



Intention

To all who may concern this bill will design to fully change said articles from original text to update text approved by The Arizona State University Undergraduate Student Government Operations Committee set out in The USG Governing Documents

Proposed Changes-

Title V

STUDENT FUNDS

Article III. Appropriations of the Appropriation Committee

Section 1- Budget Requests in Appropriations

1. Club Start-Up Budget Requests (CSUF) may be submitted by Clubs on the West campus in their first year for internal club operations such as recruitment, tabling items, and club meetings.
2. Club Operations Budget Requests (COF) may be submitted by an established Club on the West campus for internal club operations such as recruitment, tabling items, and club meetings.
3. No CSUF or COF Budget Request shall exceed \$750.00 per academic year.
4. All Professional Development Budget Requests (PD) must be submitted by the Wednesday before the Committee on Appropriations meeting that takes place at least six (6) weeks prior to the date of when the funds are needed. This six week period allows one (1) week processing time for USG and five (5) weeks processing time for SCC.
5. The student requesting Professional Development must be in contact with the chair of the Appropriations Committee or the Co-Chair of the Appropriations Committee.
6. When requesting Professional Development no purchases are to be made by the student prior to having been contacted by the business office about said requested items.



7. No Professional Development Budget Request shall exceed \$450.00 per academic year.
8. Locations that a Student may travel to through USG Professional Development funds are limited to:
 - a. The U.S.
 - b. Canada
 - c. Mexico
 - d. The Caribbean.
9. Professional Development Budget Requests do not have to be related to the requestor's major or minor.
10. Professional Development funds shall be granted towards some Reusable Expenses if required by the attached event; this includes:
 - a. Passport Cards
 - b. Business Attire
 - i. No Budget Request for Business Attire shall exceed \$200.00 per academic year.
 - ii. The \$25.00 cap for incentives does not apply to apparel
 - c. Travel Expenses (not including automobiles)
 - d. Professional Licensing/ Certification(s)
11. After completing a trip, a Student who has received Professional Development funds towards that trip must complete a Post Travel Summary report describing how they developed professionally, a report which is available through Sun Devil Sync.
 - a. The Post Travel Summary must be submitted by one week (7 days) from the day the Student returns from their trip.
12. Professional Development is unable to provide funding towards the following items:
 - a. Past Tests and/or Past Events
 - b. Graduate Level Exams



- c. Tests and Test Prep already funded by Career and Professional Development Services (CPDS)
- d. Study Abroad Programs
- e. Activities which subsidize University administrative services
- f. Donations
- g. Land and Labor
- h. Discriminatory Organizations
- i. Amusement Parks and Popular Culture Conventions

Section 2- Appropriations meetings for Professional Development Budget Requests, Club Operations Funding, and Club Start-Up Funds Requests

1. The Student requesting Professional Development funds must be present for the corresponding Appropriations meeting that discusses and approves that Budget Request.
 - a. In the case that the Student cannot be present for the Appropriations meeting, the Student must submit a Personal Statement which will be read by the Vice-Chair of the Appropriations Committee to represent that Student's Budget Request
 - i. Personal statements should describe the use of the funds as well as how the student hopes to develop professionally
2. Club Start-Up fund requests and Club Operations Funding requests do not require student attendance at corresponding Appropriations meetings that discuss and approve that Request.
3. During an Appropriations meeting, the Committee, after reviewing all Professional Development Budget, Club Operations Funding, and Club Start-Up Fund requests, may take the following actions with a three-quarters (3/4) majority vote of the Committee's quorum. Of the following actions, one (1) must be taken on each bill submitted for each corresponding Senate cycle:
 - a. Approve without stipulations.



- b. Approve with stipulations.
 - c. Hold indefinitely in Committee.
4. If the Committee approved a Budget Request with stipulations, the requesting student must have all those stipulations met, and the Request re-submitted, by five (5) p.m. the Wednesday following the Committee meeting in which the Budget Request was voted on.
- a. If the Budget Request has stipulations, the corresponding Student Organization shall be notified via email within 24 hours of the end day of the Committee meeting in which the Budget Request was voted on. This email shall be sent by either the Chair or the Vice Chair of the Appropriations Committee to the member of the Student Organization who submitted the Budget Request and shall have the Senate President and Business Operations Specialist of the SCC cc'd.
 - b. If the stipulations are not met by the prescribed date the Budget Request dies and funding will not be appropriated.

Rationale-

Section 1 | subsection 5: added in order to add a point of contact during the process of submitting a professional development request to ensure students have accurate information and meet requirements.

Section 1 | subsection 6: Added in order to clarify when to purchase items to ensure students requesting have full opportunity to receive the items they are requesting