

**Warren College Student Council Financial By-Laws**  
**Earl Warren College**  
**University of California, San Diego**  
**Established: 30 September 2004**  
**Amended: 18 Nov 2004**

**Article I: Statement of Purpose**

- A. Warren College Student Council (WCSC) shall allocate its funds to serve the Warren College Student body (WCSB) and to support registered UCSD and Warren Organizations whose projects benefit the Warren community.
- B. All money allocated by WCSC shall comply with WCSC and the University of California business and accounting procedures. All allocations must be consistent with UC and UCSD rules and regulations, and city, state, and federal law.
- C. In the event that an organization violates any WCSC policy, WCSC reserves the right to withdraw funding and/or affiliation in accordance with the due process principles set forth in the University of California Policies and UCSD Campus Regulations.
- D. It is not the responsibility of WCSC to ensure that the organization is familiar with all UC, Associated Students of UCSD (ASUCSD), and Warren College policies and regulations regarding student organizations and activities.

**Article II: The Warren College Activity Fee**

- A. WCSC will assess a Warren College Activity Fee of four dollars (\$4) per student per quarter/session that classes are offered (including Summer Sessions I and II) beginning Fall Quarter 2004. This fee shall be collected in conjunction with the regular registration fees through the Registrar's office and in accordance with UC policies and procedures.
- B. Modification or Disestablishment
  - 1. To propose (a) modification(s) to the Warren College Activity Fee or to propose disestablishment of the fee, a petition of at least fifteen percent (15%) of the Warren College Student Body or a two-thirds (2/3) vote of the entire WCSC is needed.
  - 2. The Warren College Election Bylaws shall govern the special election following the above petition.

**Article III: The WCSC Budget and Accounts**

- A. The WCSC President and Treasurer shall submit a preliminary budget to WCSC by the second meeting of Fall Quarter. The final budget shall be submitted after ASUCSD funds, Warren College Activity funds, and any other funds are secured by WCSC. Refer to WCSB Constitution, article titled "Budget."

B. All Warren College Activity Fee revenue, Associated Students income, and any other revenue funds will be allocated into the following accounts:

1. Internal
  - a. This account is for the use of WCSC Legislative Board spending. Such spending may include, but is not limited to: administrative expenses such as printing and copying costs, council retreats, council binders, banquets, council shirts, and purchasing capital for fundraising (e.g. buying the items to be sold).
  - b. This account may be drawn from after a simple majority vote by the Executive Board. This vote may be via email or during an Executive Board meeting and is not necessarily formal. Funding from this account to Internal aspects of WCSC does not need to be requested from the entire WCSC Legislative Board. The WCSC President and Treasurer must approve of the allocation.
  - c. Income from any WCSC fundraiser, excluding Semi-Formal income, shall be allocated into this account.
2. External
  - a. This account is used to fund any non-Warren Organization.
  - b. For any non-WCSC group of individuals to receive funding from WCSC, its activities or events must benefit Warren College Students and the Warren College community. Refer to Articles IV and V of these by-laws.
3. Warren
  - a. This account is used to fund non-WCSC Warren Organizations or programs.
  - b. Refer to Articles IV and V of these by-laws.
4. Events Board
  - a. This account is directed to and used at the discretion of the WCSC Events Board. Refer to WCSC Events Board By-laws.
5. WTCC
  - a. This account is directed to and used at the discretion of the Warren Transfer and Commuter Commission to put on events targeting commuter students.
6. Semi-Formal
  - a. This account is used to fund the Warren College Semi-Formal.
  - b. Funding for the Semi-Formal may be supplemented with funds from the Events Board account.
  - c. Income from the Semi-Formal event will be allocated back into the Events Board account; that income that is allocated back into the Events Board account may not exceed the amount spent on the Semi-Formal. Any extra income generated by the Semi-Formal beyond what was spent on it will be allocated into the Mandate Reserves account.
7. Mandate Reserves

- a. This account is composed of income from the Semi-Formal. Its purpose is to serve as a savings account for WCSC. This account rolls over from year to year.
  - b. The funds in this account may be used only for situations in which immediate financial attention is needed (that cannot be met through the current budget) and that directly affect Warren College students.
  - c. No more than 10% of the carry-forward funds in this account may be allocated per council year, unless otherwise approved by the Dean of Student Affairs. Any funds deposited by a council may be allocated out the same year without a cap.
- C. If the budget has not been set by the end of the third WCSC Legislative Board meeting of Fall Quarter, the budget shall default to the allocations based on the percentages of the entire budget from the previous year until a budget is passed by the WCSC Legislative Board.
- D. There shall be no funding caps on any WCSC account at any time, excluding Mandate Reserves.
- E. At the end of each Spring Quarter, all remaining funds in the Internal account, the External account, the Warren account, the Events Board account, the WTCC account, and the Semi-Formal account will be rolled over into the “Total Income” of the following Fall Quarter’s budget to be redistributed with that year’s income.
- F. WCSC shall not allocate funds unless there is enough money in the account to cover the allocation.
- G. Refer to the Warren College Student Body (WCSB) Constitution, article titled “Budget,” for miscellaneous rules and procedures.

#### **Article IV: Funding Guidelines**

- A. WCSC shall not fund the following types of events:
  - 1. Those that do not benefit Warren College students or the Warren Community
  - 2. Those not open to Warren students
- B. WCSC shall not allocate funds solely for the purpose of:
  - 1. Personal Financial Gain
  - 2. Payment of fees or fines
  - 3. Instructors, referees, or umpire fees, unless directly related to the purpose of the event
  - 4. Support or opposition of a public proposition or candidate for public office
  - 5. Any national or professional association membership dues
  - 6. Parking spaces
  - 7. Services provided by any members of the club
  - 8. Insurance and liability

9. Alcoholic beverages of any kind

**Article V: Funding Procedures**

- A. Any registered organization at UCSD may apply for funds at any time by submitting a funding request letter and a line-itemized budget that indicates anticipated and secured expenditures and resources to the WCSC President twenty-four (24) hours before the scheduled meeting.
- B. A representative from the organization must be present at the WCSC meeting to present their request, pass around copies of their event's budget, and answer any questions WCSC might ask. Failure to do so will result in either a postponement or denial of funding. The funding request must be presented to Council at least one week prior to the event.
- C. A majority vote of the WCSC Legislative Board members present is needed to approve the allocation of funds.
- D. After the organization has been notified by the WCSC President of the status of its funding request, the organization is responsible to pick up any allocations at the Warren College Dean of Student Affairs Office.
- E. Requirements of any organization receiving funding from WCSC
  - 1. The organization must name WCSC as a co-sponsor of its event on all publicity. Failure to do so may result in the suspension of any future funding to the organization. The event must be advertised to Warren Students.
  - 2. If the event is cancelled, the organization must return all funds to WCSC within seven (7) days of the proposed date of the event.
  - 3. Unused allocated funds must be returned to WCSC, and excess funds may not be spent on non-previously approved projects.
  - 4. Once approved, the organization must contact the Warren College Student Affairs Business Manager about filing the transaction by the event date. Allocations not acted on two (2) weeks after the event has passed shall be terminated.
  - 5. The approval process must be completed before any transaction may be made.
- F. All event reallocation requests follow the same procedures as a normal funding request.
- G. WCSC will not fund retroactively.

**Article VI: Freezing**

- A. If any organization that has been allocated money by WCSC violates either the WCSC financial by-laws or its agreement with WCSC, that organization's funding may be frozen and all allocated funds returned to WCSC by a majority vote of WCSC.

- B. The Treasurer is responsible for freezing accounts and must present an explanation to the organization involved within seven (7) days.
- C. WCSC may unfreeze an account or set the terms by which an organization's account may be unfrozen.
- D. Funding by the old Council to be used in the last five (5) weeks of the academic year shall not be frozen by the new Council without good cause and a two-thirds (2/3) vote of the WCSC Legislative Board.

**Article VII: Amendments and Suspensions of the WCSC Financial By-laws**

- A. The establishment of the WCSC Financial By-laws shall require a two-thirds (2/3) vote of WCSC.
- B. Amendments to the WCSC Financial By-laws shall require a two-thirds (2/3) vote of the entire WCSC Legislative Board.
- C. Suspensions of the WCSC Financial By-laws shall require a two-thirds (2/3) vote of the entire WCSC Legislative Board.