

ASPC BUDGET COMMITTEE BYLAWS

Adopted April 10, 2001

Last Revised Fall 2013

Article I. Purpose

It is the purpose of the Budget Committee to allocate ASPC resources to the benefit of the Associated Students of Pomona College. The benefits must be widespread such that there is a significant value to the entire community.

Article II. General Rules and Procedures

1. The Committee is chaired by the ASPC Vice President for Finance. The other voting members are the ASPC President, the ASPC Vice President for Campus Events, the North Campus Representative, the South Campus Representative, and the Commissioner of Clubs and Organizations. A non-voting faculty or staff advisor may also be present.
2. The Budget Committee shall convene regularly once a week or as necessary with the exception of finals week. Requests submitted less than two days before the meeting may not be considered until the following week.
3. At least three of the five members of the Budget Committee must be present at the meeting to make any decision requiring a vote. A majority vote is required to approve any funding or money transfer.
4. The Budget Committee's meetings are not public. Voting shall not be conducted in the presence of third parties.
5. At the discretion of the chair, at least one representative from an organization may be asked to present its request to the Budget Committee, and that representative must be a student at the Claremont Colleges.
6. Budget Committee may only allocate money to organizations or events that are open and advertised to all Pomona College students.
7. When applying funding for one-time public speaker events, clubs and organizations must provide full specific information about the events, including name of the speaker, expected attendance, detailed itemized budget, location, list of funding sources and collaborators. Clubs are highly recommended to apply funding for one-time public speaker events through the weekly regular ASPC Budget Committee (at least three weeks before the event) instead of applying through the 5C annual budget hearings.
8. Neither mandatorily collected student fees nor money generated by ASPC fundraising activities may be donated to charity, either directly or indirectly.
9. All funding decisions made by the Budget Committee shall be reported to the Senate at large on a regular basis.
10. The following cases must go to the Senate at large for a vote: a tie within the Budget Committee, an allocation for \$1,000 or more, and any request for an allocation or loan from the fund balance/capital account. In the latter two cases, it is customary for the Budget Committee to hear the request before it is submitted to the Senate in order to determine a recommendation for the Senate at large.

11. Before the North Campus and South Campus Senators have been elected in the fall, the Budget Committee cannot convene. The Executive Council shall make all funding decisions in its place. Six of the nine Executive Council members must be present.
12. All reimbursement requests must include itemized receipts.
13. Retroactive funding is discouraged and looked unfavorably upon by the Budget Committee.

Article III. Unallocated Fund Rules and Procedures

1. Budget Committee may allocate money for existing or new organizations, appropriate study breaks, conferences (see Article III, 2), social events and other educational events.
2. Existing organizations that do not attend the annual budget hearings process in the previous spring semester may receive no more than 75% of their previous year's funding.
3. Off-campus conference attendance may be funded up to a maximum of \$75 per Pomona student as this can be a tremendous strain on ASPC reserves, may instantly balloon the budget of an otherwise small organization, and may inordinately benefit select individuals rather than a larger campus community. In funding conference attendance, organizations should not draw upon their accounts as a major source of funding as it severely limits resources for on-campus programming. Alternative fundraising is encouraged.
4. The Budget Committee shall not fund class projects, class excursions, or senior projects. The Pomona Senior Art Majors Show is not considered a senior project as the funding is for a popular art gallery reception/event rather than a subsidy of the art major's supply expenses.

Article IV. Alcohol Fund Rules and Procedures

1. The Budget Committee may only fund alcohol that is permitted per the student code.
2. The Budget Committee may only fund alcoholic events that will take place on the Pomona College campus.
3. The Alcohol Fund shall not fund academic or administrative departments.
4. Kegs shall be funded up to a maximum average of \$95. Allocations for wine and champagne shall be similarly conservative.
5. The Budget Committee shall not fund more alcohol than an event has been approved for.
6. All reimbursements must be submitted within three weeks after the event has taken place.
7. The Budget Committee may fund alcohol for fraternities up to \$640 per fraternity per year for cosponsored events, according to Committee policy (Article I and Article II, 6). The amount allocated for each event shall be deducted from the fraternity's limit. The Committee shall not fund weekly fraternity events that are not cosponsored. Tri-fraternity events shall be exempted from the limit.

Article V. Security Fund Rules and Procedures

1. Excluding PEC events, ASPC will fund up to 3 security guards for all alcoholic social events, with a cap of \$1,000 per semester for each club or organization. The club or organization will be responsible for paying for any additional security required.
2. All events held on Pomona's campus that use the Security Fund must be sufficiently advertised to all Pomona students.
3. The Vice President for Finance will monitor the Security Fund on a regular basis throughout the year.