



Senate Bill

students serving students

SB 22-23:07 Aspiration Advancement Fund

Date: November 18, 2022

Author: Sen. Manning, Sen. Pearson, Sen. Spaccarelli

Sponsor(s):

BE IT ENACTED BY THE SENATE HERE ASSEMBLED
THAT:

Section 1: Amendment of Articles

- A. Article VIII of the ASuop Bylaws shall be added to
read as follows:

Chapter 800 – General

- 800.1** The purpose of this Article is to establish the regulations that govern the financial dealings of ASuop.
- 800.2** This Article shall be executed by the Director of Finance, supervised by the President, and enacted and amended by the Senate.
- 800.3** For the purposes of this Article, registered student organizations (RSOs) are defined as those student organizations that are currently registered with the Student Activities Center.

Chapter 801 – The Annual Budgeting Process

- 801.1** The President, as stated in the Constitution, “shall submit an annual budget, in the Spring semester, to the Senate” (Art. V, §6 of ASuop Constitution).
- (i) The annual budget shall be authored by the Director of Finance and presented to the President for approval. If approved by the President, then the budget shall be submitted to the Senate and requires a majority to be approved.

- (1) The annual budget shall include individual budgets for all requesting entities, as well as line item descriptions.
- (ii) The annual budgeting process shall adhere to the following timeline:
 - (1) All annually funded entities (both external and internal) shall receive an invitation to present their budget to the Finance Committee through a formal hearing in February.
 - (2) Hearings for all annually funded entities shall take place in March.
 - (3) The President shall submit the annual budget to the Senate by the first Friday of April.
- (iii) Annual groups that wish to receive annual funding must do the following:
 - (1) Internal (ASuop) – Submit a full budget (with line item descriptions) to the Director of Finance and then sign up for a hearing. All internal budgets must be submitted by their respective department heads.
 - (2) External – Submit a full budget (with line item descriptions) to the Director of Finance and then sign up for a hearing. The following are examples of external student-led organizations considered eligible for annual funding:
 - a) Intramural Recreation Sports
 - b) Club Sports
 - c) The Pacifcan and Tiger Broadcasting
 - d) Certain University-facilitated ASuop constituent groups, such as the Academy of Student Pharmacists.
- (iv) In the event that an annually funded group needs to revise its budget, they shall submit a

revised line item to the Director of Finance for approval. The Director of Finance, in consultation with the Finance Committee, shall present their recommendation to the President, and if approved, will be submitted to the Senate in the form of an FBAR, which requires a majority vote to approve.

Chapter 802 – Responsibilities & Authorities of the Director of Finance

802.1 Director of Finance (“the Director”)

- (i) The Director has the responsibility to:
 - (1) Review all reimbursement requests to ensure that all documentation has been completed correctly.
 - (2) Periodically review all internal accounts of ASuop to ensure that all expenditures are in line with the annually approved budget, and if not, to immediately investigate and report any findings to the President.
 - (3) Assist all Registered Student Organizations (“RSOs”), internal departments, and external departments only with inquiries related to ASuop funding.
 - (4) Report any finding of misconduct or violation of any university or ASuop policy to the ASuop Supervisor/Advisor and President.
 - (5) Assist the Senate Finance Committee with their duties related to the distribution of ASuop funds.
 - (6) Oversee the preparation of an annual budget in the Spring semester, within the guidelines established in Chapter 801 of this Article.
 - (7) Complete all projects assigned to them by the Chief of Staff or President, in a timely manner.

- (8) Appear before the Senate when requested by a Senator, the Vice President, or the President.
 - (9) Maintain a knowledge of all existing ASuop policies within this Article and all University policies that affect ASuop funds.
- (ii) The Director has the authority to:
- (1) Approve funding requests that are less than or equal to \$250 without the approval of the Finance Committee or Senate, and approve funding requests that are between \$250 and less than or equal to \$500 with the approval of a majority of the Finance Committee. Any requests greater than \$500 must be approved by a majority of the Senate. The Director must report all line item approvals to the President and Senate within three (3) days of approving the request via memo.
 - (2) Approve changes to previously awarded line items that are less than \$250 without the approval of the Senate. The Director can also approve changes to line items that are between \$250 and less than or equal to \$500 with the approval of a majority of the Finance Committee. Any changes greater than \$500 must be approved by a majority of the Senate. The Director must report any line item changes to the President and Senate within three (3) days after approving the request via memo.
 - (3) Compel the attendance of the Treasurer of any RSO, or the analogous person of the annually funded group, for the purpose of reviewing their budget if any wrongdoing has been found.
 - (4) Freeze use of ASuop funds allocated to any RSO or annually funded group that is found to be in violation of this Article or any policy of the University. This

requires the approval of the President if the freeze shall extend beyond seventy-two (72) hours, and the Business Manager must be notified.

- (5) Enforce all the provisions within this Article.

**updated SB 18-19.04&05*

Chapter 803 – ASuop Semi-Annual, Conference, and Contingency Funding Processes

803.1 Semi-Annual Funds and the Application Process

- (i) All RSOs are eligible to apply for semi-annual funds from ASuop.
 - (1) Semi-annual funds are funds that may be used by RSOs within the semester for which they are awarded. All funds must be spent within the semester they are awarded – no funds carry over to the following semester.
- (ii) Annually funded groups are eligible to apply for semi-annual funds from ASuop, if they missed the process for annual funding.
- (iii) The process for semi-annual funding is as follows, in order:
 - (1) The Director of Finance shall send out a notification to all RSO treasurers and presidents informing them of when the application will open and when it will close.
 - (2) RSOs shall then prepare and submit their budget, with line item justifications, by filling out the 'Funding Request Form'.
 - (3) Once the 'Funding Request Form' has been submitted, the RSO shall sign up for a hearing with the Director of Finance.

- a) All RSOs will be given the option to be heard directly by the Finance Committee if they shall choose.
 - b) All RSOs that have a conflict of interest with the Director of Finance, whether professional or personal, will be heard by the Finance Committee.
 - c) The Finance Committee members have the right to request an RSO to be heard directly by them at any point in the funding process.
- (4) After the Director relays all funding requests to the Finance Committee, the Finance Committee, in consultation with the Director and Supervisor/Advisor, shall prepare a recommendation to the Senate of all semi-annual requests for the following semester. The recommendation requires a majority of the Finance Committee to pass.
 - (5) The Chair of the Finance Committee shall present the approved recommendation of the Finance Committee to the Senate. The recommendation requires a majority of the Senate to pass.
 - (6) The Senate-approved semi-annual recommendation is then sent to the President, who may sign it into effect, or veto the recommendation. If vetoed, the recommendation shall return to the Senate who may overrule the veto with a two-thirds (2/3) majority, or amend it and seek Presidential approval.
 - (7) Once the semi-annual recommendation has been approved, the Director shall send a notification to all semi-annual groups, notifying them of their allocated amount.

803.2 Conference Funds and the Application Process

- (i) All members of ASuop are eligible to apply for conference funding.
 - (1) Conference funds are funds that may be used to support students and RSOs who are interested in experiential learning (e.g. attending professional meetings or conferences).
 - (2) Conference funds may be used for conference registration, travel expenses, hotels, meals, or other approved expenses as needed.
 - (3) Conference funding requests may be turned in at any time.
 - (4) Conference funding is on a reimbursement basis – requestors must pay out of pocket, unless an arrangement is set up with the Business Manager.
 - (5) Requestors may have to present what they learned at the conference if requested by the Senate.
- (ii) The process for conference funding is as follows, in order¹:
 - (1) Applicants shall submit a ‘Conference Funding Request Form’. Applicants ought to submit form at least thirty (30) days prior to the event. The Director shall send a notification, within a reasonable time, to the applicant to schedule a hearing with the Director of Finance.
 - (2) Applicant shall present to the Director of Finance as to how this conference will provide experiential learning and contribute to the Pacific community.
 - a) All individuals will be given the option to be heard directly by the Finance Committee if they so choose.
 - b) All individuals that have a conflict of interest with the Director of Finance,

whether professional or personal, shall be heard by the Finance Committee.

- c) The Finance Committee members have the right to request an individual be heard directly by them at any point in the funding process.
- (3) After the Director of Finance relays all funding requests to the Finance Committee, the Finance Committee, in consultation with the Director and Supervisor/Advisor, shall recommend a level of funding for the request to the Senate. The recommendation requires a majority of the Finance Committee to pass.
 - (4) The Chair of the Finance Committee shall present the approved recommendation of the Finance Committee to the Senate. The recommendation requires a majority of the Senate to pass.
 - (5) The Senate-approved conference recommendation is then sent to the President, who may sign it into effect, or veto the recommendation. If vetoed, the recommendation shall return to the Senate who may overrule the veto with a two-thirds (2/3) majority, or amend it and seek Presidential approval.
 - (6) Once the conference recommendation has been approved, the Director shall send an award letter to the applicant informing them of how much funding they were awarded, if any. The award letter shall include all necessary information required by the Business Manager, and the Business Manager shall also be informed of the award.
 - (7) After receiving the award letter, the applicant shall set up a meeting with the

Business Manager to work out the logistics of the funding award.

803.3 Contingency Funds and the Application Process

- (i) All RSOs are eligible to apply for contingency funds from ASuop.
 - (1) Contingency funds are funds that are used primarily to support RSOs that were formed after Semi-Annual funding was disbursed. If awarded, contingency funds may be used immediately by the RSO. Purchases made before the issuance of the award are not eligible for reimbursement. All funds must be spent within the semester they are awarded – no funds carry over to the following semester.
- (ii) The process for contingency funding is as follows, in order[†]:
 - (1) The first three steps of contingency funding are the same as the first three steps when applying for semi-annual funds (Chapter 803.1, (ii), (1)-(3) of the ASuop Bylaws).
 - (2) After the Director of Finance relays all funding requests to the Finance Committee, the Finance Committee, in consultation with the Director and Supervisor/Advisor, shall recommend a level of funding for the request to the Senate. The recommendation requires a majority of the Finance Committee to pass.
 - (3) The Chair of the Finance Committee shall present the approved recommendation of the Finance Committee to the Senate. The recommendation requires a majority of the Senate to pass.
 - (4) The Senate-approved contingency recommendation is then sent to the President, who may sign it into effect, or

veto the recommendation. If vetoed, the recommendation shall return to the Senate who may overrule the veto with a two-thirds (2/3) majority, or amend it and seek Presidential approval.

- (5) Once the contingency recommendation has been approved, the Director shall send a notification to the RSO informing them of how much funding they were awarded, if any.

Chapter 804 – Financial Regulations

804.1 Prohibited Items

- (i) The following items are prohibited and may not be funded by ASuop.
 - (1) Funding for any Graduation/Convocation associated stoles and cords.
 - (2) Purchases of alcohol or illegal substances.
 - (3) Faculty or advisor appreciation, including, but not limited to, dinner, gifts, awards, and refreshments.
 - (4) Funding for any form of dues, including, but not limited to, membership or national/regional dues.
 - (5) Materials intended for academic use.
 - (6) Funding exclusively for ASuop Officers.
 - (7) Honoraria, stipends, wages, or speaker fees to any University of the Pacific faculty or staff member for an activity that is considered part of their University paid duties.
 - (8) Events held by invitation only.
 - (9) No money towards fundraisers or donations of any kind.

- (10) Materials that are politically partisan.
- (11) Funding for events that are ticketed or require a paid fee for entry.
 - a) Physical items may be sold in order to offset the item's cost without raising additional funds.

804.2 Funding Limits

- (i) In order to ensure that funding is distributed to as many students as possible, funding limits on certain items are in effect. In rare and exceptional circumstances the Finance Committee may award funding above these limits; however, this requires a two-thirds (2/3) majority vote of the Finance Committee.
- (ii) The following limits are in effect for semi-annual and contingency funding requests:
 - (1) Apparel: \$150
 - a) This limit does not include accessories, such as hats.
 - (2) Food for club meetings: \$150
- (iii) No other limits on specific items may be set for semi-annual and contingency funding requests, unless they are deemed necessary by the Director of Finance, in conjunction with the Finance Committee.
- (iv) The following limits are in effect for conference funding requests:
 - (1) Undergraduate and Graduate students: \$500 (twice per ASuop fiscal year per individual)
 - a) The ASuop fiscal year begins on July 1st and ends on June 30th of the following year.

Chapter 805 – Accessing ASuop Funding

805.1 The Reimbursement Process

- (i) All ASuop funds are disbursed on a reimbursement basis. The process for receiving a reimbursement is as follows, in order:
 - (1) Complete the 'Reimbursement Form', which can be found in the ASuop Office or on the ASuop website. This form requires the following:
 - a) Receipts of all purchases must be submitted with the reimbursement form.
 - b) The name, address to which reimbursements should be sent, and Student ID number of the person being reimbursed.
 - c) Signature of the RSO's advisor and treasurer (the President of the RSO may sign in lieu of the Treasurer if they are currently the ASuop Director of Finance or if they are being reimbursed). Officers may not approve their own reimbursements.
 - (2) Submit the 'Reimbursement Form', with all necessary documentation and any additional documentation as required by §805.1(3), within two (2) weeks of the event. Reimbursements may take up to four to six (4-6) weeks to process.
 - (3) The following additional information may be required:
 - a) If the reimbursement is seeking funding for mileage, then a print out of the directions to and from the destination that shows the mileage, the purpose of travel, the date, and a list of passengers must be provided.
 - b) If the reimbursement is seeking funding for an online purchase, then a valid document that shows the balance due is zero (0) must be provided. Additionally, the date and

method of payment used (e.g. credit or debit card) must be provided. If the receipt does not include both payment date and the card used you will be asked to provide a copy of a credit/debit card statement showing that the payment has been made.

Payments to vendors may be processed through the RSO's ASuop agency account – this requires a scheduled appointment with Student Activities Center staff at least three (3) weeks in advance of the payment.

- c) If the funding is to be used for on-campus (department) charges (i.e. Bon Appetit, duplicating, etc.), then it must be pre-approved by the Business Manager.

Chapter 806 – Reserve Funds

806.1 General Reserve

- (i) The General Reserve must, at a minimum, retain a level of funding that is greater than 3% of total revenue for the fiscal year.
- (ii) The General Reserve may only be used to cover expenses that exceed the revenue generated for that fiscal year.
- (iii) Those sanctioned uses of this fund shall be executed by the Director of Finance.

806.2 Capital Replacement Reserve

- (i) The Capital Replacement Reserve shall receive an annual contribution from the budget, which at a minimum, will be equal to 0.25% of total revenue from the previous fiscal year.
- (ii) The Capital Replacement Reserve may only be used for purchasing equipment for the ASuop Office, replacing technology within the ASuop Office, basic repairs of the ASuop Office, and any other capital purchases that the Finance Committee deems a proper use of this fund.

- (iii) The Senate Finance Committee has jurisdiction over legislation concerning the use of this fund, but the Senate must also approve any uses of this fund.

Chapter 807 – Campus Improvement Fund

807.1 Fund Intention

- (i) The Campus Improvement Fund is established to financially support the overall student-centered experience for the students of the University of the Pacific.
- (ii) The Campus Improvement Fund is intended to support improvements to the University of the Pacific to improve the student experience.

807.2 Process for Projects

- (i) Only one request may be submitted by ASuop Members for a given project, unless the Finance Committee deems a re-submission necessary.
- (ii) Forms for Project Submission shall be provided from the Finance Committee to ASuop Members.
- (iii) Projects may only be recommended for approval by a majority of the Finance Committee.
- (iv) Every request for project funding must be presented to the Finance Committee by its submitter at a date and time of the Finance Committee's discretion.
- (v) Submitted projects are sent to the Senate for funding approval.

807.3 Implementation of Policy

- (i) All projects must be passed by a majority of the ASuop Senate in the form of a 'Finance Budget Appropriation Request' (FBAR).
- (ii) A Director within the Executive Cabinet shall be responsible for overseeing the progress and implementation of the project.

Chapter 808 - Aspiration Advancement Fund

808.1 Fund Intention

- (i) The purpose of the Aspiration Advancement Fund is to help alleviate financial burdens associated with educational and professional aspirations.

808.2 Process to Apply for Funding

- (i) Requests may be submitted by currently enrolled ASuop Members each fiscal year for use during that fiscal year.
 - (1) Each ASuop member is only eligible for up to \$250 dollars of funding each fiscal year.
 - (2) The ASuop fiscal year begins on July 1st and ends on June 30th of the following year.
- (ii) Forms for funding requests shall be made accessible by the Department of Finance to interested students.
- (iii) Students will submit the request and have a hearing with member(s) of the Department of Finance.
- (iv) If endorsed, the Department of Finance, in collaboration with the Finance Committee, shall put forth the funding request to the Senate in the form of an FBAR.
- (v) Requests may only be recommended for approval by a majority of the Finance Committee.
- (vi) Upon approval of the FBAR by the Senate, the student will become eligible for a reimbursement through our Business Manager.

808.3 Fund Limits

- (i) The Aspiration Advancement Fund must:
 - (1) Pertain to your academic experience at Pacific.

- (ii) The Aspiration Advancement Fund cannot be used for
 - (1) Physical Items (Clothing, electronics, etc.)
 - (2) Test preparation materials (digital or physical).
 - (3) Classes or courses.
 - (4) Recertification of professional licenses.

Appendix A

Chapter 800 – General

- 800.1** The purpose of this Article is to establish the regulations that govern the financial dealings of ASuop.
- 800.2** This Article shall be executed by the Director of Finance, supervised by the President, and enacted and amended by the Senate.
- 800.3** For the purposes of this Article, registered student organizations (RSOs) are defined as those student organizations that are currently registered with the Student Activities Center.

Chapter 801 – The Annual Budgeting Process

- 801.1** The President, as stated in the Constitution, “shall submit an annual budget, in the Spring semester, to the Senate” (Art. V, §6 of ASuop Constitution).
- (i) The annual budget shall be authored by the Director of Finance and presented to the President for approval. If approved by the President, then the budget shall be submitted to the Senate and requires a majority to be approved.
- (1) The annual budget shall include individual budgets for all requesting entities, as well as line item descriptions.
- (ii) The annual budgeting process shall adhere to the following timeline:
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- (2) Hearings for all annually funded entities shall take place in March.

- (3) The President shall submit the annual budget to the Senate by the first Friday of April.
- (iii) Annual groups that wish to receive annual funding must do the following:
 - (1) Internal (ASuop) – Submit a full budget (with line item descriptions) to the Director of Finance and then sign up for a hearing. All internal budgets must be submitted by their respective department heads.
 - (2) External – Submit a full budget (with line item descriptions) to the Director of Finance and then sign up for a hearing. The following are examples of external student-led organizations considered eligible for annual funding:
 - a) Intramural Recreation Sports
 - b) Club Sports
 - c) The Pacifican and Tiger Broadcasting
 - d) Certain University-facilitated ASuop constituent groups, such as the Academy of Student Pharmacists.
- (iv) In the event that an annually funded group needs to revise its budget, they shall submit a revised line item to the Director of Finance for approval. The Director of Finance, in consultation with the Finance Committee, shall present their recommendation to the President, and if approved, will be submitted to the Senate in the form of an FBAR, which requires a majority vote to approve.

Chapter 802 – Responsibilities & Authorities of the Director of Finance

802.1 Director of Finance (“the Director”)

- (i) The Director has the responsibility to:

- (1) Review all reimbursement requests to ensure that all documentation has been completed correctly.
 - (2) Periodically review all internal accounts of ASuop to ensure that all expenditures are in line with the annually approved budget, and if not, to immediately investigate and report any findings to the President.
 - (3) Assist all Registered Student Organizations (“RSOs”), internal departments, and external departments only with inquiries related to ASuop funding.
 - (4) Report any finding of misconduct or violation of any university or ASuop policy to the ASuop Supervisor/Advisor and President.
 - (5) Assist the Senate Finance Committee with their duties related to the distribution of ASuop funds.
 - (6) Oversee the preparation of an annual budget in the Spring semester, within the guidelines established in Chapter 801 of this Article.
 - (7) Complete all projects assigned to them by the Chief of Staff or President, in a timely manner.
 - (8) Appear before the Senate when requested by a Senator, the Vice President, or the President.
 - (9) Maintain a knowledge of all existing ASuop policies within this Article and all University policies that affect ASuop funds.
- (ii) The Director has the authority to:
- (1) Approve funding requests that are less than or equal to \$250 without the approval of the Finance Committee or Senate, and approve funding requests

that are between \$250 and less than or equal to \$500 with the approval of a majority of the Finance Committee. Any requests greater than \$500 must be approved by a majority of the Senate. The Director must report all line item approvals to the President and Senate within three (3) days of approving the request via memo.

- (2) Approve changes to previously awarded line items that are less than \$250 without the approval of the Senate. The Director can also approve changes to line items that are between \$250 and less than or equal to \$500 with the approval of a majority of the Finance Committee. Any changes greater than \$500 must be approved by a majority of the Senate. The Director must report any line item changes to the President and Senate within three (3) days after approving the request via memo.
- (3) Compel the attendance of the Treasurer of any RSO, or the analogous person of the annually funded group, for the purpose of reviewing their budget if any wrongdoing has been found.
- (4) Freeze use of ASuop funds allocated to any RSO or annually funded group that is found to be in violation of this Article or any policy of the University. This requires the approval of the President if the freeze shall extend beyond seventy-two (72) hours, and the Business Manager must be notified.
- (5) Enforce all the provisions within this Article.

**updated SB 18-19.04&05*

Chapter 803 – ASuop Semi-Annual, Conference, and Contingency Funding Processes

803.1 Semi-Annual Funds and the Application Process

- (i) All RSOs are eligible to apply for semi-annual funds from ASuop.
 - (1) Semi-annual funds are funds that may be used by RSOs within the semester for which they are awarded. All funds must be spent within the semester they are awarded – no funds carry over to the following semester.
- (ii) Annually funded groups are eligible to apply for semi-annual funds from ASuop, if they missed the process for annual funding.
- (iii) The process for semi-annual funding is as follows, in order:
 - (1) The Director of Finance shall send out a notification to all RSO treasurers and presidents informing them of when the application will open and when it will close.
 - (2) RSOs shall then prepare and submit their budget, with line item justifications, by filling out the ‘Funding Request Form’.
 - (3) Once the ‘Funding Request Form’ has been submitted, the RSO shall sign up for a hearing with the Director of Finance.
 - a) All RSOs will be given the option to be heard directly by the Finance Committee if they shall choose.
 - b) All RSOs that have a conflict of interest with the Director of Finance, whether professional or personal, will be heard by the Finance Committee.
 - c) The Finance Committee members have the right to request an RSO to be heard directly by them at any point in the funding process.
 - (4) After the Director relays all funding requests to the Finance Committee, the

Finance Committee, in consultation with the Director and Supervisor/Advisor, shall prepare a recommendation to the Senate of all semi-annual requests for the following semester. The recommendation requires a majority of the Finance Committee to pass.

- (5) The Chair of the Finance Committee shall present the approved recommendation of the Finance Committee to the Senate. The recommendation requires a majority of the Senate to pass.
- (6) The Senate-approved semi-annual recommendation is then sent to the President, who may sign it into effect, or veto the recommendation. If vetoed, the recommendation shall return to the Senate who may overrule the veto with a two-thirds (2/3) majority, or amend it and seek Presidential approval.
- (7) Once the semi-annual recommendation has been approved, the Director shall send a notification to all semi-annual groups, notifying them of their allocated amount.

803.2 Conference Funds and the Application Process

- (i) All members of ASuop are eligible to apply for conference funding.
 - (1) Conference funds are funds that may be used to support students and RSOs who are interested in experiential learning (e.g. attending professional meetings or conferences).
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 - (5) Requestors may have to present what they learned at the conference if requested by the Senate.
- (ii) The process for conference funding is as follows, in order¹:
- (1) Applicants shall submit a ‘Conference Funding Request Form’. Applicants ought to submit form at least thirty (30) days prior to the event. The Director shall send a notification, within a reasonable time, to the applicant to schedule a hearing with the Director of Finance.
 - (2) Applicant shall present to the Director of Finance as to how this conference will provide experiential learning and contribute to the Pacific community.
 - a) All individuals will be given the option to be heard directly by the Finance Committee if they so choose.
 - b) All individuals that have a conflict of interest with the Director of Finance, whether professional or personal, shall be heard by the Finance Committee.
 - c) The Finance Committee members have the right to request an individual be heard directly by them at any point in the funding process.
 - (3) After the Director of Finance relays all funding requests to the Finance Committee, the Finance Committee, in consultation with the Director and Supervisor/Advisor, shall recommend a level of funding for the request to the Senate. The recommendation requires a

majority of the Finance Committee to pass.

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- (7) After receiving the award letter, the applicant shall set up a meeting with the Business Manager to work out the logistics of the funding award.

803.3 Contingency Funds and the Application Process

- (i) All RSOs are eligible to apply for contingency funds from ASuop.
 - (1) Contingency funds are funds that are used primarily to support RSOs that were formed after Semi-Annual funding was disbursed. If awarded, contingency funds may be used immediately by the RSO. Purchases made before the issuance of the award are not eligible for reimbursement. All funds must be spent within the semester they are awarded –

no funds carry over to the following semester.

- (ii) The process for contingency funding is as follows, in order[†]:
 - (1) The first three steps of contingency funding are the same as the first three steps when applying for semi-annual funds (Chapter 803.1, (ii), (1)-(3) of the ASuop Bylaws).
 - (2) After the Director of Finance relays all funding requests to the Finance Committee, the Finance Committee, in consultation with the Director and Supervisor/Advisor, shall recommend a level of funding for the request to the Senate. The recommendation requires a majority of the Finance Committee to pass.
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Chapter 804 – Financial Regulations

804.1 Prohibited Items

- (i) The following items are prohibited and may not be funded by ASuop.
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 - (2) Purchases of alcohol or illegal substances.
 - (3) Faculty or advisor appreciation, including, but not limited to, dinner, gifts, awards, and refreshments.
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- (i) In order to ensure that funding is distributed to as many students as possible, funding limits on certain items are in effect. In rare and exceptional circumstances the Finance Committee may award funding above these

limits; however, this requires a two-thirds (2/3) majority vote of the Finance Committee.

- (ii) The following limits are in effect for semi-annual and contingency funding requests:
 - (1) Apparel: \$150
 - a) This limit does not include accessories, such as hats.
 - (2) Food for club meetings: \$150
- (iii) No other limits on specific items may be set for semi-annual and contingency funding requests, unless they are deemed necessary by the Director of Finance, in conjunction with the Finance Committee.
- (iv) The following limits are in effect for conference funding requests:
 - (1) Undergraduate and Graduate students: \$500 (twice per ASuop fiscal year per individual)
 - a) The ASuop fiscal year begins on July 1st and ends on June 30th of the following year.

Chapter 805 – Accessing ASuop Funding

805.1 The Reimbursement Process

- (i) All ASuop funds are disbursed on a reimbursement basis. The process for receiving a reimbursement is as follows, in order:
 - (1) Complete the ‘Reimbursement Form’, which can be found in the ASuop Office or on the ASuop website. This form requires the following:
 - a) Receipts of all purchases must be submitted with the reimbursement form.
 - b) The name, address to which reimbursements should be sent, and

Student ID number of the person being reimbursed.

- c) Signature of the RSO's advisor and treasurer (the President of the RSO may sign in lieu of the Treasurer if they are currently the ASuop Director of Finance or if they are being reimbursed). Officers may not approve their own reimbursements.

(2) Submit the 'Reimbursement Form', with all necessary documentation and any additional documentation as required by §805.1(3), within two (2) weeks of the event. Reimbursements may take up to four to six (4-6) weeks to process.

(3) The following additional information may be required:

- a) If the reimbursement is seeking funding for mileage, then a print out of the directions to and from the destination that shows the mileage, the purpose of travel, the date, and a list of passengers must be provided.

- b) If the reimbursement is seeking funding for an online purchase, then a valid document that shows the balance due is zero (0) must be provided. Additionally, the date and method of payment used (e.g. credit or debit card) must be provided. If the receipt does not include both payment date and the card used you will be asked to provide a copy of a credit/debit card statement showing that the payment has been made. Payments to vendors may be processed through the RSO's ASuop agency account – this requires a scheduled appointment with Student Activities Center staff at least three (3) weeks in advance of the payment.

- c) If the funding is to be used for on-campus (department) charges (i.e.

Bon Appetit, duplicating, etc.), then it must be pre-approved by the Business Manager.

Chapter 806 – Reserve Funds

806.1 General Reserve

- (i) The General Reserve must, at a minimum, retain a level of funding that is greater than 3% of total revenue for the fiscal year.
- (ii) The General Reserve may only be used to cover expenses that exceed the revenue generated for that fiscal year.
- (iii) Those sanctioned uses of this fund shall be executed by the Director of Finance.

806.2 Capital Replacement Reserve

- (i) The Capital Replacement Reserve shall receive an annual contribution from the budget, which at a minimum, will be equal to 0.25% of total revenue from the previous fiscal year.
- (ii) The Capital Replacement Reserve may only be used for purchasing equipment for the ASuop Office, replacing technology within the ASuop Office, basic repairs of the ASuop Office, and any other capital purchases that the Finance Committee deems a proper use of this fund.
- (iii) The Senate Finance Committee has jurisdiction over legislation concerning the use of this fund, but the Senate must also approve any uses of this fund.

Chapter 807 – Campus Improvement Fund

807.1 Fund Intention

- (i) The Campus Improvement Fund is established to financially support the overall student-centered experience for the students of the University of the Pacific.
- (ii) The Campus Improvement Fund is intended to support improvements to the University of the Pacific to improve the student experience.

- 807.2** Process for Projects
- (i) Only one request may be submitted by ASuop Members for a given project, unless the Finance Committee deems a re-submission necessary.
 - (ii) Forms for Project Submission shall be provided from the Finance Committee to ASuop Members.
 - (iii) Projects may only be recommended for approval by a majority of the Finance Committee.
 - (iv) Every request for project funding must be presented to the Finance Committee by its submitter at a date and time of the Finance Committee's discretion.
 - (v) Submitted projects are sent to the Senate for funding approval.

- 807.3** Implementation of Policy
- (i) All projects must be passed by a majority of the ASuop Senate in the form of a 'Finance Budget Appropriation Request' (FBAR).
 - (ii) A Director within the Executive Cabinet shall be responsible for overseeing the progress and implementation of the project.

Chapter 808 - ~~Graduate and Career Testing~~ Aspiration Advancement Fund

- 808.1** Fund Intention
- (i) The purpose of the ~~Career and Graduate Test~~ Aspiration Advancement Fund is to help alleviate financial burdens associated with ~~post-graduate~~ educational and professional aspirations.
- 808.2** Process to Apply for Funding
- (i) ~~Only one request~~ Requests may be submitted by currently enrolled ASuop Members each fiscal year for use during that a given fiscal year, ~~unless the Finance Committee deems a re-submission necessary, and a funding limit of \$250 is going to be set.~~

- (1) Each ASuop member is only eligible for up to \$250 dollars of funding each fiscal year.
- (2) The ASuop fiscal year begins on July 1st and ends on June 30th of the following year.
- (ii) Forms for ~~testing reimbursement~~ funding requests shall be ~~provided~~ made accessible by the ~~Director~~ Department of Finance to interested students.
- (iii) Students will submit the request and have a hearing with ~~the Director~~ member(s) of the Department of Finance.
- (iv) If endorsed, ~~F~~the ~~Director~~ Department of Finance, in collaboration with the Finance Committee, shall put forth the funding request to the Senate in the form of an FBAR.
- (v) Requests may only be recommended for approval by a majority of the Finance Committee.
- (vi) Upon approval of the FBAR by the Senate, the student will become eligible for a reimbursement through our Business Manager.

808.3 Fund Limits

- (i) The Aspiration Advancement Fund must:
 - (1) Pertain to your academic experience at Pacific.
- (ii) The Aspiration Advancement Fund cannot be used for
 - (1) Physical Items (Clothing, electronics, etc.)
 - (2) Test preparation materials (digital or physical).
 - (3) Classes or courses.
 - (4) Recertification of professional licenses.



Senate Bill
students serving students

Respectfully Submitted,

Bailey Pearson
Bailey Pearson, Senator for the SIS

11/19/2022
Date

 Approved by the Rules Committee

By a vote of : 3 - 0 - 0

Bailey Pearson
Bailey Pearson, Senator for the SIS

 by the ASuop Senate

By a vote of : - -

Brooke Tran, Vice President of ASuop

Date

RECEIVED BY THE OFFICE OF THE PRESIDENT



Signed,

Angel Zhong, President of ASuop

Date