

Section IX
Finance Code

9.1 The rules and guidelines for the financial operations of ASG shall be known as the Finance Code.

9.1.1 Those who fall under the jurisdiction of the Finance Code include all non-instructional organizations, defined as active groups that do not require the enrollment of unit-based classes, as funded by the Associated Student Government of Saddleback College.

9.1.2- (Exceptions) Any additional funding requests that are not allocated, either in full or partially by the college, may be presented to Senate for additional review and/or approval with proper documentation and the approval of the Vice President of Senate and the Chancellor of the Exchequer through signature.

9.2 The financial operations of ASG shall be administered under the guidelines of a budget established by the Budget Committee.

9.2.1 The budget shall only become final after approval by the Senate, and the SOCCCD Board of Trustees.

9.2.2 Non-allocated funds shall not be expended from the ASG Emergency Contingency and Reserve for Mid-Year Allocations without the majority approval of the Senate and the consent of the Vice President of Senate and/or the Chancellor of the Exchequer through signature.

9.2.3 If, for any reason, the Inter-Club Council cannot provide funding for one of its member organizations, the organization can then go to Senate for the approval of additional funds, provided that they obtain a written recommendation from the Inter-Club Council Executive Board supporting the request, along with a detailed, descriptive presentation in regards to why the amount has been requested, and detailed accountability for said funds, which is to be presented to Senate during the time of vote. In order for the funding request to be approved, it must gain the majority vote of Senate, as well as the approval of the Vice President of Senate and the Chancellor of the Exchequer through signature.

9.3 All organizations that receive funding through ASG are required to display the following: “Sponsored by the Associated Student Government of Saddleback College” on any advertising or promotional materials, during the event/occasion that received funding from ASG.

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9.4 Budget Committee shall also be responsible for creating/ implementing all ASG fundraising and revenue generating endeavors, as directed by the Secretary of Commerce of the Events Cabinet.

9.5 All ASG budgeted expenses shall be approved through a requisition process.

9.4.1 All requisitions require the signatures of either the Chancellor of the Exchequer, or the Secretary of Commerce of the Events Cabinet during the absence of the Chancellor of the Exchequer, and the Director of Student Development.

9.6 All groups receiving funding from ASG for travel must meet the following requirements:

9.6.1 Travel, for the purpose of funding requests, is defined to be any event outside of a 60 mile radius of Saddleback College, that requires any mode of transportation other than by vehicular means (car, bus, train, truck, etc) or an event that involves overnight stay.

9.6.2 ASG will sponsor up to, but no more, than 75 percent of any travel program.

9.6.3 All participants must be directly associated with the approved group.

9.6.4 All participants must purchase an SC ASB stamp.

9.6.5 All participants must be currently enrolled in a minimum of five units at Saddleback College **as active students.**

9.6.6 All participants must have an active transcript/grading history on record at Saddleback College.

9.6.7 All participants must have a minimum 2.0 cumulative G.P.A.

9.6.8 All participants must follow SOCCCD and Student Development processes and timeline or accessing ASG funds.

9.6.9 All participants must adhere to Board Policy 6125 referring to the Saddleback College Code of Conduct.

9.6.10 All groups and/or individuals planning to use ASG funds must complete a travel application through Student Development Office.

9.6.11 Allocations for meals during travel shall not exceed \$10.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner per person per day of travel. The

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coordinator/advisor of the event shall be responsible for funds not spent, which will then be returned to the ASG Reserve for Mid-Year Allocations.

9.6.12 Upon return, the participants that received funding shall, as a whole, fill out the Travel Follow-Up Report Form with details regarding their travel, for strictly informative purposes, to be presented to the ASG Senate within 2-3 weeks following the date of return.

9.7 The President, The Chancellor of the Exchequer, and the Director of Student Development will make the final selection of student participants for ASG-sponsored events and conference travel opportunities. The Office of Student Development will work to ensure that a variety of students are selected to participate in ASG travel activities. Criteria will be based on each applicant's previous commitment and involvement with ASG, as well as the role of the applicant's current ASG position.

9.8 Each year a percentage of the total projected revenue will go towards the following:

9.8.01 10% to Scholarships

9.8.02 10% to the **Emergency Reserves**

9.8.03 5% to the **Reserve for Mid-Year Allocations**