OHLONE COLLEGE
STUDENT GOVERNMENT

FINANCE

ASSOCIATED STUDENTS
OF OHLONE COLLEGE

ASOC Motto
“We serve students first: advocating for their true needs, wants, and concerns.”

— THE FOLLOWING ARE THE GOVERNING RULES OF THE ASOC —
ASSOCIATED STUDENTS OF OHLONE COLLEGE
BYLAWS

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Article 1: General Provisions

Section 1: Definition

Section 1.1: Annual Budget.
Section 1.2: ASOC Reserves;
Section 1.3: Stipends.

Section 2: General Fiscal Policy of ASOC

Section 2.1: Reserves
The ASOC Reserves should be considered both of the following
1. Long term investments.
2. One time expenses.
3. Emergency funds in case future ASOC Council suffers significant budget cuts that impede the ongoing operations.
   a. If ASOC Reserves are to be used to compensate for ASOC Annual Budget, all stipends shall be ended and non-essential hired personnel shall be considered to be let go. Note: This is different than using ASOC Reserves for one time expenses, or long term investments.

Section 2.2: Annual Spending
1. All hired personnel
2. Program and Committee Budgets
3. Student Administration Operations
4. All ongoing projects
5. Annual office Expenses
6. Conferences
7. Scholarships
8. Replacement Spending
9. Travel Expenses
10. Training
11. Stipends
12. Annual Ceremonial Items (Stoles, Badges, Pins, etc)
13. General Annual Expenditures
   Section 2.2.1: It is important to attempt to spend the vast majority of funds in the annual budget if possible each year. The goal of this is to ensure that the amount a student contributes to the ASOC funds, they will hopefully receive the same amount or more through the needs, wants, and concerns ASOC addresses on campus. If their money is placed in the reserves, the chances of their graduating before receiving benefits from their funds increases.

Article 2: ASOC Finance Authorities
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Section 1: Treasurer
Note: for Treasurer authorities, view Article 2, Section 4 of Executive Council Addendum

Section 2: Senate Budget Committee
Section 2.1: ASOC Budget Committee shall discuss and suggest modifications to the next year’s ASOC Budget, and if needed then also to the serving ASOC Treasurer.

Section 4: Administration Programs
Section 4.1: Budget Coordinators shall work with Program Directors in creating a budget plan for the Program.

Section 4.3: ASOC Vice President and Treasurer each hold executive authority to approve or decline fund usage by Student Admin. Maybe overruled by the Executive Council or Senate.

Section 4.4: All ASOC Program funds must be used in accordance with the goals of the ASOC Program Activation Doctrine. ASOC Projects Committee may revoke a program’s funding if it is seen to be in violation of its Program Activation Doctrine.

Section 5: Legislature
Section 5.1: Executive Council Fiscal Authority

Section 5.1.2: Executive members may make minor ASOC related purchases when an ASOC legislative vote on the matter is inaccessible. Purchases may not be over $50. (ex; Suggestion Box, Air Hockey Pucks, food for all members of ASOC.)

Section 5.1.2.1: Must have Treasurer and President approval in advance, and will operate in the reimbursement system.

Section 5.1.2.2: The purchases shall be made from the Fall and Spring money requests.

Section 5.2: Senate Fiscal Authority
Section 5.2.1: The Senate shall have final authority on all monetary matters.
Section 5.2.2: The Senate may overrule all Executive or orders with a majority vote.

Section 5.3: ICC Fiscal Authority
Section 5.3.1: All ICC Fiscal authority is granted by the Senate and maybe overruled.
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Section 5.3.2: ICC shall have an ICC budget in the annual budget each year to fund club activities on campus each semester.

Section 5.3.3: Clubs shall have individual control over the funds in their club bank accounts.

  Section 5.3.3.1: Clubs may decide within their individual bylaws to give authority to certain officers to allocate funds.

  Section 6.3.3.2: By default, unless stated in club bylaws, club funds will be allocated by a simple majority vote.

Section 5.4: ASOC Advisors Fiscal Authority

  Section 5.4.3: ASOC Student Life Advisors may submit a bill to have the budget approved for their various events. The bill should state if they plan on using ASOC Student workers.

  Section 5.4.4: ASOC Advisors will hold access to the ASOC bank account. All purchases made directly with the ASOC account and not through the reimbursement process will be made by them.

    Section 5.4.4.1: ASOC Advisors must observe the ASOC democratic process and the ASOC Bylaws in making or not making purchases.

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Article 3: ASOC Budgets

Section 2: Approval Process

  Section 2.1: Senate may approve the creation of a Program Fund upon either its inclusion in a Program’s ASO Bill or through a non-ASO Bill vote.

    Section 2.1.1: The funds once approved by a majority Senate vote shall be signed by VPSS, Student Life employee, and ASOC President as mentioned in Ed code §76063.

    Section 2.1.2: ASOC Treasurer shall keep track of all active funds.

Section 3.3: Senate Committee Funds

ASOC Committees may be designated funds if the Senate approves as such.

Section 3.4: Cabinet Funds

The ASOC Cabinet may be designated funds by the Senate to be used for Student Administration affairs. Will be due to the discretion of the Vice President and the President to use.

Note: The approval process to approve the aforementioned funds shall be the same as mentioned in Section 2.
Article 4: ASOC Annual Budget

Section 1: General Provisions
Section 1.1: Purpose
ASOC shall have an annual budget to maintain operations. The budget shall reflect the greater goals of the ASOC, as well as the year’s goals of the current Executive Council. The annual budget of ASOC shall be created by the prior year’s ASOC Treasurer for the next year. It may be amended as needed by the following year’s treasurer, and then re-approved by the Ohlone Board of Trustees.

Section 2: Timeline
Section 2.1: ASOC Senate Budget Committee Review
The ASOC Senate Budget Committee shall review the budget once a semester and procure a report of their recommendations of the next year's budget based on the information available to them. They should review with the Legislatures perspective.

Section 2.2: ASOC Cabinet Review
The ASOC Cabinet shall review the budget once a semester and procure a report of their recommendations for the next year's budget based on the information available to them. They should review with the Administration’s perspective.

Section 2.3: ASOC Executive Council Review
The ASOC Executive Council shall review the budget once a semester and procure a report of their recommendations for the next year's budget based on the information available to them. They should review with the ASOC all-encompassing perspective.

Section 2.4: ASOC Treasurer Drafting of the Budget
ASOC Treasurer shall work on the ASOC Budget for the next year with recommendations provided to them. A draft shall be ready by halfway through the spring semester.

Section 2.5: ASOC Senate First Reading
The Senate shall review and provide any required recommendations for the ASOC budget.

Section 2.6: ASOC Senate Approval
The Senate shall approve an ASOC Budget for the following year by the end of the spring semester.

Section 2.7: Late Annual Budgets
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If the Senate is unable to approve an annual budget for the following year, the last year’s budget shall be used as an interim substitute until a new annual budget can be enacted. If the ASOC income for the following year is insufficient to maintain operations, cuts will be made in the following order.

*Note: Until a new annual budget can be approved by the next Executive Council, all Executive Semesterly stipends will be stalled, and parking passes would not be reimbursed.*

1. Stipend Funds
2. Travel Funds
3. Conferences
4. Program Funds

Section 3: ASOC Budget History

Section 4.1: View History Addendum, Article 4

Section 4.2: Article 4 of the History Addendum must be updated on the year’s finances by the outgoing treasurer.

Article 5: ASOC Finance Reports

Section 1: Treasurer

Section 1.1: ASOC Treasurer shall make ongoing financial reports to the ASOC Senate and ASOC Executive Council as needed.

Section 1.2: ASOC Treasurer shall give a budget review once a semester detailing the progress of the annual budget.

Section 2: Budget Coordinators

Section 2.1: ASOC Budget Coordinators shall inform the ASOC Vice-President and ASOC Treasurer of financial progress on their respective program.

Section 3: Senate Committees

Section 3.1: ASOC Committee Chairs shall inform the ASOC President and ASOC Treasurer of the use of funds provided to them.

Article 6: ASOC Investments & Donations

Section 1: General Provisions

Section 1.1: ASOC’s legislature may approve investments of ASOC Reserve funds to improve both the quality of the school, as well as equip future councils with stronger financial backing.

Section 1.2: ASOC may invest funds outside of the college if it’s deemed to be a low-risk altruistic project with no relation or conflicts of interests to any of the ASOC Legislature members.

Section 1.3: ASOC may make donations as to charitable, non-political, legal non-profits as voted.
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Section 1.4: ASOC shall place any investments on the Ohlone Board of Trustees consent agenda.

Section 2: Current Investments

Section 1.2: The ASOC Finance Webpage shall hold up to date information on current invested or donated ASOC funds.

Section 1.2: The “ASOC Without Borders Project” (Kivia Investments)

Section 1.2.1: ASOC without Borders Policy.

Section 1.2.2: ASOC without Borders Webpage

Article 7: Stipends & Compensation

Section 1: General Provisions

Section 1.1: Stipends are only for ballot elected members of ASOC (Executive Council), and appointed ASOC Secretaries. This does not include any voting or non-voting appointed members of ASOC’s Legislature or Administration

Section 1.2: Executive members who gained the role through senate vote due to vacancies will not receive a stipend. Members of the Executive Council who rise through-line of succession will not receive a different stipend than the one they were elected to.

Section 1.3: In accordance with Addendum 2: Executive Council, Article 8, Section 1.4, for each marked absence an Executive council member (or secretary) takes, their stipend for that semester shall be divided in half.

Section 2: Stipend Proportions

1. President
   ASOC President shall receive 20% of the stipend fund. If $1000 a semester then $200.

2. Vice President
   ASOC Vice-President shall receive 20% of the stipend fund. If $1000 a semester then $200.

3. ICC Chair
   ASOC ICC Chair shall receive 20% of the stipend fund. If $1000 a semester then $200.

4. Legislative Representative
   ASOC Legislative Representative shall receive 13% of the stipend fund. If $1000 a semester then $130.

5. Treasurer
   ASOC Treasurer shall receive 13% of the stipend fund. If $1000 a semester then $130.

6. Legislature Secretary(s)
   ASOC Legislature Secretary shall receive 14% of the stipend fund. If $1000 a semester then $140.
   Only will receive the full amount if the Secretary is secretary for ICC, Senate, and Executive Council. If the Secretary only serves in the Executive Council and Senate, they
shall receive 2/3rd of the Secretary stipend, while the 1/3rd goes to the serving ICC Secretary. Rules of absences apply the same as the executives.

**Section 4: Reimbursements**

**Section 4.1 Reimbursement Policy**

Please observe the official *ASOC Finance policy* to observe the ASOC reimbursement process.