Measure A: An Amendment to Enact a Reform of the ASSU Undergraduate Funding System

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VSO Sponsors:

This measure is both a measure for initiative and an amendment to the ASSU Constitution. This measure affects Article V of the ASSU Constitution.

Population: Undergraduate students

Affected portions of the Constitution: Article V

We, the undergraduate students of Stanford University, hereby enact Amendment A in order to better utilize every dollar paid by undergraduates to the ASSU, and provide a more flexible and efficient funding system for voluntary student organizations. The new funding system enacted through Amendment A shall begin operating in the Spring Quarter of the 2014-2015 Academic Year.

1. As described in the Constitutional Amendment Appendix, all portions of Article V of the ASSU Constitution, “Finances,” that refer to undergraduate-only finances are struck. Those portions of the Article V text that apply to the Association as a whole are moved to the new Article VII. Text of Article V is replaced with Article V, “Graduate and Joint Finances,” as described in the Constitutional Amendment Appendix.

2. A new Article VI, “Undergraduate Student Finances,” is created, with the text as described in the Constitutional Amendment Appendix.

3. A new Article VII, “Association Finances”, is created with the text as described in the Constitutional Amendment Appendix.

4. The remaining sections of the Constitution are renumbered.

5. We enact the Undergraduate Student Activities Fee as described in the Undergraduate Student Activities Fee Appendix.

6. By initiative, the US By-laws described in the US By-laws Appendix are adopted. The relevant legislative bodies shall have the power to amend or repeal these bylaws pursuant to the relevant sections of the governing documents.

7. By initiative, the undergraduate students enact the Joint By-law changes described in the Joint By-laws Appendix. These bylaws shall go into effect upon approval by the Graduate Student Council. The relevant legislative bodies shall have the power to amend or repeal these bylaws pursuant to the relevant sections of the governing documents.

8. We order that the system here described shall take full effect on March 30, 2015, and the Association shall make all necessary preparations during Winter Quarter 2015, including making such adjustments to other portions of the bylaws as are necessary to effect the new system, pursuant to the procedures of the governing documents. The amendments are effective and binding immediately, to the extent that they are necessary to prepare for the full implementation of the system. In the event of a dispute, the
Constitutional Council shall have the power to determine which provisions of the Constitution are effective and binding prior to March 30, 2015.

9. By initiative, we order that existing General Fees and Buffer Fund reserves shall be moved as described in the documents supporting Amendment A.

10. By initiative, we approve the letter to the Provost and President written in the Funding Reform Letter Appendix.

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In the ASSU Constitution, Article V will be renamed “Graduate and Joint Finances.” The text of Article V is struck and replaced with the following:

Article V: Graduate and Joint Finances

Section 1: General Fees

A. General
The Association may levy one or more General Fees upon its graduate student membership. Each General Fee must have an explicit statement of purpose, which must be approved by the same procedure used to set the base amount for the General Fee. Funds may be disbursed from a General Fee upon the approval of the relevant legislative body, and only in accordance with the approved statement of purpose.

B. Modification of General Fees
1. Each General Fee levied on the graduate population shall increase each year by a percentage equal to a nationally-recognized index of inflation, specified in the Association By-Laws.
2. The Graduate Student Council may, by a 2/3 vote, place a proposal to create, abolish, or modify the base amount of a General Fee, or to change its statement of purpose, on the ballot of the Association Spring Quarter General Election. Only members of the relevant population shall be eligible to vote on such proposals. Proposals to modify the base amount must include the specific proposed new base amount; proposals to modify its statement of purpose must include the proposed new statement of purpose. Such a proposal will be adopted if 2/3 of the relevant population voting is in favor, and if those in favor make up 15 percent of the relevant population.

Section 2: Special Fees

A. Placement on the Ballot
1. During the Association Spring Quarter General Election, the Association may levy one or more Special Fees on the graduate student population via referenda, and may levy Joint Fees upon both populations. Graduate Special Fees may be sought by graduate student organizations to cover their organizational and basic programming expenses. Joint Fees may be sought by student organizations to cover their organizational and basic programming expenses when those expenses benefit both the graduate and undergraduate populations.
2. Joint Fees shall be paid by graduate students as Special Fees, and by undergraduate students as Annual Grants. A Joint Fee must receive legislative approval from both the undergraduate Annual Grants process and the graduate Special Fees process, and must be approved by the Association as provided in this Article.
3. The Graduate Student Council shall have the authority to specify the form in which the detailed budget and summary of actual expenditures must be presented and the information they must contain, and to establish regulations defining the proper form for petitions and governing the circulation thereof.
4. No Special Fee budget may include a buffer of more than 25 percent to guard against Special Fee refunds.
5. Student organizations that receive a Special Fee may not deprive any member of the graduate population of any or all of its services unless that member has obtained a refund of that organization’s fee. However, during a given year, a student organization may not charge a total amount greater than its per capita Special Fee for services provided to undergraduate members of the Association.

6. A student organization shall have its request for a Special Fee placed on the ballot by any one of the following procedures:
   a. Prepare a detailed budget for the student organization for the next fiscal year, including the amount sought from the Special Fee, and submit this, along with the current budget and a summary of actual expenditures, to the Association in the form of a petition. Such petitions must bear the signatures of 15 percent of the members of the graduate population. Such petitions shall be presented to the Elections Commissioner, who must examine for authenticity the signatures on the petitions within seven days after receiving it. Upon verifying a petition, the Elections Commissioner shall then authorize the placement of the Special Fee on the ballot for Association consideration.
   b. Prepare a detailed budget for the student organization for the next fiscal year, including the amount sought from the Special Fee, and submit this, along with the current budget and a summary of actual expenditures, to the Graduate Student Council. This information must also be submitted to the graduate population of the Association in the form of a petition. Such petitions must bear the signatures of 10 percent of the members of the graduate population, and request the placement of the Special Fee on the ballot for consideration by that population. Such petitions shall be presented to the Elections Commissioner, who must examine for authenticity the signatures on the petitions within seven days after receiving it. Upon verifying the petition, the Elections Commissioner shall then authorize the placement of the Special Fee on the ballot for Association consideration, provided that this request has also been approved by a 3/5 vote of the Graduate Student Council.
   c. Prepare a detailed budget for the student organization for the next fiscal year, including the amount sought from the Special Fee, and submit this, along with the current budget and a summary of actual expenditures, to the Graduate Student Council. Upon approval by a 3/5 vote of the Graduate Student Council, the Elections Commissioner shall then authorize the placement of the Special Fee on the ballot for Association consideration, provided that: 1) the last time this student organization appeared on the ballot for a Special Fee, those in favor of the Special Fee constituted a majority of the members of the Association voting on the Special Fee, and 2) the fee presently sought is not substantially higher than the fee requested the last time this student organization appeared on the ballot for a Special Fee.

7. The Graduate Student Council shall not have the power to remove a Special Fee from the ballot once one of the above procedures has been completed for that Special Fee. However, the Graduate Student Council may vote on Special Fees already approved by the Elections Commissioner for the ballot, and a notation may be included on the ballot indicating the results of such a vote on the Special Fee.

8. One of the above procedures must be completed by a deadline specified in the Association By-Laws, but no later than 21 days before the general election. The Elections Commission shall give public notice in the largest general circulation student newspaper and/or mass distribution of flyers or through inclusion in an election pamphlet/handbook of the Special Fee requests which will appear on the ballot and their amounts at least 7 days before the general election.

B. Placement on the Ballot in Extenuating Circumstances
If a student organization has completed one of the above procedures within 21 days of the general election, and
the Graduate Student Council determines that extenuating circumstances prevented an earlier completion of one of these procedures, then the Graduate Student Council may authorize the placement of a Special Fee on the ballot for Association consideration. This authorization shall be by a procedure specified in the Graduate Student Council's By-Laws. In this case within two days after authorization, the Elections Commission shall give public notice in the largest general circulation student newspaper and/or mass distribution of flyers or through the inclusion in an election handbook of the Special Fee(s) and their amount(s) to be placed on the ballot for student consideration.

C. Financial Information
During the general election, a summary of all financial information submitted by the student organization seeking a Special Fee shall be made available to all graduate members of the Association.

D. Division of Special Fee Requests
Regardless of which procedure for placement of a Special Fee request on the ballot was followed, the detailed budget for the next fiscal year of a student organization seeking a Special Fee may be divided into two sections by the Graduate Student Council. These sections may consist of, but are not limited to, line-items, events, or populations. This shall be authorized by a procedure specified in the Graduate Student Council's By-Laws. The Graduate Student Council’s By-Laws shall deal with those cases in which the two partitions do not coincide. Each section, along with an appropriate amount sought from the student organization’s initial Special Fee request, its current budget, and the summary of actual expenditures to date, shall be considered as a separate and independent Special Fee request, shall appear separately on the ballot, and shall require separate approval by the members of the Association as provided herein. The sum of the partitioned Special Fee requests appearing on the ballot shall equal the amount sought in the organization’s initial Special Fee request.

E. Approval by the Association
Graduate and Professional School members of the Association shall be eligible to vote on each Special Fee for which the student organization in question is seeking funding from the graduate population.

During the general election, each graduate member of the Association may cast one vote either in favor or in opposition to each Special Fee.

A Special Fee shall be deemed to have passed if a majority of those voting on it were in favor and if those in favor constituted at least 15 percent of the graduate population. A Joint Fee shall be deemed to have passed if the relevant requirements were met to approve the undergraduate Annual Grant, a majority of graduate students were in favor of the graduate Special Fee, and if those in favor of the relevant Annual Grant plus those in favor of the graduate Special Fee constitutes 15 percent of the members of the Association.

[Deleted Section: F. Approval of the University]13

Section 3: Collection of the General and Special Fees
A. Collection Schedule
After the Association Spring Quarter General Election results have been certified by the Graduate Student Council, the Financial Manager shall devise and submit to the Graduate Student Council, for approval, a schedule for the levying of the General and Special Fees levied on its population. This collection schedule must conform to the following five principles:
1. The amount levied during each of Autumn, Winter, and Spring quarters shall be substantially the same. The graduate population may also have a fee levied on it during the Summer quarter.

2. The amount levied each quarter shall be an integral amount of dollars.

3. The amount levied each quarter shall be apportioned among the General and Special Fees in a manner that shall provide an adequate cash flow for the concerned student organizations.

4. All costs incurred by the Association in administering the approval, disbursement, and refund processes, and in enforcing compliance by the recipients of such funds with their authorized budgets, along with an appropriate portion of the general election costs, shall be paid by a surcharge levied on the authorized General and Special Fees. This surcharge shall be a uniform percentage of each Fee.

5. General and Special Fees may only be levied on members of the graduate population of the Association.

B. Collection of Fees
The University shall collect the appropriate amount every quarter at the same time it collects charges for tuition. The University shall transfer all collected monies to the Financial Manager, who shall then distribute them into the appropriate financial accounts.

Section 4: Refunds of the General and Special Fees

1. Any member of the graduate population of the Association shall be entitled to a refund of at least the amount assessed in support of the entire, or any portion of, any General or Special Fee. This amount shall be specified in the collection schedule for the Fees, and should be as close as practical to the actual per capita amount collected for the Fee in question.

2. Obtaining this refund may deprive the member of the Association of some or all of the services offered by the student organizations receiving these monies.

Section 5: Distribution of the General and Special Fees

A. Distribution of General and Special Fees
The By-Laws of the Graduate Student Council shall govern the distribution of the General and Special Fees. The Graduate Student Council shall retain ultimate authority over the distribution of General and Special Fees.

B. Deviations from Special Fee Budgets
The Financial Manager shall notify the Graduate Student Council whenever a student organization who has obtained a Special Fee significantly deviates from its budget. The Graduate Student Council may then direct the Financial Manager to halt any distribution of funds from the concerned student organization’s account that would force it outside of its budget.

C. Modifications of Special Fee Budgets
Any student organization who has obtained a Special Fee may modify its budget, subject to the approval of the Financial Manager. The Graduate Student Council shall retain ultimate authority over the approval of such modifications.

D. Reserve Funds
1. If the total amount spent from a General or Special Fee is less than was allocated, then
the Financial Manager shall transfer the remaining funds into a Reserve Account for that fee.

2. The Financial Manager may distribute funds from the Reserve Account of a group to that group upon authorization by the Graduate Student Council. This authorization shall be by a procedure specified in the Graduate Student Council's By-Laws.

Sections 6-9 of the current Article V are struck and moved to the new Article VII.

A new Article VI: Undergraduate Finances is inserted, and the later sections are renumbered:

**Article VI: Undergraduate Finances**

**Section 1: Fees due to the Association**

**A. General**

1. It is the intent of the undergraduate students of Stanford University that the previous system of General Fees and Special Fees is abolished for the undergraduate population, and replaced with the system described in this Article.

2. The Association may levy one or more fees upon the undergraduate population. These fees shall be known collectively as the Undergraduate Student Activities Fees. In this section, the term “fees” shall be construed to mean only these Undergraduate Student Activities Fees.

3. Undergraduate members of the Association shall not be liable for any fees detailed in Article V of the Constitution, except where detailed.

4. This article shall not affect funds derived under Article V of the Constitution.

5. Funds derived from Undergraduate Student Activities Fees may be disbursed only as provided in this article.

6. Funds derived from fees shall be expended only according to the By-laws of the relevant Association legislative bodies, and the Fee Statement of each fee.

7. Where Article V and Article VI conflict, the Constitutional Council shall have the power to determine which section takes precedence. The Constitutional Council shall take into account the intent of the undergraduate population in enacting this section, as well as the necessity of maintaining financial stability across the entire Association. The decision of the Constitutional Council shall be binding until and unless the decision is moot because of a Constitutional amendment.

**B. Definition of each Undergraduate Student Activities Fee**

1. An Undergraduate Student Activities Fee shall have a base amount and a well-defined population upon which it is levied, typically the entire undergraduate population. The Undergraduate Senate shall be the relevant legislative body and shall have sole oversight of that fee.

2. Each Undergraduate Student Activities Fee shall have a Fee Statement that governs how the fee shall be disbursed. Such Fee Statements shall be subordinate to this Constitution, but shall take precedence over the Association By-Laws. Each Fee Statement shall be placed as an appendix to this Constitution.

3. The Undergraduate Senate may, by a 2/3 vote, place a proposal to create a fee, abolish a fee, modify the base amount of a fee, modify the population upon which a fee is charged, or change the Fee Statement of a fee on the ballot of the Association Spring Quarter General Election.
   a. All such proposals shall be placed on the ballot of the Association Spring Quarter General Election.
Election, and only members of the relevant population shall be eligible to vote on such proposals. Where a proposal is to change the population of a Fee, the relevant population shall be the proposed new population.

b. Such proposals shall be as specific as practical; proposals to modify any existing element of the fee shall explicitly enumerate both the existing and proposed element.

c. Such a proposal will be adopted if 2/3 of the relevant population voting is in favor, and if those in favor make up 15 percent of the relevant population.

C. Management of Undergraduate Student Activities Fees

1. All funds derived from an Undergraduate Student Activities Fee shall be subject to the freedom of information requirements of the Association.

2. All costs incurred by the Association in administering the approval, disbursement, and waiver processes, and in enforcing compliance by the recipients of funds derived from a fee, shall be paid by an administrative surcharge subtracted from the net amount received from that fee. The money remaining after subtracting the administrative surcharge shall be the allocable amount.

3. Funds shall only be allocated to organizations that Voluntary Student Organizations, Chartered Student Organizations, or recognized divisions of the Association.

a. Voluntary Student Organizations are defined as organizations which are composed predominantly or exclusively of members of the Association, require no student to join, are recognized by the University, and are either open to all students or open to only those students meeting certain criteria which are established and evaluated in an objective manner by the organization. In order to qualify under this provision, the ultimate constitutional, budgetary, and policy-making authority of the organization must be vested entirely in its student members, except in the case of a specific exemption granted by the University and the Association.

b. Chartered Organizations are defined as organizations which are composed predominantly or exclusively of members of the Association, require no student to join, are recognized by the University, and are either open to all students or open to only those students meeting certain criteria which are established and evaluated in an objective manner by the organization, but where the ultimate constitutional, budgetary, and policy-making authority are vested in a University office or committee or any body other than its student membership.

c. Divisions of the Association are defined as any body that is named in a written governing document of the Association, including the Executive, each legislative body, the councils and commissions, and the Association office.

4. The University may block the distribution of funds derived from a Undergraduate Student Activities Fee to any cause that it finds to be contrary to the policies and/or regulations established by the University, or outside of the educational mission of the University. The Financial Manager shall be responsible for ensuring compliance with any such University mandate, and shall not be penalized for any actions taken consistent with such a mandate.

5. Funds disbursed according to a specific budget and/or purpose may not be spent except in a manner that follows that specific budget and/or purpose. The Financial Manager shall have the responsibility for ensuring that such budgets are followed, within the regulations established by the relevant legislative bodies and within the financial policies that the Financial Manager may enact.

Section 2: Collection of Undergraduate Student Activities Fees
A. Collection Schedule
By the end of the sixth week of Spring Quarter, the Financial Manager shall devise and submit to the
Association legislative bodies, for approval, a schedule for the levying of all Undergraduate Student Activities
Fees. This collection schedule must conform to the following three principles:
1. The amount levied during each of Autumn, Winter, and Spring quarters shall be substantially the same.
   This fee shall not be levied during the Summer quarter.
2. The amount levied on each student each quarter shall be an integral amount of dollars. The schedule
   may add a rounding surcharge, which shall be the minimum practical to accomplish this goal.
3. The schedule shall specify the exact amount of administrative overhead charged to each fee.

B. Collection of Fees
The University shall collect the appropriate amount every quarter at the same time it collects charges for tuition.
The University shall transfer all collected monies to the Financial Manager, who shall then distribute them into
the appropriate financial accounts.

Section 3. Distribution of Fees
A. Oversight of Fees
1. The Undergraduate Senate shall retain ultimate authority over the disbursement of money from an
   Undergraduate Student Activities Fee, subject only to the limitations imposed by this Constitution.
   a. Where the Fee Statement of a Fee delegates authority to distribute funds to another body of the
      Association, the Undergraduate Senate shall have the power to overrule any decision of that
      Association body by a 2/3 vote, provided previous notice has been given; however, they shall not
      have the power to propose measures to be approved.
   b. Where the Fee Statement of a Fee delegates authority for a decision to the population upon
      which the fee is charged (e.g., by general election), the relevant legislative bodies shall have no
      power to overrule any decision so enacted.
2. All substantial actions taken by an Association legislative body that affect the operation or distribution
   of a Fee shall require a 2/3 recorded vote. Previous notice must be given for such actions. Where
   provided in the Fee Statement of a Fee, this section does not apply to actions taken by a legislative body
   to approve routine disbursements of fee money.

B. Allocable amounts
1. The allocable amount of a Fee shall be the total amount that may be disbursed from that Fee in a fiscal
   year. The Financial Manager shall not disburse funds from a Fee if such disbursement would cause the
   total amount disbursed to exceed the allocable amount.
2. The allocable amount of a Fee shall be calculated as: the gross amount received from the fee, minus the
   administrative surcharge charged to the fee, minus all waivers granted, plus the gross amount of reserve
   and excess funds added to the allocable amount.
   a. The allocable amount for a Fee shall be approximately budgeted according to this calculation in
      the Spring Quarter by the Financial Manager, and this budget shall be approved by the
      Undergraduate Senate.
   b. The Financial Manager may make adjustments to this formula in his/her discretion, and such
      adjustments shall be binding in the calculation of the allocable amount.
   c. The Financial Manager shall be responsible for making all estimations necessary in the
calculation of the allocable amount, and his/her estimations shall be binding in the calculation of the allocable amount until actual figures are available to replace the estimations.

d. The Constitutional Council shall have the power to resolve disputes arising from this section.

3. The Financial Manager shall be responsible for monitoring the total disbursed amount, ensuring that the allocable amount reflects the most accurate available data, and providing regular updates to the relevant bodies about the status of all Fees.

4. The Financial Manager may adjust the allocable amount at any time where it is necessary to ensure that the Association retains sufficient liquid assets to pay expenses, including but not limited to money previously disbursed from that Fee.

C. Excess Funding

1. If any amount of any allocation from an Undergraduate Student Activities Fee remains unspent at the close of the fiscal year, the Fee Statement for that fee shall provide instructions for transferring the remaining funds.

Section 4. Waiver of Undergraduate Student Activities Fees

1. Any member of the Association shall be entitled to a full refund of any fees he/she paid to the Association under this Article. This amount shall be specified in the collection schedule for the fees, and should be as close as practical to the actual per-member amount collected for the fee in question.

2. The Fee Statement of a fee may contain rules designed to aid students in choosing which portions of that fee to waive.

3. Obtaining a waiver may deprive the member of the Association of some or all of the services derived from the fee.

Section 5. Routine Analysis of Funding System

1. Three years after the full implementation of the system, and every three years thereafter, the ASSU Financial Manager shall call a special meeting of the Executive Committee and develop a plan to analyze the funding system. By the first meeting of Spring Quarter, the Executive Committee shall jointly present a report detailing the impact of the funding system, and propose any appropriate changes to ensure the funding system results in optimal outcomes for students and student organizations.

2. The analysis shall include, at minimum, a public survey and analysis of financial data from the past three years.

A new Article VII is inserted, titled “Association Finances.” Article VII will contain sections 6-9 of the current Article V, with no changes except being renumbered and reformatted to fit in the new Article VII.

The remaining articles of the Constitution are re-numbered.

The Undergraduate Senate and Graduate Student Council shall have the power to correct typographical errors pursuant to Article VII of the (current) Constitution.
Appendix II: Undergraduate Student Activities Fee Appendix

Fee Statement of the Undergraduate Programming, Social, and Community Service Organization Fee

Section I. General

A. Base Amount
The base amount of the Undergraduate Programming, Social, and Community Service Organization Fee (the Undergraduate Fee) shall be $150 per student, per quarter. The fee shall increase by a nationally-recognized index of inflation, specified in the Association By-Laws.

Annually, in tandem with the Financial Manager, the Undergraduate Senate shall, by 2/3 vote, determine an additional percentage over inflation by which the fee shall increase, to provide for increased operations for student organizations (excluding the amount allocated by students through Annual Grants). This increase shall not exceed 15% over inflation without an amendment of this Fee Statement. If the Undergraduate Senate does not pass a measure confirming the percentage increase by the last regularly scheduled meeting of Spring Quarter, the fee shall increase by 2% over inflation.

B. Population
All undergraduate members of the Association shall be charged the Undergraduate Fee.

1. Coterminal students shall be charged the Undergraduate Fee if and only if they pay undergraduate tuition.
2. Students on a leave of absence shall not pay the Undergraduate Fee.
3. Students registered as “permit to attend for services only” (PSO) shall pay the Undergraduate Fee.
   Students registered for a graduation quarter shall not pay the Undergraduate Fee.
4. Students studying off the home campus shall pay the Undergraduate Fee.

C. Purpose and Philosophy
The Undergraduate Fee shall support extra-curricular, co-curricular, and social programming expenses for student organizations that serve or involve the undergraduate population.

To the maximum extent practical, exactly 100% of the Undergraduate Fee should be spent every year, to give students the benefit of the money they paid. Administrative surcharges are excluded.

D. Disbursement

1. The Undergraduate Fee shall be disbursed in three processes, known as Annual Grants, Standard Grants, and Quick Grants. The rules governing each process are provided in this Fee Statement.
2. The Undergraduate Senate, and its Appropriations Committee, shall oversee most decisions, as provided in this Fee Statement.
3. Wherever practical, the distribution of the Undergraduate Fee and any graduate fees shall be coordinated to reflect the approximate benefit that undergraduate and graduate students receive from any distribution of funds.
4. The Undergraduate Senate shall attempt to allocate exactly the amount of allocable funds derived from the fee each quarter. The Financial Manager shall determine the apportionment of Annual Grants funds among each quarter to provide maximum opportunity for Standard and Quick Grants while ensuring the stability of the Association cash flow.
Section 2: Annual Grants

A. General
Annual Grants shall be allocated prior to the beginning of Fall Quarter each year. Annual Grants shall be the primary means of funding large expenses from the Undergraduate Fee.

B. Approval of Annual Grants
1. Annual Grants shall be given only for expenses that can be predicted accurately. Accurate predictions shall include, but are not limited to, actual figures from one or more previous similar expenses, or actual quotes for the proposed expenses. Expenses that cannot be predicted accurately, or expenses that are tentative, are not appropriate for Annual Grants.
2. The Undergraduate Senate By-Laws shall set a timeline and a process for the approval of Annual Grants. The Undergraduate Senate shall enforce any deadlines strictly. Waivers shall only be given for exceptional circumstances, and require approval of the Undergraduate Senate.
3. To request an Annual Grant, a student organization shall follow the standard process set by the Undergraduate Senate in their bylaws.
   a. The process shall require that the organization submits a specific budget detailing the expenses for which an Annual Grant is sought, a full current budget and a summary of actual expenditures to the Undergraduate Senate Appropriations Committee.
   b. The Undergraduate Senate Appropriations Committee shall have the power to modify requests as it sees fit, and shall recommend a full package of Annual Grants to the Undergraduate Senate for approval at least 31 days before the Spring Quarter General Election.
   c. The Undergraduate Senate must approve the package of recommended Annual Grant requests by a 2/3 vote; if the package of Annual Grants is not approved, the Appropriations Committee must propose a new package of Annual Grants requests within five days.
   d. The Elections Commissioner shall authorize the placement on the ballot of all approved Annual Grant requests. The ballot shall list an option to approve or deny the entire Annual Grants package at once. The ballot shall also give the voter the option to approve or deny each individual Annual Grant within the package.
4. If a student organization is not satisfied with the Annual Grant approved in the standard process, they may petition the student body directly for a different Annual Grant.
   a. The organization shall prepare a budget detailing the expenses for which an Annual Grant is sought, and submit this, along with the current budget and a summary of actual expenditures, to the Elections Commissioner in the form of a petition. Such petitions must bear the signatures of 15 percent of the members of the relevant Association population, and request the placement of the amended Annual Grant on the ballot for consideration.
   b. The Elections Commissioner must examine for authenticity the signatures on the petitions within seven days after receiving it. Upon verifying the petition, the Elections Commissioner shall place the Annual Grant on the ballot for consideration by the relevant population of the Association.
   c. The Undergraduate Senate shall have the authority to specify the form in which the detailed budget and summary of actual expenditures must be presented and the information they must contain, and to establish regulations defining the proper form for petitions and governing the circulation thereof.
   d. Petitions shall not be accepted less than seven days before the election, and the Elections
Commission shall have the power to set a specific deadline consistent with this section that shall be binding upon groups.

e. The ballot shall list the amended Annual Grant, and shall contain a statement approved by the Undergraduate Senate that explains why the Annual Grant is listed separately from the Annual Grants package.

f. The Association legislative bodies shall not have the power to remove an Annual Grant from the ballot which has properly qualified under this section.

g. The Undergraduate Senate may, by 2/3 vote, allow an Annual Grant to qualify for the ballot under this section even if it has not properly qualified under this section due to extenuating circumstances.

C. Approval by the Association

All members of the Association who are charged the Undergraduate Fee shall be eligible to vote on each Annual Grant. During the general election, each member of the Association may cast one vote either in favor or in opposition to each Annual Grant. A vote in favor or against the Annual Grants package shall be construed to apply individually to each grant within the Annual Grants package, unless the voter has elected to give specific preferences as provided above. An Annual Grant shall be deemed to have passed if a majority of those voting on it were in favor.

During the general election a summary of all financial information submitted by the student organization seeking an Annual Grant shall be made available to all members of the Association.

D. Unapproved Annual Grants

If an Annual Grant is not approved because a majority of voters did not approve the grant, the Undergraduate Senate shall not fund the same expenses in the same amounts through another process, and shall consider the Annual Grants rejection in their funding decisions.

E. Modifications to an Annual Grant

Although it is mandated that Annual Grants be allocated to expenses that can be projected accurately, if it becomes necessary, a group may request to modify the Annual Grant it received at any time during the fiscal year. This request shall pass by unanimous consent of the Appropriations Committee, or a 2/3 vote of the Undergraduate Senate.

Section 4: Standard Grants

A. General

Standard Grants shall be allocated routinely by the Undergraduate Senate, and shall be the primary means of funding large expenses that can be predicted a short time in advance.

1. Applications for Standard Grants shall be solicited at most twice per month.

2. The Undergraduate Senate Appropriations Committee, with the guidance of the Financial Manager, shall set allocation targets for Standard Grants funds to ensure the efficient distribution of events and the proper balancing of funds during each round to effect maximum benefit for the student body without reducing available funds during the year.

B. Approval of Standard Grants

1. The bylaws of the Undergraduate Senate shall set a timeline and a process for the approval of Standard
Grants. The Undergraduate Senate shall enforce any deadlines strictly. Waivers shall only be given for exceptional circumstances, and require approval of the Undergraduate Senate.

2. To request a Standard Grant, a student organization shall follow the standard process set by the Undergraduate Senate in their bylaws.
   a. The process shall require that the organization submits a specific budget detailing the expenses for which a Standard Grant is sought.
   b. The Undergraduate Senate Appropriations Committee may require additional materials to be submitted, and shall have the power to determine the form of the budgets to be submitted. The Appropriations Committee shall ensure that the process appropriately balances efficiency with the need for completeness.

3. The Undergraduate Senate may, by majority vote, approve each Standard Grant. Grants that are not approved shall not be disbursed.

4. The Financial Manager shall disburse approved Standard Grants as quickly as practical.

Section 5: Quick Grants

A. General

Quick Grants shall be allocated by the Appropriations Committee on an as-needed basis for expenses that could not be predicted in time for an Annual or Standard Grant. The Appropriations Committee should make all practical efforts to approve or deny Quick Grants within seven days of receipt, consistent with this section.

B. Approval of Quick Grants

1. The bylaws of the Undergraduate Senate shall set a timeline and a process for the approval of Quick Grants.

2. To request a Quick Grant, a student organization shall follow the standard process set by the Undergraduate Senate in their bylaws.
   a. The process shall require that the organization submits a specific budget detailing the expenses for which a Quick Grant is sought.
   b. The Undergraduate Senate Appropriations Committee may require additional materials to be submitted, and shall have the power to determine the form of the budgets to be submitted. The Undergraduate Senate shall ensure that the process appropriately balances efficiency with the need for completeness.

3. Quick Grants under $6,000 shall not require the approval of the Undergraduate Senate, though approval may be sought if the Undergraduate Senate Appropriations Committee deems it necessary, or if unanimous consent of the Appropriations Committee is not reached.

4. Quick Grants of $6,000 or more shall require the ⅔ approval of the Undergraduate Senate prior to being disbursed.

5. The Financial Manager shall disburse approved Quick Grants as quickly as practical.

Section 6: Class President Discretionary Funding

A. General

1. The Undergraduate Senate may, by 2/3 vote, make discretionary funds available to Undergraduate Class
Presidents for events and initiatives the Senate deems exceptionally valuable to the undergraduate community.

2. For events and initiatives that have expenses that can be reasonably projected in advance, the Undergraduate Senate shall make those funds available during the budgetary process in Spring Quarter.

3. For events and initiatives that have expenses that cannot be reasonably projected in advance, the Undergraduate Senate shall make those funds available through Standard Grants.

4. Quick Grant funds may not be allocated to Class Presidents.

Section 7: Reserve Funds

A. General
It is the intent of the undergraduate students of Stanford University to rein in the long-term growth of groups’ reserve funds. To balance this goal with the diverse reasons for groups to have retained reserve funds historically, all unspent funding allocated to a group in a given year through Annual Grants shall be taxed, unless otherwise exempted by the Undergraduate Senate. The remaining unspent funding that is not taxed shall be added to that individual group’s reserve account, if one currently exists. All unspent funding allocated to a group in a given year through Standard or Quick Grants will be automatically added to the allocable amount for the next year at the close of the fiscal year.

B. Tax on Unspent Funding
1. The Tax on Unspent Funding shall be assessed on the total amount of funding (from Annual, Standard, or Quick grants) unspent in a given fiscal year.
2. Tax rates will be indexed to the size of a group’s existing reserve funds, plus its amount of unspent funds, as a percentage of its budget in a fiscal year.
3. For the purposes of this subsection, a group’s “budget” will be defined as the sum of its Annual, Quarterly, and Quick grant allocations in a given fiscal year.
4. The Financial Manager will have the power to set progressive tax rates, subject to majority approval by the Undergraduate Senate. No tax rate shall exceed 100%.
5. For groups with reserve holdings no greater than 80% of their budget, the Tax on Unspent Funding shall be 0%.
6. Revenue from the Tax on Unspent Funding will be deposited in a fund to support Standard and Quick Grants in the next fiscal year.

C. Exemption from the Tax on Unspent Funding
1. The Undergraduate Senate shall have the power to exempt groups from the Tax on Unspent Funding.
2. A group may apply for an exemption for one of the following reasons:
   a. Holding reserves to pay for up-front costs that are not covered entirely by other ASSU funding sources
   b. Extenuating circumstances that necessitate additional funds being held untaxed into the following fiscal year. Extenuating circumstances shall be discretionarily defined by the Financial Manager. The Undergraduate Senate may overrule
3. To request an exemption, a group shall submit a request to the Senate Appropriations Committee detailing, among other things:
   a. The reason they need an exemption
   b. The anticipated balance of their reserve account throughout the year
   c. The group’s requested maximum reserve amount
4. An exemption may be approved by a 2/3 vote of the Undergraduate Senate.
5. Every two years, the Appropriations Committee shall review the size and use of a group’s reserve during winter quarter to determine whether it is consistent with the group’s initial plan. Upon a 2/3 vote of the Undergraduate Senate, the group’s reserves shall be transferred into the Quick Grants Fund and the group will be unable to apply for an exemption in the next academic year.

Section 8: Waiver of the Undergraduate Fee

A. Refund Schedule
1. The Financial Manager shall set a timeline by which the Undergraduate Fee may be waived, consistent with the Constitution, this Fee Statement, the Association By-Laws, and the By-Laws of the Undergraduate Senate.
2. This timeline shall occur once every quarter, excluding Summer Quarter.
3. The Financial Manager may present a bill to alter or extend the timeline, and its approval shall require a 2/3 vote of the Undergraduate Senate.

B. Waiver Buffer Surcharge
1. The Association may set a surcharge on top of the Undergraduate Fee to guard against waivers of this fee.
2. The amount charged shall be set annually by the Financial Manager, and shall be appropriately calculated according to the Undergraduate Fee waiver rate from the previous fiscal year.
3. The Undergraduate Senate shall not have the power to alter the Waiver Buffer Surcharge, except through an amendment of the Association By-Laws, subject to approval by the Graduate Student Council.

C. Undergraduate Buffer Fund
1. If the amount charged by the Waiver Buffer surcharge exceeds the amount waived in the Undergraduate Fee refund process, then the excess funds shall be transferred into the Undergraduate Buffer Fund.
2. The Association shall set an appropriate size for the Undergraduate Buffer Fund into its By-Laws, and annually, any excess funds above the set amount shall be transferred by the Financial Manager into the Standard and Quick Grants allocation pool for the following fiscal year.
3. Beyond the agreed upon money that is transferred to Standard and Quick Grants, the Association may not spend money in the Undergraduate Buffer Fund that was collected through waivers of this Fee for any purpose unrelated to guarding against those waivers.
Appendix III: Senate By-law Amendments

Changes to the Undergraduate Senate Bylaws

Changes to Article I: General

Section 4: Rules of Order

B. Decision-Making Methods

5. Procedures always requiring a recorded vote of a simple majority of the US shall include:
   b. Election of Officers.

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 members of the US.
   d. Enacting of Resolutions.
   e. Enacting Bills of Reassignment.
   f. Enacting Bills of Censure.
   g. Allocation of Quick Grants (when referred to the Senate by the Appropriations Committee)

Changes to Article III: Funding

Section I: 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 members of the US.
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. Standard Grants may be disbursed on the first day of the school year in the case of early discretionary funding or within five days of approval of the request by the US for rolling allocations. Quick Grants may be disbursed within five days of approval of the request by the US. All Annual Grants shall be available on the first day of the school year.
2. A portion of the Student Activities Fee shall be allocated during Spring Quarter for the first few weeks of the following academic 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 Annual, Standard, and Quick Grant requests from all Voluntary Student Organizations, and present a recommendation on each to the US.
   2. The Appropriations Committee, with unanimous consent, may directly allocate Quick Grants of under $6,000.
   3. The Undergraduate Senate shall have the authority to override all decisions made by the Appropriations Committee.

E. Budget
   1. A yearly budget shall be assembled for Standard Grant and Quick Grant expenditures and shall be presented to the US body for majority approval.
   2. The US Chair, the US Deputy Chair, the Chair of the Appropriations Committee, the US Treasurer, and the FM shall be responsible for assembling the yearly budget.
   3. The budget shall be presented no later than at the last meeting of the newly elected US during Spring Quarter of the senatorial term.
   4. With the exception of early discretionary funding, the US shall not appropriate any Standard Grant or Quick Grant funds for the new fiscal year until a budget has been passed.
5. The Standard Grant and Quick Grant expenditure budget shall include:
   a. A cap on total Standard Grant expenditures.
   b. A monthly guideline for expenditures, with requirements for monthly or quarterly presentations on the activity of the Appropriations Committee to the Senate body by the Chair of the Appropriations Committee.
   6. The US shall only exceed the established budget with 2/3 approval for each individual appropriation request.

Section 2: Undergraduate Student Activities Fee

A. General
   1. The term “Undergraduate Student Activities Fee” shall be used to refer collectively to any Student Activities Fee paid exclusively by undergraduates.
   2. The overall budget of the Undergraduate Student Activities Fee 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 Student Activities Fee, except as specified in the Constitution, the Association By-Laws and Policies, or these By-Laws.

Part B: Partitioning of the Undergraduate Student Activities Fee will be removed.

Part C: ASSU Publications will be removed.
Changes to Appendix I: Election Policies

Section 1: General
These Policies shall apply only to those candidates, slates, Annual Grant requests, and sponsors whose election issues can be voted upon exclusively by members of the undergraduate population.

Changes to Appendix II: Funding Policies

The entirety of Appendix II is struck and replaced with the following:

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 a majority vote of the members of the Appropriations Committee.
2. Decisions involving funds must be made publicly available within one week of the Appropriations Committee 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 2/3 vote, overrule 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. Any motion to overrule a decision of the Appropriations Committee shall require at least 72 hours prior notice to the Appropriations Committee, and all representatives of the Appropriations Committee must be given a reasonable opportunity to speak.

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. Approximately ⅔ of the Undergraduate Programming, Social, and Community Service Organization Fee will be allocated during the spring election through Annual Grants. All Annual Grant allocations shall be available on the first day of the school year.
2. Approximately ¼ of the Undergraduate Programming, Social, and Community Service Organization Fee will be allocated throughout the year to Standard Grants, which shall be available within five days of the Undergraduate Senate’s first meeting of the month.
3. Approximately 1/12 of the Undergraduate Programming, Social, and Community Service Organization Fee will be allocated throughout the year to Quick Grants, which shall be available within five days of the Appropriations Committee’s approval of the recommendation.
4. Annual Grant allocation decisions will be made during the spring election, Standard Grant allocation decisions will be made at the Undergraduate Senate’s first meeting of each month, and Quick Grants funds will be allocated throughout the year.

D. Funding Role and Membership of the Appropriations Committee
1. The Appropriations Committee shall review Annual, Standard, and Quick Grant requests from all Voluntary Student Organizations, and present a recommendation on each to the US.
2. The Undergraduate Senate shall have the authority to override all decisions made by the
Appropriations Committee.
3. No member of the Appropriations Committee shall formulate a recommendation for a request from a VSO of which s/he is a member.

Section 2: Undergraduate Student Standard Grants
A. General
Standard Grants shall be allocated routinely by the Senate, and shall be the primary means of funding large expenses that can be predicted a short time in advance.
1. Applications for Standard Grants shall be solicited at most twice per month.
2. The Appropriations Committee shall set allocation targets for Standard Grants funds to ensure the efficient distribution of events and the proper balancing of funds during each round to effect maximum benefit for the student body without reducing available funds during the year.

B. Approval of Standard Grants
1. The Appropriations Committee shall set a monthly deadline for the submission of Standard Grant requests. The Appropriations Committee shall enforce any deadlines strictly. Waivers shall only be given for exceptional circumstances, and require approval of the Undergraduate Senate.
2. To request a Standard Grant, a student organization shall follow the standard process set in Article III, Section 6 of these by-laws.
   a. The process shall require that the organization submits a specific budget detailing the expenses for which a Standard Grant is sought.
   b. The Appropriations Committee may require additional materials to be submitted, and shall have the power to determine the form of the budgets to be submitted. The Appropriations Committee shall ensure that the process appropriately balances efficiency with the need for completeness.
3. The Undergraduate Senate may, by majority vote, approve each Standard Grant. Grants that are not approved shall not be disbursed.
4. The Financial Manager shall disburse approved Standard Grants as quickly as practical.

Section 3: Undergraduate Student Annual Grants
A. General
Annual Grants shall be allocated prior to the beginning of Fall Quarter each year. Annual Grants shall be the primary means of funding major expenses from the Undergraduate Fee.

B. Approval of Annual Grants
1. Annual Grants shall be given only for expenses that can be predicted accurately. Accurate predictions shall include, but are not limited to, actual figures from one or more previous similar expenses, or actual quotes for the proposed expenses. Expenses that cannot be predicted accurately, or expenses that are tentative, are not appropriate for Annual Grants.
2. The Appropriations Committee shall enforce any deadlines for Annual Grant requests strictly. Waivers shall only be given for exceptional circumstances, and require approval of the Undergraduate Senate.
3. To request an Annual Grant, a student organization shall follow the standard process set by in Article III, Section 6 of these by-laws.
   a. The process shall require that the organization submits a specific budget detailing the expenses for which a Annual Grant is sought, a full current budget and a summary of actual expenditures
to the Appropriations Committee.

b. The Appropriations Committee shall have the power to modify requests as it sees fit, and shall recommend a full package of Annual Grants to the Undergraduate Senate for approval at least 31 days before the Spring Quarter General Election.

c. The Undergraduate Senate must approve the package of recommended Annual Grants requests by a 2/3 vote; if the package of Annual Grants is not approved, the Appropriations Committee must propose a new package of Annual Grants requests within five days.

d. The Elections Commissioner shall authorize the placement on the ballot of all approved Annual Grants requests. The ballot shall list an option to approve or deny the entire Annual Grants package at once. The ballot shall also give the voter the option to approve or deny each individual Annual Grant within the package.

4. If a student organization is not satisfied with the Annual Grant approved in the standard process, they may petition the student body directly for a different Annual Grant.

a. The organization shall prepare a budget detailing the expenses for which a Annual Grant is sought, and submit this, along with the current budget and a summary of actual expenditures, to the Elections Commissioner in the form of a petition. Such petitions must bear the signatures of 15 percent of the members of the relevant Association population, and request the placement of the amended Annual Grant on the ballot for consideration.

b. The Elections Commissioner must examine for authenticity the signatures on the petitions within seven days after receiving it. Upon verifying the petition, the Elections Commissioner shall place the Annual Grant on the ballot for consideration by the relevant population of the Association.

c. The Undergraduate Senate shall have the authority to specify the form in which the detailed budget and summary of actual expenditures must be presented and the information they must contain, and to establish regulations defining the proper form for petitions and governing the circulation thereof.

d. Petitions shall not be accepted less than seven days before the election, and the Elections Commission shall have the power to set a specific deadline consistent with this section that shall be binding upon groups.

C. Approval by the Association

All members of the Association who are charged the Undergraduate Fee shall be eligible to vote on each Annual Grant. During the general election, each member of the Association may cast one vote either in favor or in opposition to each Annual Grant. A vote in favor or against the Annual Grants package shall be construed to apply individually to each grant within the Annual Grants package, unless the voter has elected to give specific preferences as provided above. An Annual Grant shall be deemed to have passed if a majority of those voting on it were in favor.
During the general election a summary of all financial information submitted by the student organization seeking an Annual Grant shall be made available to all members of the Association.

D. Class President Discretionary Funding

5. The Undergraduate Senate may, by 2/3 vote, make discretionary funds available to Undergraduate Class Presidents for events and initiatives the Senate deems exceptionally valuable to the undergraduate community.

6. For events and initiatives that have expenses that can be reasonably projected in advance, the Undergraduate Senate shall make those funds available during the budgetary process in Spring Quarter.

7. For events and initiatives that have expenses that cannot be reasonably projected in advance, the Undergraduate Senate shall make those funds available through Standard Grants.

8. Quick Grant funds may not be allocated to Class Presidents.

E. Unapproved Annual Grants

If an Annual Grant is not approved because a majority of voters did not approve the grant, the Undergraduate Senate shall not fund the same expenses in the same amounts through another process, and shall consider the Annual Grants rejection in their funding decisions.

F. Modifications to Annual Grants

In extraordinary circumstances, the Undergraduate Senate Appropriations Committee may unanimously approve a request to modify an annual grant. If unanimous consent is not reached on the Appropriations Committee, then the modification may be approved by a 2/3 vote of the Undergraduate Senate.

Section 4: Undergraduate Student Quick Grants

A. General

Quick Grants shall be allocated by the Appropriations Committee on an as-needed basis for expenses that could not be predicted in time for an Annual or Standard Grant.

1. The Appropriations Committee should make all practical efforts to approve or deny Quick Grants within seven days of receipt, consistent with this section.

B. Approval of Quick Grants

1. To request a Quick Grant, a student organization shall follow the standard process set in Article III, Section 6 of these by-laws.
   a. The process shall require that the organization submits a specific budget detailing the expenses for which a Quick Grant is sought.
   b. The Appropriations Committee may require additional materials to be submitted, and shall have the power to determine the form of the budgets to be submitted. The Appropriations Committee shall ensure that the process appropriately balances efficiency with the need for completeness.

2. Quick Grants under $6,000 require unanimous approval of the Appropriations Committee

3. Quick Grants under $6,000 not receiving unanimous approval of the Appropriations Committee may be approved by a 2/3 vote of the Undergraduate Senate.

4. Quick Grants of $6,000 or more shall require the ⅔ approval of the Undergraduate Senate prior to being disbursed.

5. The Financial Manager shall disburse approved Quick Grants as quickly as practical.
Section 5: Funding Coordinator

A. Selection and Term
  1. The Funding Coordinator shall be nominated Spring Quarter by the incoming Appropriations Committee Chair, subject to approval by the incoming US.
  2. The Funding Coordinator shall serve at the pleasure of the Appropriations Committee.

B. Duties
  1. The Funding Coordinator shall serve as the chief administrator of the Standard and Quick Grant funds.
  2. The Funding Coordinator shall solicit, monitor, assist, and analyze VSO applications for Standard and Quick Grants.
  3. The Funding Coordinator shall report to the US the state of the Standard and Quick Grant funds.
  4. The Funding Coordinator shall inform VSOs of their Standard and Quick Grant allocations and ensure they receive their funding.

Section 6: Application Procedure

A. General
  1. Voluntary Student Organizations seeking funds from the Appropriations Committee shall have the right to send a representative to any US or Appropriations Committee meeting at which their funding allocations are discussed.
  2. No funds may be allocated to a group that is not a Voluntary Student Organization registered with the Office of Student Activities.
  3. No funds collected from only the undergraduate population may be allocated to a student organization that is not an undergraduate or joint undergraduate and graduate student organization.
  4. The US reserves the right to cancel or suspend an allocation if the funds are not being used within the specifications of the allocation.
  5. 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.

B. Requests
To be reviewed by the Appropriations Committee, funding requests shall contain the following information, in separate sections:
  1. For Standard Grant 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 Association 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 Quick Grant Requests:
    a. All of the information above required for a Standard Grant request.
    b. An explanation for why the group is seeking a Quick Grant instead of an Annual or Standard Grant.
    c. A description of what the funds will be spent on, as Quick Grants requests are not required to abide by line
items.

3. For Annual Grants requests:
   a. The name of the organization requesting the grant.
   b. The name(s), email address(es), and phone number(s) of the member(s) making the request.
   c. The Association account number for the organization.
   d. A signed contract specifying that the group receiving an Annual Grant agrees to cover all refunds in excess of their allocated refund buffer (set by the Association FM).
   e. Groups applying for Annual Grants from both Graduate and Undergraduate populations (hereafter referred to as joint groups) shall submit a pre-proposal to each legislative body. The criteria for this pre-proposal shall be developed by each legislative body and passed to groups through the elections commission.

4. A brief description of the group, including a list of previous major activities (if any), an estimated percentage of its active participants that are members of the undergraduate population, and a list of what other sources the organization has obtained or is seeking funds from.

5. For Standard and Annual Grant requests:
   1. 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.

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

The Committee shall only recommend an allocation of money from the Standard or Quick Grants fund 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 Appropriations Committee Chair.

Section 7: Reserve Funds

A. General
   This section is intended to clarify the process for administering unspent funding from the Undergraduate Fee, and as such it also appears verbatim in the Fee Statement for the Undergraduate Fee. This section shall be changed if the Fee Statement is altered, as the Fee Statement takes precedence over these By-Laws.

It is the intent of the undergraduate students of Stanford University to rein in the long-term growth of groups’ reserve funds. To balance this goal with the diverse reasons for groups to have retained reserve funds historically, all unspent funding allocated to a group in a given year through Annual Grants shall be taxed, unless otherwise exempted by the Undergraduate Senate. The remaining unspent funding that is not taxed shall be added to that individual group’s reserve account, if one currently exists. All unspent funding allocated to a group in a given year through Standard or Quick Grants will be automatically added to the allocable amount for the next year at the close of the fiscal year.
B. Tax on Unspent Funding
1. The Tax on Unspent Funding shall be assessed on the total amount of funding (from Annual, Standard, or Quick grants) unspent in a given fiscal year.
2. Tax rates will be indexed to the size of a group’s existing reserve funds, plus its amount of unspent funds, as a percentage of its budget in a fiscal year.
3. For the purposes of this subsection, a group’s “budget” will be defined as the sum of its Annual, Quarterly, and Quick grant allocations in a given fiscal year.
4. The Financial Manager will have the power to set progressive tax rates, subject to majority approval by the Undergraduate Senate. No tax rate shall exceed 100%.
5. For groups with reserve holdings no greater than 80% of their budget, the Tax on Unspent Funding shall be 0%.
6. Revenue from the Tax on Unspent Funding will be deposited in a fund to support Standard and Quick Grants in the next fiscal year.

C. Exemption from the Tax on Unspent Funding
6. The Undergraduate Senate shall have the power to exempt groups from the Tax on Unspent Funding.
7. A group may apply for an exemption for one of the following reasons:
   a. Holding reserves to pay for up-front costs that are not covered entirely by other ASSU funding sources
   b. Extenuating circumstances that necessitate additional funds being held untaxed into the following fiscal year. Extenuating circumstances shall be discretionarily defined by the Financial Manager. The Undergraduate Senate may overrule
8. To request an exemption, a group shall submit a request to the Senate Appropriations Committee detailing, among other things:
   d. The reason they need an exemption
   e. The anticipated balance of their reserve account throughout the year
   f. The group’s requested maximum reserve amount
9. An exemption may be approved by a 2/3 vote of the Undergraduate Senate.
10. Every two years, the Appropriations Committee shall review the size and use of a group’s reserve during winter quarter to determine whether it is consistent with the group’s initial plan. Upon a 2/3 vote of the Undergraduate Senate, the group’s reserves shall be transferred into the Quick Grants Fund and the group will be unable to apply for an exemption in the next academic year.

Section 8: Review Procedure
The Appropriations Committee shall prepare a brief recommendation to the US regarding each Annual and Standard Grant proposal and all Quick Grant proposals exceeding $6,000. At the first US meeting after preparation of the recommendation, the Appropriations Committee shall summarize the application and present its recommendation.

In evaluating Grant applications, the Appropriations Committee should consider the following criteria before recommending placement on the ballot:
1. Evaluation of outside revenue
2. Impact on student body and/or community impact
3. Benefit to undergraduate population, past and future
4. Past performance/budgeting, refund rates
5. Established funding policies for each line-item

Section 9: Terms and Conditions for Use of Funds
A. Notification
The Funding Coordinator shall notify an organization when funds become available to it.

B. Extensions
The Appropriations Committee 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 Standard or Quick Grants, shall vest with the Association, and possession shall devolve upon the Association 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 Standard or Quick Grants shall cite the Undergraduate Senate as a sponsor or cosponsor.

Section 10: Verification
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.

Section 11: 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 IV is removed. The appendices are re-numbered, and a new appendix is added at the end:

Appendix (number): Transition of funds due to Undergraduate Funding Reform
This section is enacted by initiative, and may not be modified or repealed by the Undergraduate Senate.

1. The purpose of this appendix is to provide for the transition of existing reserve and buffer funds into the new Undergraduate Funding system.
2. After March 30, 2015, a maximum of $140,000.00 may be spent from the existing Undergraduate Programming and Community Service Reserve, to be spent over the course of the 17th Undergraduate Senatorial term. The Financial Manager shall not make any allocation that may allow a greater expenditure.
3. After March 30, 2015, a maximum of $50,000 may be spent from the existing Publications Board Reserve, to be spent over the course of the 17th Undergraduate Senatorial term. The Financial Manager shall not make any allocation that may allow a greater expenditure.
4. After March 30, 2015, a specific amount, set by the Joint Legislative Committee on Buffer Fund Expenditures, may be spent from the existing Undergraduate Buffer Fund for purposes identified by the Joint Legislative
Committee on Buffer Fund Expenditures. The Financial Manager shall not make any allocation that may allow a greater expenditure. The amount identified by the Joint Legislative Committee on Buffer Fund Expenditures shall serve as the “appropriate amount” enumerated in the Fee Statement for the Undergraduate Fee.

5. On July 1, 2016, the remaining funds in the Undergraduate Programming and Community Service Reserve and the Publications Board Reserve shall be transferred to the allocable amount of Standard and Quick Grants for the following fiscal year.

**Appendix IV: Funding Reform Letter Appendix**

President Hennessy and Provost Etchemendy,

We, the undergraduate students of Stanford University, have recently enacted a reform of the ASSU Undergraduate Funding System, in an effort that will substantially affect the “Student Activities Fee” paid by students every quarter, and alters the way that funding is distributed within the Association.

While we believe this reform was necessary for us to fairly distribute funds to the various groups, activities, and initiatives that maintain the high quality of student life at this University, we have also identified the inherent instability that is an unintended consequence of student autonomy over funding as a serious concern.

To address this, we would like to ask the University to re-evaluate the funding status of particular services that significantly impact student life on this campus. Specifically, we believe there are currently several services provided by student organizations, and largely funded through Student Activities Fees, that are vital to the personal identities of Stanford students, and substantially affect their mental health and well-being, both as students and as members of the community at this University. We would like to create a joint committee comprised of students, ASSU representatives, and appropriate University staff to be charged with a mission of identifying what these services are, and providing a recommendation for them to receive proper and sustainable funding from Stanford University in order to ensure their continued existence.

Sincerely,

Elizabeth Woodson  
President, Associated Students of Stanford University  

Logan Richard  
Vice President, ASSU  

Frederik Groce  
Financial Manager, ASSU  

Ben Holston, John-Lancaster Finley  
Chair and Parliamentarian, ASSU Undergraduate Senate  

On behalf of the undergraduate students of Stanford University, and approved by initiative in the 2014 Fall Quarter Special Election.

[The President of the Association shall have the power to appropriately edit this letter, as long as the letter keeps in the intent of the letter approved here.]