

# UCSD Sixth College Student Council Finance Bylaws

*Amended 2/16/06*

*Amended 2/23/06*

*Amended 3/2/06*

*Amended 4/13/06*

## Article I. General Statement of Purpose

### Section A:

1. The Sixth College Student Council (SCSC) shall allocate its funds to serve the Sixth College Student Body (SCSB) and support registered UCSD organizations whose projects benefit the Sixth community.

### Section B:

1. All money allocated by SCSC shall comply with SCSC and the University of California business and accounting procedures. All allocations must be consistent with UC and UCSD rules and regulations, and city, state, and federal law.

### Section C:

1. In the event that an organization violates any SCSC policy as stated herein, SCSC reserves the right to withdraw funding and/or affiliation in accordance with the due process principles set forth in the University of California Policies and UCSD Campus Regulations.

### Section D:

1. It is not the responsibility of SCSC to ensure that an organization is familiar with all UC and ASUCSD policies and regulations regarding student organizations and activities.

## Article II. Sixth College Activity Fee

### Section A: Establishing, Modifying, or Eliminating a College Activity Fee

1. A petition to place on the ballot a referendum to establish, modify, or eliminate an activity fee must be approved by a two-thirds (2/3) vote of the Sixth College Student Council (SCSC) and must be ratified by the Sixth College Dean and Provost.

2. If the petition for the referendum is approved as required by Article II, Section A, Paragraph 1, above, the referendum may be placed on the ballot in an election to be held in accordance with the procedures described in Section B and Section C, below.

### Section B: Referendum Election Procedures

1. The referendum must be approved by the Vice Chancellor Student Affairs, the Chancellor, and the University President prior to its implementation.

2. The request to place a referendum on a ballot in a special or general election must be submitted to the Office of the Vice Chancellor Student Affairs at least six (6) weeks prior to the date of the election.
3. The referendum shall not be considered valid unless twenty percent (20%) or more of the eligible voters cast ballots on the specific referendum question and the total number of affirmative votes must be at least fifty percent (50%) plus one of the votes cast.

#### Section C: Referendum Campaigning Guidelines

1. The SCSC must conduct at least one town hall for the SCSB. This forum must be held at least seven (7) days prior to the start of the election.
2. SCSC must inform Sixth College students of the town hall.
3. Campaigning and education for the referendum may start the day after approval of the referendum text and end the last day of the election.
4. No campaign paraphernalia or campaigning activity will be allowed within fifty feet (50 ft.) of official polling places. All poll workers must also remain neutral.

### Article III. The SCSC Finance Committee

#### Section A: Powers of the Finance Committee

1. Reserves the right to audit or investigate the university's financial records pertaining to organizations funded by SCSC.
2. Shall ensure that SCSC and registered Sixth College student organizations are aware of the SCSC funding process.
3. Shall make formal recommendations on funding requests to SCSC.
4. Items submitted by the Finance Committee shall enter the agenda under Old Business.
5. May ask requesters to give presentations to SCSC, at the consensus of the Finance Committee.

#### Section B: Voting

1. Recommendations require a simple majority vote.

#### Section C: Quorum

1. Quorum requires a simple majority of members as defined by Article VII, Section C of *The Constitution of the Sixth College Student Body*.
2. All recommendations made without quorum shall be informal recommendations.
  - a. All informal recommendation must be approved in Council.

## Article IV. Budget

### Section A: SCSC Annual Budget

1. A preliminary budget must be passed by a simple majority vote of SCSC by Friday of ninth (9<sup>th</sup>) week of the Spring Quarter for the new term.
2. A final annual budget must be passed by a two-thirds (2/3) vote of SCSC fourteen days (14) after the Chair and Vice President Finance are informed of the Council's income for that term.

### Section B: President's Discretionary Fund

1. The President may allocate funds from the President's Discretionary Fund toward SCSC expenditures, in cases of urgency.

### Section C: Mandatory Reserve

1. SCSC shall maintain a mandatory reserve of no less than \$5,000. In addition, SCSC may add to this reserve from the carryover of the previous year. These funds shall not be spent unless by a three-fourths (3/4) vote of the entire SCSC.

### Section D: Sixth College Student Organizations Fund

1. These funds shall be reserved for registered Sixth College student organizations.

### Section E: External Fund

1. SCSC shall not fund student organizations registered with the Center for Student Involvement.

### Section F: Internal Fund

1. These funds shall be reserved for internal expenditures by SCSC members, and their partnerships.

### Section G: General Unallocated Fund

1. These funds may be used for SCSC operations or for any other miscellaneous requests.
2. Unless otherwise specified in the SCSC annual budget, all allocated, unused, or cancelled funds will transfer by default to the General Unallocated account.

### Section H: Carryover

1. Money left over at the end of each term shall serve as carryover for the next SCSC annual budget.

## Article V. Funding Procedures

### Section A: Funding Requirements

1. SCSC must approve Finance Committee's recommendation before any transaction can be made.
2. The organization must name SCSC as a co-sponsor of its event on all publicity. Failure to do so may result in the suspension of any future funding to the organization. The event must be well advertised to Sixth College students.
3. The organization must submit a post-budget within twenty-eight (28) calendar days from the day of the event. Failure to do so may result in the suspension of any future funding to the organization.
4. If the event is cancelled, the organization cannot claim allocated funds from SCSC.
5. Unused allocated funds must be returned to SCSC, and may not be spent on non-previously approved projects.

#### Section B: Submitting a Funding Request

1. The Vice President Finance must outline the following funding request submission process for his/her term:
  - a. All items necessary for a funding request, such as whether the organization must submit a funding request form, and/or budget, etc.
  - b. The date and time which the organization must request to be added to the Finance Committee meeting agenda for that week.
  - c. Whether a representative from the organization requesting funding must be present for a question and answer session at the SCSC weekly Finance Committee meeting subsequent to their request submission; this is when they may also give a prepared presentation.
2. The Vice President Finance must ensure that all items decided upon as outlined in Article V, Section B, Paragraph 1 are public and made available to the SCSB, registered Sixth College student organizations, and SCSC.

#### Section C: Approval

1. All funding requests shall be referred to the Finance Committee for the purpose of submitting a formal recommendation to SCSC.
2. All Finance Committee recommendations are binding. If an objection is raised during the general council meeting, a motion to pull from committee must pass by a two-thirds (2/3) vote for discussion on the item.
3. The Finance Committee shall notify the organization of the action taken by SCSC regarding its funding request within two (2) academic days from the Council's ruling.

### Article VI. Sixth College Student Council Funding Guidelines

#### Section A: Definition

1. This article outlines the rules for the allocation of SCSC funds.

#### Section B: Non-allocations

1. SCSC shall not fund the following types of events:
  - a. Those which are not open to all Sixth College students
  - b. Those which have already taken place
2. SCSC shall not allocate funds for the purpose of:
  - a. Personal financial gain
  - b. Payment of fines
  - c. Purchase of food, to be used exclusively by members of SCSC during standard meetings
  - d. Expenses that were not approved and allocated by the SCSC prior to expenditure
  - e. Alcoholic beverages of any kind

### Article VII. Non-Sixth College Student Council Funding Guidelines

#### Section A: Definition

1. This article outlines the rules for allocating funds to all registered UCSD groups or organizations aside from SCSC.

#### Section B: Non-allocations

1. SCSC shall not fund the following types of events:
  - a. Those that do not benefit the Sixth community
  - b. Those which are not open to all Sixth College students
  - c. Those that have already taken place
2. SCSC shall not allocate funds for the purpose of:
  - a. Personal financial gain
  - b. Purchase of food, to be used exclusively by members of the organization
  - c. Expenses that were not approved and allocated by SCSC prior to expenditure
  - d. Insurance and liability
  - e. Alcoholic beverages of any kind

## Article VIII. Reallocation Requests

### Section A:

1. Funds may be reallocated amongst the various accounts in the SCSC annual budget.

### Section B:

1. All budget reallocation requests shall require a majority vote of SCSC for approval, unless specifically stated otherwise in these bylaws.

## Article IX. Violations

### Section A:

1. If any organization that has been allocated money by SCSC violates either the SCSC Finance Bylaws or its agreement with SCSC, that organization's allocation may be restricted and all allocated funds returned.

### Section B:

1. The Vice President Finance is responsible for presenting an explanation to the organization involved and the Assistant to the Dean within seven (7) calendar days of being notified of the violation.

### Section C:

1. The current council may restrict funds already allocated by the outgoing council if a violation occurs defined by Article IX, Section A.

## Article X. Amendments

- Section A. 1. The Standing Rules may be amended in accordance with Article VII, Section B of the SCSC Constitution.