

# **FINANCE BOARD**

## **UNIVERSITY BOARD ON STUDENT FINANCE BYLAWS**

### **University of Colorado Boulder Student Government**

Amended and Approved November 18, 1997

Amended and Approved August 28, 2001

Amended and Approved September 4, 2001

Amended by Finance Board May 29, 2003

Amended and Approved December 2, 2003

Ratified by Legislative Council February 2004

Amended by Finance Board September 2004

Amended by Legislative Council October 2005

Amended by Finance Board April 2007

Amended and Approved December 3, 2009

Suspended Bylaws to increase the number of ex-officio seats from six to nine from January to June 2011

Amended by Finance Board May 10, 2011, to bring into compliance with 72LCB12 and 72LCB14

Amended by Finance Board July 12, 2011, Ratified by Legislative Council July 28, 2011

Amended by Finance Board June 5, 2012, Ratified by Legislative Council June 14, 2012

Amended by Finance Board October 18, 2016, Ratified by Legislative Council October 27, 2016

Amended by Finance Board May 2, 2017, Ratified by Legislative Council May 4, 2017

Amended by Finance Board May 19, 2020, Ratified by Legislative Council June 4, 2020

**Table of Contents:**

Article I: The Finance Board	3
Article II: Purpose	3
Article III: Membership	4
Article IV: Officers	6
Article V: General Conduct and Operations	7
Article VI: General Responsibilities, Fiscal Policies, and Procedures	10
Article VII: Board Accounts	15

## **Article I: The Finance Board**

- A. The basic documents defining the purpose, general policies, composition, and accountability of the University of Colorado at Boulder University Board on Student Finance (hereinafter referred to as the Finance Board), are contained:
  - a. In the CUSG/Boulder Chancellor's Working Agreement: A Guarantee of Rights (hereinafter referred to as the Autonomy Agreement) approved by the Executive Council on January 31, 1980, and approved by the Board of Regents on February 15, 1980, and:
  - b. In the University of Colorado at Boulder Student Government (hereinafter referred to as CUSG) Constitution dated March 22, 2012.
- B. The CUSG Constitution was first approved in a student referendum on February 26 and 27, 1974, and by the Regents on March 27, 1974, and has subsequently been revised and amended.
  - a. The Bylaws of the Finance Board are consistent with these documents.
- C. Definitions
  - a. A student shall be defined as any full mandatory fee-paying member of the University of Colorado Student Government enrolled in at least six credit hours.
  - b. A non-student shall be defined as any non-student who is affiliated with the University.
  - c. Capital shall be defined as per the university system's definition of capital asset:
    - i. Any physical resources with a useful life greater than one year.
    - ii. The defining thresholds for capital assets are specific to the Supplemental Large Reserve Account and the Supplemental Small Reserve Account.
  - d. Emergencies shall be defined as unanticipated or anticipated extraordinary events.

## **Article II: Purpose**

The purpose of the Finance Board is to make recommendations to appropriate University authorities about the level and distribution of CUSG-managed student fees and about the designation of activities to receive student fee support, hereinafter referred to generally as cost centers. In making its recommendation, the Finance Board's ultimate standard is the welfare of the University and in particular the welfare of the student body. Since its special area of responsibility is fiscal, the board has the obligation to develop and maintain policies and procedures which assure a responsible level of management and review of student fee funds, not only of funds under its direct control (student fees), but also of funds allocated to any area incorporated under the Autonomy Agreement. Student fees are monies collected according to a rate schedule set by the Regents from student designated kinds of student-oriented activities, which, by state or University policy, can be financed only partially, if at all, from state appropriations, tuition, or other funds available to the University.

### Article III: Membership

- A. The Finance Board shall include seven (7) student voting members.
  - a. The Finance Board Chair, to be appointed by the Executive, subject to approval by a majority vote of the Finance Board and ratification by the Legislative Council.
  - b. One (1) Representative-at-Large and one (1) Senator from the Council of Colleges and Schools.
    - i. The Representative shall be appointed by the Executives from the CUSG Representative Council.
    - ii. The Senator shall be elected by the Council of Colleges and Schools.
    - iii. If a Representative Council or Council of Colleges and Schools appointee to the Finance Board misses two consecutive meetings, the Chair will introduce the matter for Finance Board discussion.
    - iv. Upon recommendation by a majority vote of the Finance Board, the Chair shall notify the President of the CUSG Legislative Council for action by that body.
    - v. The Legislative Council must approve the appointment of both the Representative-at-Large and the elected Senator from the Council of Colleges and Schools.
  - c. Two (2) to be appointed by the Legislative Council. Two (2) to be appointed by the Finance Board with Legislative Council ratification.
    - i. One (1) appointee of the Finance Board shall be a Graduate Student selected with the help of the Graduate School government.
      - 1. In the event no Graduate Students are available to fill the position, the seat shall become open to all students.
    - ii. Student voting members appointed by the Legislative Council and the Finance Board shall serve two-year terms beginning with the date of their appointment.
    - iii. Student voting members appointed by the Legislative Council and Finance Board shall be selected from the pool of current or previous non-voting or voting student members of the Finance Board.
    - iv. If a member can no longer serve in the capacity required of a member, the member's term shall terminate immediately and a replacement appointment made.
    - v. The Chair shall have discretion in determining whether a member is capable of serving in the capacity of a member after examining all relevant facts and circumstances.
      - 1. If the Chair determines the member is unable to serve in their capacity as a board member then they shall raise the matter with the board to determine what action shall be taken.
    - vi. Appointed student voting members may be reappointed for another term, upon a majority vote of the members present and voting.
    - vii. Efforts to stagger terms of the voting members, such as giving consideration to candidates' planned graduation dates, should be a

- priority, to promote continuity in decision-making and to leverage members' knowledge and experience for the benefit of both the Finance Board and the student body.
- d. The Finance Board may also include two non-students making the total voting membership of the Finance Board nine (9).
    - i. They shall be interviewed by the Finance Board and elected by a majority vote of voting members present.
    - ii. Non-student voting members shall serve for three years from the date of appointment.
      1. Non-student voting members may be reappointed for another term, upon a majority vote of the members present and voting.
  - e. The Finance Board shall also have non-voting advisory members.
    - i. There shall be three additional permanent ex-officio positions.
      1. Ex-officio members hold their positions on the Finance Board by virtue of an office they hold within CUSG or the Division of Student Affairs.
        - a. One shall be the CUSG Legislative Council President Pro Tempore or that official's designee.
        - b. One shall be an Executive or that official's designee.
      2. There shall also be a CUSG Director of Finance whose specific duties shall be defined in the manner of the Executive Staff, who shall serve on the Finance Board as an ex-officio member.
      3. Ex-officio members are permanent positions, which change as the person holding that position changes as defined by the CUSG Constitution.
      4. A non-voting ex-officio member may be appointed to serve on the board at the discretion of the Vice-Chancellor for Student Affairs.
    - ii. Additionally, up to six students may serve as non-voting members at any one time.
      1. They shall be interviewed by the Finance Board and elected by a majority vote of voting members present.
      2. After approval by the Finance Board, non-voting members will be ratified by the Legislative Council.
      3. Non-voting members' duties include participating as a member of the Finance Board but without voting privileges.
      4. During Finance Board meetings, non-voting members may offer and second motions.
      5. All non-voting members are encouraged to voice their opinions and participate in discussions.
      6. One of the six non-voting members of the Finance Board shall be a Graduate Student selected with the help of the Graduate School government.
      7. In the event no Graduate Students are available to fill the position, the seat shall become open to all students.

8. Non-voting members. shall serve a term of two (2) years from the date of their membership.
- iii. Financial Advisor, to be chosen by the Finance Board.
  1. This position is to be filled by a professional CU staff member with experience and knowledge of financial processes and University policies and procedures.
  2. All voting and non-voting student members of the Finance Board may and are encouraged to regularly attend the meetings of one CUSG Joint or Advisory Board.

#### **Article IV: Officers**

##### A. Chair

- a. The Chair shall be the presiding officer of the Finance Board.
- b. The Chair shall:
  - i. Schedule Finance Board meetings
  - ii. Prepare the agenda
  - iii. Handle all routine correspondence
  - iv. Keep the Finance Board informed of pertinent information regarding cost centers and CUSG programs
  - v. Assure that all requests addressed to the Finance Board receive proper consideration by it
  - vi. Appoint subcommittees
  - vii. Call for special meetings of the Finance Board
  - viii. Identify Cost Center financial personnel (see VI.G.a)
  - ix. Ensure essential information regarding enhancement requests, earmarks, fund balances, reserve accounts, non-recurring allocations, etc. is tracked throughout the year.
    1. A report detailing the above information will be made available at the end of the chair's term.
      - a. The report shall be distributed to the next board chair and all board members.
    2. The report should also include a Finance Board roster, records of members' absences, and a summary of bylaw changes.
    3. Carry out other duties as specified in the bylaws or assigned by the Finance Board.
- c. The Finance Board Chair shall be responsible for planning diversity training sessions and making all other necessary arrangements for completing the training by the stipulated deadlines.
- d. The Finance Board Chair shall also serve as a voting member on the Fee Advisory Board and on other committees as necessary.
- e. Compensation: The Chair shall receive a salary from funds provided in the CUSG budget in an amount and at intervals prescribed by CUSG Legislative Council action.
  - i. See 57 LCB 12 for details.

- f. Removal: The Chair may be removed from the position by a two-thirds vote of the entire voting membership, directly by the Executives or by impeachment by the Legislative Council as provided by the CUSG Constitution.
  - ii. The term of the Finance Board Chair shall be one year, beginning June 1.
- B. Vice-Chair
  - a. All non-voting students and voting members shall be eligible for the Vice-Chair position
    - i. Representative Council and Council of Colleges and Schools members on the Finance Board shall not hold this office.
  - b. The Vice-Chair shall be elected by the Finance Board annually with the term of office beginning on June 1 and ending the following May 31, except in the case of vacancies.
  - c. The Vice-Chair shall preside and otherwise serve as Chair in the event of the Chair's absence or incapacity.
  - d. The Vice-Chair shall keep the Chair and other members of the Finance Board informed of pertinent information regarding cost centers.
  - e. The Vice-Chair shall perform such other duties as assigned by the Chair or the Finance Board.
  - f. The Vice-Chair may be removed from the position by a two-thirds vote of the entire voting membership.
  - g. If the Vice-Chair position should fall vacant, the Finance Board shall select a replacement to fill the unexpired portion of the term.
- C. Recording Secretary
  - a. The Chair shall make such arrangements as necessary with the CUSG Office Staff to assure that all meetings of the Finance Board are properly recorded.

### **Article V: General Conduct and Operations**

- A. Except where these bylaws may specify to the contrary, the conduct of the Finance Board business shall follow Robert's Rules of Order, Newly Revised (Newest Edition).
  - a. Per Robert's Rules of Order and the CUSG Appellate Court, a two-thirds vote means two-thirds of the entire voting membership, and not just those present and voting, unless otherwise stated.
- B. All meetings of the Finance Board shall be open to the public unless moved into Executive Session by a motion adopted by a two-thirds vote of the voting members present.
  - a. Open Records
    - i. All actions of the Finance Board shall be a matter of public record.
    - ii. The Recording Secretary shall be responsible for assuring that copies of minutes of meetings, approved by the Finance Board, and other documents presented to the Finance Board are provided to Finance Board members.
    - iii. The Recording Secretary, at the beginning of the fiscal year, shall notify the Boulder Campus officer directly in charge of student affairs, CUSG Executives, and the appropriate faculty and staff governance bodies that minutes of the Finance Board are available and will be sent upon request.

- iv. In addition, the Recording Secretary will notify cost centers and other areas concerned with Finance Board actions affecting those areas, that copies of pertinent minutes and any related documents are available upon request.
- C. No Finance Board business item may be discriminated against on the basis of race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy, or any other characteristics not directly related to the funding in question.
- D. Quorum
  - a. A quorum shall consist of a majority (5) of voting members.
  - b. A voting member may offer his/her vote to a proxy who shall be a ratified non-voting member of the Finance Board, provided the Chair is notified in advance.
    - i. Priority for proxies shall be given to the student non-voting members.
    - ii. The remaining ex-officio members (Legislative Council President, Executive, CUSG Director of Finance, Finance Advisor, in that order) shall be given proxies only if necessary to achieve quorum.
- E. Conflicts of interest
  - a. A conflict of interest may occur whenever a vote by a Finance Board member has the potential to be self-serving to themselves or to an organization in which the Finance Board member has a special interest outside of a typical student user of the organization.
  - b. Finance Board members should refrain from voting if the potential of a conflict of interest exists.
  - c. If a Finance Board member does not refrain from voting in the event of a potential conflict of interest, the Finance Board, upon a two-thirds vote of the voting members present, may require the Finance Board member to abstain from voting.
- F. Attendance by Finance Board Members
  - a. If a member is unable to attend a meeting, that member should notify the Chair at least twenty-four (24) hours in advance, with the exception of emergencies.
  - b. If any member of the Finance Board has two consecutive absences, the Chair will bring this matter before the Finance Board.
  - c. In addition, absences determined to be excessive by any member of the Finance Board may be brought before the Finance Board for discussion.
  - d. If, in the opinion of the Finance Board, any member's absence is excessive to the point of detracting from his/her ability to function as a member of the Finance Board, a two-thirds vote of the entire voting membership shall remove that person from the Finance Board, and the appointing body will be notified by the Chair to fill the vacancy.
- G. Bylaw Amendments
  - a. The Finance Board shall make a general review of these Bylaws at least once a year, to start no later than at least four weeks before the end of the Chair's term.
  - b. Any amendment must be made at a regularly scheduled meeting.
  - c. Notification of proposed changes must precede the meeting during which action is taken by at least one week.



- d. Any amendment shall require the approval of at least a two-thirds vote of the entire voting membership.
- H. Special Meetings
- a. Special meetings of the Finance Board may be called to deal with matters that may arise between regular meetings and that require action by the Board before the next regular meeting, or to dedicate an entire session to one or more particular matters.
    - i. The Chair may call for a special meeting
    - ii. By a majority, present and voting, the voting members of the Finance Board may establish a special meeting.
    - iii. All members of the Finance Board need to be informed of the special meeting at least two (2) days prior to the start of the meeting.
    - iv. The only business that may be conducted at a special meeting is that which has been specified in the call for the special meeting by the chair or board.
- I. Remote or Electronic Communication Attendance Policy
- a. In the event that an in-person meeting cannot be held due to an emergency or lack of sufficient meeting rooms, members shall either be allowed to participate and vote remotely via electronic communication or video conferencing formats such as Skype, Zoom, or other formats, or those present may adjourn the meeting to a later date.
  - b. Meetings conducted using Remote or Electronic Communication attendance must be recorded for the minutes and are subject to open meeting regulations.
  - c. Finance Board members who attend Finance Board meetings using this format will be counted as physically present as long as they remain on the electronic communication or video conferencing for the duration of the discussion, questions, and vote.
  - d. Email voting or paper proxy voting will not be allowed.
- J. Required Finance Board Member Training
- a. All new Finance Board members shall be required to attend diversity training no later than eight weeks after being selected as a member of the board. See 80 LCB 08.
  - b. Continuing members of the Finance Board must receive diversity training every academic year, within the first eight weeks after the beginning of the fall semester.
  - c. All Finance Board members must take the training required to assist them in fulfilling their responsibilities as board members, including any CUSG-mandated training.
  - d. Sources and processes for the required training are laid out in 80 LCB 08 and 82 LCB 04.
  - e. The Finance Board Chair shall be responsible for ensuring that members have the training and materials needed to fulfill their responsibilities and for tracking this training.
  - f. Training materials shall be made available to board members to reference throughout their term.

## **Article VI: General Responsibilities, Fiscal Policies, and Procedures**

### **A. General Responsibilities**

- a. The Finance Board reserves the right to report on the possible ramifications of an advisory referendum concerning the level of student fees to the Executives and Legislative Council as far in advance of the election as possible.
  - i. Should a referendum be passed that will have a substantive effect on one or more fee-funded areas, the Finance Board shall make recommendations to the appropriate bodies as to how the action should be enacted.
- b. It is the responsibility of the Finance Board to resist inevitable pressure to increase the level of student fees without substantial cause.
- c. The Finance Board shall always take particular care to review budgets carefully.
- d. The Finance Board shall have the authority to evaluate and monitor the impact and significance of cost center budgets.
  - i. The Board shall make recommendations, prior to the creation of annual budgets, regarding specific cuts, enhancements, both general and specific, to cost center budgets in the interest of utilizing student fee monies to support students various needs with fiscally responsible decision making.
  - ii. The Finance Board may consider if other divisions of the university should absorb the costs incurred by cost centers overseen by the Finance Board.
  - iii. If the Board determines other university divisions should provide supplemental funding, the Board shall explore opportunities to find alternative funding sources to student fees.
- e. In the event of any appreciable reduction of receipts below the budget level of student fees incoming during the summer and fall terms of a fiscal year, the Finance Board shall, after consultation with appropriate administrative authorities and major cost centers, determine what steps to take to minimize or forestall withdrawals from the Student Fee Central Reserve.
- f. It shall be the general policy of the Finance Board that unanticipated revenues and deficits be credited or deducted from the given area's fund balance.
- g. In the event that a specific fund balance is not sufficient to cover a deficit, the issue will be handled in a manner consistent with these bylaws.

### **B. General Policies for Processing Budget Requests**

- a. Academic activities
  - i. Requests to provide student fee support for any activity for which academic credit is given or which is otherwise related to the University curriculum or to academic research will generally not be considered by the Finance Board, on the grounds that the sources of funding should properly be academic.
  - ii. Requests for support for activities that appropriately fall under the category of institutional research will tend to be similarly regarded.
  - iii. In any case, the Finance Board will not undertake consideration of such requests until written evidence has been submitted demonstrating that

funding from the appropriate sources was solicited and explaining why such funding was denied or insufficient.

- b. Recruiting Activities
  - i. University policies and practices with respect to the recruiting of prospective students are subject to internal regulation as well as by the Colorado Commission for Higher Education.
  - ii. The Finance Board will not undertake any request for supporting a recruiting activity except on written endorsement of the Chancellor of the Boulder Campus.
- c. Loans
  - i. Loans will not be made.
- d. Partisan Political Politics
  - i. In conformity with the Laws of the Regents, the CUSG Constitution and Bylaws, and the Student Fee Regulations, the Finance Board will not entertain requests for student fee support of partisan political activities.
  - ii. Fees may not be used in support of or in opposition to political candidates or political parties.
  - iii. Political organizations, being those organizations that are generally regarded as part of a political party, may be funded only for activities not related to their political functions.
    - 1. Student fees used for those activities must go toward materials (posters, etc.) that are balanced and show both sides of the issue.
  - iv. Fees may be used to provide a forum for open discussion of political issues.
  - v. Fees can only be used to lobby for issues that are directly within CUSG's areas of official concern, i.e., educational funding, financial aid, access to higher education or student life.
  - vi. This definition covers all levels of politics.
- e. "Cause" activities
  - i. The Finance Board recognizes that, at any given time, there may be student interest in dozens of politically nonpartisan activities dedicated to promoting a cause with religious, social, political, economic, or cultural implications.
  - ii. In deciding whether student fees should support such an activity, the Board will take heavily into consideration demonstrated evidence of substantial student concern, as for example, a student referendum.
  - iii. As a matter of procedure, requests for funding of "cause" activities, which involve speakers, festivities, or other "events" shall be referred by the Finance Board Chair directly to the Cultural Events Board, and the Chair shall refer activities to the appropriate CUSG agency for its prior review and recommendation to the Finance Board.
- f. Other criteria for evaluating budget requests.
  - i. In evaluating requests, the Finance Board should consider the benefit to the student body.

- ii. For the same reason, the Finance Board is generally reluctant to provide support for programs in which funds provide direct benefit to individuals (e.g., salaries, board, and room) unless it can be shown that these individuals are providing services of value to the student body.
- iii. In evaluating requests, the Finance Board considers whether current student participation figures justify continuation or expansion of the service or activity, or whether student interest (as expressed, for example, in a referendum) justifies initiation or termination of the service or activity.
- iv. In evaluating requests, the Finance Board considers whether the service or activity is of significant value to the students served.
  - 1. The Finance Board expects all services and activities to seek funds from alternative sources, if available, and usually requires written evidence that such funding has been sought, but denied.
  - 2. Alternative sources of funding are funds obtained from other sources than Boulder Campus student fees.
- v. In evaluating budget proposals, the Finance Board considers whether the request involves a commitment for student fee financing which entails costs that are or could in the future become prohibitive.
  - 1. For example, in the case of a request for funding of equipment purchases, the Finance Board must be informed whether the equipment would require expensive maintenance or frequent replacement.
- vi. If the service or activity calls for contractual commitments from the Finance Board, the Finance Board requires an evaluation of the contract from appropriate University and/or student officials.
- vii. The Finance Board will not consider funding requests for capital improvements outside of cost centers.

#### C. General Procedures

- a. Budget requests must be submitted to the Finance Board Chair a minimum of four business days in advance of the Finance Board meeting at which the request is intended to be heard.
  - i. The Board Chair will send budget request materials out to members by the end of the next business day.
  - ii. In emergency situations and at the discretion of the Board Chair, requests may be submitted after that deadline.
- b. Annual budget requests must be prefaced by a statement defining the purpose of the cost center or program.
- c. In the case of a student agency or organization request, the Finance Board Chair shall first automatically refer the request to the appropriate CUSG body or University board for review and possible funding from their reserves or from monies disbursed annually to them for such reallocation.
  - i. In no case shall the Finance Board consider a request without prior recommendation and review by the appropriate body.

D. Annual Student Fee Budget, Recurring Allocations Subject to the Approval of the CUSG Legislative Council and the Board of Regents

- a. The Finance Board shall determine the annual budget for student fee supported operations, including the level of the student fees and the rate schedule, the identification of activities which merit continuing fee support, and the establishment of the level of such support for recurring allocations.
- b. Review of quarterly reports from each Cost Center and from the Distinguished Speakers Board and Student Organization Allocations Committee (a complete list of Cost Centers and CUSG programs is included in the Student Fee Regulations)
- c. Finance Board shall develop and approve standard formats for the annual budgets and for quarterly reports.
  - i. The board shall provide training to Cost Centers in the use of these formats.

E. Non-recurring Allocations

- a. The Finance Board may approve requests for funds from the Supplemental Reserve Accounts and/or the Emergency Contingency Reserve (ECR) as outlined in the bylaws.
- b. Subject to its sense of fiscal realism and consistent with its understanding of the Laws of the Regents and the CUSG Constitution and their implementation by published administrative regulations, the Finance Board shall make its decision on the ultimate principle that its recommendations contribute to the general welfare of the student body.
- c. If a funding proposal falls under an already existing agency of CUSG (i.e., Joint Board, Executive), the Finance Board will not act on the proposal until the appropriate body has reviewed the proposal and made recommendations in regard to it.
  - i. If said body does not respond within two weeks, then the Finance Board shall take whatever action concerning the proposal it deems appropriate. However, this is not required to freeze funds. If the Finance Board does freeze an account, it must inform the appropriate body and Legislative Council within three days.

F. Cost Center Board Powers in Authorizing Budget Changes

- a. Cost Center Boards, by a two-thirds vote, can authorize a single transfer of funds between cost center budget pools if the total dollar amount of the change is less than \$500 or 5% of the annual amount budgeted to the budget pool the money is transferred from, whichever is greater.
  - i. Such transfers must be reported by the cost center on the next quarterly report.
  - ii. Finance Board approval is required for any transfers not meeting the above provisions.

G. Supervision of Student Fee Accounts

- a. It is the responsibility of the Board Chair, with the assistance of Cost Center Directors and their financial personnel, to maintain close and competent supervision of the student fee accounts and to report to the Finance Board the effect of significant proposed budget changes.

- i. Financial personnel for each cost center will be identified yearly by the Board Chair.

#### H. Recurring Allocations

- a. The Finance Board shall require all cost centers seeking to have fee support to continue to submit budget requests in accordance with a calendar to be adopted by the Finance Board.
- b. These budget requests shall include all information specified in writing by the Finance Board.
  - i. The information shall be organized in a form specified or prepared by the Finance Board.
- c. Additional information, as specified by the Finance Board, shall be given to enable the Finance Board to review and assess the cost center's indexes to trends in student use and benefit from the activity provided by the cost center.
- d. The Finance Board shall schedule a hearing for each cost center to present its request formally.
- e. The Finance Board's final budget recommendation shall be submitted to the CUSG Legislative Council for approval and/or amendment prior to submission to the Executives and Regents.

#### I. Non-recurring Allocations

- a. Any cost center may submit a request for a non-recurring allocation.
  - i. The request will only be considered after review by an appropriate CUSG body or University board.
- b. The Finance Board shall not entertain any request, after the fact, to cover losses arising from fundraising events.
- c. The Finance Board shall not entertain any request for an activity—such as dances, speakers, and conventions—not open to all students.
- d. The Finance Board generally shall not make non-recurring allocations for travel expenses or conference fees.
  - i. Funding of these types of expenses should be anticipated and provided for in the cost center's annual budget.
- e. All cost centers, with the exception of the UMC and the Recreation Center, may submit a separate request for non-recurring capital allocations falling outside of the scope of the annual budget requests.
  - i. Requests for capital expenditures to occur within three fiscal periods will be considered.
  - ii. This budget request will follow the format specified under Section VI.H.b.i.
  - iii. Allocations tentatively approved under Section VI.I. will be subject to review during each annual budget review until the allocation occurs.
  - iv. The Finance Board shall schedule and hear all budget requests under Section VI.I.e. in conjunction with the hearing set out under Section VI.H.d.

#### J. Other, Special, or Emergency Requests

- a. The Finance Board shall consider requests from cost centers for funding costs of emergencies.

- b. An emergency is an extraordinary, unanticipated situation such as a natural disaster, a severe epidemic, or a sudden and critical reduction in non- student fee income.
  - c. The Finance Board shall, in reviewing the request and making any allocation, adopt whatever procedure it considers appropriate to the emergency situation.
- K. Review of Operating Budget Management of Fee Recipient Areas
- a. To assure responsible use of funds it has allocated to fee recipient areas, the Finance Board may request appropriate financial reports that go beyond the quarterly reports or annual budget requests from one or more of those fee recipient areas in a form prescribed by the Finance Board.
  - b. The request to the fee recipient areas must be made in writing and delivered in time to allow the fee recipient areas at least two weeks to prepare and submit the report. The report may be reviewed by the Finance Board at least one meeting prior to the meeting at which the head of the area may be requested to appear for a hearing on the report.
  - c. If the management of funds within a fee recipient area seems to be questionable, the Finance Board will request that the above procedure be followed and will notify the Executives, Legislative Council President and Vice-Chancellor for Student Affairs. The fiscal authority for that fee recipient area will then be contacted to take any necessary action on the funds.

## **Article VII: Board Accounts**

- A. Fund Balance Accounts
- a. Each CUSG Cost Center and certain programs under CUSG Proper that are listed below shall be allowed to maintain an autonomous fund balance.
  - b. Any surplus in a cost center's operating budget will accumulate in its fund balance.
  - c. At the close of the fiscal year, each CUSG cost center may retain 70% of its individual fund balance and 30% will be transferred to the SOR.
    - i. Student Legal Services shall be exempt from this section as it is in conflict with the Code of Professional Responsibility to share profits with a non-legal entity.
    - ii. Therefore, no portion of the Student Legal Services fund balance will be contributed to the Supplemental Operating Reserve (SOR).
  - d. Distinguished Speakers Board, as a program under CUSG Proper and not an independent Cost Center, shall be exempt from the requirement to make contributions to the SOR, and may maintain an autonomous fund balance.
    - i. DSB may not request funds from the SOR.
  - e. Because the Legislative Council has a constitutional duty to allocate funds to student organizations, the following funding bodies, which have been delegated these duties by Legislative Council, will not contribute to the SOR, so that those funds can be dedicated to the intended purpose.

- i. These funding bodies are the Student Organization Allocations Committee. Each group will be allowed to maintain an autonomous fund balance.
- f. All pre-SOR-contribution fund balance requests must be presented to the Finance Board and approved on or before August 31.
  - i. In all cases, consideration should be given to prior year fund balance requests, enhancement requests, and account balances.
    - 1. During the Finance Board's and Legislative Council's annual budget cycle, a Cost Center may be asked to fund an enhancement request using their fund balance.
    - 2. If present circumstances allow for it, priority should be given to these fund balance requests to allow for continuity in decision making.
  - ii. Continuing earmarks will be subject to review each year, on or before August 31, and may be approved at Finance Board's discretion for subsequent years.
    - 1. If the Finance Board determines progress has been unsatisfactory or insufficient, the board reserves the right to deny these requests.
  - iii. Earmark requests for multi-year projects will be considered if the Finance Board determines that a multi-year commitment of the funds is warranted based on the presentation of a formal proposal or strategic plan.
  - iv. The Finance Board reserves the right to at any time review and reconsider its approval of earmarks in the event that progress is deemed insufficient or circumstances have changed.
- g. Each area will be able to allocate monies from its fund balance to cover nonrecurring, unanticipated deficits, and/or supplemental expenditures. Expenditures for new programs and program expansion/improvements from fund balances must be approved in advance by the Finance Board.
  - i. Each Joint Board must approve any expenditure from its Cost Center's fund balance by a two-thirds vote of the voting members of the Joint Board. When school is not in session, if the entire Joint Board cannot be assembled for an expenditure request, the Board may approve the expenditure from its fund balance by a majority vote of all present voting members. Any approved fund balance expenditure by a Joint Board must be submitted in writing to the Finance Board Chair for his/her approval and signature within five (5) working days.
  - ii. Each non-Joint Board area must have its fund balance expenditure approved by the Finance Board Chair or by a majority vote of all voting members of the Finance Board. Representative Council and the Council of Colleges and Schools are exempt from the requirement to get approval for fund balance expenditures.
    - 1. The Student Organization Allocations Committee Chair may request that SOAC fund balance monies be used to supplement the SOAC annual budget for allocations, using the following procedure. (See the SOAC Code dated June 16, 2016.) The SOAC



Chair determines that there is a need for an increase in the committee's annual maximum spending. The Finance Board Chair reviews the request to determine if it is appropriate and at what level.

2. If the Finance Board Chair deems the request appropriate, the request will be submitted to the Finance Board for a vote.
  3. A two-thirds vote of those present and voting is required for passage.
- iii. At the discretion of the Finance Board Chair, the matter for action may be submitted to the Finance Board for review.
- h. In emergency situations, the Finance Board reserves the right to expend money from any Cost Center's fund balance in accordance with the Finance Board Bylaws.
- i. This action shall require a two-thirds vote of voting members present.
    1. When school is not in regular spring or fall session, if the appropriate Joint Board cannot be assembled for an emergency expenditure, the Finance Board can approve an emergency expenditure from that Joint Board Cost Center's fund balance by a majority of voting members present.
  - ii. Whenever a Joint Board or non-Joint-Board area budget shows a deficit at the close of the fiscal year, causes shall be outlined and presented in its year-end report.
    1. Upon receipt of this report, the Finance Board shall review the deficit and act upon it.
      - a. Suggested courses of action would be:
        - i. Reduce previously budgeted expenses in the current year operating budget.
        - ii. Transfer funds from one of the reserve accounts at Finance Board's discretion. Further, the Finance Board shall define possible solutions to eliminate future deficits.

**B. Student Fee Central Reserve (SFCR)**

- i. This account will be composed of 1.5% of the student fee package for the current year and will be the primary account used for the purpose of covering student fee shortfalls.
  1. The Finance Board should monitor the balance of this account quarterly to ensure that the proper amount of funds are present.
  2. If the account falls below 1.5%, the Finance Board will transfer available funds into this account until it reaches 1.5% of the student fee package for the current year. The source of those funds is at the discretion of the Finance Board.

**C. Emergency Contingency Reserve (ECR)**

- i. The Emergency Contingency Reserve will be composed of a minimum of 2.5% of the student fee package and a maximum cap of 3% of the student fee package.
  1. The ECR will be used for emergencies

2. In the event that the SFCR cannot cover student fee shortfalls, the ECR will be used to cover the remaining expense of the student fee shortfall.
3. Funding from ECR may only go to CUSG cost centers and programs. Should the Emergency Contingency Reserve fall below the minimum of 2.5%, the Finance Board will transfer available funds into this account until it reaches 2.5% of the student fee package for the current year. The source of those funds is at the discretion of the Finance Board.

D. Supplemental Reserve Accounts & Guidelines

- i. Funding from Supplemental Reserve Accounts may only go to CUSG cost centers and programs.
- ii. To request funding from any of the Supplemental Reserve Accounts, the cost center or program requesting funding must assess the following accounts prior to requesting funds from the Finance Board:
  1. Plant Fund
  2. Budget capital line item balance
  3. Fund balance
- iii. To request funds from the Supplemental Reserve Accounts, the following process shall be followed:
- v. Complete the assessments of accounts detailed in VII.D.ii prior to requesting funds from the Finance Board.
  1. Complete both of the Supplemental Reserve Account Request templates.
  2. Present request to CUSG Joint or Advisory board for consideration and vote on approval.
    - a. If the appropriate Joint or Advisory Board cannot be assembled, the Finance Board may still hear the request provided it complies with VI.E.c.i.
  3. Requests for funds shall include the balances of the requestor's plant fund, budget capital line item, and fund balance, if applicable.
    - a. If the requestor chose not to use available funds in one of the above sources, the request must outline why that choice was made.
    - b. Requests must be submitted to the Finance Board Chair at least 48 hours prior to the Finance Board meeting.
    - c. The Finance Board will decide which Supplemental Reserve Account the request will be taken from based on the nature of the request.
    - d. All Supplemental Reserve account requests must be approved by a two-thirds vote of voting members present.
  4. These accounts shall be reviewed annually on March 1. If at that time there are any overages, shortages, or necessary transfers of funds, the Finance Board shall take action by March 15.
- iv. Supplemental Operating Reserve (SOR)
  1. The Finance Board shall maintain a Supplemental Operating Reserve fund with a maximum cap of \$500,000 unearmarked.

- a. SOR shall generally be used to fund CUSG cost center areas for non- recurring, unanticipated operating and programmatic expenditures.
  - b. All SOR expenditures must be approved by the Finance Board.
  - c. If upon annual review the amount in SOR exceeds the maximum cap, the excess must be transferred into the Supplemental Large Capital Reserve.
- E. Supplemental Large Capital Reserve (SLCR)
  - a. The Finance Board shall maintain a Supplemental Large Capital Reserve that receives any over-collections of student fees each year.
    - i. This account will be the recipient of funds that exceed the maximum caps of the Supplemental Operating Reserve and the Supplemental Small Capital Reserve.
    - ii. SLCR shall generally be used to fund CUSG cost center capital expenditures over \$5,000.
      - 1. Capital for this account is defined as per the university system definition of capital assets.
    - iii. All SLCR expenditures must be approved by the Finance Board.
      - 1. If upon annual review, Finance Board determines that there is a need elsewhere and if the account balance is considered excessive, it shall be at the discretion of Finance Board to determine potential uses of the excess funds, limited to one of the following: funding other reserve accounts, earmarked for major projects, or allocated for a purpose that is outlined in one of these reserve accounts.
- F. Supplemental Small Capital Reserve
  - a. The Finance Board shall maintain a Supplemental Small Capital Reserve that is funded through a student fee package line item of \$20,000, with an account maximum cap of \$60,000.
    - i. SSCR shall generally be used to fund CUSG cost center capital expenditures under \$5,000.
      - 1. Capital for this account is defined as any physical resource with a useful life of more than 1 year.
      - 2. In the event that technology is a requested expenditure, it will be given preference for funding from SSCR.
    - ii. All SSCR expenditures must be approved by the Finance Board.
    - iii. If upon annual review the amount in SSCR exceeds the maximum cap, the excess must be transferred into the Supplemental Large Capital Reserve.
- G. Energy Climate Fund (ECF)
  - a. The Energy Climate Fund is overseen by the Environmental Center and is available for one-time grants to fund and promote lasting, innovative sustainability projects on the CU Boulder campus. Particular consideration shall be given to projects related to energy consumption and climate impact.
    - i. See 84 LCB03 for further detail.

- ii. ECF funds shall be requested from the Finance Board in the same manner as SOR requests, after review by the Environmental Center Director or designee.