

**By-Laws
of the
Undergraduate Senate**

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Harris Shapiro

Chair, 3rd Graduate Student Council, 1998 – 1999, 2002

Graduate Senator, Parliamentarian, 1996 - 1997

ASSU Parliamentarian, 2000 - 2002

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Article I: General

Section 1: Philosophy of the Undergraduate Senate

The Undergraduate Senate shall serve the interests and advocate on behalf of the undergraduate population.

Section 2: Definitions

- A.** The *US* shall refer to the Undergraduate Senate.
- B.** The *undergraduate population* shall be all members of the Association in undergraduate programs.

Section 3: US Policies

- A. General**

The US Policies shall contain the details of the organizational structure of the US. They shall contain information sufficiently important to require some form of US approval to change, but sufficiently malleable that the rigidity of the US By-Laws modification procedure would be inappropriate.
- B. Jurisdiction**

The US Policies shall govern in all cases where they are applicable, and in which they are not inconsistent with the Constitution, the Association By-Laws, these By-Laws, or the Association Policies.
- C. By-Laws**

The US Policies shall be included as an Appendix to these By-Laws.
- D. Modification**

The US Policies may be modified by a majority vote of the US.

Section 4: Rules of Order

- A. Presiding Officer**

The Chair (or her/his designee) shall be responsible for ensuring that the meetings are run in a fair and efficient manner. The members of the US may overrule any particular decision of the Chair (or her/his designee) in this regard by majority vote.
- B. Decision-Making Methods**

1. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, each decision of the US shall be made by a majority vote of the members of the US.
2. At the discretion of the Chair, the vote need not be recorded. However, the decisions of the US must be set down in the minutes.
3. Any member of the US can request a recorded vote for any decision.
4. The presence of 1/2 of members at a meeting shall constitute quorum for votes.
5. Procedures always requiring a recorded vote of a simple majority of the US shall include:
 - a. Appropriations (Special and General Fee) Procedures.
 - b. Modification of the Rules of Order.
 - c. Election of Officers.
 - d. The calendar for the Spring Election Cycle.
 - e. Enacting of Resolutions.
6. Procedures always requiring a recorded vote of 2/3 of the US shall include:
 - a. Amending of By-Laws.
 - b. Removal of Officers.
 - c. Expulsion of Senators.
7. Procedures subject to the discretion of the Chair in terms of vote shall include:
 - a. End discussion.
 - b. Adjourning of General or Committee meetings of the US.

Section 5: Consideration of Senate Resolutions and Endorsements

A. Definition

A Senate Endorsement (a *resolution* or *endorsement bill*) constitutes a bill in support or opposition of a position. Its purpose is to voice the Senate's support of a particular cause. This section of the by-laws governs the consideration of these resolutions which may or may not be controversial in nature.

B. Text of Endorsement Bills

All resolutions must include the following information in the bill's text about the subject of the endorsement:

1. **Constitutionality:** the bill must explain how it complies with Article I, Section 5 of the ASSU Constitution. Specifically, it must show that the issue has a direct effect on Stanford students, as defined in the Constitution. To meet this requirement, it will suffice to only direct the statement to other elements of the University.
2. **Relevance:** Endorsement bills should also demonstrate why the issue is being presented at the present time: whether it is part of a campaign by a student group, if the administration is close to making an important decision, if an event is requesting endorsement from the ASSU, etc.

3. **Background:** The bill authors should include background information about the issue at hand such as how the issue has arisen, the history of the issue at Stanford (including actions of the administration, student groups and the ASSU), and/or facts or statistics surrounding the issue. If background information is too long to be included within the bill, it can be submitted as a separate document so long as it is present for voting and prior notification.
4. **Argument:** The bill authors must argue on behalf of the bill within the text by stating the advantages of the position under consideration and address potential criticisms of the bill.
5. **Authorization:** The bill must authorize action to make use of ASSU resources on behalf of the endorsed cause. The bill must specifically explain who is authorized to act, how, and under what circumstances. If a bill is intended to authorize an indefinite amount of activity in the future, the bill must say so along with whatever limitations on the activity, the circumstances of its undertaking or the identity of its undertakers.

C. Requirements for Passage

Endorsement bills must be passed by a 2/3rds majority of the active, voting members of the US Senate, not just a majority of those present at the meeting where it is presented.

D. Prior Notification

The full text of endorsement bills must be presented to the Senate at least one week in advance of the vote on the bill. This includes the background material (Article 1, Section 5, B:1) if it is not explicitly included in the bill.

Article II: Undergraduate Senate Organization

Section 1: Composition

A. Undergraduate Senate Districts

Members of the US shall be elected at-large from the undergraduate student population. The 15 candidates with the highest cumulative vote totals shall be the new members of the US.

B. US elections

1. All members of the US shall be elected in the spring quarter general election.
2. This election cycle must be complete before May 15 of each year.
3. The Elections Policies shall lay out the procedures and timelines for US elections.

C. Term of Office

1. After the US election, the old and new elected members of the US shall meet jointly until the second meeting after the US election results have been certified.
2. At the second meeting after the certification of the results of a US election, the new elected members of the US shall select a Chair. At that point, the term of office of the new elected members of the US shall be considered to have begun.

D. Expulsion of US Members

1. A member of the US shall be automatically expelled upon missing 3 US meetings without obtaining a leave of absence during any one quarter in which the US is in session.
2. Before the adjournment of the meeting following a senator's third absence, two-thirds of the senate can overrule a senator's automatic expulsion.
3. Other rounds for removal shall include, but not be limited to, violations of University regulations.

Section 2: Officers

A. President of the US

The Vice President of the Association shall serve as the President of the US.

B. Chair

1. Shall call, set agendas for, and preside over all regular meetings of the US, unless s/he has designated another elected member of the US to perform these tasks.
2. Chair has secondary signing authority.
3. Shall serve as a representative of the US on the Executive Committee.
4. Must be an elected member of the US.

5. Shall be chosen by a majority vote.
6. May be removed by a 2/3 vote, provided that previous notice has been given.
7. Shall maintain and make available current copies of the By-Laws and Policies of the US.
8. Shall have those other duties specified in the Constitution, the Association By-Laws, and these By-Laws.
9. May be paid a salary, as specified in the operating budget.

C. Deputy Chair

1. Shall serve as a representative of the US on the Executive Committee.
2. Shall be responsible for keeping accurate minutes of all US meetings, and making them publicly available.
3. Must be an elected member of the US.
4. Shall be chosen by a majority vote.
5. May be removed by a 2/3 vote, provided that previous notice has been given.
6. Shall have those other duties specified in the Constitution, the Association By-Laws, and these By-Laws.
7. May be paid a salary, as specified in the operating budget.

D. Treasurer

1. Shall have primary signing authority for the US accounts.
2. Shall be ultimately responsible for drafting the US budget and keeping track of US finances.
3. Shall have those other duties specified in the Constitution, the Association By-Laws, and these By-Laws.
4. May be removed by a 2/3 vote, provided that previous notice has been given.
5. Must be an elected member of the US.
6. Shall be chosen by a majority vote.
7. Shall have the power to call ad hoc meetings with a financial representative of each committee.
8. Shall monitor Senate spending and provide financial advice to the Senate

E. Other

The US shall have the power to appoint other officers, with whatever requirements and duties are appropriate. Such other officers may be paid a salary, as specified in either the operating or programming budgets of the US.

Section 3: US Meetings

A. Convening of Meetings

Meetings of the US shall be called by the Chair of the US or her/his designee, by the President of the US, or by the President of the Association. The individual calling the meeting is responsible for ensuring that adequate public notice of the meeting is given. Every meeting must be announced to each senator at least 24 hours before it is to begin.

B. Frequency

The US shall meet at least once each week during the academic year, excluding dead week and finals week.

Section 4: US Committees

A. Membership

1. Any member of the US may attend any meeting of any US Committee. The President and Vice President of the Association shall be ex-officio members of each US Committee.
2. Every US Committee shall have the power to admit additional ex-officio members to its ranks, but not to the US proper. Such additional members shall not have a vote in the US Committees.

B. Meetings

1. Because US Committees are responsible for propelling the business of the US, Committee Chairs shall announce committee meetings to each Senator.
2. Upon the request of two members of the US, the Chair of a US Committee shall call a special meeting.
3. Complete records of all actions taken by a US Committee during committee meetings shall be made available to the US.
4. Special joint meetings of two or more US Committees may be called by the Chairs of the concerned committees, or upon the request of two members of the US.

C. Powers and Composition of US Committees

1. Except as otherwise noted in the Constitution, these By-Laws, or Acts of the US, all substantive actions of a US Committees shall take the form of recommendations to the US.
2. Each US Committee shall choose a Chair from among the Senators on the Committee.
3. If a committee chooses to do so, depending on the responsibilities that cannot be fulfilled by one chair, it may choose to appoint a deputy chair.
 - a. The Deputy chair must be chosen from among members of the committee excluding the committee chair.
 - b. The Deputy chair of the committee may not serve as Deputy Chair or Chair of another committee.

D. US Committees

The US shall have the following US Committees: Academics, Research and Evaluation; Administration and Rules; Appropriations; and Student Affairs.

1. Student Life Committee
 - a. Shall review all matters pertaining to undergraduate University residences and issues dealing with residential education.

- b. Shall review all matters that concern ASSU programming.
 - c. Shall review all matters pertaining to undergraduate education and requirements.
 - d. Shall review matters pertaining to undergraduate research policies and activities.
 - e. Shall review matters pertaining to the business and composition of the Academic Council.
 - f. Shall participate in and facilitate discussion between student representatives of the various University committees pertaining to undergraduate education.
 - g. Shall review academic support services pertaining to undergraduate education including, but not limited to, the Center for Teaching and Learning, the Undergraduate Advising Program, the Overseas Studies Program.
2. Administration and Rules
- a. Shall review all proposed changes to the Constitution, these By-Laws, the Rules of Order, or the Standing Rules.
 - b. Shall review all matters relating to elections and advise the Elections Commission regarding the same.
 - c. Shall interview each undergraduate nominee to the Constitutional Council and report to the US concerning her/his qualifications for appointment.
3. Appropriations
- a. Shall formulate fiscal guidelines for all funds established under the Undergraduate Student General Fee, hereafter referred to as the USGF.
 - b. Shall formulate Funding Policies, and review proposed changes to existing Policies.
 - c. Shall review all requests for Special Fees by undergraduate student organizations.
 - d. Shall review any proposed budget changes by undergraduate student organizations receiving Special Fees.
 - e. The Financial Manager and the Programming Director and the Publications Director shall be ex-officio members of this US Committee.
4. Campus Advocacy Committee
- a. Shall review all matters pertaining to undergraduate student organizations.
 - b. Shall review all matters pertaining to the policies and administration of undergraduate student services provided by the University or students.
 - c. Shall respond to and address current undergraduate issues.
 - d. Shall serve as a liaison between students and the administration regarding student organizations.
 - e. Shall raise issues of accountability to the administration.

E. Special US Committees

The US, and the US Chair, shall have the power to create special US Committees for specific purposes, to vest in them all appropriate powers, to determine their composition, and to designate the Chair of each Special Committee. All substantive actions of a special US Committee shall take the form of recommendations to the US, except as otherwise provided herein.

Article III: Funding

Section 1: General

A. The Usual Method for Approving Allocations

1. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, all allocations of funds shall be made by majority vote of the US members.
2. Decisions involving funds must be made publicly available within one week of the US meeting at which they were made.
3. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, the members of the US may, by a majority vote, override any allocation of funds. This may only take place at the first US meeting after the minutes of the meeting at which the initial allocation occurred are made publicly available.

B. Transfer of Funds

Transfers of funds from a group's reserve account to its operating account shall be done by the Usual Method for Approving Allocations.

C. Schedule

1. The Undergraduate Student General Fee may be disbursed on the first day of the school year in the case of annual funding or within five days of approval of the request by the US for rolling allocations. All Special Fees shall be available on the first day of the school year.
2. A portion of the USGF shall be allocated during Spring Quarter for the entire following fiscal year. The remainder shall be reserved for quarterly allocations.
3. Quarterly allocations shall be made on a rolling basis. Funds may be made available for the remainder of the current quarter, for subsequent quarters, or for the remainder of the fiscal year.

D. Funding Role and Membership of the Appropriations Committee

1. The Appropriations Committee shall review funding and Special Fee requests from all Undergraduate Student Organizations, and present a recommendation on each to the US.
2. The Appropriations Committee shall consist of a subset of the members of the US.
3. No member of the US shall formulate a recommendation for a request from a VSO of which s/he is a member.
4. The procedure for formulation and review of requests shall be specified in the US Funding Policies.

Section 2: Undergraduate Student General Fee

A. General

1. The terms "Undergraduate Student General Fee" and "USGF" shall be used to refer collectively to all General Fees paid exclusively by undergraduates.
2. The overall budget of the USGF for the current year shall be published in quarterly installments online.
3. Elected and appointed officers and staff members of the Association may inspect and make public the financial records of any VSO receiving funds from the USGF, except as specified in the Constitution, the Association By-Laws and Policies, or these By-Laws.

B. Partitioning of USGF

1. The USGF shall be partitioned into two sections before the beginning of the fiscal year. The first shall be called the *Program Fund*, and the second shall be called the *Publications Fund*.
2. The *Publications Fund* shall include the ASSU Undergraduate Publications fee, while the *Program Fund* shall include all other Undergraduate General Fees.

C. ASSU Publications

1. Definitions
 - a. Any student organization that qualifies for ASSU Publications funding shall be referred to as a *member publication*.
2. ASSU Publications Director
 - a. Selection and Term
 - i. The ASSU Publications Director shall be selected Spring Quarter by the incoming US Chair, subject to approval by the incoming US.
 - ii. The ASSU Publications Director shall serve at the pleasure of the US.
 - b. Duties
 - i. The ASSU Publications Director shall coordinate and represent the interests of all member publications.
 - ii. The ASSU Publications Director shall work to develop current publications and assist new ones.
 - iii. The ASSU Publications Director shall serve as a source of information, through which member publications can share experiences and knowledge.
 - iv. The ASSU Publications Director shall serve as the chief administrator of the Publications Fund.
 - v. The ASSU Publications Director shall solicit, monitor, assist, and analyze member publication applications to the Publications Fund.
 - vi. The ASSU Publications Director shall report to the US the state of the Publications Fund.

- vii. The ASSU Publications Director shall inform member publications of their Publications Fund allocation and ensure they receive their funding.
- viii. In the event that the ASSU Publications Director is absent, has been suspended, or has been removed, the US Chair or her/his designee shall perform the Director's duties until the Director returns, the Director's suspension has been overturned, or a new Director has been appointed.

3. Application Procedure

To be review by the US Appropriations Committee, ASSU Publications funding and publications Special Fee requests shall contain the following information, in separate sections:

- a. For Publications Fund funding requests:
 - i. The name of the member publication requesting funds.
 - ii. The name(s), email address(es), and phone number(s) of the representative(s) of the member publication making the request.
 - iii. The ASSU account number of the member publication.
 - iv. A certification that the publication will comply with all terms and conditions for use of funds specified in the Constitution, the Association By-Laws and Policies, the US By-Laws and Policies, and the allocation approved by the US.
- b. For publications Special Fee requests:
 - i. The name of the member publication requesting the fee.
 - ii. The name(s), email address(es), and phone number(s) of the representative(s) of the member publication make the request.
 - iii. The ASSU account number of the member publication.
- c. A brief description of the nature of the publication, planned circulation and distribution, and plans for current and future growth.
- d. A budget, following the format of the sample budget provided by the ASSU Publications Director, containing the following:
 - i. The time period for which the allocation would be effective.
 - ii. An itemization of all sources of funding and all expenses.
 - iii. Line item numbers as defined by the Students' Organizations Fund.
 - iv. A description of each line item as necessary.

4. Guide

To assist member publications in the preparation of applications, the ASSU Publications Director shall publish a guide describing the goals of ASSU Publications, the terms and conditions for use of ASSU Publications funds, and all application procedures, and containing a sample application and funding agreement form.

5. Applications

Applications shall be kept on file and made available by the ASSU Publications Director.

6. Review Procedure
 - a. Recommendations

The US Appropriations Committee shall prepare a brief recommendation to the US regarding each proposal. At the first US meeting after preparation of the recommendation, the US Appropriations Committee shall summarize the application and present its recommendations.
7. Terms and Conditions for Use of Funds
 - a. Notification

The ASSU Publications Director shall notify a member publication when funds become available to it.
 - b. Extensions

The US Chair may, at her/his discretion, grant extensions to the ending date of an allocation to ensure that all transactions are cleared. No extension may be granted beyond the end of the fiscal year to which the allocation applies.
 - c. Reclamation

Unless otherwise specified by the US, title to all tangible property purchased, in whole or in part, through the use of funds from the USGF shall vest with the ASSU, and possession shall devolve upon the ASSU in the event of the dissolution of the member publication possessing the property.
 - d. Dissolution
 - i. A member publication shall be considered to be dissolved upon the receipt of a declaration of dissolution by its membership, failure to register with the Office of Student Activities for 15 months, or after a declaration of dissolution by the US following reasonable efforts to contact the last known officers of the member publication.
 - ii. All allocations to a member publication shall end upon dissolution of that member publication.
 - iii. The allocation of facilities to a member publication shall remain fixed, as per current facilities usage, until such time as that member publication is considered to be dissolved.
 - e. Co-Sponsorship

Member publications funded by the USGF shall cite ASSU Publications as a sponsor or co-sponsor.
 - f. Maximum Limit of Appropriations

The maximum amount of funds from the USGF that may be allocated to an undergraduate member publication in a single fiscal year is \$6,000.

8. Verification

a. Follow-Up Report

A member publication receiving an allocation shall submit a follow-up report to the ASSU Publications Director within two weeks of the end of the allocation. The follow-up report shall include copies of all issues of the member publication published during the time period for which the allocation was effective (for the purposes of the ASSU Publications archives), as well as an itemization of the actual expenses incurred by the member publication.

b. Evaluation

- i. The US Appropriations Committee may seek independent reports regarding a member publication that has been allocated funds from the USGF.
- ii. The US Appropriations Committee may recommend disciplinary actions to the US regarding member publications that have been allocated funds from the USGF as it sees fit, in order to protect the reputation and operations of member publications.

c. File

Follow-up reports shall be kept on file and made available by the ASSU Publications Director.

Appendix I: Election Policies

Section 1: General

These Policies shall apply only to those candidates, slates, special fee requests, and sponsors whose election issues can be voted upon exclusively by members of the undergraduate population.

Section 2: Officers

1. Any members of the undergraduate population declaring intent to become an Undergraduate Senator, and requesting to appear in the Elections Handbook and on the ballot, must submit to the Commission a petition of at least 100 members of the undergraduate population.
2. Any members of the undergraduate population declaring intent to become an Class Presidents, and requesting to appear in the Elections Handbook and on the ballot, must submit to the Commission a petition of at least 100 members of the undergraduate population.
3. There shall be Sophomore, Junior, and Senior Class Presidents. The Class Presidents will be elected during the Spring General Election. Students may vote for the Class Presidents for only one class, and candidates for Class Presidents shall be slates of no more than four people.

To the extent that it is possible, the only students who will run or vote for a given Class President slate will be students in the class immediately below (i.e. only Freshman will run or vote for Sophomore Class Presidents). Because it may not be possible to accurately determine the class to which a given student belongs, the Elections Commission shall err on the side of allowing students to declare what class they belong to. For the purposes of this subsection, a student's class shall be the one which they identify themselves with socially, which may or may not be the same as the class status assigned to them by the University Registrar.

Appendix II: Funding Policies

Section 1: Program Director

A. Selection and Term

1. The Program Director shall be selected Spring Quarter by the incoming US Chair, subject to approval by the incoming Senate.
2. The Program Director shall serve at the pleasure of the US.

B. Duties

1. The Program Director shall serve as the chief administrator of the Program Fund.
2. The Program Director shall solicit, monitor, assist, and analyze VSO applications to the Program Fund.
3. The Program Director shall report to the Senate the state of the Program Fund.
4. The Program Director shall inform VSO of their Program Fund allocation and ensure they receive their funding.

Section 2: Application Procedure

A. Program Fund

1. The Program Fund shall be used for allocation to undergraduate student organizations.
2. Voluntary Student Organizations seeking funds from the Program Fund shall submit a funding request to the Appropriations Committee.
3. Voluntary Student Organizations seeking funds from the Program Fund shall have the right to send a representative to any US or Appropriations Committee meeting at which their funding allocations are discussed.
4. No funds from the Program Fund may be allocated to a group that is not a Voluntary Student Organization registered with the Office of Student Activities.
5. No funds from the Program Fund may be allocated to a student organization that is not an undergraduate student organization.
6. No funds from the Program Fund may be allocated to a group that receives funds from a Special Fee levied, in whole or in part, on the undergraduate population.
7. The US reserves the right to cancel or suspend an allocation if the funds are not being used within the specifications of the allocation.
8. Modifications of the specifications of an allocation, excluding the total amount allocated, may be made at the discretion of the US. Modifications of the total amount may be made by the Usual Method for Approving Allocations.

9. The total amount allocated to each Voluntary Student Organization, and summary of the budget associated with the allocation, shall be published in the next Elections Handbook.

B. Requests

To be reviewed by the Appropriations Committee, funding and Special Fee requests shall contain the following information, in separate sections:

1. For USGF funding requests:
 - a. The name of the organization requesting funds.
 - b. The name(s), email address(es), and phone number(s) of the member(s) making the request.
 - c. The ASSU account number for the organization.
 - d. A certification that the organization will comply with all terms and conditions for use of funds specified in the Constitution, the Association By-Laws and Policies, and the US By-Laws and Policies; and the allocation approved by the US.
2. For Special Fee requests:
 - a. The name of the organization requesting the fee.
 - b. The name(s), email address(es), and phone number(s) of the member(s) making the request.
 - c. The ASSU account number for the organization.
3. A brief description of the group, including a list of previous major activities (if any) and an estimated percentage of its active participants that are members of the undergraduate population.
4. A budget, following the format of the sample provided by the Appropriations Committee. It shall contain:
 - a. The time period for which the allocation would be effective.
 - b. An itemization of all sources of funding and all expenses.
 - c. A breakdown of expenses for each specific activity of the organization.
 - d. Line item numbers as defined by the Students' Organizations Fund.
 - e. Description of each line item as necessary.
5. Answers to the following questions:
 - a. How does the organization pursue the goals of the VSO partition?
 - b. How do the activities to be funded pursue the goals of the VSO partition?
 - c. From what other sources is the organization obtaining or seeking funds?

C. Guide

To assist organizations in the preparation of applications, the Appropriations Committee shall publish a guide describing the goals of the VSO partition, terms and conditions for use of funds, and all application procedures, and containing a sample application and funding agreement form.

Since the Program Fund may come from multiple General Fees with different statements of purpose, for each proposal the Committee shall select which General Fee is the most appropriate source of funding for that group. The Committee shall only recommend an allocation of money from a General Fee to a Group if that group fits the statement of purpose for that fee.

D. Applications

Applications shall be kept on file and made available by the US Chair and US Deputy Chair.

Section 3: Review Procedure

A. Recommendations

The Committee shall prepare a brief recommendation to the US regarding each proposal. At the first US meeting after preparation of the recommendation, the Committee shall summarize the application and present its recommendation.

Section 4: Terms and Conditions for Use of Funds

A. Notification

The Program Director shall notify an organization when funds become available to it.

B. Extensions

The US Chair may, at his/her discretion, grant extensions to the ending date of an allocation to ensure that all transactions are cleared. No extension may be granted beyond the end of the fiscal year to which the allocation applies.

C. Reclamation

Unless otherwise specified by the US, title to all tangible property purchased, in whole or in part, through the use of funds from the USGF, shall vest with the ASSU, and possession shall devolve upon the ASSU in the event of the dissolution of the VSO possessing the property.

D. Dissolution

A VSO shall be considered to be dissolved upon the receipt of a declaration of dissolution by its membership, failure to register with the Office of Student Activities for 15 months, or after a declaration of dissolution by the US following reasonable efforts to contact the last known officers of the VSO. All allocations to a VSO shall end upon dissolution of that VSO.

E. Co-Sponsorship

Advertisements for events funded by the USGF shall cite the US as a sponsor or cosponsor.

F. Maximum Limit of Appropriations

The maximum amount of funds from the USGF that may be allocated to an undergraduate student organization in a single fiscal year is \$6,000.

Section 5: Verification

A. Follow-Up Report

An organization receiving an allocation shall submit a follow-up report to the Program Director within two weeks of the end of the allocation. The follow-up report submitted by an organization shall indicate an estimate of the number of members of the undergraduate population participating in the funded activities, and an itemization of actual expenses made by the organization.

B. Evaluation

The Appropriations Committee may seek independent reports on the success of an organization's activities from those who attended one or more of those activities. The Committee may arrange to send volunteers to gather information for such a report.

C. File

Follow-up reports shall be kept on file and made available by the US Chair and US Deputy Chair.

Section 6: Collection Schedule

Equal fractions of all fees shall be collected in the Fall, Winter, and Spring Quarters. No fee shall be collected in the Summer Quarter.

Appendix III: Revision History

Section 1: 1999 - 2000 Session

- A. Initial creation

Section 2: 2000 - 2001 Session

- A. 2-US-?: <Unknown Title>
Overhaul of the US By-Laws.

Section 3: 2001 – 2002 Session

- A. 3-US-?: A Bill to Establish Procedure for Considering Endorsements
- B. 3-US-?: <Unknown Title>
A bill to replace the Academics, Research, and Evaluation and Student Affairs Committees with the Student Life and Campus Advocacy Committees.
- C. 3-US-?: <Unknown Title>
A bill to allow for deputy chairs for standing committees.
- D. 3-US-?: To Amend Article II, Section 2 and Section 4 of the Undergraduate Senate By-Laws