



**CAMPUS ORGANIZATION**  
**MASTER TRUST AGREEMENT**

This MASTER TRUST AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_,

(Campus Organization’s Name)

herein “Trustor,” and the ASSOCIATED STUDENTS OF SJSU, herein “Trustee,” incorporates by reference each and every term and condition of that certain CAMPUS ORGANIZATION’S MASTER TRUST AGREEMENT dated \_\_\_\_\_, 20\_\_\_\_\_.

Any amendment to the said MASTER TRUST AGREEMENT shall be subject to the written acceptance of Trustor and shall not be effective as to Trustor without such acceptance. Trustor acknowledges receipt of a copy of the said MASTER TRUST AGREEMENT by execution hereof, and Trustee acknowledges receipt of a copy of Trustor’s initial Letter of Purpose properly filed with the Associated Students General Services Center, San Jose State University. A copy of said letter as filed is attached hereto as Exhibit I.

IN WITNESS WHEREOF, Trustor has hereunto set its hand and Trustee, to evidence its acceptance of the trust hereby and herein created, has subscribed this instrument on the day and year first above written.

**ACKNOWLEDGEMENT**

I have received and read a copy of the Associated Students Master Trust Agreement and understand and agree I am bound by its terms and conditions. I have also received and been informed about the Campus Trust Account Information/Training Package.

\_\_\_\_\_  
Campus Organization’s Principal Officer (Trustor)

\_\_\_\_\_  
Associated Students of SJSU Designee (Trustee)

**Note:** New agreement must be signed once a year or when changes of officers.

**CAMPUS ORGANIZATION LETTER OF PURPOSE**

Exhibit I

to

Master Trust Agreement

Dated: \_\_\_\_\_

I, \_\_\_\_\_  
(Full Name) (Title)

of \_\_\_\_\_  
(Name of Organization)

State that:

A. The organization's official name is \_\_\_\_\_

B. Purpose:  
\_\_\_\_\_

C. The names and respective signatures (minimum of 2 signatures) of all persons authorized to expend organization funds are:

(1) \_\_\_\_\_  
(Full Name) (Title) (Signature)

(2) \_\_\_\_\_  
(Full Name) (Title) (Signature)

(3) \_\_\_\_\_  
(Full Name) (Title) (Signature)

D. The addresses of the organization and its two (2) principal officers are:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

E. The value of the property to be initially deposited with Trustee is:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

F. If change or amendment to prior letter, effective date of change \_\_\_\_\_.

Trustor understands that no change to aforementioned declaration shall be effective as to Trustee except by written amendment to the Letter of Purpose delivered to Trustee, provided however, that Trustor may specify the date at which said change is to be effective (see above).

**CAMPUS ORGANIZATION  
MASTER TRUST AGREEMENT**

**Dated:** \_\_\_\_\_

THIS TRUST AGREEMENT is made and entered into between CAMPUS ORGANIZATION, hereinafter "Trustor," and the Executive Director, Associated Students, hereinafter "A.S. Executive," or Designee, Associated Students, hereinafter A.S. Executive or Designee are collectively referred to as "Trustee."

The parties hereto intend the A.S. Executive or Designee be referred to, and shall act in, their official and not their individual capacities, and Trustee's successor(s) in office as A.S. Executive shall have and take all of the powers and authority granted to the predecessor TRUSTEE. No A.S. Executive or Designee removed or terminated from the position, shall take or have any continuing power or authority whatsoever over the trust properly; this divestiture of power and authority shall be effective immediately coincident with the removal or termination of an A.S. Executive Director or Designee from the position.

**I**

This trust shall become effective as to any individual Trustor coincident with the execution of a MASTER TRUST AGREEMENT which incorporates by reference, each and every term of this CAMPUS ORGANIZATION'S MASTER TRUST AGREEMENT, the deposit of funds with Trustee, and the filing of a Campus Organization Letter of Purpose at the Associated Students General Services Center, which Letter shall contain at a minimum the following information:

1. Organization (Trustor) name;
2. Name, signature and title of each person authorized to expend organization funds;
3. Organization mailing address and that of its principal officials;
4. Value of property to be initially deposited. If the property is other than legal tender of the United States said value shall be subject to acceptance by Trustee.

Further, it shall be the responsibility of each Trustor hereunder to maintain the currency of the foregoing information. Trustee shall not disburse any funds under the direction of Trustor unless the name and signature of the person authorizing said disbursement shall appear on the aforesaid listing or on a proper amendment thereto. Changes or amendments to the said information shall be in writing, address to Trustee, and will be effective on a date stated in the writing or, if there be no date stated, then upon delivery to Trustee, and shall be signed by the principal officer or official of the organization.

Source of Income:

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

## II

Trustee shall hold the initial property deposited and any additional property as may from time to time be delivered to Trustee as trust property. A Trustor's interest in the trust property shall be the total of the deposits made on behalf of Trustor less authorized disbursements.

## III

The sole purpose of this trust is to benefit the membership of Trustor and the San Jose State University student body as represented by its Associated Students organization, and to enable the funds of the various Trustors to be safeguarded and invested as an aggregate until disbursed in accordance with the terms of this trust.

## IV

Trustor shall have no right to alter, amend, revoke, or terminate this trust or any provision thereof except upon the terms and conditions contained herein.

## V (ICSUAM 1400.00/600)

Campus Organizations or Clubs must be formally recognized at the Student Involvement Office before opening an account in A.S. General Services Center.

### 1. **Approval of Expenditures**

Expenditure requisitions are approved and signed off by Student Organization or Club's active officer(s) listed on the signature card before turning in for processing of payments. Advisor's signature is strongly recommended for all check requests, but not mandatory. When checks are payable to the requestor, the second officer/advisor's signature is required for the approval.

### 2. **Documentation Requirements**

Documentations (itemized receipts and invoices) are required for all expenditures. For advance requests, receipts and invoices are turned in within 30 days from picked/mailed date, or a hold will be placed on your funds. In any chance where receipts and invoices are not provided or given (i.e. dues/ honorariums), an explanation for the use of funds will require either a "Receipt Letter" form, or an official letterhead containing a statement by the organization/club authorized official(s) is needed.

### 3. **Type of Expenditures Not Deemed Appropriate**

Student Organization or Club funds may not be used for the purchase of alcohol, tobacco products, and other illegal substances, nor may they be raised through the sale of the above mentioned items. Funds may not be used for the personal enrichment of any individual. Student Organizations or Clubs are not permitted to charge or accept donations from outside vendors for the vendor's privilege of utilizing SJSU property or services, under the sponsorship of the Student Organization, to sell or advertise products or services.

#### 4. **Types of Fundraising Activities Appropriate for the Generation of Revenue**

All recognized Student Organization or Club funds must be collected and used in relation to programs and services that are connected to the mission of the Student Organization or Club, as well as the mission, vision, and values of San Jose State University.

The intended use of funds raised must be posted at the event and be consistent with the stated purpose of the sponsoring student organization or club.

Funds officially collected in the name of a recognized Student Organization or Club include:

- Membership dues/fees, including dues and fees,
- Fundraising, including money raised by direct donations to the Student Organization or Club, contributions from SJSU departments and auxiliaries (as permitted by SJSU policy and auxiliary policies), and events where funds are raised through item sales, ticket sales, or similar means,
- Rent and other living facility related expenses assessed to residents of fraternity/sorority houses.

#### 5. **Guidelines for Philanthropic Activity**

Recognized Student Organizations or Clubs may solicit and accept donations to support their operations, in accordance with CSU and SJSU policy. Donated funds may be accepted and receipted on the Student Organization or Club's behalf by the Tower Foundation of SJSU. The Tower Foundation will provide the receipt directly to the donor. Student Organizations or Clubs and vendors should seek the advice of a tax professional to determine the tax implications of any donation.

Non-monetary donations (such as motor vehicles, watercraft, aircraft, and spacecraft, etc.) values at \$5000 or more must receive the approval of University Advancement prior to the item being accepted. Such donations may also be restricted by CSU/SJSU risk management and gift acceptance policies.

#### 6. **Fees to be Used for Cash Handling Services**

There is no service fee charged to Student Organization or Club by Associated Students for cash handling services. Funds from defunct clubs revert back to A.S. to help defray costs they incur in offering Student Organization banking services. Associated Students currently pays for the salary and benefits of the accountant from Associated Students departmental operating budget. (i.e. office supplies, phone charges, expenses for meetings, etc.)

#### 7. **Interest to be Earned**

Associated Students of SJSU does not give interest income to all Student Organizations or Clubs accounts. All interest earned is used to offset administrative overheads. (Labor, rent, office supplies, materials, etc.)

#### 8. **Sanctions to be Imposed for Cash Handling Violation**

Recognized Student Organizations or Clubs must keep thorough and accurate records showing how funds are raised and have been/will be spent. These records must be kept current and must be made available for review by relevant university officials. When reasonable grounds show that a financial irregularity exists or that funds have been spent

for purposes other than those for which the funds were raised, the university may request a review of the organization's records. Organizations or Clubs must comply with a request to review within a reasonable amount of time. Refusal to comply with a request to review will result in a loss of official recognition. It may also subject the organization and its officers/members to sanctions under the SJSU Code of Conduct and/or the SJSU Code of Conduct.

Organizations or Clubs are required to make all changes in their record-keeping, fundraising, fund expenditure, and other financial processes and practices as outlined by relevant university officials. Refusal to comply will result in a loss of official recognition. It may also subject the organization or club and its officers/members to sanctions under the SJSU Code of Conduct and/or the SJSU Code of Conduct.

**9. Training of Officers in Fiscal Responsibility**

Account Information/Training Package is given to Student Organization or Club's officer (s) during the new account set up orientation. The Campus Trust Accountant periodically evaluates and trains new elected officers.

**10. Scholarship Payments**

Per CSU policy, any scholarship payments must be reported to the Scholarship and Financial Aid Office. An acknowledgment letter from Financial Aid Office should be forwarded to Campus Organization Accountant for documentation purposes.

**11. Federal Tax Exempt ID**

Associated Students does not provide Federal Tax ID# to Student Organizations or Clubs. If Student Organizations or Clubs need the Federal Tax ID#, they can contact Tower Foundation for donation purposes. Donations will be receipted by Tower Foundation according to university gift policy and reconveyed to Associated Students.

**12. Financial Solvency**

Officers of a Student Organization or Club and/or Student Organizations or Clubs are responsible for the financial solvency of their organization, including fiscal or financial liabilities arising from the organization or club's private programs or events that are not officially registered with and sanctioned by the university or its auxiliary organizations or clubs.

**ASSOCIATED STUDENTS OF SJSU  
INACTIVE ACCOUNT FUND DISPOSITION FORM**

Student Organizations or Clubs that are not registered and recognized with Student Involvement will be considered inactive. After three (3) year of inactive status, remaining funds in the account will revert to the area authorized by Student Organization or Club.

I hereby authorize the remaining funds from our Student Organization or Club account to the following:

- Student in Hunger (A.S. Program that provides food pantry to students with financial hardship)
- Alternative Spring Break (A.S. Program that exposes SJSU students to diversity, cultural immersion, and political and economic differences on domestic and international service trips)
- Community Garden (A.S. Program that provides students with access to healthy food and a space for service learning)

**Note:** Failure to indicate one of the following above preference, funds from defunct Student Organization or Club will be reverted to Associated Students in order to help defray costs they incur in offering Student Organization banking services.

**Student Organization/Club Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

[Authorized Student Organization /Club's officer or Advisor]

**Printed Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_