

## **2023-2024**

# **ASSOCIATED STUDENTS BUDGET POLICIES**

### **I. GENERAL INFORMATION**

**Unless otherwise noted, references to titles, departments, committees, and corporate documents, are Associated Students terms. Any exception to the budget policies herein requires pre-approval by the Controller and the Executive Director.**

#### **A. The association.**

Associated Students, San Jose State University (SJSU), Incorporated, is a tax-exempt non-profit auxiliary corporation at SJSU. All students regularly enrolled at SJSU are members of the Associated Students (A.S.). Each student contributes a mandatory student association fee to support campus-wide programs and activities which supplement and enrich students' educational experience at SJSU.

#### **B. Decision making.**

A.S. is governed by a 13 member, student-elected, Board of Directors. The A.S. Vice-President serves as Chair of the Board. The Board reviews and approves an annual budget prepared by department managers and compiled by the Associate Director for Finance and Business Services (ADFBBS) based on recommendations from the Finance Committee. The approved budget is then forwarded to the SJSU President or their designee for review and approval. Prior to the SJSU President's approval, the SJSU Vice President of Student Affairs and the SJSU Chief Financial Officer review the annual budget. Unless otherwise noted in legislation or until completion of an amendment to the Budget form, all Board actions related to financial matters are considered in effect upon adjournment of the meeting in which they are made.

#### **C. The fee.**

The Associated Students Fee (or student association fee) is collected by SJSU from virtually all regularly enrolled students. In 2022–2023 the fee to be collected is \$100.50 per student per semester for the fall and spring semesters. The summer fee is \$65 per student. The overall fee level and some of the specific allocations from that fee have been established through student referenda. Department spending allocations are established through the annual and supplemental budgeting processes. The budget is available in the Student Government Office in the Student Union Suite 2300, or online at <https://www.sjsu.edu/as/resources/financials.php>

#### **D. Authority.**

The authority for this system comes from Title V of the California Education Code, a copy of which can be found at the Student Government Office. It is clarified through Executive Orders of the California State University system, which can be found at <https://www2.calstate.edu/policies>. On the SJSU campus, A.S. is enabled to operate through an Operating Agreement between A.S. and SJSU, a copy of which can be found at [www.sjsu.edu/as](http://www.sjsu.edu/as). The A.S. Bylaws also define the allocation processes; it can be found at [www.sjsu.edu/as](http://www.sjsu.edu/as). Budgeting and expenditures of the A.S. fee must be in consonance with local, state and federal laws; CSU and SJSU policy, and A.S. Bylaws and policies. The Budget Policies govern the 2022–2023 fiscal year budget.

#### **E. Spending prohibitions.**

Under the authority of the Education Code, Sections 89300, 89301, and 89302, of the State of California, all monies collected from the mandatory student body organization fees are collected by the Chief Fiscal Officer of the University and are transferred to A.S. for deposit upon request.

Title V, Section 42403(C), entitled “Funds,” reads as follows:

“Funds of an auxiliary organization” shall be used specifically for the purpose consistent with CSU Board of Trustees and campus policy, and shall not be used:

1. To support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof or any city, municipality, or local government entity of any kind except as may be permitted by Section 89300 of the Education Code.” The prohibition of this subdivision shall not apply to:
  - (a) expressions published in the student press;
  - (b) support of a position taken by the Board of Trustees on an issue which the Board determines significantly affects the California State University or any campus thereof;
  - (c) paragraphs (a) or (b) of subdivision (c) (1) are exceptions to the prohibition of (c) (1) and shall not be construed as authorizing an expenditure of student body organization funds collected through mandatory fees not authorized by Title 5, Division 5, Chapter 1, Subchapter 6, Article 4, Section 42659

The Controller and the Executive Director will freeze the account of any, A.S. funded entity, which violates any budget policy or stipulation.

## **BUDGET REQUEST PROCEDURES**

Departments and programs must follow the approved internal control procedures manual for all requisitions, purchase orders, checks and contracts. Budget policies and procedures are provided below. Detailed requirements and procedures are listed for recognized student organizations asking for funding.

### **A. BUDGET STIPULATIONS AND PROCEDURES**

1. Any entities approved to receive allocated student fees must follow A.S. budget eligibility guidelines and procedures defined in the budget development process; including but not limited to parameters noted within annual budget assumptions.
2. All monies must be disbursed through the General Services Center according to A.S. budget policies and procedures.
3. All budgeted accounts, student organization accounts, individuals, and organizations that are funded by A.S. are responsible for full knowledge of the rules and procedures as stipulated in the A.S. Budget Policies.
4. The Executive Director ensures that all budgeted accounts and student organization fund accounts receive written notification of all budget policies and budgeted line items.
5. Any and all expenditures made by an A.S. funded entities for programs must be included in its current fiscal year budget.
6. No funds can be disbursed without purchase orders, allocation sheets, contracts or advances through the General Services Center. Reimbursements will abide by Internal Control Procedure stipulations.
  - a. Cash advances are limited to estimated out-of-pocket expenditures of up to \$500 for students, and \$1500 for staff, and are not meant to take the place of contracts, purchase orders, or checks.
7. All receipts must be submitted to the General Services Center within ten (10) working days after receiving an advance or returning from travel. A hold will be placed on funds and no further advances will be processed until all receipts are accounted for.
8. Funds may not be used for the purchase of alcoholic beverages.
9. To avoid deficit spending, the General Services Center will stop all expenditures in any account upon depletion of the funds in that account. When an account is within 10% of being depleted, General Services Center will bring it to the attention of the Controller and Executive Director.

10. All contracts made by groups in the name of A.S. must be signed by the account signature designee, the Controller, the Executive Director, and the performer or contractor. A contract signed by all parties must be completed prior to the services or goods being provided. A contract is not legally binding until signed by the Controller and the Executive Director.

11. All income, including donations to/for organizations funded by A.S. derived from direct allocation of A.S., must be deposited only in the approved line items of the account unless otherwise approved by the Board of Directors upon recommendation by the Finance Committee.

12. All departments and programs, including the Students' Election Commission (SEC), must use the Print and Technology Center (PTC) for copying and printing. Exceptions can be made with a written verification from the PTC Manager and must be submitted with the request to be approved in advance by the Controller and the Executive Director.

13. Board Members receive a stipend according to the Budget Policies (subject to their continuing role as a Board Member) .

- a. Executive Officers and Directors will serve a 12-month term commencing June 1 and terming May 31.
- b. Executive Officers of the Board - the President (\$1,320), Vice President (\$1,200), and Controller (\$1,200) receives monthly stipends.
- c. Board of Directors (non-executives) receive a summer (June and July) stipend of \$300 per month and a \$750 stipend for each of the remaining 10 months in the fiscal year.
- d. Newly appointed Directors' stipend is earned pro-rata from their appointment date to the month-end. If appointed after the 25th of the month, stipend begins the following month.
- e. Stipends are withheld until eligibility is verified; upon year-end or vacancy of a position and all property is returned. Including but not limited to: issued laptops, iPads, corporate credit cards, and keys or access cards (if applicable). All property must be returned in good condition, as defined in the PTC's Master Agreement by the end of the director's term.

14. Funds remaining in accounts at the end of the fiscal year (June 30) are transferred to the General Fund Reserve or another reserve fund if approved by 2/3rds vote of the Board of Directors. In the event of a foreseen deficit, the Board will be asked to deploy existing reserve funds to cover the shortfall.

15. All budget policy stipulation waivers require the approval of a 2/3 vote of the total voting membership of the Board of Directors. Budget exceptions for Recognized Student Organization are at the discretion of the Controller or Finance Committee.
16. The approving signatory on any requisition cannot be the same as the initiating signatory.
17. All funded events and programs must be accessible to all students in compliance with ADA requirements.
18. Child Development Center: (a) Children of matriculated SJSU students are given priority access to the Child Development Center. (b) Allocation of Administrative/Indirect Costs (maximum rate of 8%) for the California Department of Education (CDE) contract with Associated Students, San Jose State University as it relates to the Child Development Program will be incorporated into the annual operating budget. (c) Administrative/Indirect Costs are defined as expenses that include, but may not be limited to: overhead costs associated with operational functions; administrative oversight by both the Associated Students and the University. Further examples include costs such as office supplies, insurance costs, legal and audit fees.
19. In accordance with the Executive Orders of the Office of the Chancellor approving student body association fees, the revenue from these fees may be used for any purpose approved by the Trustees and is subject to regular allocation and appropriation procedures applicable to A.S.
20. Three competitive bids are required for purchases in excess of \$5,000 (per item/project). The final bid must be selected/approved by the Executive Director and the Controller. The final bid will be presented to the Finance Committee and Board of Directors as an informational item.

## **B. DELEGATION OF AUTHORITY**

The Executive Director has been delegated authority to execute corporate documents related to the operations of the corporation which include but are not limited to financial; contracts; grants; service agreements; MOU's and the like. Pursuant to SJSU policy, any state or federal funded grants must follow procedures as defined to include additional authorization from designated individuals. The Executive Director must report the execution of corporate documents at the next available Board meeting.

## **C. FUND DISTRIBUTION APPROVAL PROCEDURES**

### Associated Students Fund Balance

Associated Students Fund Balance consists of an Operating Fund and Reserve Funds that are either designated or undesignated. Budget Policies, Internal Control Procedures and Audit requirements ensure fiscal accountability for all transactions.

### Operating Fund

The annual budget known as the operating fund is created by the Controller and the Executive Director, Department Managers or Directors, Committees or Funded Entities as determined, and annually approved by 2/3 vote of the Board of Directors. It is managed by the Executive Director with oversight by the Controller, the A.S. President, and the Finance Committee.

### Reserve & Trust Funds

Reserves ensure the financial stability and sustainability of Associated Students. It is not the intent of the Reserves to be used to increase expenditures in the operating budget unless authorized in this Budget document or approved by 2/3 vote of the Board of Directors.

Anticipated spending of Reserves will be approved as a separate item with the annual budget. Reserve spending throughout the year will be approved by a 2/3 vote of the Board of Directors, except where otherwise noted in the policies. In the case of an emergency when it may be impossible to convene the Board of Directors or to provide the three (3) days' notice required prior to Board action, the Board delegates the power to spend funds to the Executive Committee and the Executive Director with the consultation of the Vice President of Student Affairs and the University Vice President of Administration and Finance. All reserve expenditures will be reported to the Board of Directors at their next regularly scheduled meeting.

## **D. ASSOCIATED STUDENTS RESERVES POLICY**

### Reserves Philosophy

The California Education Code, Section 89904(b) states:

The trustees, in consultation with the governing board of the various auxiliary organizations, will:

“Implement financial standards, which will assure the fiscal viability of such various auxiliary organizations. Such standards shall include proper provisions for professional management,

adequate working capital, adequate reserve funds for current operations and capital replacements, and adequate provisions for new business requirements.” (EDC §89904)

In order to comply and perform in accordance with the above directive A.S. has established the reserves listed below. These reserves have been established to:

- a) allow long term investments which will generate interest income
- b) provide a source of revenue for when, for extraordinary reasons, does not have access to its fee revenues
- c) provide a source of funds for replacement of equipment that is damaged by unforeseen circumstances such as natural disasters
- d) provide a source of funds for one-time capital expenditures when the operating budget and non-reverting funds are not sufficient to cover such costs
- e) meet contractual obligations
- f) provide a minimum source of revenue equal to the previous year total budget allocation in case actual student enrollment figures fall below 95% of the pre-established enrollment prediction. If implemented a freeze on salaries will also be instituted.

## **E. FUND DESIGNATIONS**

### **I. A.S. GENERAL FUND RESERVE**

The General Fund Reserve will be used first to fund deficits in the annual budget, and second to fund other specified reserve funds until they reach Board-approved targets balances.

Funds may be deployed if recommended by the Executive Director and Controller or A.S. President, and approved by 2/3 vote of the Board of Directors in accordance with strategic priorities, financial obligations and the regular annual budget process.

The General Fund Reserve has a target value of \$5.5M. The Executive Director, in consultation with the A.S. President and Controller, will formulate and present to the Board of Directors a pro-forma projection to meet required minimums to be evaluated on an annual basis as part of the annual budget process. Short and long term strategic decisions will be addressed in such evaluation.

## Guidelines and Restrictions

The adequate reserve funds are intended for current operations and capital replacements.

- a) for current operation during any period for approximately three (3) months due to unforeseen economic events or reduction in enrollment.
- b) to provide funding for events or activities deemed worthy of extraordinary consideration (not including student organizations events or activities, as was intended by the establishment of the **Ted Gehrke Program Fund** in 2010).

*The Ted Gehrke Program Fund is to enhance the student experience through events and activities. One proposal per academic year, not to exceed \$100,000, may be submitted to and must be approved by 2/3 vote of the Finance Committee no later than October 1st and approved by 2/3 vote of the Board of Directors. After final approval, a minimum of three (3) months is required for event planning. Coordination with the Programming Board and event staff is required, which may lengthen the planning schedule.*

- c) to compensate for unexpected operating cost increases during a current fiscal year.
- d) for **Capital Asset Purchase, Repair or Replacement**, including plant and equipment items. Such capital assets will have a life of more than (1) one year and are not intended for disposal prior to the end of their useful life.
- e) for one-time capital expenditures for current, expanded or new programs when the operating budget and non-reverting funds are not sufficient to cover such costs.
- f) to supplement SJSU funds for maintaining **A.S. Commemorative Structures** on campus, including the Tommie Smith/John Carlos statues and Cesar Chavez Monument. The proportioned fund is maintained at a minimum of \$60,000. Funds may be used for repairs and maintenance.
- g) for the purpose of fulfilling the **A.S. Family Emergency Fund**. The proportioned fund is maintained at a minimum of \$10,000. Funds provided for the purpose of supplementing funeral and other related expenses as well as travel cost, in time of crisis, etc. for a maximum of \$1,000, to the immediate families of SJSU students who die during their matriculation at SJSU.
- h) for the purpose of fulfilling the **A.S. Scholarship Fund**. The proportioned fund shall have a target minimum of \$1.0 M. Maintenance of the A.S. Scholarship Fund will be made in accordance with Maintenance of Reserves Policy. The Executive Director, in consultation with the A.S. President and Controller, will formulate and present to the Board of Directors an Annual Reserve Pro-Forma Report as part of the annual budget process.



## **II. A.S. RETIREMENT BENEFIT TRUST FUND**

The Retirement Benefit Trust Fund is established to ensure compliance with GASB requirements and audit mandate to fund long term benefits for retirees of A.S.

The Retirement Benefit Reserve target is a minimum of \$1.0M. The Executive Director, in consultation with the A.S. President and Controller, formulates and presents to the Board of Directors an annual trust fund pro-forma report as part of the annual audit process.

## **III. A.S. HOUSE LEASE RESERVE**

The A.S. House Lease Reserve is established to ensure fulfillment of the lease obligation to SJSU for the 30-year lease which spans from 2001 to 2031. The reserve is equivalent to the balance of the prepaid renovation credit recorded as an asset.

This fund is reduced annually according to the amortized schedule as prepared and presented in the annual audit documentation.

## **IV. MAINTENANCE OF RESERVES POLICY**

Reserve target levels are described in each reserve policy. Changes in reserve target levels are recommended to the Board of Directors by the Executive Director after consultation with the President and the Controller. Changes must be approved by 2/3 voting membership of the Board.

1. Annually, interest from long-term investments is distributed proportionately to the designated reserve accounts according to their principal balance on a pro-rata basis.
2. If determined by the Executive Director that interest from long-term investments will not be sufficient to bring Reserves to their target levels, the Executive Director, in consultation with the A.S. President and the Controller, recommends to the Board of Directors a plan to attain target reserve levels.

## **F. INVESTMENT POLICY**

The San Jose State University Pooled Income Fund is the custodian of A.S. student fees until withdrawn by A.S. Funds are accessed according to EO 1054. The CSU Investment policy

provides for earnings on A.S. funds held in the pool and which are distributed as determined in the A.S. Budget Policy.

The Auxiliaries Multiple Employer VEBA is the vehicle by which the Associated Students Retiree Health Benefit is entrusted. The Investment policy of the VEBA, as endorsed by the CSU, provides for earnings associated with the funds redeposited to the A.S. portion of the VEBA trust.

## **G. TRAVEL POLICY**

1. Reasonable and necessary travel expenses will be funded. Travelers are expected to seek the most economical options for airfare, lodging, transportation and other travel related expenses.
2. Travel is limited to A.S. employees, Executive Officers, Board of Directors, and matriculated SJSU students for business purposes only. Proof of insurance and a valid license are required for automobile use.
3. No lodging within a 60 miles radius of the San Jose State University campus will be funded. Exceptions shall be made by the Controller and the Executive Director.
4. Out of state travel must be pre-approved by the Controller and Executive Director.
5. Documentation of the event (e.g. conference schedule), including estimated travel expenses to and from location and all business activities must be submitted via a Travel Request Form for approval prior to travel to the Executive Director.
6. All anticipated expenses for travel must be included on the Travel Authorization Form when submitted. Travel requests must be received in the General Services Center (GSC) at least seventy-two (72) hours prior to the issuance of a travel advance check. Anyone receiving an advance must submit a Travel Expense Report with necessary receipts to the GSC immediately following the completion of a trip. If the person traveling does not spend the full amount of the advance, a personal check or cash for the balance due must accompany the Travel Expense Report. If the traveler does not clear the advance within ten (10) days of the trip, GSC will send a reminder notice. If necessary, the privilege of receiving travel advances will be revoked. Unanticipated costs during travel may be approved for reimbursement at the discretion of the Controller and Executive Director.
7. For travel which is less than 24 hours in duration, the following allowance may be claimed: for breakfast, if the travel begins before 7:00 a.m.; for dinner, if the travel

extends past 6:00 p.m.; for lodging, if travel extends overnight. Expenses must be incurred 60 miles from the traveler's normal work location.

8. If receipts list any alcoholic beverages, they will be deducted from the receipt submitted.

9. All lodging must be accompanied by receipts. Receipts must show the name of the hotel, address, zip code, date and the daily rate consistent with pre-approved Travel Authorization Form.

10. Required receipts must reference the conference or meeting, date and amount. If meals or travel are included in the registration fee, they may not be included in the per diem allowance for the day. Per diem allowance per day may change annually (refer to [https://www.sjsu.edu/finance/docs/travel\\_guide.pdf](https://www.sjsu.edu/finance/docs/travel_guide.pdf) for additional information). Expenses above the allowed daily per diem are the responsibility of the traveler.

11. Airfare is to be purchased at the most reasonable rate possible with a commercial carrier.

12. When an employee is allowed to operate a privately owned auto or for specially equipped vehicles, allowable mileage rate will be reimbursed in compliance with SJSU guidelines.

13. Rental vehicles may only be used for the sole purpose of travel to and from the destination location. Minimum driver age is 21 years of age-subject to pre-approved vendor and compliance with the A.S. Risk Management Policy. 15 passenger vans are not permitted for use at any time.

14. A.S. will pay for luggage costs when employees travel on business and the airline imposes the fee. Parking, ferry, bridge or toll charges are allowed. A.S. will not reimburse citations, speeding tickets or other violations.

15. Individuals are fully responsible for all liability incurred for actions not covered on the approved event itinerary. However, as a representative of A.S. (once your event or trip is funded), you are expected to display a high level of professionalism at all times while participating in funded activities.

16. The CSU travel policy and procedures have been revised to coincide with Assembly Bill 1887 in which SJSU prohibits the funding or sponsoring of state business travel to states with discriminatory laws. Link to restricted states is <https://oag.ca.gov/ab1887>.

## **H. HOSPITALITY POLICY**

Following the general guidelines of the CSU Integrated Administrative Manual/General Policy #1301.00 Hospitality, Payment or Reimbursement of Expenses, A.S. will pay or reimburse for allowable and reasonable hospitality expenses directly related to, or associated with, the active conduct of official A.S. business. These guidelines do not pertain to food/per diem expenses of employees traveling on A.S. business or when working in an overtime status.

### **A. ALLOWABLE EXPENSES AND EVENTS**

When an A.S. employee, Students' Election Commission Member, or Board Member acts as an official host, the occasion must clearly serve a business purpose with no personal benefit derived by the host or other employees. The expenditure of funds for hospitality should be cost effective and in accordance with other A.S., and SJSU Hospitality Guidelines. Hospitality expenses, including awards and gifts, must conform to IRS regulations.

- The following are examples of occasions when providing hospitality is permitted by A.S.: requestor hosts or sponsors official guests; books a pre-arranged meeting, event or reception in connection with conferences, recognition or program etc.; hosts events or receptions for the benefit of employee, or Board Member morale, recognition or length of service awards or retirement presentations; plans business meetings that directly promote the mission of A.S. and the SJSU mission. Business meals must be a necessary and integral part of the business meeting, not a matter of personal convenience. (Working business luncheons are included if part of the scheduled meeting.)
- Development activities including staff retreats, trainings and workshops.

### **B. APPROVAL OF TRANSACTIONS**

Requests for reimbursement of food or gift must be approved by the appropriate department manager and reviewed by the Controller and Executive Director (or referred to appropriate designee by the approver) for final approval. Requests for reimbursement for food or gifts by the Executive Director must be approved by the Controller and A.S. President (or referred to appropriate designee by the approver) for final approval.

### **I. PROGRAM AND EVENT GUIDELINES**

All A.S. departments, funded groups, clubs or organizations considering sponsoring an event must comply with A.S. Contract requirements prior to receiving funds.

### **I. INSURANCE**

1. For major events, proof of insurance liability requirement will be a minimum of one million dollars (\$1,000,000.00) per incident (Any event seating over 2,000 and/or tickets costing \$10.00 or more).
2. For higher risk, additional insurance may be required as determined by the co-sponsoring parties, and the A.S. Finance Committee or the Executive Director.
3. An Additional Insured Endorsement with the Associated Students, SJSU, the State of California, the Trustees of the California State University, San Jose State University and the officers, employees, volunteers and agent of each of them as additional insured will be submitted to the GSC prior to the event.

## **II. SECURITY**

1. Security must be provided as required by SJSU or off-campus site regulations.

## **III. CONTRACTS**

1. All A.S. funded groups entering into co-sponsorship must complete a contract defining the terms of the agreement.
2. A.S. departments prepare the applicable contract with proper signature/authorization at least ten (10) working days prior to the event date. In addition, copies of the necessary insurance, riders, or any other documentation that requires a signature for the engagement. Non-compliance may result in cancellation.
3. Funded Student Organizations must submit the Contract Request Form and the Requisition for Funds complete with proper signatures/authorizations at least ten (10) working days prior to the event to the GSC. Non-compliance may result in cancellation.

## **J. STUDENT ORGANIZATION FUNDING PROCESS**

A student organization may be allocated funds by submitting a Funding Request Form (FRF) as early as the first meeting of the Board or Finance Committee in the new fiscal year. The form is available online at <https://sjsu.edu/as/funding>. Before accessing or completing the form, read all of the following information to see if your organization qualifies for funding. Funds are made available based on available resources and are subject to change without notice. The allocation of funds may not be based upon approval or disapproval of the message or viewpoint expressed by a student organization in the activities or programs to be funded.

1. Funding for student organizations is NOT guaranteed and must be approved by the Controller and/or Finance Committee. It is the student organization's responsibility to read the funding process and be aware of the restrictions prior to requesting funds.

2. The Controller reserves the right to deny any FRF based upon his/her rationale.
3. Student Organizations may appeal a denied decision for up to 30 days to the Finance Committee or the Board of Directors.
4. The final decision of the Finance Committee is based on the approved proposal including the quantity and value of items neither of which can be changed after the Fiscal Action, except at the Controller's discretion.
5. All student organizations must adhere to the Student Organization Funding Process to receive funding as stipulated in the Budget Policies. Refer to the A.S. website for current submittal deadline dates.
6. Only the amount budgeted for the Student Organization Fund is available to fund the student organization's Funding Requests. No other accounts may be utilized.
7. A.S. funds allocated to a student organization and not utilized by June 15th will be forfeited back to A.S. unless otherwise specified by the Finance Committee or Board of Directors.
8. Funds generated by a student organization's fundraising event are non-accessible to A.S. and must be deposited into the student organization's account.
9. All requests for A.S. funding from student organizations will be processed in the following manner:
  - a. Each student organization is allowed \$3,000 per school year that may be allocated during one semester or split between the two consecutive school semesters. Up to (2) applications for funds may be submitted by each organization during a single semester.
  - b. Funding requests that exceed \$3000 are required to undergo a thorough review process. Initially, such requests must be presented before the esteemed Finance Committee for evaluation and consideration. Following the Finance Committee's endorsement, the request will subsequently proceed to the esteemed Board of Directors Meeting for final review and approval.
  - c. A member of each student organization must attend the Mandatory Student Organization Funding Training to be eligible to request funding at any amount.
  - d. Student organization members CANNOT pre-purchase items they wish to have A.S.

fund. YOU WILL NOT BE CONSIDERED FOR FUNDING AND INELIGIBLE FOR REIMBURSEMENT IF YOU PRE-PURCHASE ITEMS PRIOR TO APPROVAL.

- e. Online conference registration, apparel, promotional items and airline travel arrangement **REIMBURSEMENTS** may **ONLY** be paid for by the student organization members **AFTER** the Controller or Finance Committee has approved them for that funding.
- f. The student organization must abide by deadlines provided by the Finance Committee as stipulated in the online FAQs (Frequently Asked Questions). This timeline is required for adequate review and approval by the Controller, Finance Committee and/or Board of Directors.
- g. The student organization must submit one (1) complete set of the on-line FRF which can be found at <https://sjsu.edu/as/funding>. The on-line FRF will be forwarded to the Controller and Executive Director for review. No changes will be considered after the agenda has been posted. A hard copy of the FRF will no longer be accepted instead of the online version without prior approval.
- h. The Controller and Executive Director will evaluate the student organization's FRF to ensure that it complies with all required stipulations. The Controller reserves the right to deny an FRF based upon the appropriateness of the request.
- i. If the FRF is in compliance, and is \$1,000 or less, the Controller has the authority to approve the request then report to the Board of Directors any action that transpired.
- j. If the proposal is in compliance and is from \$1,000.01 to \$3,000.00, the Controller will forward the request to the Finance Committee along with his/her recommendation on how much to allocate, along with his/her rationale. The Finance Committee, by the majority of those members present and eligible to vote, may allocate funds it determines necessary and reasonable for the student group's proposal.
- k. If the second FRF in the same semester is under \$1,000, the student organization will need to attend the Finance Committee, unless that student organization has already presented. Student organizations must present one time per semester.
- l. A member of the student organization will be notified whether they are on the agenda for the upcoming Finance Committee meeting. Information about the time and location will also be given.



- m. Student organizations are required to send a representative to the Finance Committee meeting if they are on the agenda for approval. They are given 2-3 minutes in order to present their requests to the committee.
- n. All funded student organizations are required to participate in the year end A.S. Spartan Showcase in order to demonstrate the benefit and outcome of funding provided by A.S. Details to be provided upon funding approval. Recognized Student Organizations funded by A.S. who fail to participate will be penalized. Penalty: Those student organizations will be eligible for only half of the amount for that category and/or categories.
- o. To encourage collaborations amongst student organizations, up to 3 student organizations may request funding for the same event or research project provided they are for different funding categories.
- p. The student organization representatives must refer to the A.S. instruction sheet, emailed to them after they are approved for follow up information on how to receive the allocated funds. A request is not a bonafide allocation until approved as stipulated. NO CONTRACTS OR PURCHASE ORDERS WILL BE ISSUED PRIOR TO FINAL APPROVAL.
- q. If the Finance Committee does not establish a quorum to consider the student organization FRF, the Controller will forward the FRF to the Board of Directors for approval along with his/her recommendation.
- r. Fiscal Actions stating the amount each student organization was approved and any stipulations are forwarded to the General Services Center for authorization by the Controller and Executive Director.
- s. After the Fiscal Action has been forwarded to the General Services Center, the following procedures must be strictly adhered to:
  - i. Before expenditures are made, procedures must be discussed and a signature card signed authorizing the Treasurer or other officer of the student group, club, or organization to use the funds or submit requisitions on the account. Completed signature Cards are a binding agreement to abide by Budget Policies.

ii. All Budget Policies must be adhered to by the recipients of monies from the Student Organization Fund.

iii. No checks will be issued for any amount of the allocation for the requesting group, club, or organization. Checks will only be issued to 3rd party vendors or to reimburse a club member for out of pocket costs..

iv. All SJSU recognized student organizations must comply with all A.S., SJSU, and CSU wide policies regarding the expenditure of funds.

t. No student organization can use the tax-exempt status of Associated Students without the approval of the ADFBS.

10. Violations and Consequences – Failure to abide by stated A.S. policies and procedures or stipulations will result in one or more of the following consequences:

- a. Denied funding for the organization in question for the following semester or academic year.
- b. Student misconduct or unethical behavior may result in a report to the Office of Student Conduct and Ethical Behavior.
- c. Misappropriation of approved funding may be deemed a violation of student conduct. Consequences are considered at the discretion of the Controller, President and Executive Director in consultation with SJSU authorities as determined.

## **K. STUDENT ORGANIZATION FUNDING CRITERIA**

Associated Students is pleased to be able to assist in the funding of events, conferences, performances, speakers, travel, research projects, and the like as outlined in the following criteria. It is through the Student Body Activity Fee that all matriculated SJSU students pay to A.S. that allows this service to be provided.

Student Organizations need to be in good standing with the University and Student Involvement in order to apply for and receive funding.

A.S. asks that care be given when organizations are considering requests. We ask that you maximize the resources made available to you. Request only what is needed. Consider purchases that are recyclable and reusable. Support your local economy. An organization may not have two requests open simultaneously except with the approval at the discretion of the Controller.

The following criteria will be used to evaluate the FRF in the funding process. When in doubt, always provide a quote that includes taxes and shipping accordingly. Under special circumstances, the maximum amount may be increased at the discretion of the Finance Committee on a per case basis.

**Professional Performers and Speakers (\$1,500)** – Maximum allocation: \$1,500/per academic school year. Groups must provide a half page biography and their speaker's/performer's quote. Interpreters can also be funded under this category. However, A.S. does not fund: SJSU students, team coaches, instructors, professors, staff or public officials. We will help fund honorariums or gifts up to \$100 per speaker; however, the FRF must specifically state there is no charge for services. Funding for performers, speakers, and artists must take place at an on campus event or at a campus facility in close proximity to the main campus. Such events must also be publicly advertised and accessible to all SJSU students.

**Student Research Project (\$3,000)** –Brief project summaries must be provided with a written recommendation on letterhead paper by a faculty member. If applicable, proper storage procedures must also be provided and approved by a faculty member or advisor. Quotes for the specific materials needed must be provided. Price lists will not be accepted. The requests must be for project materials or participation incentives (for example, survey incentives) that do not include office equipment such as computers, shredders, copiers, fax machines, etc. Materials must be parts incorporated in the project. Tools, if not already provided by their academic department, will be considered at the discretion of the Controller and/or Finance Committee and must be requested under the Equipment category. A.S. does not pay for labor costs. The specific research project must be presented at the A.S. Spartan Showcase. Only Student Organizations as a whole may be considered for membership to other organizations at the discretion of the Controller or the Finance Committee based on the amount requested per Article J, item g) and h).

**Apparel (\$750)** – Maximum allocation for apparel is \$750 per year for organization members and another maximum allocation of \$1,000 per year for philanthropic related apparel. Demonstrated necessity must be presented. All requests must be accompanied by a quote and a preliminary design that shows where the A.S. logo will be located. Price lists will not be accepted. All apparel approved by the Finance Committee or the Board must have the current A.S. logo at a visible location that meets A.S. Graphic Standards, including, but not limited to size, color, and location on the specified item. Exceptions are at the discretion of the Finance Committee. Quantities for non-philanthropy events are limited to the number equal to the participating organizations' currently registered student membership. No funding will be

granted for graduation apparel, resale items (unless for philanthropy), personalized items, or raffle prizes. Apparel requested for philanthropy events may not exceed 200 items beyond student membership. Definition of Philanthropy: Money raised for charitable causes; must be for an organization other than the requesting party. 100% of the proceeds from resale items must go to a philanthropic cause. Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide. Student organizations wishing to use SJSU's name need to place it after their organization's name and use 'at SJSU'.

**Costume/Uniform (\$1,000/year)** – Maximum allocation for costumes is \$1,000/year. Costumes are defined wearable items required for the purpose of performing, competing and/or representing SJSU under the title and name of the organization. Personalized or fitted costumes/uniforms will not be funded nor will accessories. Student Organizations must submit a letter from the club advisor stating that: Items will be maintained as property of the organization, not the individual members, and will be properly inventoried for future members of the organization. Prudent care must be taken to ensure the longevity of an item. Irresponsible actions or neglect will jeopardize future funding. Visual proof of wear and tear may be required for excessive requests. Decisions are at the discretion of the Finance Committee.

**Publicity & Printing (\$3,000)** – All materials such as flyers, posters, brochures, programs and banners must be printed by the Print & Technology Center. Quotes and publicity artwork samples must be provided that shows where the A.S. logo will be located. Stipulations may require a current A.S. logo that meets A.S. Graphic Standards including, but not limited to size, colors and location on specified item. Alternate print sources are possible if the A.S. Print & Technology Center is unable to fulfill the need of the organization at the discretion of the Controller and/or Finance Committee with a written verification from the A.S. Print & Technology Center Supervisor stating that services cannot be provided. A quote from the alternative print source must accompany the FRF. Spartan Daily or any online source advertisement funding requests must be accompanied by an artwork sample of the advertisement and a quote (not a price list). Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide. Business cards may not be personalized.

**Promotional Items (\$500)** – Maximum allocation per year is \$500. Requests must be for the purpose of marketing an organization and for the purpose of recognizing attendees at an event, presenters, hosts, volunteers, etc. Stipulations may require that the item include an official A.S. logo that meets A.S. Graphic Standards, including, but not limited to size, colors, and location of specified item at the discretion of the Controller and/or Finance Committee. Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide.

**Equipment (\$750):** Maximum allocation per year is \$750. Rental equipment is permitted for the purpose of an event held on campus and an A.S. "Release and Hold Harmless Form" may be required. Initial equipment purchased for the inception of a newly created organization may be purchased at the discretion of the Controller and/or Finance Committee if need is proven. Software application purchases can be funded if a letter from the advisor is included indicating the purpose and longevity of the software. All requests for equipment intended to be reused must include a letter from the organization's advisor on letterhead stating where the equipment will be stored on or near campus for future use. Otherwise, office supplies/equipment and computer equipment will not be funded. Tools to build Student Research Projects may be considered if the cost is reasonable and the items can be stored for future members to access.

**Professional Development and Travel Fees (\$750/person)** – Funds being requested per academic year not to exceed \$750/person. Explanation to the relevance of the professional opportunity and the mission of the organization is required. For all applicable fees, organizations should make every attempt take advantage of discounts and Early Bird registration deadlines. Funding may include food only if part of the registration fee; not to include extra events. A.S. funds air travel to areas outside of the Northern California's Bay Area. Funding can cover rideshare services including taxi services, rideshare apps, and public transportation if cost estimate is provided. The distance allowed for rideshare services is at the discretion of the Controller. Micro mobility services such as scooter/bike rental apps and car rentals are NOT funded. Train travel is also allowed for travel within California. A quote showing the cost of tickets; the dates and the destination must be attached to the FRF. Travel dates must be consistent with dates of the conference, event, or competition, not to exceed 1 day prior and/or 1 day after. Exceptions are at the discretion of the Controller. The A.S. Travel Waiver must be completed prior to release of funds. Other forms of travel are NOT funded. International travel is not funded. EO 1041 establishes the policy for student air travel. The CSU travel policy and procedures have been revised to coincide with Assembly Bill 1887 in which SJSU prohibits the funding or sponsoring of state business travel to states with discriminatory laws. Link to restricted states is <https://oag.ca.gov/ab1887>.

**Food/Catering for Events** – Maximum allocation allowed is \$1,000/year and can be requested twice per academic year. Student Organizations may use A.S. funds to purchase food from the Student Union's and/or Spartan Eats' Approved Vendor Lists. Student organizations need to provide a quote.

**Lodging** – A.S. does not provide funding for lodging that is not included in Registration Fees for identified conference/event or Professional Development.

**Venue** – A.S. funds only venues that are SJSU campus proper (including the Hammer Theater). Labor costs associated with setup and A/V equipment use for Student Clubs/Organization

events will be included for funding if specifically provided by the SJSU Student Union. A cost estimate must be provided from the SJSU venue.

**Insurance** – All organizations hosting a high profile event (concert, dance, etc.) must provide a Certificate of Insurance with Associated Students, SJSU named as an additional insured party prior to the release of any funding. Student Union Event Services must grant program approval to determine needs for additional insurance. Contact the Event Services Office in the Student Union. Phone: (408-924-6300).

**Special Liability Insurance** – Insurance quote must be provided by San Jose State University Risk Management Department and attached to the Funding Request Form.

**Security** – Security provided by the University Police Department (not to exceed straight time rates per officer). If no monetary transactions are to occur during the event, organizations may use the security company as recommended by the Student Union. UPD invoice or estimate is required.

**Labor:** Labor costs are not funded by A.S. unless the labor is specifically provided by the SJSU Student Union and is associated with an event that takes place on campus. Otherwise, all other labor is excluded including examples but not limited to: web designers, graphic designers, seamstresses, mechanics, etc.

## **STUDENT ORGANIZATION FUNDING STIPULATIONS**

1. A.S. will not fund any programs that are restricted to members of the specific club, group, or organization or that exclude any SJSU student. Events must comply with the Americans with Disability Act.
2. Student organizations, clubs, or groups receiving funding from A.S. for publicity, promotional items, and apparel are required, unless stated otherwise to place the current A.S. logo on all materials relating to their A.S. funded activity according to A.S. Graphic Standards, including, but not limited to size, colors, and location on the specified item. FRF must include samples of publicity materials, promotional materials, or apparel.
3. The Controller can indicate whether the following disclaimer is necessary: "Funded in part by the Associated Students". "The views expressed herein are those of the organization and are not necessarily those of the Associated Students". Non-compliance in expressing these stipulations will result in a freeze of funds granted. A sample of the above items must be submitted to the A.S. Print Shop for verification prior to printing.

4. Events sponsored by A.S. can have the A.S. General Service Center administer all ticket sales and provide ticket sellers for the day of the event. If required by the Student Union, student organizations may utilize Ticketmaster for the sale and distribution of event tickets.
5. Proof of insurance as determined by the University must be provided to A.S. prior to any requisitions being processed.
6. To receive funding, Student Organizations must host events and activities on campus.
7. A.S. contracts must be signed by all artists, performers, and speakers prior to their on-campus event.
8. The A.S. Travel Waiver must be signed by all participants traveling to a conference/competition/symposium prior to leaving.
9. The Travel Waiver must be signed by all participants whose airfare was funded by A.S. prior to leaving.
10. Failure to submit receipts and invoices to the General Services Center a month following the event could result in consequences as determined by the Controller and Executive Director. Late submissions will be reviewed by the Controller with prior notice.
11. All printed material must contain ADA compliance and event accessibility statement:  
"To request accommodation under the Americans with Disabilities Act, call Accessibility Education Center at 408-924-6000 at least 48 hours prior to the event. "
12. A Student Organization's failure to abide by the Funding Stipulations of A.S. will result in the student organization's ineligibility to receive funding from A.S. during the following semester. Further noncompliance with A.S. Funding Stipulations may result in further consequences, as deemed by the Controller or Finance Committee.
13. All funded student organizations are required to participate in the year end A.S. Spartan Showcase in order to demonstrate the benefit and outcome of funding provided by A.S. Details are to be provided upon funding approval. Recognized Student Organizations funded by A.S. who fail to participate will be penalized.  
Penalty: Those student organizations will be deducted for only half of the amount they requested the previous year.
14. All Recognized Student Organizations determined by Student Involvement who seek A.S. funding MUST attend the Student Organization Funding Training. Any member(s) from the organization can attend to represent their organization, not necessarily the organization's executive board.
15. At the start of a new fiscal year, A.S. Funding requests under \$1,000 may be submitted prior to the start of the Fall semester for the A.S. Controller to review. All requests

\$1,000.01 and above will be on hold till the first Finance Committee of the Fall semester.

16. Last day to request A.S. Funding, for requests over \$1,000 and/or the second Funding Request Form for the Spring semester, will be the last Finance Committee meeting in the Spring semester. The last day to submit a Funding Request Form for requests below \$1,000 and/or the first request of the Spring semester, is the last Board of Directors' meeting in the Spring semester.

## **L. INDIVIDUAL TRAVEL AND ACADEMIC WORK FUND**

Purpose: The purpose of this pilot fund is to provide access to individual graduate and undergraduate SJSU students to support their academic and professional development. Students are able to apply once per academic year. Need for attendance may include original research or other academic work, such as papers, posters, performance pieces, and presentations at academic or professional conferences or competitions. Funds may not be used to attend regional or national conferences, meetings, or events of organizations in which a student is a member through an SJSU recognized student organization.

Fund Amount: \$20,000

Maximum per student: \$750/year

Review of the fund: For the third fiscal year of implementation (2021-2022), the fund will be reviewed by the Board of Directors to review if the fund met its purpose and take any appropriate action on it.

Other Requirements: A.S. funds air travel to areas outside of Northern California's Bay Area. A quote showing the cost of tickets, the dates, and the destination must be attached to the FRF. Travel dates must be consistent with the date(s) of the conference, event, or competition, not to exceed 1 day prior and/or 1 day after. Exceptions are at the discretion of the Controller. The A.S. Travel Waiver must be completed prior to the release of funds. Other forms of travel are NOT funded. International travel is not funded. EO 1041 establishes the policy for student air travel. A.S. does not provide funding for lodging that is not included in Registration Fees for identified conference/event or Professional Development.