



BYLAWS AND CODES OF PROCEDURE COMMITTEE ASSOCIATED STUDENTS, INC.

MEMORANDUM

Thursday, November 7, 2019

TO: ASI Finance Committee

FROM: Alexander Berry, ASI Chief Justice

CC: Christopher Koo, ASI Vice President for Finance
Tu Nguyen, ASI Vice Chair for Finance
Dena Florez, ASI Office Manager of Administration and Services

SUBJECT: Proposed Club Funding Policies

Attached as appendices A, B, C, and D is a copy of the initial draft of the Club Funding Policies, procedures, and guidelines which I have prepared for the ASI Finance Committee. These items will originate in the Finance Committee and proceed through the normal process for the enactment of policy, being considered by the Bylaws and Codes of Procedure Committee before consideration before the whole board. The remainder of this memorandum will cover in-depth the rationale and process behind these changes, as well as describing the practical effects the changes will have.

RATIONALE

The current ASI policies governing club funding are rigid and difficult to change. The Finance Committee has taken tangible steps towards resolving a part of this issue, enacting a set of Direct Funding Allocation Guidelines that can be modified at the discretion of the ASI Vice Chair and Vice President for Finance. The goal of these new policies is to further separate policy and procedure, allowing the Committee and its members to more easily modify procedural specifications which will naturally change as successive ASI Administrations adapt the procedures of their predecessors to better fit the needs of their administration. In essence, then, the purpose of these changes is to make sure that the written documents governing ASI keep up with the way our organization actually does things. This is particularly important in the realm of finance, as a large part of our duty as responsible stewards of student funds is ensuring that their use is carefully regulated in order to prevent abuse.

It is my hope that this means of separating policy and procedure will serve as a broader guide for the preparation of policies and standard operating procedures for the organization in the future. I chose to implement this dogma in the club funding policies first because club funding serves as a microcosm for the broader functions of the organization. Our club funding process has distinct and broad policies, procedures, and guidelines that are tied to a single budget line item. The operations of club funding are, then, sufficiently segregated from the broader operations of the organization to allow myself and the Bylaws and Codes of Procedure Committee to study the efficacy of this new design in a fairly low-risk environment before ultimately deploying it to the entire Administrative Manual in the Spring.



PROCESS

In order to generate these changes, I abided by a generally accepted definition of policy, which prescribes that policies are generally broad statements of intent, to be implemented as procedure or protocol. In addition to this, policies are meant to be rigid, providing a set of long-term goals that can only be changed with broad consideration. With this definition in mind, I began by targeting the broadest statements included in Policy 204, in order to prepare the document marked in Appendix A to this memorandum, the Club Funding Policies. This document represents a tangible improvement over the previous iteration of Policy 204, allowing Clubs and Organizations a single place to see the broadest restrictions on club funding, as well as providing direction to specific procedural documents should a Club or Organization require more specific information on a topic. In addition, the policy is short enough (less than a page) that clubs and organizations can study the policy without an undue loss of time.

I followed my preparation of Policy 204 by separating out the two major procedural components of Club Funding: allocation and disbursement. The allocation document contains in-depth information about how clubs go about applying for funds up to the stage where they are provided an Award Letter. The allocation procedure should thus serve as a guide for Clubs and Organizations to receive funding prior to an event. The latter document, the disbursement procedure, covers the steps for clubs to receive their money after an event. This, once again, provides for a less daunting task, as both the allocation and disbursement procedures are only two pages long, a considerable improvement over the six page documents that clubs previously had to review.

I finally turned my sights to the preparation of the Direct Funding Allocation Guidelines. These are a special class of document, meant to be modified frequently by a single individual. I saw no cause to modify them at this time, as, at least from a procedural perspective, they serve as a model document which should be emulated in the creation of guidelines for other departments.

EFFECTS

The major effect these changes will have on the organization internally is a newfound ease of modification for most of the documents that govern club funding. We see this because the majority of the content of what was previously Policy 204 is now contained within procedures, which are designed to be modified at the committee level. In essence, to modify procedures, the only thing that has to happen is approval from the committee and consultation with the Bylaws and Codes of Procedure committee to ensure that the changes comply with relevant sections of law. This decreases the practical time it takes to change procedure from over a month and a half (two biweekly committee meetings to biweekly Bylaws meeting to biweekly Board meeting) down to only the time it takes for the committee to vote on the measure. Guidelines are even easier. With the signature of the member assigned to oversee a set of guidelines, they can be changed immediately.

This ease of modification necessitates certain checks on the newfound power of committees. The major check offered under this proposal is the ability for an overseeing body to overturn a committee decision. In the case of procedures, this is the Board of Directors. In the case of guidelines, this is the committee which controls the subject matter of the guidelines (in the case of club funding, the Finance Committee). In addition, the compliance of both procedure and guidelines with California Law and University policy would be reviewed by the Bylaws and Codes of Procedure Committee.

CONCLUSION



ASI's existing policy structure is calcified and overly resistant to change. These issues necessitate an organizational response. These new club funding policies would represent the first step in a multi-stage process of making ASI's policies more readable, flexible, and accessible. By separating policy from procedure, we can create documents which are responsive to the way the organization functions, and in the process, make more effective guidelines. The study of the efficacy of these new policies and procedures will be essential to determining the path that the Bylaws and Codes of Procedure Committee takes with these policies. As such, I urge the Finance Committee, on behalf of the Bylaws and Codes of Procedure Committee to give these policies and procedures due consideration, and set an example for the future of the organization by enacting them.

If you have further questions, please email Alexander Berry, ASI Chief Justice, at asicj@calstatela.edu.

Respectfully,

A handwritten signature in black ink, reading 'Alexander Berry'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Alexander Berry,
ASI Chief Justice



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Appendix A (Club Funding Policy)



Policy 204

CLUB FUNDING POLICIES

Section 1. In General

- (a) ASI shall offer funding to on-campus clubs and organizations.
- (b) The awarding and disbursement of club funding shall be contingent upon adherence to state guidelines, these policies, and other procedures and guidelines duly enacted by ASI.
- (c) Student organization events shall not be covered for liability or any other insurance by ASI.

Section 2. Eligibility for Club Funding

- (a) Eligibility to receive club funding shall be restricted to recognized organizations in good standing with the University.
- (b) All events funded by ASI must be accessible to disabled students in compliance with the requirements of the Americans with Disabilities Act (ADA).
- (c) Allocated funding shall only be expended for items and programs approved by the ASI Finance Committee and/or the Board of Directors.
- (d) Clubs and Organizations requesting funds for the purchase of clothing or garments of any kind must purchase them from a list of approved, sweatshop-free manufacturers.
- (e) Events funded by ASI shall be held on-campus unless a compelling reason can be made as to why the University is not a proper venue for the event. A written reason must be provided with the funding proposal if requesting funds for off campus events.
- (f) The allocation of funds for student travel shall be governed by a binding set of Student Organization Travel Procedures, to be maintained by the Vice President for Finance.

Section 3. Disbursement of Club Funding

- (a) The ASI Vice President and Vice Chair for Finance shall maintain a set of direct funding allocation guidelines which stipulate the rate at which ASI will fund different requests.
 - (1) This list may be suspended in committee to accommodate certain requests.
- (b) The ASI Vice President for Finance shall be responsible for maintaining a binding procedure outlining the steps necessary to receive club funding disbursements.
- (c) To avoid deficit spending, the ASI Executive Director may order a hold on spending from any line item upon the depletion of allocated funds.
 - (1) The ASI President and Vice President for Finance shall be informed of a hold on any budget line item within one business day from the time it was ordered.
- (d) Approved allocations shall be assigned an expiration date by the ASI Vice President for Finance.
 - (1) Should the documentation required for the disbursement of allocated funds not be received by ASI before the expiration of the allocation, the allocated funds shall be returned to the budget under the unallocated funds line item.
- (e) No club shall be awarded more than \$3,000 in a single term.
 - (1) Terms shall be defined by the Cal State LA academic calendar.



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Appendix B (Allocation Procedure)



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CLUB FUNDING ALLOCATION PROCEDURE

Section 1. Relevant Policy Sections Restated

- (f) The awarding and disbursement of club funding shall be contingent upon adherence to state guidelines, these policies, and other procedures and guidelines duly enacted by ASI. (Policy 204, Section 1(b))
- (g) The ASI Vice President for Finance shall be responsible for maintaining a binding procedure outlining the steps necessary to receive club funding disbursements. (Policy 204, Section 3(b))

Section 4. Purpose

- (a) This document shall serve as a binding set of guidelines that govern the process by which student club and organization funding is allocated ASI.

Section 5. Scope

- (a) This document shall apply only to the allocation and disbursement of funds to on-campus clubs and organizations from the line items marked for that purpose in the ASI budget.

Section 6. Definitions

- (a) For the purposes of this document, the Academic Year is defined by the Cal State LA Academic Calendar.
- (b) For the purposes of this document, the Fiscal Year is defined as the period beginning on June 30th of a given year and ending on July 1st of the following year.

Section 7. Requesting Funding

- (a) ASI shall accept funding requests starting at the beginning of its fiscal year (July 1st).
- (b) ASI shall fund up to one term prior to the initial date of an event taking place in the same academic year.
- (c) In order for a funding request to be considered, Clubs and Organizations must submit a packet of documents containing:
 - (1) A completed ASI funding request form;
 - (2) An event flyer containing the ASI logo;
 - (3) A completed CSI event registration form;
 - (4) Cost estimates for the event;
 - (5) Invoices for any purchases necessary for the event;
 - (6) If the event is serving food, temporary food permits;
 - (7) If multiple clubs are hosting an event, a Cosponsor Agreement Form detailing the percentage of the event's cost to be paid by each club.
- (A) This form shall be signed only by the Presidents of participating clubs.
- (d) Funding requests and the supplemental documents required in Section 5(c) shall only be completed and signed by officers listed on the Officer Information form for a given Club or Organization.
- (e) Clubs and Organizations must submit a time-stamped funding request packet no later than five business days prior to the date of an event to receive funding for that event.
 - (1) This section shall not apply for requests submitted prior to the first funding meeting of the fiscal year.
 - (2) The provisions of this section notwithstanding, all funding requests must be received by the ASI Vice Chair for Finance at least 72 hours prior to a Funding Subcommittee meeting in order to comply with the provisions of the Gloria Romero Open Meetings Act of 2000.
- (f) Funding requests shall be submitted to the Vice President for Finance.
- (g) A member of the club or organization requesting funding must attend and present at the Funding Subcommittee meeting considering their request.



- (h) ASI shall not fund events retroactively, except in the event of a demonstrable error by ASI or the failure of the Funding Subcommittee to meet on a scheduled date.
- (i) Pursuant to the provisions of Policy 204, ASI shall not cover student organizations for liability or other forms of insurance.
 - (1) Clubs applying for funding may be required to provide additional hold harmless provisions to all contracts and agreements.
 - (2) Clubs applying for funding may also be required to show evidence of adequate insurance coverage furnished by a certificate of insurance that includes the organization, the University, and ASI as additional insured.
- (j) The allocation of funding for student travel shall be governed by a set of binding ASI Travel policies and procedures, to be maintained by the ASI Vice President and Vice Chair for finance.

Section 8. Restrictions on Funding

- (a) ASI shall not fund:
 - (1) Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.) unless specified the items will be used for marketing purposes or for fundraisers;
 - (2) Telephone expenses;
 - (3) Athletic equipment used during competitive game or competitive sport of an event;
 - (4) An organization's or individual member's local, state, regional, or national membership fees;
 - (5) An organization's or individual member's off-campus travel expenses except as provided in the ASI Travel Policy;
 - (6) Membership recruitment of non-Cal State LA students;
 - (7) Programs for the benefit of, or targeted at, non-Cal State LA students;
 - (8) Activities considered high risk/liability by the ASI;
 - (9) Scholarships or scholarship donations;
 - (10) Programs which are not in compliance with ADA standards
 - (11) Programs exclusively benefiting or targeted to members of a specific group and not open to all Cal State LA students;
 - (12) Race or gender specific awards ceremonies or programs;
 - (13) Non-advertised programs occurring during an organization's regularly scheduled meeting(s);
 - (14) Salaries, fees, or honoraria for Cal State LA instructors, tutors, or faculty;
 - (15) Program equipment costing over \$300.00 that does not have at least three (3) written estimates;
 - (16) Events held off-campus without University supervision or direction.

Section 9. Direct Funding Allocation Guidelines

- (a) The allocation of funding for hospitality, food, clothing, and other items that ASI directly reimburses clubs and organizations for purchasing shall be governed by a set of Direct Funding Allocation Guidelines.
- (b) The Direct Funding Allocation Guidelines shall be maintained by the ASI Vice Chair for Finance, with the advisement of the ASI Vice President for Finance.
- (c) The Direct Funding Allocation Guidelines may be suspended by a 2/3 vote of the Funding Subcommittee.



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Appendix C (Disbursement Procedure)



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DISBURSEMENT PROCEDURE

Section 1. Relevant Policy Sections Restated

- (a) ASI shall offer funding to on-campus clubs and organizations. (Policy 204, Section 1(a))
- (b) The awarding and disbursement of club funding shall be contingent upon adherence to state guidelines, these policies, and other procedures and guidelines duly enacted by ASI. (Policy 204, Section 1(b))
- (c) The ASI Vice President for Finance shall be responsible for maintaining a binding procedure outlining the steps necessary to receive club funding disbursements.

Section 2. Purpose

- (a) This document shall serve as a binding set of guidelines that govern the process by which student club funding is disbursed by ASI.

Section 3. Scope

- (a) This document shall apply only to the disbursement of funds to on-campus clubs and organizations from the allocations duly provided to them by the Finance Committee as described in the Allocation procedure.

Section 4. Requirements for Disbursement

- (a) In order to receive payment or reimbursement for an approved expenditure, Clubs and Organizations shall:
 - (1) Ensure that ASI has current University paperwork reflecting the recognition of the Club or Organization;
 - (2) Request pre-invoicing from a vendor at least three weeks in advance of the event in order to confirm expenses;
 - (3) Pay *only* for pre-approved expenses/activities through a direct reimbursement for real expenses;
- (b) For food provided by UAS to a Club or Organization's event:
 - (1) Clubs and Organizations shall finalize a Banquet Event Order (BEO) with UAS, and provide both UAS and ASI a copy of the flyer for the event and a copy of the Finance Committee Award letter certifying the allocation of funds to the Club or Organization;
 - (2) The signature of the ASI Vice President for Finance on the award letter shall constitute official authorization for payment of an approved UAS BEO; and
 - (3) ASI shall coordinate payment with UAS in accordance with the provisions of Policy 209, Hospitality, Payment, or Reimbursement of Expenses.

Section 5. Requests for Payment

- (a) Requests for Payment (RPPs) must be submitted to ASI with the following supplemental documents within fifteen business days of the completion of an event:
 - (1) Samples of all marketing and promotional items used to promote the event;
 - (2) Copies of original receipts for all expenses incurred in the execution of the event;
 - (3) Contracts for any speakers or performers (these should also be placed on file with ASI in advance of the performance); and
 - (4) A completed ASI Event Evaluation form.
- (b) If RPPs are not submitted to ASI within fifteen business days of the completion of an event, the Finance Committee may revoke previously approved funding for an event.
 - (1) Should the Finance Committee invoke this option, the Club or Organization that requested the funds shall be solely responsible for any outstanding charges accrued over the course of the event.



- (c) The ASI Vice President for Finance and the ASI Administrative Office shall oversee and track all allocations and disbursements, and shall report to the Finance Committee and Board of Directors on the status of these allocations and disbursements regularly.
- (d) Any ASI funded group co-sponsoring an event must follow the established ASI co-sponsorship guidelines maintained by the Administrative Office, and signify their understanding of these guidelines in writing.
 - (1) If multiple clubs sponsor an event, ASI shall award up to \$3,000 for the first club listed in the co-sponsorship agreement, and up to \$1,000 for each additional club listed on the agreement.
- (e) Fliers used to promote an event must include the phrase, "Funded by Associated Students, Inc." and a copy of the ASI logo.
 - (1) The ASI Vice President for Finance may also require a Club or Organization to include the following phrase on a flier: "The views expressed herein are those of the campus organization and are not necessarily those of the Associated Students, Inc."
- (f) When programs require a contract with ASI, the contract shall be completed before the approved program date.
- (g) Approved allocations shall be assigned expiration dates by the Finance Committee and the ASI Vice President for Finance.
 - (1) Fund expenditures must be documented prior to this expiration date, or the funds shall return to the budget under the unallocated funds line item.



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Appendix D (Direct Funding Allocation Guidelines)



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DIRECT FUNDING ALLOCATION GUIDELINES

Section 1. Purpose

- (a) These guidelines shall serve as an official standard for the allocation of funding for direct reimbursements from ASI for purchases by clubs and organizations.

Section 2. Scope

- (a) This document shall apply only to the allocation of funding to on-campus clubs and organization, and shall be used in concert with the Club Funding Allocation Procedure to provide a complete set of guidelines for the allocation of funding to clubs and organizations.

Section 3. Hospitality

- (a) **Catered Foods –**
 - (1) **In General –** ASI will fund catered meals on a per-student basis. The full amount of funding shall be based on the estimated number of students in attendance at the event.
 - (2) **Funding Amounts –** ASI shall fund catered meals for events not meeting the requirements of subsection (3):
 - (A) At up to \$15.00 per student between 8 AM and 11 AM (breakfast);
 - (B) At up to \$16.00 per student between 11 AM and 4 PM (lunch); and
 - (C) At up to \$24.00 per student between 4 PM and 11:59 PM (dinner).
 - (3) **For Fundraisers –** If a club or organization is planning to cater food to be resold at a fundraising event, or for an event which charges an admission fee:
 - (A) ASI shall only fund up to 50% of the total requested cost of hospitality items.
 - (B) ASI shall only fund up to the \$3,000 funding cap for clubs and organizations.
 - (C) Clubs shall be required to provide a budget with projected revenues and expenses along with their funding request.
 - (D) Clubs shall be required to provide their total expenses and revenue along with their Request for Payment forms.

Section 4. Gifts and Honoraria

- (a) **Definitions –**
 - (1) For the purposes of this section, honorarium (plural honoraria) means a fee paid for a professional service that was performed (nominally) without charge.
- (b) **Honoraria –** ASI shall fund up to \$710 for honoraria paid to guests and speakers at club and organization events.
- (c) **Gifts –**
 - (1) **For Speakers –** ASI shall fund up to \$710 for gifts to guests and speakers at club and organization events.
 - (2) **For Students –** ASI shall fund up to \$560 for gifts, trophies, awards, and prizes intended for Cal State LA students.

Section 5. Marketing Materials

- (a) **Clothing –**
 - (1) **In General –** ASI shall fund purchases of clothing items:



- (A) At up to \$7.85 per item for t-shirts and polo shirts; and
- (B) At up to \$14.30 per item for sweatshirts;
- (2) **Printing and Embroidery Costs** – Should an item of clothing be purchased before printing or embroidery, or the cost of printing and embroidery be separately itemized in the invoice for clothing, ASI shall fund up to 50% of the total printing and embroidery costs for those items on top of the funding received for those items.
- (3) **Logo** – All items of clothing funded by ASI must include a visible ASI logo.
- (4) **Approved Companies** – ASI shall only fund purchases of clothing from the following sweatshop-free companies:
 - (A) American Apparel
 - (B) Autonomie Project
 - (C) EthixSupply.com
 - (D) Union Maid Screen Printing
 - (E) AST Sportswear Inc.
 - (F) Esperanza Threads
 - (G) Indigenous Designs
 - (H) Just Garments
 - (I) Justice Clothing
 - (J) Maggie's Organics
 - (K) No Sweat Apparel/Bienstar International
 - (L) North County Fair Trade
 - (M) Lifewear Inc.
 - (N) Ban T-Shirts
 - (O) Uma Specialties
 - (P) PCUSA Sweat-Free Ts
- (5) **Contact for Approved Companies** – The ASI Vice Chair for Finance shall make available a list of contact information for the approved sweatshop-free clothing companies, as well as screenprinting resources should those companies not offer those services themselves.
- (6) **Design** – ASI must approve the design of the shirt before it can be funded.
- (b) **Flyers** –
 - (1) **Standard Size** – ASI shall fund flyers which are 8.5x11 inches or smaller:
 - (A) At \$0.10 per flyer for flyers printed in black and white; and
 - (B) At \$0.75 per flyer for flyers printed in color.
 - (2) **Poster Size** – ASI shall provide up to \$1.20 per flyer for all flyers above 11x17 inches in size.
- (c) **Miscellaneous Merchandise**
 - (1) **In General** –
 - (A) Any other kind of merchandise used for marketing purposes must include a visible ASI logo.
 - (B) Designs for the item must be submitted with the funding request form.
 - (2) **Funding Amounts** – ASI shall fund up to 70% of the total cost for merchandise under this category.



- (3) **For Fundraisers** – If a club or organization is planning to sell merchandise in this category to raise funds, ASI shall fund up to 50% of the total cost of the merchandise, to not exceed the \$3,000 per semester cap.

Section 6. Equipment

- (a) **In General** – If ASI owns equipment similar to that which is being requested, that equipment shall be loaned to the requesting club or organizations under the provisions of the Equipment Procedure (Policy 215).
- (b) **Rentals** – ASI shall fund the full cost of equipment rentals.
- (c) **Purchases** –
- (1) Quotes from three different vendors must be provided for funding requested for equipment purchases in excess of \$300.
 - (2) Equipment purchased through ASI funding shall be owned by ASI and may be loaned to a club or organization under the provisions of the Equipment Procedure.
 - (A) Clubs and organizations may be given custody of ASI equipment for ease of access under the procedure outlined in the Equipment Procedure.

Section 7. Miscellaneous Requests

- (a) **Conference/Seminar Registration** – Fees for conference or seminar registration shall not be funded by ASI.
- (b) **Decorations** – ASI shall fund up to \$150 for event decorations.
- (c) **ASI Services** – ASI shall fund the use of their own services (e.g. movie and amusement park tickets) up to the rates provided on the ASI website.