



The Associated Students Fiscal Policy

Proposals submitted to the Associated Students (A.S.) for consideration should note the following principles used by the A.S. in its decision making process. Projects that seek A.S. funding should be designed to aid the Santa Monica College campus with its mission of education and student development in a manner that is of direct benefit to the student body at-large.

The Associated Students Board of Directors will abide by the State of California Education Code.

The Associated Students Board of Directors will abide by the Associated Students Constitution and Bylaws.

The Associated Students Board of Directors will be accountable for fiscal responsibility to ensure that the present and future Associated Student body remains a viable entity.

Table of Contents

1. Disclaimer.....	2
2. Who can submit a proposal?.....	2
3. When to submit a proposal?.....	3
4. How to submit a proposal?	3
5. Proposal requirements.....	4
A. After submitting the proposal.....	4
B. After completing the project.....	4
C. Reallocation of previously approved funds.....	4
6. What proposals get funding?.....	5
A. Field Trips.....	5
B. Campus Events.....	6
C. Innovative Projects.....	6
D. Equipment.....	7
E. Department requests.....	7
F. Memberships.....	7
7. ICC Allotment.....	8
8. Promotional requirements.....	8
9. Sustainable purchasing policy.....	8
10. Violations, appeals, and amendment policies.....	9
11. Budgeting.....	9

1. Disclaimer

1. The Associated Students Board of Directors is a separate entity, and proposals submitted by the A.S. Directors that are necessary or inherent to the operations of the Board or Student Life Office, i.e. conferences, retreats, office equipment, are not required to follow the Fiscal Policy.
2. Any funding approved by the previous A.S. Board of Directors, i.e. a campaign contribution or a scholarship, does not set a **precedent** for future A.S. Boards.
3. The conduct of the project must be **within the capability** of the proposing group and available resources.
4. The project must **adhere to the A.S. Constitution, district policies and the California Education Code**. The project proponents must verify and be ready to show the A.S. Finance Committee and the A.S. Board of Directors that the project complies with all College rules and regulations, the A.S. Constitution, and with the California Education Code.
5. The project should be consistent with the Associated Students Goals and Objectives (**ASGO**) and the Associated Students **Mission Statement** as stated in the A.S. constitution.
6. Compliance with the Fiscal Policy is no guarantee of funding. A variety of factors will be considered by the Finance Committee and the Board of Directors in the consideration of a proposal.

2. Who can submit a proposal?

1. SMC students who are current **A.S. members** may submit a funding proposal.
2. SMC **staff** (classified, faculty, administrators) **who seek funding from the A.S. must be accompanied by a current A.S. member or an appropriate A.S. Director** who is in support of their proposal. The A.S. member or A.S. Director must be present at the A.S. Finance Committee meeting to introduce the proposal.
3. No distinction must be made between state, out-of-state, and international students in any of the eligibility criteria of a proposal.
4. Any individual or group with an **outstanding violation** of the Fiscal Policy in the past academic year is **not eligible** for funding until the violation is cleared (see Section 10).

3. When to submit a proposal?

1. Proposals must be submitted by **Wednesday, 6:30 PM of any week** to be reviewed at the A.S. Finance Committee meeting the following week. **Late proposals** submitted after the weekly deadline will not be accepted or reviewed at the upcoming Finance committee meeting.
2. All proposals for more than \$10,000 must be submitted at least **four class weeks** in advance of the date when the funding needs to be approved at the A.S. Board of Directors meeting. Such proposals may require 2-3 readings at the A.S. Board of Directors meetings for the approval.
3. The A.S. Board of Directors **will not fund projects retroactively**.

4. How to submit a proposal

1. The proposal must be submitted **on time** (see Section 3.1).
2. The proposal must be **filled out completely**, listing the expenses, the total budget, the sources of funding (personal contributions, ICC and Special accounts), and the additional amount requested from the A.S.
3. All information regarding the program or project must be **documented** with verifiable data.
4. Proposal packet must be submitted in a **clear and organized manner**.
5. Official **price quotes** for every expense budgeted must be submitted at the time the proposal is submitted. Price quotes should not be submitted at the Finance committee or at the Board of Directors meeting. Expenses that are not supported by the official price quotes will not be considered part of the total budget and will not be funded.
6. Proposals that will benefit a small number of students, such as fieldtrips or scholarships, must include a **list of students** with their SMC ID and current A.S. sticker numbers when submitting a requisition for the funds, if approved, for the A.S. membership verification.
7. **Any changes** to the budgeted expenses or amounts requested from ICC allotment or A.S. funds must be submitted to the Director of Budget Management **before the Finance or A.S. Board meeting**. Last minute increases in the requested funds will not be considered if submitted at the A.S. Board meeting.

5. Proposal Requirements

A. After submitting the proposal

1. **A representative of the project proponents must be present** during the A.S. Finance Committee meeting to present the proposal.
2. If the A.S. Finance Committee approves the proposal, a representative must attend the A.S. Board meeting unless the proposal is put in the consent agenda. (The dates and times can be obtained online and at the Associated Students office)

B. After completing the project

1. After an **off-campus project** is completed, the project proponents must provide the Associated Students with a short **verbal report** during the A.S. Board and ICC meetings. Also, **photos or videos** should be submitted to the Director of Publicity for the use on the A.S. website. All reports must show the benefits of the A.S. funding for the student body.
2. All the report materials **must be presented within three weeks** after the completion of the project. The A.S. Secretary must be notified first of when the presentation is to be made.
3. If the project is not planned to be completed in the semester it is funded, a **progress report** must be made at the A.S. Board meeting during one of the last four meetings in the semester. The progress report must be made every semester until the completion of the project.

C. Reallocation of Previously Approved Funds

1. If funds are needed to be used in a different manner other than that proposed, then the shift in funds must be approved by the A.S. Board of Directors. The proposed revision must be submitted to the Associated Students secretary no later than 3pm on the Thursday prior to the A.S. Board of Directors meeting when you want your reallocation to be considered.

6. What proposals get funding?

A. Field Trips

1. The purpose of the trip must be **educational or to represent SMC**. The **information** obtained in the trip must be essentially different from the information available from sources such as Internet, books, movies etc. The purpose of a club field trip must be related to the mission of the club.
2. The students planning to attend the field trip must be **current A.S. members**. If the funds are approved, a **list of students** with their SMC ID and current A.S. sticker numbers must be submitted with the funding proposal.
3. Funding for advisors will be approved at an appropriate ratio depending on the field trip.
4. The field trip must be **in-state**, unless the attendees will be competing nationally to represent SMC.
5. There must be **contribution from the students** attending the field trip that is directed towards the cost of the field trip.
6. The proposed contribution from the A.S. may be 50% or less of the total cost of the field trip. For a club field trip, the ICC allotment will count towards the club's contribution towards the trip.
7. At least 50% of the remaining balance of a club's **ICC allotment** must be used in financing the field trip.
8. Funds from a club's **special account**, if available, must be used in financing the field trip.
9. The cost of **food and drinks** will be funded at a maximum of \$10 per person per meal. Exceptions may be made for clubs that have created events, programs or services for the students at large.
10. The field trip must be **open to any current SMC/current A.S. student** willing to participate, when appropriate.
11. If the sponsor of the proposal has organized a similar field trip in the past, the students planning to attend the trip for the first time must be given priority.
12. No funds will be provided for fuel or mileage.

B. Campus Events

1. The event must be **Zero-waste compliant** and use compostable/recyclable products. The event planners should use the Zero-waste guidelines and contact the A.S. Director of Sustainability for assistance.
2. **Speaker's fees** will be funded only if the speaker is essential to the event and is beneficial to the students. Lodging and transportation fees for a speaker will not be funded.
3. Any combination of **DJ, Performers, Bands, and Speakers** may not exceed 2 performances and \$600 for all events during the Activity Hour.
4. **No wages or honoraria (m)** will be funded for a SMC student or staff.
5. The **cost of food** or any other items, if intended to be sold at the event, will not be funded.
6. The event must be conducted in a **handicap accessible** facility or area.
7. The **planning process** of the event, other than a club event, must be open to the A.S. directors or any A.S. members willing to participate, and the student participants must be given votes on the planning committee.
8. No funds will be provided for fuel or mileage for a personal car. Exceptions can be made upon request at the Finance committee meeting when the proposal is being considered.

C. Innovative Projects – Collaborative Award

1. The **A.S. Innovative Project Application** must be completed and submitted along with the proposal. Collaboration of SMC students with SMC Clubs, Departments, and all other Campus Organizations are encouraged to fill out this application.
2. The A.S. encourages the implementation of innovative projects that would benefit the student body and enhance the quality of life on campus through events and/or programs that promote SMC ideals such as cross cultural exchange, student success, and environmental sustainability on campus.
3. If the project will need **ongoing funding** in the future, the project proponents must acknowledge this fact in the proposal and explain how such need for funding will be met.
4. The A.S. is limited in its funds and gives priority to support the projects that have **secured partial funding** via other means.
5. No **fees or wages** for the individuals or groups creating or operating the project will be funded.
6. Projects must have received **all necessary written approval** by appropriate campus officials prior to consideration.

7. Projects must address the issues that are not met by existing campus programs or departments.
8. Projects must clearly communicate the positive impact that is created, i.e. use plaques or signage.
9. The project must **adhere to the A.S. Constitution, district policies and the California Education Code**. The project proponents must verify and be ready to show the A.S. Finance Committee, the A.S. Board of Directors that the project complies with all college rules and regulations, the A.S. constitution, and with the California Education Code.

D. Equipment

1. Any equipment purchased by a club must be secured with the club's advisor. The **advisor is responsible** for the **storage, and tracking** of the equipment. The advisor must submit with the proposal a signed **A.S. Inventory form**.
2. The **club** will be held **financially responsible** for any damages or loss.
3. Each club advisor must provide an equipment log to the A.S every semester.
4. If a club remains inactive for more than 1 semester, its advisor must return any equipment that the club purchased to the Associated Students. If the club is reinstalled within two years, the Associated Students will return the equipment to the advisor.

E. Department requests

1. Funding for department requests may be limited at the discretion of the A.S. Finance Committee and the A.S. Board of Directors.
2. Any proposal submitted by a department must be sponsored by a current A.S. member. This student shall attend the finance committee meeting when the proposal is being considered.

F. Memberships

1. The Associated Students will not fund the purchase of organizational or individual memberships for a club for an upcoming year. Memberships will only be funded during the semester or year in which a club is officially installed.

7. ICC Allotment

1. The Associated Students encourages the students' involvement in campus life and student clubs and provides every installed club with an ICC allotment.
2. The purpose of the allotment is to improve the students' experience in the club **throughout the semester** on activities related to the **mission of the club**.
3. Only funds from a club's ICC allotment may be used to fund **end-of-semester festivities or club award ceremonies**. Clubs may use **half** of the spring semester's ICC allotment for end-of-semester festivities; and additional allotment funds will only be approved if the club makes a matching contribution towards the cost of the event.
4. The ICC allotment may not be used for donations to any organizations or causes, including volunteer organizations and relief funds. For such purposes the clubs are encouraged to conduct fundraisers.
5. The ICC allotment **may not** be used for fundraising projects.
6. The allotment can be used to **purchase food or drinks** for the club's meetings no more than two times per semester.
7. A proposal to use funds from a club's allotment to purchase club-themed clothing for promotional purposes **must be submitted no later than the 8th week of the spring semester**.

8. Promotional requirements

1. Any person, club or organization, which conducts an event, activity, or program funded with monies originating in whole or in part with the Associated Students, must provide on any advertisement or promotional material a **credit referring to the partial or total funding by the Associated Students**.
2. If a proposal is funded by the Associated Students, the project proponents are encouraged to **promote the project and increase student involvement** through a presentation at the ICC meeting and various advertisements on campus, including the "Corsair" and the Associated Students website. Contact the A.S. Director of Publicity for assistance.

9. Sustainable Purchasing Policy

1. SMC Associated Students is committed to reducing their environmental impact by purchasing with sustainability and the environment in mind. Environmentally preferred products are those which minimize the impact on the environment throughout the processes of manufacturing, distribution, use, reuse, recycling, and disposal. Therefore, preference must always be given to

environmentally-preferred office supply products containing the highest percentage of post-consumer content.

2. No funding from the Associated Students may be used to purchase individual plastic water bottles.

10. Violations, appeals, and amendments policies

1. The A.S. Finance Committee will determine **violations** of this Fiscal Policy by the project proponents. If it is determined that a violation has occurred, the violator(s) will be contacted by the A.S. office. Sanctions may be placed on current and/or future allocations.
2. If the **proposal was rejected**, the project proponents may **appeal** back to the A.S. Finance Committee no later than two weeks after the meeting where the proposal was denied.
3. If the project proponents are dissatisfied with the A.S. Finance Committee's decision after the first appeal, the **second appeal** may be filed to the A.S. Board of Directors. The project proponents are not allowed to file a third appeal, nor to resubmit the original proposal.
4. The A.S. Finance Committee may recommend amending the Fiscal Policy twice per semester. Recommended amendment(s) must be approved by the A.S. Board of Directors with a 2/3 vote.
5. The A.S. Finance Committee, upon its discretion, may make exceptions to the Fiscal Policy with adequate reasons and a unanimous vote which must include the vote of the Chair of the A.S. Finance Committee. If an exception is made, the Chair of the A.S. Finance Committee must explain the reasons to the Board of Directors at the Board meeting.

11. Budgeting

1. The Associated Students budget will not allow deficit spending.
2. The Associated Students Board of Directors will approve a balanced budget based upon current revenues. See formulas and examples in fiscal policy addendum.
3. Any additional expenditure in the current year budget will need additional reductions or revenues.
4. The Associated Students Board of Directors will maintain a reserve equal to the last 3 years expenditures. See formulas and examples in fiscal policy addendum.
5. Excess reserves can be spent on 1-time expenditures.
6. In years which revenues drop mid-year due to unforeseen circumstances, reserves can be accessed. This will require an affirmative two-thirds supermajority vote of the A.S. Board of Directors.