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ASSOCIATED STUDENTS OF CAL STATE LA, INC.

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Financial Policies

**POLICY 226 - Club Funding Committee Code of Procedure**

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**ARTICLE I**

**AUTHORITY AND FUNCTION**

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

**Section 1 - Authority**

- A. The Funding Committee acts as a limited agent of the Finance Committee with the primary responsibility to review and hear funding requests from registered student clubs.
- B. The Funding Committee is granted the authority to approve funding allocations to registered student clubs up to \$2,000, and within the limits of the approved annual budget.
- C. As is the nature of a sub-committee, the Finance Committee and 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. Maintain a transparent and efficient funding process for the distribution of student body fees.
- B. Work closely with the Center for Student Involvement and the registered student clubs to promote the funding opportunities provided by ASI.
- C. Report the actions of the Funding Committee to the Finance Committee and BOD, as needed.
- D. Provide a summary report each semester of the total funding allocated during that semester and make it available on the ASI website.
- E. Shall only meet as needed and directed by the Finance Committee to address club funding requests.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

**Section 1 - Membership**

The Funding Committee shall be composed of the following voting members.

- A. ASI Vice Chair for Finance (VCF) -(Chair)
- B. ASI Vice President for Finance (VPF)
- C. ASI President
- D. Two members of the ASI BOD appointed with a majority consent of the BOD
- E. Two students (non - ASI BOD) recommended by the ASI Vice President for Finance with majority consent of the BOD
- F. ASI Executive Director (non-voting) or designee
- G. ASI Administrative Coordinator (non-voting)
- H. University AVP/Dean of Students or designee (non-voting)
- I. University Student Union (U-SU) representative (non-voting)
- J. Center for Student Involvement (CSI) representative (non-voting)
- K. UAS representative (non-voting)

**Section 2 - Quorum**

Quorum shall be defined as a simple majority of the seated voting membership of the committee, as long as that number is greater than or equal to four (4). The Chair shall be counted as a member for the purpose of establishing quorum.

**Section 3 - Chair of the Club Funding Committee**

- A. The ASI VCF shall serve as Chairperson to the Funding Committee.
- B. The Chair shall only vote in the event of a tie.
- C. The Chair shall conduct meetings at bi-weekly intervals to address requests for funding.
- D. The Chair 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 the next meeting.
- E. The Chair shall report to the Finance Committee and/or BOD of all approved funding requests from student clubs at a regularly scheduled meeting.

**Section 4 - 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**

**AMENDMENTS**

Proposed amendments to this code shall be approved by a majority vote of the Finance Committee and submitted to the Board of Directors where they may be amended or approved with a 2/3 vote in favor.

**POLICY HISTORY**

Approved: 5/04/17  
Revised: 5/12/22  
Revised: 9/7/23