

## UCSD Sixth College Student Council Finance Bylaws

### Article I. General Statement of Purpose

#### Section A: General Statement of Purpose

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.

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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.

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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.

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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 two-thirds (2/3) vote of the Sixth College Student Council (SCSC) and must be ratified by the Sixth College Dean of Student Affairs and Provost.
2. If the petition for the referendum is approved as required by Article II, Section A, Paragraph I, 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 of California President prior to its implementation.
2. The request to place a referendum on a ballot in 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 Sixth College 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. The forum must be held at least seven (7) days prior to the start of the election.
2. SCSC must notify 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.

### Article III. The SCSC Finance Committee

#### Section A: Responsibilities and Duties 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 request to SCSC.
4. Items submitted by the Finance Committee shall enter the Agenda under Old Business.
5. May ask those requesting funds 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 recommendations 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 President and Vice President Finance are informed of the Council's income for that term.

#### Section B: Officers with Discretionary Fund

1. The officer in consultation with their SCSC advisor may allocate funds from the their Discretionary Fund toward SCSC expenditures,

#### 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 that are not registered with Sixth College.

#### 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. Non-earmarked funding may be used for SCSC operations beyond traditional budgetary outlines.
2. Unless otherwise specified in the SCSC annual budget, allocated, unused, or funds will revert to the General Unallocated account.

#### Section H: Carry Forward

1. Funds left over at the end of each academic year 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 recommendations before any transactions 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 advertised to Sixth College students.
3. The organization must submit a post-budget within ten (10) 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. Cancelled events will not receive allocated funding from SCSC.
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### Section B: Submitting a Funding Request

1. The Vice President Finance must outline the following funding request submission process for their term:
  - a) All items necessary for the funding request, including a funding request form, and budget information must be submitted to the VP Finance by the specified date.
  - 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 I 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.

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Section A: 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 regular meetings
  - d) Expenses that were not approved and allocated by the SCSC prior to expenditure
  - e) Alcoholic, tobacco, and other drugs of any kind

Article VIII. Reallocation Requests

Section A:

1. Funds may be reallocated amongst the various accounts in the SCSC annual budget.
  
2. All budget reallocation requests shall require a majority vote of SCSC for approval, unless specifically stated otherwise in these bylaws.

Section C: Overspending of Allocations

Section B:

1. If the actual expenses of a budget exceed the amount approved by SCSC up to 10% ,supporting documentation will need to be submitted, and a formal warning will be issued for the over-expenditure. SCSC will cover that amount from the General Unallocated.
2. Actual expenses exceeding an approved allocation by more than 10% will be sent back to council floor to vote for reallocation. An explanation including documentation of the expenditure must be provided in order for the reallocation to be taken into consideration.
3. Reallocations require two-thirds (2/3) vote of SCSC voting members present.
4. Exceptions will be taken into consideration for the following:

- a) Allocations for Sixth College initiatives and events that are coordinated by the Sixth College staff.
  - b) Purchases made by Sixth College staff for approved budget items on behalf of the students so that they can avoid out-of-pocket expenses.
  - c) If the student/student organization overspent their approved budget from a general allocation, rather than a specific line-item allocation.
5. Repeated occurrences of overspending may result in the restriction of future funding for the remainder from the academic year.
  6. The Vice President Finance is responsible for tracking all instances of overspending and reporting them to the office of the Executive Assistant to the Dean and the Dean of Student Affairs.

## 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 that organization will not receive allocated funding and may have future allocations restricted

### Section B:

1. If an organization has an alleged violation the VP Finance is responsible for notifying the organization and the SCSC advisor of the allegation within seven (7) calendar days.

### 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. The Finance Bylaws may be amended in accordance with Article VII, Section B of the SCSC Constitution.