

## **S.B.C. 11 (2024)**

Updating the SAC Discretionary Funding Timeline

Drafted by:

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IN AMENDMENT TO:

Articles IV, VII, IX of the Bylaws of the Associated Student Government of Santa Clara  
University

All changes highlighted in yellow.

#### **IV. Legislative Branch**

1. The Student Affairs Committee (“SAC”) shall:
  - a. Be composed of at least five (5) Senators and not more than nine (9) Senators on the committee of which a majority must be class senators. One (1) Senator shall serve as Chair.
    - i. The SAC committee shall be established no later than Week 9 of Spring Quarter in order to be able to meet over the summer for the Fall Quarter funding cycle.
    - ii. When established at this time, the Committee shall be composed of no less than five (5) Senators.
    - iii. When Freshman Senators are elected, no less than two (2) additional Freshman Senators shall be appointed to serve in SAC.
  - b. Meet weekly at least two (2) business days in advance of the weekly Student Senate meeting.
  - c. Write and recommend all legislation to the Student Senate concerning all Registered Student Organizations (“RSOs”), including status changes and Discretionary Funding Requests (“DFRs”).
  - d. Write resolutions and commendations for the Student Senate regarding all RSO activity on the University campus.
  - e. Serve as a communication link between the RSOs and ASG. The SAC shall post their office hours each quarter.
  - f. Communicate procedures to the student body for establishing and maintaining RSO status.
  - g. Maintain all records related to RSOs including Constitution, Bylaws, quarterly budget and activity reports, DFRs, and any other materials necessary in support of clubs.
  - h. Maintain records of all DFRs, providing copies to the Financial Vice President, Center for Student Involvement (“CSI”) Staff Advisor, and when appropriate the CSI Director.

#### **VII. RSO Discretionary Funding**

##### **A. Discretionary Funding Overview**

1. RSOs may petition the SAC for Discretionary Funding to assist with the purchase of equipment, sponsorship of an event, dues for the organization, or for another reason they believe benefits the Santa Clara University community.
2. RSOs must send two (2) Executive (President, Vice President, Treasurer) officers to RSO training each quarter to be eligible to request discretionary funding from SAC. All funds need to be requested from SAC.
3. SAC reserves the right to reject Budget Plans. Examples included below:
  - a. Incorrect Budget Plan
  - b. Event conflicts with any terms defined in this document
4. The SAC will reject any request for funding that is in conflict with the interests of the student population and reserves final control over funding for any RSO or class events.
5. With reference to The Solomon Code Of Ethics And Values, the SAC committee chair and committee members must abstain or recuse themselves from the decision-making process in all situations in which the Parliamentarian has determined a conflict of interest, or when they believe that they cannot exercise impartial judgment.
6. SAC will not fund anything that is prohibited for students under University Policy (e.g., alcohol, cigarettes, hookah, chew, etc.).
  - a. Failure to comply with this clause will result in immediate revocation of all RSO privileges and referral to CSI for organizational review and potential sanctioning and to the Office of Student Life for individual review and potential sanctioning.

## B. Discretionary Funding Requests Guidelines

### 1. RSO Training & Applications Timeline

#### a. Fall Quarter Funding Cycle

- i. RSO Training must be held virtually at minimum four (4) weeks prior to Week 1 of Fall Quarter.

1. Emails with information on RSO Training for the Fall Funding Cycle must be sent out to RSO leaders at minimum one (1) week prior to the first RSO Training session.

- ii. Discretionary Funding applications are due at the end of the day on Friday, three (3) weeks prior to Week 1 of Fall Quarter at 11:59 PM.

- iii. Funding allocations must be sent out via NOLs by the end of the day Friday, one (1) week prior to Week 1 of Fall Quarter.

#### b. Winter Quarter Funding Cycle

- i. RSO Training must be held in person during Week 1 of Fall Quarter

- ii. Discretionary Funding applications are due at the end of the day on Friday of Week 2 of Fall Quarter.

- iii. Funding allocations must be sent out via NOLs by the end of the day on Friday of Week 4 of Fall Quarter.

#### c. Spring Quarter Funding Cycle

- i. RSO Training must be held in person during Week 1 of Winter Quarter

- ii. Discretionary Funding applications are due at the end of the day on Friday of Week 2 of Winter Quarter.

- iii. Funding allocations must be sent out via NOLs by the end of the day on Friday of Week 4 of Winter Quarter.

- d. The SAC committee must explicitly state the time frame of when they expect to submit the NOLs to the RSOs during RSO training each quarter, in order to increase transparency and assist RSOs in planning accordingly.

- e. Discretionary Funding Guidelines must be approved by the following:

- i. SAC Chair, Committee, and Advisor must approve the Discretionary Funding Guidelines unanimously.

- f. ASG Senate must approve (by supermajority) the Discretionary Funding Guidelines for the following academic year by Week 10 of the current academic year's Spring Quarter. If the Senate fails to approve new guidelines by Week 10, existing funding guidelines will carry over to the next academic year until approval can be achieved.

### 2. Provisional Student Organization (PSO) Funding

- a. SAC must allocate funding to PSOs via NOLs within a week of PSOs being approved by the Student Senate, and thus recognized by RSOs.

- i. No Discretionary Funding Application shall exist for newly-approved RSOs. Rather they shall receive a consistent amount of funding (across all new RSOs).

- ii. The amount of funding allocated to newly-approved RSOs shall be up to the discretion of SAC.

## VI. On Funding Categories

A. Budget Plans are submitted according to the time plan in the bylaws. Budget Plans will consist of individual plans for individual funding events. Each event will include a breakdown of costs and an estimated event attendance. This policy shall provide for definitions of and restrictions for fundable categories, and will govern the decisions of the Student Affairs Committee (SAC) as they fund events.

### B. Categories and funding percentage cap

#### 1. Advertising

a. Funding cap per event (20 or more people): \$250

b. Funding cap per event (less than 20 people): \$75

#### 2. Apparel

a. Funding percentage cap per request: 50%

b. Funding cap per person (less than 30 people): \$15

#### 3. Costume/Equipment/Uniform

a. Funding percentage cap per request: 50%

#### 4. Artists/Speaker/Coach

a. Funding percentage cap per request: 75%

#### 5. Food

a. Funding percentage cap per request: 70%

b. Funding cap per person: \$15

#### 6. Lodging

a. Funding percentage cap per request: 75%

b. Funding cap per person (less than 15 people): \$60

#### 7. Registration

a. Funding cap per event (7 or more people): \$700

b. Funding percentage cap per attendee: 65%

#### 8. Transportation

a. Funding percentage cap per request: 75%

b. Funding cap per person (less than 15 people): \$100

#### 9. Supplies and Others

a. Funding percentage cap per request: 100%

b. Funding cap per event (less than 20 people): \$150

#### 10. Entertainment

a. Funding percentage cap per request: 75%

### C. Definitions and Restrictions

#### 1. Advertising

a. Definition: Content that promotes an RSO culture shows, events, fundraisers, meetings, etc.

b. Restriction: No physical advertising will be funded, all materials must be digital.

c. Exceptions: Stickers

#### 2. Apparel

a. Definition: Any Screen-Printed or Digitally-Printed garment showcasing a Registered Student Organization

b.Restriction: ~~Apparel only for SCU undergraduate students~~, Apparel cannot have expletive or derogatory content etc. Apparel and Uniforms must be made available to all club members unless there is a specific need otherwise. Apparel must be fair-trade and cruelty-free.

### 3. Costume/Equipment/Uniform

- a. Definition: Cultural garments, costumes, and equipment critical to the RSO's operation like instruments or sport gear.
- b. Restriction: has to be reusable (i.e. best not to put a date on it if you want to use it next year). Exceptions can be made at the discretion of SAC.

### 4. Artist/Speaker/Coach

- a. Definition: Non-SCU affiliate who speaks, performs, or coaches an RSO for a temporary amount of time
- b. Restriction: Approved by CSI and may not be compensated directly via SAC Discretionary Funding

### 5. Food

- a. Definition: Any perishable good that an organization is consuming or provided to event attendees
- b. Restrictions:
- i. SAC will not fund any alcohol, drugs, or other controlled substances.
  - ii. SAC will not fund any food for off-campus events.
  - iii. MCC clubs need to refer to 'Contractor Exclusivity Exception Detail' found [here](#).

### 6. Lodging

- a. Definition: Costs of lodging for events held off-campus
- i. Regular fees for rooms for hotels, motels, ~~Airbnb~~, etc.
- b. Restriction:
- i. These costs do not include room service, parking, or other fees incurred besides the regular fees for rooms
  - ii. SAC will not fund any Airbnb lodging.

### 7. Registration

- a. Definition: Fees/costs associated with the registration, admission, or application costs for professional and/or academic opportunities related to the interest or focus of the RSO
- i. For guidance, conference fees, museum tickets, registration for competitions are covered under this definition.
- b. Restrictions:
- i. SAC will only fund conferences, competitions, conventions, and other professional and/or academic opportunities organized by a third party
  - ii. SAC must see some proof of the registration fees associated with the professional and/or academic opportunity, with proof of the third party's organizational role
    - (a) Websites or any official advertising material for the opportunity would be sufficient proof

### 8. Transportation

- a. Definition: Costs of transportation for RSO travel to events related to the interest or focus of the RSO
- i. SAC funding is limited to public transportation fees, Uber, Lyft, plane tickets, car rental costs, and/or gas (via current standard federal mileage rate)

(a) RSOs need to show proof to ASG that they have found the cheapest plane tickets (i.e. a comparison among airlines offering similar flights to the same destination and the prices they are offering)

b. Restriction: SAC will only fund transportation inside the United States

#### 9. Supplies and Others

a. Definition:

i. Materials that are pertinent to the creation of the event or program, including, but not limited to:

(a) Utensils (only of sustainable materials)

(b) Decorations (streamers, table cloths, etc.)

(c) Books and audiobooks

(d) Reusable tablecloth, banner, or signage that advertises the club

(e) Supplies related to fundraising:

(i) Shirts and other apparel to sell

(ii) Stickers

(f) Supplies not included on the above list, and not restricted by this policy, will be funded at SAC's discretion

(g) Deposits

ii. SAC has the discretion to fund items that they deem appropriate on a request basis under the category of "Other"

b. Restrictions:

i. SAC will not fund single-use plastic, rubber, latex

ii. SAC will not fund gifts, raffle prizes, or giveaways

iii. SAC will not fund helium

iv. SAC will not fund makeup

v. SAC will not fund electronics

vi. SAC will not fund physical advertisements

vii. No funding may go to a business in which a member of the RSO, or a member of SAC, may financially benefit

#### 10. Entertainment

a. Definition: Fees associated with renting/buying entertainment in the form of movies, books, or shows for the purpose of the entire club.

### IX. Finances

A. Total ASG yearly funds shall be composed of student fees and any miscellaneous income generated by ASG. ASG operating funds shall be allocated in the Spring Quarter before the start of the next fiscal year (July 1-June 30).

B. ASG personnel must submit a form of intent to the Student Body President, Senate Chair, Chief Justice, or the Vice President of Finance for his or her approval of all money spent on behalf of ASG prior to the expenditure of funds.

1. Proposals for expenses must be submitted prior to the spending of any ASG funds through the use of a form of intent, which presents the amount of funds requested and its intended purpose.

2. The Student Body President, Senate Chair or Chief Justice may designate officers within their branch to approve such expenses, if that designation is made in writing to the Financial Vice President.
- C. The advisors of the chartered student organizations (CSOs) with approval of the Vice Provost for Student Life determines the total amount of funds allocated for RSOs.
- D. The RSO fund shall be divided over the Fall, Winter, and Spring Quarters at the discretion of SAC.
- E. Funds remaining in the Discretionary Fund at the end of the academic year will be allocated to the Student Activity Fee Capital Asset Reserve.
- F. ~~During the Spring Quarter, the Student Senate shall be given a general overview of the expected expenditures of the Cabinet during the Summer.~~
  1. ~~If the total amount of Summer expenditures by the Cabinet should exceed five thousand dollars (\$5000.00), any further expenditures by the Cabinet shall be subject to approval by the CSI Staff Advisor.~~
- G. The Financial Vice President should give regular updates to the SAC ~~and Student Senate~~ regarding available funds for RSOs.
- H. Funds allocated to RSOs by ASG shall be managed under the following procedures:
  1. ~~Amounts allocated for RSO events are determined by SAC recommendation (less than or equal to \$1,000) or vote of the Student Senate (greater than \$1,000).~~
  2. RSOs must use funds for legitimate purposes and submit reimbursement requests to the Financial Vice President within ten days of expenditures.
  3. RSOs may not spend Discretionary Funding in a quarter different than the one it was allocated ~~for~~ ~~with the following exceptions:~~
    - a. ~~Funding granted for an event in the first three weeks of an academic quarter granted in the preceding quarter.~~
    - b. ~~Funding granted retroactively for an event in the first three weeks of the Fall Quarter.~~
  4. RSOs may not use Discretionary Funding granted by the Student Senate for any purpose other than what was granted.
    - a. Unused Discretionary Funding will be returned to the RSO Funds.
  5. RSOs may carry forward any fundraising revenue, dues, or donations from quarter to quarter and annually.
  6. All funds allocated to RSOs will come from the ASG Discretionary Fund
- I. RSO Debt and Retirement of Funds
  1. For regulations and procedures governing the indebtedness of RSO's and the retirement of RSO funds, see the CSI Website.
    1. The Student Affairs Committee ("SAC") shall:
      - a) Be composed of at least four (4) senators and not more than nine (9) senators on the committee of which a majority must be class senators. One (1) Senator shall serve as Chair.
      - b) Meet weekly at least two (2) business days in advance of the weekly Student Senate meeting.
      - c) Write and recommend all legislation to the Student Senate concerning all Registered Student Organizations ("RSOs"), including status changes and Discretionary Funding Requests "(DFRs)".

- d) Write resolutions, open letters, and commendations for the Student Senate regarding all RSO activity on the University campus.
  - (1) Resolutions, open letters, and commendations shall require a minimum of three (3) co-authors
- e) Serve as a communication link between the RSOs and ASG. ~~The SAC shall post their office hours each quarter.~~
- f) Communicate procedures to the student body for establishing and maintaining RSO status.
- g) Maintain all records related to RSOs including Constitution, Bylaws, quarterly budget and activity reports, DFRs, and any other materials necessary in support of clubs.
- h) Maintain records of all DFRs, providing copies to the Financial Vice President, Center for Student Involvement (“CSI”) Staff Advisor, and when appropriate the CSI Director.

*So signed by the following individuals, representative of the collective approval of the Associated Student Government of Santa Clara University,*



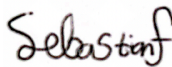
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