair in the absence of the ASI Vice President of Finance and record minutes for each meeting.
7. 5.6 A member of the committee may be removed pursuant to the Board of Directors Attendance and/or Removal Policy per the ASI Bylaws.
8. 5.7 The Vice President of Finance shall approve all line-item expenditures. However, the Board of Directors may require the Vice President of Finance to sign any expenditure pursuant to an approved majority vote. Line-item expenditures shall be approved by the Vice President of Finance and the ASI Executive Director. In the absence of the Vice President of Finance, signature authority is granted to the ASI President.
9. 5.8 All committee members will attend viewpoint neutrality training hosted by the Vice President of Finance each semester before funds are given out to clubs and organizations.
10. 5.9 All committee members will sign a statement that they will use viewpoint neutrality in all funding decisions that involve ASI reallocating mandatory student association fees for viewpoint expressive events, and comply with the ASI’s adopted policies, procedures, and criteria applicable to viewpoint neutral funding decisions.
11. 5.10 All ASI Board Members making funding decisions on behalf of ASI that involve ASI reallocating mandatory student association fees for viewpoint expressive events must agree and warrant that they will comply with and abide by the requirement that decisions must be made in a viewpoint neutral manner.
12. 5.11 With respect to any such funding decision, all of the individuals making funding decisions are responsible for ensuring compliance with the requirement of viewpoint neutrality.
13. 5.12 Individuals who knowingly and intentionally violate the viewpoint neutrality requirement are subject to any otherwise available and appropriate corrective measures, including removal or suspension from their ASI office(s) or position(s), or disqualification from any future funding decisions. Any funding decision made in violation of the viewpoint neutrality requirement is null and void.
14. Note: Viewpoint neutral criteria and processes will be utilized during the decision-making process for any and all ASI funding policies and procedures involving expressive activities. If there is a conflict between ASI’s adopted policies, procedures, and criteria applicable to viewpoint neutral funding decisions and other ASI funding guideline(s), the viewpoint neutral guidelines control.

# Section VI: Club Funding

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1. All student organizations must comply and must follow the following Student Organization Funding Guidelines when submitting a request for funding:
2. **FUNDING REQUEST PROCEDURE FOR STUDENT**
3. **ORGANIZATIONS**
4. 6.1 Requests between $0-999.99 must be approved by the Finance Committee.
5. 6.2 Requests over $999.99 must be approved by the Finance Committee and the Board of Directors, and the ASI President.
6. 6.3 All brand-new chartered clubs, chartering for the initial time, will be granted a $100 credit from ASI to be used according to the ASI funding guidelines for student organizations. Additionally, any club that has been deactivated for four or more years, will be granted the $100 credit at the time of rechartering. The remaining money of the credit will be removed from the club at the end of the academic year.
7. 6.4 Travel funding is available for clubs/organizations to request between $0-500.00. These requests must be approved by the Finance Committee. This allocation is deducted from the $3,000 maximum per year allocated to student clubs/organizations Funding Requests (FRs) must be submitted to ASI no less than four (2) weeks if requesting less than $1,000.00 or five (4) weeks if the request is greater than $1,000.00, prior to an event.
8. 6.5 Funding applications must be submitted to the Finance Committee no less than two (2) weeks if requesting less than $1000.00 or four (4) weeks if requesting $1000.00 or more.
9. 6.6. Once funding applications are submitted, the application will then be reviewed by a member of the Finance Committee. The Vice President of Finance will invite the club/organization to the appropriate meeting location and time.
10. 6.7 Funding requests cannot be increased more than 15% during the Finance Committee Meeting. Increases over 15% will require a new application.
11. 6.8 All funds given out by ASI that involve ASI reallocating mandatory student association fees for viewpoint expressive events will use viewpoint neutrality. Viewpoint Neutrality is a process in which all funding or allocation decisions governing the allocation of mandatory student association fees are made pursuant to narrow, objective, and definite standards, and which does not involve the exercise of judgment or formation of an opinion concerning the content of the event, or is otherwise affected in any way by the viewpoint of a student organization or the proposed event.
12. 6.9. After the club/organization has presented their funding request to the Finance Committee or Board of Directors, the club/organization will receive aletter from the Vice President of Finance within 48 business hours with a decision.
13. 6.10 In the event that a club/organization is denied funding, or received a lower amount than requested, the Vice President of Finance will give the club/organization a letter outlining why they were denied funding or received a lower amount within 48 hours of the ASI Finance Committee meeting.
14. 6.11 If the club is dissatisfied with the amount agreed to by the Finance Committee, it may file a request for reconsideration to the ASI Board of Directors. If the club is dissatisfied with the Board’s decision, they may file an appeal to the Vice President for Student Affairs/designee. The procedures for requests for reconsideration and appeals are found in the ASI Funding Policy for Student Groups.
15. 6.12 ASI co-sponsored events must have a mandatory sign in sheet (with CSUB student ID numbers and names) and be turned in with expense and assessment forms and must be submitted fourteen (14) days following the event.

# Section VII: Budget Preparation

1. ASI BUDGET PROCEDURES
2. 7.1 The ASI Board shall review and evaluate the current reserve level prior to the budget process. The Vice President of Finance and the Finance Committee with the consultation of the ASI Executive Director are responsible for the development of the annual budget. A copy of the proposed annual budget shall be submitted by the ASI President to the University President for approval.
3. 7.2 The Finance Committee shall inform the Board of Directors of the total anticipated income for the ensuing fiscal year. Anticipated income shall be defined as the revenue anticipated from student enrollment, plus revenues generated by various ASI programs. The budgeted expenditures which the committee presents to the Board shall not exceed the anticipated income.
4. 7.3 Refer to the Reserve Policy for appropriate reserve allocation.
5. 7.4 The annual ASI budget must be approved by a majority vote of the Board and attested by the ASI Vice President of Finance, ASI President, ASI Executive Director, and the University President.
6. 7.5 The ASI budget is governed by the Education Code, Sections 89300-89304 and the California Code of Regulations, Title V, Sections 42402 and 42659.
7. 7.6 The outgoing Finance Committee will propose a budget for the following academic year for the incoming Vice President of Finance to review. This proposal shall be taken into account when developing the upcoming annual budget.
8. SPECIAL ALLOCATIONS FROM GENERAL UNALLOCATED
9. 7.7 Requests must be submitted in writing to the Vice President of Finance at least three (3) weeks prior to the expenditure. All expenditures from general unallocated must be approved by the Finance Committee and Board of Directors.

# Section VIII: Amendment & Enactment

1. The Finance Code can be amended and enacted as pursuant to the ASI Bylaws.
3. Enacted: 3/2000
4. Revised: 3/2018, 5/2019, 5/2020, 5/2022, 3/2023, 3/8/2024,