

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT
SANTA ROSA JUNIOR COLLEGE**

**STUDENT GOVERNMENT ASSEMBLY
FINANCE CODE & FINANCE COMMITTEE BYLAWS**

**ARTICLE I
PURPOSE AND OBJECTIVES**

SECTION 1 The Student Government Assembly (SGA) Finance Code shall be the governing document for all financial and budgetary policies and procedures for the Sonoma County Junior College District (SCJCD) Santa Rosa Junior College (SRJC) student organizations.

SECTION 2 The objective of the SGA Finance Code shall be to ensure that all financial transactions are made transparently, guarantee accountability and equity, promote planned spending, and that all funds are expended in the best interests of the students of SRJC. All financial transactions shall not conflict with the financial regulations of Federal Laws, California State Laws, the California Education Code, California Community Colleges Chancellor's Office Budget and Accounting Manual, SCJCD Board Policy, the SRJC Student Constitution, and the SGA Bylaws.

**ARTICLE II
SGA FUNDING**

SECTION 1 RESTRICTED FUNDS

'Restricted funds' have specific restrictions and need justification for the use of the funds. Income sources include:

A. STUDENT REPRESENTATION FEE (FUND 72)

The Student Representation Fee is a voluntary \$1.00 donation collected at the time of registration, every semester for each enrolled student for the purpose of providing student governmental affairs representatives the means to advocate for the positions and viewpoints of the students they represent, and themselves, before city, county, district, state, and federal governments, as well as other public agencies.

B. STUDENT CENTER FEE (FUND 73)

The Student Center Fee is a mandatory fee of \$1 per credit unit, up to a maximum of 10 credit units (\$10) per year. The appropriate use of the fee income shall be for the purpose of supporting events, programs, activities, services, operations, and other projects as permitted by Education Code 76375, including financing, constructing, enlarging, remodeling, refurbishing, and operating a student center and student government facilities. California Education Code 76375 (d), "*The student government of a community college with an annual building and operating fee pursuant to this section shall determine the appropriate uses of the fee income and the student body center facility itself.*"

i. DESIGNATED STUDENT BODY CENTERS AND ADJACENT AREA:

- a. Student Government Office & Storage Space.
- b. Student Newspaper Office & Storage Space.
- c. Historically recognized Student Center, Pioneer Hall. Funds only to be used for historic purposes.
- d. Student Lounges
- e. Student Government Resource Centers
- f. SANTA ROSA The Rotary Center for Student Leadership
- g. SANTA ROSA Bertolini Quad
- h. PETALUMA Student Center

- i. PETALUMA Rotary Plaza
- ii. **OPERATIONS: to include but not limited too**
 - a. Events and operations aimed at increasing Student Life and Student Benefits Program
 - b. Student CubCard+ promotion, expansion, and benefit acquisition

SECTION 2 UNRESTRICTED FUNDS

All sources of unrestricted income is held in one account similar to other institution's 'General Fund'. Sources of income may include but are not limited to:

A. (CUBCARD+) NON-MANDATORY STUDENT ACTIVITIES FEE

The "student benefits program," "Cubcard+" is a benefit program sponsored by the SGA that provides discounts and free services to SRJC students as a result of their paid membership fee each semester. The fee amount is determined by the SGA, and the current amounts are as follows: \$15 Fall & Spring Semesters, \$9 Summer Session. Amounts may be changed at the discretion of SGA with a simple majority vote.

B. VENDING MACHINE INCOME

The SGA receives funding through vending machine income from the SCJCD campuses. This amount has been determined based on an agreement between the SGA and SCJCD.

C. VENDOR FEES

SEE Article IV Vendor Fee.

SECTION 3 TRUST ACCOUNTS

Accounts established for special purposes outside the SGA Budget, including club accounts and special organizations.

SECTION 4 RESERVES

Unspent annual funds are kept in reserve accounts that collect interest that can be used in a future year's budget. Each revenue source has a separate reserve account, Student Representation Fee, Student Center Fee, and Unrestricted.

ARTICLE III ACCOUNTING

SECTION 1 DEPOSITS

All money collected from any source, by any student organization, must be deposited with the Office of Student Affairs and Engagement Programs (**SA&EP**) using a deposit slip. The depositor will receive a receipt of deposit. Upon request, officers may receive an account balance within a timely manner (72 hrs). No monies shall be kept by students for longer than 24 hour business hours.

SECTION 2 EXPENDITURES

All expenditures for the SGA and student organizations shall adhere to the following procedures:

A. ACTION ITEMS (SGA/SGA COMMITTEES/RESTRICTED & TRUST ACCOUNTS):

Action items to approve the expenditure of SGA/SGA Committee and Trust account funds shall adhere to these procedures.

- i. **PRE-MEETING:** The SGA/SGA Committee officer must complete an SGA Budget Proposal and submit it to the Chair of the committee within 96 hours of the scheduled meeting. The Budget Proposal will act as an action item on the agenda. The Budget Proposal must be completed to the fullest knowledge of the officer.
- ii. **MEETING:** The proposal may be brought into discussion. Any SGA/SGA Committee officer/member may ask questions regarding the proposal. The

proposal must have an associated budget line item and may be approved by the body. The budget proposal cannot be approved without a budget line item.

- iii. **POST-MEETING:** If the proposal was approved, follow the policies and procedures as stated in Article 3 Section 5 regarding funds disbursement. The proposal is only valid for execution during the academic year in which it was approved.

B. SGA BUSINESS CONSENT CALENDAR:

Items on the business consent calendar are deemed to be non-controversial by the chair. These items are viewed as more procedural business items.

- i. **PRE-SGA MEETING:** The SGA officer must discuss and must submit the potential consent calendar item to the SGA President or VP of Finance at least 96 hours prior to the next meeting.
- ii. **SGA MEETING:** The SGA body may approve the consent calendar. The proposal may be brought into discussion and any SGA officer may ask questions regarding the proposal. If your proposal is on the consent calendar and the consent calendar is approved, funding for your proposal has been approved. The budget proposal cannot be approved without a budget line item.
- iii. **POST-SGA MEETING:** If the proposal was approved, follow the policies and procedures stated in Article 3 Section 5 regarding funds disbursement. The proposal is only valid for execution during the academic year in which it was approved.

C. CRITERIA FOR FUNDING

- i. All recipients of funding, be it individual, group, committee, etc., must acknowledge SGA and promote the CubCard+ Student Benefits Program (Which makes the Grant Program possible) at events/activities, and in all publicity or advertisements.
- ii. Requests for funding must be student benefit focused.
- iii. If at any time it is found that a recipient of funding is not in compliance with criteria, all further funding for that fiscal year will be reviewed by Finance and Benefit committee for possible revocation.

SECTION 3 SGA ACCOUNTS:

A Funds Request for SGA funds must first be reviewed and signed by the Vice President of Finance then the Assistant Director of Student Affairs. Should an emergency arise or a prolonged absence of the Vice President of Finance, requisitions may be signed by the SGA President, or the Dean of Student Affairs and the

A. TIMELY PROCEDURES

- i. All expenditures must be in agreement with the SGA budget.

B. REQUESTS FOR INVOICE PAYMENTS, ADVANCES, AND RECEIPT REIMBURSEMENTS

- i. All SGA Unrestricted budget spending must first be approved by the SGA.
- ii. An SGA Requisition form must be submitted with an original receipt or invoice along with minutes from the SGA meeting authorizing such spending. The budget line item must be designated on the Requisition form and it must first be signed by the Vice President of Finance. There will be a 5 day processing period before these funds are made available via check.
- iii. If a Cash Advance is requested, the same procedures as outlined in (2) above must be followed prior to purchase of an item or creation of an invoice. After purchasing or spending, the receipt and/or invoice must be submitted to the SGA Advisor of Student Affairs Accounts & Special Programs within 48 hours of the transaction.

C. UNPLANNED SPENDING PROCEDURES

- i. To be reimbursed for funds expended without prior approval, the following

must be brought to the SGA:

- a. An explanation as to why the funds were expended without prior approval
 - b. Proof that expenditure is covered by an appropriate line item;
 - c. Proof that the line item has sufficient funds,
 - d. Receipts for all expenditures to be reimbursed must be submitted to the Advisor of Student Accounts & Special Programs no more than ten (10) working days or two (2) calendar weeks after request for reimbursement
 - e. If any of the above stipulations are not met, no reimbursement will be given.
- D. Unspent funds from any SGA account will not roll over to the next fiscal year, unless previously approved.

SECTION 4 TRUST ACCOUNTS

- A. Requisition forms must be filled out for any disbursement. Each Trust Account shall have on file with the SGA Advisor of Student Affairs Accounts & Special Programs, a current signature card signed by at least one student and their faculty advisor.
- B. All requests for funding must be per Article VI Section 2, with the exception that Trust Accounts are self-funded and limited to their individual account balance.

SECTION 5 REQUESTS FOR EXCESS FUNDS

- A. Requests for funds in excess of the budgeted amount must be submitted to the Vice President of Finance, who will present the request to the SGA. If approved by a $\frac{2}{3}$ majority of the SGA, the reserve proposal will be sent to the SCJCD Board of Trustees for final approval.

ARTICLE IV VENDOR FEES

SECTION 1 OVERVIEW:

Off Campus vendors are able to table on campus only when approved by the SGA, after completing the Off Campus Vendor Application form, and paying the designated Vendor Fees.

SECTION 2 PRIVATE AND COMMERCIAL ORGANIZATIONS:

All private and commercial organizations sponsored by the SGA that wish to use any of the campuses or centers of the SCJCD, with the intent to solicit business must do so under the following conditions:

- A. The organization must state specifically what benefits/products/services will be offered to students.
- B. The stated benefits/products/services must show a distinct benefit to the student body.
- C. Organizations sponsored by the SGA must adhere to the scheduled date(s) and time(s) established by the SGA As stated in Board Policy (8.5.6P), all club-sponsored material must have printed on it the name of the sponsoring campus organization.
- D. The SGA will receive monetary compensation or other agreed upon benefits as listed in the Off Campus Vendor Application. Final approval will come from the SGA.
- E. All Clubs will receive monetary compensation or other agreed upon benefits as listed in the Application to Sponsor an Off-Campus Organization. Final approval will come from the Inter Club Council Chair, with the recommendation that it be presented at an ICC meeting.
- F. All agreements must be in writing and applications must be submitted at least two

- weeks prior to the requested date(s).
- G. Soliciting students to sign-up for ambiguous student credit cards or loans will not be allowed as defined by California Civil Code Sec. 1747.02 (m).
 - H. All solicited business or information must not be in conflict with any college policies, or applicable local, state or federal laws, including the Educational Code.
 - I. If there are any complaints or problems registered by the students at large, the organization may be asked to leave and not allowed back on campus, for a period of time established at the discretion of the SGA No refunds will be given.
 - J. Vendors will be provided CubCard+ table cloth banners by SGA, in the event the vendor does not have their own, to be used during solicitation and returned upon completion. If all table cloth banners are in use then none will be distributed. All matters pertaining to CubCard+ materials will be regulated by the Finance and Benefits Committee

SECTION 3 NON-PROFIT GROUPS AND PUBLIC AGENCIES:

All Non-Profit Groups and Public Agencies sponsored by the SGA or Student Clubs that wish to use the premises of the SRJC Santa Rosa Campus and/or Petaluma Campus for educational, informational or other purposes may do so under the following conditions:

- A. The organization must state specifically what educational/informational/services or benefits they will be offering and providing to students.
- B. All solicited education/information/services must not be in conflict with any college policies, or applicable local, state or federal laws, including the Education Code.
- C. The SGA bodies sponsoring the Off-Campus Organization: SGA, Associated Student Programs, Advocacy Committee, Sustainability Committee or Inter-Club Council will utilize the appropriate procedures and applications to approve the use of SRJC premises. All organizations not part of an SGA sponsored special event or activity must receive club sponsorship. This will require an Application to Sponsor an Off-Campus Organization and a Campus Activity Petition.
- D. According to Education Code (§76067), “Any student political organization which is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of such organization by the school authorities and no interference with the regular educational program of the school.”
- E. If there are any complaints or problems registered by the students at large, the organization may be asked to leave and not allowed back on campus for a period of time, established at the discretion of the SGA

SECTION 4 VENDOR POLICIES AND REGULATIONS

- A. All requests must be submitted through the Off Campus Vendor Application form at least two weeks (10) business days prior to the date of service/tabling on campus.
- B. For off-campus vendors selling items, an application fee will be required and must be paid in the form of a check prior to date of service on campus. Checks shall be made payable to **SRJC Associated Students**.
- C. The flat rate fee is:
 - i. \$60 per day or \$200 for 4 days. For vendors who sell merchandise
 - ii. \$75 per day or \$250 for 4 days. For vendors engaging in service based businesses (Banks, Clinics, Phone companies, other companies, etc.).
 - iii. The SGA reserves the right to change the flat rate fee at any time.
- D. Selling is restricted to the assigned table area. No solicitation is allowed outside of pre-approved vendor space.
- E. Vendors may request use of college equipment designated on the attached application. If not requested two weeks (10 business days) prior to date of service

- on campus, the vendor will be responsible for any necessary equipment:
- F. Vendors may not solicit customers via microphone, loud music, entering buildings, offices or classrooms, or blocking walking paths unless otherwise approved by SGA and Student Affairs Office.
 - G. All persons and/or organizations are subject to the rules and regulations of the Sonoma County Junior College District; any violations are cause for College Disciplinary actions as per the Student Code of Conduct and/or criminal action for non-students.

SECTION 5 REFUND POLICY

- A. Vendors may request a refund in writing no later than 5 business days prior to event start. There will be a \$25 processing fee for a refund request. Please allow two weeks for receipt of refund. All refund requests must be approved by the Assistant Director of Student Affairs.
- B. In the event of bad weather or conflicting issues, SGA may elect to move the event inside, postpone to a later date, or cancel entirely. This will be at the discretion of SGA and would constitute a refund of fees to the vendor. SGA will work with the vendor to schedule another mutually acceptable date.
- C. Any exception to the refund policy is within the jurisdiction of the SGA

ARTICLE V SGA CAMPUS GRANTS

SECTION 1 PHILOSOPHY:

The SGA wishes to support innovative ideas to help enhance the college experience for SCJCD students. Grants are not meant to create silos within the district nor annually sustain unsustainable programs that are outside of the SGA.

SECTION 2 ELIGIBILITY:

Grants are available to any SRJC department, program, or campus group including student clubs and student groups.

SECTION 3 GRANT CRITERIA:

All SGA Grants shall be subject to the same criteria. If at any time it is found that a recipient of funding is not in compliance with this criteria all further funding for that fiscal year will be reviewed by Finance and Benefits committee for possible revocation. Criteria is as follows:

- A. Must fully complete SGA Grants Program Funding Request Form.
- B. Must meet with the Finance and Benefits Committee during Open Hearing for Funding
- C. Requests for funding must benefit students and be student focused.
- D. Must acknowledge and promote the SGA and CubCard+ Student Benefits Program (Which makes the Grant Program possible) at events/activities, and in all publicity or advertisements for the funded event or program.
- E. After an event, return to the SGA all remaining of non-reusable and perishable goods. (if applicable)

SECTION 4 GRANT REVIEW/APPROVAL:

The Finance and Benefits Committee may approve grants to the proposed SGA budget by a simple majority vote of the committee members. The committee will review the information provided in the SGA Grant Application and Open Hearing for Funds. Final grant approval shall come from approval of SGA budget.

SECTION 5 GRANT ISSUANCE:

Funds will be issued as outlined in Article III Section 2 Subsection b of this document.

**ARTICLE VI
COMMUNITY DONATIONS**

SECTION 1 Donations to the SGA shall be deposited into the SGA's Unrestricted Miscellaneous Income revenue line account, and may be spent at the discretion of the SGA. Donations to the SGA are tax exempt, SRJC's Federal Tax ID number is 94-6033759

**ARTICLE VII
CONFERENCE FUNDING**

SECTION 1 Conferences are excellent opportunities for students to expand their knowledge and further advocate on behalf of the student body

SECTION 2 CONFERENCE FUNDING

- A.** written proposal must be drawn up by the applicant indicating:
 - i.** Total funds needed for the Conference including a breakdown of the funds.
 - ii.** Purpose of the Conference.
 - iii.** Which areas of the Santa Rosa Junior College will benefit.
 - iv.** Written confirmation from instructor (preferably from department chairperson) or advisor.
- B.** The Conference must be shown to deal directly with some aspect of the College.
- C.** Applicant must apply to the SGA at least two weeks prior to the Conference registration deadline.
- D.** Applicants must sign a Policy Contract agreeing to all the requirements.
- E.** A grant may be given to the SGA or Club Representatives of the Inter-Club Council who are on Student Government business. Matching funds may be granted for all other Associated Students members, SGA and Inter-Club Council Representatives not on Student Government business. Receipts and or invoices of all financial expenditures are required to receive funding. Students and Staff officially attending the conference are granted a maximum of \$15 per person per day for food expenses. Any other expense not listed will not be considered.

SECTION 3 CONFERENCE CONDUCT

- A.** A report is required to be submitted to the SGA two weeks after the Conference has ended. An oral report may be requested by the SGA. Failure to submit a report will be a factor in refusal of other grants in the future.
- B.** All conference attendees will conduct themselves in accordance with the SGA Conduct Code, SGA Bylaws, and Student Conduct Code
- C.** Disciplinary actions of violations will be decided upon at the discretion of the SGA

**ARTICLE VIII
SGA PUBLIC SERVICE FELLOWSHIP PROGRAM**

SECTION 1 PURPOSE:

The Public Service Fellowship Program is a compensation program developed for SGA officers that was created to increase SGA retention, participation, and operations in the following ways:

- A.** Open up leadership opportunities to students who would otherwise be unable to get involved.
- B.** Retain seated SGA Officers, who would otherwise need to leave the SGA in the case of financial hardship.
- C.** Greatly increase accountability of SGA Officers.
- D.** Recognize and incentivize the value of the SGA.

SECTION 2 ELIGIBILITY FOR COMPENSATION:

- A.** Must be a current SGA Officer at the time of compensation disbursement.
- B.** Must fulfill their duties as an SGA Officer as defined in the *SCJCD SRJC Student Constitution* and the *SGA Bylaws*.
- C.** Must be appointed to and serve on at least two College-Wide Committees with 80% attendance.
- D.** Be assigned at least one faculty/staff mentor associated with a College-Wide Committee; meet twice per semester with mentor
- E.** Attend at least 80% of SGA meetings
- F.** Take an SRJC campus tour, before the first disbursement of Public Service Fellowship Program.
- G.** Attend leadership retreats, trainings (need metric)
- H.** Post and fulfill consistent weekly office hours (3 hours per week minimum).
- I.** Chairs to SGA Internal Committees are required to meet 6 times per semester
- J.** Regular Postings of agenda and minutes for Committee Chairs.
- K.** To communicate and explain to the SGA President and Certificated Advisor to the SGA of any conflicts with upholding SGA Officer responsibilities.
- L.** Failure to abide by the Student Constitution or SGA Bylaws, Codes, and Contracts (ie. field trips) can result in the forfeiture of SGA Public Fellowship Program eligibility for funds.
- M.** To submit an 'End-of-Year' report to the Certificated Advisor of the SGA to be made available to incoming SGA Officers.

SECTION 3 DISBURSEMENT:

A. DISBURSEMENT DATES:

i. MID-FALL SEMESTER:

October 15th, or the following Monday. \$30 will be withheld from the 1st payment, as apparel credit, to be received upon completion of term.

ii. END OF FALL SEMESTER:

To be distributed the week before the week of Finals.

iii. MID SPRING SEMESTER:

March 15th, or the following Monday.

iv. END OF SPRING SEMESTER:

To be distributed the week before the week of Finals.

B. OFFICER PAYMENT TIERS:

i. ASSOCIATED STUDENTS PRESIDENT:

To be determined annually during budget drafting process, based on a sliding percentage for consistency with budget surplus or deficit

ii. STUDENT TRUSTEE & SGA OFFICERS:

To be determined annually during budget drafting process, based on a sliding percentage for consistency with budget surplus or deficit

SECTION 4 DEFINITIVE POWER:

Public Service Fellowship Program disbursement shall be determined by majority agreement of the SGA Associated Students President, the SGA Vice President of Finance, and the Certificated Advisor to the SGA. Their decision is final. All unclaimed funds shall be move to Student Representation Fee Reserves.

ARTICLE IX SGA STUDENT AWARDS

SECTION 1 SCHOLARSHIP OFFICE

These awards are housed through the Scholarship Office, but are awarded by the SA&EP & SGA.

A. Eugene S. Canevari Award

Gene Canevari was Assistant Dean of Student Activities from 1966 to 1985. Gene

served as the financial, administrative and faculty advisor for the Associated Students (SGA) and as the manager of the Student Activities (Affairs) Office. He was instrumental in establishing the standards for quality and accomplishment that exist today. Gene transferred to the Counseling Department in 1985 and retired in 1988.

SECTION 2 STUDENT GOVERNMENT ASSEMBLY AWARDS:

The SGA recognizes students who have shown exceptional service to the SRJC and have developed awards system to commemorate their service. The award recipients shall be chosen by the SGA President alongside the

A. Larry Bertolini Campus Leadership Award

Lawrence Bertolini was known across the college and around the community as "Mr. Bearcub." He served on the District's Board of Trustees from 1977 to 1994. Larry created a legacy of involvement and commitment to SRJC that is unparalleled. As a 1949 Graduate of SRJC, he was involved in clubs, activities and programming. Larry was the "Voice of the Bearcubs" at numerous SRJC athletic events. Larry also served the larger Sonoma County Community through his work in agriculture and farmland advocacy. He was also one of the co-founders of the college's Day under the Oaks open house.

B. Bob Flores Award

Bob Flores worked in the Student Affairs Office for 25 years from 1981 – 2006. He served both as the Activities Advisor and then the Director of Student Affairs. He was largely responsible for bringing student government into the modern age by influencing their involvement in statewide governance issues and legislative advocacy. His presentation on student rights and roles in shared governance was a benchmark for training students on civic responsibility. Bob was a compassionate leader whose gregarious and charismatic soul made him a transformative figure in the history of the Associated Students.

C. Kenneth D. Holback Award

Ken Holback served the college as Dean of Student Services and Vice President of Student Services from 1979 to 1997. During this time Associated Student Programs and the Student Affairs Office were experiencing tremendous growth. Ken Holback provided administrative leadership which guided the A.S. and S.A.O. towards success.

D. Jack Cooper Memorial Award

Jack Cooper served the Associated Students as the Graduate Manager from 1947 to 1970. The Graduate Manager was responsible for the accounts, funds and property of the Associated Students. Mr. Cooper served in this capacity while the Associated Students owned and operated the Bookstore and Cafeteria. He remained affiliated with SRJC for many years until his death in 1993.

E. Kory Kevin Ryan Commitment Award

This award honors students who show dedication and commitment to the students of the Sonoma County Junior College District. Students that display commitment through service to the school are building community and creating opportunity with both word and deed. This scholarship should be awarded to students who demonstrate an understanding of commitment by creating opportunity for students to engage in leadership and participate in the community they build. This means they are not afraid to tackle issues large, small or controversial. It means an affinity for creativity in promoting advocacy and awareness to the greatest

audience possible.

F. Student Involvement Award

For outstanding service of individual students. It means a fierce devotion to human rights and free speech. It means passionately defending education. It means countless volunteer hours given without a second thought. All must be done without hope of reward. If they have opened one pair of eyes, they have triumphed.

G. Rich Edwards Leadership Award

Honors former student Rich Edwards and his work with the Fresh Start Club

H. Committee Involvement Awards

For outstanding service on college-wide committees.

SECTION 3 OFFICE OF STUDENT AFFAIRS & ENGAGEMENT PROGRAMS AWARDS

A. CyBear Center Integrity Award

For exemplary demonstration of integrity in student leadership.

B. Petaluma Campus Student Service Award

C. Charles Lahm Student Service Award

D. Dedicated Service Award

E. Student Engagement Award

F. Student Diversity Award

G. Above & Beyond Awards

H. Awards for Outstanding Contributions to Student Life

I. Ulysses' Quest Awards for Leadership, Scholarship & Service

SECTION 4 SGA INTERNAL COMMITTEE AWARDS:

SGA Internal Committees are expected, but are not obligated, to use a part of their budget to recognize members within their committee. These awards shall be determined by the Chair and Advisor of the internal committee, and the total amount of awards shall not exceed 4% of the Internal Committee's Annual Budget. Students on Committees Council is exempt from this section.

ARTICLE X

MINOR FISCAL PROGRAMS

SECTION 1 BUTTON MACHINE / BUTTON SALES:

SGA button machine will be available for use to any associated student at a charge of \$0.20 per button,

ARTICLE XI

SGA FINANCE AND BENEFITS COMMITTEE

SECTION 1 PURPOSE:

The Finance Committee shall be an advisory body responsible for generating a budget proposal, which, with input from the college community, shall be approved by the SGA.

A. The purpose of the Finance Committee is as follows:

- i.** To help develop and maintain a sustainable unified marketing plan for the student benefits program.
- ii.** To serve as an open forum for students, faculty, and community members to share ideas, questions and concerns about student benefits and finances.
- iii.** To enhance the current benefits and seek new benefit opportunities.
- iv.** To create provisions and update committee related codes and bylaws
- v.** To create the annual SGA budget during the spring semester
- vi.** To help build healthy relationships with businesses in the community.

- vii. To review and approve monies for the purposes of advertising and promoting the student benefits program.
- viii. To track current CubCard+ membership sales and trends from the previous semesters.
 - ix. To Advise and monitor all SGA spending and providing up to date account balances for SGA, and all affiliated internal committees.
 - x. To communicate with and develop a working relationship between the business department, financial aid, student equity, and other related clubs, committees, and entities.
- B. The Finance Committee, on behalf of the student body and SGA, shall analyze, make recommendations, and/or take action regarding:
 - i. Short-term and long-term SGA membership development.
 - ii. SGA public relations, promotions, and printing.
 - iii. Generation of income within the SGA Budget, from CubCard+ Sales, vendors, and other activities.

SECTION 2 BYLAWS:

The Finance and Benefits Committee Bylaws are established with the intent that it govern, provide continuity in operation for, and perpetuate participation in, the Finance and Benefits Committee for the benefit of the student body.

- A. The Finance Committee will be chaired by the SGA VP of Finance, all other committee officer positions will be determined by the chair.
- B. Chair may executivey disappoint any member upon a single absence in an effort to maintain quorum

SECTION 3 BUDGET TIMELINE AND PROCESS

- A. All of the finances of this organization shall be administered under a budget system agreed to by the SGA through the Vice President of Finance, Director of Student Affairs and the Student Affairs Accounting Office.
- B. The Finance and Benefits Committee shall begin working on the SGA Budget in the Spring Semester, and during the first meeting, establish a timeline for the preparation of the budget including the deadlines for delivery to the SGA for final action.
- C. The Finance and Benefits Committee shall request and accept proposals from the college community for the SGA to provide funding.
- D. All requests for budget items for the upcoming fiscal year must be submitted to the Vice President of Finance.
- E. The Finance and Benefits Committee shall meet, after having received proposals for funding, to establish a preliminary budget based on these requests and other financial needs.
- F. The Finance and Benefits Committee shall hold open hearings to allow for public comment and review after having prepared its preliminary budget.
- G. The Finance and Benefits Committee shall meet after the open hearing to finalize its completed budget proposal to the SGA.
- H. The Finance and Benefits Committee shall present its completed budget proposal to the SGA after having completed all other steps in this process no later than four weeks prior to the final SGA Meeting.
- I. The Finance and Benefits Committee, having sent its budget proposal to the SGA, is not required to review any changes the SGA may choose to make. The SGA may request review by the Budget Committee if it so chooses.
- J. Approval of the final budget proposal by the SGA shall require at least a one-week postponement and a simple majority vote by the SGA no later than the second to last SGA meeting

**ARTICLE XII
RECORDS**

SECTION 1 The SGA shall maintain accurate financial records of all income and expenditures. An annual audit of all SGA organization accounts shall be made by a certified public accountant. A report of the audit shall be made available to the SGA President, Vice President of Finance, Director of Student Affairs and to the District Board of Trustees.

**ARTICLE XIII
VIOLATIONS**

SECTION 1 If an entity is found to be in violation of this code in any regard, their respective account will be held from withdrawal for a period of no less than 30 days. Some violation consequences are specific to articles in this code and are addressed in respective articles.

**ARTICLE XIV
AMENDMENTS & ENABLING CLAUSE**

SECTION 1 Amendments to the SGA Finance Code & Finance and Benefits Committee Bylaws, and the financial forms attached at the end of this document, will be approved and operative after a one week reading period and when a simple majority vote is reached by the SGA. The SGA Finance Code & Finance and Benefits Committee Bylaws shall go into effect on the day following its approval.

SECTION 2 The SGA Financial Code is subordinate to, and shall not conflict with, Federal Laws, California State Laws, the California Education Code, SCJCD Board Policy (specifically College Council Policy 8.5.1), the SCJCD SRJC Student Constitution, or the SGA Bylaws.

OLD DOCUMENTS REVISION HISTORIES:

Finance Code of the Associated Student of Santa Rosa Junior College:	
Created: UNKNOWN	Revised: Fall Semester November 1992
Revised: Spring Semester May 1993	Revised: Spring Semester March 1997
Revised: Spring Semester April 1999	Revised: Summer Session June 2000
Revised: Fall Semester November 2004	Revised: Fall Semester August 2005
Revised: Spring Semester April 2006	Revised: Spring Semester March 2011
Merged: Spring Semester May 9, 2016 Mtg.#37	
Off-Campus Organization Sponsorship Policy:	
Created: UNKNOWN	Dated: Fall Semester October 2013
Merged: Spring Semester May 9, 2016 Mtg.#37	
Campus Project/Event Funding Code:	
Created: UNKNOWN	Merged: Spring Semester May 9, 2016 Mtg.#37
Community Donation Funding Code:	
Created: UNKNOWN	Merged: Spring Semester May 9, 2016 Mtg.#37
Conference Funding Code:	
Created: UNKNOWN	Merged: Spring Semester May 9, 2016 Mtg.#37
<i>Public Service Fellowship Program guidelines for pilot program approved: July 14th, 2015</i>	
Budget Committee Code [Bylaws] of the Associated Students of Santa Rosa Junior College:	
Created: UNKNOWN	Dated: Spring Semester May 2011
Merged: Spring Semester May 9, 2016 Mtg.#37	
Marketing (CubCard+) Committee Code [Bylaws]:	
Created: August 19, 1998	Amended: Spring Semester April 26, 1999
Amended: February 15, 2000	Amended: Fall Semester October 27, 2014
Merged: Spring Semester May 9, 2016 Mtg.#37	
SGA FUNDS PROPOSAL:	
Created: UNKNOWN	Merged: Spring Semester May 16, 2016 Mtg.#38
SRJC OFF CAMPUS VENDOR APPLICATION:	
Created: UNKNOWN	Merged: Spring Semester May 9, 2016 Mtg.#37
SGA GRANT APPLICATION:	
Created: UNKNOWN	Merged: Spring Semester May 9, 2016 Mtg.#37

SGA FINANCE CODE & FINANCE COMMITTEE BYLAWS, REVISION & AMENDMENT DATES:

Revision Type:	Semester:	Date:	Mtg.#	Approved By:
Merged/Ameliorated	Spring	May 9, 2016	37	Student Government Assembly
Revision Details:				
<ul style="list-style-type: none"> Consolidated all financial documents with major changes. Added details about the Public Service Fellowship Community Donation Funding Code effectively dissolved. 		<ul style="list-style-type: none"> Added Details about SGA Grant Program Added procedures the SGA Student Awards Added details pertaining to Student Center Fee (Fund 73) 		
Revision Type:	Semester:	Date:	Mtg.#	Approved By:
Revised	Spring	May 16, 2016	38	Student Government Assembly
Revision Details:				
<ul style="list-style-type: none"> Minor changes throughout 		<ul style="list-style-type: none"> Included Funds Proposal Form 		

THE MOST UP TO DATE FINANCIAL DOCUMENTS ARE ATTACHED



STUDENT GOVERNMENT ASSEMBLY of SANTA ROSA JUNIOR COLLEGE
 1501 Mendocino Avenue, Santa Rosa, CA 95401

FUNDS PROPOSAL

Name:		Date:	
E-mail:		Phone #:	
Advisor:		Funds Request:	
SGA Budget-Line:			

Purpose of the Funds Request with Itemized Budget:

Example Itemized Budget Table

Quantity	Description	Unit Price	Total Price
GRAND TOTAL			

How would students benefit from this fund request?

SGA Criteria for funds use



**SANTA ROSA JUNIOR COLLEGE
OFF CAMPUS VENDOR APPLICATION**

Your completed and signed form, with payment, must be submitted to the **Student Affairs Office** At least *two weeks (10 business days)* PRIOR to date of service on campus (Please fax to (707)-524-1830) Please make all checks payable to **S.R.J.C Associated Students** and send checks to **1501 Mendocino Ave. Santa Rosa, CA 95401 Attn: Account Specialist**

Company Name:		Contact Name:	
Contact Phone:		Fax Number:	
Contact/Company Mailing Address:			
Contact Email:			
Product(s)/ Service(s)/ Benefits(s) provided for students:			
Which Campus?		Please CIRCLE the day(s) you will be in attendance: (Santa Rosa Campus) Mon/Tues/Wed/Thurs (Petaluma Campus) Mon/Tues/Wed/Thurs	
Date(s) on Campus:		Time on Campus:	START TIME: END TIME:

Need Supplies?

Tables?	#	Chairs?	#	Power Outlet?	YES / NO	Canopy?	YES / NO
Additional Request(s):							

Amount enclosed: \$ _____ **Signature of Requester*(required)** _____ **Date** _____

Please direct all questions or comments to the **Student Government Assembly of Santa Rosa Junior College**

FOR OFFICE USE ONLY:

Approved: _____ Not Approved: _____ Reviewed by: _____
Date: _____



SGA GRANTS PROGRAM

It is mandatory to include the following information and responses within the fund request:

THIS GRANT IS FOR THE _____ / _____ ACADEMIC YEAR

1. Name as listed in the attached SRJC SGA Budget (or provide name of program/department if you are a new requestor not listed on the budget)
2. Name of the person submitting the request: Department, Program, and Individual.
3. How many years have the SGA Senate provided funding?
4. Total amount of funds requested for the fiscal year
5. Are you requesting funds in excess of what was granted for your program or department last year? If so, please explain the increase.
6. How will the money be used if the funds are granted?
7. How does your department/program help students?
8. How many students benefit from your program/department?
9. List/explain sources of other funding for your department/program (i.e. State, District, Community, Grants, etc.)

Email fund requests to srjc.finance@gmail.com and aswasey@santarosa.edu

Important Note: All disbursements of SGA funds will be made by the Advisor of Student Affairs Accounts in compliance with SGA policy and practice. No transfers will be made to SRJC District accounts. Any exception to this procedure will be made by the SGA President in consultation with the Dean of Student Affairs & Engagement Programs..