

## Associated Student Government of Evergreen Valley College

### Finance Code: 5000 Series

*Respect the fact that Associated Student Government of Evergreen Valley College funds are public monies, the Associated Student Government of Evergreen Valley College follows legal and ethical guidelines in the expenditure of all funds.*

#### **Section 5001:** Associated Student Government Fiscal Year

The Associated Student's fiscal year shall run July 1 through June 30 of the following year.

**Section 5002:** Expenditure of Funds by Associated Student Government Senate. All money spent by the Associated Students must be allocated by a majority of the voting members present.

#### **Section 5003:** AS Tentative Budget

The Associated Student Government shall develop a Tentative Budget for the following fiscal year prepared by the Vice-President of Finance, in conjunction and consultation with the Associated Student Government President, the Student Accounts Clerk and the Associated Student Government Advisor. This Budget must be submitted within three weeks following spring break to the Associated Student Government. Following approval by the Associated Student Government, a request for approval is to be placed on the agenda of the San Jose Evergreen Valley College Board of Trustees.

#### **Section 5004:** Associated Student Government Approved Budget

If needed, the Associated Student Government shall submit an Approved Budget with any and all revisions different from the Tentative Budget no later than the 2nd week of October of the same academic and fiscal year, unless other unforeseen circumstances occur later during the year, necessitating another revised Budget.

**Section 5005:** Request for Associated Student Government Funds are granted to requestors following specific guidelines.

**5005.1** In consultation with the Associated Student Government Vice-President of Finance, all requests for funding must be submitted to the Associated Student Government Secretary with a copy to the Associated Student Government Advisor in writing, using the Proposal Form, accompanied by a detailed budget, no later than one (1) week prior to being on the agenda.

**5005.2** All proposals must contain a narrative description, including who, what, when, when, where, why and how of the activity/project/event and the following: a. Funding requested. b. Budget detailing each line item expenditure, rounded off to nearest dollar. c. The party to whom the money is being allocated. d. Date the money is needed. e. Name of the requestor and Clubs/Organizations affiliation. f. Contact phone number(s) and email(s)

**Section 5006: Requests for Associated Student Government Funds**

**5006.1** Any proposal not received in writing with sufficient time to be placed on the agenda may be heard as an announcement but cannot be deliberated on unless properly submitted. The Associated Student Government Vice-President of Finance will instruct the Associated Student Government President that it is illegal to allocate funds unless this occurs.

**5006.2** A Proposal Form submission must follow the regular process. It will appear on the next Associated Student Government of Evergreen Valley College agenda, in accordance with the Brown Act.

**Section 5007: Expenditure of Funds in Associated Student Government Budget**

The Associated Student Government of Evergreen Valley College will expend funds only as originally projected in the Budget, approved by the Associated Student Government of Evergreen Valley College (or Executive Board, until a Senate is appointed and confirmed) and documented in the Minutes.

**5007.1** Checks will not be issued unless the Minutes in which the funds were allocated are present in the Student Accounts Office (Student Accounts procedures) and the Student Activities Office.

**Section 5008: Emergency Grant Procedure**

All requests for Emergency Grants will be submitted to the Associated Student Advisor/Director of Student Development. To maintain confidentiality, only the Associated Student Government Advisor, Associated Student Government President and or Associated Student Government Vice-President of Finance, and a designate (e.g., college faculty or staff member) will review, and determine whether to grant the Emergency Grant. If the Grant is approved, Student Accounts will allocate the funds contingent on the submittal of appropriate forms.

**Section 5009: Expenditure Approval**

All expenditures by the Associated Student Government are subject to the approval of the Associated Student Government Advisor as the designate of San Jose Evergreen Valley College District, per the California Education Code.

**Section 5010: Policy of Reimbursement and Receipts**

In order to be reimbursed, receipts must be presented to back up expenditures.

**5010.1** Failure to produce receipts will result in no reimbursement taking place.

**5010.2** All receipts must be turned into Student Accounts Office within seven (7) working days of the activity/project/event, in order to receive reimbursement.

**5010.3** ASG reimbursements are to be signed by the Associated Student Government Vice President of Finance, Associated Student Government President, and Associated Student Government Advisor.

**5010.4** All ASG reimbursements are subject to be vetoed by the Associated Student Government Vice-President of Finance, Associated Student Government President, or Associated Student Government Advisor.

**5010.5** In the event that the Associated Student Government Vice-President of Finance and Associated Student Government President are unable to sign an ASG reimbursement, or if either position is vacant, all reimbursement forms are to be signed by the Associated Student Government Internal Vice-President, or the next highest ranking ASG member.

**Section 5011: Financial Support for Clubs and Organizations (Club and/or Organizations)**

**5011.1** Clubs and/or organizations must submit an accounting of current fiscal status/amount in account.

**5011.2** The maximum amount any clubs/organizations may receive in the course of a fiscal year from the Associated Student Government is two thousand dollars (\$2,000.00), unless stipulated otherwise within the Associated Student Government Budget.

**5011.3** Club and/or organizations are urged to hold public, accessible events with public (Associated Student Government or club and/or organizations funds). They cannot hold an “exclusive” party or event (i.e., only for club/organization members).

**5011.4** All promotional materials for all events/activities funded by the Associated Student Government of Evergreen Valley College must boldly state by the Associated Student Government of Evergreen Valley College

**5011.5** All promotional materials must be in English; however, publicity in other languages is encouraged. An exact translation, on the same flyer/banner/poster, must appear.

**Section 5012: Good Standing Required of Clubs/Organizations**

Any club and organizations requesting funds must be in good standing (i.e. currently chartered, all documents on file, regular attendance (percentage) at Associated Student Government meetings.

**5012.1** All club and organizations are required to post Agendas and keep Minutes of their meetings. Copies of same shall be turned in to the AS Advisor, with a copy to the Student Accounts Office. This is only for funding and not for regular meeting.

**5012.2** The Minutes shall be a document summarizing the meeting including a Call to Order, names of those present, planned activities and events, any projected spending, and adjournment for funding.

**5012.4** Failure to submit/post Agendas and/or Minutes can result in failure to receive funds from that Club/Organization (per the Brown Act-must be posted 72 hours in advance). It must be posted on the club/organization board for publication.

**5012.5** The AS can make a recommendation, pending final authorization by the AS Advisor, to “freeze” a club and organizations account when that club and organizations is not in “good standing”.

**Section 5013: Day of Event Procedures, including Collection**

**5013.1** A cash box, available in Student Accounts, must be utilized for all events/activities where funds are collected.

**5013.2** A request for change, available in Student Accounts, must be submitted.

**5013.3** Numbered tickets must be issued per entry/item. Available in Student Accounts

**5013.4** After event/project/activity, a counting of all money with club and organizations advisor and club/organization designate (i.e. treasurer) must take place.

**5013.5** All funds and tickets collected or remaining must be turned in to Student Accounts or if closed, to Campus Police within 24 hours.

**5013.6** Under no circumstances will funds leave the campus.

**Section 5014: Report-back to Associated Student Government Regarding Expenditure of Funds**  
After an AS-funded event or activity has taken place, both a written and an oral report-back must be presented to the AS regarding the event/activity, including a detailed report of each expenditure and a description regarding the best possible use of public funds. (Shall be submitted no later than the next Associated Student Government meeting; electronic submissions are also accepted)

**Section 5015: Deposits of Clubs/Organizations Funds (from Club Code, 3000 Series)**

All C/O Accounts must be maintained on the Evergreen Valley College Campus, in the Student Accounts Office to provide for proper financial supervision of deposits.

**5015.1** C/O are prohibited from maintaining an independent bank, credit union or other type of account off campus.

**5015.2** All funds must be handled through the Student Accounts Office and credited or charged to the clubs and organizations account.

**5015.3** There must be a written contract whenever two or more organizations are involved as to the financial responsibilities of each organization.

**5015.4** All clubs and organizations are financially responsible for the security at any event.

**Section 5016: Dormancy Clause**

**5016.1** Any clubs and organizations which has not charted for two academic years shall be assumed to be dormant.

**5016.2** Any funds in the dormant clubs and organizations account shall revert back to the Associated Student Government of Evergreen Valley College.

**5016.3** The AS shall use any funds from dormant clubs and organizations accounts for other currently charted clubs and organizations in good standing.

**Section 5017: Financial Support for Campus Events**

The Associated Student Government of Evergreen Valley College may support non-clubs and organizations related campus events. This Finance Code and all procedures contained herein must be followed, excluding monetary restrictions and any policy relating specifically to clubs and organizations.

**Section 5018: Student Representation Fee Expenditures**

The California State Legislature has proscribed acceptable expenditures to fund such activities as lobbying and legislative-related events, activities and speakers. The purchase of equipment to facilitate these activities as well as conference expenditures where legislation is discussed is appropriate expenditures.

**Section 5019: Student Stipend Policies**

Members of the Associated Student Government of Evergreen Valley College and student members of Campus-wide Standing and Ad hoc Committees are entitled to Stipends per the current Associated Student Government of Evergreen Valley College budget.

**5019.1** Prior to the end of the semester, the Associated Student Government of Evergreen Valley College shall place an item on the agenda to allocate funds for stipends. This item shall be deliberated with discussion regarding objectives met, projects accomplished, teamwork, office hours, attendance, etc. A standard uniform method shall be established which applies to each Stipend applicant.

**5019.2** All work during the semester must be documented for the Associated Student Government of Evergreen Valley College and detailed in the Minutes.

**5019.3** Stipends will be issued in accordance with the stipulations of the Associated Student Government of Evergreen Valley College Budget.

**5019.4** Students must be in good standing

**5019.5** Stipend proposals must be passed by a 2/3-majority vote of the Associated Student Government of Evergreen Valley College Senate in order for the allocation to pass and the check to be issued.

**Section 5020: Spending Restrictions**

**5020.1** All spending from Associated Student Government of Evergreen Valley College budget is limited to the stated items.

**5020.2** Certificate of Deposit account(s) may be maintained.

**Section 5021: Bank Account(s) of the Associated Student Government of Evergreen Valley College**

In order to maintain proper financial procedures, the Associated Student Government of Evergreen Valley College through the supervision of the Student Accounts Office, in consultation with the Director of Student Development & Activities/ Associated Student Government of Evergreen Valley College Advisor, shall retain all Associated Student Government of Evergreen Valley College funds in a recognized Bank.

**5021.1** A checking account will be maintained.

**5021.2** Certificate of Deposit account(s) may be maintained.

**Section 5998:** Application of Associated Student Government of Evergreen Valley College Finance Code

The Finance Code applies to the Associated Student Government of Evergreen Valley College and to every currently chartered Evergreen Valley College Clubs/Organizations, including all student members and their advisors, as well to dormant clubs and organizations and their Advisors.

**Section 5999:** Governing Clause of Policies

All policies in the Finance code must conform to the California State Education Code, the policies of the Governing Board of the San Jose/Evergreen Community College District, Evergreen Valley College policies, and the Associated Student Government of Evergreen Valley College Constitution and Bylaws (Codes).

**Section 9999:** Revision of all Associated Student Government of Evergreen Valley College Codes

All Associated Student Government of Evergreen Valley College Codes may be revised or amended by a 2/3-majority vote of the Associated Student Government of Evergreen Valley College.

Approved: March 11th, 2010

Revised & Approved: May 2012

Revised & Approved: May 2014

Revised & Approved: May 2018

Amended: July 2018