

**ASSOCIATED STUDENTS OF FOOTHILL COLLEGE (ASFC)
BUDGET COMMISSION CODE**

PREAMBLE

ARTICLE I: Name

The name of this commission shall be the ASFC Budget Commission.

ARTICLE II: Purpose, Charge & Membership

1. Commission Purpose

- a. Oversee the ASFC Budget for the current and the coming fiscal school year in conjunction with the accountant.
- b. Review monthly ASFC Budget reports with the accountant.
- c. Monitor and evaluate ASFC monthly expenditures and revenue.
- d. Coordinate the annual budget allocation process.
- e. Present all budget recommendations for the current and the coming fiscal school year to the ASFC Campus Council for approval.
- f. Receive monthly reports from ASFC owned and run businesses.

2. Commission Charge

- a. The ASFC Budget Commission is charged with maintaining the integrity of the annual budget process by determining the best use of ASFC funds for all ASFC members.
- b. The ASFC Budget Commission will develop completely new Mission Based Budgeting guidelines annually during fall quarter that will list the priorities of ASFC, which will guide the allocation process. Once Budget Commission has developed the allocation Mission Based Guidelines, they will be presented to ASFC Campus Council for final approval, which will require a three-fourths (3/4) vote and will be done by roll call.
- c. The ASFC Budget Commission will coordinate the annual ASFC budget allocation process:
 - i. Develop an allocation process calendar, request forms and other guidelines for the ASFC Budget Request Packet.
 - ii. Conduct hearings for submitted budget allocation requests.
 - iii. Review and evaluate all budget allocation requests based on the established guidelines and priorities.
 - iv. Make recommendations for budget allocations to the ASFC Campus Council.
- d. Develop the total annual budget for ASFC, to be approved by the ASFC Campus Council, and submitted to the Foothill-DeAnza Community College District Board of Trustees for approval and adoption.
 - i. The ASFC Budget shall be presented to the ASFC Campus Council for approval by the first meeting in April. After the first two-thirds (2/3) vote for approval, the proposed Budget shall be posted for one (1) week for the general public to view. Approval is no less than a two (2) week

process that requires a two-thirds (2/3) vote of the ASFC Campus Council at successive ASFC Campus Council meetings. The budget may be amended on the floor of the ASFC Campus Council prior to the second two-thirds (2/3) vote. However, once a change is made to the Budget that has been posted for the public to view, the changes must also be posted for the public to view for a period of at least forty-eight (48) hours. The second two-thirds (2/3) vote will take place after this period. Any and all amendments throughout the budget deliberations shall also require a two-thirds (2/3) vote for approval. The Final budget will be approved by April 30.

- e. The ASFC Fund Balance is restricted and cannot be utilized unless the ASFC College Council deems there is a need for allocation due to unforeseen circumstances and the ASFC Campus Council approves this action with a two-thirds (2/3) vote.

3. ASFC Budget Commission Membership

a. Voting Members: (9)

- i. ASFC Vice President of Finance (Chair)
- ii. ASFC President (Vice Chair)
- iii. Seven (7) students appointed and approved by ASFC Campus Council.
 - 1. Five (5) students from voting membership of ASFC Campus Council.
 - A. No more than three (3) Finance Board members, including the VP of Finance, may be voting members on the Budget Commission. If some of these slots are unable to be filled from the Finance Board members, by the third meeting of the quarter, the remaining unfilled positions will go to Campus Council to fill. Campus Council will recommend and approve Commission members from other ASFC Boards to fill open positions.
 - B. Two (2) of which will consist of member chosen from Campus Council (from different boards, not including Finance board).
 - 2. Two (2) at-large students. Students who have paid their student body fee, but not members of ASFC Campus Council. If these positions are not filled by the third (3rd) week of the quarter, the right to fill these positions becomes the prerogative of Council to appoint any qualified and good standing student, including voting members from Council.
- iv. Voting members must be present at meeting to vote.
- v. In their fourth week of membership in the Budget Committee, voting members will be required to attend Campus Council to be re-appointed in their position. The re-appointment must be approved by the ASFC Campus Council by a simple majority (50%+1).

- vi. In the case of resignation or termination of any voting member of the ASFC Budget Commission, the ASFC President will recommend a replacement selected from the ASFC membership. The appointment must be approved by the ASFC Campus Council by a simple majority (50%+1).
 - b. Ex-Officio Non-Voting Members (Optional)
 - i. ASFC Secretary
 - ii. ASFC Vice President of Activities
 - iii. Staff, faculty or administrative advisor(s)
 - 1. For the purpose of the ASFC Budget Commission, the role of advisor is limited to resource capacity only. Advisors are to respond to questions and give historical perspectives as requested. Advisors may not vote, offer an opinion (unless asked by a voting member) make or second motions.
4. Attendance Policy for ASFC Budget Commission Voting Members
 - a. Absences
 - i. All voting members may have up to two (2) absences (excused, unexcused, or otherwise) per quarter. Not arriving to a meeting or arriving to a meeting after it is called to order, fifteen (15) or more minutes late, counts as a full absence. However, even though the member receives an absence for the meeting, they are still able to vote in the meeting.
 - b. Tardiness and Leaving Early
 - i. Tardiness to a meeting will count as one-half ($\frac{1}{2}$) of an absence. Tardiness consists of arriving up to fifteen (15) minutes late after a meeting is called to order. Leaving prior to the end of the meeting or before the meeting is adjourned, counts as one-half ($\frac{1}{2}$) of an absence.
 - c. Penalties
 - i. Once a member has gone over two (2) absences, they are automatically removed from the voting membership of the Commission. Based on the recommendation from the Finance Board to Campus Council, it is up to Council whether or not to allow them to re-apply for a position on the Commission.
5. ASFC Budget Commission Structure & Process
 - a. The ASFC Vice President of Finance shall serve as Chair of the ASFC Budget Commission.
 - b. The ASFC President shall serve as Vice Chair.
 - c. Allocations will be approved with a simple majority vote (50% +1) by present voting members of the ASFC Budget Commission. There are no proxy votes.
 - d. The ASFC Budget Commission shall meet with the accountant to determine annual allocation total available prior to the distribution of the ASFC Budget Allocation Request packet.

- e. The ASFC Budget Commission shall only accept and consider budget allocation requests from current ASFC members.
 - i. Defined for this purpose, ASFC members eligible to submit a budget allocation request will not include any individual who is an employee of the FHDA District as full or part-time faculty or staff, or any administrator, even if they have paid the ASFC student body fee.
- f. Voting members of the ASFC Budget Committee may not submit budget allocation requests.
- g. The ASFC Budget Commission must have two-thirds (2/3) of voting members or six (6) present to conduct a meeting.
- h. Minutes will be taken at every ASFC Budget Commission meeting and posted online within 72 hours.

ARTICLE III: BUDGET

1. Budget Process

- a. The budget cycle runs for a period of one fiscal year, July1- June 30.
- b. Allocated funds not utilized by June 30, will be transferred back to ASFC reserves.
- c. All funded budget requestors will submit an evaluation of the program funded by ASFC. This will include an evaluation of the program activities and is due within 30 days after the program has expended their funds.
- d. Programs in the budget which have income commitments are expected to fulfill their commitment by transferring funds from their respective trust accounts to ASFC.
 - i. These programs are allowed to use funds in excess of income target, subject to Council's approval.
- e. The ASFC Budget Commission with a simple majority vote, (50%+1) for Campus Council's approval, recommends all allocations from reserve.

2. Budget Hearing Process

- a. There needs to be a process for budget requests laid out in Fall quarter with a timeline available.
- b. All Budget Requests for the next fiscal year will be due by the tenth week of Fall quarter.
- c. Hearings regarding budget allocation requests for the following fiscal year will take place in the Fall quarter and will conclude by the fourth (4th) week of the Winter quarter.

3. Budget Oversight Regarding Non-Students

- a. All individuals associated with ASFC who have access to ASFC monies must present all their expenditures in itemized documentations within a week of the expenditure to the Budget Commission for review

ARTICLE IV: MEETINGS

- 1. Regular meetings of the ASFC Budget Commission shall be held weekly (excluding holidays, closed weeks and exam weeks) during the academic year.

2. Special meetings for the ASFC Budget Commission may be called by the ASFC Vice President of Finance or ASFC President, provided adequate written notice is given to the membership.
3. Special meetings for the ASFC Budget Commission may be called by the ASFC Vice President of Finance on receipt of a petition of one-third (1/3) of the voting members of the ASFC Budget Commission requesting a special meeting.

ARTICLE V: PROGRAM REVIEW

1. The ASFC Budget Commission will annually review one-third (1/3) of that year's funded programs.
 - a. The ASFC Budget Commission will make recommendations for future funding based on their program review of the submitted evaluation.

ARTICLE VI: RULES OF ORDER

1. Except as specifically provided for, the contrary herein, Robert's Rules of Order, Revised (current edition) shall govern all of the actions and deliberations of the Commission.

ARTICLE VII: AMENDMENTS & CHANGES TO CODE

1. This Code may be amended or changed by the ASFC Budget Commission with a two-thirds (2/3) vote, subject to approval by the ASFC Campus Council. (Simple majority, 50%+1)
2. This Code will guide all actions of the ASFC Budget Commission without exception. Strict interpretation of these guidelines is required to maintain the integrity of the ASFC budget.

Approval/Amendment Dates:

June 21, 2012