

SENATE BILL #2394

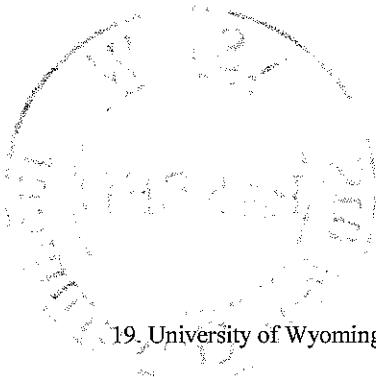
TITLE: ASUW Finance Policy Revisions

DATE: March 5, 2013

AUTHOR: Senators Beyerlein and Christensen

SPONSORS: Senators Garcia, Palm, and Sheehan

1. WHEREAS, it is the duty of the Student Government of the Associated Students of the
2. University of Wyoming (ASUW) to effectively serve the interests of the student body; and,
3. WHEREAS, the Finance Policy of the ASUW has been created to capture the best practices
4. of allocating resources for the use of the Associated Students; and,
5. WHEREAS, to this end, the Finance Policy of the ASUW must be precise and kept current
6. in order to consistently achieve the goals of the ASUW; and,
7. WHEREAS, it is inherent that the Finance Policy Guidelines require ASUW to act in a
8. fiscally responsible manner; and,
9. WHEREAS, the RSO Funding Board is explicitly directed through the Finance Policy; and,
10. WHEREAS, the ASUW Finance Policy is, in its current state, lacking the best practices of
11. allocating resources; and,
12. WHEREAS, the ASUW Finance Policy is, as used by the RSO Funding Board, lacking
13. sufficient direction to enable the RSO Funding Board to allocate funds in a fiscally
14. responsible manner; and,
15. WHEREAS, the current Finance Policy is effectually inhibiting the ASUW from fulfilling
16. its responsibility to meet the needs of the student body of the University of Wyoming; and,
17. WHEREAS, this imprecision has caused contention in the past.
18. THEREFORE, be it enacted by the Student Senate of the Associated Students of the



19. University of Wyoming (ASUW) that Section I of the ASUW Finance Policy be amended to

20. reflect the changes contained in Addendum A; and,

21. THEREFORE, be it further enacted that Section III of the ASUW Finance Policy be

22. amended to reflect the changes contained in Addendum B; and,

23. THEREFORE, be it further enacted that these changes take place beginning Fiscal Year 14.

Referred to: Budget and Planning Committee

Date of Passage: 03/26/13 Signed: Brent Kahler
(ASUW Chairperson)

"Being enacted on 4/2/2013, I do hereby sign my name hereto and
approve this Senate action." Joel W. DeFuria
ASUW President

Addendum A

Section I. Introduction

- A. It is the purpose of the ASUW Finance Policy to provide clear policies for the ASUW Student Government in financial management and budget planning. This policy, and other such guidelines set forth by the ASUW, shall be the foundation from which monetary decisions are based in answering the needs of the ASUW membership.
- B. The ASUW Finance Policy is governed by University Regulations and directives. Student Activity fees are state funds which must be administered in a manner consistent with the educational mission of the University of Wyoming.
- C. Funds allocated to ASUW services and programs shall be administered according to this policy and other University financial policies. The ASUW shall allocate these funds for student programs and activities that benefit the student population ~~in a fiscally responsible manner.~~
- D. The administration of this policy shall be the responsibility of the ASUW Budget and Planning Committee; seeking the optimum use of ASUW funds, the following criteria shall be considered by both the ASUW Budget and Planning Committee and by the RSO Funding Board when determining the appropriateness and priority of allocations.
- E. Changes or additions to the ASUW Finance Policy shall require a two-thirds affirmative vote of the ASUW Senate and the approval of the UW Vice President for Administration.

Addendum B

Section III. ASUW RSO Funding Board

A. Guidelines for allocations to RSOs:

~~1. The RSO Funding Board will have an annual cap of \$5,000.00 for requests per RSO. To receive money RSOs must follow the Finance Policy, including having sought outside funding.~~

~~1.1. An RSO can obtain up to \$5,000.00 throughout the fiscal year by separately requesting money from the Funding Board for multiple events, as long as the awarded funds do not collectively go over the capped amount. All requests are subject to review by the Funding Board.~~

~~1.2. There will be an exception to the \$5,000.00 cap. In this case, the RSO can only make one request to the RSO Funding Board per fiscal year. The board will only entertain requests totaling an amount greater than \$5,000.00 if the RSO has raised 30% of every dollar requested over the \$5000.00 cap. These funds must be verified by the ASUW Business Office before the RSO presents to the Funding Board. Verified outside funding in no way guarantees any funding from the ASUW; all requests are subject to stipulations and guidelines as outlined in this policy.~~

~~1.3. The annual cap per RSO, and the percentage of outside funds RSOs need to provide for requests over the capped amount, will be reviewed and adjusted if necessary every two years by the RSO Funding Board.~~

~~ii.ii. Activities sponsored by RSOs shall have a valid educational and/or enrichment purpose (See Appendix III).~~

~~iii.iii. Benefits available to a significant and diverse population of the ASUW membership shall be an important factor when considering requests for financing activities or events sponsored by RSOs (See Appendix III).~~

~~iv.iv. The ASUW Senate through the RSO Funding Board possesses sole authority to allocate ASUW funds directly to RSOs.~~

~~v.v. No other ASUW program, service, governing board, or any other ASUW entity (except Special Projects and the SafeRide RSO Sidekick Incentive Program) shall have the authority to allocate any ASUW funds directly to an RSO.~~

- ~~1. If an ASUW program or service wishes to forfeit a portion of its allocated budget to support RSO programming it may transfer those funds to the RSO Funding Board.~~
- ~~2. Funds transferred to the RSO Funding Board from any ASUW program or service become part of the general fund of the RSO Funding Board.~~
- ~~3. The ASUW entity that forfeits funds shall have no influence as to the group or program to which the transferred funds are reallocated by the RSO Funding Board.~~

~~vi.vi. RSOs shall not receive funding from ASUW for normal operating expenses, membership fees, dues, or organizational publications.~~

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~~viii~~.vii. RSOs shall not receive funding from ASUW for travel expenses except when part of the contractual expenses of a performer or speaker (See Appendix III).

~~ix~~.viii. RSOs may only receive funding when the program or activity is open to the entire student population.

1. Any ticketed RSO program or activity funded by ASUW shall utilize the Wyoming Union Ticket Office for ticket dispersal to students. The RSO Funding Board shall set, for each ticketed event, the number of tickets to be distributed generally to students, and the number of student tickets that the sponsoring RSO(s) may reserve and distributed to its own students who are necessary to carry out the ticketed event (i.e., student staff, performers, presenters, etc.). The percentage of tickets to be distributed by the Wyoming Union Ticket Office to students should generally equate to the percentage of ASUW funding the program or activity is allocated (See Appendix III).

~~x~~.ix. RSOs shall not receive funding for any program or event that includes any illegal substances or related paraphernalia (See Appendix III).

~~xi~~.x. ASUW shall not allocate funds for charitable donations including donations that support charity organizations and fundraising activities. ASUW can fund RSOs and their programs that may generate funds for charity fundraisers. This funding shall be limited to supplies and activities that will promote education (See Appendix III).

~~xii~~.xi. ASUW shall not bestow gifts on individuals (See Appendix III).

~~xiii~~.xii. Payment cannot be allotted for:

- i. Donations
- ii. Flowers
- iii. Expenses for funerals
- iv. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.
- v. Expenses related to social events for retiring employees.
- vi. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.
- vii. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.
- viii. Purchase of Alcohol.

~~xiv~~.xiii. ASUW will not purchase decorations costing over %15 of a \$100 total funding request or %10 of total funding request over \$100 and with the stipulation that purchases of decorations exceeding \$100 shall be considered if decorations have written departmental approval of place of storage.

~~xv~~.xiv. RSOs may receive funding for programs or activities that have the potential of generating revenue but all net profit derived from such an activity funded fully or partially by ASUW, not to exceed the amount of the ASUW allocation, shall be paid to ASUW. Any profit in excess of the initial ASUW allocation shall remain with the RSO for their use.

~~xvi~~.xv. RSOs may receive funding for programs and events held on campus. Off campus programs or events may receive funding as outline: (See Appendix III).

1. ASUW will not pay for room fee.
2. ASUW will only fund catering at the allocated \$18 per plate rate.
3. ASUW will only fund ASTEC services for a medium or small PA system, labor, and transport included.
 - i. All other technical services in addition to a medium or small PA system is the sole financial responsibility of the RSO.
4. ASUW will not pay service fees.
5. To be eligible for service the RSO must follow ASTEC's reservation and fair use guidelines.

~~xvii-xvi.~~ RSOs requesting funds for movies, videos or film series must have the appropriate licenses and the approval of the Campus Activities Center (Activity Notification Form).

1. Any videos purchased through ASUW become the property of ASUW and must be returned to ASUW immediately following the event.
2. Videos purchased through ASUW will be donated to Coe Library for student checkout.

~~xviii-xvii.~~ RSOs requesting funds for events to be held on campus where refuse will be generated from standard recyclable items for which UW provides receptacles shall make a good faith effort to recycle and are encouraged to compost eligible items if funds and facilities are available. RSOs shall demonstrate their ability and willingness to comply with this requirement in their funding application.

~~xix-xviii.~~ RSOs shall cooperate with the University Disability Support Services to make any campus-wide event accessible to students with disabilities whenever possible.

~~xx-xix.~~ The RSO Funding board shall follow the allocation table below to determine allocations for speakers and entertainers' lodging, meals, and catering expenses for student events. Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.

Lodging for speakers and entertainers	Maximum allowed: \$100	
Meals for speakers and entertainers	Maximum allowed:	With tip allocation of an additional 18% to be determined from receipts.
	\$7 for breakfast	
	\$11 for lunch \$20 for dinner	
Meals per expected students	Maximum allowed:	
	Breakfast-\$7/expected student	
	Lunch-\$11/expected student	
	Dinner-\$18/expected student	

~~xxi-xx.~~ Promotional requirements for ASUW Funded Activities include:

1. All ASUW supported or sponsored programs must contain the ASUW logo on all promotional materials (See Appendix III).
2. ASUW will not support or sponsor events held at establishments whose primary source of revenue is through the sale of alcohol.
3. Alcohol may not be publicized/promoted on an ASUW supported flyer/poster.
4. Public notice of not less than 5 days must be given prior to the program or activity. This may take the form of flyers, posters, student newspaper ads, or other public media announcements (See Appendix III).
5. A program evaluation must be completed by an RSO representative and turned in to the ASUW Director of Finance within 30 days following the event. Failure to complete the program evaluation may affect the RSO's future RSO Funding Board requests (See Appendix III).
 - i. Completed program evaluations of events funded by ASUW should be given by the ASUW Director of Finance to RSO Funding Board for review (See Appendix III).

xxii-xxi. ASUW and the Campus Activities Center staff shall serve as advisors to ASUW funded programs and events. The ASUW Business Office shall serve as the financial advisor for all ASUW funded activities (See Appendix III).

B. Guidelines for RSO Funding Board Members

- i. Only Recognized Student Organizations (RSOs) may seek funding for activities and programs and/or registration fees by making application to the RSO Funding Board.
 1. For events sponsored by multiple RSOs, a single request ~~by~~ one RSO must be submitted to the RSO funding Board.
 2. RSOs may only receive ASUW funding from the RSO Funding Board.

