

SENATE BILL #2132

Title: An Act to Reform the RSO Budgeting Process

Date: January 11, 2006

Authors: ASUW Budget & Planning Committee; Executive Kiren

Sponsors: Senators Kautzsch, Meuret, McConnaughey

1. WHEREAS, senators, executives, and employees of the Associated Students
2. of the University of Wyoming (ASUW) have recognized the need for
3. several years to reform the budgeting process; and
4. WHEREAS, a number of challenges exist under the current budgeting process
5. for Recognized Student Organizations (RSO's) (refer to Addendum B:
6. "Proposal for ASUW Budgeting Process Changes"); and
7. WHEREAS, ASUW funding is an important resource for RSO's; and
8. WHEREAS, nearly 200 RSO's exist at the University of Wyoming to support
9. the diverse interests of a large population of students; and
10. WHEREAS, the current budgeting process for RSO's needs to be reformed in
11. order to better meet the needs of these student organizations.
12. THEREFORE, be it enacted by the Student Senate of the Associated Students
13. of the University of Wyoming (ASUW) that an RSO Funding Board be
14. created to replace the ASUW Finance Appropriations Committee and Article
15. II, Section 10 of the ASUW By-Laws be rewritten as outlined in Addendum
16. A; and
17. THEREFORE, be it further enacted that the ASUW Finance Policy be revised
18. as outlined in Addendum A to set forth the policy by which the RSO Funding

19. Board shall be governed and that the sections and subsections of the ASUW
20. Finance Policy be renumbered appropriately; and
21. THEREFORE, be it further enacted that the ASUW Director of Finance and
22. the ASUW Business Manager work with the ASUW Budget and Planning
23. Committee and the ASUW Finance Appropriations Committee to coordinate
24. the implementation of the revisions contained herein; and
25. THEREFORE, be it further enacted that the ASUW budgeting process in the
26. spring of 2006 be modified by the Chairman of the Budget and Planning
27. Committee to reflect the revisions contained herein; and
28. THEREFORE, be it further enacted that, except where otherwise stated, this
29. bill shall take affect on the first day of the 2007 Fiscal Year (July 1, 2006)
30. and that the ASUW Finance Appropriations Committee continue to function
31. until that date.

Referred to: Constitution Committee; Finance Appropriations Committee

Date of Passage: January 24, 2006

Signed:



(ASUW Chairperson)

“Being enacted on January 25, 2006, I do hereby sign my name hereto
and approve this Senate action.”


ASUW President

Addendum A: Revisions to ASUW By-Laws

Article II, Section 10

Current	New
<p>4. Finance Appropriations Committee</p>	<p>4. RSO Funding Board</p>
<p>4a. <u>Purpose.</u> The Committee shall, pursuant to the provisions of the ASUW Finance Policy, serve to consider and recommend approval by the Senate for the use of budgeted ASUW funds to facilitate, during a fiscal period, the on-going requests by students and student organizations for ASUW financial support.</p>	<p>4a. <u>Purpose.</u> The Board shall, pursuant to the provisions of the ASUW Finance Policy, serve to consider and recommend approval, when necessary, by the Senate for the use of budgeted ASUW funds to facilitate, during a fiscal period, the on-going requests by students and student organizations for ASUW financial support.</p>
<p>4b. <u>Powers.</u> The Committee shall have the responsibility of considering the requests of students and student organizations for ASUW funds; recommending Senate action on such requests, and the authority to administer the ASUW Finance Policy pursuant to budgeted allocations of such funds.</p>	<p>4b. <u>Powers.</u> The Board shall have the responsibility of considering the requests of students and student organizations for ASUW funds; recommending, when necessary, Senate action on such requests; and the authority to administer the ASUW Finance Policy pursuant to budgeted allocations of such funds.</p>
<p>4c. <u>Composition.</u> The Committee shall consist of a minimum of three (3) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President and the ASUW Business Manager as advisor.</p>	<p>4c. <u>Composition.</u> The Board shall consist of five (5) ASUW Senators, one of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being the ASUW Freshman Senate Treasurer. The ASUW Business Manager shall serve as advisor.</p>

Addendum A (Continued): Revisions to ASUW Finance Policy

Current	New
<p><u>Section I, E</u> Seeking the optimum use of ASUW funds, the following criteria shall be considered by both the ASUW Budget and Planning Committee and by the ASUW Finance Appropriations Committee when determining the appropriateness and priority of allocations:</p>	<p><u>Section I, E</u> 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:</p>
<p><u>Section II, A</u> 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.</p>	<p>STRIKE</p>
<p><u>Section III, A, 1</u> All RSOs making initial requests for funds from ASUW shall be referred to the ASUW Finance Appropriations Committee.</p>	<p>STRIKE</p>
<p><u>Section III, A, 6</u> The ASUW Budget and Planning Committee shall not allocate funds for the purpose of an RSO's charitable fund-raising activities and in accordance with Wyoming Constitution Article 3, § 36.</p>	<p><u>Section III, A, 6</u> In accordance with Wyoming Constitution Article 3, § 36, ASUW shall not allocate funds for charitable purposes, including charitable fundraising activities.</p>
<p>Section IV. ASUW Finance Appropriations Committee</p>	<p>Section IV. RSO Funding Board</p>
<p><u>Section IV, A, 1</u> Only Recognized Student Organizations (RSOs) may seek funding for activities and</p>	<p><u>Section IV, A, 1</u> Only Recognized Student Organizations (RSOs) may seek funding for activities</p>

<p>programs and/or registration fees by making application to the ASUW Finance Appropriations Committee.</p>	<p>and programs and/or registration fees by making application to the RSO Funding Board.</p>
<p><u>Section IV, A, 2</u> 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 ASUW Finance Appropriations Committee and/or the ASUW Senate. Any changes made to an approved request must be reconsidered and approved by the ASUW Finance Appropriations Committee Prior to their use.</p>	<p><u>Section IV, A, 2</u> 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.</p>
<p><u>Section IV, A, 3</u> 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.</p>	<p>NO CHANGE</p>
<p><u>Section IV, A, 4</u> The availability of outside funding shall be considered and discussed before requests are granted by the ASUW Finance Appropriations Committee. ASUW funds will not be granted when other such funding sources have not been explored.</p>	<p><u>Section IV, A, 4</u> 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.</p>
<p><u>Section IV, B, 1</u> Application forms for ASUW funding shall be made available through the ASUW Office. The RSO shall submit the completed form to the ASUW Office not less than one month prior to the event. The ASUW</p>	<p><u>Section IV, B, 1</u> 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,</p>

<p>Office will forward the application to the Chairperson of the ASUW Finance Appropriations Committee.</p>	<p>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.</p>
<p><u>Section IV, B, 2</u> If the event includes a speaker or performer, a contractual agreement must be completed in the Campus Activities Center in a timely manner. The ASUW Finance Appropriations Committee must approve the funding request before completion of contract negotiations and the contract must be completed before the event occurs.</p>	<p><u>Section IV, B, 2</u> 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 contract negotiations and the contract must be completed before the event occurs.</p>
<p><u>Section IV, B, 3</u> A representative of the RSO shall be contacted and required to attend the ASUW Finance Appropriations Committee meeting in order to provide further information to the committee.</p>	<p><u>Section IV, B, 3</u> A representative of the RSO shall be contacted and required to attend an RSO Funding Board meeting in order to present the funding request.</p>
<p><u>Section IV, B, 4</u> The recommendation of the ASUW Finance Appropriations Committee shall be taken to the ASUW Senate in the form of a motion for final action.</p>	<p><u>Section IV, B, 3</u> 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. Requests totaling less than \$1,000 may be referred to the ASUW Senate at the board's discretion.</p>

	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.
<u>Section IV, B, 5</u> The ASUW Senate-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.	<u>Section IV, B, 5</u> The approved request shall be returned to the ASUW Business Office for implementation. A representative from the RSO shall meet with the program adviser and the ASUW Business Office immediately following approval in order to complete the process.
<u>Section IV, B, 6</u> All invoices must be submitted to the ASUW Business Office within 30 days following the event or the allocation will be void and funds will be revoked.	NO CHANGE
	<u>Section IV, B, 7</u> 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.
<u>Section IV, C, 1</u> RSOs wishing to receive funds for registration fees may apply to the ASUW Finance Appropriations Committee.	<u>Section IV, C, 1</u> RSOs wishing to receive funds for registration fees may apply to the RSO Funding Board.
<u>Section IV, C, 1a</u> For conferences occurring on or before June 30 of the	NO CHANGE

<p>current fiscal year, applications must be submitted at least 30 days prior to the end of the spring semester.</p>	
<p><u>Section IV, C, 1b</u> For events occurring after July 1 and before the first day of classes on the current fiscal year, applications must be submitted within the first 30 days of the fall semester.</p>	<p>NO CHANGE</p>
<p><u>Section IV, C, 2</u> Only students who are members of the ASUW are eligible to receive registration fees.</p>	<p>NO CHANGE</p>
<p><u>Section IV, C, 3</u> The ASUW Finance Appropriations Committee shall provide registration monies not exceeding \$500 per RSO for the same conference in the same fiscal year. Registration fees will be paid by the ASUW Business Office prior to the conference.</p>	<p><u>Section IV, C, 3</u> The RSO Funding Board shall provide registration monies not exceeding \$500 per RSO for the same conference in the same fiscal year. Registration fees will be paid by the ASUW Business Office prior to the conference.</p>
<p><u>Section IV, C, 4</u> ASUW Funds allocated through the ASUW Finance Appropriations Committee cannot be applied to travel, lodging, meals, or any other travel expenses associated with a conference.</p>	<p><u>Section IV, C, 4</u> ASUW Funds allocated through the RSO Funding Board cannot be applied to travel, lodging, meals, or any other travel expenses associated with a conference</p>
<p><u>Section IV, C, 5</u> All registration documentation must be submitted to the ASUW Business Office within 30 days of the conference or the allocation will be void and the funds will be revoked.</p>	<p>NO CHANGE</p>
<p><u>Section V</u> A. University Recognized Student Organizations (RSOs) or the ASUW seeking more than \$3,000 for a program/activity that is not funded in the</p>	<p>STRIKE</p>

current fiscal year may receive ASUW government sponsorship through the ASUW legislative process. Such appropriations shall be funded from the ASUW Reserve or another appropriate ASUW funding source and will require UW Board of Trustee approval.

B. All appropriations bills shall be referred to the ASUW Budget and Planning Committee and to any other ASUW Committee deemed appropriate by the ASUW Steering Committee.

C. Within 15 days after referral to the ASUW Budget and Planning Committee, the committee shall meet and make recommendations to the ASUW Senate regarding the request.

D. A representative of the initiating RSO shall be required to attend this Senate meeting. The ASUW Budget and Planning Committee shall refer the appropriations bill back to the ASUW Senate with a "Do Pass" or "Do Not Pass" recommendation and rationale.

E. Upon ASUW Senate and the UW Board of Trustees approval, the appropriations bill shall be submitted to the ASUW Business Office for

implementation. The RSO's representative shall meet with the ASUW Business Manager and review the appropriate procedures necessary for expending ASUW funds.

F. Within 30 days of the completion of the activity/project, a written report must be submitted to the ASUW Senate, detailing the manner in which the funds were used. The report shall include:

1. A financial statement including all funding sources and expenditures.

2. The number of sponsors and participants involved.

3. A summary of the activity/project:

a. An analysis of its success or failure.

b. A description of any problems encountered.

c. An analysis of the benefit of the program to the ASUW.

d. Any suggested improvements for similar future activities or projects.

Finance Appropriations Committee Review
Senate Bill #2132

Due Pass Recommendation with the following amendments:

Addendum A: Revisions to ASUW By-Laws

Article II, Section 10, 4c

Composition. The Board shall consist of a minimum of five (5) ASUW Senators, one of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being the ASUW Freshman Senate Treasurer. The ASUW Business Manager shall serve as advisor.

Addendum A: Revisions to ASUW Finance Policy

Article II, Section IV, B, 3

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. 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 five (5) ASUW Senators can challenge any decision of the RSO Funding Board and shall have until 5:00 pm on the business day following the Board's decision to notify the ASUW Secretary.