



ADMINISTRATIVE MANUAL

FINANCE COMMITTEE CODE OF PROCEDURE

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Finance Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Finance Committee to:

- A. Prepare a balanced A.S.I. Annual Budget for approval by both the Board of Directors (B.O.D.) and submitted to the University President no less than sixty (60) days prior to the end of the fiscal year
- B. Recommend to the B.O.D., for their approval, policy regarding the fiscal integrity of the A.S.I. for its inclusion into the A.S.I. Administrative Manual.
- C. Act as the second step in a multi-level approval process in requests for appropriation of A.S.I. funds in accordance with these Codes, the A.S.I. Administrative Manual, and the A.S.I. Bylaws.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Finance Committee shall be composed of fourteen (14) voting members and five (5) non-voting members.

- A. A.S.I. Vice President for Finance (V.P.F.)
- B. A.S.I. Vice Chair for Finance (V.C.F.)
- C. A.S.I. President
- D. A.S.I. Vice President for Administration (V.P.A.)
- E. A.S.I. Vice President for Academic Governance (V.P.A.G.)
- F. A.S.I. Vice President for External Affairs and Advancement (V.P.E.A.A.)
- G. A.S.I. Secretary/Treasurer
- H. Three members of the B.O.D. appointed by the A.S.I. President with majority consent of the B.O.D.
- I. Four student members recommended by the A.S.I. Vice President for Finance to the A.S.I. President with a majority consent of the B.O.D. (non – A.S.I. B.O.D.)
- J. A.S.I. Executive Director (non-voting)
- K. A.S.I. Office Manager (non-voting)
- L. A.S.I. Director of Programs and Leadership (non-voting)



- M. University President or designee (non-voting)
- N. University Vice President for Administration and Finance & CFO or Designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as eight (8) (fifty-percent [50%] plus one [1]) members of the appointed voting membership of the committee. For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member.

Section 3 – A.S.I. Vice President for Finance (V.P.F.)

- A. The A.S.I. V.P.F. shall only vote in the event of a tie.
- B. The A.S.I. V.P.F. shall develop budget modifications on a semester basis, with the assistance of the committee, to reflect spending trends within A.S.I.
- C. The A.S.I. V.P.F. shall conduct meetings, at no less than bi-weekly intervals, to address requests for funding.
- D. The A.S.I. V.P.F. shall ensure that a written report of any recommendation or action is made at least two (2) days prior to the next meeting of the B.O.D.
- E. The A.S.I. V.P.F. shall develop a timeline for submission of supporting documentation for the annual budget process.
- F. The A.S.I. V.P.F. shall publish via a campus wide e-mail and/or in the campus newspaper, on a quarterly basis, the on-campus location of where copies of the Annual Budget and the audited financial statements can be obtained or reviewed. (Title V, Section 42408).
- G. The A.S.I. V.P.F. shall be responsible for the distribution and presentation of the bi-weekly Finance Committee report to the B.O.D.
- H. The A.S.I. V.P.F. shall be responsible for ensuring that information regarding the annual budget process is disseminated to all recognized clubs and organizations on campus.

Section 4 – A.S.I. Vice Chair for Finance (V.C.F)

The position of V.C.F. will be appointed by the B.O.D. pursuant to Article VII, Section 5, D. of the A.S.I. Bylaws

- A. The V.C.F. shall be responsible for recording the minutes of the Finance Committee meetings and ensuring that those minutes are entered into the B.O.D. minutes at its next meeting.
- B. The V.C.F. shall be responsible for photocopying and filing funding proposals from clubs and organizations.
- C. The V.C.F. shall be delegated the management of club and organization funding proposals with the oversight of the V.P.F.
- D. The V.C.F. shall be delegated the initial screening of student club/organization Request for Payment or Purchase Orders (RPPs) for V.P.F. approval.
- E. The V.C.F. shall be a member of all Finance Sub-committees.
- F. The V.C.F. shall act in the capacity of the A.S.I. V.P.F. when the Chairperson is absent.



Section 5 – Removal of Appointed Members

Any appointed member may be removed from the committee for more than two (2) unexcused absences or three (3) excused absences during any one semester by recommendation of the committee chair to the A.S.I. Executive Committee. This recommendation must be submitted in writing and approved by the committee. All removals must be reported to the B.O.D. who can overturn by a 2/3 vote.

ARTICLE III

ADMINISTRATIVE POLICY

Section 1 – A.S.I. Finance Policy

- A. The Finance Committee shall make recommendations for the modification of the A.S.I. Administrative Manual to the B.O.D. as it relates to A.S.I. fiscal stewardship to ensure compliance with the rules and regulations concerning Student Body Auxiliary funds.
- B. The Vice President for Administration and Finance CFO or designee must concur with the Fiscal policy recommended by the Finance Committee to determine compliance with requirements for Student Body Auxiliary funds (Title 5, Section 89301; State Government Code, Section 16430, ABS 78.22).

Section 2 – A.S.I. Investment Policy

- A. The Finance Committee shall make recommendations for the modification of the A.S.I. Administrative Manual as it relates to A.S.I. investment strategy to the B.O.D. to ensure compliance with the rules and regulations concerning Student Body Auxiliary funds. (Title 5, Section 23801, and 23802; State Government Code, Section 16430, ABS 78.22)
- B. The Vice President for Administration and Finance CFO or designee must concur with the Investment policy recommended by the Finance Committee to determine compliance with requirements for investments of student body funds (Title 5, Section 89301; State Government Code, Section 16430).

ARTICLE IV

FUNDING

Section 1 – Authority for Allocations

- A. The Finance Committee shall review funding proposals forwarded from the Funding Committee over \$2,000 for action with a designation of "recommend," "reject," or "no recommendation."
- B. The Finance Committee shall report all funding proposals to the B.O.D. for their review with a designation of "recommend," "reject," or "no recommendation." The collective sum of a student club/organization's funding requests shall be regarded as one proposal.
- C. The A.S.I. Board of Directors has ultimate responsibility and oversight of allocated funds and can request the review of any funding proposal recommended, rejected, or not recommended. This request must be submitted to the Vice President of Finance, A.S.I. President, and Executive Director in writing by 2 pm the Monday prior to a Board of Directors.



Section 2 – Funding

The Finance Committee shall make recommendations for the modification of the A.S.I. Administrative Manual to the B.O.D., which shall contain a transparent and efficient funding process for the distribution of A.S.I. funds.

ARTICLE V

AMENDMENTS

Proposed amendments to this code shall be approved by an absolute majority of the Finance Committee and submitted to the Bylaws and Codes of Procedure Subcommittee. The Bylaws and Codes of Procedure Subcommittee shall review, then forward the proposed amendments to the B.O.D for its 2/3 approval. If the Bylaws and Codes of Procedure Subcommittee has not been established for the year, it is the responsibility of the A.S.I. Chief Justice, in conjunction with the A.S.I. President, to establish the Bylaws and Codes of Procedure Subcommittee. Until approval by the B.O.D., the most recent version of the Finance Committee Code of Procedure shall be followed.

Policy History:

Approved:	January 1967
Amended:	December 1971
Amended:	April 1972
Amended:	June 1977
Amended:	April 1980
Amended:	March 1982
Amended:	April 1982
Amended:	October 1982
Amended:	April 1973
Amended:	November 1988
Amended:	March 1998
Recodified:	May 1999
Amended:	April 2001
Amended:	October 2007
Amended:	January 2009
Amended:	October 2010
Amended:	October 2013
Amended:	August 2014
Amended:	January 2016
Amended:	September 7, 2017

