

Board of Directors Initiative Fund Policy

PURPOSE

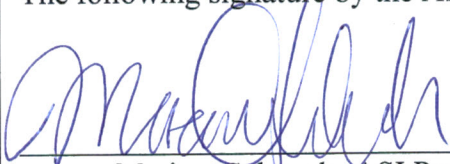
This policy is, and will be in effect to describe the directions for the distribution and guidelines for funds from Associated Students, Inc. (ASI) Board of Directors Initiative fund for ASI Board of Directors projects, events, fundraisers, and activities.

POLICY

It is the policy of ASI that the ASI Board of Directors appropriates funds to directors for projects, events fundraisers, and activities on campus that benefit their constituents and/or the entire student body. The allocation of these funds is to be approved by the ASI/USU Budget Committee and ASI Board of Directors.

This policy was voted on and approved by the ASI Board of Directors on February 18, 2014

The following signature by the ASI President, verifies the approval of the ASI Board of Directors:



Mariam Salameh- ASI President

2/19/14
Date

** This policy may be amended by a two-thirds vote of the ASI Board of Directors.*

PROCEDURE

1.0 ASI Director Initiative Fund

- 1.1 The amount of funding available in the Board of Directors Initiative line item will be decided yearly by the ASI Vice President when developing the operating budget.
- 1.2 All funded programs must benefit the director's constituents and/ or students of CSU Stanislaus
- 1.3 Appropriate funds subject to approval of Budget Committee and ASI Board of Directors.
- 1.4 Events must be held on campus.
- 1.5 ASI funds may not be limited to but subject to approval by the Budget Committee and ASI Board of directors, used for the following expenses:
 - 1.5.1 Projects or events
 - 1.5.2 Printing and Publicity
 - 1.5.3 Guest Speakers
 - 1.5.4 Office supplies necessary for event or project
 - 1.5.5 Equipment rental
 - 1.5.6 Refreshments
- 1.6 ASI funds may not be used for the following expenses:
 - 1.6.1 Alcoholic Beverages
 - 1.6.2 To oppose or support any political candidates or issue subject to the ballot
 - 1.6.3 Equipment purchase
 - 1.6.4 Support for websites, list servers, newsletter, or newspapers
 - 1.6.5 Ceremonies and banquets

2.0 Requesting Funds

- 2.1 Proposal request should be submitted to the Budget Committee, and no funds are to be expended until approval of the Budget Committee and final approval of the ASI Board of Directors.
- 2.2 Members of the Board of Directors must follow the following procedures:
 - 2.2.1 The Director requesting funds must meet with ASI Vice President to schedule a hearing in front of the budget committee.
 - 2.2.2 The Director requesting funds must submit a financial request form and line item detail sheet to ASI/USU Budget Assistant one week prior to the scheduled budget committee meeting.
 - 2.2.3 One member must be present at the budget committee meeting during time allotted on agenda.
 - 2.2.4 All forms submitted will be reviewed by budget committee.
 - 2.2.5 The Director will be allowed to present what uses he/she has planned for the initiative funds requested and committee members will be allowed to ask question if any prior to voting.
- 2.3 If the Budget Committee does not approve the budget, it must be returned to the requestor with all objections outlined.

- 2.4 If approved by the Budget Committee the requesting director has two weeks after the completion of their event to submit a report to the ASI Vice President and report at the Board of Directors meeting.
 - 2.5 To receive funds the requestor must submit necessary requisition forms to ASI Front Office for proper signatures.
- 3.0 Member(s) of ASI Student Government shall not commit ASI to any new project or initiative in the form of conceptual support, funding, resources, and/or entering into a form of “partnership” with any other organization or group on a new project or initiative without consultation and formal support by majority vote from the ASI Board of Directors.