

SIXTH COLLEGE STUDENT COUNCIL FINANCE BYLAWS

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ARTICLE I. General Statement of Purpose

The Sixth College Student Council (herein referred to as SCSC) shall allocate funds to serve the Sixth College Student Body (herein referred to as SCSB).

1. All allocated funds shall comply with SCSC and the University of California business and accounting procedures. Allocations must be consistent with UC and UCSD regulations, and city, state, and federal law.
2. If a requesting party violates any policy as stated herein, then 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.
3. It is not the responsibility of SCSC to ensure that a requesting party 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 a referendum to establish, modify, or eliminate an activity fee on the ballot must be approved by a two-thirds ($\frac{2}{3}$) vote of SCSC, and must be ratified by the Sixth College Dean of Student Affairs and Provost.
2. If the petition is approved as required by Article II, Section A, Paragraph 1, then the referendum may be placed on the ballot in an election to be held in accordance with the procedures described in Article II, Sections B and C.

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 implementation.
2. The request to place a referendum on the ballot must be submitted to the Office of the Vice Chancellor Student Affairs at least six (6) weeks prior to the election.
3. The referendum shall be considered valid if twenty percent (20%) or more eligible Sixth College voters cast ballots and the total number of affirmative votes is at least fifty percent (50%) plus one.

Section C. Referendum Campaign Guidelines

1. SCSC must conduct at least one (1) town hall for SCSB, and Sixth College students must be notified. This forum must be held at least seven (7) days prior to the election.
2. The referendum campaign may start the day after approval of the referendum text and must end the last day of the election.

ARTICLE III. Finance Committee

Section A: Responsibilities and Duties

The Finance Committee shall:

1. Make formal recommendations regarding funding requests to SCSC.
2. Ensure that SCSC, SCSB, and registered Sixth College student organizations are informed of the funding process.
3. Reserve the right to audit or investigate the SCSC financial records of requesting parties.

Section B: Quorum

Quorum shall be defined as four (4) SCSC members as outlined in Article V, Section C of the Sixth College Student Council Constitution.

1. All recommendations made with quorum shall be formal recommendations and require a simple majority vote.
2. All recommendations made without quorum shall be informal recommendations and must be approved by a two-thirds ($\frac{2}{3}$) vote of SCSC voting members.

ARTICLE IV. Budget

Section A: Annual Budget

An annual budget must be passed by a two-thirds ($\frac{2}{3}$) vote of SCSC fourteen (14) days after the President and VP Finance are informed of SCSC's income for their term.

Section B: Officers with Line Items

Officers, in consultation with their SCSC advisor, may allocate funds from their line item towards SCSC expenditures.

Section C: Internal Fund

These funds shall be reserved for internal expenditures by SCSC officers and their partnerships.

Section D: Sixth College Student Organizations Fund

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

Section E: External Fund

These funds shall be reserved for external parties that are not affiliated with Sixth College and/or SCSC. These parties shall include CSI-registered or UCSD affiliated student organizations, UCSD departments, and UCSD campus committees.

1. SCSC may allocate up to \$3,000 per academic year in external funds. Exceptions require a two-thirds ($\frac{2}{3}$) vote of SCSC voting members. These funds must primarily be taken from the Outside Organizations line item, with the exception of predetermined and approved MOUs and at the discretion of the VP Finance.
2. An external party may request up to \$500 per quarter, and twice per academic year. Exceptions to the requested amount or number of requests per year require a three-fourths ($\frac{3}{4}$) vote of SCSC.
3. The external party may be required to complete an MOU for campus wide programs in which an ongoing relationship exists with SCSC, or at the discretion of the VP Finance and SCSC advisors.
4. Funds shall only be allocated if all or at least five (5) of the following criteria are met:
 - a. The program or initiative is free and open to all UCSD undergraduate students.
 - b. The program or initiative is Sixth College or is accessible to Sixth College students.
 - c. All marketing for the program or initiative lists SCSC as a sponsor and includes the SCSC logo.
 - d. A clear plan is provided which includes but is not limited to:

- i. A booked space reservation
 - ii. A clear breakdown of total expenses
 - e. The external party must secure other sources of funding that account for more than fifty percent (50%) of the total expenses.
 - f. A Pre Budget is submitted to the VP Finance at least twenty-eight (28) days in advance.
 - g. The program and initiative is in compliance with all other funding procedures as outlined in Article V, with the exception of Article V, Section A, Paragraph 3.
5. SCSC may submit donations of up to \$5,000 to external parties that positively contribute to the UC San Diego and the Sixth College community. Donations must be approved by a two-thirds ($\frac{2}{3}$) vote of SCSC voting members.

Section F: General Unallocated Fund

1. Unallocated funds may be used for SCSC operations beyond budget outlines.
2. All allocated, unused, or canceled funds shall revert to the General Unallocated line item unless otherwise specified in the SCSC annual budget.

Section G: Mandatory Reserve

SCSC shall maintain a mandatory reserve of no less than \$5,000. This reserve may be added to the carryforward of the previous year and shall not be spent unless approved by a three-fourths ($\frac{3}{4}$) vote of SCSC.

Section H: Carryforward

Funds that are leftover at the end of each academic year shall serve as carryforward in the next SCSC annual budget.

ARTICLE V. Funding Procedures

Section A: Funding Requirements

1. SCSC must approve the Finance Committee's recommendation with a motion and a second before any transactions are made.

2. All marketing for the program or initiative lists SCSC as a sponsor and includes the SCSC logo.
3. The requesting party must appoint an individual to be responsible for the entirety of the funding process. The duties of this individual include but are not limited to:
 - a. Timely communication with the VP Finance in regards to any unexpected changes that may impact the funding process such as reallocation requests, over expenditures of original allocations, and event postponements and cancellations
 - b. Presenting the requesting party's budget to the Finance Committee
 - i. If the individual is unable to attend, then they may send a proxy or submit a presentation for the VP Finance to present in their place.
 - c. Submitting a Pre and Post Budget as outlined in Article V, Section A, Paragraphs 4, 5, and 6
4. A Pre Budget must be submitted to the VP Finance at least twenty-one (21) calendar days, or at least twenty-eight (28) calendar days for external parties, prior to the start of the program or initiative if one of the following conditions is met:
 - a. A space reservation is required.
 - b. HDH or a catering service will be used.
 - c. Customized products will be dispersed.
5. A Pre Budget may be submitted at least fourteen (14) calendar days prior to the start of the program or initiative if it is approved to be reviewed by a two-thirds ($\frac{2}{3}$) vote of the Finance Committee and at least one of the following conditions is met:
 - a. Article V, Section A, Paragraph 4 does not apply and a clear plan is provided for the program or initiative.
 - b. The program or initiative is delayed due to unexpected events and a clear plan is provided.
 - c. The program or initiative is in response to, or a part of, a campus wide collaboration and a clear plan is provided.
6. A Post Budget must be submitted within ten (10) business days following the end of the program or initiative. Failure to do so may result in the suspension of any future funding.

7. Cancelled programs and initiatives may not receive allocated funds from SCSC. All postponements and cancellations must be reported to the VP Finance no later than the date of the program or initiative.
8. Unused allocated funds must be kept within the line item they were taken from, and may not be spent on projects that were not previously approved. Funds that were allocated to external parties must be transferred back to SCSC via the Undergraduate Colleges Business Office (UCBO).

Section B: Submitting a Funding Request

The VP Finance shall be responsible for outlining the funding request guidelines for their term. The following guidelines must be made public and available to SCSC, SCSB, and registered Sixth College student organizations.

1. The specific date by which all items necessary for a funding request must be submitted to the VP Finance
2. The date and time by which the requesting party must request to be added to the Finance Committee's agenda
3. Whether a representative from the requesting party must present their budget to the Finance Committee

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, then a motion to pull from the committee and discuss the item must be passed by a two-thirds ($\frac{2}{3}$) vote of SCSC voting members.
3. The VP Finance shall notify the requesting party of the action taken by SCSC within two (2) business days from the ruling.

Section D: Budget Amendments

1. Amendments to individual budgets include but are not limited to:
 - a. Adding additional line items

- b. Editing existing line items
 - c. Requesting additional funds
2. All amendments must be submitted to the VP Finance at least five (5) business days prior to the start of the program or initiative. The requesting party may be required to present to the Finance Committee, at the discretion of the VP Finance.
 - a. If a presentation is required, then SCSC must approve the Finance Committee's recommendation with a motion and a second.
 - b. If a presentation is not required, then the reallocation must be approved by a two-thirds ($\frac{2}{3}$) vote of SCSC voting members.

Section E: Post Budget Documentation

1. All program or initiative expenditures must show up on the Post Budget in an individually itemized format. Receipts for the expenditures must be submitted to the VP Finance and SCSC advisors involved in the funding request.
2. Failure to comply with all requirements as stated herein may require the requesting party to meet with the VP Finance to resolve the issues before additional funding may be disbursed.

ARTICLE VI. Funding Limits

Section A: Funding Restrictions

SCSC shall not fund the following types of programs and initiatives:

1. Those which are not open to all Sixth College students.
2. Those which have already taken place.

SCSC shall not allocate funds for the purpose of:

1. Personal financial gain
2. Payment of fines
3. Purchase of food to be used exclusively by SCSC members during meetings, with the exception of programs and initiatives for member recognition and at the discretion of SCSC advisors

4. Expenses that were not approved and allocated by SCSC prior to expenditure
5. Alcohol, tobacco, and drugs of any kind

Section B: Funding From a Vacant Position

All funding requests that fall under the responsibilities of a vacant position will be taken from the General Unallocated line item.

ARTICLE VII. Reallocation Requests

Section A: Annual Budget Reallocations

1. Funds may be allocated amongst the various line items.
2. Any amendments or reallocations of funds must be approved by a two-thirds ($\frac{2}{3}$) vote of SCSC.

Section B: Over Expenditure of Allocations

The VP Finance is responsible for tracking all instances of over expenditures and reporting them to the Sixth College Executive Assistant of the Dean and the Dean of Student Affairs.

1. If the actual expenses of a program or initiative exceeds the amount approved by SCSC up to ten percent (10%), then the requesting party must submit documentation and a formal warning will be issued. SCSC will cover the amount that was overspent from the General Unallocated line item.
 - a. A second instance will require the requesting party to meet with the VP Finance to discuss the over expenditure and expectations for future expenditures.
 - b. A third instance will result in the suspension of any future funding to the requesting party for the current academic year.
2. If the actual expenses of a program or initiative exceeds the amount approved by SCSC by more than ten percent (10%), then SCSC must vote for a reallocation from the General Unallocated line item or the requesting party's line item if funds are available. An explanation and documentation must be provided in order for a reallocation to be considered.

- a. A first instance will require the requesting party to meet with the VP Finance to discuss and justify the over expenditure, as well as set expectations for future spending.
 - b. A second instance will result in the suspension of any future funding to the requesting party for the current academic year.
3. Reallocations require a two-thirds ($\frac{2}{3}$) vote of SCSC voting members.
4. Exceptions will be taken in consideration for the following:
 - a. Sixth College programs and initiatives that are coordinated by Sixth College staff
 - b. Purchases made by Sixth College staff for approved budget items on behalf of the requesting party to avoid out of pocket expenses
 - c. Whether the requesting party overspent from a general line item, rather than a specific line item

ARTICLE VIII: Violations

Section A: Policy Violations

If a requesting party that has been allocated money by SCSC violates any policy as stated herein, or its agreement with SCSC, then its allocation may be restricted or withdrawn and future funds may be restricted.

Section B: Notifying a Requesting Party

If a requesting party has an alleged violation, then the VP Finance is responsible for notifying the party and their advisor of the allegation within seven (7) business days.

Section C: Restricting Funds

The current Council may restrict funds that have already been allocated by the outgoing Council if a violation occurs as defined by Article VIII, Section A.

ARTICLE X: Disruption in Normal Campus Operations

Section A: Budget Submission

If the University recommends the cancellation or postponement of an event, then the budget submission deadline may be changed as seen fit by the VP Finance. The deadline must be at least two (2) hours before the upcoming finance meeting.

Section B: Summer Finance Committee

The Finance Committee shall be held on a need basis if there is a budget or reallocation request to be reviewed. The time and date of these meetings shall be determined and disclosed by the VP Finance.

1. Quorum is required for the Finance Committee to make formal funding recommendations. All recommendations made without quorum shall be informal recommendations.
2. The VP Finance is responsible for notifying SCSC of the Finance Committee's recommendations. Formal recommendations shall become final if no objections are raised after one (1) business day. Informal recommendations shall become final if no objections are raised after three (3) business days.

Section C: General

1. All other procedures must be compliant with the SCSC Finance Bylaws.
2. The stipulations set forth in Article X only apply in the event of a disruption to standard campus operations, and shall no longer be in effect upon the resumption of standard operations.