



SENATE BILL #2346

TITLE: ASUW Finance Policy Revisions - Part Deux

DATE: February 8, 2012

AUTHOR: Senator Defebaugh

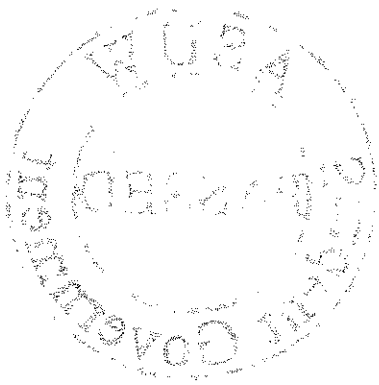
SPONSORS: Senators Backstrom, Krempels, Messer, Parry and Wimbish

1. WHEREAS, the Student Government of the Associated Students of the University of
2. Wyoming (ASUW) has the responsibility to maintain fiscal responsibility on behalf of the
3. student fees collected, and;
4. WHEREAS, the ASUW RSO Funding Board, as well as the Student Senate, regularly
5. allocate funds within compliance to the ASUW Finance Policy, and;
6. WHEREAS, consistency in allocating funds is preferred, and;
7. WHEREAS, while the members of the Student Senate change yearly, the ASUW Finance
8. Policy remains a consistent point of reference, of which to guide future allocations, and;
9. WHEREAS, while the ASUW Finance Policy should retain room for interpretation; several
10. issues which routinely arise while funding ASUW programs and services and RSO events
11. and programming must be addressed to increase continuity among funding decisions.
12. THEREFORE, be it enacted by the Student Senate of the Associated Student of the
13. University of Wyoming (ASUW), that the ASUW Finance Policy reflect the changes
14. outlined in Addenda: A, B, C, D, and E beginning in Fiscal Year 13.

Referred to: Budget & Planning

Date of Passage: 02/21/12 Signed: [Signature]
(ASUW Chairperson)

"Being enacted on 2/22/12, I do hereby sign my name hereto and
approve this Senate action." [Signature]
ASUW President



Addendum A

vii. Allocations for Conference Registration Fees

1 RSOs wishing to receive funds for registration fees may apply to the RSO Funding Board:

i. RSOs may only receive \$500 per semester for conference registration.

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~~i.a. Per semester determined by conference date, not registration date.~~

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~~i.b. Conferences/competitions occurring between July 1st and December 31st shall be defined as occurring in the fall semester.~~

~~c. Conferences/competitions occurring between January 1st and June 30th 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.

~~iii. Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.~~

~~iii. 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.~~

~~iv. 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. The ASUW Business Office will pay registration fees.

~~3 The RSO Funding Board may provide conference registration and/or national/regional competition registration not to exceed \$500 per RSO per semester. Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.~~

~~43 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.~~

~~54 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.~~

Addendum B

Section III. ASUW RSO Funding Board

- vii. 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 <u>150</u>	
Meals for speakers and entertainers	Maximum allowed: \$7 for breakfast \$11 for lunch \$18-20 for dinner	With tip allocation of an additional 18% to be determined from receipts.
Meals per expected students	Maximum allowed:	
	Breakfast-\$7/expected student	
	Lunch-\$11/expected student	
	Dinner-\$18/expected student	

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Section III. Travel & Contracts

A. Travel

- i. The ASUW may annually budget for student 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:
- ii. The purpose of travel must be inherent to the UW and ASUW educational mission and beneficial to the student body.
- iii. 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:

Airfare	Maximum allowed: \$500	
Lodging	Maximum allowed: \$100 <u>150</u>	
Meals	Maximum allowed: \$7 for breakfast \$11 for lunch \$18-20 for dinner	With tip allocation of an additional 18% to be determined from receipts.
Ground Transportation	Mileage reimbursement rate: \$0.30 per mile	

Addendum C

Section III. ASUW RSO Funding Board

B. Guidelines for allocations to RSOs

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

viii. Payment cannot be allotted for:

1. Donations
2. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.
3. Expenses for funerals.
4. Expenses related to social events for retiring employees.
5. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.
6. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.
7. Purchase of alcohol.

ix. 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 following exceptions: stipulation that purchases of decorations exceeding \$100 shall be considered if decorations have written departmental approval of place of storage.

~~1. Purchases of decorations exceeding \$50 shall be considered if:~~

~~i. Decorations have written departmental approval of place of storage.~~

~~vii.x.~~ 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.

~~viii.xi.~~ 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. See Appendix III)

~~ix.xii.~~ 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.

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x-xiii. 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.

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

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xii-xv. 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.

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

xiii-xvi. 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 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)
- 3 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)

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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)

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Addendum D

Section III. ASUW RSO Funding Board

B. Guidelines for allocations to RSOs

- vii. 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 committees outlined: (See Appendix III)
 - 1 ASUW will not pay for a 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. If the RSO exceeds this amount, then they are required to pay remaining ASTEC service balance. i. All other technical services in addition to a medium or small PA system from ASTEC 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.

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Addendum E

Section III. ASUW RSO Funding Board

B. Guidelines for allocations to RSOs

- vii. RSOs shall not receive funding for any program or event that includes alcohol or any illegal substances or related paraphernalia. (See Appendix III)

xiv.vii. 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/displayed/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)

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