

Date Passed: 4/21/15  
Vote Count: 24-0-0

**SENATE BILL #2462**

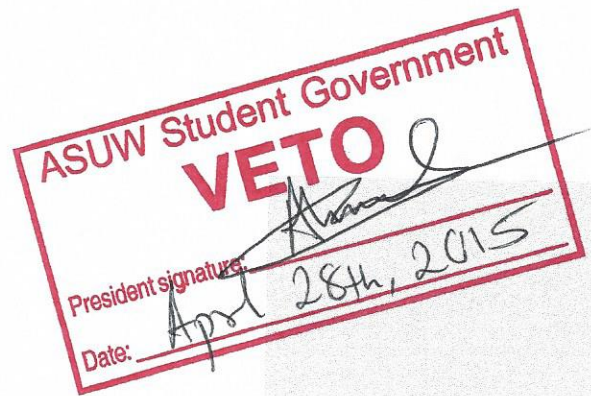
**TITLE: RSO Event Funding Expectation Amendments**

**DATE: April 9, 2015**

**AUTHOR: Senator Messer**

**SPONSORS: Senators De Wett, J. Hanson, Materi, & Nisely; Student-at-Large Marchand**

1. WHEREAS, the Student Senate of the Associated Students of the University of Wyoming
2. (ASUW), through the ASUW RSO Funding Board, is responsible for dispersing student fees
3. to various Recognized Student Organizations (RSOs) for a variety of events in a fiscally
4. responsible manner; and,
5. WHEREAS, the funding decisions of the ASUW RSO Funding Board are guided by the
6. ASUW Finance Policy; and,
7. WHEREAS, the RSO Funding Board seeks to maximize the number of students in
8. attendance at each ASUW funded event; and,
9. WHEREAS, RSOs receiving funding are expected to follow the requirements set forth by the
10. ASUW Finance Policy; and,
11. WHEREAS, the ASUW Finance Policy, in its current iteration, does not allow for any direct
12. action to be taken should an RSO violate some aspect of the ASUW Finance Policy after
13. receiving funding from the ASUW RSO Funding Board; and,
14. WHEREAS, the lack of direct action available to the ASUW RSO Funding Board is
15. detrimental to ensuring that RSOs receiving funding fully comply with the requirements set
16. forth by the ASUW Finance Policy; and,
17. WHEREAS, making such a direct action available to the ASUW RSO Funding Board would
18. be a welcome addition; and,



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19. WHEREAS, any such direct action should be severe enough to encourage compliance, yet
20. lenient enough so as to ensure that any such direct action is not disastrous to RSOs.
21. THEREFORE, be it enacted by the Student Senate of the Associated Students of the
22. University of Wyoming (ASUW) that Article III of the ASUW Finance Policy be amended to
23. reflect the changes contained in Addendum A.

Referred to: Budget and Planning and RSO Funding Board

Date of Passage: 04/21/15 Signed: Ricardo Quintanilla  
(ASUW Chairperson)

"Being enacted on \_\_\_\_\_, I do hereby sign my name hereto and  
approve this Senate action." \_\_\_\_\_  
ASUW President

Addendum A

**FINANCE POLICY  
ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING**

**Article III. ASUW RSO Funding Board**

- xxiii. Allocations for Conference Registration Fees
1. RSO's 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.
      - 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 and must be sent to the ASUW Senate for final approval.
  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.

xxiv. 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.

1. Failure to comply with any provisions of this Section may result in the loss/denial of future funding.

xxiv-2. Messer Clause- RSO Funding Board reserves the right of imposing a \$100 sanction on an RSO that received funding and was found to significantly violate the provisions of this Finance Policy. Payment of such sanction shall be deposited into the RSO Funding Board account.

xxv. Appeal Process

1. RSOs may appeal the RSO Funding Board's decision to completely deny funding.
  - i. Two (2) Senators must bring forth a motion to appeal the decision of the RSO Funding Board.
  - ii. Senators intending to appeal a decision of the RSO Funding Board must notify the full Senate and the ASUW Vice President in writing at least 12 hours before the regularly scheduled ASUW Senate Meeting.

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- iii. RSO's that would like to appeal a funding request decision of the ASUW Senate must make their appeal to the Judicial Council in writing within 24 hours of the ASUW Decision.
  - iv. ASUW Judicial Council must hold a hearing of the appeal of the RSO and the ASUW Senate within ten business days from receiving the appeal. The Judicial Council then will issue a decision within ten business days of the hearing.
  - v. The ASUW Judicial Council's authority with regards to RSOs funding request 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 to the ASUW Senate for consideration and for corrective action.
2. RSOs may appeal the RSO Funding Board's decision to impose sanctions.
- i. Two (2) Senators must bring forth a motion to appeal the decision of the RSO Funding Board.
  - ii. Senators intending to appeal a decision of the RSO Funding Board must notify the full Senate and the ASUW Vice President in writing at least 12 hours before the regularly scheduled ASUW Senate Meeting.
  - iii. After the ASUW Senate has reached a decision, RSOs may further appeal the imposition of sanctions to the ASUW Judicial Council.
  - iv. ASUW Judicial Council must hold a hearing of the appeal of the RSO and the ASUW Senate within ten business days from receiving the appeal. The Judicial Council then will issue a decision within ten business days of the hearing.
  - v. The ASUW Judicial Council's authority with regards to RSOs funding request shall be limited to denial or approval of their appeal. If the ASUW Judicial Council approves an RSO's appeal, no sanction shall be imposed against the RSO in question for the violations alleged by the RSO Funding Board.

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

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- xxix. RSOs are strongly encouraged to utilize available technology to monitor student attendance at events funded through RSO Funding Board. High student attendance shall be considered favorably by the RSO Funding Board in future funding requests.
- xxx. Meeting Times
  - 1. The RSO Funding Board shall meet and consider requests no less than one scheduled school day before the ASUW Senate meets, with the exception of University observed holidays.
    - i. The deadline for RSO Funding Board applications shall be one business day before that semester's announced meeting time.
- xxxi. The annual cap per RSO, and the percentage of outside funds RSOs need to provide for requests over the capped amount, will be reviewed and adjusted, if necessary, every two years by the RSO Funding Board.

**Article IV. Travel & Contracts**

Section 1. 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:
  - 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:

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

- 3. Drivers must be verified by University of Wyoming Fleet services.
- 4. ASUW travel shall be limited to the following carriers:
  - i. Common commercial carrier.
  - ii. University of Wyoming vehicle.
  - iii. University vehicles will be reserved through the ASUW Business Office for approved travel.
    - a. ASUW will not be responsible for any charges resulting from reservations not made through the ASUW Business Office.
  - iv. 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).
- ii. The maximum amounts allowed for the expenses outlined in Section 1(i)(2) of this Article will be reviewed and adjusted, if necessary, every two (2) years by the RSO Funding Board.

- iii. 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.
- iv. The Dean of Students or designee shall be the University officer responsible to administer University travel procedures on behalf of the ASUW.

Section 2. Contracts

- i. For all contracts, the Dean of Students or designee shall approve all negotiated contract terms.
- ii. As a recognized department of the University of Wyoming, ASUW is subject to University regulations in executing contractual agreements.
- iii. The UW Vice President for Administration as designee must approve all contracts. The ASUW has authority to initiate negotiations on contractual agreements between the ASUW (University) and the second party.
- iv. Questions concerning legal issues, procedures, or interpretation of proposed agreements or contracts should be brought to the UW Vice President for Administration or designee for resolution.
- v. The Dean of Students or designee shall approve all proposed expenditures for the completion of the contract in accordance with ASUW and University policy.
- vi. The Dean of Students or designee and the Associate Director for the Wyoming Union shall retain completed copies of the contract.
- vii. Promotions and ticket sales shall not be initiated until all parties complete the contract. The Associate Director for the Wyoming Union and the Union Ticket Office Manager should coordinate communications with the Union Ticket Office as to the start of promotions and ticket sales

**Article V. Equipment and Property**

- i. 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.
- ii. 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. The ASUW Business Office and the University Property Office must inventory all equipment or other property purchased with ASUW funds. The Dean of Students or designee 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.
- iii. 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.
- iv. The Dean of Students or designee 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.

- v. Funds derived from disposing of ASUW equipment/property shall be deposited to the ASUW Equipment Reserve account. The University Accounting Office maintains this account, from which the equipment purchase originated, for ASUW.
- vi. The ASUW will annually budget to maintain \$25,000 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. It shall require a two-thirds affirmative vote of the ASUW Senate to deplete the ASUW Equipment Reserve below \$25,000; with the understanding that the ASUW Equipment Reserve is intended for unanticipated emergency purposes. Any proceeds from sales of equipment and property shall be deposited into the ASUW Equipment Reserve.
- vii. ASUW Programs and Services equipment purchases shall be budgeted into said specific budgets during the budget session for each fiscal year.
- viii. 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).
- ix. The ASUW may rent specified equipment and services to university departments and RSOs through their technical support service – ASTEC. The coordinator of ASTEC shall determine fees charged for equipment use and related services with the approval of the ASUW Senate and the Board of Trustees. Maintenance of accurate records and the deposit of revenues shall be the responsibility of the ASUW Business Office.
- x. The ASUW may loan equipment/property for use by University RSOs. This equipment/property will be reserved for use by an organization under the following terms:
  - i. 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.
  - ii. 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.
  - iii. 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.
  - iv. 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.
  - v. 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.

#### **Article VI. ASUW Endowments**

- i. 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 Special Projects 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. The Budget and Planning Committee based on current market return shall determine funds available.
  2. The recommendation from the ASUW Budget and Planning Committee will follow an application process to be determined by the Committee. RSOs, UW colleges, UW departments, ASUW committees or any member of ASUW may submit applications. The ASUW Budget and Planning Chair shall develop a schedule, including guidelines and deadlines, annually. 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 Special Projects 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.
- ii. 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 based on current market return.
  - iii. ASUW shall maintain the "ASUW Student Services Facilities" Endowment (refer to Senate Bill #2042). The ASUW Budget shall determine funds available for allocation and Planning Committee based on current market return.
  - iv. ASUW shall maintain the ASUW A. L. Lupton Financial Literacy Endowment (refer to Senate Bill #2248). The ASUW Budget shall determine funds available for allocation and Planning Committee based on current market return.
  - v. ASUW shall maintain the ASUW Service Exchange Endowment (refer to Senate Bill #2253). The ASUW Budget shall determine funds available for allocation and Planning Committee based on current market return.
  - vi. ASUW shall maintain the ASUW Childcare Assistance Scholarship (refer to Senate Bill #2343). The ASUW Budget and Planning Committee shall determine funds available for allocation based on current market returns.
  - vii. ASUW retains the right to establish other endowments as deemed useful and necessary by the ASUW Senate with the approval of the Vice President for Administration and the UW Board of Trustees.

#### **Article VII. ASUW Reserve Fund**

- i. The ASUW shall maintain a reserve fund, hereinafter referred to as the "ASUW Reserve". 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.



- ii. 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.
- iii. 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 Budget or by special petitioning of the UW Board of Trustees (See Section V).
- iv. It shall require a two-thirds affirmative vote of those Senators duly chosen and sworn to deplete the ASUW Reserve below \$200,000 and shall be reviewed at least every 3 years.
- v. The ASUW Reserve shall be no larger than \$300,000 and shall be reviewed at least every 3 years.
- vi. Use of these funds will be subject to the process outlined in (section II, subsection B) of the ASUW Finance Policy.

#### **Article VIII. ASUW Contingency Fund**

- i. 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. The ASUW President and Vice President shall initiate expenditures from this fund. 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.
- ii. 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.
- iii. 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.
- iv. The ASUW Budget & Planning Committee shall be notified and briefed of any planned efforts to designate funds from the Contingency Fund.
- v. The Dean of Students or designee and Director of Finance 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.
- vi. 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.
- vii. In cases of controversy, the Dean of Students or designee 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, and Director of Finance.

#### **Article IX. References**

i. Reference documents to support this policy are as follows:

- i. ASUW Constitution and By-Laws
- ii. University Regulation 8-234
- iii. University Regulation 8-249

**Article X. Suspension**

- i. Any portion of this Finance Policy may only be suspended by a four-fifths (4/5) votes of the ASUW Senate.

UPDATED: February, 2014

**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.
- i. 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 reference A. i. 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.
- i. 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. i. above.
  - ii. 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. i. above.
- D. Travel Reimbursement. Reimbursement for ASUW student travel will include the following considerations:
- i. 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.
  - ii. 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.
- E. 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 Budget; and
- F. 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. i. above.
- G. 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.
- i. 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.
  - ii. 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.
  - iii. Driving while under the influence of alcohol or other drugs is against the law and strictly prohibited while on authorized ASUW travel.
- H. 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.

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 \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Emergency contact name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

## Appendix II. RSO Funding Board Allocation Guidelines

- A. Each RSO may receive up to \$5000.00 of unmatched funds.
  - i. If an RSO should wish to exceed this cap, it will have to provide matching funds (of at least 30%) for the amount exceeding \$5000.00. Such a request may only be made once per fiscal year. (See page 4.)
- B. Activities sponsored by RSOs shall have a valid educational and or enrichment purpose (See page 4).
- C. Benefits available to a significant and diverse population of the ASUW membership shall be an important factor when considering requests for financing activities or events sponsored by RSOs (See page 5).
- D. RSOs shall not receive funding from ASUW for travel expenses except when part of the contractual expenses of a performer or speaker (See page 4).
- E. RSOs may only receive funding when the program or activity is open to the entire student population.
  - i. Any ticketed RSO program or activity funded by ASUW shall utilize the Wyoming Union Ticket Office for ticket dispersal to students. The RSO Funding Board shall set, for each ticketed event, the number of tickets to be distributed generally to students, and the number of student tickets that the sponsoring RSO(s) may reserve and distributed to its own students who are necessary to carry out the ticketed event (i.e., student staff, performers, presenters, etc.). The percentage of tickets to be distributed by the Wyoming Union Ticket Office to students should generally equate to the percentage of ASUW funding the program or activity is allocated (See page 4).
- F. RSOs shall not receive funding for any program or event that includes alcohol or any illegal substances or related paraphernalia (See page 4).
- G. ASUW shall not allocate funds for charitable donations including donations that support charity organizations and fundraising activities. ASUW can fund RSOs and their programs that may generate funds for charity fundraisers. This funding shall be limited to supplies and activities that will promote education (See page 5).
- H. ASUW shall not bestow gifts on individuals (See page 5).
- I. Payment cannot be allotted for (see page 5):
  - 1. Donations
  - 2. Flowers
  - 3. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.
  - 4. Expenses for funerals.
  - 5. Expenses related to social events for retiring employees.
  - 6. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.
  - 7. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.

8. Purchase of alcohol.

- J. RSOs may receive funding for programs and events held on campus. Off campus programs or events may receive funding when all available and applicable venues on campus have been looked into and/or are booked for the date of said event, or, as determined by the appropriate ASUW committee (See page 6).
- K. Promotional requirements for ASUW Funded Activities include: (See page 6)
  - i. All ASUW supported or sponsored programs must contain the ASUW logo on all promotional materials.
  - ii. 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.
  - iii. 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.
    - 1 Completed program evaluations of events funded by ASUW should be given by the ASUW Director of Finance to RSO Funding Board for review.
- L. 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 page 7).
- M. For events sponsored by multiple RSOs, a single request must be submitted to the RSO funding Board (See page 9).
- N. 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 (See page 9).
- O. A representative from the RSO shall be contacted and required to attend an RSO Funding Board meeting in order to present the funding request (See page 4).
- P. 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 (See page 4).