

**THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAI'I AT MĀNOA  
2465 Campus Road, Campus Center 211A  
Honolulu, HI 96822**

**SENATE ACT 01-19**

**ESTABLISHING THE ASUH BUDGET FOR FISCAL YEAR 2019**

**BE IT ENACTED BY THE UNDERGRADUATE STUDENT SENATE:**

**PART I           GENERAL PROVISIONS**

**SECTION 1       PURPOSE**

THE PURPOSE OF THIS BUDGET IS TO ENSURE THAT FUNDS RECEIVED FROM THE UNDERGRADUATE STUDENT BODY ARE USED IN A MANNER WHICH FULFILLS THE MISSION OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAI'I AT MĀNOA (ASUH) IN PROVIDING FOR OUR CONSTITUENTS, AND ESPECIALLY THE FINANCIAL OBJECTIVES OF THE 106th UNDERGRADUATE SENATE.

**SECTION 2       DEFINITIONS**

UNLESS OTHERWISE CLEAR FROM THE CONTEXT AS USED IN ACT:

- (a) AN "ACCOUNT" SHALL BE THE PARTICULAR DIVISION OF THE APPROPRIATIONS INTO CATEGORIES WHICH REFLECT THEIR RELATIONSHIP TO THE OPERATIONS OF THE ASUH. FOR THE PURPOSES OF THIS ACT, THERE SHALL BE FIVE (5) SPECIFIC ACCOUNTS: **ADMINISTRATIVE (3325212); SENATE (3325222); UNIVERSITY PROGRAMS AND SERVICES AND SUPPORT (3325232); REGISTERED INDEPENDENT ORGANIZATION (RIO) FUNDING (3325242); AND STUDENT COURT (3325252).**
- (b) A "LINE ITEM" SHALL BE ONE (1) OF THE PARTICULAR PROGRAMS OR FUNCTIONS CONTAINED IN EACH ACCOUNT; AN "APPROPRIATION" SHALL BE THE SPECIFIC AMOUNTS OF MONEY APPROPRIATED TO THE PARTICULAR LINE ITEM.

**PART II       PROJECTED REVENUE AND PROVISIONS**

THE FOLLOWING CATEGORIES, AS DEFINED HEREIN, SHALL CONSTITUTE THE ANTICIPATED SOURCES OF REVENUE FOR THE ASUH IN FISCAL YEAR 2019 UPON WHICH THIS ACT IS BASED. THE FOLLOWING REVENUES BY SOURCE CATEGORY ARE PROJECTED FOR FISCAL YEAR 2019:

<b>TOTAL REVENUES</b>		<b>\$ 557,554.00</b>
-----------------------	--	----------------------

<b>A. ASUH Fees</b>		<b>\$ 110,547.00</b>
---------------------	--	----------------------

There shall be an ASUH fee of \$5.00 per semester that shall be paid by each full-time, classified undergraduate student. Projected enrollment for Fall 2018 and Spring 2019 is 24,566 students. This enrollment projection is inclusive of both semesters and reflects revenue attributed to activity fees. The fee shall be collected by the University for the ASUH under the authority of the University of Hawai'i Board of Regents (BOR).

<b>B. Stadium Stock Dividends</b>	<b>(0523)</b>	<b>\$ 446,957.00</b>
-----------------------------------	---------------	----------------------

The payout derived from investment of the Stadium Stock principal shall be considered revenue for the purpose of this Act. The payout for fiscal year 2019 shall be a maximum of 5.00% of the market value of the Stadium Stock Fund. However, the funds will be transferred on an as needed basis. The actual payout ceiling determined by the ASUH Finance and Investments committee, under BOR guidelines, is 5.00% (BOR Bylaws & Policies, Section 8-6 Investments b(2e)).

<b>C. Telephone Commission</b>	<b>(0632)</b>	<b>\$ 50.00</b>
--------------------------------	---------------	-----------------

The 10% commission is derived from the coin operated public payphones at the bulletin board complex in front of Sinclair Library.

Note: The ASUH receives additional revenue from interest income based on our fund balance. The amount is nominal.

### **PART III PROJECTED EXPENDITURES AND PROVISIONS**

<b>TOTAL EXPENDITURES</b>		<b>\$ 557,554.00</b>
---------------------------	--	----------------------

<b>A. Administrative</b>	<b>(3325212)</b>	<b>\$ 145,304.00</b>
--------------------------	------------------	----------------------

<b>A1. ASUH Operations Manager/Advisor (2001)</b>		<b>\$ 82,804.00</b>
---	--	---------------------

Provided that the Operations Manager/Advisor shall be a full-time position; provided further that the salary shall be determined by the State; provided further that the sum appropriated for the position of Operations Manager/Advisor shall include the employer's contributions for wages, payroll taxes, and fringe benefits.

<b>A2. Office Personnel (2201)</b>		<b>\$ 40,000.00</b>
------------------------------------	--	---------------------

Provided that the Office Staff shall consist of part-time student employees such as Graphic Artists and Office Assistants. The Office Staff shall assist the Senate President and the Operations Manager/Advisor with the daily operations of the ASUH office in accordance with the Senate's policies and directives. These employees will be paid on an hourly basis. This fund may also be used to fund the SLD Graduate Student to assist with the advising of the ASUH committees.

<b>A3. Office Supplies and Expenses</b>		<b>\$ 11,000.00</b>
---	--	---------------------

Provided that funds appropriated for Office Supplies and Expenses shall be used exclusively for the purchase of office supplies and payment of expenses as needed by the Senate. Provided further that all supplies, equipment, and services shall be in accordance with Senate policies and directives. Office Expenses shall include phone bills, photocopying charges, postage, office machine maintenance, printing, computer center expenses and services, and other expenses relating to the on-going operations of the ASUH office. The specific breakdowns within line item (A3) are as follows:

Photocopying (7220)		\$4,000.00
Office Supplies (3200)		\$3,000.00

Telephone/Long Distance	(3800/3810)	\$3,000.00
Postage	(3700)	\$500.00
Subscriptions	(3500)	\$250.00
ID Badges & Executive Business Cards	(4001)	\$250.00
<b>A4. Audit</b>	<b>(7100)</b>	<b>\$ 5,000.00</b>

Provided that there shall be performed a review of the ASUH accounts for fiscal year 2019 conducted by an internal reviewer as required by the ASUH Constitution and further defined in Senate Resolution 07-16.

**A5. Office Equipment and Maintenance** **\$ 6,500.00**

Provided that funds appropriated for Office Equipment and Maintenance shall be used exclusively for the purchase or upgrade of office equipment as required by the Senate, in consultation with the Operations Manager/Advisor.

Computer Software	(3405)	\$2,000.00
Other Current Expenses	(7200)	\$4,000.00
Repair & Maintenance	(5800)	\$500.00

**B. Senate** **\$ 110,020.00**

**B1. Travel and Workshops** **\$ 18,000.00**

These expenses include conference registrations and ground transportation. The ASUH Senate shall approve all expenditures for travel. The funds provide appropriations for Senate Workshops, such as the Chartered Student Organization leadership conference, and other workshops for the planning and evaluation of Senate activities. These funds also include out-of-state travel to conferences, such as the Association of College Unions International and Regional conference. Priority consideration shall be given to students who have not previously attended an out-of-state conference. No student shall attend more than one out-of-state conference in the same academic year. Provided further that participants in a conference shall be approved by the Senate and shall submit a written report on the conference within ten (10) school days of the completion of the event or shall be required to reimburse the ASUH for all conference-related expenses.

Expenditure for Travel and Workshops shall be utilized as follows:

STUDENT LEADERSHIP CONFERENCE/DEVELOPMENT AND INTER-ISLAND TRAVEL FUND	\$8,000.00
---	------------

Monies will be used for Registration and Airline Tickets for conferences and inter-island travel that have been selected and approved by the Senate (i.e. U.S.S.A). Selections of attendees shall consist of members of the ASUH Senate and/or Advisors and will follow the ASUH Travel and Workshops rules and procedure. Any person who wishes to participate at the conference shall submit the required application forms to the members of an ad-hoc screening committee who are appointed, then approved by the ASUH Executive Committee. The ASUH Operations Manager/Advisor shall coordinate with said committee to the extent of their abilities.

Registration	(7230)	\$1,000.00
Airfare, Lodging, etc.	(4400)	\$7,000.00

LEADERSHIP AND DEVELOPMENT	(1529)	\$3,000.00
----------------------------	--------	------------

This money is to pay the costs associated with the ASUH participation in Chartered Student Organization (CSO) Orientation sessions and with the leadership conference commonly known as

“The Leadership Institute”. This sum is to be transferred to and administered by Student Life and Development (SLD).

SENATE WORKSHOPS AND RECOGNITION EVENTS \$7,000.00

Provided that all events shall be for explicit purpose of fulfilling their respective duties, this appropriation is for funding Senate workshops and recognition events (ie. Senate Retreat, Senate Banquet). Funds shall be appropriated for food and other expenditures at Senate workshops and recognition events.

Food and Other Related Expenses (3300/7200) \$7,000.00

**B2. Elections (2201) \$ 5,000.00**

Provided that the appropriation for Elections shall cover all costs relating to the ASUH elections, including advertising and publicity, provided further that all expenditures for elections be approved by the Executive Committee. Expenses include computer expenses for tabulation of votes.

Technology Assistance (7215)	\$1,000.00
Other Current Expenditures (7200)	\$4,000.00

**B3. ASUH Senate Recognition Awards for Service (7200) \$70,020.00**

ASUH awards are granted to recognize the volunteer service students provide to the University. Awards do not represent compensation for work performed nor a replacement of lost employment earning opportunities. Awards shall be awarded based on a systematic format of criteria established in the Rules of the Senate in cooperation with the ASUH Advisor, and shall be approved by the Senate before the granting of awards. Senate members have the option of accepting their award in monetary prize or the equivalent of their award in a UH Bookstore gift card prize.

Additionally, unexpended funds due to vacancies in the ASUH 106<sup>th</sup> Senate or other miscellaneous circumstances shall lapse into Senate Account 3325232 (University Programs, Services, and Support).

In the summer months when there is a lack of Senate members on-island, Senators can be appointed to multiple committee leadership positions and be compensated for their additional service.

Senate President	\$385.00	x	1 x 12 months	\$4,620.00
Senate Vice-President	\$300.00	x	1 x 12 months	\$3,600.00
Senate Secretary	\$300.00	x	1 x 12 months	\$3,600.00
Senate Treasurer	\$300.00	x	1 x 12 months	\$3,600.00
Committee Chairperson	\$200.00	x	8 x 12 months	\$19,200.00
Committee Vice Chair	\$150.00	x	8 x 12 months	\$14,400.00
Senator-at-Large	\$125.00	x	2 x 12 months	\$3,000.00
School/College Senator	\$100.00	x	9 x 12 months	\$10,800.00
School/College Senator	\$100.00	x	9 x 8 months	\$7,200.00

**B4. Advertising/Promotional Items (4000) \$ 17,000.00**

Provided that the funds appropriated for Advertising shall fund all publicity (e.g. ads, posters, flyers, brochures) for the ASUH to publicize their programs and services. Provided further that all expenditures shall be (1) approved by the Executive committee or (2) made by the ASUH standing committee chairpersons with the written approval of the ASUH President or Vice-President, and the Treasurer, for no more than \$500.00 per expenditure. Advertising expenditures for RIOs (excluding ASUH advertisements announcing the availability of funding) are not to be appropriated from this account, but from RIO funding (3325242).

	Advertising & Promotional Items	\$17,000.00
<b>C.</b>	<b>University Programs, Services, and Support (3325232)</b>	<b>\$ 234,855.00</b>
	<b>C1. ASUH Scholarships, Graduate Test Prep &amp; Research Awards (6500)</b>	<b>\$ 112,500.00</b>
<p>Provided that all ASUH Scholarships, Graduate Test Prep, and Research Awards, and Study Abroad Scholarships be administered by the Undergraduate Academic Affairs (UAA) standing meeting with the assistance of a UH-Mānoa faculty or staff when deemed appropriate by UAA. The distribution of the total amount over the various ASUH scholarships and awards is up to the discretion of the Undergraduate Academic Affairs committee and will be determined during an official meeting. The ASUH hereby endows this fund to assist full-time, undergraduate students at the University of Hawai‘i at Mānoa.</p>		
<p>All partial tuition award applicants shall be required to submit financial documents and current transcripts. Any unused Fall 2018 scholarship funds may be used to provide additional Spring 2019 scholarships. Research award applicants shall submit a formal proposal with a recommendation from the research advisor and a current transcript. An ASUH award may also be designated to support research by undergraduates in specific programs (e.g. The Undergraduate Honors Program). Past and present ASUH Senators, Executive Officers, Student Court Members and ASUH student employees are not eligible to receive these awards.</p>		
	ASUH Scholarships, Study Abroad Scholarships, Graduate Test Prep, and Research Awards	\$112,500.00
	<b>C2. ASUH General Fund for Student Services</b>	<b>\$ 120,355.00</b>
<p>Provided General Fund appropriations be expended for the purpose of providing services that will be particularly beneficial to ASUH constituents. Provided further that all expenditures from this fund shall be in accordance with the policies and procedures of the ASUH Senate and the University of Hawai‘i. Programs may include academic advising, fairs, issues awareness forums, legal services, web services, and other such student-oriented activities, which are sponsored or co-sponsored by the ASUH. Acts of the Senate shall appropriate funds. If funds in the RIO Funding (3325242) account are expended in its entirety, the Senate, upon the discretion of its Senators through a 2/3 vote, may appropriate additional funds to RIOs that have gone through the RIO Funding process.</p>		
	Food Supplies (3300)	\$ 30,000.00
	Rentals (5700)	\$ 5,000.00
	Guest Speakers/ Entertainment (7100)	\$10,000.00
	Leis/Awards (7200)	\$ 300.00
	Other Current Expenditures (7200)	\$75,055.00
	<b>C3. Executive Immediacy Fund (7200)</b>	<b>\$ 2,000.00</b>
<p>The purpose of this fund to allow flexibility of expenditures that come up and require immediate appropriation within 48 hours. The President or Vice-President, and the Treasurer shall give written consent for these expenditures.</p>		
<b>D.</b>	<b>RIO Funding (3325242)</b>	<b>\$ 67,000.00</b>
<p>Provided that funding shall be used to assist RIOs in their programs and activities in accordance with funding procedures and policies of the Senate. Funds shall be appropriated by acts of the Senate. Funding need not be appropriated at one time, and furthermore, funding per semester is encouraged to be in equal amounts. RIO Funding shall be awarded during established semester RIO Funding periods. Any awards outside of these periods shall only be passed by a 2/3 vote of the General</p>		

Senate.

E.	<b>Student Court Fund</b>	(3325252)	<b>\$ 375.00</b>
----	---------------------------	-----------	------------------

The student court fund budget reflects a \$75 stipend for Chief Justice and a \$50 stipend x 6 for Associate Justices per case. Additional funding will be appropriated as needed from account 3325232.

Stipends	(6531)	\$375.00
----------	--------	----------

#### **PART IV SPECIAL PROVISIONS**

SECTION 1 PROVIDED THAT FOR THE PURPOSE OF THIS ACT, THE TREASURER AND THE FINANCE COMMITTEE SHALL HAVE THE AUTHORITY TO INTERPRET THE INTENT OF THE SENATE AS CONTAINED HEREIN; HOWEVER, THE SENATE MAY CLARIFY ITS INTENT BY ADOPTING A RESOLUTION FOR THAT PURPOSE, OR MAY AMEND ANY PROVISIONS OF THE ACT THROUGH SPECIAL LEGISLATION.

SECTION 2 UNLESS OTHERWISE PROVIDED IN THIS ACT, THE TREASURER SHALL HAVE THE AUTHORITY TO TRANSFER FUNDS BETWEEN LINE ITEMS AND ESTABLISHED ACCOUNTS PROVIDED THAT PRIOR TO EFFECTING ANY TRANSFER, THAT IT IS CONFIRMED BY THE TREASURER AND OPERATIONS MANAGER/ADVISOR THAT THE FUNDS TO BE TRANSFERRED DO NOT EXCEED THE TOTAL EXPENDITURE CEILING. UPON THIS CONFIRMATION, THE TREASURER SHALL THEN OBTAIN APPROVAL OF THE SENATE.

SECTION 3 PROVIDED THAT ALL POSITIONS CREATED HEREIN SHALL BE FOR THE FISCAL YEAR 2019, EXCEPT FOR THE PERMANENT FULL-TIME POSITION AUTHORIZED BY THE UNIVERSITY OR THE LEGISLATURE.

SECTION 4 PROVIDED THAT IF ANY PORTION OF THIS ACT OR ITS APPLICATIONS TO ANY PERSON OR CIRCUMSTANCE IS HELD TO BE INVALID FOR ANY REASON, THEN THE SENATE HEREBY DECLARES THAT THE REMAINDER OF THE ACT AND EACH AND EVERY OTHER PROVISION THEREOF SHALL NOT BE AFFECTED HEREBY. IF ANY PORTION OF A SPECIFIC APPROPRIATION IS HELD TO BE INVALID BY ANY REASON, THE REMAINING PORTION SHALL BE EXPENDED TO FULFILL THE OBJECTIVE OF SUCH APPROPRIATION TO THE EXTENT POSSIBLE.

SECTION 5 UPON APPROVAL OF THE SENATE AND THE VICE CHANCELLOR FOR STUDENTS OF THE UNIVERSITY OF HAWAII AT MĀNOA, FINAL COPIES OF THE BUDGET ACT OF 2018-2019 SHALL BE DISTRIBUTED TO ALL MEMBERS OF THE SENATE, SLD DIRECTOR, SLD FISCAL OFFICER, AND ASUH PROGRAM ADVISORS.

SECTION 6 THIS ACT SHALL TAKE EFFECT UPON APPROVAL OF BOTH THE SENATE AND THE VICE CHANCELLOR FOR STUDENTS OF THE UNIVERSITY OF HAWAII AT MĀNOA.

#### **ROLL CALL**

**Aye(s):** Vice President Simeona, Treasurer Honda, Interim Secretary Sakamoto, Senators-at-Large Chun, Kim, Li, Senators Balico, Creadick, Dunham, Galeng, Hortizuela, Lao, Negrillo, Ramirez, Urasaki, Vargas [16]

**Naye(s):** [0]

**Abstention(s):** [0]

Introducer: Danson Honda, 106<sup>th</sup> Senate Treasurer