

**THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF  
AMERICAN JEWISH UNIVERSITY, COLLEGE OF ARTS AND SCIENCES**  
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# THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF AMERICAN JEWISH UNIVERSITY, COLLEGE OF ARTS AND SCIENCES

## Preamble

In order to provide a representative student government at American Jewish University, College of Arts and Sciences, pledges to:

- Serve as representation and voice for students
- Be a liaison between students and administration
- Act as a secular unifying body
- Promote the opportunity to develop individual leadership and understanding of group action
- Supplement formal education on campus
- Equitably represent student interests, needs, and welfare in American Jewish University, College of Arts and Sciences student community

We hereby establish this constitution of the Associated Students of American Jewish University, College of Arts and Sciences.

## Article I General Organization

### **Section A- Name:**

The name of this organization shall be the Associated Students of American Jewish University, College of Arts and Sciences, hereafter referred to as ASAJU.

### **Section B- Membership:**

The membership of this organization shall consist of all matriculated students at American Jewish University, College of Arts and Sciences.

### **Section C- Discrimination:**

ASAJU shall not discriminate or affiliate with any organization that discriminates or shows partiality/bias on the basis of race, creed, sex, religion, age, national origin, physical disability or sexual orientation.

### **Section D- Authority:**

The elected and appointed officials of ASAJU shall constitute the official representative body of the students of American Jewish University, College of Arts and Sciences. ASAJU shall protect the rights of students and act as a liaison between students, faculty and administration.

Article II  
Internal Organization

**Section A- Composition:**

ASAJU will be comprised of an Executive Committee of seven elected positions with specific responsibilities.

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Organization Chair
- F. Special Events Chair
- G. Academic Chair

In addition, there will be an Organization Taskforce, Special Events Taskforce, and Academic Taskforce, each with specific responsibilities.

**Section B- Duties and Powers of the Executive Committee:**

The ASAJU Executive Committee shall have the power to perform the duties associated with their offices. All executive powers herein granted shall be vested in the President and the Vice President of the student body.

(1) The **President** shall:

- a. Serve as the chair of the Executive Committee, as well as ASAJU, and shall perform all official and social functions permitting to such office
- b. Regularly provide the student body with information concerning the state of the campus and shall recommend such measures as s/he may judge necessary or desirable for the student body's consideration
- c. Hold 5 hours per week of Office Hours, which shall be publicized to the Student Body
- d. Confer as needed with the various members of the administration of American Jewish University on matters of student interests either directly or through a designated student representative
- e. Communicate as needed, either directly or through a designated representative with officials on the local, state, and national government levels and with student government officials on other campuses on matters of student interests
- f. Serve in advisory capacity to the Treasurer with regard to formulation, implementation and evaluation of the annual budget
- g. Administer the oath of office to the Executive Committee at the first meeting of the fall semester
- h. With the consent of two-thirds of the Student Body, the power to call special elections
- i. Convene the student government and provide each member with a complete agenda of all matters to be presented to the Senate in such a meeting.
- j. Have the power to nominate a faculty advisor with the consent of a majority of the Senate.

(2) The **Vice President** shall:

- a. Work directly with the Chairs
- b. Serve as counsel for the President
- c. Assume the duties of the President in the absence of the President from any meetings
- d. Serve as ex-officio member of all the Taskforces
- e. Hold Office Hours by appointment
- f. Be responsible for the orderly conduct of the Student Government, including the scheduling of regular meetings and timely dissemination of materials amongst the Student Government
- g. Serve in advisory capacity to the Club Chair, Special Events Chair, and Academic Chair

(3) The **Secretary** shall:

- a. Prepare and keep records of all Executive Committee and Student Government meetings
- b. Submit minutes to the Executive Committee within 24 hours for review and approval
- c. Distribute hard copies of such minutes to the Student Government representatives at least two academic days before each meeting of the Student Government, post a copy on the ASAJU bulletin board, and post to the College of Arts and Sciences e-mail list serve
- d. Maintain ASAJU office, binder, and files
- e. Maintain a binder in an established location within the library with all approved resolutions, approved minutes, current ASAJU Constitution and By-Laws, current Financial Code, scheduled meeting times of the Executive Committee, Student Government, and Taskforces, the University's Honor Code and any other documentation of importance to the Student Body as is deemed necessary to be available to the public
- f. Coordinate the publication and distribution of all flyers, press releases and public announcements of ASAJU events and information. This shall include the times and meeting places of all ASAJU Official Meetings, as well as a summary of items to be discussed, in the ASAJU bulletin board a few days prior to each official meeting
- g. Conduct correspondence as directed by the President or designated representative
- h. Maintain the student bulletin board

- (4) The **Treasurer** shall:
- a. Formulate the budget of ASAJU with the assistance of the President
  - b. Be in charge of all financial transactions involving the organization and shall maintain a financial record of all the money spent during the academic year
  - c. Furnish a written report, at least twice a year, on the financial status of ASAJU
  - d. Initiate and coordinate all fundraising activities of ASAJU
  - e. Enforce the provisions of the Financial Code of ASAJU
  - f. Synchronize ASAJU's budget with the Accounting Office on a regular basis.
- (5) The **Organization Chair** shall:
- a. Work directly with and support representatives from each registered student organization
  - b. Serve as liaison between the Organization Taskforce and the Executive Committee
  - c. Represent the interests, and concerns of the Organization Taskforce in Executive Committee proceedings
  - d. Coordinate monthly meetings of the Organization Taskforce, comprised of Organization Representatives for the purposes of communication and coordination.
- (6) The **Special Events Chair** shall:
- a. Work directly with and support representatives from each special event, and from each entering class
  - b. Serve as liaison between the Special Event Taskforce and the Executive Committee
  - c. Represent the interests and concerns of the Special Events Taskforce in Executive Committee proceedings
  - d. Coordinate monthly meetings of the Special Events Taskforce, comprised of representatives from each special event, and each entering class, for the purposes of communication and coordination.
- (7) The **Academic Chair** shall:
- a. Work directly with and support representatives from each Academic Club
  - b. Serve as the student representative to the Academic Affairs Committee
  - c. Serve as liaison between the Academic Taskforce and the Executive Committee
  - d. Represent the interests and concerns of the Academic Taskforce in Executive Committee proceedings
  - e. Coordinate monthly meetings of the Academic Taskforce, comprised of representatives from each Academic Club, and/or major, for the purposes of communication and coordination.

## **Section C-Elections of the Executive Committee**

### (1) Candidacy

- a. In order to be eligible to run for any Executive Committee position, a candidate must be a full time matriculating student in good standing with American Jewish University, College of Arts and Sciences with a cumulative GPA of 3.0 (B) or greater.
- b. A Letter of Intent for an ASAJU Executive Committee position must be signed and dated by the Registrar, the Office of Student Affairs. The student has a minimum of three business days prior to the election date in order to have their name placed on the ballot. The Letter of Intent will confirm:
  - i. A minimum cumulative GPA of 3.0 (B)
  - ii. Current standing with the University.
- c. An intended candidate for ASAJU President or Vice President position(s) must:
  - i. Be enrolled as a fully matriculated student at American Jewish University for no less than one year.
  - ii. Must complete a minimum of one full term, in another Executive Committee capacity, to be eligible to run for office.
    1. This candidate may run for office while the full term is being completed.
      - a. A term is defined as no less than three-fourths (3/4) of the academic year.

### (2) Voting

- a. All matriculated students at American Jewish University, College of Arts and Sciences may vote in the elections.
- b. The election process shall be conducted by the Special Events Taskforce and overseen by the Special Events Chair. The election timeline (including submission of Letters of Intent) shall be publicized at least two weeks prior to the election.
- c. The election for the Executive Committee (President, Vice President, Secretary, Treasurer, Organization Chair, Special Events Chair and Academic Chair) shall take place on the first Tuesday in April. In the event that the holiday of Passover shall fall within the first week of April, the day of elections shall be on the first Tuesday after school resumes session after Passover.

## **Section D- Impeachment of the Executive Committee:**

- (1) ASAJU shall have power of bringing charges of impeachment
- (2) Any member of the Executive Committee may be impeached for malfeasance in office as provided in this Constitution.
- (3) Process:
  - a. ASAJU decides a member is not fulfilling his/her responsibilities
  - b. ASAJU sends a letter to the individual, stating concerns and reason for potential impeachment
  - c. Individual has opportunity to respond within 48 hours
  - d. If alleged violations continue to occur, the Executive Committee shall send a letter to the entire student body about possible impeachment

- e A public meeting will be held, where the individual whose position is in question will have a chance to respond to the violations. Minutes will be taken at this meeting.
- f All students shall attend this hearing or review and sign the minutes. They will be eligible to vote in a special election about this impeachment within one week of the hearing.
- g Impeachment and removal shall occur upon a two-thirds vote of the student body.

**Section E-Vacancies in the Executive Committee:**

- (1) In the case of a vacancy in the office of the President, the Vice President shall assume the duties and power of that office. If the Vice President is unable or unwilling to assume the duties of President, then the ‘chain of command’ shall continue through the Executive Committee as such:
  - a. Vice President
  - b. Secretary
  - c. Treasurer
  - d. Organization Chair
  - e. Special Events Chair
  - f. Academic Chair
- (2) If the Academic Chair is unable or unwilling to assume the duties of the President, then ASAJU shall elect one of its members to serve as President through nomination and subsequent election. The person receiving the greatest number of votes of the Student Body shall assume the Office of President until the next regular elections are held.
- (3) Should an Executive Committee position become vacant (with exception of the President’s position) the following procedures shall be followed:
  - a. A candidate(s) will be nominated by the Executive Committee
  - b. The Student Body will be notified of the candidate in writing at least two business days before the next official business meeting
  - c. If desired by either ASAJU Government or by the candidate(s), the candidate(s) may have the opportunity to present his/her qualifications after the nomination is presented before the Government.
  - d. The Student Body shall vote on the candidate(s) and the candidate will be accepted in to the Executive Committee if s/he receives at least a 2/3 vote.

**Section F-The Taskforces (Organization, Special Events, and Academic)**

The Executive Committee member will advise each Taskforce with the “Taskforce Chair” in his/her title. Each Taskforce shall meet independently once per month, and as an ASAJU unit once per month.

- (1) The **Organization Taskforce** shall:
  - a. Be advised by the **Organization Chair**
  - b. Be comprised of one representative from each registered student organization
  - c. Review funding requests for student organizations, and make recommendations for approval
  - d. Oversee organization registration and enforcement of Organization Policies and Guidelines
  - e. Meet once per month

- f. Coordinate calendars, communicate concerns, and serve as a voice for student organizations to ASAJU
- (2) The **Special Events Taskforce** shall:
- a. Be advised by the **Special Events Chair**
  - b. Be comprised of one representative from each “special event” (i.e. Casino Casiano, Elections, etc.) and one representative from each class—first year, second year, third year and fourth year.
    - i. The class representatives will be self-nominated or nominated by their peers within 5 academic days of the Executive Committee elections
    - ii. Elections for the class representatives will be held 5 days after nominations are submitted. Students may only vote for the representative for their class year.
    - iii. Ballots will be made available at the voting station (outside of the Berg), and in student mailboxes.
    - iv. The special events representatives will be appointed by their specific special event committee
  - c. Review funding requests for special events, and make recommendations for approval
  - d. Nominate members of Special Event Committees on an as needed basis
  - e. Meet once per month
  - f. Coordinate calendars, communicate concerns, and serve as voice for special events to ASAJU
- (3) The **Academic Taskforce** shall:
- a. Be advised by the **Academic Chair**
  - b. Be comprised of one representative from each Academic Club and/or major (if a club does not yet exist):
    - i. Bioethics
    - ii. Business
    - iii. Jewish Studies
    - iv. Journalism
    - v. Liberal Studies
    - vi. Political Science
    - vii. Psychology
  - c. Note: The Academic Clubs that are registered as student clubs will have access to ASAJU funding, as any other student organization would have.
  - d. Review funding requests for academic events, and make recommendations for approval
  - e. Meet once per month
  - f. Coordinate calendars, communicate concerns, and serve as voice for CAS academic affairs.

### Article III

#### Chartering a Student Organization

#### **Section A- Becoming an Officially Recognized Chartered Club**

All groups wishing to be recognized as an official student organization at American Jewish University College of Arts and Sciences must:

- 1) Submit a letter of intent to the Organization Chair and the Office of Student Affairs.
- 2) Submit a constitution outlining the organization's purpose, goals, protection of University honor code, and the name of an organization advisor, to the Organization Chair and Office of Student Affairs.
  - a) The organization advisor must be either an administrative or faculty member under current employment by American Jewish University.
    - i) Advisors must accept position in signature on Club Chartering Form.
    - ii) Advisors to student organizations will be re-elected annually by the club's leaders for both newly and re-chartered organizations.
- 3) Re-chartered student organizations must identify at least (4) students who are willing to take leadership positions. These positions will be explained within the constitution.
- 4) Newly chartered organizations will require a minimum of (5) students willing to take leadership positions. These positions will be explained within the constitution.
- 5) Attain a copy of Organization Policies and Procedures from the Office of Student Affairs.

### **Section B- Rights and Obligations**

All officially chartered organizations must:

- (1) Select one of its members to serve as a representative to the Organization Taskforce, or the Academic Taskforce, as appropriate
- (2) Send a copy of all correspondence and petitions to both the Club Chair and the Office of Student Affairs
- (3) Follow the procedure set forth in the Financial Code in order to obtain funding from ASAJU

### Article IV Amendments

#### **Section A- Procedures:**

Amendments shall be:

- (1) Proposed upon a majority of the Student Government through presentation of a petition or amendment, signed by at least ten percent of the students enrolled in American Jewish University, College of Arts and Sciences
- (2) Presented in writing at a session of ASAJU. The Vice President will review it, and present to the assembled body.
- (3) The individual presenting the Amendment shall have 5 minutes to present it verbally, answer questions for 5 minutes. There will be two pros and two cons presented from the voting body.
- (4) It shall be re-read at the following meeting and voted upon by the voting members of ASAJU, as long as a quorum of 50% is present.
- (5) The amendment will be ratified upon approval by two-thirds of ASAJU.

### Article V By-Laws

ASAJU shall have By-Laws to implement the provisions of this constitution and to organize each of the functions and capacities of student government established by this constitution.

By Laws to this constitution shall be enacted by a two-thirds vote of ASAJU.

### **Section A- Elections Committee By-Laws**

- (1) The Elections Committee shall be a committee of the Special Events Taskforce.
  - a. In the event that the Special Events Chair is not available to form the Elections Committee, the Organization Chair shall form the Elections Committee under the supervision of the President. If the Organization Chair is unavailable, the 'chain of command' will go as follows:
    - i. Academic Chair
    - ii. Treasurer
    - iii. Secretary
    - iv. Vice President
    - v. President
- (2) The Election Committee for Executive Committee Elections shall be composed of three of the four Class Representatives in descending order.
  - a. In the event that there are not three eligible Class Representatives, a member of the current ASAJU Executive Committee shall fill the position in ascending order starting from the Academic Chair with the exception of the Special Events Chair who will work as a coordinator for the committee.
  - b. In the event that the ASAJU Executive Committee members are not eligible, the Major Representatives shall fill the position at the discretion of the Executive Committee under the supervision of the Special Events Chair.
- (3) The Elections Committee for the Class Representative Elections shall be composed of three of the seven ASAJU Executive Committee Members elected in spring of the previous academic, in ascending order. The Special Events Chair shall act as a chair for the Elections Committee.
  - a. Students can either be self-nominated or nominated by their peers.
  - b. A Letter of Intent must be signed and dated by the Registrar, the Office of Student Affairs and the student a minimum of 3 business days before the election in order to have their name placed on the ballot. The Letter of Intent will confirm:
    - i. A minimum GPA of 3.0 (B)
    - ii. Current Standing with the University
  - c. Nominations will be open for five business days.
  - d. Students may only vote for the representative for their class year.
- (4) Ballots for all elections will be made available at the voting station.
- (5) Students with a conflict of interest in the election either as a candidate or in another capacity are not eligible to be members of the Election Committee or elections process.
  - a. Election Committee or election process includes, but is not limited to: campaigning for a nominee, counting ballot, creating ballots, soliciting volunteers to work election table, and/or working at the election table.
- (6) The Elections Committee shall obtain a current list of all matriculated students at American Jewish University, College of Arts and Sciences and their class standings from the Registrar.
- (7) The ASAJU Executive Committee shall host a candidate forum prior to Executive Committee and Class Representative Elections where candidates will be given the opportunity to speak.
- (8) During tabulation of the votes, no less than two Elections Committee members will tally the votes. Upon completion, the members will compare tallies with each other. Any

discrepancies must be recounted. The Special Events Chair may oversee the tabulation process, but need not be directly involved in tabulating the votes.

- a. Each ballot shall consist of the names(s) of the official candidate(s) and a “write-in” option. Each of these options shall be included when tabulating the votes cast as a whole, thus they shall all be considered in the majority of those voted.
  - b. If a cast ballot has a zero vote for a particular category, then the zero votes shall not be counted in the majority for only that particular category.
- (9) A candidate has successfully been elected to a position when s/he obtains a majority of the votes cast for that particular position
- a. Majority is defined as 50% +1.
- (10) The Elections Committee shall supply the official candidate(s), as well as the general student body, with information concerning the campaigning rules and notification of the candidate forum. The official rules of campaigning shall consist of the following:
- a. Official candidates cannot loiter or electioneer within the general area of the voting place, in which one’s presence may influence the decisions of the voters
  - b. Campaign literature and posters may not be distributed or displayed in the general voting area.
  - c. Campaign literature, posters, and e-mails, etc., cannot be libelous, slanderous, discriminatory, obscene, or profane in content.
  - d. Candidates may not spend more than \$50 on their campaign. The cost of the campaign may not exceed \$50. This includes, but is not limited to, direct expenditures by the candidates and donations received not including sales tax.
  - e. Gross violation of these rules may result in expulsion from the elections process, at the discretion of the Elections Committee.
    - i. Grievance Procedure.
      1. In the event a violation of the election rules is believed to have occurred, a grievance must be presented in writing to the President of ASAJU. The President shall conduct a preliminary investigation and attempt to correct the improper action or clarify any misunderstandings.
      2. If unsuccessful, the President shall bring the matter to the Elections Committee who will conduct a formal investigation. The nominee in question will have access to an impartial hearing, given at least 24 hours notice prior to the hearing.
      3. A final decision will be made by a two-thirds majority vote from the Elections Committee.
        - a. The candidate will be given the opportunity to appeal the Elections Committee decision to the ASAJU Executive Committee whose decision will be final. The ASAJU Executive Committee will follow the same procedure as the Elections Committee outlined above.
        - b. If the decision by the Elections Committee results in expulsion from the election, the student body must be notified in writing of the reason for the expulsion including which rule was violated.
      4. At all stages of the process, all persons involved shall be kept informed of the progress of the case’s disposition.

## **Section B- The Oath of Office and Transition of Power By-Law**

- (1) The President shall administer the Oath of Office at the last official Business Meeting of the Academic Year
- (2) The Oath of Office shall be:
  - a. I do solemnly swear [or affirm] that I will support the ASAJU Constitution, the mission statement of the College of Arts and Sciences, American Jewish University, and I will truthfully discharge the duties of this office on which I am about to enter.
- (3) The newly elected ASAJU Executive Committee shall take office immediately after they have completed the Oath of Office.

## **Section C- The ASAJU Outstanding Leadership Scholarship By-Law**

As the representatives of the student body, and an organization that promotes the development of leadership skills, this By-Law will hereby instate the **ASAJU Outstanding Leadership Scholarship** in the amount of \$1,000. Funds for this scholarship will be raised from the proceeds of fundraising event(s) held by ASAJU during the academic year. Proceeds not funding a full scholarship will be rolled over to the following academic year. Funds collected from ASAJU Student Fees each semester cannot be utilized toward this scholarship.

- Qualifications for this scholarship are as follows:

- (1) The student must have demonstrated leadership abilities at American Jewish University.
- (2) The student must be a fully matriculated student within the College of Arts and Sciences at American Jewish University for a minimum of one complete semester.
- (3) The student must actively be involved in at least one leadership position on the campus of American Jewish University during the current academic year.
  - a. The student must be a Responsible Programmer for at least two events during the current academic year.
- (4) The student must have a minimum cumulative GPA of 2.5, and a fall semester GPA of 3.0 in the current academic year.
- (5) The student must turn in a complete application packet that includes:
  - a. The ASAJU Outstanding Leadership Scholarship Application.
  - b. A 500-word essay outlining the student's AJU leadership activities and achievements over the past academic year.
  - c. Two letters of recommendation: one (1) from a peer and one (1) from an AJU faculty or staff member

The student will need to make them self available to the ASAJU Outstanding Leadership Scholarship Committee for a short interview, at the discretion of the committee.

- ASAJU Leadership Scholarship Committee

- The ASAJU Leadership Scholarship Committee will be comprised of five (5) total members: three (3) student representatives and two (2) AJU professionals.
  - o Two (2) student representative positions will be filled by ASAJU Executive Board members in descending order followed by qualified Class Representatives in descending order. (At the discretion of the President of ASAJU)
  - o All student representatives must be in good standing with the Office of Student Affairs.

- One (1) AJU professional from the Campus Life and Student Programming Group
- One (1) AJU professional (Staff and/or Faculty)
  - ASAJU Executive Board may nominate both professionals
- Student representatives are not eligible to be awarded the ASAJU Outstanding Leadership Scholarship.
  
- ASAJU will work to fund a minimum of two (2) scholarships each academic year.
- Awarded scholarships are applied to the following academic year.
- Scholarships awarded to students that study abroad the following year will have their scholarship available upon return to AJU.
- Scholarships applied toward AJU tuition only.

Article VI  
Ratification

- (1) This Constitution shall be adopted upon approval by the Office of Student Affairs and two-thirds of ASAJU, and by a majority of the students enrolled at the American Jewish University, College of Arts and Sciences.
- (2) This Constitution shall take effect immediately following its adoption. This Constitution shall supersede over all former Constitutions of the Student Body of the American Jewish University, College of Arts and Sciences.
- (3) The ASAJU elected officials serving at the time of the adoption shall supervise the enabling of this Constitution, make any appointment, or hold any elections necessary to fulfill the requirements of the Constitution.

## FINANCIAL CODE OF ASAJU

The foregoing Financial Code was drafted for the sole purpose of outlining the rules and procedures for the collection and distribution of funds by the Associated Students of American Jewish University, College of Arts and Sciences (ASAJU)

### **I. Collection**

#### *Section A- Student Fees*

- (1) Each matriculated student shall be required upon registration to pay a \$50 Student Government Fee per semester.
- (2) ASAJU reserves the right to change the above fee upon a 2/3 vote from ASAJU and general referendum
- (3) The fee will be collected at registration by accounting and then transferred to ASAJU revenue account (4235-440-180)

#### *Section B-Additional revenues*

- (1) ASAJU is a rollover account; funds not allocated by the end of the fiscal year will automatically transfer into the next year's account
  - a. Procedures to take at year's end: the account must get debited from the current fiscal year and then credited to the new fiscal year
- (2) All items sold by the Student Bookstore carrying American Jewish University emblem shall incur an additional 15% - 25% markup. The Student Bookstore will transfer on a monthly basis the revenues from the aforementioned markup to ASAJU account.
  - a. This is on a contract basis and therefore must be renewed annually in order to receive the revenues.
- (3) Revenues from specific fund raising activities shall be deposited in the ASAJU account
  - a. ASAJU is not allowed to solicit funds from outside community sources but is able to plan activities where ASAJU raises funds

### **II. Distribution**

#### *Section A- Request for Check*

- (1) All RFC's will be used for the payment of expenditures except payments that take place out of the petty cash fund.
- (2) All RFC's must be signed by the ASAJU Treasurer, President, or Vice President, and the ASAJU Advisor or AJU Vice President of Finance, Administration and Student Services.
- (3) All RFC's must have an invoice and a signed approved resolution attached,

#### *Section B- General Operating Procedures*

- (1) Funds collected from ASAJU Student Fees are for the sole purpose of creating programs and service with a direct benefit to the students, who are payers of the benefit. These funds may be spent on:
  - a. Student programming which shows evidence of campus-wide interest and benefit.
  - b. Supplemental educational projects, equipment, or material which enhances students' learning and classroom experience

- c. Student life and service programs or projects including: funding for expenditures which address students' out-of-classroom needs.
  - d. General operating expenses of ASAJU
- (2) Funds may not be spent on:
- a. Illegal activities, including the purchase of alcohol, illegal drugs as defined by California and Federal statutes, firearms, as well as gambling and lottery activities.
  - b. Personal expenses incurred by the ASAJU Executive Committee unless as reimbursement for ASAJU approved expenditures related to the completion or organization of an ASAJU program.
  - c. Donations to various political organizations or interest groups, as well as non-profit organizations.
  - d. Risk venture fundraising activities (This does not include the placement of ASAJU Funds in federally insured interest bearing accounts for the purpose of holding.)

### *Section C- Accounting Procedure*

A monthly report will be generated detailing all present and projected expenditures. This report must detail the current amount held in all ASAJU accounts. This report will be delivered to the ASAJU Executive Committee on a monthly basis. The ASAJU Treasurer will decide on the actual date of the delivery of this report.

### *Section D- External Request for Distribution of Funds*

The following is the procedure for requesting funds from ASAJU:

- (1) A written request, in resolution form, must be distributed to all members of the Clubs Taskforce or Special Events Taskforce (as appropriate) at least three working days prior to an ASAJU meeting.
- (2) The requestee at the next ASAJU business meeting should make an oral presentation.
- (3) The Presentation must include the following:
  - a. Name of requester
  - b. Purpose of request
  - c. Anticipated sources of income and potential expenses
  - d. Other sponsors solicited for funds and requested amount (if applicable)
  - e. Goals of this event/ initiative/ expenditure
  - f. Program/project overview
- (4) Failure to comply with this procedure may result in automatic dismissal of the request. Re-submission must occur within five (5) working days following the dismissal date in order for consideration to occur.
- (5) ASAJU may, with majority approval, fully or partially fund programs that fall within its guidelines for acceptable requests.
- (6) ASAJU may restrict and/or impose conditions for the use of its funds.

### *Section E- Eligibility for funds*

- (1) Any organization at the University may apply to receive up to 6% of the ASAJU revenue per academic year (excluding bookstore sales)

- (2) Any organization that provides a service to the student body as a whole (i.e. newspapers and radio station is eligible for up to 12% of ASAJU revenue per academic year excluding bookstore sales) provided that the organization complies with the procedural guidelines.

*Section F- Petty Cash*

ASAJU may utilize a small petty cash fund in order to expedite the receipt of funds for ASAJU approved expenditures under \$50, in order to bypass the more lengthy RFC procedure. Petty cash expenditures must be

- (1) Submitted with approved resolution
- (2) Account for in budget reports in the fashion as RFC expenditures

Submitting an RFC for the amount necessary to create and maintain the fund may create the petty cash fund. This procedure will help ensure fiscal responsibility.

*Section G- Future Amendments*

Any changes to this document shall require a 2/3 majority vote from ASAJU and majority approval through a student referendum. Stylistic changes to this Financial Code can be made without approval of the Student Body, but must be approved by a majority vote of the Executive Committee.