



FINANCIAL By- Laws

**(These By-Laws were Endorsed and Consolidated in September 2014 by USPSA Federal Council.
They have effect as of 1st January 2015.)**

1. INTERPRETATION

“Annual General Meeting” or “AGM” means the meeting of Branch Associations held in their respective locations and campuses;

“Association” and “USPSA” mean the University of the South Pacific Students’ Association established by the USPSA Federal Constitution;

“Branch” or “Branch Association” means a students’ association representing students at one of the campuses of the University which is a member of the Association;

“By laws” means any rules as to conduct of the Association or students made by the Association;

“Council” or “USPSA Council” means the governing body of the Association;

“member” means any student enrolled in the University who pays a fee to the Association;

“region” means all the member countries of the University as defined in the University Charter;

“Secretary-General” means the Secretary-General of the Association appointed under clause 10.4;

“student” means any full time or part-time student enrolled at the University at any of its campuses, and includes DFL students;

“University” means the University of the South Pacific” and includes all its campuses in the region.

2. APPLICATION

This By-Law shall apply to all and any financial matters of the USPSA Federal Council and Federal Office Financial Procedures and also apply on all financial matters of Branch Associations.

3. OBJECTS & PURPOSE

The objective is to establish a Financial By-law for the USPSA Federal Office and all USPSA Branches. The goal is to promote good governance, effectiveness of operating policies, ensure compliance with national and existing regulations and policies, safeguard individuals and protects USPSA integrity.

3.1 Statement

The statement shall be “Financial By-law for the USPSA Branches” to ensure transparency and accountability in the ambits of good governance.

3.2 Background

These Financial By-Laws are to be used by the USPSA Federal Office for the proper financial management of all funds approved under the budget of the USPSA Federal Council and also any funds of USPSA provided to Branch Associations.

3.3 Rationale

The rationale behind making such a by-law as a statement is to ensure that the credibility of the USPSA Federal Office and its member Branches is upheld and that all members are assured with the good governance practices undertaken by the USPSA Federal Office and its Branches.

3.4 Relevant Legislation & Authorities

- (a) The Crimes Decree No.44 of 2009 of Fiji shall have application where necessary in the regulation and compliance of this By-Law with relation to transactions in the Republic of Fiji. For other Branch Associations, the relevant legislation and regulation applicable in their respective countries and jurisdictions shall have application to the transactions made under and regulated by this By-Law.

4. CAMPUS CATEGORISATION

4.1 The table under this clause of the By-Law categories is for the purposes of budgetary expenditure and financial management of funds of USPSA at the different cost levels for each of the campuses and branches (*Note Schedule 1*).

4.2 A budget estimate of all projects greater than the specified amount must be drawn to enable decisions on the appropriate expenditures.

4.3 When requesting for expenditure against an item:

- (a) A requisition form must be prepared and attached with all relevant details,
- (b) The relevant signatories must sign;

4.4 All purchases by the Federal Office and its branches in expense must include three competitive quotes in line with the following description:

Campus Category	Quotation Requirements	Annual Income
Federal Office	\$1000 above per item	
Category A	\$1000 above per item	Annual Income is from \$150,000 -\$900,000.
Category B	\$800 above per item	Annual Income is from \$50,001 -\$150,000.
Category C	\$700 above per item	Annual Income is from \$20,001 -\$50,000.
Category D	\$500 above per item	Annual Income is from \$10,001-\$20,000.
Category E	\$500 above per item	Annual Income is from \$1 -\$10,000

4.5 The Annual Income allocated to each Campus by the USPSA Federal Council as shown in the table above are figures with a range amount. The actual income allocated by the USPSA Federal Council to each Campus in each financial year will depend on the actual budget approved in each financial year.

4.6 For purposes of reading and reference, throughout this By-Law, the currency used to indicate any amount of funds specified is to refer to Fiji dollars.

4.7 The USPSA Council may, from time to time, approve for the Federal Office to conduct certain financial transactions in other currencies as necessary for carrying out the work of USPSA.

4.8 Petty Cash Fund

The Branches shall not exceed the following amounts, as shown in the Table below, as per the branch categorization:

Category A and Federal Office	\$300
Category B	\$200
Category C	\$100
Category D - E	\$50

(Note: These figures are to be translated and converted into the currency of the country where a Branch Association is located respectively.)

5. FUNDING OF COUNCIL MEETINGS

5.1 Financial Assistance from the Campuses towards the Council Meetings

Based on these figures it was approved that each campus whichever category they fall under were to assist in the travelling expenses for the 2 Council Meetings that are held each year.

Campus Category	Type of Financial Assistance provided
Category A	The branch will pay the full transportation, meeting allowances, meal allowances and incidentals for all its reps.
Category B	The branch will pay the full transportation, meeting allowances, meal allowances and incidentals for all its reps.
Category C	The branches depending on the Transport cost will be shared on a 50% basis with the Federal Office. However, all Meeting Allowances, Meal Allowances and Incidentals will be met by the branch for all its reps.
Category D	The branches depending on the Transport Cost ranging from \$1,000 -\$1,500, a ratio of 60% of the transport costs to be covered by the Federal Office and the other 40% by the branch itself. Transports costs ranging from \$1,501 -\$3,000 a ratio of 70% of the transport expenses will be covered by the Federal Body and 30% met by the branches. However, all Meeting Allowances, Meal Allowances and Incidentals will be met by the branch for all its reps.
Category E and Co-opted Members and Staff	The Federal office will fully cover the Transportation, Meeting Allowances, Meal Allowances and Incidentals for both meetings for those in this category.

5.2 Definition of Per Diem¹:

Per Diem payments, when made, are expected to cover accommodation, all meals and other incidental expenditure associated with travel on USPSA business. This includes (but is not restricted to):

- Accommodation
- Food and meal expenses
- Necessary health examinations, inoculations, vaccinations
(Unless these are a part of visa requirement)
- Currency exchange rate fees / commissions
- Charges for travelers Cheques
- Phone calls, faxes, etc. (unless made for business purposes)
- Postage (unless made for business purposes)

¹ USP Per Diem Rates as released by USP Finance Section applies

- Necessary laundry or dry cleaning
- Airport trolley hire
- Tips, porter fees etc.
- Insurance on essential personal effects, if not already provided

5.3 Council Meeting Allowances

These Council Meeting Allowances under this By-Law was approved and endorsed by Council in the 20th Federal Council Meeting and are to be applied as Universal Allowance System:

- a) Federal Council/USP Council Meeting Allowance \$80
- b) Other days apart from the Council, any official Council business \$80
- c) University Committee Meeting \$80
- d) Chairperson Allowance \$300
- e) Deputy Chairperson Allowance \$270

6. GENERAL MATTERS OF FINANCIAL MANAGEMENT

6.1 Record Keeping

The following records are necessary for effectiveness and efficiency:

- (a) Cash Flow report in accordance with the USPSA Finance report template. Bank Reconciliation /Vote Code Report.
- (b) Cash Flow Report requires the recording of the date, amount, source of recipient, the income category of the purpose for the disbursement. The ledger is a schedule designed to record the initial balances and subsequent changes in the value of accounts owned, amounts owed and the net financial worth. The ledger should also provide for the accumulation of income and expenses.
- (c) The above reports are to be presented to the branch executives or council where applicable every quarterly term.
- (d) Financial reports endorsed by branch executives or council from the branches shall be presented at every Federal Council meeting.

6.2 Cash

- (a) The treasurer shall deposit any cash received into the USPSA's account. (b) All cash receipts shall be deposited as soon after receipt as possible.
- (c) Disbursements shall be made by cheque.
- (d) Supporting documents shall be filed.
- (e) A petty cash fund (if desired) may be established.
- (f) The fund should be maintained at a fixed level and be used only for small disbursements.
- (g) All disbursements should be supported by properly approved documents that clearly indicate the amount and purpose.
- (h) The treasurer shall be assigned full responsibility for the fund.

6.3 Signing Authority

The signing authority shall include the approved signatories as endorsed by the Branch Association constitutions.

7. DUTIES OF THE TREASURER

7.1 The Treasurers of USPSA are provided with the following duties and responsibilities and they are obligated to carry out all these duties and responsibilities effectively and diligently.

(a) Cheques

- i. Ensures that all cheques are marked “Not Negotiable”- account payee only and the words or bearer are closed out when the treasurer receives a cheque book from the bank.
- ii. Ensures all cheques are signed by two or three approved signatories as per the constitution of the branch.
- iii. Ensure all cheques are made out to a person or business and not to cash iv. Never sign blank cheques
- v. Members of the immediate family cannot be signatories to the same account.

(b) Payments

- i. Make all payments buy cheque, except for small payments from petty cash.
- ii. Support all payments with invoices, receipts and dockets.
- iii. Ensure the goods received and paid stamps pr markings appear on all paid invoices. When using photocopies of invoices as support for payments, ensure they are stamped or marked “Not previously paid”.
- iv. Take advantage of discounts.
- v. Operate Petty cash on an impress system – float of 80%, once you use a portion of it you need to reimburse.

(c) Receipts

- i. Issue receipts in sequential date order as per takings, for the total of funds collected. ii. Ensure two independent people are responsible for collecting and counting money. iii. Issue receipts to people responsible for collecting and counting money.

(d) Banking

- i. Check banking corresponds to receipts total.
- ii. Bank or secure money daily.

(e) Cashbooks

- i. Keep cashbooks up to date.
- ii. Match the sequence of entries in the cash books with the sequence of receipts and payments. iii. Do not use white-out (twink) in the order books, cash books, receipt books or cheque book butts.

(f) Management

- i. Regularly transfer surplus subcommittee funds (if any) to the main accounts.
- ii. Keep an account of all receipt books, order books and cheque books in register of accountable forms.
- iii. Keep a register of equipment held by the USPSA Branches.
- iv. Control plant and equipment to prevent theft and loss.
- v. File and hold all records for a period of 10 years.
- vi. Ensure that a register of accountable forms exists.

(g) Monthly Responsibilities

- i. Present the following complete and up to date financial documents for each monthly meetings:
 - a. Cashbooks;
 - b. Statement of Receipts and Payments;
 - c. Bank Reconciliation (with supporting bank statements)
- ii. Sign off all financial reports
- iii. Have another exclusive member check the bank reconciliation before each meeting.
- iv. Monitor receipts and payments against budget.
- v. File all financial reports, Bank reconciliations, payment vouchers and any other documentation that may be required by audit to verify the financial position of the Branches.

(h) Yearly Responsibilities

- i. Stock takes and equipment at the end of each team of executives and confirmed by incoming executives.
- ii. Generate annual financial statements to be presented and endorsed by the Branch AGM then to be presented at the Federal Council Meeting.
- iii. Have annual financial statements certified by Auditors or executive member s of its branches.
- iv. Arrange audit of annual financial statements. Recommend an auditor with appropriate qualifications and experience for appointments at the annual general meeting for the following year.
- v. Prepare a budget for coming year. Set up a committee for that purpose and work with its members.

7.2 Breach of Financial By- Law

The Treasurer, any Federal Office Bearer or any Office Bearer of a Branch Association, and/or its executives found to be in breach of any of the provisions of this By-Law shall be liable to disciplinary measures of the Disciplinary Committee of the Association or criminal liability. All fines and penalties shall be paid by the concerned individual personally and not by the Branch.

8. BUDGET PROCESS & EXPENDITURE

8.1 All Branches shall create annual budgets of their Associations at the beginning of the term of every new set of executives.

8.2 This budget after endorsement from the Branch shall be submitted to the USPSA Federal Office and Campus Director of their respective campus by the President of the Branch within 1 month after swearing in of the Executive Committee of the Branch concerned.

8.3 The budget shall contain projected income and operating expenses for the term and estimated amounts for projected events. Any Branch event incurring expenses shall wait for endorsement from the Federal Office as per the requirements below:

Campus Categorization	Amounts
Category A	\$5,000 above
Category B	\$2,000 above
Category C	\$1,500 above
Category D - E	\$500 above

8.4 All branches shall submit a proposal and a budget for any activity in excess of the amounts specified above to the USPSA Federal Office for approval (*Note Schedule 2 and 3*). Upon approval the Federal office shall instruct USP Finance to release funds to the branch. The Federal Office has the discretion to disapprove any activity if it finds it is not in the best interest of its members.

8.5 All branches shall not overspend their annual budgets unless approved by Federal Council.

8.6 All funds of the Branch shall be used in the best interest of its members.

8.7 The Federal Office has the power to withhold funds of any event which would utilize an excessive amount of fund. Any such measures shall be reported to the earliest USPSA Council Meeting with explanations.

8.8 Matters relating to acquisition of Funds by Federal Office:

- a) The Federal Office shall create an annual budget to be endorsed and approved at the Federal Council meetings.
- b) The Budget shall contain actual operation expenses for the term and estimated amounts for projected events.
- c) Any unbudgeted expense must be approved by Federal Council.

8.9 Authority

As per the Constitution of the USPSA Federal, the current Chairperson, Deputy Chairperson and Secretary General (signatories) are authorities of in allowing and disallowing the use of funds at any of the branches.

9. THE USPSA FEDERAL COUNCIL ACCUMULATED FUNDS POLICY²

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PART 9. 1

1.0 Name and status of the Policy

1.1 This Policy is to be known and cited as ‘The Accumulated Fund Policy of the USPSA Federal Council

Policy’ (hereinafter referred as ‘The Accumulated Fund Policy’).

1.2 The Accumulated Fund Policy was endorsed and accepted by the USPSA Federal Council, and shall

² Incorporating Changes made by the USPSA Council at its 22nd Session on 28 August 2019

enter into effect on 28 August 2019.

[See Orders Part B-18 & 12 General By-Law; USPSA Federal Constitution, Article 6.1.2]

1.3 The Accumulated Fund Policy binds the USPSA Federal Council including the USPSA Federal Office, branches and members.

PART 9.2

Purpose and objective of the Policy

Purpose

2.0 The USPSA Federal Council is privy to the existence of the Accumulated Fund left by predecessors of the USPSA, within the USP financial system i.e. vote code. The Accumulated Fund has since suffered substantial reduction which hitherto became the major justification and impetus for the USPSA Federal Council to strategically implement measures including this Policy to inter alia prevent the said loss.

2.1 The USPSA Federal Council at its 20th Annual General Meeting, 2019 in the Cook Islands, unanimously passed **Resolution RS07/19** which stipulate:

RS07/19 – The council resolved that the Finance Committee of the Association within 8 weeks after this Council meeting meet to discuss and provide papers suggesting ways of accessing the funds, risks and benefits of any proposed plans and how campuses apply to use the funds. It was also resolved by the Council that extra members would be added for this task that includes:

Acting President Laucala; Co-opted Legal and Niue Branch Rep. (USPSA Federal Secretariat).

Objectives

2.2 The **OBJECTIVES** of the Accumulated Fund Policy are to sanction and govern:

(A) The effective and expedited repatriation of the Accumulated Fund to a separate vote code and subsequently to a separate and distinct USPSA Accumulated Fund bank account to enable the USPSA Federal Council to directly invest an agreed portion or percentage of the Accumulated Fund.

(B) The investment of an agreed portion or percentage of the Accumulated Fund in highly secure, reliable and profitable investment schemes.

(C) The funding of approved USPSA Branch projects (i.e. Income generating vis-à-vis Non-income generating projects) from an agreed portion or percentage of the Accumulated Fund.

(D) Other legitimate disbursements of the Accumulated Fund apart from funds designated specifically for (1) investment and (2) branch projects.

(E) The entrenchment of this Policy by manner of amendment of the USPSA Financial By-Law and other pertinent legal instruments.

2.3 The USPSA Federal Council may include other objective(s) provided that such objective(s) is justifiably in the best interest of the USPSA.

PART 9.3 - INTERPRETATION

3. Interpretation

“Annual General Meeting” or “AGM” means the Annual General meetings of the USPSA Federal Council.

“Association” and “USPSA” mean the University of the South Pacific established by the USPSA Federal Constitution.

“Branch” or “Branch Association” means a students’ association representing students at one of the campuses of the University which is a member of the Association.

“By-Laws” means any rules as to conduct of the Association or students made by the Association.

“Council” or “USPSA Federal Council” means the governing body of the Association.

“member” means any student enrolled in the University who pays a fee to the Association.

“region” means all the member countries of the University as defined in the University Charter.

“Secretary-General” means the Secretary-General of the Association appointed under clause 12.3.

“Special Meeting” or “Special General Meeting” (SGM) means the Special Meetings of the USPSA Federal Council.

“student” means any full time or part-time student enrolled at the University at any of its campuses, and includes DFL students.

“University” means the University of the South Pacific and includes all its campuses in the region.

“The USP council” or the “USP Council” means the governing body of USP.

3.1 When interpreting this Policy, if necessary:

(1) Reference shall be made to the USPSA Federal Constitution, General By-Law, Financial By-Law, Election By-Law and/or other By-Laws including the Common Law & Equity of England as means of ascertaining:

(a) The meaning of the term and/or phrase;

(b) The consistency of the Policy *vis-à-vis* Federal Constitution, and if there is inconsistency the

Federal Constitution shall prevail as to the extent of the inconsistency.

(c) The consistency of the Policy *vis-à-vis* By-Law(s), and if there is inconsistency the By-Law(s) shall prevail as to the extent of the inconsistency.

(2) The ‘literal’ and/or ‘purposive’ tools of interpretation shall be used to ascertain the meaning of the term and/or phrase, provided the resultant meaning is neither absurd, impractical, unreasonable nor unlawful.

(3) The customary practices, standards and norms of the USPSA shall be objectively, qualitatively and reasonably considered and assessed to determine the meaning of the term and/or phrase.

PART 9.4 – Fundamental principles of law & public policy applicable to this Policy

4.0 When interpreting and applying this Policy it is obligatory that the USPSA Federal Council adhere to these relevant laws and policy provided herein.

4.1 **Articles 17.1 – 17-8** of the USPSA Federal Constitution clearly dictate that:

17. Financial Provisions

17.1 All funds of the Association must be applied towards the promotion of the objects of the Association.

17.2 No funds of the Association shall be disbursed unless the Financial By-Law and policies have been fully complied with.

17.3 No funds may be paid to any individual member of the Association, apart from:

(a) *Authorised travel allowances for members of the Council and any other students travelling on Association business; and*

(b) *Payments to employees or persons contracted by the Association.*

17.4 *The Association through its Federal Office must have at least one(1) bank account with a bank operating in Suva.*

17.5 *Signatories to the Federal Office bank account must be two(2) persons, being the Secretary General and an Executive Officer of the Association based at Laucala or, if one of those persons is unavailable, the President of the USPSA Laucala Campus. The Council may appoint one or two additional person(s), who may or may not be Executive Officers of the Association, to act as signatories if it is likely that two of the signatories will not be available for any significant period.*

17.6 *No funds may be disbursed from the Federal Office bank account without a resolution of the*

Council approving the expenditure.

17.7 *From time to time the Association may implement measures to allow branches to meet certain costs of the running of the Association.*

17.8 *Branches of the Association are allowed to raise revenue in their respective campuses for their own purposes.*

4.2 The USPSA Federal Council:

(a) can ‘formulate and/or enter into contracts with individuals or organizations’ pursuant to Order Part B 4 of the General By-Law; but

(b) ‘does not have power to borrow money or to authorise any security over any property it may hold’ pursuant to Article 6.2 of the USPSA Federal Constitution.

4.3 Order 8.6 of the Financial By-Law dictate that ‘[a]ll funds of the Branch shall be used in the best interest of its members’. Violation of Order 8.6 shall entitle the USPSA Federal Council or its delegate to ‘withhold or disallow the use of funds at any of the branches’ pursuant to Orders 8.4, 8.7 and 8.9.

4.4 Good governance (i.e. transparency and accountability) of the Accumulated Fund is extremely imperative, which is also dictated by Order 3 of the Financial By-Law which states that ‘[t]he ultimate goal of the By-Law is to promote good governance, effectiveness of operating policies, ensure compliance with national and existing regulations and policies, safeguard individuals and protects USPSA integrity’ (emphasis added).

4.5 According to Articles 16.7 & 16.8 of the USPSA Federal Constitution and consistent with good governance, the USPSA Federal Council must appoint auditors to audit its accounts including the Accumulated Fund account, and the audit reports published and distributed to the branches.

4.6 The USPSA Federal Council must abide by the principles of **TRUST** under the Law of Equity being the sole and principal TRUSTEE of the Accumulated Fund entrusted to invest and disburse the Fund for the best interest of the BENEFICIARIES namely the USPSA including branches and members. Violation of the Trust may subject the Trustee to appropriate sanction upon complaint by the Beneficiaries.

PART 9.5 – Custody and audit of the Accumulated Fund

5.0 The USPSA Federal Council is the sole and principal custodian and TRUSTEE of the Accumulated

Fund.

5.1 As TRUSTEE, the USPSA Federal Council:

(I) holds the Accumulated Fund in TRUST primarily for the benefit and best interest of the

BENEFICIARIES namely the USPSA including branches and members; and

(II) is subject to the Trust principles under the Law of Equity including the USPSA Federal

Constitution, in particular Articles 17.1, 17.2 & 17.6 which state:

17.1 All funds of the Association must be applied towards the promotion of the objects of the Association.

17.2 No funds of the Association shall be disbursed unless the Financial By-Law and policies have been fully complied with.

17.6 No funds may be disbursed from the Federal Office bank account including the Accumulated Fund account without a resolution of the Council approving the expenditure (emphasis added).

5.2 The USPSA Federal Council must have the Accumulated Fund moved from the current USP vote code and deposited into a separate and distinct bank account with a

bank operating in Suva consistent with Article 17.4 of the USPSA Federal Constitution which state that '[t]he Association through its

Federal Office must have at least one bank account with a bank operating in Suva'.

5.3 The signatories to the USPSA Federal Council Accumulated Fund bank account:

- (a) Must be the (1) Secretary-General and (2) an Executive Officer of the Association based at Laucala, duly appointed in accordance with be Article 17.5 of the USPSA Federal Constitution which state:

17.5 Signatories to the Federal Office bank account must be two(2) persons, being the Secretary-General and an Executive Officer of the Association based at Laucala or, if one of those persons is unavailable, the President of the USPSA Laucala Campus. The Council may appoint one or two additional person(s), who may or may not be Executive Officers of the Association, to act as signatories if it is likely that two of the signatories will not be available for any significant period.

- (b) Notwithstanding Article 17.5 of the USPSA Federal Constitution, the USPSA Federal Council **may** via this Policy appoint the USP Executive Director Finance (EDF) to be the third signatory.

5.4 The USPSA Federal Council must pursuant to Articles 16.7 & 16.8 of the USPSA Federal Constitution: (I) appoint auditors for purposes of auditing the Accumulated Fund account; and

(II) publish all relevant audit reports and distribute the same to the branches.

5.5 The USPSA Federal Council may 'require the Secretary-General to present a financial report of the Accumulated Fund at any time, subject to adequate notice in advance, as determined by Council', pursuant to Order Part B 24 of the General By-Law and Article 12.3(e) of the USPSA Federal Constitution.

PART 9.6 – INVESTMENT of the Accumulated Fund

6.0 Seventy percent (70%) of FJ\$2 million i.e. FJ\$1.4 million of the Accumulated Fund shall be invested in highly secure, reliable and profitable investment schemes.

6.1 The Interest Income earned from the approved investments shall be channeled back into the Accumulated Fund bank account.

6.2 Persons who violate this Policy and By-Law governing the direct investment of the Accumulated

Fund shall be subjected to the USPSA disciplinary regime (see USPSA Federal Constitution, arts. 19-20; General By-Law, Order Part B 26) and/or the matter referred to the police, FICAC or other appropriate law enforcement agencies for further investigation and even prosecution for alleged violation of inter alia the Fiji Crimes Act 44 of 2009 and Proceeds of Crime Act. This is to be read in conjunction with Order 3.4(a) of the Financial By-Law.

PART 9.7 – Branch PROJECT funding through the Accumulated Fund

7.0 Thirty percent (30%) of FJ\$2 million i.e. FJ\$600, 000.00 of the Accumulated Fund shall be used specifically for branch projects.

7.1 Branch projects shall be classified as of two (2) types:

- Type 1 – Income generating projects
- Type 2 – Non-income generating projects

7.2 Branches are divided into four (4) categories, and each category is allocated a percentage which percentage basically designates the portion or how much the respective branch can access from the total balance of the Accumulated Fund allocated for branch projects, as illustrated in table Fig 1. Fig 1: Branch Projects categories

7.3 When seeking funding for branch projects, Branches MUST submit a project proposal using the template in **Appendix 1**.

7.4 Branches are entitled to apply for funding for only one Income generating project and one Non-income generating project, per project proposal, subject to the discretion of the USPSA Federal Council.

7.5 Upon receipt of the branch project proposal, the Secretariat of the USPSA Federal Council working in conjunction with the USPSA Finance Committee shall vet the project proposal and then advise the USPSA Federal Council to either approve or reject such proposal, or, if necessary, compel the branch to amend the project proposal and resubmit for further scrutiny.

	Branches	% access to branch project funds
A	Laucala, Federal Secretariat	50
B	Emalus, Sol Is., Lautoka	25
C	Alafua, Labasa, Kiribati, Tonga	15
D	Cook Is., Tuvalu, Marshall Is., Nauru, Niue, Tokelau	10

7.6 When vetting the branch project funding proposal, the vetting USPSA Federal Council or its delegate³ must be guided by the general principle that the project fund shall be used primarily for the benefit and best interest of the members of the USPSA

³ Finance Committee vets and recommends to Executive Committee for approval on behalf of council.

including the principles of good governance (i.e. transparency & accountability) and the rule of law.

7.7 The USPSA branches and Federal Council must be vigilant and meticulous in executing due diligence checks and evaluation of proposed projects in order to avoid: [a] duplication of projects especially those that must be rightfully done and financed by USP; [b] legitimate but exorbitant or costly projects including projects that will only yield a meagre return in the long term; [c] unnecessary, illegal and fund wasting projects; and [d] projects that are not in the best interest of the USPSA.

7.8 Subsequent funding for any branch project shall be approved provided that the current branch project is completed in full (i.e. 100% completion) to the satisfaction of the USPSA Federal Council or its delegate.

7.9 The USPSA Federal Council or its delegate may waive the 100% completion rate for branch projects noted in 7.7 above, provided the branch can demonstrate to the satisfaction of the Council of **EXCEPTIONAL** circumstances and/or reasonable justifications warranting the release of necessary project fund.

7.10 Upon approval and endorsement of the branch project proposal by the USPSA Federal Council, the actual disbursement of the project fund shall be done in installments sufficient to fund a particular stage of the project which shall be strictly monitored by the USPSA Federal Council or its agent. Successive installments shall only be disbursed provided that the USPSA Federal Council is satisfied that the branch has completed that particular stage of the project.

7.11 Disbursement of project fund must be directly deposited into the branch bank account and not paid out in cash and/or cheque.

7.12 Persons who violate this Policy and By-Law governing the Accumulated Fund in as far as branch project funding is concerned, shall be subjected to the USPSA disciplinary regime (see Articles 19-20 of USPSA Federal Constitution, arts. 19 - 20 & General By-Law, Order Part B 26) and/or the matter referred to the appropriate police, anti-corruption/money laundering or other law enforcement agencies in the jurisdiction in which the USPSA branch is located, for further investigation and prosecution for alleged violation of inter alia that jurisdiction's substantive Criminal Laws (e.g. Fiji Crimes Act 44 of 2009; Solomon Islands Penal Code) and proceeds of crime legislation (e.g. Fiji Proceeds of Crime Act). This is to be read in conjunction with Order 3.4(a) of the Financial By-Law.

PART 9.8 – Breach of the Accumulated Fund Policy and By-Law

8.0 Order 3.4(a) of the Financial By-Law state:

3.4(a) The Crimes [Act] No. 44 of 2009 of Fiji shall have application where necessary in the regulation and compliance of this By-Law with relation to transactions in the Republic of Fiji. For other Branch Associations, the relevant legislation and regulation applicable in their respective countries and jurisdictions shall have application to the transactions made under and regulated by this By-Law.

8.1 Persons who violate this Policy and By-Law governing the direct investment of the Accumulated Fund shall be subjected to the USPSA disciplinary regime (see USPSA Federal Constitution, arts. 1920; General By-Law, Order Part B 26) and/or the matter referred to the police, FICAC or other appropriate law enforcement agencies for further investigation and even prosecution for alleged violation of inter alia the Fiji Crimes Act 44 of 2009 and Proceeds of Crime Act. This is to be read in conjunction with Order 3.4(a) of the Financial By-Law and Policy 1.3 herein.

8.2 Persons who violate this Policy and By-Law governing the Accumulated Fund in as far as branch project funding is concerned, shall be subjected to the USPSA disciplinary regime (see Articles 19-20 of USPSA Federal Constitution, arts. 19 - 20 & General By-Law, Order Part B 26) and/or the matter referred to the appropriate police, anti-corruption/money laundering or other law enforcement agencies in the jurisdiction in which the USPSA branch is located, for further investigation and prosecution for alleged violation of inter alia that jurisdiction's substantive Criminal Laws (e.g. Fiji Crimes Act 44 of 2009; Solomon Islands Penal Code) and proceeds of crime legislation (e.g. Fiji

Proceeds of Crime Act). This is to be read in conjunction with Order 3.4(a) of the Financial By-Law and Policy 1.3 herein.

PART 9.9 – Amendment, repeal and entrenchment of the Accumulated Fund Policy

9.0 This Policy shall only be amended or repealed upon proper sanction and endorsement of the USPSA Federal Council.

9.1 This Policy shall be entrenched in the Financial By-Law by manner of amending the said By-Law in accordance with Article 21.1 of the USPSA Federal Constitution which succinctly state that '[a]ny proposed amendment of this Constitution and By-Laws must be approved at its Annual General Meeting by a 2/3 (i.e. absolute majority) majority of the Council' (emphasis added).

9.2 The applicable procedure for entrenching this Policy into the Financial By-Law is dictated by the General By-Law.

PART 9.10– Application of the Accumulated Fund Policy

10.0 The Accumulated Fund Policy was endorsed and accepted by the USPSA Federal Council, and shall

enter into effect on 28 August 2019.

[See Orders Part B-18 & 12 General By-Law; USPSA Federal Constitution, Article 6.1.2]

10.1 The Accumulated Fund Policy binds the USPSA Federal Council including the USPSA Federal Office, branches and members.

10.2 This Policy must be read in conjunction with the USPSA Federal Constitution, Financial By-Law,

General By-Law, Election By-Law including other By-Laws and policies.

10.3 If there is inconsistency between this Policy and the USPSA Federal Constitution, the latter shall prevail as to the extent of the inconsistency.

10.4 If there is inconsistency between this Policy and the Financial By-Law or any other By-Law, the latter shall prevail as to the extent of the inconsistency.

Appendix 1 of the Accumulated Funds Policy



REQUEST FOR PROJECT/PROGRAMME FUNDING FROM THE USPSA ACCUMULATED FUNDS

The annexed form should be completed and transmitted to the USPSA Finance & Investment Committee via the Federal Secretariat by email or fax.

Please type in the responses using the template provided. The instructions attached to the form provide guidance to filling out the template.

Please note that a project/programme must be fully prepared (i.e., fully appraised for feasibility) when the request is submitted and must have the approval of the respective Branch Committee or Senate, Campus Director or Campus Life. The final project/programme document resulting from the appraisal process should be attached to this request for funding.

Complete documentation should be sent to:

The USPSA Finance & Investment Committee
The University of the South Pacific Students Association
C/O USP Private Mail Bag, Laucala Bay
Suva Fiji
MSN P4-400
Phone: +679 3232728/2752
Email: uspsa@usp.ac.fj
Website: www.usp.ac.fj/uspsa

PROJECT/PROGRAMME PROPOSAL TO THE ACCUMULATED FUND

PART I: PROJECT/PROGRAMME INFORMATION

Project/Programme Category:	
USPSA Branch:	
Title of Project/Programme:	
Income or Non Income Generating:	
Donor Agency or Partner:	
Amount of Financing Requested:	FJD
Project Term:	

Project / Programme Background and Context:

Provide brief information on the specific Strategic Goal/Thrust the proposed project/programme is aiming to achieve. Outline the economic, social, development and environmental context in which the project would operate.

Project / Programme Objectives:

List the main objectives of the project/programme and how it will provide value to the students and their student experience at USP in accordance with the USPSA Strategic Plan.

Project / Programme Components and Financing:

Fill in the table presenting the relationships among project components, activities, expected concrete outputs, and the corresponding budgets. If necessary, please refer to the attached instructions for a detailed description of each term.

Project/Programme Components	Expected Concrete Outputs	Expected Outcomes	Amount (FJ\$)
1.			
2.			
3.			
4.			
5.			
6. Project/Programme Execution cost			

7. Total Project/Programme Cost	
8. Project/Programme Cycle Management Fee charged by the Implementing Entity (if applicable)	
Amount of Financing Requested	

Projected Calendar:

Indicate the dates of the following milestones for the proposed project/programme

Milestones	Expected Dates
Start of Project/Programme Implementation	
Mid-term Review	
Project/Programme Closing	
Terminal Evaluation	

PART II: Project / Programme JUSTIFICATION

- A.** Describe the project / programme components, particularly focusing on the set activities of the project, and how these activities contribute to the achievement of the Strategic Thrust and overall student experience.

- B.** Describe how the project / programme provides economic, social and environmental benefits to the students, with particular reference to the most vulnerable groups, including gender considerations. Describe how the project / programme will avoid or mitigate negative impacts affecting the student experience.

- C.** Describe or provide an analysis of the cost-effectiveness of the proposed project / programme.

- D.** Describe how the project / programme is consistent with international, regional, national or sub-national sustainable development strategies, including the USP and USPSA Strategic Plans and where appropriate, international, regional, national or sub-national development plans, poverty reduction strategies, national communications, or national adaptation programs of action, or other relevant instruments, where they exist.

- E.** Describe how the project / programme meets relevant national technical standards, where applicable, such as standards for environmental assessment, building codes, etc., and complies with the necessary laws and regulations of the USP member country in which the branch is located.

- F. Describe if there is duplication of project / programme with other funding sources internationally, regionally or locally, if any (to be verified by USPSA Federal Secretariat).
- G. If applicable, describe the learning and knowledge management component to capture and disseminate lessons learned for future projects.
- H. Describe the consultative process, including the list of stakeholders consulted, undertaken during project preparation, with particular reference to all student groups and staff, including gender considerations.
- I. Provide justification for funding requested, focusing on the full cost of adaptation reasoning.
- J. Describe how the sustainability of the project/programme outcomes has been taken into account when designing the project / programme.
- K. Provide an overview of the economic, environmental and social impacts and risks identified as being relevant to the project / programme and how these risks are to be mitigated to an acceptable level.

Checklist of environmental and social principles	No further assessment required for compliance	Potential impacts and risks – further assessment and management required for compliance
<i>Compliance with the Law</i>		
<i>USPSA Strategic Thrusts/Goals</i>		
<i>Access and Equity</i>		
<i>Marginalized and Vulnerable Groups</i>		
<i>Human Rights</i>		
<i>Gender Equity and Women’s Empowerment</i>		
<i>Indigenous Peoples</i>		
<i>Climate Change</i>		
<i>Pollution Prevention and Resource Efficiency</i>		

PART III: Implementation arrangements

- A. Describe the arrangements for project / programme implementation.
- B. Describe the measures for financial and project / programme risk management.
- C. Describe the measures for environmental and social risk management.
- D. Describe the monitoring and evaluation arrangements and provide a budgeted M&E plan.
- E. Include a results framework for the project proposal, including milestones, targets and indicators.
- F. Demonstrate how the project / programme aligns with the Results Framework of the USPSA Federal Body.

Project Objective(s)	Project Objective Indicator(s)	USPSA Strategic Thrust	USPSA ST Indicator	Grant Amount (FJD)
Project Outcome(s)	Project Outcome Indicator(s)	USPSA Output	Fund Output Indicator	Grant Amount (FJD)

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G. Include a detailed budget with budget notes and an explanation and a breakdown of the execution costs.

H. Include a disbursement schedule with time-bound milestones.

Part iv: endorsement by USPSA FEDERAL COUNCIL and certification by the Implementing Entity

A. Record of endorsement on behalf of the USPSA Federal Council

Provide the name and position of the Branch official and indicate date of endorsement. The endorsement letter(s) from the various student bodies within the Branch and the Campus Director should be attached as an annex to the project/programme proposal. Please attach the endorsement letter(s) with this template; (can be signed by Chair & DChair on behalf of Federal Council)

<i>Name:</i> <i>Position:</i> <i>Branch:</i>	<i>Date:</i>
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B. Implementing Entity – USPSA Branch Provide the name and signature of the Implementing Entity Coordinator and the date of signature. Provide also the project/programme contact person’s name, telephone number and email address

I certify that this proposal has been prepared in accordance with guidelines provided by the USPSA Federal Council, and prevailing National Development Plans (.....list here.....) and subject to the approval by the USPSA Federal Council through the USPSA Finance and Investment Committee, <u>commit to implementing the project/programme in compliance with the USPSA Accumulated Funds Policy and other USPSA binding by-laws and its Constitution</u> and on the understanding that the Branch will be fully (legally and financially) responsible for the implementation of this project/programme. Failure to do so will result in the branch repaying back the funds disbursed from the USPSA Accumulated Funds.	
<i>Name & Signature</i> Implementing Branch Programme Coordinator	
<i>Date: (Month, Day, Year)</i>	<i>Tel. and email:</i>
<i>Project Contact Person:</i>	
<i>Tel. And Email:</i>	

Definitions of Terms in Proposal Template

The aforementioned terms are defined below to facilitate the process of completing the table:

PROJECT / PROGRAMME COMPONENTS. The division of the project/programme into its major parts; an aggregation of set of activities.

ACTIVITIES. Actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilized to produce specific outputs. For the case of programmes, list the types and number of projects that the programme will support.

MILESTONES / TARGETS. Milestones help with regular monitoring of progress towards the target. Targets indicate the desired result at the end of the project.

INDICATORS –What is going to be measured to assess if targets are met?

EXPECTED CONCRETE OUTPUTS. The product, capital goods and services which result from a development intervention relevant to the achievement of outcomes.

EXPECTED OUTCOMES. The change in conditions, or intended effects of an intervention, usually brought about by the collective efforts of partners. Outcomes are achieved in the short to medium term.

FULL COST OF ADAPTATION REASONING. The costs associated with implementing concrete activities that achieve the expected targets and generate the expected concrete outputs and outcomes.

AMOUNT (\$). Indicate grant amounts in FJ dollars by project/programme components.

PROJECT / PROGRAMME EXECUTION COST. The main items supported by the Accumulated Funds for project management including consultant services, travel and office facilities, etc.

TOTAL PROJECT / PROGRAMME COST. This is the sum of all project/programme components requesting USPSA Federal Council approval.

IMPLEMENTING ENTITY PROJECT CYCLE MANAGEMENT FEES. This is the fee that is requested by an Implementing Entity for project cycle management services.

AMOUNT OF FINANCING REQUESTED. This amount includes the total project cost plus the project cycle management fee.

PROJECTED CALENDAR. Please indicate the dates of the following milestones for the proposed project.

START OF PROJECT / PROGRAMME IMPLEMENTATION The date on which project becomes effective. For AF projects/programmes, the date of the inception workshop or similar is considered the start date of the project.

MID-TERM REVIEW. The date on which the Branch together with Federal Secretariat completes its mid-term review of the project/programme. Mid-Term Review is required for projects with duration of over two years.

PROJECT / PROGRAMME CLOSING. Project/programme closing is set as six months after Project/Programme Completion. This is the date on which Implementing Entity completes disbursement from the grant and may cancel any undisbursed balance in the grant account.

FINAL EVALUATION. The date on which the Implementing Entity completes the final evaluation report, normally two months after project/programme completion but in any case, no later than nine months after project/programme completion.

Schedule 1

Campus Categorization

Category A

- Laucala Campus Only

Category B

- Emalus Campus
- Solomon Islands Campus
- Lautoka Campus

Category C

- Labasa Campus
- Tonga Campus
- Kiribati Campus
- Alafua Campus

Category D

- Cook Islands Campus
- Tuvalu Campus
- Marshall Islands Campus

Category E

- Nauru Campus
- Niue Campus
- Tokelau Campus

Schedule 2 USPSA EVENTS CRITERIA

INITIATING EVENTS

1. When planning an event that has a budget that needs to be endorsed by Federal, the following documents are required:
 - 1.1 A cover letter signed by the President, Secretary and Treasurer of the relevant Association planning the event.
 - 1.2 Proposal for the event:
 - 1.2.1 Must be done on the USPSA Proposal template.
 - 1.2.2 The proposal must be done by the relevant executive initiating the event.
 - 1.3 Minutes of the meeting where the event was discussed.
 - 1.3.1 A quorum is always 50% of the total number of members and the chairperson.
 - 1.3.2 The minutes must be signed by the minute taker.
 - 1.3.3 There should be an attendance list attached to the minutes with name, student I.D, position and signatures of those who attended the meeting.
 - 1.4 Event Budget
 - 1.4.1 3 quotations as per the category stipulated in the Financial By-Laws 4.4 for items that exceed the cost should be attached.
2. Dates
 - 2.1 Any event proposal must be received 21 working days (at least) before the scheduled date of the event.
 - 2.2 The Federal Office must review and respond to any event proposal within 7 working days.
 - 2.3 If all documentation is not received 14 working days before the scheduled date of the event, endorsement will not be given to the event.
 - 2.4 The event cannot be published/advertised until and unless the proposal is endorsed by 2 out of the 3 Federal Officers.

AFTER APPROVAL OF EVENT

Alcohol

1. Relevant alcohol license must be secured where relevant.
2. All alcohol must be sold at cost price.
3. Any leftover alcohol must be accounted for and kept in a safe place so that a correct tally is included into the Report.

Student Assistants

For the duration of an event where student assistants are sought, the following are the conditions:

1. Must be registered USP students of that Semester.
2. If t-shirts are made available for student volunteers there will be no payment for the service rendered. Student Assistants can only receive one, either allowance or t-shirt but not both. Allowances will be as per the *Events Criteria - Student Assistants Rates*.
3. In the case of an event occurring after 6pm, the coordinating committee must have dinner prepared for the student assistants or an allowance of \$10.00 for meal. In the case of the event carrying on till after 8pm, transportation must be provided for student assistants or a transport allowance of \$10.00.
4. Student volunteers must fill the timesheet prepared by the coordinator of the event and must sign in and sign out.

AFTER THE EVENT

Within 3 working days of the materialization of the event, a detailed report must be submitted to the Federal Office. Failure to submitting a report will result in future applications put on hold until the report in question is submitted.

Events Criteria - Student Volunteer Rates

Branch	Currency	Current Average Rate
Cook Islands Campus	NZD	5.00
Kiribati Campus	AUD	5.00
Labasa Campus	FJD	6.50
Laucala Campus	FJD	7.00
Lautoka Campus	FJD	5.00
Marshall Islands Campus	USD	5.00
Nauru Campus	AUD	6.00
Niue Campus	NZD	6.00
Samoa Campus	TALA	3.00
Solomon Islands Campus	SBD	30.00
Tokelau Campus	NZD	5.00
Tonga Campus	PA'ANGA	5.00
Tuvalu Campus	AUD	5.00
Vanuatu Campus	VATU	350

This Events Criteria and Students Volunteer Rates were endorsed in the 9th Federal Council Meeting, 12th – 13th September, 2013 and are to be effective immediately.

Schedule 3

USPSA Events Checklist

CHECKLIST- EVENTS

A) Pre requisites

- Cover Letter signed by President, Secretary & Treasurer
- Proposal- on the Official Template by the respective Chair/ Initiator
- Minutes of the Meeting where the event was discussed and approved by at least 50% Quorum.
- Attendance List of the Executives/ reps attending the Meeting
- Event Budget- All possible expenses
- 3 Quotations of all the items that are above the approval limit of the concerned Association or the cost stated in the Financial by Law

*Note: All submissions are to be made **21days** before the event out of which **Federal office** and the branch takes **7 days** processing time for approval.*

B) Midst Event

- Secured Alcohol License (if for Social)
- Alcohol to be sold at Cost price
- Left Over stock to be well recorded and stored in a secure location.

C) Post Event

- Post Event Report to be submitted within 3 working days as failure to do so will result in future applications be put on hold until the report questioned is submitted.
- Any issues to be highlighted in the Post Event Report

Kindly check all details before submissions as approvals are delayed if details are missing.