



Status **Pending** PolicyStat ID **15120638**



Origination	Dec 05, 2019
Last Approved	N/A
Effective	365 Days After Approval
Last Revised	Jan 28, 2024
Next Review	Jun 01, 2025

Owner	Elizabeth Roosa Millar: Executive Director
Department	ASI Board Documents
Codes	SB 2010-2011:02, SB 2011-2012:02, SB 2012-2013:05 + 3 more

ASI Finance Committee Code, SB 2023-2024:04

I. Preamble

- A. **Purpose.** The ASI Finance Committee shall have fiscal oversight, budget hearing functions, provide recommendations upon all financial policies and review all Additional Budgets Requests.
1. The ASI Finance Committee shall review all Additional Budgets Requests and recommend Additional Budgets Requests requests to the ASI Board of Directors, when required by this Committee Code and other applicable ASI Policies.
 2. The ASI Finance Committee shall review all The Green Initiative Fund (TGIF) Requests and recommend TGIF Requests requests to the ASI Board of Directors, when required by this Committee Code and other applicable ASI Policies.
 3. This committee also serves on the Joint Budget Committee to jointly review and recommend the ASI annual budget (which includes the ASI and F&O fund) to the ASI Board of Directors.
 4. The ASI Finance Committee shall act upon all financial policies and budget requests, as well as review and act upon changes to the Smart Spending Manual and other procedural documents that govern ASI Financial Services.
- B. **Authorization.** The ASI Finance Committee is authorized to do the following:
1. **Additional Budgets Requests.** Review and approve Additional Budgets Requests up to \$3,000 per request. Additional Budgets Requests over \$3,000 per request shall be

recommended to the ASI Board of Directors for final approval.

2. **The Green Initiative Fund (TGIF).** Review and approve TGIF Requests up to \$3,000 per request. TGIF Requests over \$3,000 per request shall be recommended to the ASI Board of Directors for final approval.
- C. **Compliance.** All actions taken by the ASI Finance Committee and material in this Committee Code must comply with the ASI Articles of Incorporation and Bylaws; CSU and University Policies; the California Education Code; and the California Nonprofit Corporation's Code.

II. Composition

The ASI Finance Committee shall be composed of the following:

- A. Chair (Non-Voting):
 - i. The ASI Treasurer, who shall serve as Chair.
- B. Voting Members:
 - i. The ASI Senate President Pro-Tempore, who shall serve as Vice Chair.
 - ii. The ASI President or designee.
 - iii. The ASI Vice President.
 - iv. Three (3) ASI Senators elected by the ASI Board of Directors, who shall serve on the Committee for the entire academic year.
- C. Liaison (Non-Voting): Attorney General.
- D. Advisors (Non-Voting):
 - i. The University Advisor or designee(s).
 - ii. The ASI Executive Director or designee(s).

III. Duties of the Chair

The Committee Chair shall be responsible for properly and efficiently carrying out the business of the Committee, posting agendas, preparing minutes, and reporting regularly to the ASI Board of Directors all actions taken by the Committee.

IV. Duties of the Vice Chair

The Vice Chair shall take on the duties of the Chair as listed in this Committee Code if the Chair is not present for a regular meeting.

V. Meetings

Meetings shall be called by the Chair or by two-thirds (2/3) of the voting members of the Committee. The agenda must be posted 72 hours (3 business days) in advance to comply with the Gloria Romero Open Meeting Act, or if replaced, its successor act.

VI. Quorum

Pursuant to ASI Bylaws, quorum is established when a majority of seated voting members are present.

VII. Voting Procedures

Decisions shall be made with a majority vote. The Finance Committee shall take action on all budget requests up to \$3,000 and make recommendations on all requests over \$3,000 to the ASI Board of Directors.

VIII. Amendments

Any amendments to this Committee Code shall be reviewed by the ASI Rules and Policies Committee and approved by the ASI Board of Directors with a two-thirds (2/3) vote.

Supersedes

SB 2019-2020:06 – ASI Finance Committee Code

SB 2017-2018:02 – Finance Committee Code

SB 2012-2013:05 – Finance Code

SB 2011-2012:02 – ASI Finance Committee Code

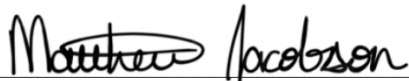
SB 2010-2011:02 – ASI Finance Committee Code

Approval

APPROVAL

ASI Board of Directors Approval Date: May 6, 2021

Verified By:

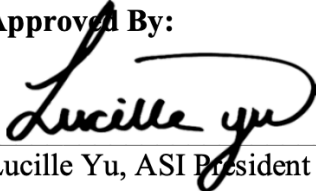


Matthew Jacobson, ASI Attorney General

05/06/2021

Date

Approved By:



Lucille Yu, ASI President

05/06/2021

Date

Attachments

Approval Signatures

Step Description	Approver	Date
The Policy Owner Presents To The ASI Board of Directors For Discussion and Action	Amary Corona	Pending
The Policy Owner Presents To The ASI Board of Directors For Discussion and Action	Ilke Suzer	Jan 28, 2024
The Policy Owner Presents Changes To The ASI Rules and Policies Committee For Discussion and Action	Amary Corona	Jan 28, 2024
The Policy Owner Reviews An Existing Policy Based On The Next Review Date	Amary Corona	Jan 28, 2024

Codes

SB 2010-2011:02, SB 2011-2012:02, SB 2012-2013:05, SB 2017-2018:02, SB 2019-2020:06, SB 2020-2021:04