

Associated Students Board of Finance

Humboldt State University

Nelson Hall East 106

Tuesday, December 10, 2019 at 5:00pm

Agenda #7

- I. Call to Order
- II. Roll Call
 - a. Chair, Lizbeth Cano Sanchez
 - b. Yadira Cruz
 - c. Jeremiah Finley
 - d. William Weinberg
 - e. Joseph Reed
- III. Approval of the Agenda – **Action Item**
- IV. Approval of Minutes – **Action Item**
- V. Public Comment

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda. Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- I. New Business – **Actionable Items**
 - a. Program Event Budget Evaluation: Kink on Campus - Womxn's Resource Center

The week of workshops and events had some procedural errors and expended approximately \$230 over the budgeted \$1,000 for supplies and services to support Kink on Campus. The series was not entered into OrgSync for campus approval, and the food expenditure was not submitted in advance for expense approval by the Administrative Vice President and Executive Director as stipulated in A.S. Fiscal Code 14.01. For the over-expense of the ~\$230 , the option according to Budget Language is for the Program to identify another line item in their year's budget (or trust) to transfer the funds over through a Line Item Transfer Request Form. See 2019-20 Budget Language, numbers 10, 11 and 16; and A.S. Fiscal Code 14.01..

b. Program Publication Budget Evaluation: The Matrix - Womxn's Resource Center

The request for the Matrix expense was placed after the publication was supposed to be “available and distributed” to students, as stipulated in 2019-20 Budget Language number 14.

c. Program Proposal: Student Legal Lounge

The Student Legal Lounge requests to lower the number of hours for the two current employees, as applied for in the 2019-20 budget application, to be able to provide hours for four employees.

II. Old Business

a. Standing Rules & Meeting Schedule – **Action Item**

The Chair and staff recommend that the standing Board of Finance meetings be changed to occur Thursdays, 2-3pm.

III. Announcements

- a. The positions of A.S. Administrative Vice President and College of the Arts, Humanities & Social Sciences Representative are both open for application, until filled.

IV. Adjournment

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

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY FISCAL CODE

FISCAL CODE INDEX

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**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

- Section 1 Board of Finance**
- 1.01 Purpose - The purpose of this Board shall be to preserve and protect the financial stability of the Associated Students of Humboldt State University. The Board shall endeavor to assure the fiscal integrity of A.S. and, at all times, insure that members of the Associated Students derive the maximum benefit from A.S. funds. (12/11)
- 1.02 Jurisdiction - The Board shall have the authority to recommend budgets for, and supervise the income and expenditures of, all fees and monies of the A.S. The Board shall also have the power to determine and supervise financial policy and review the annual audit subject to approval of the A.S. Board of Directors. Upon all matters, the Board shall consider itself to be advisory to the A.S. Board of Directors. (4/17)
- 1.03 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 student at-large of the Association, appointed by the President; and two student members of the A.S. Board of Directors, appointed by the Legislative Vice President; and the Executive Director of the Association shall be the advisor. (4/17)
- 1.04 In the event of the absence of the Vice President of Administrative Affairs, the A.S. President shall serve as Board Chairperson. (12/11)
- 1.05 Meetings - A quorum shall consist of a simple majority of the filled voting seats. The Board shall hold regular meetings and shall announce the times and places of those meetings at the beginning of each semester. Special meetings may be called as they are appropriate to the needs of the Association. (12/11)
- 1.06 A majority vote of the A.S. Board of Directors shall be required for approval of all allocations of Associated Students funds. (4/17)
- 1.07 A.S. Board of Directors shall be notified of all actions of the Board of Finance during the Administrative Vice President's report. (4/17)

Section 2**Student Body Fees**

- 2.01 As per Education Code Section 89302 and Title 5 Section 42403 of the California Code of Regulations establishing custodial responsibilities, Humboldt State University (University) will collect the approved student body association fee as part of the normal registration payment for all regular and summer terms. (12/11)
- 2.02 The University will deposit student body association fees in the CSU Trust Fund, Associated Student Body Trust. (12/11)
- 2.03 The University will reimburse the Associated Students for expenditures that comply with the terms/conditions/purposes set forth in Education Code Section 89302 and Title 5 Section 42659. (12/11)
- 2.04 Student Body fees for students shall be fifty-nine dollars for the Fall semester and fifty-eight dollars for the Spring semester. (5/15)

Section 3**Budgetary Process - Policy & Procedures**

- 3.01 Purpose - To outline preparatory steps and timeline for the development of the annual Associated Students budget. (12/11)
- 3.02 Budget request forms shall be sent to all areas in the previous year's budget. (12/11)
- 3.03 A projected A.S. fee income shall be established at the start of the budgetary process. (12/11)
- 3.04 The Board of Finance shall establish a budget timeline and inform areas submitting budget requests of the deadlines. (12/11)

Section 4**Budget Process - Board of Finance**

- 4.01 The Board of Finance shall review all the budget requests. (12/11)
- 4.02 The Board of Finance shall hold public hearings of programs identified by the Board of Finance. The director or sponsor shall be notified of the date, time and place of said hearing. Program liaisons shall participate in the hearings for their specific program areas. (12/11)
- 4.03 The Board of Finance shall submit a recommended budget to

the A.S. Board of Directors at least four weeks prior to the last regularly scheduled A.S. Board of Directors meeting of the Spring semester. (4/17)

- 4.04 Each program that submitted a budget request is sent a copy of the Board of Finance's recommendation and informed that they may make an appeal to the A.S. Board of Directors. (4/17)

Section 5 Budget Process and Approval-AS Board of Directors

- 5.01 AS Board of Directors shall interview programs that submit an appeal, or programs that are requested to appear by at least a majority the members of the A.S. Board of Directors. (4/17)

- 5.02 No additions or deletions are to be made until appeal interviews are completed. (12/11)

- 5.03 If the A.S. Board of Directors is considering altering the Board of Finance recommendation, the program must be contacted and given the opportunity for a hearing before the A.S. Board of Directors. (4/17)

- 5.04 Budget Adjustments - Review the budget recommendations from Board of Finance and make all adjustments. (12/11)

- 5.05 A majority vote of the A.S. Board of Directors shall be required to approve and recommend a balanced A.S. budget to the University President. (4/17)

- 5.06 The A.S. Budget shall be submitted to the University President for review and approval, per Executive Order 369. (12/11)

- 5.07 Following approval by the University President, each program that submitted a budget request shall be informed of the amount of funding received and the appropriate budget language. (12/11)

- 5.08 Major program changes which significantly alter the final budget require the approval of the A.S. Board of Directors and the University President. (4/17)

Section 6 Budget Process - Budget Language

- 6.01 The intent of A.S. Board of Directors regarding program expenditures should be specified in the Budget Language. (4/17)

- 6.02 Budget language shall be prepared by the Board of Finance for

approval by the A.S. Board of Directors. (4/17)

- 6.03 Expenditures of Associated Students funds within line-item of programs as allocated by the A.S. Board of Directors will be strictly adhered to. (4/17)

Section 7 Responsibilities of the Budget Administrator

7.01 The Budget Administrator is defined as the individual directly responsible for the management of an Associated Students' budgeted area. (12/11)

- 7.02 The Budget Administrator shall:
- a. Approve all expenditures of the program's funds;
 - b. Insure that expenditures do not exceed the amount budgeted and the budget language is adhered to; and
 - c. Submit a budget request for the following fiscal year. (12/11)

Section 8 Anticipated Revenue

8.01 Programs whose budget, in part or whole, depend on program-generated revenue, in addition to A.S. subsidy, may not expend more than the amount of A.S. subsidy allocated and the realizable revenue. "Realizable Revenue" is defined as safe, predictable, realizable revenue in the judgment of the Executive Director. (12/11)

Section 9 Finances

9.01 The Board shall review and recommend approval of the annual comparison of budget to actual program budget details. (12/11)

9.02 Any program budget over-expenditure or failure to make anticipated revenue shall be reported to the Board of Finance as soon as possible. Upon recommendation of the Board of Finance to the A.S. Board of Directors, the penalty for the deficit expenditure shall be no greater than a fine equal to the over expenditure from the organization's following year's budget. The fine collected shall revert to the current year A.S. discretionary fund. (4/17)

Section 10 Excess Revenue

10.01 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. 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. Requests for less than \$200 must be approved by the Administrative Vice President and the Executive Director. (4/17)

Section 11
11.01

A.S. Board of Directors Special Project Expense Funds
Special Projects (a line-item of the A.S. Government budget) of the A.S. Board of Directors that will incur a cumulative cost of greater than \$500 in expenditures must be submitted to the Board of Finance for advance approval. (4/17)

Section 12
12.01

A.S. Clubs and Organizations Travel Account

Purpose - Travel funds shall be made available through the A.S. budget process to recognized clubs and A.S. organizations. These funds shall be administered by the Office of Clubs and Activities. (12/11)

12.02

The Club Coordinating Council (CCC) shall review the travel fund requests and award monies for distribution based on the following guidelines and criteria.

Guidelines:

- a. Travelers must be student members of the recognized club or organization they represent;
- b. Students must be regularly matriculated, currently enrolled to receive AS funds. Non-students will not be funded;
- c. Receipts from all expenditures must be turned in before reimbursement will be given; and
- d. Assistance will be considered only in the areas of conference fees/activity dues, transportation, and lodging. Meals (or per diem) will not be funded. (12/11)

Criteria used in reviewing travel requests:

- a. Number of students participating;
- b. Indirect benefits to the students and to the university community;
- c. Success of efforts in obtaining funding from other sources;
- d. Planned efforts to share the experiences or knowledge gained from the trip with others upon returning; and
- e. If the club has received funding in the past and the extent to which funds were utilized. (12/11)

Section 13
13.01

Sport Clubs

Purpose - Sport Club funds shall be made available through the

A.S. budget process to recognized Sport Clubs. These funds shall be administered by the Recreational Sports Office. (12/11)

13.02 Students must be regularly matriculated, currently enrolled to receive AS funds. Non-students will not be funded. (12/11)

13.03 Recognized clubs whose primary purpose is to promote and compete in athletic competition will be eligible for A.S. funding through Sport Club Board of Directors travel monies only. (4/17)

Section 14 Approval of A.S. Expenditures

14.01 All expenditures of A.S. funds must be approved by the Administrative Vice President, the Executive Director, and the designated budget administrator(s). (12/11)

14.02 Should the designated budget administrator be unavailable, the Executive Director may approve budget expenditures. (12/11)

14.03 When the Administrative Vice President is unavailable, the Executive Director may approve budget expenditures. (12/11)

14.04 The A.S. will forward appropriate claim schedule(s) with supporting documentation to the University for review, approval and reimbursement for expenditures. (12/11)

Section 15 Trust (Club) Fund Accounts

15.01 HSU recognized clubs and organizations may establish an account with the Associated Students. This service includes receiving and disbursing monies according to guidelines outlined in the "Procedures for Associated Students Club Accounts." (12/11)

15.02 These accounts will be provided at no charge to the club. Interest is not accrued to these accounts; interest earned is used to offset administrative overhead. (12/11)

15.03 An Inactive Club Account will be established to deposit unclaimed funds from inactive clubs. Upon dissolution of the club account, the net assets shall be transferred to the Inactive Club Account within the A.S. to be used for purposes as the Executive Director may direct. (12/11)

Section 16 Acceptance of Donations

16.01 When considering the acceptance of a donation such as cash, equipment, real property or other items, the Associated

Students will follow applicable campus policy and criteria. Items will only be used for purposes consistent with the CSU. The Associated Students will also review if there is sufficient working capital or reserves available to cover future expenditures associated with the donation. (12/11)

Section 17

Educational Business Activities

- 17.01 Education-Related Activities: The primary mission of the Associated Students is to further the educational, social and cultural interests of Humboldt students, as well as ensuring the protection of student's rights and interests. (12/11)
- 17.02 In carrying out these aspects of the mission, it is often necessary to charge a fee for providing goods and services, which enhance, promote or support the functions in order to meet the needs of the students, faculty, staff, and members of the public who participate in such events. (12/11)
- 17.03 Educational business activities shall be established and carried on only when they are pursuant to, and in accordance with, the missions and goals of Humboldt State University and the Associated Students. (12/11)
- 17.04 Each educational business activity shall meet the following conditions:
- a. The activity is deemed to be an integral part in the fulfillment of the institution's educational mission, public service, campus support functions, and other educational and support activities, without regard to profit.
 - b. The activity is needed to provide an integral good or service at a reasonable price on reasonable terms, and at a convenient location and time.
 - c. The activity is carried out for the primary benefit of the campus community, but with sensitivity to the total community. (12/11)
- 17.05 The Associated Students will comply with applicable laws and regulations pertaining to unrelated activities; educational business activities not falling within the guidelines established above may be unrelated business income activities. (12/11)

Section 18

Fixed Assets Policy Reference

- 18.01 The Associated Students Fixed Assets Policy provides capitalization guidelines for fixed assets purchased by the Associated Students to ensure adequate internal control. (12/11)

- Section 19**
19.01 **Travel Policy Reference**
The Associated Students Travel Policy provides guidelines for travel on Associated Students business. (12/11)
- Section 20**
20.01 **Reserves Policy, Fund Designation and Procedure for Expenditure Reference**
The Associated Students Reserve Policy, Fund Designation, and Procedures for Expenditure provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Board of Directors and Executive Director 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. Board of Directors may have that falls within the Mission of the Associated Students. (4/17)
- Section 21**
21.01 **General Investment Policy Reference**
The Associated Students General Investment Policy provides general guidance relative to the delegation of authority and responsibility and the policies needed. (12/11)
- Section 22**
22.01 **Social Responsibility Policy Reference**
The Associated Students Social Responsibility Policy provides recognition that the A.S. may purchase merchandise from corporations and the policies of such corporations may have an impact on the societies of the countries in which they do business. (12/11)
- 22.02
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. Board of Directors' responsibility to review individual issues and take action as a Board of Directors on a case-by-case basis as these issues arise. (4/17)
- Section 23**
23.01 **Public Relations Policy Reference**
Title 5, 42502(I), requires governing bodies of auxiliary approve

expenditures for public relations or other purposes that serve to augment State subsidies for campus operations. This policy is detailed in Policy #206. (12/11)

Section 24

24.01

Hospitality Expense Policy Reference

This policy serves to define hospitality expenses in compliance with CSU Executive Order #761. This policy is detailed in Policy #207. (12/11)

Section 25

25.01

Purchasing Policy Reference

This policy is to provide program directors with regulations regarding Associated Students purchases. This policy is detailed in Policy #208. (12/11)

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

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.

**ASSOCIATED STUDENTS BOARD OF FINANCE 2019-20
STANDING RULES**

APPROVED: September 9, 2019

I. MEETINGS

- A. The Associated Students of Humboldt State University Board of Finance shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000.
- B. All regular meetings will convene at 6:00 p.m. unless otherwise noted.
- C. A quorum shall consist of a simple majority of the filled voting seats.
- D. A Special Meeting may occur as needed by the Board of Finance with appropriate written notice.
- E. A majority vote of the Board of Finance shall be required for approval of all allocations of Associated Students funds.
- F. Meetings will adjourn by 7:00 p.m. regardless of the completeness of the agenda, unless extended by a majority vote of the Board of Finance.
- G. All meetings of the Board of Finance shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.
- H. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.

- I. All members and visitors are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

II. BUSINESS

- A. All parliamentary authority for the Board of Finance shall be from Sturgis Standard Code of Parliamentary Procedure.
 - 1. For purposes of computing a majority or two-thirds approval, only yes and no vote shall be taken into account.

- B. All Business (funding proposals, line-item changes, etc.) shall be submitted in writing to the A. S. Board Coordinator by 5:00 p.m. on the Wednesday of the academic workweek preceding the meeting it is on. The A.S. Board Coordinator will distribute the proposed items to each member of the Board of Finance and the Executive Director.
- C. No action may be taken on any proposal until that issue has been publicly posted for at least 72 hours before a regular meeting.
- D. When considering an action item listed under Old Business the Board of Finance will:
 - 1. Receive a presentation by the author.
 - 2. Receive comment from members of the public.
 - 3. Make a motion for action.
- E. **ADOPTION**
- A. These standing rules shall be adopted by a majority vote of the Board of Finance and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the Board of Finance.

**Associated Students Board of Finance
2019-20
Meeting Schedule**

*Meetings of the AS Board of Finance are held at 6:00 p.m. in Nelson
Hall 106 *unless otherwise noted*

FALL SEMESTER

Tuesday, September 9, 2019 *3-5pm in Library 310

Tuesday, September 17, 2019

Tuesday, October 1, 2019

Tuesday, October 15, 2019

Tuesday, October 29, 2019

Tuesday, November 12, 2019

SPRING SEMESTER

Tuesday, January 28, 2020

Tuesday, February 11, 2020

Tuesday, February 25, 2020

Tuesday, March 10, 2020

Tuesday, March 31, 2020

Tuesday, April 14, 2020