



F O L S O M L A K E C O L L E G E  
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

**FOLSOM LAKE COLLEGE JOINT BUDGET COMMITTEE BYLAWS**

**ARTICLE I            MEMBERSHIP**

The Joint Budget Committee shall consist of equal representation from Clubs and Events Board and Student Senate in addition to the Committee Chair, who according to the Constitution shall be the Student Senate President. The Vice President, Secretary, and Treasurer of the Student Senate and the Commissioner, Vice Commissioner, and Director of Finance of the Clubs and Events board must serve as members of the Joint Budget Committee.

- A. Additional Members - The Executive Boards of the Clubs and Events Board and the Student Senate may submit names of eligible candidates to the Chair to be confirmed as additional members of the Joint Budget Committee, as needed. The candidates shall be confirmed or denied membership at the next Joint Budget Committee meeting by a majority vote as long as the equal representation concept is followed.
- B. Term - The term of members of the Joint Budget Committee shall be consistent with the respective term of office for the position each holds in the Clubs and Events Board or Student Senate.

**ARTICLE II            DUTIES AND POWERS**

- A. Duties and powers of the Joint Budget Committee Chair
  - 1. Chair the Joint Budget Committee meetings.
  - 2. Create and post agendas for all meetings in accordance with the Brown Act and in consultation with the advisor.
  - 3. Keep updated records and give a financial report at every meeting, or appoint a designee.
  - 4. Appoint a note taker for each Joint Budget Committee meeting.
  - 5. Call special meetings when necessary.
  - 6. Have the power to create ad-hoc committees.

7. Shall vote in the case of a tie.

B. Duties and powers of Joint Budget Committee members

1. Members shall attend all appropriate meetings and be prepared to vote.
2. Members shall become knowledgeable about the funding request proposals.
3. Members shall become familiar with the Associated Student Organization Constitution and Bylaws.
4. Members shall carry out any other responsibilities related to the Joint Budget Committee as assigned by the Chair.
5. Members must attend an orientation on the duties and responsibilities of the Joint Budget Committee.
6. Members shall be responsible for reporting back any applicable information to their constituent groups.

C. Funding

1. Each spring the Joint Budget Committee and the advisor shall create a budget for the Student Body Association General Fund.
  - a. The budget must include funding for the Student Senate and the Clubs and Events Board. The remaining funds shall be held in a Joint Budget Committee trust account. The money in this account may be used for office supplies expenses shared by the Student Senate and Clubs and Events Board. It may also be awarded to the Student Senate, Clubs and Events Board, individual clubs and/or students through a Funding Request Proposal (Appendix B).
  - b. The Joint Budget Committee must create and amend as needed a formula for the distribution of Fund 71 monies. The initial formula, upon adoption of these bylaws, will be:
    - i. 30% Student Senate
    - ii. 50% Clubs and Events Board
    - iii. 20% Joint Budge Committee
  - c. The Joint Budget Committee in conjunction with the advisor shall review and amend, if necessary a Funding Request Proposal that students must complete in order to receive funding from the Joint Budget Committee account.
  - d. The Joint Budget Committee will meet as needed to review funding request proposals.

- e. Any funds remaining in the Joint Budget Committee account at the end of the year shall roll-over to the following year into the ASFLC Fund 71 trust account. The ASFLC Fund 71 trust account shall be under the purview of the Joint Budget Committee.
- D. Event Coordination - The Joint Budget Committee has the power to call special meetings to coordinate and approve funding for events that cross over the lines of authority between the Student Senate and Clubs and Events Board.

**ARTICLE III            ROLE OF ADVISOR**

The Joint Budget Committee Advisor exists to maintain the health and productivity of the organization as well as to increase the opportunity for members to learn about and experience leadership development. Although there are other non enumerated duties and responsibilities of the Joint Budget Committee Advisor, the following constitutes a minimal agreement of advisor responsibilities regarding the Joint Budget Committee.

- A. Assist with development of meeting agendas.
- B. Attend and facilitate all Joint Budget Committee meetings.
- C. Provide Joint Budget Committee members with a copy of their constitution and bylaws.
- D. Provide and follow campus and district policies and regulations relating to Joint Budget Committee
- E. Monitor Joint Budget Committee communications with administration, faculty and staff.
- F. Organize and conduct leadership training for Joint Budget Committee members.
- G. Assist with determination of funding formula for dispersal of student funds.
- H. Assist in developing a proposal process for student groups to request additional funds.
- I. Approve all Joint Budget Committee expenditures.
- J. Inform Joint Budget Committee members of campus and district fundraising policies.
- K. Approve all materials prior to distribution.
- L. Approve and monitor media distribution materials.

**ARTICLE IV            MEETINGS**

- A. The meetings of the Joint Budget Committee shall be governed by Robert’s Rules of Order, and the Brown Act, except in those cases that are in conflict with the

Associated Students Constitution and/or Bylaws, at which time the Associated Students Constitution and/or Bylaws shall prevail.

- B. Joint Budget Committee meetings shall be held at least twice a semester. The meetings shall not conflict with the Student Senate or Clubs and Events Board meetings. Additional meetings shall be held as needed.
- C. Proxy votes. An absent member may submit a proxy vote on an approved Proxy form. It must be signed by the absent member and presented by the approved member noted on the form. (see Appendix A) The proxy vote counts towards establishing quorum.
- D. At any time that quorum does not exist, a nonvoting meeting may occur.
- E. Members of the Club and Events Board may, in a meeting, request an item be placed on the next agenda subject to a majority vote of the members present or by submitting a written request to the Commissioner no less than one (1) week prior to the meeting at which the agenda item will be added.
- F. Any Member of the Student Body Association may place an item on the agenda by submitting a request to the Chair no less than one week prior to the meeting.
- G. All items added to the agenda shall be subject to the Brown Act and must be posted accordingly.

## **ARTICLE V            COMMITTEES**

The Joint Budget Committee may create temporary (ad hoc) or continuing (standing) subcommittees as needed. Each committee shall have a chair selected by the Joint Budget Committee Chair, and members selected by the Joint Budget Committee Chair.

- A. The committee chair shall:
  - 1. Chair their assigned committee.
  - 2. Schedule committee meetings as needed and as prescribed in these Bylaws
  - 3. Be responsible for proper preparing and posting of their committee agenda in accordance with the Brown Act.
  - 4. Vote only in the case of a tie on any matter decided by the committee.
- B. The committee members shall:
  - 1. Attend committee meetings and be prepared to vote on agenda items.
  - 2. Carry out any responsibilities to the committee as assigned by the chair.
- C. The Website committee shall:
  - 1. Maintain the website of the Associated Students.
  - 2. Meet at least twice a month.
  - 3. Be chaired by the Historian of the Clubs and Events Board.
  - 4. If the office of Historian is vacant, the Joint Budget Committee Chair shall appoint an interim chair.

5. Have a membership of at least two people, one from the Student Senate and one from the Clubs and Events Board, in addition to the chair.

**ARTICLE VI            VACANCIES**

- A. Vacancies shall be filled according to the Constitution of the Associated Students of Folsom Lake College (Article XI, Section 3).
- B. In the event that a member has (1) unexcused absence from Joint Budget Committee meetings in a semester, they shall be removed from office and the position will be treated as a vacancy and filled according to the Constitution of the Associated Students of Folsom Lake College (Article XI, Section 3).

**ARTICLE VII            AMENDING THE BYLAWS**

- A. The Joint Budget Committee has the responsibility to review and if necessary update its bylaws as needed, or at a minimum of once per year.
- B. In order to amend the bylaws, the proposed amendment must be presented to the Joint Budget Committee.
- C. The Joint Budget Committee must discuss and vote on the proposed amendment within 3 weeks of receiving the written proposal.
- D. A proposed amendment may be brought to the Joint Budget Committee by the following methods:
  1. A student petition carrying the signatures of at least 20 students enrolled at Folsom Lake College.
  2. A proposed amendment presented from a member of the Joint Budget Committee.
- E. Bylaw amendments require a ratification of two-thirds (2/3) vote of the Joint Budget Committee.

**DRAFT  
REV.**

**6/29/11  
02/04/14; 05/26/16; 05//02/17**

**FINAL**

**11/7/11**