

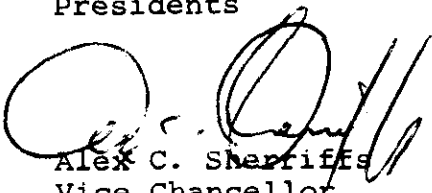
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-

Code: SA 81-42

Date: August 1, 1981

Reply requested by:  
September 1, 1981

To: Presidents

From:   
Alex C. Sharriffs  
Vice Chancellor  
Academic Affairs

Subject: Proposed Revision of Executive Order 288, Procedures  
for Preparation, Review and Approval of Associated  
Students' Budgets

Executive Order 288, Procedures for Preparation, Review  
and Approval of Associated Students' Budgets, has been  
reviewed by a systemwide committee of students, faculty  
and administrators. Comments and suggestions submitted  
in response to SA 81-07 were considered by the committee  
and the attached draft incorporates several amendments  
proposed by the campuses.

Proposed changes are indicated by use of "line-in/line-  
out" revisions. Comments on the proposed revisions  
should be addressed to Dr. David Kagan, State University  
Dean, Student Affairs by September 1, 1981.

ACS/ms

Attachment

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**Distribution:** ATTENTION: DEANS OF STUDENTS BUSINESS MANAGERS AND  
PRESIDENTS OF ASSOCIATED STUDENTS

Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Chancellor's Office Staff  
Legislative Analyst  
Administration Information Center

## PROPOSED AMENDMENTS TO EXECUTIVE ORDER 288

TITLE: Procedures for Preparation, Review and Approval of  
Associated Students' Budgets<sup>1</sup>

This Executive Order is issued for the purpose of outlining procedures by which presidents shall review the budgets of Associated Students organizations as required by Section 42402 of Title 5 of the California Administrative Code.

A. BUDGET PREPARATION

While each campus with a mandatory student body fee has its own particular procedures for preparing the student body budget, the following elements shall be included:

1. The budget shall be prepared by students with appropriate campus consultation.
2. A representative of the campus president shall serve as liaison to the students involved in the budget preparation to facilitate the final review process. The representative should be sufficiently involved in the budget preparation so as

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<sup>1</sup>Associated Students' budgets are governed specifically by Education Code Sections 89300 ff and by the California Administrative Code, Title 5, Sections 42402 and 42659.

to be aware of the items funded or not funded in the budget along with reasons for their funding or absence of funding.

3. The budget preparation process shall include an opportunity for persons or groups presenting budget requests to be heard by the student budget officer, the committee preparing the budget, or the student legislative body.
4. The student legislative body shall review the budget, hear appeals of the recommendations of the student budget officer or committee, and approve the budget according to local campus procedures.
5. The recommendations of the officer or committee preparing the budget and the legislative body shall be in conformity with applicable provisions of law.
6. Upon approval by the student body organization, the budget shall be forwarded to the campus president<sup>2</sup> with any appropriate explanations no later than eight weeks prior to the end of the Associated Students' fiscal year.

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<sup>2</sup>In these procedures the term "campus president" shall be understood to include any other administrative officer to whom the president may have delegated the responsibility for approving the annual Associated Students' budget.

## B. BUDGET APPROVAL

The budget approval process involves review and action by the president. The president may: 1) approve the proposed budget unchanged; 2) defer approval pending further discussion; 3) approve with the exception of vetoed items; or 4) disapprove the entire budget for cause. Subsequent to budget approval, the president may also: 5) disapprove a previously approved budget item or proposed amendment to the budget. The president shall act on the budget submitted by the Associated Students within ten (10) working days following receipt.

Each of these actions involves a procedure as follows:

1. *Approval:* The president approves the budget and returns it to the appropriate student body officer with a written notice of approval.
2. *Deferral of approval pending further discussion:* The president, in order to maintain program continuity, or to comply with applicable law, published Trustee or campus policy, may identify items not included for funding which have been funded in the prior year's budget or items which

have been reduced substantially. Such items may include those for which either legal obligations exist, or where required by applicable law, or published Trustee or campus policy. The concept of phasing such programs in or out would be part of this discussion in order to allow opportunity to seek alternative funding, maintain, or reduce funding as the case may be.

- a. The initial action is one of discussion between the president and the appropriate representative of the student body organization to determine whether a mutually acceptable resolution can be achieved. This should be accomplished within five (5) working days.
  
- b. If a resolution cannot be reached, the president shall refer the issue within ten (10) working days to a review board for hearing (section D). The review board has ten (10) working days to prepare its recommendations.
  
- c. The review board, after considering the issues, shall recommend in writing specific action to the president.

- d. If the president disagrees with the action of the review board, written reasons for such action shall be provided to the appropriate representative of the student body organization within ten (10) working days following receipt of review board recommendations.

3. *Approval with exception of vetoed items:*

- a. The president may veto specific items or language in the budget for cause pursuant to Section 42402, Title 5, California Administrative Code, and shall provide written justification to the appropriate representative of the student body organization. If the budget item or language is in conflict with applicable law, published Trustee or campus policy, or a legal obligation, the president shall veto the item. The veto of a particular item shall not preclude implementation of other budget items.
- b. The president shall approve the budget with exceptions indicated and return the budget with written rationale for items vetoed.

- c. The student body organization may accept the president's action(s), and if so, shall in writing notify the president.
  
- d. The student body organization may disagree with any or all of the items vetoed and shall in writing notify the president of the reasons for the disagreement.
  - 1) In the case of a disagreement, the president shall convene the review board within ten (10) working days to examine the facts presented. The review board shall recommend a resolution within ten (10) working days to the president. (See section D.)
  
  - 2) If legal questions are involved, advice of counsel should be sought.
  
  - 3) If the president disagrees with the action of the review board, written reasons for such action shall be provided to the appropriate representative of the

student body organization within ten  
(10) working days of receipt of review  
board recommendations.

4. *The president disapproves the entire budget for cause:* Disapproval of the entire budget by the president may be justified only in instances in which the budget appears to have been formulated as a result of fraud, coercion, or failure to maintain fiscal integrity<sup>3</sup>; or to comply with applicable law, published Trustee or campus policy or a legal obligation. In such cases the president shall return the entire budget disapproved, stating in writing the reason for such action with specific points supporting alleged violations.
- a. If the student body organization agrees with the president's veto, the students shall take immediate steps to prepare a new budget for presentation, taking the objections into consideration.
- b. If the student body organization disagrees, the review board shall be convened according to procedures outlined in section B 3d.

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<sup>3</sup>Fiscal integrity...solveny of the Associated Students' organization.



- 1) Action by the review board would take the form of:
  - a) recommending preparation of a new budget proposal;
  - b) recommending veto of certain portions of the budget with approval of the remainder; or
  - c) recommending approval of the budget as presented. Review board recommendations are to be forwarded to the president within ten (10) working days after receipt of the budget.
  
- 2) The president, after receiving the recommendations of the review board, shall, within ten (10) working days, provide in writing to the Associated Students a final decision on the student budget.

5. The president disapproves a previously approved budget item, language or proposed amendment to the budget:

a. The president may disapprove a previously approved budget item, language or proposed amendment to the budget for cause pursuant to section 42402, Title 5, California Administrative Code, and shall provide written justification to the appropriate representative of the student body organization. If the budget item or language is in conflict with applicable law, published Trustee or campus policy, or a legal obligation, the president shall disapprove the item.

b. The student body organization may disagree with any or all of the items disapproved and shall in writing notify the president of the reasons for the disagreement.

c. If the student body organization disagrees, the review board shall be convened according to procedures outlined in section B 3d.

C. INTERIM BUDGET PROCEDURES

1. If a mutually acceptable resolution is not achieved by the actions above and the budget is at an impasse, the authorizations contained in the previous budget shall be used until the new budget is approved.
2. When the issue cannot be resolved on campus, either party may initiate civil action for resolution.

D. BUDGET REVIEW BOARD

Each campus shall establish a review board which shall be convened annually in advance of budget preparation to become familiar with these guidelines. Membership shall consist of the following or their representatives:

1. The Associated Students' President
2. Dean of Students
3. Academic Senate designated representative

4. Associated Students' designated fiscal/administrative officer
5. Chief fiscal officer of the campus
6. Chair of student budget committee (or the equivalent).

E. TIME FRAME FOR ACTION

These procedures shall be reviewed by the Chancellor as soon as possible after July 1, ~~1980~~ 1984.