

**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 from 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

The Associated Student Government shall submit an Approved Budget with any and all revisions different from the Tentative Budget no later than the 2<sup>nd</sup> 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

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/Agenda Item 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/Agenda Item 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 Loan Procedure**

All requests for Emergency Loans will be submitted to the Associated Student Advisor/Director of Student Life. To maintain confidentiality, only the Associated Student Government Advisor and a designate (e.g., college faculty member) will review, and determine whether to grant the Emergency Loan. If the loan 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.

**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 four thousand dollars (\$4,000.00), unless stipulated otherwise within the Associated Student Government Budget.

**5011.3** Clubs and/or organizations must offer a discount to any student for with a current paid Associated Student Government membership, for an on-campus activity.

**5011.4** 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).

**5011.5** All promotional materials for all events/activities funded by the Associated Student Government of Evergreen Valley College must boldly state “Sponsored/funded by the Associated Student Government of Evergreen Valley College”.

**5011.6** 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 Proof (printout from A&R or photocopy of EVC student ID with current sticker) of at least five (5) paid Associated Student Government of Evergreen Valley College members per semester.

5012.2 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.

5012.3 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’s respective account (per the Brown Act-must be posted 72 hours in advance) It must be posted in the club/organization room.

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”.(next meeting, electronically is fine as written)*

Section 5015: Fundraisers to Associated Student Government General Fund (from Club Code, 3000 Series)

Student clubs and organizations are encouraged to produce fundraisers to fund their activities.

*5015.1 Ten percent (10%) of a Club/Organization profit on any fundraising activity must be turned in to Associated Student Government of Evergreen Valley College General Fund; the C/O is to retain ninety percent (90%). 10% will be deducted and come back to the Associated Student Government General Fund if the Associated Student Government funded the event.*

5015.2 The 10% will be immediately deducted by Student Accounts, upon the authorization of the Coordinator of Student Activities, after any fundraising activity, and deposited into the Associated Student Government of Evergreen Valley College General Fund.

5015.3 Exempt from this charge are drives for scholarships and gifts to the college, in which the case the total profit will be kept in the club and organizations account and allocated for the specific purpose.

5015.4 All monies received from dues, benefits, or any other clubs and organizations-sponsored function is to be placed in a clubs and organizations account under the supervision of the Associated Student Government of Evergreen Valley College Student Accounts Clerk.

Section 5016: 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.

5016.1 Maintain a bank, credit union or other type of account off campus.

5016.2 All funds must be handled through the Student Accounts Office and credited or charged to the clubs and organizations Account.

5016.3 There must be a written contract whenever two or more organizations are involved as to the financial responsibilities of each organization.

5016.4 All clubs and organizations are financially responsible for the security at any event.

Section 5017: Projected Budget for Following Fiscal Year- Clubs and Organizations

*To be considered for funding for the following fiscal year, it is recommended that clubs and organizations prepare a projected budget with all events and activities, along with tentative dates for both Spring and Fall. This must be submitted by April 1, to the Vice-President of Finance with a copy to the CSA. The Associated Student Government of Evergreen Valley College will use this projection to build their tentative budget. (suggestion: delete item)*

Section 5018: Dormancy Clause

5018.1 Any clubs and organizations which has not chartered for two academic years shall be assumed to be dormant.

5018.2 Any funds in the dormant clubs and organizations account shall revert back to the Associated Student Government of Evergreen Valley College.

5018.3 The AS shall use any funds from dormant clubs and organizations accounts for other currently chartered clubs and organizations in good standing.

#### Section 5019: 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 any policy relating specifically to clubs and organizations.

#### Section 5020: 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 5021: 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.

5021.1 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.

5021.2 All work during the semester must be documented for the Associated Student Government of Evergreen Valley College and detailed in the Minutes.

5021.3 Stipends will be issued in accordance with the stipulations of the Associated Student Government of Evergreen Valley College Budget.

5021.4 Students must be in good standing

5021.5 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 5022: Spending Restrictions

5022.1 All spending from Associated Student Government of Evergreen Valley College budget is limited to the stated items.

5022.2 Certificate of Deposit account(s) may be maintained.

#### Section 5023: 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 Coordinator of Student Activities/ Associated Student Government of Evergreen Valley College Advisor, shall retain all Associated Student Government of Evergreen Valley College funds in a recognized Bank.

5023.1 A checking account will be maintained.

5023.2 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 11<sup>th</sup>, 2010