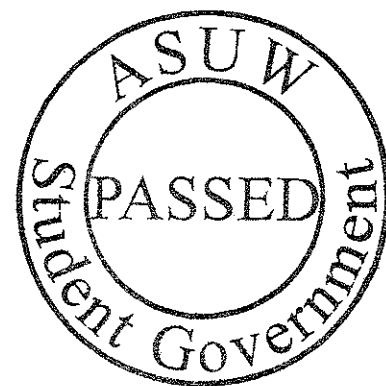


Senate Bill #2269



TITLE: ASUW Finance Policy Revision Act

DATE: February 12, 2010

AUTHORS: Senators Mullen and Fuentes

SPONSORS: Senators Rieser and Thomas; Executive Helton and SAL Stransky

1. WHEREAS, it has become apparent that revisions must be made to the Associated Students
2. of the University of Wyoming's (ASUW) Finance Policy; and,
3. WHEREAS, the Recognized Student Organization (RSO) Funding Board is of great value
4. and benefit to the student population and serves a very visible function; and,
5. WHEREAS, such functions should be commensurate to the level of professional guidelines
6. proffered by the student government; and,
7. WHEREAS, it is the responsibility of the ASUW Senate to insure that all funding decisions
8. are made in a fair, timely, and transparent manner; and,
9. WHEREAS, new endowments have been created by the ASUW Senate and should be
10. reflected in the working documents; and,
11. WHEREAS, UniReg 239 no longer exists; and,
12. WHEREAS, the position of ASUW Business Manager no longer exists; and,
13. WHEREAS, student organizations require additional conference registration funds; and,
14. WHEREAS, new guidelines exist to assist in the reimbursement of travel, lodging, and food
15. for speakers and RSO events; and,
16. WHEREAS, to be more effective representatives of the student body, Senators need timely
17. information regarding RSO Funding Board applications; and,

18. WHEREAS, students should be aware of their right to challenge and reverse an RSO
19. Funding Board decision with the consent of the ASUW Senate when such a decision falls
20. outside of the rules and regulations outlined in the ASUW Finance policy; and,
21. WHEREAS, it is our duty to the students of the University of Wyoming to “promote the
22. general welfare;”
23. THEREFORE, be it enacted that the Associated Students of the University of Wyoming
24. (ASUW) Finance Policy be amended to reflect the language contained in Addendum A.
25. THEREFORE, be it further enacted that these provisions will become effective upon
26. approval of the Vice President for Administration and after July 1, 2010.

Referred to: Constitution Committee and Budget & Planning Committee

Date of Passage: 02/23/10 Signed: Danae Henzie

(ASUW Chairperson)

“Being enacted on 4-6-2010, I do hereby sign my name hereto and

approve this Senate action.” M. Haig
ASUW President

ASUW FINANCE POLICY

Revised
01/2010

Adopted by the ASUW Government for providing a consistent, enduring guide to utilizing the funds under the custody and supervision of the Associated Students of the University of Wyoming

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PREAMBLE

We, the members of the Associated Students of the University of Wyoming (ASUW), in accordance to the ASUW Constitution, ASUW By-laws, and other recognized University Regulations, establish the following Financial Policy as a means to govern the annual budget allocation process and other various financial decisions of the Association. This policy has been created to capture the substantive best practices of allocating resources for the use of the Associated Students, while also advancing the University's educational mission and promotion of our campus as a free marketplace of ideas.

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. The administration of this policy shall be the responsibility of the ASUW Budget and Planning Committee on behalf of the ASUW Government and its membership.
- D. 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 from these funds that benefit the student population.
- E. 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:
 - 1. Whether or not this is an activity that can be funded by the ASUW under current financial policies.
 - 2. The number of students being served by the activity.
 - 3. The general value and scope of the activity.
- F. Funds shall be allocated to ASUW sponsored programs with priority given to 1.) the ASUW Government and its services; and 2.) University Recognized Student Organizations.

- G. 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.
- H. From the last day of Spring Semester to the first day of Fall Semester, the ASUW President and Vice President shall have financial authority for ASUW to approve the use of remaining fiscal year budgets. At the first senate meeting of the Fall Semester, the ASUW President and Vice President shall submit an itemized list of such expenditures to the ASUW Senate. The ASUW Business Manager must approve all summer expenditures.

Section II. Budget Procedure

It is the responsibility of the ASUW Budget and Planning Committee to prepare and submit an annual budget to the ASUW Senate. To aid the Committee in this duty, the following procedures shall be followed:

- A. Budget requests shall be submitted to the ASUW Business Office by the stated deadline.
- B. The ASUW Budget and Planning Committee shall prepare the budget for approval by the ASUW Senate.
- C. The ASUW Senate shall approve and submit the ASUW Budget, including the use of reserve funds, to the UW Board of Trustees through the ASUW Business Manager and the appropriate University budgeting procedures for approval (see ~~UNIREG 239~~). Changes to the UW Board of Trustee's approved spending authority must be approved by the ASUW Budget and Planning Committee, the ASUW Senate, and the UW Board of Trustees.
- D. If the purpose of any organization's budget should change during the fiscal year, the organization must obtain approval of the ASUW Budget and Planning Committee prior to such a change. Such changes shall be under the authority of the ASUW Budget and Planning Committee.
- E. At the completion of the fiscal year, all remaining student fees shall be transferred to the ASUW Reserve. (See Section X.)
- F. The Vice President for Administration has the responsibility for the general supervision of University procedures for handling funds (requisitions, vouchers, checks, etc.) and the approval of all contracts (see ~~UNIREG 239~~ and this policy, Section IX).
- G. The Vice President for Administration is responsible to the University President for preparation and administration of the University budget (see Trustee

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Regulations, Section II), including procedures for budget approval and recommendation by the University President for consideration by the University Board of Trustees

H. The Vice President for Student Affairs has administrative supervision for the Associated Students of the University of Wyoming (ASUW) (see Trustee Regulations, Section II).

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Section III. General Guidelines for Allocations to Recognized Student Organizations

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- A. Potential 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 by recognized student organizations (RSOs).
1. RSOs shall not receive funding from ASUW for normal operating expenses, membership fees, dues or organizational publications.
 2. RSOs shall not receive funding from ASUW for travel expenses except when part of contractual expenses of a performer or speaker.
 3. RSOs may only receive funding when the program or activity is open to the entire student population.
 4. RSOs shall not receive funding for any program or event that includes alcohol or any illegal substances or related paraphernalia.
 5. In accordance with Wyoming Constitution Article 3, § 36, ASUW shall not allocate funds for charitable purposes, including charitable fund-raising activities.
 6. The Wyoming State Constitution does not allow the state to bestow gifts on individuals. Payment cannot be allowed for:
 - a. Donations.
 - b. Flowers.
 - c. Expenses for funerals.
 - d. Personal memberships in social, professional or fraternal organizations unless the membership is required by specific job descriptions.
 - e. Expenses related to social event for retiring employee.
 - f. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.
 - g. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.
 - h. Purchase of alcohol.

7. RSOs may receive funding for programs or activities that have the potential of creating 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 student organization for their use.
8. RSOs may receive funding for programs and events held on campus. Off campus programs or events may receive funding with extenuating circumstances, as determined by the appropriate ASUW committee.
9. 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).
 - a. Any videos purchased through ASUW becomes the property of ASUW and must be returned to ASUW immediately following the event.
 - b. Videos purchased through ASUW will be donated to Coe Library for student checkout.
10. RSOs requesting funds for events to be held on campus where refuse will be generated from standard recyclable items that UW provides receptacles for such (plastic bottles, aluminum cans, office pack and newspaper) shall make a good faith effort to recycle and are encouraged to compost if funds and facilities are available. RSOs shall demonstrate their ability and willingness to comply with this requirement in their funding application.
11. RSOs shall cooperate with the University of Wyoming Students with Disabilities Center to make any campus-wide event accessible to students with disabilities whenever possible.
12. 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 on its own to students 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.
13. The RSO Funding board shall follow the allocation schedule below to determine allocations for speakers and entertainer's lodging, their 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.

<u>Lodging for speakers and entertainers</u>	<u>Maximum allowed: \$100</u>
<u>Meals for speakers and entertainers</u>	<u>Maximum allowed:</u> <u>\$7 for breakfast</u> <u>\$11 for lunch</u> <u>\$18 for dinner</u>
<u>Meals per expected students</u>	<u>Maximum allowed: \$18/expected student</u>

B. Activities sponsored by RSOs shall have a valid educational or enrichment purpose meet the following requirements in order to be eligible for funding:

1. ~~The activity must have a valid educational purpose.~~
2. ~~The activity must not have the primary purpose of promoting or inhibiting a particular religious or political ideology.~~
3. ~~The activity must not foster excessive entanglement between the state institution and a particular religious or political ideology.~~

C. Promotional requirements for ASUW Funded Activities include:

1. All ASUW supported or sponsored programs must contain the ASUW logo on all promotional materials.
2. 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, or other public media.
3. A program evaluation must be completed by the RSO 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.

D. ASUW and the Campus Activities staff shall serve as advisors for the ASUW programs and events. The ASUW Business Office shall serve as the financial advisor for all ASUW funded activities.

Section IV. RSO Funding Board

A. Guidelines

1. Only Recognized Student Organizations (RSO's) may seek funding for activities and programs and/or registration fees by making application to the RSO Funding Board.

- a. For events sponsored by multiple RSO's, a single request must be submitted to the RSO Funding Board.
 - b. RSO's may only receive funding from one ASUW entity, including the RSO Funding Board, per event, ~~such as the RSO Funding Board, Student Activities Council, and Concert and Convocations.~~ Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.
2. RSOs receiving allocations of ASUW funds shall use them in accordance with their itemized requests and any additional stipulations placed on the allocations by the RSO Funding Board and/or the ASUW Senate. Any changes made to an approved request must be reconsidered and approved by the RSO Funding Board prior to their use.
 3. Previous allocations for the same or similar activity or program shall not be binding on the consideration of a current request. However, information gained from past activities may be utilized in judging the value of the request.
 4. The availability of outside funding shall be considered and discussed before requests are granted by the RSO Funding Board. ASUW funds will not be granted when other such funding sources have not been explored and it is determined those sources are available and appropriate.

B. General Application Procedure for programmed events

1. Application forms for ASUW funding shall be made available through the ASUW Office. When the application has been completed and reviewed by the ASUW Business Office, the RSO shall submit the completed form to the ASUW Office not less than one month prior to the event. The ASUW Office will forward the application to the Chairperson of the RSO Funding Board, provide a copy of the request to each member of the RSO Funding Board, and make a copy available in the ASUW Senators' Office, and provide electronic copies to each Senator's electronic mailing address no less than one business day from the beginning of the weekly Senate meeting after such funding requests are made.
2. If the event includes a speaker or performer, a contractual agreement must be completed in the Campus Activities Center in a timely manner. The RSO Funding Board must approve the funding request before completion of the contract negotiations and the contract must be completed before the event occurs.
3. A representative of the RSO shall be contacted and required to attend an RSO Funding Board meeting in order to present the funding request.

4. Upon completion of the RSO's presentation to the RSO Funding Board, written guidelines will be giving to the RSO representatives detailing the manner with which to challenge the Funding Board's decision, along with the name and electronic mailing address of every Senator currently serving on the ASUW Senate, and the amount to be recommended by the RSO Funding Board at the ASUW Senate meeting where such a request will be heard.
5. The RSO Funding Board shall have the authority to approve requests totaling less than \$1,000. The RSO Funding Board shall take requests of \$1,000 or more to the ASUW Senate in the form of a motion for final action. The RSO funding board shall recommend to the full senate full funding, partial funding or denial of funding for all requests totaling \$1000 or more. Requests totaling less than \$1,000 may be referred to the ASUW Senate at the board's discretion. Information regarding requests that require approval by the ASUW Senate shall appear on the agenda of the ASUW Senate. ~~A minimum of two (2) ASUW Senators can challenge any decision of the RSO Funding Board and shall have until 5:00 p.m. on the business day following the Board's decision to notify the ASUW Secretary.~~
6. In cases of personal benefit that may create an unethical exercise of authority, either directly or through participation, or indirectly through personal relationships, senators serving on the RSO Funding Board must recuse themselves from voting ferduring RSO Funding Board meetings and formal votes on the floor of the ASUW senate.
7. The approved request shall be returned to the ASUW Business Office for implementation. The representative from the RSO shall meet with the program adviser and the ASUW Business Office immediately following approval in order to complete the process.
8. All invoices must be submitted to the ASUW Business Office within 30 days following the event or the allocation shall be void and funds shall be revoked.
9. If an event is not completed within two weeks of the date specified by the requesting RSO, funding shall be rescinded unless an extension is approved by the RSO Funding Board.

C. Meeting Times

The RSO Funding board shall meet and consider requests no less than one scheduled school days before the ASUW Senate meets, with the exception of University observed holidays. The deadline for RSO Funding Board applications shall coincide with that semesters announced meeting time.

D. Allocations for Registration Fees

1. RSOs wishing to receive funds for registration fees may apply to the RSO Funding Board.
 - a. Conferences/competitions occurring between July 1st and December 31st shall be defined as occurring in the fall semester.
 - b. Conferences/competitions occurring between January 1st and June 30th shall be defined as occurring in the spring semester.
 - c. For conferences/competitions occurring on or before June 30th of the current fiscal year, applications must be submitted at least 30 days prior to the end of the spring semester.
 - d. For conferences/competitions occurring after July 1st and before the first day of classes of the current fiscal year, applications must be submitted within the first 30 days of the fall semester.

2. Only students who are members of the ASUW are eligible to receive monies for registration fees. Registration fees will be paid by the ASUW Business Office.

- 2.3. The RSO Funding Board may provide conference registration and/or national/regional competition registration not to exceed \$500 per RSO per semester.
 - a. Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.

- 3.4. ASUW funds allocated through the RSO Funding Board cannot be applied to travel, lodging, meals, or any other travel expenses associated with a conference/competition.

- 4.5. All registration documentation must be submitted to the ASUW Business Office within 30 days of the conference/competition or the allocation shall be void and the funds shall be revoked.

E. Appeal Process

1. RSO's may appeal the RSO Funding Board's decisions to deny funding totaling less than \$1000 to the full ASUW Senate.
 - a. Two (2) Senators must bring forth a motion to appeal the decision of the funding board.
 - b. Senators intending to appeal a decision of the RSO Funding Board must notify the full Senate and the ASUW Vice President 24 hours before the regularly scheduled ASUW Senate meeting.

2. RSO's may appeal decisions of the ASUW Senate for requests totaling \$1000 or more to the ASUW Judicial Council.

- a. RSO's that would like to appeal a funding request decision of the ASUW Senate must make their appeals to the Judicial Council in writing and within 24 hours of the ASUW decision
- b. ASUW Judicial Council must provide a response to the appeal to the RSO and the ASUW senate within five business days from receiving the appeal
- c. The ASUW Judicial Council's authority with regards of RSOs funding requests shall be limited to denial or approval of their appeal. If the ASUW Judicial Council approves an RSO's appeal for funding that was denied by the ASUW Senate, the Judicial Council will remand the decision back to the ASUW Senate for consideration and for corrective action.

Section V. ASUW Endowments

- A. The ASUW shall maintain an Endowment Fund, with the University of Wyoming Foundation hereinafter referred to as the "ASUW Special Projects Endowment." This fund shall consist of monies derived from the sources specified in the passage of Senate Bill #1857 and any additional gifts or annual investment interest.
 - 1. The annual interest from the ASUW Endowment may be used for one-time projects that will benefit a large population of students for several years, and shall be called "ASUW Special Projects". These funds shall be distributed in one or more allocations to be determined by the ASUW Budget and Planning Committee with the approval of the ASUW Senate. Funds available shall be determined by the Budget and Planning committee by the ASUW Business Manager annually, based on current market return.
 - 2. The recommendation from the ASUW Budget and Planning Committee will follow an application process to be determined by the committee. Applications may be submitted by Recognized Student Organizations, UW Colleges, UW Departments, ASUW Committees or any member of ASUW. A schedule, including guidelines and deadlines, shall be developed annually by the ASUW Budget and Planning Chair. Final decisions and notification of awards of annual allocations will be made prior to the Thanksgiving Holiday.
 - 3. In the instance that the ASUW Budget and Planning Committee receives no applications, or the applications received are not consistent with the guidelines, that year's interest shall be returned to the ASUW Endowment.
 - 4. In the instance that there are residual monies from the current fiscal year allocation, these monies will be retained in the ASUW Special Projects account for allocation in the following fiscal year.
- B. ASUW shall maintain endowments for the Charlotte H. Davis, the James C. Hurst, and the ASUW Leadership Scholarships (refer to Senate Bills #1960, 1961, and 2041 respectively). Funds

available for allocations shall be determined by Budget and Planning committee the ~~ASUW Business Manager~~ based on current market return.

- C. ASUW shall maintain the ASUW Student Services Endowment (refer to Senate Bill #2042). Funds available for allocation shall be determined by the ASUW Budget and Planning committee ~~Business Manager~~ based on current market return.
- D. ASUW shall maintain the ASUW A. L. Lupton Financial Literacy Endowment (refer to Senate Bill #2248). Funds available for allocation shall be determined by the ASUW Budget and Planning committee based on current market return.
- E. ASUW shall maintain the ASUW Service Exchange Endowment (refer to Senate Bill #2253). Funds available for allocation shall be determined by the ASUW Budget and Planning committee based on current market return.
- F. ASUW retains the right to establish other endowments as deemed useful and necessary by the ASUW Senate with the approval of the UW Board of Trustees.

Section VI. Travel

- A. The ASUW may annually budget for student and staff travel if it is related to ASUW objectives and is approved by the ASUW Senate. Travel shall be in accordance with University travel regulations and shall meet the following provisions:
 - 1. The purpose of travel must be inherent to the UW and ASUW educational mission and beneficial to the student body.
 - 2. ASUW retains the right to limit the amount of payment or reimbursement for approved travel expenses within available budgetary funds following the payment schedule listed below:

<u>Airfare</u>	<u>Maximum allowed: \$500</u>
<u>Lodging</u>	<u>Maximum allowed: \$100</u>
<u>Meals</u>	<u>Maximum allowed:</u> <u>\$7 for breakfast</u> <u>\$11 for lunch</u> <u>\$18 for dinner</u>
<u>Ground Transportation</u>	<u>Mileage reimbursement rate: \$0.30</u> <u>per mile</u>

- c. Section VI, A (2) may be amended by the Budget and Planning Committee upon formal declaration and two-thirds approval of the ASUW Senate.

- 3. Drivers of vehicles must have completed UW Defensive Driving.

- B. ASUW travel shall be limited to the following carriers:
1. Common commercial carrier.
 2. University of Wyoming vehicle.
 - a. University vehicles will be reserved through the ASUW Business Office for approved travel.
 - b. ASUW will not be responsible for any charges resulting from reservations not made through the ASUW Business Office.
 3. Personal vehicles under the following provisions:
 - a. Proof of adequate insurance coverage, including medical liability.
 - b. An ASUW Travel Waiver signed by the driver and all passengers. (See Appendix I).
 4. ASUW sponsored travel shall be conducted in accordance with University policies and procedures. The driver and passengers of the vehicle must adhere to reasonable and prudent standards of conduct. Travelers will be held personally responsible for their actions in regard to traveling under the name of ASUW and the University of Wyoming.
- C. The Dean of Students or designee, shall be the University officer responsible to administer University travel procedures on behalf of the Associated Students.

SECTION VII. Equipment and Property

- A. Equipment and/or property acquired with ASUW funds shall remain University property under the supervision of the ASUW. Policy regarding purchase, use, replacement, and disposal of equipment shall be determined by the ASUW and administered by the ASUW Business Office.
- B. Equipment or other property must be purchased through approved University procedures. For purposes of definition, equipment/property shall be items acquired at a purchase price of \$1,000/per unit or more and shall have a useful life of two or more years. All equipment or other property purchased with ASUW funds must be inventoried by the ASUW Business Office and the University Property Office. ~~The Dean or designee~~ ~~The ASUW Business Manager~~ shall assign the equipment to the appropriate area and the supervisor of that area shall assume responsibility for the care, use, and maintenance of the equipment/property.
- C. ASUW shall budget regularly for equipment maintenance, repair and replacement. A group external to the ASUW Government shall be responsible for maintenance and repair of equipment or other property assigned to it by ASUW.

- D. The Dean of Students or designee ASUW Business Manager shall be responsible for the purchase and disposal procedures of ASUW equipment/property and report such purchases and disposals to the ASUW President and Vice President. Items identified for disposal shall be made available to other ASUW services and Student Affairs departments. If the item is unclaimed, it shall be listed with the University Property Office for disposal in accordance with the procedures of that office.
- E. Funds derived from disposing of ASUW equipment/property shall be deposited to the ASUW Equipment Reserve account. This account, from which the equipment purchase originated, is maintained by the University Accounting Office for ASUW.
- F. The ASUW will annually budget 2.75% of the projected student fee to the ASUW Equipment Reserve for the express purpose of purchasing new equipment or other property. This reserve shall be designated as a budget revenue source for the ASUW annual budget for equipment and other property purchases. Any proceeds from sales of equipment and property shall be deposited into the equipment reserve fund.
- G. It shall require a two-thirds affirmative vote of the ASUW Senate to deplete the ASUW Equipment Reserve below \$35,000.
- H. The ASUW Equipment Reserve shall be invested by the UW Office of Taxes and Investments in accordance with the laws and regulations of the State of Wyoming. All earnings derived from these investments shall remain in the ASUW Equipment Reserve. The ASUW Equipment Reserve shall be utilized by incorporating its support in the ASUW's annual budget or by special petitioning of the UW Board of Trustees. (See Section V).
- I. The ASUW may rent specified equipment and services to university departments and recognized student organizations through their technical support service – ASTEC. Fees charged for equipment use and related services shall be determined by the ASUW Business Manager and the Coordinator of ASTEC Services with the approval of the ASUW Senate and the UW Board of Trustees. Maintenance of accurate records and the deposit of revenues shall be the responsibility of the ASUW Business Office.
- J. The ASUW may loan equipment/property for use by University recognized student organizations (RSOs). This equipment/property will be reserved for use by an organization under the following terms:
 - 1. The ASUW does not relinquish ownership of equipment/property purchased from ASUW funds but such equipment may be reserved for use by an RSO for a pre-determined period of time.

2. An RSO that has reserved ASUW equipment/property for its own use shall not sell, rent, loan, or otherwise provide such equipment/ property to other organizations or individuals.
3. An RSO and its officers shall be held responsible for the replacement or repair of ASUW equipment/property that is damaged, destroyed, or lost due to negligence or misuse on the part of the RSO or its members. Normal equipment maintenance shall be the responsibility of the RSO during the period of custody.
4. Violation of these terms by an RSO or its individual members shall constitute a suspension of use of the reserved equipment for a period of not more than three years.
5. The designated officer(s) of an RSO shall complete and submit an equipment contract to the ASUW Business Office before any equipment is released to the RSO.

Section VIII. Contracts

- A. For all contracts, the Dean of Students ~~the ASUW Business Manager or the Assistant Director for the Wyoming Union~~ or designee shall approve all negotiated contract terms.
 1. As a recognized department of the University of Wyoming, ASUW is subject to University regulations in executing contractual agreements.
 2. All contracts must be approved by the UW Vice President for Administration or designee. The ASUW has authority to initiate negotiations on contractual agreements between the ASUW (University) and the second party.
 3. Questions concerning legal issues, procedures, or interpretation of proposed agreements or contracts should be brought to the ASUW Business Manager, ~~the Assistant Director for the Wyoming Union~~, or UW Vice President for Administration or designee for resolution.
- B. The Dean of Students or designee ~~ASUW Business Manager~~ shall approve all proposed expenditures for the completion of the contract in accordance with ASUW and University policy.
 1. Completed copies of the contract shall be retained by the Dean of Students or designee ~~ASUW Business Manager~~ and the Assistant Director for the Wyoming Union.
 2. Promotions and ticket sales shall not be initiated until the contract is completed by all parties. Communications with the Union Ticket Office as

to start of promotions and ticket sales should be coordinated by the Assistant Director for the Wyoming Union and the Union Ticket Office Manager.

Section IX. ASUW Reserve Fund

- A. The ASUW shall maintain a reserve fund, hereinafter referred to as the "ASUW Reserve". This reserve will consist of student fees derived from the sources specified under Paragraph 6, University Regulation #249. The accumulation of these funds shall be maintained for the purposes of securing the ongoing development of the activities, programs, and advancement of the ideals of the Associated Students of the University of Wyoming.
- B. Authority for the utilization of these Reserves shall lie with the ASUW Budget and Planning Committee with consent of the ASUW Senate and the UW Board of Trustees. Any unbudgeted portion or residual amount of the designated "ASUW Fee" shall revert to these Reserves at the end of each fiscal year.
- C. All ASUW Reserves shall be invested by the UW Office of Taxes and Investments in accordance with the laws and regulations of the State of Wyoming. All earnings derived from these investments shall remain in the Reserves until utilized in the ASUW budget. The ASUW Reserves shall be utilized by incorporating its support in the ASUW's annual budget or by special petitioning of the UW Board of Trustees. (See Section V)
- D. It shall require a two-thirds affirmative vote of the ASUW Senate voting body to deplete the ASUW Reserve below \$200,000 and shall be reviewed at least every 3 years.
- E. The ASUW Reserve shall be no larger than \$300,000 and shall be reviewed at least every 3 years.
- F. Use of these funds will be subject to the process outlined in Section 2, paragraph C of the Finance Policy.

X. ASUW Contingency Fund

The ASUW shall maintain an annual contingency fund in the ASUW Executive Budget for the purposes of meeting needs associated with unforeseen expenditures and new programs. Expenditures from this fund shall be initiated by the ASUW President and Vice President. The Contingency Fund shall be appropriated from monies in the ASUW Reserve in the annual budget process at an amount to be approved by the ASUW Senate.

- A. Expenditures from the contingency fund shall be used to fulfill the purpose of promoting, improving, and pursuing the goals of ASUW and its related programs, services and commitments.

- B. The ASUW President and Vice President shall have the joint authority to designate funds from the Contingency Fund. This collective authority shall only be exercised when efforts to seek funding from other sources are exhausted.
- C. The ASUW Budget & Planning Committee shall be notified and briefed of any planned efforts to designate funds from the Contingency Fund. The Dean of Students or designee ~~ASUW Business Manager~~ and Director of Financial Affairs shall have the authority to approve use of contingency funds for purposes that are consistent with this policy, the ASUW Finance Policy and University Regulations.
- D. The Contingency Fund shall be utilized to meet unforeseen operational costs that may adversely affect the success of ASUW Programs and Services. The Contingency Fund may also be utilized for the initiation and creation of pilot ASUW programs or services.
- E. In cases of controversy, the ASUW Advisor shall serve as an independent mediator for any decisions regarding expenditures from the Contingency Fund that are not fully agreed upon by the ASUW President, Vice President, ~~Business Manager,~~ and Director of Financial Affairs.

XI. References

- A. Reference documents to support this policy are as follows:
 - 1. ASUW Constitution and By-Laws
 - 2. ~~University Regulation 239~~
 - 3. University Regulation 249
 - 4. University Regulation 234 3-236 (~~Student Organizations~~)
 - 5. UW Information Circular 1993-1
 - 6. Wyoming Constitution Article 3
 - 7. Americans with Disabilities Act

Appendix I. Travel Waiver

A. ASUW Travel Policy shall be established to set forth policies and procedures for authorization of travel and reimbursement for travel by students, faculty or staff, who travel as representatives of the ASUW.

References:

1. University Regulation 177, Official University Travel and Reimbursement.
2. University Regulation 249, Financial Policies and Procedures of the Associated Students of the University of Wyoming.
3. ASUW Finance Policy Section VI, Travel.

B. General Information. The purpose of ASUW support for student travel is to assist students in the fulfillment of their individual and group extra-curricular interests as such are accommodated within an appropriately approved and sponsored ASUW program. It is assumed that college students who participate in these programs are at the age of maturity and level of personal prudence to understand their personal assumption of any risk attending the various aspects of such travel and participation in program activities, which result from such travel. Student travel financed and/or sponsored by the ASUW will be in accordance with the applicable requirements of references A.1., A.2., and A.3. above, as well as the following provisions.

C. Mode of Travel. ASUW supported travel may be accomplished by utilization of common carriers (bus, train, airline), private vehicle, or University owned vehicle.

1. Whenever student travel by University owned vehicle is authorized, the use of and reimbursement for the vehicle will be in accordance with the provisions of reference A.1. above.
2. Whenever an ASUW student representative decides to travel by privately owned vehicle, the travelers shall be deemed to have assumed all responsibility for the consequences of use of a private vehicle except that reimbursement for vehicle mileage may be made in accordance with the applicable provisions for reimbursement set forth in reference A.1. above.

D. Travel Reimbursement. Reimbursement for ASUW student travel will include the following considerations:

1. Any type of fine or penalty based on control of a vehicle being used incident to authorized ASUW student travel is the responsibility of the authorized traveler and will not be reimbursed;
2. Payment for mileage on a University owned vehicle or reimbursement for mileage on a private vehicle shall be paid according to University established rates or direct travel expenses, whichever is less and shall be paid in the amount determined by computation of the nearest practical route to and from the agreed destination;
3. Costs other than those relating to the mode of travel (meals, lodging, etc.) which are incurred by student participants in an ASUW sponsored program shall not be reimbursed unless such costs are specifically approved as a part of the program and the ASUW fiscal year budget; and
4. Students appointed or elected to positions in the ASUW government and ASUW/University employees who are not students may be reimbursed for such costs as are approved when the travel is for purposes that are intrinsically related to the ASUW responsibilities for providing programs and activities for the general student body, so long as such reimbursement is in accordance with the provisions of reference A.1. above.

E. Student Conduct. All students traveling under the auspices of the ASUW are expected to conduct themselves in a manner consistent with University Regulations, which set forth standards for student conduct.

1. Traveling as a student participant in an ASUW sponsored program is a voluntary extracurricular activity, and students who participate in these activities individually bear the responsibility for insuring that such participation does not interfere with their academic responsibilities.
2. All students who travel under the auspices of the ASUW will be advised of their individual responsibilities and this travel policy prior to being authorized to travel.
3. Driving while under the influence of alcohol or other drugs is against the law and strictly prohibited while on authorized ASUW travel.

F. Administrative Responsibility. The Dean of Students or designee shall be responsible, in behalf of the ASUW, for the administration of this policy and the attending procedures.

G. I, the undersigned, having read and understood the above policies and procedures, am fully aware of the various risks assumed by me personally while traveling on the approved trip, do intend to undertake the ASUW sanctioned trip and will adhere to all the foregoing policies and procedures:

NAME _____ DATE _____
SIGNED _____

Emergency contact name _____

Address _____

Telephone (home) _____ (work) _____