

Passed: 19-5-1

**SENATE BILL #2593**



**TITLE:** Revision of Article III of the ASUW Finance Policy and Amendment to RSO Suspension Decisions

**DATE INTRODUCED:** January 30, 2018

**AUTHOR:** Chief of Staff Thomson-Lichty; Executive Hancey

**SPONSORS:** President Wetzel; Senator Conard, Defebaugh, and Mulhall

1. WHEREAS, it is the purpose of the Associated Students of the University of Wyoming
2. (ASUW) Student Government to serve our fellow students in the best manner possible
3. through responsible, effective leadership; and,
4. WHEREAS, the RSO Funding Board is one of ASUW Student Government's integral
5. resources to serve and support Recognized Student Organizations'(RSOs) educational
6. programming; and,
7. WHEREAS, clarity in the ASUW Finance Policy is essential to the accessibility of the RSO
8. Funding Board process; and,
9. WHEREAS, patchwork amendments to Article III of the ASUW Finance Policy have
10. resulted in a disorganized document that is difficult for RSOs to reference during their event
11. planning process; and,
12. WHEREAS, re-organizing Article III in a thematic way will allow RSOs to quickly assess
13. which sections are relevant to their event; and,
14. WHEREAS, the lack of flexibility in the current RSO suspension process may result in
15. unnecessarily punitive action being taken for ultimately minor infractions; and,
16. WHEREAS, both the lack of clarity in Article III and the changes to the Campus Activity
17. Center's RSO renewal process has resulted in an increase in infractions of the ASUW

18. Finance Policy; and,

19. WHEREAS, in the interest of fairness, the ASUW Senate should theoretically apply the

20. current suspension clause of the ASUW Finance Policy to all RSOs, regardless of the

21. severity of the infraction; and,

22. WHEREAS, despite this need to treat all RSOs fairly, many RSOs have not been properly

23. educated on Article III of the ASUW Finance Policy and would feel unjustly punished by

24. suspension; and,

25. WHEREAS, suspending all RSOs that have violated the Finance Policy in Quarter 1

26. and Quarter 2 of Fiscal Year 2018 would significantly affect the quality and

27. quantity of RSO-sponsored events in Fiscal Year 2019; and,

28. WHEREAS, the ASUW Student Government needs to take responsibility for its unclear

29. policies, especially when this lack of clarity affects members of the ASUW outside of the

30. Student Government;

31. THEREFORE, be it enacted by the Associated Students of the University of Wyoming

32. (ASUW) Student Government that the ASUW Finance Policy be amended to reflect the

33. changes in Addendum A; and,

34. THEREFORE, be it further enacted by the ASUW Student Government that these changes

35. take effect immediately; and,

36. THEREFORE, be it further enacted by the ASUW Student Government that all Registered

37. Student Organizations (RSOs) suspended during Quarter 1 (Q1) and Quarter 2 (Q2) of Fiscal

38. Year 2018 (FY18) be placed on the now-defined probation for the same length as their

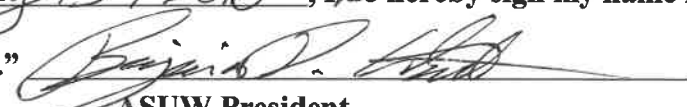
39. original suspension, regardless of whether their infractions would be considered to be major

40. or minor infractions; and,

41. THEREFORE, be it further enacted by the ASUW Student Government that all RSOs that  
42. have received funding in FY18 and have confirmed infractions of the ASUW Finance Policy  
43. prior to the passage of this legislation be placed on probation under the new version of  
44. Article III of the ASUW Finance Policy from the date of the most recent infraction, as  
45. outlined in Addendum A; and,  
46. THEREFORE, be it further enacted by the ASUW Student Government that the ASUW  
47. Executive Branch take measures to streamline the ASUW website in order to make it easier  
48. for RSOs to understand the Funding Board process and rules; and,  
49. THEREFORE, be it further enacted by the ASUW Student Government that the member of  
50. the ASUW Executive Branch in charge of overseeing RSOs conduct a continuous audit of  
51. RSOs having applied for funding through the RSO Funding Board as outlined in transition  
52. documents with a semesterly report to the ASUW Senate.

Referred to: Budget and Planning & RSO Funding Board

Date of Passage: 2/13/18 Signed:   
(ASUW Chairperson)

“Being enacted on February 13<sup>th</sup>, 2018, I do hereby sign my name hereto and  
approve this Senate action.”   
ASUW President

## Addendum A

### **Article III. ASUW RSO Funding Board**

- i. Eligibility for ASUW Funding:
  1. Only Recognized Student Organizations (RSOs) may seek funding for activities, programs, and/or conference registration fees by submitting an application to the RSO Funding Board.
    - i. For events sponsored by multiple RSOs, a single request by one RSO must be submitted to the RSO funding Board.
    - ii. RSOs may only receive ASUW funding from the RSO Funding Board.
- ii. Application Procedure for RSOs requesting ASUW Funding:
  1. Application forms for ASUW funding shall be made available through online applications.
  2. All RSOs must complete the Campus Activity Center Officer Trainings prior to applying for funding.
  3. The RSO shall submit their completed application to the ASUW Business Office not less than five (5) weeks prior to the event.
    - i. Exceptions to this rule for requests under \$3,500.00 shall be at the discretion of the ASUW RSO Funding Board.
    - ii. All requests of \$3,500.00 and over shall be allowed no exception to the five (5) week application deadline and will be denied a meeting with RSO Funding Board and/or funding for the event.
      - a. RSOs may appeal the denial of funding based on a failure to meet the deadline through the appeal processes outlined under this Article section xii or xiii.
  4. A representative from the RSO shall be contacted and required to attend a RSO Funding Board meeting to present the funding request. Upon completion of the RSO's presentation to the RSO Funding Board, written guidelines will be given 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.
- iii. Application Approval Procedure:
  1. The representative from the RSO shall meet with the designated executive and/or the ASUW Accountant within one (1) week following approval to complete the process.
- iv. Considerations for funding and best practices for use of ASUW funds:
  1. Activities sponsored by RSOs shall have a valid educational and/or enrichment purpose.
  2. 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.
  3. The availability of outside funding shall be considered and discussed before the RSO Funding Board grants requests. ASUW funds will not be granted when other such funding sources have not been explored and it is determined those sources are available and/or appropriate.
  4. 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.
5. Past evaluations of RSO events funded by ASUW will be given to the RSO Funding Board for review.
  6. 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.
- v. Rules for RSOs using ASUW Funding:
1. If an event is not completed within two weeks of the date specified by the requesting RSO, funding shall be rescinded unless the RSO Funding Board approves an extension.
  2. Each RSO may be awarded up to \$10,000.00 from the RSO Funding Board per fiscal year. Once an RSO is awarded \$5,000.00 in a single fiscal year, they may not apply for any additional events/programming
  3. Each RSO may be awarded up to \$3,500.00 of unmatched funds from the RSO Funding Board per fiscal year. If an RSO wishes to exceed \$3,500.00 of unmatched funds, the RSO must provide documentation of non-ASUW matching funds of at least 15% for the amount exceeding \$3,500.00.
  4. 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.
  5. ASUW RSO Funding Board Funds may not be used for:
    - i. Donations;
    - ii. Gifts;
    - iii. Purchase of fresh flowers (artificial flowers are allowed);
    - iv. Purchase of Alcohol;
    - v. Events held at establishments whose primary source of revenue is through the sale of alcohol;
    - vi. Room fees for off-campus events;
    - vii. Service fees for off-campus events;
    - viii. Normal operating expenses;
    - ix. Membership dues;
    - x. Organizational publications;
    - xi. Expenses for funerals;
    - xii. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions;
    - xiii. Expenses related to social events for retiring employees;
    - xiv. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose;
    - xv. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.
  6. Decorations:

- i. For total funding requests of up to and including \$100.00, no more than 10% of the funds awarded may be used for decorations.
- ii. For total funding requests exceeding \$100.00, no more than 15% of the funds awarded may be used for decorations.
- iii. Written department or ASUW approval of a place of storage will be required for any purchase of decorations exceeding \$100.00.

7. Lodging and meals:

- i. 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	Lodging expenses will be paid up to the current University rate offered by Laramie-area hotels.	
Meals for speakers and entertainers	Maximum allowed: \$11 for breakfast \$12 for lunch \$23 for dinner	With tip allocation of an additional 18% to be determined from receipts.
Meals per expected students (including drinks, deserts, etc.)	Maximum allowed:	
	Breakfast-\$11/expected student*	
	Lunch-\$12/expected student*	
	Dinner-\$18/expected student*	
	<b>*Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food.</b>	

- ii. Meal rates for speakers, special guests, and entertainers may reasonably increase to accommodate the needs of any specific situation/event. A special request must be made prior to the event, in writing, and subject to review and appeal as outlined.
    - a. All RSOs, shall make their increase request to the RSO Funding Board. In the event of an increase being approved by RSO Funding Board for an RSO, the additional funds will come from the RSO Funding Board Budget.
    - b. If the RSO Funding Board deny the increase, an appeal of decision may be considered by the ASUW Senate, following similar guidelines as outlined in this Finance Policy.
8. 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.
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).
- i. Any videos purchased through ASUW become the property of ASUW and must be returned to ASUW immediately following the event.

- ii. Videos purchased through ASUW will be donated to Coe Library for student checkout.
- vi. Admissions and Ticketing Requirements:
  1. RSOs may only receive funding when the program or activity is open to the entire student population free of charge.
  2. RSOs may not be solely responsible for ticket distribution. Any ticketed RSO program or activity funded by ASUW shall utilize the Wyoming Union Ticket Office or the Fine Arts Box Office for ticket dispersal to students. Alternative venues must be physical locations on the UW campus and must be staffed by UW employees. All alternative venues must be approved by the RSO Funding Board.
  3. RSOs may request a small percentage of tickets to be distributed to its own membership of which are necessary to carry out the ticketed event (i.e., student staff, performers, presenters, etc.) or guests, subject to the approval of the RSO Funding Board.
  4. Ticketed events have additional promotional requirements in order to be eligible for ASUW Funding, which are outlined in the section below.
- vii. Promotional Requirements:
  1. All ASUW supported or sponsored programs must contain the ASUW logo on all promotional materials, including digital materials.
  2. Alcohol or illegal substances may not be publicized/promoted on an ASUW supported flyer/poster.
  3. Public notice of not less than 5 academic days must be given prior to the program or activity. This may take the form of digital advertisements, flyers, posters, student newspaper ads, or other public media announcements.
  4. For ticketed events, public notice must include the location at which students would acquire tickets. If tickets are not being distributed at the Union Ticket Desk, then the event must be advertised in the Union.
- viii. Requirements for Revenue-Generating Events:
  1. RSOs may receive funding for programs or activities that have the potential of generating revenue. The intended use of any revenue generated may be a consideration in choosing to approve or deny funding board requests. RSOs may not generate any revenue through charging admission or registration fees to full time UW fee paying students. However, they may generate revenue through:
    - i. Charging admission or collecting registration fees from anyone that is not a full-time UW fee paying student;
    - ii. Holding auctions or selling goods or services (if in accordance with city laws and all University regulations);
    - iii. Other means approved by the ASUW RSO Funding Board during the application process.
  2. Regardless of their charitable nature, any fundraisers shall be required to also be educational and/or enriching in nature.
- ix. Requirements for hosting events off-campus:
  1. Events must be advertised on campus.
  2. ASUW will not pay for room fee.
  3. ASUW will not pay service fees.

4. ASUW will only fund catering at the allocated \$18 per plate rate.
  5. 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.
  6. To be eligible for service the RSO must follow ASTEC’s reservation and fair use guidelines.
- x. RSOs Post-Event Responsibilities:
1. All invoices must be submitted to the ASUW Business Office within 30 days following the event or the allocation shall be void and the funds shall be revoked.
  2. A program evaluation must be completed by an RSO representative and submitted to the ASUW Business Office within 30 days following the event.
- xi. Infractions of ASUW Finance Policy and/or additional stipulations:
1. Failure to comply with any provisions of this Article may result in the loss of funding for events that have not already taken place.
  2. If an RSO uses ASUW money for items explicitly disallowed by the ASUW Finance Policy, that RSO must repay those funds to the ASUW Student Government.
  3. If an RSO violates any of the ASUW Finance Policy or any additional stipulations placed on the allocations by the RSO Funding Board and/or the ASUW Senate, it may be placed on probation or suspended from applying for funding in the future.
  4. Infractions will be categorized into major and minor infractions as defined by the following table:

Major Infractions	Minor Infractions
<ul style="list-style-type: none"> <li>• Charged admission for or collected registrations fees from full-fee paying UW students</li> <li>• Failed to use approved ticketing venue</li> <li>• Failed to advertise ticketing locations in accordance with ASUW Finance Policy</li> <li>• Failed to advertise off-campus events on campus</li> <li>• Violated any laws (including but not limited to presence of illegal substances, paraphernalia, underage drinking at an event)</li> <li>• RSO violated any ASUW Finance Policies while being on probation</li> <li>• Disregard of prior notice of infraction provided by ASUW Executive or official.</li> <li>• For any single RSO event funded that violates three (3) or more minor infractions those cumulative infractions constitute a major infraction.</li> </ul>	<ul style="list-style-type: none"> <li>• Failed to spend in accordance with itemized request submitted to Funding Board</li> <li>• RSO bought things disallowed by the ASUW Finance Policy</li> <li>• Post-event RSO self-evaluation was not completed within 30 days</li> <li>• Videos purchased by ASUW were not returned to ASUW</li> <li>• RSO failed to put ASUW Logo on all promotional materials (including but not limited to all social media outlets, posters, flyers, and handouts)</li> <li>• For any single RSO event funded that violates three (3) or more minor infractions those cumulative infractions constitute a major infraction.</li> </ul>

- i. Any other rule in the ASUW Finance Policy that is not explicitly defined in this table will be considered a minor infraction.
5. Minor Infractions of the ASUW Finance Policy will result in the RSO being placed on probation. The probationary period for an RSO will be a full calendar



- year from the date of the most recent infraction. The probationary period shall never exceed a full year from the date of the infraction(s).
- i. RSOs being considered for probation will receive proper notice of their infraction(s) and will be given the opportunity to be heard in front of the RSO Funding Board regarding the alleged infraction(s) at least one week prior to formal action taking place.
  - ii. Once officially placed on probation a RSO will be required to meet with the designated ASUW Executive and sign an ASUW Finance Policy Violation Agreement for RSOs outlining the terms and conditions of the probationary period. If the RSO fails to meet with the ASUW Executive, the ASUW Finance Policy Violation Agreement for RSOs will be sent to their student emails and listed Advisor.
6. During the probationary period, any further violation, either major or minor, of the ASUW Finance Policy will result in the temporary suspension of the RSO's ability to apply for funding through the RSO Funding Board. The length of this suspension will include one full calendar year from date of the most recent infraction, followed by subsequent probationary period of one calendar year.
- i. RSOs will have notice regarding the alleged infraction(s) while on probation and an opportunity to be heard in front of the RSO Funding Board one week prior to formal action taking place.
7. If a RSO uses ASUW money for items explicitly disallowed by the ASUW Finance Policy, that RSO must repay those funds by the end of their probation or suspension period. If an RSO does not repay those funds, their probation period will be extended until the RSO is able to repay the funds.
8. Major Infractions of the ASUW Finance Policy will result in the temporary suspension of the RSO's ability to apply for funding through the RSO Funding Board.
- i. Major Infractions will mean a RSO will be ineligible to apply for funding for a full calendar year from the date the most recent infraction(s) occurred.
  - ii. RSO Funding Board may request a 2/3 standing vote of the ASUW Senate to reduce the suspension of funding for a RSO by half of the calendar year.
  - iii. Suspension of funding may never exceed a full year from time of initial major infraction.
  - iv. Immediately following the term of suspended funding, the RSO will be placed on probation for a full calendar year.
  - v. RSOs being considered for suspension of funds will receive proper notice of their infraction(s) and will be given the opportunity to be heard in front of the RSO Funding Board and/ or Senate regarding the alleged infraction(s) at least one week prior to formal action taking place.
  - vi. Once officially a RSO is suspended from funding the RSO will be required to meet with the designated ASUW Executive and sign an ASUW Finance Policy Violation Agreement for RSOs outlining the terms and conditions of the suspension. If the RSO fails to meet with the ASUW Executive, the ASUW Finance Policy Violation Agreement for RSOs will be sent to their student emails and listed Advisor.
    - a. Once the suspension of funding period has passed the RSO will be required to meet with the designated ASUW Executive and sign an ASUW Finance Policy Violation Agreement for RSOs outlining the terms and conditions of the probationary period. If the RSO fails to meet with the ASUW Executive, the ASUW

Finance Policy Violation Agreement for RSOs will be sent to their student emails and listed Advisor.

- vii. The RSO Funding Board or the designated ASUW Executive shall impose the suspension outlined above.
  - 9. The length of an RSO's suspension of funding or probationary period must not exceed the above guidelines.
  - 10. Additional stipulations placed on an RSO by the RSO Funding Board and/or the ASUW Senate are binding. Infractions of any additional stipulations placed on a funding request will be considered as minor infractions, unless otherwise explicitly specified by the RSO Funding Board and/or ASUW Senate at the time of placing the stipulation.
- xii. ASUW Senate Appeal Process
- 1. The ASUW Senate may appeal the RSO Funding Board's decision regarding any funding request or RSO infraction.
    - i. One (1) Senator may bring forth a motion to appeal the decision of the RSO Funding Board, which must be seconded on the floor by another Senator. This motion to appeal requires a two-thirds (2/3) standing vote of the ASUW Senate to pass.
    - ii. The Senator intending to appeal a decision of the RSO Funding Board must notify the full Senate and the ASUW Vice President in writing at least 6 hours before the next regularly scheduled ASUW Senate Meeting.
    - iii. The ASUW Senate may only do the following on appeal;
      - a. Decided by vote that no infraction of the ASUW Finance Policy or additional stipulations occurred, resulting in a lifting of all suspension of funding or probation.
      - b. Decided that and RSO did violate the ASUW Finance Policy or additional stipulations, and place that RSO on probation for a full calendar year.
- xiii. ASUW Judicial Council Appeal Process
- 1. An RSO may appeal the decision of the RSO Funding Board and/or ASUW Senate to the Judicial Council. An appeal to the Judicial Council can proceed prior to the ASUW Senate hearing an motion to appeal brought by a Senator.
  - 2. The ASUW Judicial Council must hold a hearing of the appeal of a RSO within ten academic days from receiving the appeal. The Judicial Council then will issue a decision within ten academic days of the hearing.
  - 3. RSOs may appeal a funding decision, probationary period, or suspension of funding decision of the RSO Funding Board.
  - 4. RSO's may appeal a funding decision, probationary period, or suspension of funding decision of the ASUW Senate.
  - 5. The ASUW Judicial Council's authority with regards to RSOs funding request shall be limited to denial or approval of a RSO's appeal. If the ASUW Judicial Council approves a RSO's appeal for funding that was denied by the ASUW Senate, the Judicial Council will remand the decision with findings, to the ASUW Senate for consideration and for corrective action.
  - 6. The ASUW Judicial Council has the authority to overturn the decision to suspend or place a RSO on probation if they determine the RSO did not violate the ASUW Finance Policy or any additional stipulations placed by the RSO Funding Board or ASUW Senate.
    - i. If on appeal the ASUW Judicial Council finds that the RSO made no major infractions pursuant to the ASUW Finance Policy, but minor infractions

- did occur, the ASUW Judicial Council may lift the suspension of funding and place the RSO on probation.
- ii. If on appeal the ASUW Judicial Council finds that the RSO made no minor infractions pursuant to the ASUW Finance Policy, the ASUW Judicial Council may lift the probationary period.
- xiv. Allocations for RSO Conference Registration
1. RSO's wishing to receive funds for conference registration fees may apply to the RSO Funding Board:
    - i. RSOs may only receive \$500 per semester for conference registration.
      - a. "Per Semester" determined by conference date
      - b. Conferences/competitions occurring between July 1<sup>st</sup> and December 31<sup>st</sup> shall be defined as occurring in the fall semester.
      - c. Conferences/competitions occurring between January 1<sup>st</sup> and June 30<sup>th</sup> shall be defined as occurring in the spring semester.
    - ii. Applications for funding must be submitted at least 30 days prior to conference date, and in accordance to RSO funding guidelines
      - a. Exceptions to this policy may be considered by the RSO Funding Board.
  2. Only students who are members of the ASUW are eligible to receive monies for registration fees. The ASUW Business Office will pay registration fees.
  3. 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. 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.
- xv. Authority of the RSO Funding Board
1. The ASUW Senate through the RSO Funding Board possesses sole authority to allocate ASUW funds directly to RSOs which are not Programs or Strategic Partners of the ASUW.
    - i. The RSO Funding board shall have the authority to approve requests totaling less than \$1,000.00.
    - ii. Any request of \$1,000.00 or more that is approved by the RSO funding board shall be subject to final approval by the ASUW Senate.
  2. Programs, Services, and Strategic Partners shall not receive any funding from the ASUW RSO Funding Board.
  3. No other ASUW Program, Service, governing board, or any other ASUW entity (except Special Projects) shall have the authority to allocate any ASUW funds directly to an RSO, with exceptions granted to Strategic Partners.
    - i. If an ASUW Program, Service or Strategic Partner wishes to forfeit a portion of its allocated budget to support RSO programming it may transfer those funds to the RSO Funding Board.
    - ii. Funds transferred to the RSO Funding Board from any ASUW Program, Service, or Strategic Partner become part of the general fund of the RSO Funding Board.
    - iii. 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.

