



Associated Students, Incorporated  
California State University, Los Angeles

## Administrative Manual

# Funding Sub-Committee Code of Procedures

Policy 226

### ARTICLE I

### AUTHORITY AND FUNCTION

#### Section 1 - Authority

These codes shall act as the governing procedures for the Funding Sub-committee, a subcommittee of the Finance Committee, hereafter referred to as the Funding Committee.

- A. This committee is only granted the Authority for Allocations. This sole authority of taking action on funding proposals is referenced in Article IV, Section 1, of the Finance Committee Code of Procedure - Policy 201.
- B. As is the nature of a sub-committee; the Finance Committee, and ultimately the Board of Directors (BOD), have the power to reverse or change any action, or supplement for any lack of action, taken in this committee.

#### Section 2 - Function

It shall be the purpose and function of the Funding Committee to:

- A. Act as the first step in a multi-level approval process in requests for appropriation of Associated Students, Inc. (ASI) funds in accordance with these Codes, the ASI Administrative Manual, and the ASI Bylaws.
- B. Maintain a transparent and efficient funding process for the distribution of ASI funds.

### ARTICLE II

### MEMBERSHIP AND DUTIES

#### Section 1 – Membership

The Funding Committee shall be composed of nine (9) voting members and six (6) nonvoting members.

- A. ASI Vice Chair for Finance (V.C.F.)
- B. ASI Vice President for Finance (V.P.F.)
- C. ASI President
- D. Campus Affairs Representative
- E. Two members of the BOD appointed by the ASI President with majority consent of the BOD
- F. Three students recommended by the ASI Vice President for Finance to the ASI President with majority consent of the BOD (non – ASI BOD)
- G. ASI Executive Director (non-voting)
- H. ASI Office Manager (non-voting)
- I. University Dean of Students or designee (non-voting)
- J. Center for Student Involvement (CSI) representative (non-voting)
- K. CFO of the University or designee (non-voting)
- L. UAS representative or designee (non-voting)

#### Section 2 – Quorum



Quorum shall be defined as five (5) (fifty-percent [50%] plus one [1]) members of the current voting membership of the committee. For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member.

**Section 3 – ASI Vice Chair for Finance (V.C.F.)**

- A. The ASI V.C.F. shall serve as Chairperson to the Funding Committee.
- B. The ASI V.C.F. shall only vote in the event of a tie.
- C. The ASI V.C.F. shall have the responsibilities described in Article II, Section 4, of the Finance Committee Code of Procedure - Policy 201.
- D. The ASI V.C.F. shall conduct meetings, at no less than bi-weekly intervals (the alternate weeks preceding Finance Committee meetings), to address requests for funding.

**Section 4 – ASI Vice Chair of the Funding Committee (V.C.F.C.)**

The role and responsibility of V.C.F.C. will be performed by a committee member. By the second official meeting the committee will appoint a committee member as V.C.F.C. For ASI Members, the time served in this role will count as two of their weekly required service hours.

- A. The V.C.F.C. shall be responsible for recording the minutes of the Funding Committee meetings and ensuring that those minutes are entered into the agenda for approval at its next meeting.
- B. The V.C.F.C. shall act in the capacity of the ASI V.C.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 ASI Executive Committee. This recommendation must be submitted in writing and approved by the committee. All removals must be reported to the BOD who can overturn by a majority vote.

**ARTICLE III**

**ADMINISTRATIVE POLICY**

**Section 1 – ASI Funding Policy**

The Funding Committee acts as a limited agent of the Finance Committee and is the primary committee to address requests for funding. In order to properly take action under the jurisdiction of the Finance Committee and ultimately the BOD; it will be the duty and main focus of the Funding Committee to utilize and obey, with no limitation to, the following approved ASI Finance Policies:

- A. Policy 202 – Funding Flow Chart
- B. Policy 204 – Funding Policy
- C. ASI Direct Funding Allocation Guidelines
- D. Policy 213 – Academic/Student Organization Travel
- E. Policy 215 – Equipment Policy

**Section 2 – Reports**

The Funding Committee shall submit a report to the Finance Committee of all approved actions prior to each Finance Committee meeting of the current semester.

**ARTICLE IV**

**FUNDING**

**Section 1 – Authority for Allocations**

The funding capacity of this committee will follow an analogous limitation referenced in Article IV, Section 1, of the Finance Committee Code of Procedure - Policy 201.

- A. The Funding Committee shall approve, reject, or forward to the Finance Committee any proposal of \$2,000 or less.



- B. The Funding Committee shall forward all proposals over \$2,000 to the Finance Committee for their action with a designation of "recommend," "reject," or "no recommendation."

Section 2 – Meeting Procedure

As it pertains to addressing funding requests, the chair will follow the prescribed sequence of procedures when conducting meetings:

- A. In the order shown on the posted agenda, the chair will call for an approved club/organization member in the audience to present the subsequent funding request. Conference calls are allowed but discouraged. The chair will be granted the same power shown in Section 5.1.4, of the Funding Policy – Policy 204.
- B. In the instance a club/organization representative is tardy; the funding request will be skipped and tabled until the representative is present.
- C. A presentation will then be made by the club/organization representative about the club and event.
- D. Committee members will then be allowed to ask any desired questions to the representative, who will be allowed to answer. For the sake of expediency, the chair will be tasked with the duty of determining and discouraging irrelevant questions.
- E. Once questioning and answering is over, the chair will call for a motion to be made following Article IV, Section 1, of this policy. The motion must contain the club/organization name, the event name, and the dollar amount being requested.
- F. Once a motion is offered and seconded, there will be a discussion by the committee members on the motion and funding request, whereby amendments can be made.
- G. Once discussion is over, a vote will be taken by the committee. Funding request motions shall be approved by a majority vote.
- H. If a club/organization representative is not present, neither in person nor in conference call, the subsequent funding request shall not be addressed by the committee at the time.

**ARTICLE V**

**AMENDMENTS**

Proposed amendments to this code shall be approved by a majority vote of the Finance Committee and submitted to the Bylaws and Codes of Procedure Sub-committee. The Bylaws and Codes of Procedure Sub-committee shall review, then forward the proposed amendments to the BOD for 2/3 approval. If the Bylaws and Codes of Procedure Subcommittee has not been established for the year, it is the responsibility of the ASI Chief Justice, in conjunction with the ASI President, to establish the Bylaws and Codes of Procedure Sub-committee. Until approval by the BOD, the most recent version of the Funding Sub-Committee Code of Procedure shall be followed.

**ARTICLE VI**

**POLICY HISTORY**

Approved: 05/04/17