

# Associated Students Board of Finance

Humboldt State University

Thursday, April 2, 2020 at 2:30pm

Agenda #17

**Zoom Conference Call** <https://humboldtstate.zoom.us/j/244117722>

**Meeting ID: 244 117 722**

No password required

*This meeting is being facilitated through an online Zoom format, consistent with the CA Governor's Executive Order N25-20 which suspended certain open meeting law restrictions*

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- I. Call to Order
- II. Roll Call
  - a. Daniel Gonzalez, Chair
  - b. Lizbeth Cano Sanchez, A.S. President
  - c. Jeremiah Finley, A.S. Board Member
  - d. Joseph Reed, Student of the Association
  - e. Monique Molina, Student of the Association
  - f. Jenessa Lund, Advisor (non-voting)
- III. Approval of the Agenda – **Action Item**
- IV. Approval of Minutes – **Action Item**
- V. Public Comment
- I. Business – **Actionable Items**
  - a. Stipend System Evaluation and Proposal  
Last Friday, March 27<sup>th</sup>, the Board of Directors “request[ed] that the Board of Finance at their next meeting reevaluate the Stipend System and draft a proposal for the Board of Directors to finalize by their meeting on April 24<sup>th</sup>,” (Res. No. 2019-20-14). The Board of Finance will begin this process with a review of Government Code Section 6, the Constitution and the Committee Structure Handbook and design a timeline that will make them able to propose updates for the next fiscal year.
  - b. Fiscal Policy Review  
The Board of Finance will review the fiscal policies (201-Asset Capitalization, 202-Travel, 203-Reserve Policy, Fund Designation and Procedure for Expenditure, 204-General Investment, 205-Social Responsibility, 206-Public Relations Expenditure, 207-Hospitality Expense, 208-Purchasing Policy) and design a timeline that will make them able to propose updated policies for the next fiscal year.
  - c. Budget Language Review  
The Board of Finance will continue to review the current budget language in preparation for updated language for the next fiscal year.

**HUMBOLDT STATE UNIVERSITY  
ASSOCIATED STUDENTS  
CONSTITUTION  
(Revised, April 2018)**

**PREAMBLE**

Having opinions to be represented, rights to be protected and needs to be administered, we, the members of the Associated Students of Humboldt State University, at Arcata, California, do hereby ordain and establish this Constitution.

**PREFACE**

We, the leaders of the Associated Student Body of Humboldt State University, shall uphold the responsibility that has been vested in us.

1. As Student Representatives We shall: consider the opinions and needs of our immediate constituency, the Students, prior to our taking any action on their behalf.
2. As Student Advocates We Shall: be vocal on issues that protect and increase student rights; create opportunities to increase the student perspective in the University decision making process; actively seek institutional changes that serve to enhance the student environment; and uphold and protect the integrity of the student body association, and,
3. As Fiscal Officers We Shall: allocate Associated Student Body fees in accordance with the A.S. Mission Statement.

**ARTICLE I**

**Name, Mission and Purpose, and Membership**

**Section A: Name**

The name of this corporation shall be the Associated Students of Humboldt State University, hereinafter referred to as the "Association".

**Section B: Mission and Purpose**

The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus

community; and to stimulate the educational, social, physical, and cultural well-being of the University community.

The Associated Students' services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program.

## **Section C: Vision (Results of a Successful Mission)**

### **Equity:**

1. Striving for social and environmental justice
2. Listening to those directly affected by inequity
3. Striving for respect and the understanding of all people

### **Empowerment:**

1. Developing student organizers and leaders
2. Providing tools for institutional and policy changes
3. Offering spaces for group and individual empowerment

### **Well-being:**

1. Enhancing the livelihood and academic success of the student body
2. Fostering support for personal and com

## **Section D: Commitments**

We as A.S. Board Members will be held accountable to the following commitments:

1. I will take full accountability for the impact of my actions or inactions.
2. I will do my best to become aware of my own biases by understanding them and critically thinking about their impact on myself and others.
3. I will listen to the people who are impacted by inequity and injustice before trying to implement policies that may adversely affect them.
4. I will research systems of inequities and injustice, and then invite those who are impacted by inequity and injustice to provide their insight so that I may develop my understandings, and allow myself to be educated in order to better formulate policy.
5. I will strive to be honest in my actions.
6. I will dedicate myself to the preservation and the well-being of all life.
7. I will be personally accountable for my own well-being.
8. I will welcome the responsibility to transform systems so that they are equitable for all beings.

9. I will choose to be the change I want to see in this world, working to free myself from the negative influences of fear, pain, victimhood, inadequacy and other perceptions that are obstacles to achieving my goals.
10. I will pursue active involvement to improve the livelihood of individuals alive today and those yet to come.
11. I will hold myself personally responsible for these values so that all lives are respected and given an opportunity to thrive.

**Section E: Membership**

Any person duly registered as a student of Humboldt State University, and who has paid the required membership fee shall be a member of the Association.

**ARTICLE II**  
**Definition of the Term “Officer”, Officer Liability,**  
**Vacancies and Succession**

**Section A: Definition of the Term “Officer”**

An officer shall be any office holder elected by the Association membership and/or approved by the Associated Students Board of Directors, hereinafter referred to as the A.S. Board of Directors.

**Section B: Officer Liability**

Any officer of the Association who violates the Association Constitution or Code may, after due process, be subject to one of the following sanctions:

1. Censure: A verbal warning/reprimand expressing disapproval of the actions of the officer concerned.
2. Probation: Placing the officer in question under the scrutiny of the A.S. Board of Directors and warning the officer that further misconduct may result in suspension or removal. The officer will retain his/her voting and participation rights. The term of probation to be set by the A.S. Board of Directors in each particular case.
3. Suspension: Removal from office for a period of time to be set in each case.
4. Expulsion: Permanent removal from office.

**Section C: Vacancies and Succession**

1. Vacancy: Should a vacancy occur in any elected office other than the Presidency, the President shall appoint, with the approval of the A.S. Board of Directors. All approved appointments shall terminate at the end of the vacant seat's term.

2. Succession: Should a vacancy occur in the Presidency, the Administrative Vice President shall succeed to the office. Should the Presidency and the Administrative Vice Presidency be simultaneously vacant, the Legislative Vice President shall appoint replacements to assume the duties of those offices. These appointments shall be approved by the A.S. Board of Directors.

### **ARTICLE III**

#### **Composition of the A.S. Board of Directors**

**Section A: A.S. Board of Directors**

The A.S. Board of Directors shall be the sole governing body of the Associated Students.

**Section B: Composition of the A.S. Board of Directors**

Voting members of the A.S. Board of Directors shall be the Executive Officers and Representatives as determined below:

1. Voting Members:

- a. President,
- b. Administrative Vice President,
- c. Legislative Vice President,
- d. Student Affairs Vice President,
- e. Environmental Sustainability Officer
- f. Social Justice and Equity Officer
- g. Two (2) college-specific representatives from each college,
- h. Two (2) at-large representatives, and
- i. One (1) graduate student representative,
- j. There are a total of 15 directors of the A.S. Board of Directors

**Section C: Board of Directors Advisors**

1. Nonvoting Advisors shall consist of:

- a. Executive Director of the Associated Students
- b. Vice President of Enrollment Management and Student Affairs
- c. External Affairs Representative
- d. Public Relations Officer
- e. *ASPresents* Representative

### **ARTICLE IV**

#### **Executive Officers**

**Section A:** The Executive Officers of the Board of Directors shall be the:

1. President

2. Administrative Vice President
3. Legislative Vice President
4. Student Affairs Vice President
5. Environmental Sustainability Officer
6. Social Justice and Equity Officer
7. *ASPresents* Representative

**Section B:** Powers and Duties of the Executive Officers

1. President: The President shall be the chief executive officer of the Association elected by the Association membership.
  - a. Serves as the official representative of the Association.
  - b. May propose legislation to the A.S. Board of Directors.
  - c. Chairs the Executive Committee.
  - d. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - e. Serves as a member of the A.S. Board of Directors.
  - f. Vote on actions or decisions taken by the A.S. Board of Directors.
2. Legislative Vice President: The Legislative Vice President shall be the chief legislative assistant to the President.
  - a. The Legislative Vice President shall chair the A.S. Board of Directors and may vote on actions or decisions taken by the A.S. Board of Directors when such a vote will affect the outcome.
  - b. The Legislative Vice President shall be responsible to receive information from Associated Students committee appointments.
  - c. The Legislative Vice President shall be responsible for the maintenance of and adherence to the Associated Students Code.
  - d. The Legislative Vice President shall sit on the Executive Committee.
  - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - f. Serves as a member of the A.S. Board of Directors.
3. Administrative Vice President: The Administrative Vice President shall be the chief financial assistant to the President.
  - a. The Administrative Vice President shall chair the Board of Finance.
  - b. The Administrative Vice President shall be the chief fiscal advisor to the President and the A.S. Board of Directors.
  - c. The Administrative Vice President shall assume the duties of the President during the President's absence.
  - d. The Administrative Vice President shall sit on the Executive Committee.
  - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.

- f. Serves as a member of the A.S. Board of Directors.
  - g. Vote on actions or decisions taken by the A.S. Board of Directors.
4. Student Affairs Vice President: The Student Affairs Vice President shall be the chief advisor on student affairs to the President.
- a. The Student Affairs Vice President shall chair the Associated Students Student Affairs Committee.
  - b. The Student Affairs Vice President shall sit on the University Center Board of Directors.
  - c. The Student Affairs Vice President shall sit on the Student Affairs Directors Committee.
  - d. The Student Affairs Vice President shall sit on the Executive Committee.
  - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - f. Serves as a member of the A.S. Board of Directors.
  - g. Vote on actions or decisions taken by the A.S. Board of Directors.
5. Environmental Sustainability Officer: The Environmental Sustainability Officer shall be the chief advisor on sustainability.
- a. The Environmental Sustainability Officer shall chair the Earth Week Planning Committee.
  - b. The Environmental Sustainability Officer shall be the chief sustainability advisor to the President and the A.S. Board of Directors.
  - c. The Environmental Sustainability Officer shall sit on the Humboldt Energy Independence Fund.
  - d. The Environmental Sustainability Officer shall sit on the President's Advisory Committee on Sustainability.
  - e. The Environmental Sustainability Officer shall sit on the Executive Committee.
  - f. The Environmental Sustainability Officer shall sit on any committee rooted in environmental sustainability.
  - g. Serves as a member of the A.S. Board of Directors.
  - h. Vote on actions or decisions taken by the A.S. Board of Directors.
6. Social Justice and Equity Officer: The Social Justice and Equity Officer shall be the chief advisor on diversity and equity.
- a. The Social Justice and Equity Officer shall sit on the Diversity and Inclusion Campus Advisory Board of Directors,
  - b. The Social Justice and Equity Officer shall sit on the Diversity Program Funding Committee,
  - c. The Social Justice and Equity Officer shall sit on the Services to Students with Disabilities Advisory Committee,

- d. The Social Justice and Equity Officer shall sit on the A.S. Executive Committee,
  - e. Any future committee directly pertaining to diversity and/or inclusion
  - f. Serves as a member of the A.S. Board of Directors.
  - g. Vote on actions or decisions taken by the A.S. Board of Directors.
7. *ASPresents* Representative serve as the spokesperson of the *ASPresents* and work in conjunction with the CenterArts Program Coordinator in planning, implementation, and evaluation of programs
- a. The *ASPresents* Representative shall chair the *ASPresents* Committee.
  - b. The *ASPresents* Representative shall sit on the Executive Committee.
  - c. Serves as a member of the A.S. Board of Directors.
  - d. Vote on actions or decisions taken by the A.S. Board of Directors.

## **ARTICLE V**

### **Representatives**

- Section A:** The Associated Students Board of Directors (A.S. Board of Directors) representatives shall be elected by the Association membership.
- Section B:** Membership: Membership on the A.S. Board of Directors shall consist of college-specific representatives, two at-large representatives and one graduate student representative.
- Section C:** Powers and Duties of the Associated Students Board of Directors:
- 1. To formulate the Association's Rules, Regulations and Policies, as detailed in the Associated Students Code and other policy papers.
  - 2. Vote on actions or decisions taken by the A.S. Board of Directors.
  - 3. To make appropriations from the treasury of the Association.
  - 4. To approve standing rules of the Board of Directors and meeting calendar.
  - 5. To establish the amount of the Association's membership fee with the approval of its membership voting on this issue in an election.
  - 6. To impeach any officer of the Association.
  - 7. To call special elections.
  - 8. To place legislative initiatives on the ballot by majority vote.
  - 9. To elect a Vice Chair from its membership.



10. To maintain written records of the A.S. Board of Directors proceedings which shall be posted for the benefit of the members of the Association.
11. To promote the use and development of programs funded by the Association.
12. To approve the annual budget.
13. To monitor and evaluate budgets of and services offered by the organizations funded by the Association.
14. To approve Executive Officer appointments by a 2/3 vote.
15. To create committees and ad-hoc committees, and to empower those committees to accomplish goals set by the Board of Directors.
16. To ratify the results of the Associated Students Elections.

**Section D:** Chair of the Associated Students Board of Directors

1. The presiding officer of the A.S. Board of Directors shall be the Legislative Vice President.
2. Powers and Duties of the Chair:
  - a. Calls and presides at meetings of the A.S. Board of Directors.
  - b. May vote on actions or decisions taken by the A.S. Board of Directors when such a vote will affect the outcome.
  - c. Nominates two members of the Board of Directors to be seated on the Associated Students Board of Finance.

**ARTICLE VI**  
**Term of Office**

**Section A:** All executive officer and representatives shall be elected during the Spring Semester, shall assume office at the last regularly scheduled A.S. Board of Directors meeting of the Academic year, and shall serve until the last regularly scheduled A.S. Board of Directors meeting of the following year.

**ARTICLE VII**  
**Meetings**

**Section A:** The Associated Students of Humboldt State University shall conduct its business in public meetings in accordance with the Gloria Romero Open Meetings Act of 2000. All meetings of the A.S. Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the A.S. Board of

Directors, except as provided in the Gloria Romero Open Meeting Act of 2000. (AB 1837, Romero. California State University: Student body organizations: Gloria Romero Open Meetings Act of 2000.).

**Section B:** Meetings shall be conducted as outlined in Government Code, Section 10.

**Section C:** The A.S. Board of Directors shall annually establish with its Standing Rules the date, time and locations for holding regular meetings.

## **ARTICLE VIII Budget**

**Section A: Board of Finance**

The sole responsibility for presenting the A.S. Board of Directors with a preliminary budget shall reside with the Board of Finance.

**Section B: Membership**

The Board of Finance shall consist of the Administrative Vice President, who shall act as the presiding officer; the President of the Association; a member of the Association, appointed by the President; two members of the A.S. Board of Directors, appointed by the Legislative Vice President; and the Executive Director of the Association (Advisor).

**Section C: Procedure in the Formulation of the Budget**

1. The Board of Finance shall require each program to submit a budget request.
2. The Board of Finance shall hold public hearings of programs identified by the Board of Finance. The program shall be notified of the date, time, and place of said hearing.
3. The Board of Finance shall submit a preliminary budget to the A.S. Board of Directors at least one month prior to the last regularly scheduled A.S. Board of Directors meeting of the academic year.
4. The A.S. Board of Directors shall approve a final budget no later than the next to last regularly scheduled meeting of the academic year.
5. The final budget shall be submitted to the President of the University for review and approval.

## **ARTICLE IX Associated Students Executive Director**

**Section A: Executive Director**

1. The A. S. Board of Directors will arrange for the services of an Executive Director who will be responsible to the Associated Students President for the daily operations of the Association.
2. Contracts: All contracts entered into between the Association and any firm, organization, or person shall be signed by the Executive Director and the director, sponsor, or manager of the activity which is the subject matter of the contract.
3. The Executive Director shall be responsible for the Association's activities during the summer recess. Any monetary or policy decisions that greatly affect the Association may necessitate consultation with the Associated Students Executive Committee.
4. Others: The Executive Director may employ such persons as are deemed necessary for the conduct of the Association's affairs.

## **ARTICLE X**

### **Elections, Elections Commission and Elections Procedures**

#### **Section A: Elections**

There shall be one regular Association election during the academic year.

#### **Section B: Elections Commission**

An Elections Commission shall be appointed to ensure elections conducted by the Association are fair and are operated within the rules established by the A.S. Board of Directors, as detailed in the Associated Students Elections Code. Three members of the Commission shall be appointed by the Associated Students President and two members shall be appointed by the Legislative Vice President.

#### **Section C: Elections Procedures:**

1. Nominations:
  - a. Executive Officers shall be nominated by petitions signed by one-hundred and fifty (150) members of the Association.
  - b. A.S. college-specific representatives shall be nominated by petitions signed by fifty (50) members of the Association within the college they are representing.
  - c. The A.S. At-Large representatives shall be nominated by petition signed by fifty (50) members of the Association.

- d. The Graduate Student representatives shall be nominated by petitions signed by twenty (20) members of the Association who are Graduate Students.
  - e. The Officer of Social Justice and Equity shall be nominated by petitions signed by one hundred (100) members of the Association.
  - f. The Sustainability Officer shall be nominated by petitions signed by one hundred (100) members of the Association.
  - g. *ASPresents* Representative shall be nominated by petitions signed by fifty (50) members of the Association.
2. Petitions for nomination shall be filed with the Elections Commission not less than fourteen (14) calendar days nor more than forty-two (42) calendar days prior to the regular election;
  3. Elections Commission has three (3) school days to rule on the eligibility of a candidate after filing;
  4. Public notice to the effect that nominations are in order shall be posted on official bulletin boards and shall be published in the school newspaper at least forty-two (42) days prior to the election by the Elections Commission.
  5. The Association shall use Ranked Choice Voting to elect Executive Officers. The Association shall use a Plurality based system to elect Board of Directors Representatives.
  6. No member of the Association shall vote for a candidate for representative of a college other than the college in which that member of the Association is enrolled. In the case of persons with more than one major, the person shall have the right to choose from amongst colleges in which that person is enrolled to vote for a college representative candidate. All students may vote for the At-Large Representative(s).

## **ARTICLE XI**

### **Initiatives**

#### **Section A: Initiatives:**

As outlined under the powers and duties of the A.S. Board of Directors, the A.S. Board of Directors can initiate measures for the ballot. The Association membership shall also have the power to initiate legislation by means of a written petition to the A.S. Board of Directors, which has been signed by ten percent (10%) of the current members of the Association.

**Section B:** The Initiative process shall be conducted as outlined in Elections Code, Section 18.

## **ARTICLE XII**

### **Recalls**

**Section A: Recall:**

Any elected officer or representative of the Association may be subject to recall by a petition containing a specific statement of the reasons for the proposed removal. Such petition must be signed by at least ten (10%) percent of the membership of the Association which that officer represents, and then presented to the A.S. Board of Directors.

The Recall process shall be conducted as outlined in Elections Code, Section 19.

## **ARTICLE XIII**

### **Enabling and Amendments**

**Section A: Enabling:**

This Constitution shall become the official governing document of the Association upon ratification by two-thirds (2/3) majority of the Association voting on the issue.

**Section B: Amendments:**

There shall be two methods of proposing an amendment to this constitution.

1. Submission of a petition signed by ten (10) percent of the Association membership to the A.S. Board of Directors. Once validated by the Elections Commission, the Elections Commission will place an amendment before the members. All proposed amendments shall be made public at least fifteen (15) school days before the election. Amendments must then be approved by two-thirds (2/3) of the total votes cast on this issue at any special or regular election held during the Fall or Spring semesters. Ratified amendments shall be incorporated herein.
2. Proposed amendments may be adopted by an affirmative vote of at least two-thirds (2/3) of A.S. Board of Directors. A vote of A.S. Board of Directors will amend the constitution, except as noted below.
  - a. Any provision recommending a change in the fee.
  - b. Any provision altering the term of an executive officer or Board of Directors member.
  - c. Any provision altering membership.

## **ARTICLE XIV**

### **Indemnification**

**Section A:** The Associated Students shall defend any officer, representative, advisor or employee of the Corporation to the extent permissible under the Corporations Code and other applicable law.

The A.S. Government Code works in support of the A.S. Constitution, providing additional direction to the A.S. Board of Directors and Staff for the day-to-day governance and operation of the organization.

## **ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY GOVERNMENT CODE**

### **GOVERNMENT CODE INDEX**

SECTION 1)	A.S. Executive Officers Powers and Duties
SECTION 2)	A.S. Board of Directors
SECTION 3)	A.S. Board of Directors Representatives Powers and Duties
SECTION 4)	A.S. Vice-President and Board of Directors Vacancies
SECTION 5)	Executive Officer Appointments to A.S. Vice-President and Board of Directors Vacancies
SECTION 6)	Non Compensatory Stipends
SECTION 7)	Executive Officer Appointments to Committees, Boards, and Student Board of Directors Advisors
SECTION 8)	Attendance Policy and Point Violation
SECTION 9)	Articles of Impeachment
SECTION 10)	Impeachment Proceedings
SECTION 11)	Meetings
SECTION 12)	Format of Legislation
SECTION 13)	Method of Legislation
SECTION 14)	Effective Date of Legislation
SECTION 15)	Resolutions and Proclamations

**ASSOCIATED STUDENT OF HUMBOLDT STATE UNIVERSITY  
GOVERNMENT CODE**

**Section 1                   A.S. Executive Officers Powers and Duties**

- 1.01           President: as per Article IV, Section B, 1. of the A. S. Constitution. (12/11)
- 1.02           Legislative Vice President: as per Article IV, Section B, 2 and Article V, Section D of the A.S. Constitution. (12/11)
- 1.03           Administrative Vice President: as per Article IV, Section B, 3 of the A.S. Constitution. (12/11)
- 1.04           Student Affairs Vice President: as per Article IV, Section B, 4 of the A.S. Constitution. (12/11)
- 1.05           An A.S. Executive Officer listed in Section 1 may not be employed in any A.S. funded and/or operated program. An Executive Officer in this situation must terminate employment with that program or resign his/her seat on the Board of Directors. (4/15)

**Section 2                   A.S. Board of Directors**

- 2.01           The A.S. Board of Directors shall be the sole governing body of the A.S. (12/11)
- 2.02           Composition of the A.S. Board of Directors shall be as determined in Article III, Section B of the A.S. Constitution. (12/11)
- 2.03           The A.S. Board of Directors shall adjudicate all matters brought before it on behalf of the A.S. (12/11)
- 2.04           Written Reports: Members and student advisors of the A.S. Board of Directors will provide written reports prior to each A.S. Board of Directors meeting. These reports shall be attached to the aforementioned meeting's minutes. Written reports must detail each of the following:
  - a.           The program the member serves as liaison to and any Interactions the member had with their respective program.
  - b.           The committees, sub-boards, and boards which that member serves on and any interactions the member had with their respective bodies.



- c. A.S. Board of Directors work conducted during member's office hours. (4/15)

2.05 The A.S. Board of Directors, with guidance from the Legislative Vice President, shall establish and maintain guidelines and procedures for hearing cases brought before the Board of Directors. (12/11)

**Section 3            A. S. Board of Directors Representative Powers and Duties**

3.01 As per Article V, Section C of the A.S. Constitution. (12/11)

3.02 It is the responsibility of all members of the A.S. Board of Directors to attend all regular and special meetings of Board of Directors; and all meetings of the committees of which they are a member. (12/11)

3.03 Establish a minimum of two (2) office hours per week to be posted outside the Board of Directors' general office. (12/11)

3.04 Each representative shall serve on at least one (1) A.S. Committee or University Committee. (12/11)

3.05 A representative shall not sit on more than two (2) committees unless approved by unanimous consent of the Executive Committee for each additional committee. (This does not preclude Board Members from attending and participating in more than two (2) committees' meetings and functions as an interested Student-at-Large). (12/11)

3.06 Each Board Member shall serve as a liaison to at least one (1) program area funded through the A.S. budget. Liaisons shall evaluate their programs in terms of financial need, effectiveness and demand for services. Liaisons shall attend the Board of Finance budget hearings for their specific programs and, upon request of the Board of Finance, assist in determining the appropriate level of A.S. funding and the need for descriptive budget language. (12/11)

3.07 Each Board Member shall be responsible for attending each semester retreat and orientation. (12/11)

3.08 College representatives shall facilitate a College meeting, open to all students, faculty, and Dean within their respective Colleges. The purpose of this committee is to function as a line of

communication between students of each major within the college, their representative Board Members and their Dean. The Board of Directors Representative shall host their respective meetings that meet no less than once a semester during the Fall and Spring terms. (12/11)

3.09 In consultation with the A.S. President, one of the representatives shall serve as the liaison to the Resident Housing Association (RHA). This shall substitute for the duty as outlined in section 3.06 above which requires representatives to be a liaison to at least one (1) program area funded through the A.S. budget. The RHA liaison is encouraged to attend at least two RHA meetings each semester. (12/11)

3.10 The A.S. Board of Directors may submit brief bi monthly reports to the Legislative Vice President. The Legislative Vice President shall be responsible for cataloguing the reports to be archived in both the A.S. Office and the HSU Library Humboldt Room. (2/14)

#### **Section 4**

##### **A.S. Vice-President and Board of Directors Vacancies**

4.01 As per Elections Code Section 13.10, if there is no candidate for an Association Office in an election, the vacancy shall be filled by an individual nominated by the President and approved by a two-thirds (2/3) vote of the Board of Directors. To be eligible for appointment to any vacant office, the candidate must meet the same qualifications as set forth in the Elections Code. (12/11)

4.02 In the event of a vacancy in a Vice President or an A.S. Board of Directors position, that vacancy shall also be filled by appointment as outlined in Section 4.01 above. All other requirements for Vice-President and A.S. Board of Directors positions shall apply. (12/11)

#### **Section 5**

##### **Executive Officer Appointments to A.S. Vice-President and Board of Directors Vacancies**

5.01 The purpose of this section is to ensure that the A.S. are informed whenever there exists an opportunity for members to participate in the decision-making process and further, to insure that the Board of Directors is well informed as to the qualifications of Presidential and Vice Presidential appointees. (12/11)

5.02 Prior to any A.S. Vice President or Board of Directors position

appointment being made, an announcement of the vacancy shall be made to the A.S. Vacancies shall be announced in the Lumberjack Newspaper at least 5 days prior to the meeting at which the appointment will be recommended. (12/11)

5.03 Appointees shall appear before the Board of Directors on the date of their appointment. (12/11)

5.04 All Executive Officer appointment recommendations must be approved by a two-thirds (2/3) vote of Board of Directors. (12/11)

5.05 All appointment candidates for A.S. Board of Directors positions, voting or non-voting, are required to submit a resume and cover letter to the A.S. as a condition of candidacy. (12/13)

## **Section 6 Non Compensatory Stipends**

6.01 Stipend Criteria: Members of the A.S. Board of Directors as defined in A.S. Constitution, Article III, Composition of the A.S. Board of Directors, Section B shall receive A.S. Board of Directors Stipends:

- a. President
  - b. Administrative Vice President
  - c. Legislative Vice President
  - d. Student Affairs Vice President
  - e. Two (2) college-specific representatives from each college
  - f. Two (2) at large representatives
  - g. One (1) graduate student representative
  - h. Environmental Sustainability Officer
  - i. Social Justice and Equity Officer
  - j. External Affairs Representative
  - k. A.S. Presents Representative
  - l. Public Relations Officer
- (9/19)

6.02 The A.S. of Humboldt State University shall follow the guidelines from the "HSU Executive Memorandum P13-01, Minimum Qualifications For Student Office Holders". (3/15)

6.03 Stipends will be awarded per semester (Fall and Spring) based on a percentage of the estimated cost of resident undergraduate tuition and fees as published by the Humboldt State University Financial Aid Office. Adjustments to student fees that are put into effect after the approval of the A.S. annual budget will not

be considered until the following fiscal year. Each stipend amount is rounded to the nearest dollar. The percentage of the "estimated cost of tuition and fees" shall be awarded in the following amounts:

- a. President - 95%
- b. Administrative Vice President, Legislative Vice President, Student Affairs Vice President, External Affairs Representative, Environmental Sustainability Officer, Social Justice and Equity Officer, A.S. Presents Representative, Public Relations Officer - 30%
- c. College-specific representatives from each college, At-Large representatives, Graduate student representative -25%. (9/19)

<b>Section 7</b>	<b>Executive Officer Appointments to Committees, Boards and Student Board of Directors Advisors.</b>
7.01	Descriptions, responsibilities and student appointments to A.S., University and auxiliary committees and boards are outlined in the Committee Structure Handbook. The Committee Structure Handbook shall be the governing document for this section of the A.S. Government Code. (12/11)
7.02	Recommendation for appointment to an A.S., University, and/or auxiliary committee or board shall be made by the appropriate Executive Officer as outlined in the Committee Structure Handbook. (12/11)
7.03	All committee appointees are required to be present at the A.S. Board of Directors meeting at the time they are nominated. This attendance requirement may be suspended by a two-thirds (2/3) vote of Board of Directors. (12/11)
7.04	All Executive Officer appointment recommendations must be approved by a two-thirds (2/3) vote of Board of Directors. (12/11)
7.05	A.S. Executives listed as members of a committee may decide to delegate that responsibility. If an Executive decides to do so, the nominated designee must be approved by a two-thirds (2/3) vote of Board of Directors. (12/11)
7.06	All committee appointments must meet the "Minimum Qualifications for Office Holders" and submit a committee application to the A.S. as a condition of candidacy. A copy of the

applicant's committee application must also be attached to the upcoming meeting agenda. (4/17)

- 7.07 When a new committee is formed, the A.S. President shall recommend to the A.S. Board of Directors which Executive Officer shall be assigned the appointment(s). All new committee assignments shall be approved by a simple majority vote of Board of Directors. (12/11)
- 7.08 Upon the recommendation of the appointing Executive Officer and approval by a two-thirds (2/3) vote of the A.S. Board of Directors, any committee appointment previously approved by the A.S. Board of Directors shall be rescinded. This action shall occur during the "Appointments" section on the agenda. (12/11)
- 7.09 If at any time it becomes apparent that a committee, whose make-up consists solely of A.S. appointments, needs to expand its membership, the A.S. Board of Directors may expand said committee by direct appointment to that committee. A majority vote will expand the committee. (12/11)
- 7.10 Duties and responsibilities of students serving as Board of Directors Advisors (External Affairs Representative and Public Relations Officer) are outlined in the Administrative Code Sections 4, 5 and 6. These positions shall be nominated by the A.S. President and approved by a two-thirds (2/3) vote of Board of Directors. (9/19)
- 7.11 Upon the written recommendation of the A.S. President and the majority of the voting members of the Executive Committee, any student serving as a Board of Directors Advisor may be removed from their appointment for failing to carry out the duties of their position. This action shall occur during the "Old Business" section on the agenda and must be approved by a two-thirds (2/3) vote of the A.S. Board of Directors. (12/11)

## **Section 8**

### **Attendance Policy and Point Violation**

#### **8.01**

Orientations/Retreats; Failure to attend each semester retreat, unless excused by the Legislative Vice President for circumstances beyond the control of the Board Member, will result in a reprimand by the Legislative Vice President, to be entered into the Board Member's official record, and the levying of a one (1) point violation against the Board Member for each day absent. (12/11)

- 8.02 Office Hours; With no prior notice given the Legislative Vice President, except in cases of emergency, a Board Member failing to hold scheduled office hours will be assessed a 1/2 point violation for every one (1) hour missed. (12/11)
- 8.03 Board of Directors Meetings; With no prior notice given the Legislative Vice President or the Chair of a committee, except in cases of emergency, an absence from a scheduled Board of Directors meeting or committee meeting shall constitute a one (1) point violation. (12/11)
- 8.04 Filing Reports: If a Board Member fails to file a written report prior to the A.S. Board of Directors Meeting, the Board Member will be assessed a one half (1/2) point violation and an A.S. Executive member will be assessed a one point violation. (4/15)
- 8.05 Late arrival and/or early departure; With no prior notice given the Legislative Vice President, except in cases of emergency, a member being fifteen (15) minutes late for a scheduled meeting or leaving a meeting thirty (30) minutes before the adjournment will be assessed a one-half (1/2) point violation. (12/11)
- 8.06 At such times as the Legislative Vice President is aware of three (3) absences (three points of violation) in one semester, the terms of impeachment may be prepared and referred to Board of Directors. Board of Directors shall be informed of this action in the Legislative Vice President's report immediately following awareness of the violation. Prior written notice to the Legislative Vice President or serious compelling reasons may be considered a mitigating factor when reviewing grounds for impeachment. (12/11)
- 8.07 The Legislative Vice President, at the beginning of each semester, will inform the Board of Directors of the attendance and point violation policy established in this Code Section. (12/11)

## **Section 9 Articles of Impeachment**

- 9.01 Any Executive Officer or Board of Directors Representative of the A.S. may be impeached from office for failing to carry out the duties of their office as stipulated in the A.S. Constitution or Codes. (12/11)

- 9.02 After due process, Executive Officers may be impeached from office for:
- a. Neglecting duties as outlined in the Constitution of Codes;
  - b. Upon accumulation of three (3) points of violations for absences in a semester;
  - c. continuous failure to attend Board of Directors meetings;
  - d. continuous failure to report to Board of Directors;
  - e. continuous misuse of executive power;
  - f. overstepping the bounds of their office without the advice or consent of Board of Directors;
  - g. continuous failure to file written reports;
  - h. continuous failure to attend assigned committee meetings;
  - i. failure to maintain regular office hours;
  - j. undue interference in Board of Directors' implementing its decisions; or
  - k. Excess frivolity, disinterest or lack of participation in Board of Directors responsibility may be grounds for impeachment. (4/15)

- 9.03 After due process, Board of Directors Representatives may be impeached from office for:
- a. Neglecting duties as outlined in the Constitution or Codes;
  - b. failure to adhere to specific responsibilities stipulated in Section 3 of the A.S. Government Code;
  - c. upon accumulation of three (3) points of violations for absences in a semester;
  - d. continuous failure to report at meetings;
  - e. continuous failure to file written reports;
  - f. failure to represent their respective constituency; or
  - g. Excess frivolity, disinterest or lack of participation in Board of Directors responsibility may be grounds for impeachment. (4/15)

## **Section 10 Impeachment Proceedings**

- 10.01 A minimum of one third (1/3) of the A.S. Board of Directors must petition the Legislative Vice President to draft Articles of Impeachment. (4/15)
- 10.02 A request to impeach an A.S. Board Member shall include the citation of at least one of the duties included in Section 8, Articles of Impeachment. (12/11)

- 10.03 If the Legislative Vice President is impeached, this role is assumed by the Vice Chair of the A.S. Board of Directors. (12/11)
- 10.04 The Legislative Vice President will coordinate drafting Articles of Impeachment with a minimum of two other (2) Officers or Representatives. The Articles of Impeachment must also include the recommended sanction as outlined in the A.S. Constitution, Article II, Section B, Officer Liability. (12/11)
- 10.05 All members drafting the Articles of Impeachment must be in accordance. (12/11)
- 10.06 The Legislative Vice President shall call a Special Meeting at least 72 hours in advance to review and approve the recommended Articles of Impeachment and recommended sanction as applicable in the A.S. Constitution. (12/11)
- 10.07 The accused must be notified, in writing, at least 120 hours prior to the date of the impeachment proceeding meeting. (12/11)
- 10.08 A.S. Board Members must receive, in writing, the Articles of Impeachment at least 72 hours prior to the date of the impeachment proceeding meeting. (12/11)
- 10.09 The accused shall have access to all pertinent information. (12/11)
- 10.10 The accused may resign her/his office any time before or as the impeachment proceedings commence. (12/11)
- 10.11 Above all else, the accused rights must always be maintained. (12/11)
- 10.12 The Legislative Vice President shall preside over impeachment proceedings (except as noted in Section 10.03). (12/11)
- 10.13 Testimony may be given orally or in writing. Only relevant information will be admissible. (12/11)
- 10.14 The member will be subject to sanctions as stipulated by Board of Directors. Impeachment sanctions will be either censure, probation, suspension or expulsion as defined by Article II, B, of the A.S. Constitution. (12/11)



- 10.15 Impeachment sanctions must approved by two-thirds (2/3) vote of the Board of Directors. (12/11)

**Section 11 Meetings**

- 11.01 The A.S. of Humboldt State University shall conduct its business in public meetings in accordance with the Gloria Romero Open Meetings Act of 2000. All meetings of the A.S. Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the A.S. Board of Directors, except as provided in the Gloria Romero Open Meeting Act of 2000. (AB 1837, Romero. California State University: Student body organizations: Gloria Romero Open Meetings Act of 2000.) (12/11)
- 11.02 A quorum shall be present at all regular and special meetings for the official transaction of business. (12/11)
- 11.03 11.03 Quorum for the A.S. Board of Directors shall be a simple majority of its filled positions to transact business. The Legislative Vice President is counted in computing a quorum. Vacant positions will not be counted in determining quorum. (12/11)
- 11.04 A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of a Board Member, if any action taken is approved by at least a majority of the required quorum for that meeting, except as otherwise provided in this code or constitution. (12/11)
- 11.05 At least 72 hours before a regular meeting, an agenda shall be posted containing a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. No action or discussion shall be undertaken on any item not appearing on the posted agenda except for conditions authorized by subdivision (c) of Section 89305.5. (12/11)
- 11.06 All Board of Directors meetings shall be conducted in accordance with the Standing Rules adopted by the Board of Directors. (12/11)
- 11.07 Proxies and proxy voting will not be allowed. (12/11)

- 11.08 Special Meetings: A special meeting may be called at any time by the Legislative Vice President, or by a majority of the membership of A.S. Board of Directors by providing appropriate written notice. (12/11)
- 11.09 The call and notice shall be posted at least 24 hours prior to the special meeting. No other business than what is posted shall be considered at these meetings. (12/11)
- 11.10 Closed session: The Board of Directors may hold closed sessions under the circumstances authorized in Section 89307 of the Gloria Romero Open Meetings Act. (12/11)
- 11.11 Prior to holding a closed session, the Legislative Vice President shall state on the agenda or publicly announce and identify the provision of the section that authorizes the closed session. (12/11)
- 11.12 Prior to holding a closed session, the Legislative Vice President shall disclose, in an open meeting, the item or items to be discussed in closed session. Only those matters covered in this statement may be considered. (12/11)
- 11.13 Board of Directors may move into closed session only with approval by a majority of the Board of Directors. (12/11)
- 11.14 During closed session, only members of the A.S. Board of Directors and Executive Officers may be present. Other individuals may be invited to attend upon a specific motion by Board of Directors. (12/11)
- 11.15 After any closed session, Board of Directors shall reconvene into open session prior to adjournment, and shall make any disclosures required by Section 89307, subdivision (d) of action taken in closed session. (12/11)
- 11.16 Each member of Board of Directors who attends a meeting where an action is taken in violation of any provision of the Gloria Romero Open Meetings Act is guilty of a misdemeanor. (12/11)

**Section 12** **Format of Legislation**

- 12.01 Legislation shall be defined as any Act of the A.S. Board of Directors, other than appropriations, which makes a

commitment for the A.S., or establishes, amends, or repeals a policy of one or more sections of the A.S. Constitution or Code. (12/11)

12.02 All legislation shall be titled: “An Act (followed by a brief description thereof).” (12/11)

12.03 All legislation shall contain the following enacting clause: “Be it enacted by the A.S. Board of Directors ...”. (12/11)

12.04 All Acts shall state that portion of the A.S. Constitution or Code to be amended, added or repealed. (12/11)

### **Section 13 Method of Legislation**

13.01 All New Business (proposed legislation, resolutions, etc.) shall be submitted in writing to the A.S. Board of Directors Coordinator by 5:00 p.m. at least 5 calendar days in advance of the meeting it is on the agenda. The A.S. Board of Director Coordinator will distribute the proposed items to each member of the Board of Directors, the Executive Officers, and the Executive Director. (1/17)

13.02 First and Second Reading Rule: Prior to taking action on A.S. Board of Directors Legislation, Resolutions or Proclamations, a first and second reading of the proposal is required to occur at separate Board of Directors meetings, unless the Board of Directors approves a waiver vote as outline below:

a. The A.S. Board of Directors may waive the second reading requirement by a two-thirds (2/3) waiver vote of Board Members present. If the waiver vote is approved, the Board of Directors may proceed to vote on the main motion. If the waiver vote fails, a second reading shall be required.

b. A waiver vote shall be placed on the A.S. Board of Directors meeting agenda at the request of the author. (4/15)

13.03 No action may be taken on any issue of legislation until that issue has been publicly posted for at least 72 hours before a regular meeting. (12/11)

13.04 All proposed legislation, when presented, shall meet one of the

following criteria in order to be introduced:

- a. include the signatures of at least two (2) Board Members as co-authors, or;
- b. sponsored by the Executive Committee; or
- c. be accompanied by a petition signed by not less than ten (10) Students-at-large of Humboldt State University. The petition must include printed names, campus I. D. numbers, and signatures. (12/11)

## **Section 14**

### **Effective Date of Legislation**

14.01

All Acts and appropriations shall become effective on the date of passage unless otherwise stipulated by Board of Directors. (12/11)

## **Section 15**

### **Resolutions and Proclamations**

15.01

Resolutions are statements of position on a particular issue by the A.S. Board of Directors, acting as representatives of the students of Humboldt State University. (12/11)

15.02

A proclamation shall be a decree by the President of the A.S. officially commending and/or recognizing the action(s) of an individual, group or club, or announcing special events of concern to Humboldt State University students. (12/11)

15.03

All approved resolutions are to be signed and dated by the Legislative Vice President, the Author(s), and by the President of the A.S., if she/he supports the resolution. (12/11)

15.04

Resolutions shall be forwarded by the A.S. Board of Directors Coordinator to all parties of interest, within reason, as designated by the Author(s). (1/17)

15.05

All resolutions shall contain the following resolve clause: "Be it resolved by the members of the A.S. Board of Directors ..."  
(12/11)

15.06

No action may be taken on any resolution unless that resolution has been publicly posted for at least 72 hours before a regular meeting. (12/11)

15.07

All resolutions, when presented, shall be dated and shall meet one of the following criteria in order to be introduced:  
a. include the signatures of at least two (2) Board Members as co-authors, or;

- b. be accompanied by a petition signed by not less than ten (10) Students-at-Large of Humboldt State University. This petition must include printed names, campus I. D. numbers, and signatures. (12/11)

## II. Announcements

## III. Adjournment

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Casey Park, A.S. Board Coordinator, at [casey@humboldt.edu](mailto:casey@humboldt.edu) or call (707) 826-4221. Some accommodations may take up to several weeks to arrange.

Section: **Policy Statement - Fiscal**

Subject: **Asset Capitalization Policy**

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**Purpose:** To provide guidance to the capitalization of Associated Students Equipment, Improvements and Additions, Buildings and Intangible Property purchased with Associated Students funds

**New/Revised:** **November 5, 2001**

**Council Adoption Date:** **December 11, 2000**

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## **I. Policy**

It is the policy of the Associated Students Council that the Associated Students maintain accurate records of all capital assets purchased with Associated Students funds and conduct an annual physical inventory count to assure safekeeping of assets.

## **II. Classification of Assets**

### **A. Equipment**

1. Equipment is defined as tangible, non-consumable personal property which meets each of the following four requirements:
  - a. Has a normal useful life of at least one year.
  - b. Is not permanently attached to or incorporated in Associated Students buildings and/or grounds.
  - c. Has a unit acquisition cost of \$2,500. Cost includes the purchase price plus all costs to acquire, install and prepare equipment for intended use.
  - d. Used to conduct Associated Students business.
2. Sensitive property, which is defined as any highly desirable and portable item (e.g., personal computer, equipment, calculators, cameras, etc.), may not meet the minimum cost criteria above, however it will be recorded with capital equipment if purchase price has a value of at least \$1,000.

B. Improvements and Additions other than Buildings

1. Improvements ordinarily do not increase the physical size of the asset; instead they make the asset better than its previous condition. An example of an improvement is a remodeling project. Additions are extensions of existing units.
2. Improvements and Additions will be capitalized when all three of the following requirements are met:
  - a. Have a normal useful life of at least one year.
  - b. Have an acquisition cost of at least \$5,000.
  - c. Used to conduct Associated Students business.

C. Buildings

1. Buildings are structures which provide workplace, storage space, or are used in some other way for Associated Students activities. Capitalized building costs include the purchase price plus all costs incurred to put the building in condition for its intended use.
2. The same requirements must be met as listed for improvements.

D. Intangible Property

1. Intangibles are property which lack physical substance but give valuable right to the owner. Examples of intangible property include patents, copyrights, leases, and electronic data processing software.
2. The cost of intangible property will be capitalized when all three of the following requirements are met:
  - a. Have an expected useful life of at least one year.
  - b. Have an acquisition cost of at least \$5,000.
  - c. Used to conduct Associated Students business.



Section: **Policy Statement - Fiscal**

Subject: **Travel Policy**

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**Purpose:** To establish guidelines for travel on Associated Students business.

**New/Revised:** January 22, 2007

**Council Adoption Date:** December 11, 2000

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See following Travel Policy document.

**Name of Procedure/Policy:** TRAVEL POLICY

**Purpose of Policy:** This policy provides guidelines for travel on Associated Students business. This policy is in conformity with federal IRS regulations.

**Date of Effectiveness:** 7/1/2007

**Procedures:**

**A. Travel and Travel Advance:** Information related to the trip dates, purpose, itinerary, etc. must be provided. A copy of the conference agenda, or a detailed schedule of your business plans, must also be attached to your request for reimbursement and per diem. Per diem advances will not be provided more than 10 days prior to a trip unless there are special circumstances. In no case will a per diem advance be provided more than 30 days prior to a trip.

**B. Reimbursement Rates**

**1. Subsistence Allowances (Per Diem for Meals and Incidentals)**

Subsistence allowances will be allowed only when travel related expenses are incurred for a trip 25 miles or more from Arcata. For each complete 24 hour period, the maximum subsistence allowance for meals will be \$41.00:

Breakfast	\$ 9.00
Lunch	\$12.00
Dinner	\$20.00
Total	\$41.00

For travel, which is less than 24 hours in duration or is the first fractional parts of a period of travel or more than 24 hours, the allowances listed above will be allowed provided that:

For Breakfast	Travel begins before 7:00 a.m.
For Lunch	Travel begins before 12:00 p.m.
For Dinner	Travel begins before 6:00 p.m.

For travel, which is the last fractional parts of a period of travel of more than 24 hours, the allowances listed above will be allowed provided that:

For Breakfast	Travel extends past 9:00 a.m.
For Lunch	Travel extends past 2:00 p.m.
For Dinner	Travel extends past 6:00 p.m.

If a conference fee is used to cover any of the above meals, an equivalent amount will be deducted from the maximum allowances. The person traveling may be reimbursed for parking and transportation costs, taxi fares, and business phone calls in addition to per diem providing they have receipts or other documentation.

**2. Lodging**

Actual **original** receipts must be submitted for **all** lodging reimbursements. The actual cost will be reimbursed only if the amount is indicative of a reasonable selection of accommodations where several rates are available.

The Travel Expense Report is used to report actual trip cost, to submit all required receipts, and to receive any needed reimbursement. The Travel Expense Report, along with all required receipts and documentation, shall be submitted to the Business Office within 30 days after the trip.

**3. Travel Advances**

Travel advances may be made with approval by the General Manager. Substantiation for all special advances shall be submitted to the Business Office within 30 days after the trip. In no case may this substantiation occur after 60 days. If this substantiation is not completed within 60 days, any unaccounted for and unreturned advance monies will become taxable income to the employee, and be included on a Form W-2.

**4. Mileage Reimbursement**

Personal vehicles will only be reimbursed for actual gas expenses supported by receipts. Prior approval by the General Manager is required in order to use a personal vehicle.

Section: **Policy Statement - Fiscal**

Subject: **Reserve Policy, Fund Designation and Procedure for Expenditure**

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**Purpose:** The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A. S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A. S. Council may have that falls within the Mission of the Associated Students.

**New/Revised:** November 2, 2015

**Council Adoption Date:** December 11, 2000

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## **I. Fund Designation**

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Council. Operating Reserve, Capital Purchase Reserve, and Special Projects & Facilities Reserve.

Background - The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established by the Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards by the establishment of reserve funds for current operation, capital replacement, and new ventures so as to assure fiscal viability.

**Operating Reserve** is the “savings account” of the Associated Students used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Sources of Funds for Operating Reserve - 80% of the current year excess revenue will be placed annually in the operating reserve.

**Capital Purchases Reserve.** This reserve is established to replace capital inventory as needed. It may also be used to make new acquisitions when deemed appropriate.

Source of Funds for Capital Purchases Reserve - 10% of the current year excess revenue will be placed annually in the capital purchase reserve.

**Special Projects & Facilities Reserve.** This reserve shall be used for the maintenance and improvement of existing facilities or the construction of new facilities.

Source of Funds for Special Project and Facilities Reserve - 10% of the prior year's fund balance will be placed annually in the special projects and facilities reserve.

The maximum amount which should be retained for on-campus reserves combined is up to 30% of current year expenditures.

## **II. Procedure for the Expenditure of A.S. Reserves**

Requests for funds shall be made in writing and shall at a minimum include the following information:

1. Program requesting funds;
2. Complete description of project of item(s) to be purchased;
3. Justification for Associated Students funding (how will students benefit from this expenditure); and
4. Other sources of funding explored and outcome of inquiry.

Each request must be provided to the Administrative Vice President so that the request may be introduced at the next meeting of the Board of Finance.

As the following meeting of the Board of Finance, the request will be considered under old business. A simple majority of committee members may approve the proposal for recommendation to the A.S. Council.

The Board of Finance shall review all requests for expenditures.

A majority vote of the A.S Council shall be required for approval of all allocations of Associated Students funds.

Allocations from any of the reserves also require the approval of the University President (or designee).

The Associated Students of Humboldt State University also seeks to invest reserve funds and any excess funds with the objective of 100% preservation of capital at as high a yield as possible.

Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$5,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$5,000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.



**Section:** Policy Statement – Fiscal

**Subject:** General Investment Policy

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**Purpose:** To provide general guidance relative to the delegation of authority and responsibility and the policies needed.

**Revised:** October 18, 2010

**Council Adoption Date:** December 11, 2000

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**Policy –** It is the policy of the Associated Students that the principle objective of the investment manager shall be to safeguard the principal. The secondary objective shall meet the liquidity need of the Associated Students. The third objective shall be to return an acceptable yield.

Aside from the A. S. fee monies that are on account with the State in the CSU Trust funds and funds needed to maintain current obligations which are kept in commercial banks; management is authorized to establish an account with the Local Agency Investment Fund (LAIF) which is managed by the Treasurer of the State of California. The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A. S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A. S. Council may have that falls within the Mission of the Associated Students.

**Section:**     **Policy Statement - Fiscal**

**Subject:**     **Social Responsibility Policy**

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**Purpose:**     It is recognized that the Associated Students may purchase merchandise from corporations and the policies of such corporations may have impact on the societies of the countries in which they do business.

**New/Revised:**

**Council Adoption Date:**   December 11, 2000

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The Associated Students shall make a good faith effort to invest in and/or purchase from companies that do not discriminate on the basis of race, religion, color, creed, sex or sexual orientation, or which engage in business activities with governments that discriminate. In addition, the Associated Students shall make a concerted effort to purchase only from companies whose merchandise originates from facilities with a commitment to the highest standards of business ethics, regard for human rights, and are environmentally responsible. It shall be the A. S. Council's responsibility to review individual issues and take action as a Council on a case-by-case basis as these issues arise.



**Section:** Policy Statement - Fiscal

**Subject:** Public Relations Expenditure Policy

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**Purpose:** Title 5, 42502(i), requires that governing bodies of auxiliary organizations approve expenditures for public relations or other purposes that serve to augment State subsidies for campus operations. The HSU President shall file with the Chancellor a statement of such policy on accumulation and use of public funds for all auxiliary organizations. The statement will include the policy and procedure on solicitation of funds, the source of funds, the purpose for which the funds will be used, and allowable expenditures and procedures of control.

**New/Revised:** March 8, 2002

**Council Adoption Date:** March 8, 2002

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## **I. Policy**

Expenditures can be made from Associated Students funds for public relations purposes when the activities have a direct benefit upon the interest of the Associated Students. The primary rationale for expenditures must reflect the overall benefit to the Associated Students.

## **II. Definition of Public Relations Expenditures**

Public Relations expenditures are defined as expenses related to the support of University development and fundraising activities. These expenses are typically for goods or services that may not be readily seen as within the immediate mission of the Associated Students.

## **III. Solicitation**

Funds may be solicited from any entity provided that any funds received will be deposited fully with the Associated Students. In accepting contributions, potential costs incurred by the Associated Students in future maintenance on the donations must be addressed prior to acceptance.

## **IV. Allowable Expenditures**

Expenditures may be incurred for materials, supplies, meals, overnight lodging and travel according to Associated Students guidelines.



## **V. Accounting Control**

All public relations expenditures should be documented with receipts, invoices, and other materials as evidence of the expense. The names of individuals participating in the public relations activity and receiving or benefiting from these expenditures shall be listed as a part of the documentation for reimbursement/payment purposes.

## **VI. Required Signature Authority**

All public relations expenditures require approval of the General Manager and the Administrative Vice President.

**Section:** Policy Statement – Fiscal

**Subject:** Hospitality Expense Policy

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**Purpose:** This policy serves to define hospitality expenses in compliance with CSU Executive Order #761.

**New/Revised:** March 8, 2002

**Council Adoption Date:** March 8, 2002

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## **I. Policy Provisions**

Hospitality expenses may be paid with Associated Students funds to the extent that the purchase and use of these services and items:

- Is consistent with the mission and fiduciary responsibilities of the AS;
- Conforms to IRS regulations;
- Is reasonable and allocable to the program being charged; and
- Represents the best use of AS funds.

This policy applies to activities that promote the AS to the campus and public communities, and the provision of hospitality in connection with official AS business. It also specifies which AS funds may be used for such purposes.

## **II. Authority**

California Code of Regulations, Title 5, Division 5, California Code of Regulations; Section 41600, 41601; California Education Code Sections 66000, 89030, 89035, 89044; HR 96-11.

## **III. Definitions**

**Approving Authority** – a person to whom authority has been delegated to approve expenses (AS General Manager and Administrative Vice President).

**Award** – a gift of tangible personal property in recognition of service or achievement directly benefiting the AS.

**Business Meal** – a meal at which official AS business is conducted and meets the standards for reimbursement set forth in Table 1 below. To qualify as a



reimbursable Business Meal, the meal must be a necessary and integral part of the business meeting.

**Gift** – something of value given or bestowed upon an individual, group, or entity with the expectation of benefit accruing to the AS.

**Honorarium** – a payment given as a token of thanks and appreciation, as to a guest speaker.

**Hospitality** – the provision of meals (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies, etc.) at a business event or meeting, or the provision of promotional materials, gifts, and travel expenses to official guests of the AS. Hospitality includes expenses for activities that promote the AS to the public and foster community relations, usually with the expectation of benefits accruing directly or indirectly to the AS.

**Official Host** – an AS employee or Council member who hosts a meeting, conference, or event.

**Official Guest** – a person invited by an official host to attend an AS meeting, conference, reception, or event. Examples of official guests include employees and students from another campus, members of the community, or media representatives. Employees and students of the AS are not considered official guests.

**Promotional Materials** – a gift of tangible personal property of minor value that is distributed to promote the name or image of the AS, to provide information, or to enhance campus productivity.

**Reasonable Cost** – the amount a prudent person would have paid for the goods or services under the circumstances.

**Work Location** – the place where the major portion of an employee's working time is spent, or the place to which the employee returns during working hours upon completion of special assignments.

#### **IV. Allowable Expenses and Occasions**

Hospitality expenses must be directly related to, or associated with, the active conduct of official AS business. When a AS employee or Council Member acts as an Official Host, the occasion must, in the best judgment of the AS General Manager, serve a clear business purpose, with no personal benefit derived by the Official Host or other AS employees or representatives. In addition, the expenditure of funds for hospitality should be cost effective and in accordance with the best use of funds.

When determining whether a Hospitality expense is appropriate, the Approving Authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives. Hospitality expenses, including awards and gifts, must conform to IRS regulations.

Hospitality expenses are allowable in the following circumstances:

- A. When the AS hosts Official Guests, including auxiliary employees and students visiting from another campus;
- B. When the AS is the Official Host or sponsor of a meeting of a learned society or organization;
- C. When the AS is the host or sponsor of meetings of an administrative nature that are directly concerned with the welfare of the AS and the provision of hospitality is a *necessary and integral* part of the business meeting and not solely a matter of personal convenience;
- D. When the AS hosts receptions held in connection with conferences, meetings of auxiliary organizations, fundraising events, meetings of student organizations and groups, student events such as commencement exercises, and meetings of other university-related groups;
- E. When the AS hosts receptions for the benefit of employee morale, employee recognition, or length of service awards or retirement presentations;
- F. When the AS hosts job candidates;

Payment of or reimbursement for hospitality expenses are not permitted when these expenses are strictly entertainment in nature and not related to the active conduct of official AS business.

## **V. Funding Sources**

Hospitality expenses may be paid from Associated Student Body Organization funds, subject to the rules outlined below and the restrictions identified in Table 1.

## **VI. Approval of Transactions**

When requesting reimbursement, individuals must adequately document the business purpose of the hospitality expense. The following information is considered appropriate when submitting requests for reimbursement of a hospitality expense:



- The nature of the expense or activity;
- The date, time and location of the meeting or activity;
- The number of guests in attendance; and
- The business purpose served and benefit to the AS.

For audit purposes, original itemized receipts or invoices are required AS reimbursement documentation. Payments not supported with original itemized receipts are considered income by the IRS and are reportable.

Individuals with delegated approval authority may not approve their own expenses, and individuals may not approve expenses of their supervisor. However, the AS President may approve expenses of the General Manager.

**Table 1**  
**HUMBOLDT STATE ASSOCIATED STUDENTS**  
**Eligible Hospitality Expenses**

Hospitality Expense	Associated Students Funds
Food and beverages (other than alcoholic beverages) for meetings attended only by employees of the same work location (qualifies AS business meal expense)	Yes
Food and beverages (other than alcoholic beverages) for meetings attended by official guests (qualifies AS business meal expense)	Yes
Alcoholic Beverages	No
Gifts/Honoraria	Yes
Awards	Yes
Promotional Items	Yes
Travel	Yes
Receptions and events directly related to AS activities	Yes

**Section:** Policy Statement – Fiscal

**Subject:** Purchasing Policy

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**Purpose:** To provide program directors with policy and regulations governing Associated Students purchases. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.

**New/Revised:** October 18, 2010

**Council Adoption Date:** April 8, 2002

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**A. Policy Provisions**

Due to the diversity of Associated Students programs and services and the accompanying demands of receiving supplies and services on a timely basis, the purchasing responsibility rests primarily with the program directors in accordance with their budgetary guidelines. The General Manager is ultimately responsible for all purchases via the approval procedures established through the cash disbursement system.

Purchases must be made in accordance with Associated Students (AS) budget language as approved during the annual budget process.

All AS funded programs are responsible for reading and following the budget language. See attached Budget Language.

**B. Policy Regulations**

Consistent with the policy provisions set forth in Section A. above, the following regulations apply to Associated Students purchases:

1. Approval of A. S. Expenditures must be made in accordance with the Fiscal Code.



2. Purchases made from AS Unallocated Funds must be made according to Procedures for Proposed Expenditures. When feasible, the environmentally responsible purchase option shall be approved.
3. Purchases made from AS Reserve Funds must be made according to the Reserve Policy, Fund Designation and Procedure for Expenditure. When feasible, the environmentally responsible purchase option shall be approved.

**C. Authority to Purchase**

1. Council and/or Board of Finance approval is required if a contemplated purchase is not within an approved operating budget guideline. Requests for expenditures of unallocated funds less than amount designated by Council in current year budget (currently \$300) may be approved by the Board of Finance. These requests will not require ASC approval.
2. Program Directors failing to follow the budget language or procedures may be assuming a personal liability for payment to the vendor and may be subject to appropriate disciplinary action.
3. Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$1,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$1,000 be required, the consent from either the A. S. President, or A. S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, the A. S. Council shall be notified of the expenditure as soon as possible but no later than their next regularly scheduled meeting.

**ASSOCIATED STUDENTS  
HUMBOLDT STATE UNIVERSITY**

**2010-11 BUDGET LANGUAGE**  
*(Applies to all programs receiving A.S. funds)*

1. Approved Uses of Student Body Organization Funds. The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students that wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.
2. All A.S. funded programs are responsible for reading and following the budget and budget language.
3. Failure to comply with budget language stipulations may result in funds being frozen, or other disciplinary action, pending Board of Finance action.
4. If the Board of Finance encounters a program that chooses not to comply with the policy enumerated in this document, the Administrative Vice President will request that the program's budget administrator attend a meeting to discuss how the program can come into compliance. If the program continues to not comply with the policy, the Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program's annual budget.
5. A.S. funds cannot be used to purchase alcohol.
6. As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release, Hold-Harmless and Informed Consent" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Anyone traveling by air and/or ground transportation on behalf of an Associated Students program must have a completed RELEASE AND HOLD-HARMLESS STATEMENT on file with the Program Director.
7. AUTHORIZATION TO USE PRIVATE VEHICLES FOR ASSOCIATED STUDENTS APPROVED TRAVEL. Anyone traveling on behalf of an Associated Students program must have a completed authorization form on file with the Program Director.
8. Any promotional materials, print, email, listserv—printed or sent out, needs the **AS logo to be clearly represented and prominently displayed**. This includes programs and events funded by the ACB/MCC Allocation Board. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the Board of Finance.



9. Any budgeted media area must include **without alterations** the following disclaimer:

*The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by the Associated Students. All correspondence regarding this publication should be addressed to:*

*[Name of Program]  
[Name of Publication] Editor  
Humboldt State University  
Arcata, CA 95521  
or call  
826-[Phone number of Program]*

*All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:*

*Associated Students  
Humboldt State University  
Arcata, CA 95521*

10. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed.

A.S. publications must be available and distributed by the following deadlines or A.S. funds cannot be utilized for payment.

Fall Semester publication(s): No later than December 6, 2010  
Spring Semester publications(s): No later than April 25, 2011

(A possible five day grace period is available with **advance** approval from the A.S. Administrative Vice President and General Manager.)

**Please note:** Program publications funds have been allocated on a per issue basis as requested in the 2010-11 budget request. If a program is not successful in producing fall semester publication(s), the funds do not roll forward to the spring semester.

11. Expenditures of Associated Students funds within line-items of programs as allocated by the A.S. Council will be strictly adhered to. All transfers of funds between line-items must be requested in writing and approved by the A.S. Administrative Vice President and General Manager. The Board of Finance must approve transfers of over \$199 between line-items. YES, Multicultural Center are examples of programs. Hourly, Work study, Special Projects, Supplies and Services, Publicity are examples of line-items.
12. **STIPENDS**—paid hourly: Stipends are intended to reward students serving in leadership roles within A.S. Programs. For **stipend** positions, annual amounts are as follow:

1. Program Director \$1,750 (\$875 per semester)  
A program director is generally the student that has overall administrative responsibility for a program. A program director usually works 7-8 hours a week during the academic year.
2. Co-Director \$1,250 (\$625 per semester)  
Co-Directors generally share the oversight of a program based on a description of duties. A co-director generally works 5-6 hours a week during the academic year.
3. Assistant Director \$875 (\$437.50 per semester)  
Assistant director's support the director and/or the co-director with the program's administration. An assistant director generally works 3-4 hours a week during the academic year.

The amount paid is split between Fall and Spring semester (unless otherwise noted). If the stipend portion is not rewarded Fall semester, it does not roll forward to the Spring semester. The same person cannot receive more than one stipend within each program without prior approval of the Board of Finance.

### 13. SPECIAL PROJECTS FUNDS:

**FREE ADMISSION:** Admission to programs receiving ACB, Multicultural Center, and Women's Center grants shall be free. This includes programs sponsored with Special project-In house funds

**FOOD** Programs that include a line-item for Grants, Special Projects/Special Projects - In House (groups listed above) can use funds for the purchase of food items as per the following guidelines.

ACB and Women's Center: Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), For food purchases over \$50 per event, written prior approval must be obtained from the Administrative Vice President in consultation with the A.S. General Manager.

Multicultural Center: Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), For food purchases over \$200 per event, written prior approval must be obtained from the Administrative Vice President in consultation with the A.S. General Manager.

14. Retreat funds may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
15. Environmentally Responsible Purchases – The Associated Students is committed to making environmentally responsible purchases with Associated Students funds. Program Budget Administrators will explore environmentally responsible purchase options, and when feasible, choose the environmentally responsible option.
16. When feasible, all A.S. program printed publications, flyers, and/or newsletters supported by A.S. funds shall use 100% post consumer recycled or reused paper.
17. A.S. funded shirts/sweatshirts shall be made from organic cotton or other environmentally friendly material (e.g. bamboo, hemp). The A.S. will help clubs and programs afford



organically grown cotton shirts by considering proposals to the Board of Finance to assist with costs.

18. Anticipated Revenue - Programs whose budgets are in part or whole, dependent upon revenue in addition to Associated Students fees, may not expend more than that amount of Associated Students fees allocated and the revenue realized. "Revenue Realized" is defined as safe, predictable, and realizable in the judgment of the Associated Students General Manager.

19. Associated Students funded programs may not expend A.S. funds to endorse an A.S. elections candidate (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate. Use of Associated Students funds for these purposes is prohibited.

Associated Students funds shall not be used to endorse referenda, initiatives, or recalls during the elections.

Associated Students funded organizations are prohibited from endorsing candidates, coalitions, or recalls during the elections.

20. Associated Students funds shall not be used 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. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.

21. Unallocated Funds: Requests for expenditures of unallocated funds less than \$300 may be approved by the Board of Finance. These requests will not require A.S. Council approval.

22. Requests for expenditures of less than \$300 for A.S. equipment maintenance and (computer) support may be approved by the Administrative Vice President and General Manager. These requests will not require Board of Finance approval.

23. Food purchased by A.S. Government shall be certified organic when feasible. The A.S. will help clubs and programs afford organically grown food by considering proposals to the Board of Finance to assist with costs. Preference will be given to locally grown organic when there is an option between local and non-local organic food.

24. Each A.S. Program shall be appointed a liaison from an Associated Students General Council or Executive position for advising through the budget process in consultation with the A.S. Administrative Vice President.

25. Paper purchased by A.S. Government shall be 100% post-consumer content. The A.S. will help clubs and programs afford 100% post-consumer content paper by considering proposals to the Board of Finance to assist with costs.

26. A.S. programs are encouraged to print materials double sided when feasible.

27. A.S. programs are encouraged not to use A.S. funds to purchase bottled water when feasible.

# **ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY**

## **2019- 2020 BUDGET LANGUAGE**

**APPROVED USES OF STUDENT BODY ORGANIZATION FUNDS.** The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students who wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.

### **ALL A.S. FUNDING**

**All A.S. funded areas are responsible for reading and following items #1-9 in addition to their respective section (Program or Grants).**

1. **Food** purchases must be an integral part of the event - **not the sole purpose** of the event. Only University approved vendors may cater or deliver food on campus.
2. A.S. is committed to making **environmentally and socially responsible purchases** with A.S. funds. Program Budget Administrators will explore environmentally and socially responsible purchase options, and when feasible, choose the environmentally and socially responsible option. Avoiding purchasing balloons, glitter, glowsticks, and other decorations that can have a negative impact on the environment once disposed.
3. A.S. funds **shall not** be used:
  - a. **to endorse an A.S. elections candidate** (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate.
  - b. **to endorse candidates**, coalitions, or recalls during a non-A.S. election.
  - c. **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. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.
4. A.S. funds **cannot be used to purchase alcohol or tobacco**.
5. **TRAVEL:** As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release of Liability" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
6. **PRIVATE VEHICLES:** Anyone traveling on behalf of A.S. and/or using A.S. funds, must have a completed "Request for Authorization to Travel (Domestic travel)". Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
7. Any promotional materials, print, email, listserv—printed or sent out, needs **the A.S. funded logo to be clearly represented and prominently displayed**. This includes

programs and events funded by A.S. Grants. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

**The funded logo can be found here:**

[https://associatedstudents.humboldt.edu/sites/default/files/fundedbyaslogo\\_black\\_v4.pdf](https://associatedstudents.humboldt.edu/sites/default/files/fundedbyaslogo_black_v4.pdf)

***Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the A.S. Board of Finance.***

8. As a Hispanic-Serving Institution (HSI), when feasible, promotional materials should be in both English and Spanish.
9. CSU policy requires all state and non-state funded departments to **use HSU Marketing & Communications** services for printing, unless an exemption is granted.

## **A.S. PROGRAM FUNDING STIPULATIONS**

*(in addition to the guidelines #1-9 above)*

10. **Failure to comply with budget language stipulations shall result in funds being frozen**, or other disciplinary action, pending A.S. Board of Finance recommendation.
11. If the A.S. Board of Finance encounters **a program that chooses not to comply with the policy** outlined in this document, the A.S. Administrative Vice President will request that the program's budget administrator attend an A.S. Board of Finance meeting to discuss how the program can come into compliance. **If the program continues not to comply with the policy, the A.S. Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program's annual budget.**
12. **Retreat funds** may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
13. **Requests for spending excess revenue must occur in the same fiscal year** in which the excess revenue is generated, unless the A.S. Board of Directors establishes a trust account for the purpose of retaining said funds for future use.
  - a. Requests for expenditures of the funds in the **trust account greater than \$200** must be evaluated and **approved by the Board of Finance** to assure the continued financial solvency of the program.
  - b. Requests for **less than \$200** must be **approved by the A.S. Administrative Vice President and the Executive Director**. (A.S. Fiscal Code 10.01)
14. **Any budgeted media area** must include, without alterations, the following disclaimer:

***The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by***

***the Associated Students. All correspondence regarding this publication should be addressed to:***

***[Name of Program], [Name of Publication], Editor  
Humboldt State University  
Arcata, CA 95521***

***and/or call (707) 826-[Phone number of Program]***

***All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:***

***Associated Students of HSU  
Humboldt State University  
Arcata, CA 95521***

15. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed:
  - a. **A.S. publications must be available and distributed by the following deadlines** or A.S. funds cannot be utilized for payment:
    - **Fall 2019** Semester publication(s): No later than Monday, **December 2, 2019**
    - **Spring 2020** Semester publications(s): No later than Monday, **April 27, 2020**
  - b. A possible five day grace period is available with advance approval from the A.S. Administrative Vice President and A.S. Public Relations Officer with advice from the A.S. Executive Director.
16. **Expenditure of A.S. funds within line-items** of programs as allocated by the A.S. Board of Directors **will be strictly adhered to**. If necessary, a transfer of funds between line-items may be requested using the "Line-Item Transfer Request Form". A transfer request over **\$200 between line-items** must be approved by the A.S. Administrative Vice President and A.S. Executive Director.
17. **DIRECTORS** — paid hourly: For director positions, semesterly amounts are as follows. The same person cannot receive payment for more than one director position within each program without prior approval from the A.S. Board of Finance. Please use the following information to guide you while filling out the requested information on the next page.
  - a. **Program Director** — \$1,632 for fall semester, \$1,768 for spring semester; A Program Director is not to exceed the student who has overall administrative responsibility for a program. A Program Director is not to exceed 20 hours a week during the academic year.
  - b. **Co-Director** — \$1,248 for fall semester, \$1,352 for spring semester Co-Directors generally share the oversight of a program based on a description of

duties. A Co-Director's work is not to exceed 20 hours a week during the academic year.

- c. **Specialist/Coordinator** — \$768 for fall semester, \$832 for spring semester  
Specialists/Coordinators are all other positions within your program (i.e. Fiscal Coordinator, Project Manager, Groundskeeper, Compost Laborer, Gardener, Gym Supervisor, Lifeguard, and/or Clerical Assistants). Depending on their duties, a Specialist's work is not to exceed 20 hours a week during the academic year.

**18. NON-COMPENSATORY STIPEND CRITERIA.** Stipends shall be awarded as per Government Code, Section 6.

## **A.S. GRANTS (EVENT, CULTURAL & TRAVEL)**

*(in addition to the guidelines #1-9 above)*

**19. Grant types, details and stipulations**

- **Club Event Grants up to \$500** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community.
- **Cultural Programming Grants up to \$800** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community. Cultural Programming Grants provides funding for on-campus events that promote social justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions.
- **Club Travel Grants** are for clubs to attend conferences and education-centered events. Travel funds may be used for conference/activity fees; lodging; and transportation costs. There is a total of **\$18,000** to be allocated for club travel for the 2019-20 school year.

**20. Funding Limitations For A.S. Grants**

The follow **CAN** be funded:

- Publicity (flyers, posters, newspaper ads, etc.)
- Lodging for speaker/performer
- Supplies & Equipment rental for proposed events
- Nonprofit/nondiscriminatory events
- Fees for speaker/performer (including lodging and rental car expenses)  
*(NOTE: HSU faculty/staff/administrators/students **may not** receive speaker fees)*
- Travel costs for speaker/performer
- Refreshments

The following **CANNOT** be funded:

- Equipment purchases
- Classroom activities
- Alcohol or drugs
- Non-event specific publications/pamphlets/booklets
- Tournaments/games/fundraising events
- Clothing or costumes
- Awards, wages, or specialty items for club members
- Presenters or performers who are HSU faculty/staff/administrators/students
- Fundraisers

- a. Applications must be submitted through **A.S. Grants Google Form** and reviewed/approved by the club advisor before each deadline cycle.
- b. Grant applications must be **submitted prior** to the event/travel. Grants will not be allocated retroactively. Exceptions can be requested from the A.S. Board of Finance only for the **first** grant cycle.
- c. No more than **\$500** may be allocated to any one club in any one semester for **Club Event Grants** and no more than **\$800** for **Cultural Programming Grants** or events that are combined.
- d. All events receiving a grant must display the **A.S. logo, accessibility statement** (see below), and the **name of the sponsoring club** on **all promotional materials**.

**Accessibility Statement:** *This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact: [club contact email] or call [club contact phone number]. Please request accommodations at least two weeks prior to the event.*

- e. **All publicity** for events shall be **reviewed** and approved by the A.S. Public Relations Officer in advance of posting.
- f. **Club members must meet** with the Clubs & Activities Coordinator (regarding programming logistics) and A.S. Business Office Coordinator (regarding travel and expenditures) within two weeks of being notified of grant.
- g. The A.S. Board of Finance may impose **additional stipulations** when awarding funds and failure to follow stipulations may result in loss of grant.
- h. If the **event or travel is canceled or postponed**, it is the club's responsibility to contact the A.S. Office at 707-826-3771 as soon as possible. Clubs who fail to notify the A.S. Office may jeopardize future grant request approval.
- i. **Return unused and/or reusable products** to the A.S. Office. We also encourage clubs to **use/reuse products** found in the Clubs and A.S. Office storages. Contact the each office for more information.



j. **Club Travel Grant Specifics** (work with the A.S. Business Office Coordinator to ensure everything is fully completed and in a timely manner)

- The funding application must be requested at least three (3) weeks before the dates of travel via online applications through the A.S. Grant Application Google Form.
- The Authorization to Travel request form must be completed before the funding application can be reviewed.
- All necessary forms, for travel to be sanctioned by HSU, must be completed and turned in to the A.S. Business Office Coordinator five (5) business days before travel occurs.
- Travel funds are only available for travel within the continental United States (excluding the current banned states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Iowa).
- Reimbursement occurs after the travel takes place and requires submitting a Travel Expense Form, travel roster and proper receipts.
- Failure to follow HSU travel procedures, can result in loss of grant funding and inability to reimburse from A.S. and/or your club account.
- Clubs that travel without submitting required travel paperwork may be subject to sanctions and/or disciplinary action.
- Club Travel Grant applications are accepted until funding is exhausted; balance of funding is updated weekly through the A.S. webpage.
- Non-Student travelers cannot receive grant funds but may still be required to complete the pre-travel paperwork.