

Student Senate

Financial Code

Adopted March 6, 2008

This Financial Code was established in order to provide sound fiscal management of Associated Students of Sierra College Funds. The Student Senate will strive to develop and maintain a balanced budget. To this end, they will develop a balanced budget yearly that realistically anticipates income and expenditures as possible.

Article I:

Financial Transactions

- Section 1** All expenditures require a majority vote of the Student Senate to pass.
- Section 2** The reimbursement policy and purchases made by the Student Senate must follow the district's requisition procedures without exception.
- Section 3** The Student Senate will not be responsible for expenditures made by campus affiliate clubs or members of clubs.
- Section 4** Student Senate funds not encumbered by the end of the fiscal year shall be rolled over into the following year's budget.
- Section 5** The Student Senate shall only sponsor Sierra College projects and activities. Community service projects and activities will be the responsible of the campus clubs.
- Section 6** Access to Associated Students' accounts requires approval of Business Services, the Dean of Student Services and the Associated Students Advisor.

Article II:

Stipends

- Section 1** The officers of the Student Senate are to be awarded financial stipends for each semester of service at the following rates:

Rocklin Campus:

President:	\$800
Vice-President:	\$750
Treasurer	\$600
Activities Director	\$600
Public Relations	\$600
Club Coordinator	\$600
Secretary	\$600
Student Senators	\$250

Satellite Campuses:

Site Coordinators	\$600
Student Senators	\$250

- Section 2** Stipends will be prorated by both the number of Student Senate meetings attended (whether quorum is met or not) and weekly office hours fulfilled. Stipends will be paid at the end of the semester of service provided duties and responsibilities meet the requirements outlined in Article II, Section 7 of the Financial Code.
- A.** An office hour is defined as an hour worked in the Campus Life Office (or an approved Student Senate Program). It is the responsibility of each senate member to check in with the office assistant or advisor for tasks at hand. Missed Office hours may not be made up later in the semester.
- Section 3** Stipend Reports must be submitted to the Associated Students' Advisor.
- Section 4** Stipends are due by 5pm the Monday before finals start. Late stipends will be prorated in the following manner:
 Up to 24 hours late: 25% OFF
 Up to 48 hours late: 50% OFF
 Up to 56 hours late: 75% OFF
 Over 56 hours late: No stipend
- Section 5** The minimum length of the stipend report shall be:
- | | |
|---------------------------|-------------|
| President/Vice President: | 1,000 words |
| Executive Officers | 800 words |
| Student Senators | 600 words |
- A.** Failure to meet the word requirement will result in a 50% reduction in the stipend amount.
- B.** Those who receive a "C" grade in the PD 52 class will have their stipend reduced by 25% each semester they are eligible for a stipend.
- C.** Those who receive below a "C" grade in PD 52 will not receive their stipend for the semester.
- Section 7** The Student Senate Stipend Committee and the Advisor shall review the following criteria to determine eligibility of receiving stipends:
- A. Completion of job duties as outlined in Duties & Responsibilities: Article I, Sections 1-10.
- B. Completion of stipend report, according to guidelines in Financial Code; Article II, Section 1-5.
- C. The Student Senate Stipend Committee holds the final word in review of stipend appeals.
- Section 8** Student Senate members shall have their stipends reduced by 10% per day and Sierra College Transcripts withheld if all college equipment (ie: office keys) and materials are not returned and offices are not vacated by the date specified on Duties & Responsibilities: Article I, Sections 2.
- Section 9** The Associate Dean of Student Services and the Associated Students Advisor shall reserve the right to overrule a Student Senate vote for an increase in stipends.

Article III:

Club Support

- Section 1** Recognized Sierra College clubs are eligible for limited amounts of financial assistance from the Associated Students. It is our policy to support clubs when appropriate and possible.
- Section 2** Requests for assistance should be presented in writing and in person to the ASSC during a regular meeting. Requests should detail how the club has attempted to provide their own funding. It is the policy of the Associated Students that a club attempt to finance a majority of its activities if at all possible.
- Section 3** The Associated Students shall consider each activity for which funds are requested, and shall appropriate the amount it sees fit. Factors to be considered shall be the benefit of the activity for the college and the community it serves, and the state of the current year's Associated Student's Budget.
- Section 4** The Associated Students shall not allocate money to individuals for the purpose of personal enrichment, education or enjoyment when the activity is not part of a recognized campus club event or if the activity is clearly outside the purpose of the club.

Article IV:

Sponsored Club Programs

- Section 1** The financial support of active clubs will be as follows:
1. \$75: Start up funds for new campus clubs receiving approval from the ASSC.
 2. Club Service Points will be awarded to active campus clubs based on the current Club Service Points Policy. Contact Club Coordinator for the current policy.
- Section 2** Each active campus club the will be given a copy code for the Campus Life Office copy machine. Each club will receive 100 FREE copies a semester. Any copies over 100 will be billed to the club at ten cents a copy.

Article V:

Financed Associated Student Projects

- Section 1** The Student Senate is permitted to finance certain projects provided the following terms and conditions are met.
- A.** Oversight:
- The proposed financing of a purchase or project must be approved by a majority vote of the Student Senate. Before a vote by the Student Senate, the nature of the project or purchase, as well as the source, terms and conditions of the financing must be reviewed and approved by each of the following:
1. Business Office
 2. Dean of Student Services
 3. Associated Student Advisor

Section 2 In the event that approval from all three is not obtained, the proposed financing shall not be submitted to the Student Senate for approval. A negative decision may be appealed to the Board of Trustees

Article VI:

Sponsored Programs

Section 1 A sponsorship is defined as money given to or spent on behalf of any student, organization, club, or Sierra College department by the Associated Students. The process for requesting to a sponsorship is defined as follows:

- A.** Any student, organization, club or Sierra College department must submit, in writing, a request to be sponsored no later than 3 weeks prior to the date a decision is needed. The request must include their name or the name of their organization/club/department, the purpose of the request, the amount requested, and any other clarifying details.
- B.** The request will be placed on the agenda, first as an information item, then as action where a vote will take place.
- C.** If the item passes, the student, organization, club or department is at that time obligated to:
 - Repay any unused amounts by the end of the current semester.
 - Repay any costs incurred if a cancellation on their part occurs.
 - Submit, in writing, a report detailing what the money was used for. If the money was used to attend a conference, the attendee must report back to the senate all information acquired at the conference. The report should be submitted in a timely fashion, but no later than the end of the semester where the money was issued.

Section 2 The Associated Students will annually funded the following campus programs:

- Donate \$2,500 to the Learning Resource Center
- Fund a variety of services and activities that support the activities sticker program (including the purchase of stickers).

Section 3 It is the responsibility of the Associated Students to look for future opportunities to sponsor campus programs and services.

Adopted by the Student Senate on March 6, 2008

Sandra Gallo
2007 - 08 Student Body President

Tim Haenny
Associated Students' Advisor