SENATE BILL
[NUMBER - *SB-F25-021*]

PRIMARY AUTHOR(S)	Ryan Choi (Vice President of Finance)
SECONDARY AUTHOR(S)	
SPONSOR(S)	Emmy Tsao (CHASS Senator)

TITLE	Bill to Adopt New Organization Funding Model

BACKGROUND

To ensure equitable and sustainable financial support for all student clubs and organizations, ASUCR utilizes a structured funding model that establishes consistent baseline allocations and responsible growth parameters. Under the current model, newly registered organizations receive a standard net allocation of $1,000 to support their initial programming, operations, and member development. As organizations grow and demonstrate ongoing engagement, their net allocation may increase by up to ten percent (10%) each year, in accordance with the ASUCR Organization Funding Chart. These incremental increases are designed to reward consistent activity while maintaining fairness across organizations. However, all annual adjustments are subject to the maximum allowable net allocation limits outlined in this policy to ensure fiscal responsibility and broad access to funding for the entire student community.

Over the years, ASUCR has funded 840 student clubs/organizations with 461 returning for funding through the ASUCR Finance Committee. Last year, ASUCR funded general allocations for 341 student clubs/organizations.

Based on 24-25 Funding List	New and Returning Orgs		Returning Orgs Pre 24-25	
New Organizations - $1,000	92	$ 92,000	58	$ 58,000
1st 10% increase to $1,100	56	$ 61,600	32	$ 35,200
2nd 10% increase to $1,210	40	$ 48,400	9	$ 10,890
3rd 10% increase to $1,331	14	$ 18,634	13	$ 17,303
4th 10% increase to $1,464	23	$ 33,672	3	$ 4,392
5th 10% increase to $1,611	17	$ 27,387	2	$ 3,222
6th 10% increase to $1,772	15	$ 26,580	1	$ 1,772
7th 10% increase to $1,949	11	$ 21,439	0	$ -
8th 10% increase to $2,144	11	$ 23,584	0	$ -
9th 10% increase to $2,358	10	$ 23,580	0	$ -
10th 10% increase to $2,594	7	$ 18,158	0	$ -
11th 10% increase to $2,853	14	$ 39,942	1	$ 2,853
12th 10% increase to $3,139	7	$ 21,973	0	$ -
13th 10% increase to $3,452	3	$ 10,356	0	$ -
14th 10% increase to $3,500	21	$ 73,500	1	$ 3,500
	341	$ 540,805	120	$ 137,132

By the funding model and including those who have received funding before in the current model, our base allocation would continue to grow exponentially over the next 5 years.

Problem #1: If ASUCR were to continue the current funding model, we would need the following amounts to be able to fund in the next 5 years.

2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
$737,147	$800,023	$864,374	$932,301	$1,003,718	$1,078,381

The following chart shows how this grows from each allocation increase across the years.

Based on 24-25 Funding List	New and Returning		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030		2030-2031	
New Organizations - $1,000	150	150,000	0		0	-	0	-	0	-	0	-	0	-
1st 10% increase to $1,100	88	96,800	150	165,000	0	-	0	-	0	-	0	-	0	-
2nd 10% increase to $1,210	49	59,290	88	106,480	150	181,500	0	-	0	-	0	-	0	
3rd 10% increase to $1,331	27	35,937	49	65,219	88	117,128	150	199,650	0	-	0	-	0	-
4th 10% increase to $1,464	26	38,064	27	39,528	49	71,736	88	128,832	150	219,600	0	-	0	-
5th 10% increase to $1,611	19	30,609	26	41,886	27	43,497	49	78,939	88	141,768	150	241,650	0	-
6th 10% increase to $1,772	16	28,352	19	33,668	26	46,072	27	47,844	49	86,828	88	155,936	150	265,800
7th 10% increase to $1,949	11	21,439	16	31,184	19	37,031	26	50,674	27	52,623	49	95,501	88	171,512
8th 10% increase to $2,144	11	23,584	11	23,584	16	34,304	19	40,736	26	55,744	27	57,888	49	105,056
9th 10% increase to $2,358	10	23,580	11	25,938	11	25,938	16	37,728	19	44,802	26	61,308	27	63,666
10th 10% increase to $2,594	7	18,158	10	25,940	11	28,534	11	28,534	16	41,504	19	49,286	26	67,444
11th 10% increase to $2,853	15	42,795	7	19,971	10	28,530	11	31,383	11	31,383	16	45,648	19	54,207
12th 10% increase to $3,139	7	21,973	15	47,085	7	21,973	10	31,390	11	34,529	11	34,529	16	50,224
13th 10% increase to $3,452	3	10,356	7	24,164	15	51,780	7	24,164	10	34,520	11	37,972	11	37,972
14th 10% increase to $3,500	22	77,000	25	87,500	32	112,000	47	164,500	54	189,000	64	224,000	75	62,500
	461	$ 677,937	461	$ 737,147	461	$ 800,023	461	$ 864,374	461	$ 932,301	461	$ 1,003,718	461	$ 1,078,381

Based on the enrollment projections, allocation projection and assuming 25% unspent returning to the reserve each year, there is a vast difference between what our funding model would require and is available to fund.

Enrollment Projections
FY26-31
Provided Aug 19, 2025

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31
Undergrad	24,099	25,204	26,422	27,447	28,153	28,838
Grad	3,669	3,711	3,754	3,792	3,839	3,878
Summer (from prior year)		10,375	10,375	10,375	10,375	10,375
Total	**27,768**	**28,915**	**30,177**	**31,238**	**31,992**	**32,716**

		FY 26-27	FY 27-28	FY 28-29	FY 29-30
Organization (Club) Fee - Academic Year	x 2.00 x 3	$ 151,224.00	$ 158,532.00	$ 164,682.00	$ 168,918.00
Organization (Club) Fee - Summer	x 1.20	$ 12,450.00	$ 12,450.00	$ 12,450.00	$ 12,450.00
		$ 234,402.00	$ 243,834.00	$ 251,491.00	$ 257,175.00

FY24-25 Allocation $533,420

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31
New Fees	$ 146,898	$ 234,402	$ 243,834	$ 251,491	$ 257,175	$ 185,478
Less Epxenses	$ (5,400)	$ (5,400)	$ (5,400)	$ (5,400)	$ (5,400)	$ (5,400)
Org Reserve Allocation	$ 372,032	$ 128,383	$ 89,346	$ 81,945	$ 82,009	$ 83,446
Total to Allocate	$ 513,530	$ 357,385	$ 327,780	$ 328,036	$ 333,784	$ 263,524

Assume 75% Exp., new reserve	$ 128,382.5	$ 89,346	$ 81,945	$ 82,009	$ 83,446	$ 65,881

Allocation Projection:	$ 800,013.26	$ 864,354.44	$ 932,254.76	$ 1,003,604.41	$ 1,078,284.35
Difference between Projection and Available	$ (442,628.76)	$ (536,574.32)	$ (604,218.73)	$ (669,820.40)	$ (814,760.35)

**These enrollment projections are provided by the Student Affairs finance team.*
***These projections assume no growth in summer enrollment.*
****The fee projections are weighted with (1) annual expenses for clubs/orgs (Bear's Den and direct deposit fees) and (2) assumes 75% annual expenditures from all allocations.*

Problem #2: Even in the highest expenditure and allocation years, some organizations consistently fail to use their full funding allocation yet still automatically qualify for an annual increase.

Percent of Funds Expended	
0-15% Expended	103
15-50% Expended	64
50-75% Expended	65
75-100% Expended	103
	335

Solution: Proposed Funding Model beginning FY26-27
Core Changes:

1. Budget Applications to continue to understand organizations needs
2. Increase will be based on expense history

Winter Quarter: Open Budget Applications (Monday, January 5, 2026 at 8:00am)
Questions will include:

- # of members
- Share what funding is currently being utilized for
- Future funding needs and opportunities for growth

Budget applications will close Friday March 13, 2026.

Spring Break: Staff to compile the finance packet with answered questions, budget history and current spending

Spring Quarter

- Weeks 1-4: Finance Committee Review and Deliberations
    - New Guidelines:
        - Increase the overall cap to $4k
        - 0 – 15% spending (previous budget years) – 0 increase
        - 16-50% spending (previous budget years) – 3% increase
        - 51-75% spending (previous budget years) – 5% increase
        - 76-100% spending (previous budget years) – 7% increase
- Week 5 (Friday): Finance Committee Releases Initial Funding Recommendations
- Week 6-7: Finance Committee Appeals
    - Organizations will have the opportunity to appeal their initial funding recommendation via a hearing with the Finance Committee
    - Revised Funding Approved at the end of week 7 committee meeting
- Week 8: Consolidated ASUCR Budget to Finance for committee approval
- Week 9: Consolidated Budget to ASUCR Senate for approval

How would this change impact the funding availability?
Overall it slows the rapid growth to the general allocations to a more manageable pace.

Based on 2024-2025 spending, the new projections would be:

2025-2026	2026-2027	2027-2028
$544,622.53	$576,596	$599,870

Based on the enrollment projections, allocation projection and assuming 25% unspent returning to the reserve each year, the difference between allocations and available decreases.

Enrollment Projections
FY26-31
Provided Aug 19, 2025

	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31
Undergrad	24,099	25,204	26,422	27,447	28,153	28,838
Grad	3,669	3,711	3,754	3,792	3,839	3,878
Summer (from prior year)		10,375	10,375	10,375	10,375	10,375
Total	**27,768**	**28,915**	**30,177**	**31,238**	**31,992**	**32,716**

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Organization (Club) Fee - Summer	x 1.20	$ 12,450.00	$ 12,450.00	$ 12,450.00	$ 12,450.00	$ 12,450.00
		$ 234,402.00	$ 243,834.00	$ 251,491.00	$ 257,175.00	$ 185,478.00

FY24-25 Allocation $533,420

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New Fees	$ 146,898	$ 234,402	$ 243,834	$ 251,491	$ 257,175	$ 185,478
Less Epxenses	$ (5,400)	$ (5,400)	$ (5,400)	$ (5,400)	$ (5,400)	$ (5,400)
Org Reserve Allocation	$ 372,032	$ 128,383	$ 89,346	$ 81,945	$ 82,009	$ 83,446
Total to Allocate	$ 513,530	$ 357,385	$ 327,780	$ 328,036	$ 333,784	$ 263,524

Assume 75% Exp., new reserve	$ 128,382.5	$ 89,346	$ 81,945	$ 82,009	$ 83,446	$ 65,881

Allocation Projection/New Model:	$ 554,622.53	$ 576,596.14	$ 599,870.66
Difference between Projection and Available	$ (197,238.03)	$ (248,816.01)	$ (271,834.63)

It still leaves a need of over $100,000 each year. Additionally, these projections do not account for new organizations seeking funding. The new budget model would set-aside $10,000 for new organizations to apply for funding during the fiscal year. New organizations would then apply for and be considered funding moving forward in the winter/spring process.

THE ASUCR SENATE HEREBY AMENDS CHAPTER XVII OF THE ASUCR BYLAWS AS FOLLOWS,

CHAPTER XVII
Office of the Vice President of Finance (VPF)

Section 1. Purpose
Section 2. Vice President of Finance Terms and Qualifications
Section 3. The Finance Committee
Section 4. Budgets
Section 5. Designation of Funds
Section 6. Budget Requests and Allocations
Section 7. Organization Budget Allocations
Section 8. Organization Grants
Section 9. ASUCR Business Expenditure Guidelines
Section 10. Budgetary Transfers
Section 11. Procedures for Freezing
Section 12. Audits
Section 13. ASUCR Power of Contract
Section 14. Reserves
Section 15. Budget Preparation and Hearing Schedule
Section 16. Procedures on Changing Finance Bylaws

Section 1. Purpose
This Chapter, in conjunction with the ASUCR Constitution, shall govern the financial affairs of ASUCR. The Vice President of Finance shall preside as Chair of the ASUCR Finance Committee and shall herein be referred to as VP of Finance and Committee respectively.

Section 2. Vice President of Finance Terms and Qualifications

1. The Vice President of Finance shall serve for one (1) year beginning the day after commencement, and ending on the last Commencement Day the following year;
2. Must be a currently enrolled student except for Summer Session, and be in good standing with the University;
3. The VP of Finance must have a minimum of 1 (one) year previous ASUCR experience prior to assuming office as outlined in the ASUCR Elections Code;
4. Must be available to fulfill office hours and duties Summer, Fall, Winter and Spring quarters of tenure. The VP of Finance will be required to come into the ASUCR office at least 3 times per week to work during Summer months. If unavailable to come into the office during the Summer, they will not receive their stipend until which time they can be physically in the office fulfilling their duties. Working remotely will only be tolerated during potential vacation periods not to exceed 2 weeks total for the Summer per Chapter VIII, Section 10 of these bylaws.
5. The V.P. of Finance shall be elected along with the other Officers according to the provisions outlined in the ASUCR Constitution and Bylaws.
6. If at any time the VP of Finance violates the above qualification(s), that position shall be considered vacant per Chapter XXIV of these bylaws.
7. The Executive Vice President, upon learning that the VP of Finance position is vacant, shall announce this fact at the next regular meeting of the Senate. A new VP of Finance shall be appointed within fifteen (15) working days as outlined in the Elections Code;
8. Shall be required to hold office hours a minimum of three (3) days per week to sign requisitions, respond to emails and prepare for weekly budget meetings and other necessary duties;
9. Be present at any Green Campus Action Plan (GCAP) Green Grant Committee/Hearings or appoint the Finance Committee Vice Chair as designee;
10. Schedule weekly budget hearings no later than the second week of the Fall Quarter and each quarter thereafter. Is responsible for the preparation of the weekly agenda.
11. Submit VP of Finance reports to the Executive Vice President by the required deadline for agenda items to be ratified by the Senate. Once Finance reports are approved by the Senate, the VP of Finance must ensure that the reports are uploaded to the ASUCR website prior to the next Senate meeting. Reports shall notate beginning and ending ASUCR Contingency balances and supply detail as needed. Ensure all financial proposal information has been distributed accordingly to the Senate prior to ratification;
12. Be the prime student contact in conjunction with the Organization Funding Specialist for all orgs that are funded by the ASUCR. The Chair will arrange advertisement of Committee Hearing meetings on the ASUCR website, Highlander Link and social media via the ASUCR Marketing & Promotions Director and/or the ASUCR Programs Coordinator.
13. Be responsible for the collaboration of the annual budget, and all other materials as required by the Committee, the Senate and the ASUCR Financial Operations Manager;
14. The VP of Finance has an obligation to review all ASUCR funded budgets throughout the course of the year; the review is to be a primary function;

15. Responsible for completing one project per quarter which includes, but is not limited to, improving budgetary processes, improving communications with Organizations, informing students of pertinent financial information.
16. Perform all other duties as stated in these Bylaws and as requested by the Cabinet and the Senate.
17. VP of Finance Office will be responsible for creating two events per quarter for the student body. These events are suggested to be centered around increasing financial literacy or any other business development workshops

Section 3. The Finance Committee

1. Shall consist of seven (7) members. Six (6) of the seven (7) shall be appointed by the VP of Finance in conjunction with the Personnel Director and approved by the Senate. The seventh member shall be the Vice President of Finance, serving as chair. Two of these members shall be members of the Senate. The Organization Funding Specialist is ex-officio for all Finance hearings;
2. The Vice Chair of the Committee shall be appointed by the VP of Finance and approved by Senate. The Vice Chair shall assist the VP of Finance in all Committee operations, coordinate weekly finance meetings, attend the Organization Account Agreement sessions as needed, assume the duties of the VP of Finance in his or her absence, perform all other duties as requested by the VP of Finance;
3. The Finance Committee Secretary need not be a member of the Committee and shall be appointed by the VP of Finance and approved by Senate. The Finance Committee Secretary shall take minutes at all regular and special meetings of the Committee, submit typed minutes to the VP of Finance two (2) days after the Finance Hearing, be responsible for organization of the Finance Budget Hearing annual records and individual Finance Committee Budget Binders as directed by the VP of Finance and the Organization Funding Specialist, perform all other duties as requested by the VP of Finance;
4. The Event Coordinator will be responsible for creating two finance events per quarter. The events are suggested to be centered around increasing financial literacy or any other business development workshops. The Event Coordinator is also required to help out with answering students' questions through in person methods or social media platforms.
5. The Social Media Manager will be responsible for creating content for the ASUCR Finance Instagram page. The Social Media Manager shall post at least once a week and update students about the work the finance committee has done. The Social Media Manager will also be required to promote the upcoming finance events created by the Event Coordinator.
6. Finance Committee Meetings shall be held at least once every week during the regular academic year no later than week two of every quarter; be run by parliamentary procedure unless announced by the VP of Finance; have a publicized deadline for agenda items as determined by the VP of Finance; have a quorum of four (4) members. There shall be no proxy voting;
7. Each hearing will allow for a maximum of ten (10) minutes to review each organization's budget in order to sufficiently allocate funds. If the organization exceeds their ten-minute hearing, the Finance Committee will vote to table the budget until the next available time slot.
8. Finance Committee members are required to attend all weekly meetings during the academic year. Members who are unable to commit to weekly attendance for the entire year, will be replaced as outlined above;

Section 4. Budgets
All ASUCR budgets, campus organization, and allocations that were approved for funding during the budget hearings, or subsequently approved by the Finance Committee and ratified by the Senate shall adhere to all of the following procedures pertaining to ASUCR fiscal activities.

Section 5. Designation of Funds

1. Campus organizations shall designate no more than three (3) authorized signatures for disbursement of funds. The signatures shall be maintained in the ASUCR Organization Funding Specialist office. No funds shall be disbursed without the proper authorized signatures. All funds shall be administered by the ASUCR accounting office, and shall not exceed the amounts approved by the ASUCR Finance Committee as stated in the ASUCR Senate meeting minutes. If funding becomes unavailable for any reason, ASUCR holds no responsibility to provide previously committed funds;
2. The Executive Director and the VP of Finance shall be designated signatures for the ASUCR Administrative budgets;
3. The primary signature for all ASUCR forms of payments shall be the Executive Director and the ASUCR Financial Operations Manager. Signatories may only sign checks if a general requisition with the signature of the Authorized Signer and Vice President of Finance has been completed. The Organization Funding Specialist will sign as a backup signatory as necessary;
4. No person shall sign both lines of a check or requisition;
5. The President shall be the only finance authorization signature on the Vice President of Finance budget # 10607.
6. Upon approval of Finance Committee and Senate, the Executive Director shall sign and authorize all expenditures on the University systems over $5,000.
7. Eligibility for Gifts & Giveaways - ASUCR Elected Representatives
    a. ASUCR Elected Representatives who participate in ASUCR events and individuals who plan said events shall be ineligible for personally receiving gifts and giveaways.
    b. This section shall not be misconstrued as to imply ineligibility for ASUCR co-sponsored basic needs programs. Including but not limited to distribution of basic needs resources which may be funded partially or wholly by ASUCR.

Section 6. Budget Requests and Allocations

1. All Budget requests shall be as detailed as possible with the following provisions and additional specifications to be determined by the Chair of the Committee;
2. Budget requests should include all expenses deemed necessary for that academic year;
3. The final recommended allocations shall be made during the Committee Hearing, if there is not quorum, then the organization or requestor will be notified by the VP of Finance and have priority at the next Finance Hearing;
4. The VP of Finance report to the Senate will cite the Finance Committee's final recommendations. Organizations dissatisfied with the final recommendations shall have the opportunity to appeal to the Senate. At the time of the report, the Executive Vice President of the Senate shall publicize and explain the Robert's Rules order of dealing with this form of appeal;
5. No campus organization (including ASUCR) shall pre-commit funds without prior approval of the VP of Finance. Original itemized receipts must be provided. If this provision is violated and funds are not approved, then the organization/ASUCR member shall not receive the unapproved reimbursements;
6. No scholarships shall be funded in any budgets;

7. Payment requests for professional speakers, performers, DJ's, services, etc. must be submitted with an invoice/contract and a W-9 four (4) weeks in advance of any event. Funding is limited from allocated funds: $550 per academic year. These contracts and payments must adhere to all ASUCR and University policies and procedures regarding risk and event management. Payments will be made directly to the professional and shall not be reimbursed.
8. It will be understood that ASUCR funding does not constitute an endorsement of any or all views and opinions expressed. Also, any funded marketing will include a disclaimer stating "ASUCR funding or co-sponsorship of this event or item does not constitute an endorsement of the views and opinions expressed".
    a. ASUCR Contingency funding may be obtained by officers submitting a proposed budget and justification for events, programming, capital items, etc. two days prior to the scheduled Finance Hearings. All events, programs and activities funded by ASUCR fees shall be open to participation by the entire campus.
9. All University Risk Management policies for funding events, organizations and travel will be adhered to.
10. Any committee member with a conflict of interest shall refrain from voting on their budget or proposal. Conflict of interest is defined as being directly affiliated with any organization or vendor. This would include knowingly voting to fund purchases from self or near relatives;

Section 7. Organization Budget Allocations

1. Organizations must have at least 60% undergraduate membership and must be registered with Student Life to be eligible for ASUCR funding. Registered Student Organizations funded by ASUCR cannot be selective or exclusive. All events, programs and activities funded by ASUCR fees shall be open to participation by the entire campus;
2. ~~There is a set amount of $1,000 net allocation for new organizations. Organizations net allocation may be increased up to ten percent (10%) annually based upon the ASUCR Organization Funding Chart, but not to exceed allowable maximum net allocation limit stated herein;~~
3. At the beginning of the winter quarter, the Finance Committee will release a budget application for student organizations to complete by the end of the winter quarter. The application will include information about the organization, number of members and additional questions about funding use and needs.
4. The Finance Committee will deliberate during weeks 1 through 4 of the spring quarter and consider the organization's application, budget history and current spending.
5. The Finance Committee will assign the following increases by the prior year's spending:
    a. 0-15% spending (previous budget year) will receive no increase
    b. 16-50% spending (previous budget year) will receive a 3% increase
    c. 51-75% spending (previous budget year) will receive a 5% increase
    d. 76-100% spending (previous budget year) will receive a 7% increase
6. During Week 5, the Vice President of Finance will release the committee's initial funding recommendation.
7. Because ASUCR understands that organizations patterns can change each year based on new or continuing leadership, organizations will have week 6 and 7 to request and be considered for an appeal to change their respective funding recommendation. During week 8, the Finance Committee will approve the final funding recommendations with the consolidated budget for ASUCR.

8. New organizations can apply for one-time funding from the ASUCR Finance Committee and will then be invited to submit for regular funding during the ASUCR budget process in the winter quarter.
    a. $10,000 will be budgeted annually for new student organizations seeking funding outside of the annual budget process; new organizations will be capped at $500 dollars for the first year. After their initial funding, those student organizations will be invited to continue through the above outlined process.
9. ~~Proposed budget requests shall be submitted to the ASUCR Finance office via on line submission by the various organizations two days prior to the scheduled Finance Hearings.~~ All allocated expenses shall be relevant to and have a direct connection between the organization's purpose and profile on record; ASUCR cannot fund workshops, entertainment events such as concerts, festivals, amusement parks, etc.;
10. No net allocation shall exceed ~~three~~ four thousand ~~five hundred~~ dollars (~~$3,500.00~~ $4,000);
11. Purchase request or reimbursement requisitions may not be signed by the same person in the following two (2) areas for organizations - authorized signature and issue check to. Reimbursements should be countersigned by another authorized signature on file;
12. Maximum amount for any equipment purchased with ASUCR funding will be $300 for any budget. An exceptional approval for purchase over $300 will require a special finance hearing;
13. The daily meeting allowance is $15 per day per member. Meeting food will be reimbursed out of allocated funds only if the meeting is held on campus and must accompany an original sign-in sheet of attendees;
14. $40 per plate per member, for banquets will be permitted in any budget, and shall adhere to all of the procedures pertaining to ASUCR fiscal bylaws and policies. Off campus banquet food vendors need to be approved through University purchasing and be located within forty (40) miles. All University food policies will need to be followed;
15. An allowance up to $1,500 for culture shows will be permitted in any budget;
16. An allowance up to $1,500, for held and attended conferences or competitions will be permitted in any budget. Conferences or competitions must have a direct and relevant connection between the organization's purpose and profile on record;
17. Conference and Competition expenses include all related registration, lodging and travel. All expenses shall adhere to procedures pertaining to the ASUCR travel policy and bylaws. All Conference and Competition expenses are subject to review and approval by the Finance Committee;
18. ASUCR will fund organization apparel relevant to the organization. The ASUCR logo and/or name must appear in reasonable size as a sponsor on all funded apparel. All purchases must be made from a legitimate and/or licensed company.
19. As of 2017, organizations that do fundraising are required to maintain their own bank accounts. Rollover funds from prior years will be dispersed one of three ways:
    a. Organizations may request a check for the funds (to be made out to the organization only, not an individual);
    b. After 5 years, ASUCR shall make every effort to return the funds to the organizations' national chapters, campus departments of origin, etc.
    c. If ASUCR is unsuccessful in dispersing the funds per above by the end of the academic year, then rollover funds will become part of the ASUCR Club Reserve account.

Section 8. Organization Grants

1. Organization Grants are funded for on-campus, one-day events that are open to all students. The purpose of the event must be relevant to the organization and philanthropic in nature. The grant

request must show the complete budget of the event, including all sponsors, cost of admission, type of event, date and location. The purpose of such events should cater to the University student population by means of student services, programs, and events on campus. All budget proposals shall be signed by organizations' authorized signers, and must follow ASUCR guidelines. Failure to comply with these guidelines will result in the organizations' loss of ASUCR funding or one year after the event.

a. REQUIREMENTS:
The event being requested must meet at least 2 of the listed learning objectives. All listed learning objectives are subject to review by the Finance Committee and Organization Funding Specialist. The Finance Committee along with the Organization Funding Specialist shall have the sole authority to assess whether or not the proposed event meets 2 of the listed objectives. If the Finance Committee and the Organizational Funding Specialist disagree in regards to whether something meets the listed criteria, the Vice President of Finance shall have the authority to decide.
Education
Sexual Assault Prevention
Substance Abuse/Rehabilitation
Cultural Diversity
Gender Diversity
Community Vitality
Conflict Resolution
Professional Networking (not including banquets/social events)
Health/Mental Health
Leadership/Service;

2. Grants are available to all organizations registered through Student Life. Organizations that do not have an account with ASUCR shall be eligible. Grants are limited to $1,500 per organization per academic year;
3. The ASUCR logo and/or name must appear as a co-sponsor on all marketing materials promoting the event;
4. All marketing will include a disclaimer stating "ASUCR Co-sponsorship grant of this event does not constitute an endorsement of the views and opinions expressed."
5. No travel or gift cards may be funded. Up to $750 or 50% of the event grant may be used to fund apparel and trophies with a $20 limit per item, if it directly serves the purpose of the event as determined by the Finance Committee. Up to $500 or 50%, whichever is less, of the event grant may be used to fund food. Professional speakers, performers, DJ's, etc. will be funded up to $550 per grant.

Section 9. ASUCR Business Expenditure Guidelines
ASUCR Business Expenditure Guidelines (does not apply to campus organizations)

Part I. General Guidelines

A. All fleet, airline, hotels, and other travel reservations must be made at least 3 weeks in advance. This is to allow for sufficient processing time as well as better rates

B. Any and all expenses must be submitted to and approved by the VP of Finance in advance. Person making charges could be liable, if prior approval for expense is not obtained

C. Travelers should be currently registered undergraduate students, have a purpose for attending (per UCOP policy) and/or been selected through an internal process.

D. ASUCR budget holders must only incur expenses from their budgets that are directly related to their positions to ensure that travel is charged to the appropriate event. (i.e. The President must not pay for travel to UCSA from his/her/their budget. This must be paid for by the VP of External Affairs UCSA budget line item).

E. Unless pre-approved by Finance, incidental allowance shall not be paid. If paid, incidental allowance shall not exceed the current level set by the Regents.

F. Per University travel policy, all travel expenses need to be individually reimbursed.

Part II. Travel Contracts

A. For all ASUCR conferences/travel, individual contracts must be completed when attendees are selected. Travel contracts will be created for each trip for each student.

B. Travelers shall not be reimbursed for expenses paid on behalf of others. Each traveler needs to provide individual receipts for their own expenses. Receipts must be submitted within 7 days to coincide with ASUCR policy (per part V, SectionA).

C. Travelers must be more than forty (40) miles from the ASUCR office or home, whichever is closer, before overnight lodging will be paid or reimbursed. Exceptional approval can be granted by the Vice Chancellor of Student Affairs for large conference travel.

Part III. Transportation

A. Fleet Services and Enterprise Rentals
    a. Fleet vehicles must only be used for official University business and groups must not exceed 20.

    b. Drivers of fleet vehicles must hold an official position within ASUCR (excludes committee members).

    c. Drivers must sign up through ASUCR. This consists of providing your Driver's License and reading/signing a drivers Contract. This contract, which only needs to be completed once, will say that the Driver is responsible for passenger activities in car; driver is responsible for making sure passengers get to and return from the event.

    d. Driver agrees to operate vehicle safely, only go to event and back (no personal travel), and obey all traffic/driving laws. If driver commits a felony behind the wheel, i.e.: driving under the influence, etc., they will immediately and permanently lose their current position with ASUCR as well as driving privileges. If driver commits a misdemeanor while behind the wheel, i.e.: reckless driving, etc., they will lose their ASUCR driving privileges for the remainder of the academic year. Accidents will only be punishable if related to breaking laws per above.

e. Gasoline bought for a fleet vehicle with personal funds needs to be reimbursed by Fleet Services. Abuse of Fleet Services gasoline card (such as using for friends or for others for personal gain) is unlawful, and will result in a hearing by the ASUCR Judicial Council.

B. Personal Auto
   a. Drivers who use their own vehicle for official university Business must also sign up through ASUCR. This consists of providing your Driver's License, copy of Liability Insurance, providing your license plate number and reading/signing a drivers Contract for use of private automobiles for University business.

   b. Limits of liability are:
      i. $50,000 for personal injury to, or death of, one person;
      ii. $100,000 for injury to, or death of, two or more persons in one accident, and;
      iii. $50,000 for property damage.

   c. Driver will be reimbursed for mileage (per the university mileage limit) or for gasoline expense – whichever is less. Mileage will be paid for actual meeting and conference travel, not for related errands. All Gasoline receipts MUST include the amount of gallons purchased in order to be reimbursed. No prepaid dollar amount receipts will be accepted. If you prepay for gas, you will need to request a final receipt of actual gas purchased broken down by gallons. Gas must be purchased during the approved travel dates only.

C. Airline tickets
   a. Air travel will be coordinated by the Programs Coordinator. Once it has been established that air travel is the most economical and practical means of transportation, the Programs Coordinator will advise the Officer with the best flights available. Once the Officer agrees to proceed with air travel, the Programs Coordinator will complete a requisition and process the flight(s) once the requisition is signed by the Officer and the VP of Finance and all travel contracts have been received.

   b. There is a limit of $500 per ticket, per person, per conference/event (even if combined event).

   c. UCOP policy requires valid business reasons for Extended Travel costs. Travel exceeding 24 hours or more before or after official conference will be questioned due to additional expenses such as transportation, meal allowance, lodging, costs, etc. There will need to be a viable business reason for attending early or leaving late.

   d. Mid-conference arrivals or departures are not permitted. Extended travel for personal reasons must be coordinated with the Events & Media Manager and an itinerary must be on file.

   e. Cancellation/no-shows for a flight is a violation of policy. Should an emergency arise, the student or delegation leader will contact the Events & Media Manager to revise the flight. Student may be held responsible for change fees. The airline contract may be appealed through Judicial Council, but must be due to extenuating circumstances. Proof of emergency will be required.

D. Shuttles, taxis, parking, etc.
    a. Local public transportation is allowed; Uber, Lyft, taxi fares, including tips, are allowed only when the use of public transportation is impractical or unavailable. Tips cannot exceed 20% of the total cost.

    b. Parking at Ontario Airport will only be reimbursed for long term parking. Any amount over will not be reimbursed.

    c. Student will be responsible for providing detailed receipts.

Part IV. Hotel/Lodging

A. Reservations should be made at least 3 weeks in advance and be limited to four (4) persons per room. The Programs Coordinator will obtain the best possible quote for lodging per meeting or conference agenda or best rates. Once the Officer agrees to proceed with the hotel & rates, the Programs Coordinator will complete a requisition and process the reservation(s) once the requisition is signed by the budget holder and the VP of Finance. In most cases the Programs Coordinator will prepay for the hotel reservations using their UCR Travel Card. The Programs Coordinator will submit a credit card authorization to the hotel for room, tax and parking ONLY. No incidentals will be allowed. A copy of the folio must be submitted to the Programs Coordinator within 7 business days of return.

B. Student will be responsible for notifying the Programs Coordinator at least 48 hours in advance regarding all cancellations for reservations. Failure to alert the Programs Coordinator in case of cancellations will result in forfeiture of one night room and tax, and be billed to the student's Banner account.

C. Maximum lodging amount per day, per person is as follows:
    a. Not to exceed $275 per night for individual occupancy
    b. Not to exceed $550 per night for group occupancy (2 or more)

D. Programs Coordinator will attempt to book the most economical options available.

E. Travelers must be more than forty (40) miles from the ASUCR office or home, whichever is closer, before overnight lodging will be paid or reimbursed.

Part V. Allowable business & meal reimbursements:

A. Meals and incidental expenses/receipts must be itemized and submitted to the accounting office no later than seven (7) days after expense occurs. Meals are defined as breakfast, lunch, dinner and snacks. Limit shall be $50.00 per day (including incidentals).

B. Limits herein only apply when meals are not provided. (i.e. If the conference provides breakfast and dinner, but not lunch, a person can only be reimbursed for lunch, even if they bought dinner elsewhere). An agenda must be provided prior to any meal reimbursements.

C. When the entire length of a trip is less than 24 hours, meals and incidentals shall not be reimbursed unless travel includes an overnight stay, supported by a lodging receipt.

D. When not traveling, the daily meeting allowance is $15 per day per person, but only during official business meetings as defined by the UCOP Travel Policy. Itemized/detailed receipts are required per VCSA divisional policy.

E. Meal allowances for official business meetings must be defined and a list of attendees must be attached or on file with the Programs Coordinator, such as Senate and various committees.

F. The meal allowances above cannot be combined with another day to increase the meal limit in one day per person. (i.e. did not buy food yesterday, so twice the daily allowance can be spent today)

G. Business meeting meals are defined as: expenditures for meals or light refreshments in connection with meetings of registered students to conduct official, substantial and bona fide official ASUCR or University business. Person conducting meeting is responsible for providing a list of student attendees to the Programs Coordinator.

H. Meals provided to guests: A guest is a person who renders a service to the University or to whom the University wishes to extend goodwill and who is present at an official ASUCR or University business meeting.

I. Alcohol on receipts will not be reimbursed. It must be deducted from total amount, including tax and tip.

J. Tips: there is a limit of 20%. Amounts over will not be reimbursed.

Part VI. Retreats

A. Retreat should provide an environment for team building, leadership development, decision making, goal setting, planning, communication and community development. Students should return to their offices with an action plan, as well as the skills & relationships to advocate and make positive changes for the undergraduates of UCR.

    a. Retreat funding includes travel, lodging, food and training/team building expenses for official ASUCR representatives per ASUCR policy and/or budget limits.

    b. The Executive Vice President is responsible for the retreat planning in coordination with the Programs Coordinator

Part VII. Conferences & Funding

A. Conferences need to be advertised one month in advance, and open to all undergraduate students. Advertisements will be through student campus-wide email, Facebook, Instagram, Twitter, or other means of advertising. Office sponsoring conference will be responsible for the advertising, and may coordinate with the Marketing & Promo Director.

B. To promote equal opportunity and fair selection for all conference travel, a committee shall be appointed for each event to make the student selections. The committee will consist of the sponsoring office staff. Deadlines will be imposed and selection process cannot be compromised. An emphasis on inviting first-time attendees is encouraged.

C. Mode of transportation should be the same for all attendees (i.e. airfare should not be paid for some students if majority of students are driving), unless organizer can produce valid documentation as to why one needs to attend early or leave late (class and/or test conflicts will not be considered valid excuses).

D. As a general rule, students who cannot attend entire conferences or events should not be permitted to go.

E. Inappropriate behavior at hotel, conference, or other general areas of event will not be tolerated. Those in violation will not be allowed to attend any ASUCR conferences for remainder of the academic year. If this behavior is displayed by an official ASUCR representative, they will be subject to a hearing by the Judicial Council to determine consequences.

F. If a student representative is offered reimbursement from UCOP, the expense may be paid by ASUCR. ASUCR will then obtain reimbursement from the Office of the President. The traveler's budget will be impacted until reimbursement is received.

G. Payment requests for professional speakers, performers, DJ's, services, etc. must be submitted with an invoice/contract and a W-9 four (4) weeks in advance of any event. Contracts and payments must adhere to all ASUCR and University policies and procedures regarding risk and event management. Payments will be made directly to the professional and shall not be reimbursed. Funding is limited as follows:

    a. ASUCR officer's event budget must be depleted prior to requesting additional funds from the Finance Committee

    b. Funding for above events will be determined by number of students served, and shall be limited as follows:
        i. 0 – 50 students: $2,000
        ii. 51 – 100 students: $2,500
        iii. 101 – 150 students: $3,000
        iv. 151 – 200 students: $3,500
        v. 201 – 250 students: $4,000
        vi. 251 – 300 students: $4,500
        vii. 301 or more students: $5,000 (maximum total limit)

Part VIII. Policy Update

Procedures on changing Section 10 of this section -

A. This ASUCR expenditure section contains UCOP and UCR regulations. Therefore, any proposed changes must be reviewed by ASUCR professional staff prior to submission to the Legislative

Review Committee (LRC). Updates that include changes to monetary limits must be reviewed/approved through the Finance Committee prior to submission to LRC.

Section 10. Budgetary Transfers
All ASUCR budgetary transfers must have prior approval of the VP of Finance. Transfers outside of an officer's own budget must have prior approval of the Finance Committee.

Section 11. Procedures for Freezing
1. Budgets may be frozen if budget holders violate Committee or University policies. Budgets may be revoked by a majority of the Committee;
2. Budgets may be frozen by the VP of Finance, a majority vote of the Committee and a majority vote of the Senate, and unfrozen at the appropriate time by the same process.

Section 12. Audits
1. In the event the campus requests an outside audit. the ASUCR Financial Operations Manager shall select the auditing firm in consultation with the Executive Director and VP of Finance. The Finance Committee and Senate shall make final approval of such firms;
2. The Senate shall approve expenditure of funds for auditing.

Section 13. ASUCR Power of Contract
It shall be the duty of the President to have the power of contract for ASUCR in conjunction with the Executive Director subject to the following limitations-
1. Any financial commitment made in a contract is specifically provided for in the applicable ASUCR budget and does not exceed five thousand dollars ($5,000);

2. Negotiates and approves all Memorandums of Understanding and ASUCR Agreements entered into on behalf of ASUCR in accordance with University policies;

3. Any monetary commitment over $5,000, such as a Purchase Order or contract, must be budgeted and/or approved by the Finance Committee, ratified by Senate and signed by the Executive Director.

Section 14. Reserves
A. At the end of the fiscal year, all unused funds will be transferred into Reserve accounts. The ASUCR shall maintain sufficient reserves to ensure day-to-day operations for a minimum of six months.
B. ASUCR will have five reserves to address operational, programmatic, capital and technical needs of the ASCUR student government and organization
    a. General reserve: may be used for any lawsuits against the organization or unforeseen expenses from federal, state, UCOP or UCR entities as well as the main emergency fund for operations in the event of a drastic change in enrollment.
    b. Capital reserve: This reserve is for an asset with a useful life of more than two (2) years or expenditure for construction. Capital items purchased will be inventoried and monitored by their warranty for the planning and scheduling of future purchases needed.
        i. Capital Projects include minor capital projects ranging from $35K to $1,000,000 and major capital improvement projects with a total project cost of $1,000,000 or higher.

c. Technology reserve: This reserve is for technological expenditures like computers, cameras, etc utilized throughout the year. Technology purchased will be inventoried and monitored by their warranty for the planning and scheduling of future purchases when the technology may become outdated.
d. Discretionary reserve: This reserve is for unbudgeted expenditures by ASUCR in compliance with the Internal Revenue Code 501(C)(3) and policies set by the University of California, Office of the President 86.10, 86.20, and 86.30.
e. Senate reserve: This reserve is for budgeted expenditures by the ASUCR Senate as well as reserve for programmatic efforts for student government can continue if there is a drastic change in revenue through student enrollment. This is the reserve that the organization will draw against from the ASUCR Senate approves the annual budget with use of reserve as a main revenue source.

C. Distribution of Reserve Funds
   a. The ASUCR Finance Committee will make a decision on the allocation of those funds for a given fiscal year. This decision will come into effect upon a vote by the ASUCR Senate. In the absence of a Senate action, the allocation of reserve funds from approved reserve line-item will be as follows: General Reserve (50%), Capital Reserve (20%), Technology Reserve (15%) Discretionary Reserve (10%) and Senate Reserve (5%).
D. Use of Reserves shall be limited to fifteen percent (15%) of the total amount of available reserve funds per year.
E. At the close of the fiscal year, ASUCR Executive Director and Financial Operations Manager will provide an updated reserve balance to the Vice President of Finance.
F. Access to the Reserves must include purchase of equipment or technology that provides a long term benefit to ASUCR. Expenditures from financial Reserves must be approved by the Finance Committee and by a majority of Senate. Unanticipated, one-time expenses that are necessary and vital to the administrative operation of the organization may be allocated with a two-thirds (2/3) vote of the Finance Committee and a two-thirds (2/3) vote of the Senate.

Section 15. Budget Preparation and Hearing Schedule

Budget Preparation and Hearing Schedule for following Fiscal Year-

1. The VP of Finance shall set a deadline for any proposed ASUCR budget changes followed by committee hearing no later than the month of April or last Finance hearing;

2. A limit of no more than 10% increase for Officer Budgets shall be requested and allocated with justification only if annual funding is available;

3. The budget shall be presented at a Senate meeting no later than the end of the eighth (8th) week of Spring Quarter;

4. The VP of Finance will reject budget requests submitted after the publicized deadline.

5. The Annual budget shall be determine in part by the ASUCR membership fees and lock-ins (i.e. Organizations, UCSA, GCAP) which shall be set by a vote of the students, until revised by another vote of the students in accordance with the Election Committee Bylaws;

Section 16. Procedures on changing Finance Bylaw

1. *Proposed changes to these bylaws may be submitted to the VP of Finance and Finance Committee for review. Changes must be approved with a two-thirds (2/3) vote of the Finance*

Committee. Changes shall then be forwarded to the Legislative Review Committee (LRC) and approved by a majority vote of the LRC and the ASUCR Senate.

2. *Section 10 of this bylaw has a separate updating procedure (see Section 10, Part VIII above)*

Updated Spring 2016
Updated Winter 2018
Updated Fall 2018
Updated Winter 2019
Updated Spring 2019
Updated Fall 2019
Updated Spring 2020
Updated Fall 2020
Updated Winter 2021
Updated Fall 2021
Updated Spring 2022
Updated Winter 2023 (Interim Exec. Director O'Brien)
Updated Spring 2023
Updated Spring 2024 (SB-S24-005: Adopting Formatting)
Updated Fall 2024 (SB-F24-016: Amending Ch 5 VP of Finance and ASUCR Finance Committee to Reflect UCR SSFAC Bylaws)
Updated Fall 2024 (SB-F24-021: Bill to Reorder Bylaws)

Mia Rose Tuifua
Executive Vice President

Signed Legislation can be found in the ASUCR Office

INTRODUCED ON - *November 26th, 2025*
COMMITTEE APPROVED ON - *November 26th, 2025*
VOTE COUNT - *7-0-0*
SENATE APPROVED ON - *December 3, 2025*
VOTE COUNT - *Fill in by Senate Secretary*