

Date Passed: 4/21/15

Vote Count: 24-0-0

SENATE BILL #2469

TITLE: Finance Policy Revisions of Fiscal Year 2015

DATE: April 10, 2015

AUTHORS: Senator Scherlin and Executive Herold

**SPONSORS: Senators J. Hanson, Long, Maldonado, Materi, Messer, and Segrave; SALs
Alles and Marchand**



1. WHEREAS, it is the duty of the Student Government of the Associated Students of the
2. University of Wyoming (ASUW) to manage its monies in a fiscally responsible manner; and,
3. WHEREAS, the ASUW is entrusted by the University of Wyoming (UW) Board of Trustees
4. to collect and administer a portion of student fee monies consistent to the ASUW Finance
5. Policy; and,
6. WHEREAS, the ASUW Finance Policy is the guiding document in this endeavor; and,
7. WHEREAS, in the previous fiscal year the ASUW has experienced ambiguity in the ASUW
8. Finance Policy; and,
9. WHEREAS, the ASUW committees utilize the ASUW Finance Policy for decision making
10. purposes for allocating the ASUW monies to ASUW programs and to Registered Student
11. Organizations (RSO); and,
12. WHEREAS, the ASUW must address grammatical errors within the document; and,
13. WHEREAS, it is imperative that the ASUW Finance Policy be maintained in a manner that
14. properly facilitates and improves this goal.
15. THEREFORE, be it enacted by the Student Senate of the Associated Students of the
16. University of Wyoming (ASUW) that the ASUW Finance Policy be amended to reflect the
17. changes outlined in Addendum A.

Date Passed: 4/21/15

Vote Count: 24-0-0

Referred to: Budget and Planning

Date of Passage: 04/21/15 Signed: Ricardo Lind-Sanzalez
(ASUW Chairperson)

“Being enacted on April 24th 2015, I do hereby sign my name hereto and
approve this Senate action.” [Signature]

ASUW President

Addendum A

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

Revised January 15, 2014 (Senate Bill #2411)

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.

Article I. Introduction

- i. 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.
- ii. 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.
- iii. 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 that benefit the student population in a fiscally responsible manner.
- iv. The administration of this policy shall be the responsibility of the ASUW Budget and Planning Committee; 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.
- v. 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.

Article II. Budget and Planning

- i. 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:

- i.

- Budget requests shall be submitted to the ASUW Business Office by a stated deadline.

- 1.

- 2. The ASUW Senate shall approve and submit the ASUW Budget, including the use of reserve funds, to the UW Board of Trustees through the Dean of Students or designee and to the appropriate University budgeting entities for approval. The ASUW Budget and Planning Committee, the ASUW Senate, The Vice President of Administration, and the UW Board of Trustees must approve changes to the UW Board of Trustees' approved spending authority.

- 3. 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 or the ASUW Senate prior to making such a change. Approval from the ASUW Budget and Planning Committee must precede the approval of the ASUW Senate before such a change.

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The Chairman of the Budget and Planning Committee must notify the realigning program of the Committee's decision by the following Wednesday at 5:00 PM.

4. Realigning entities may appeal the Budget and Planning Committee's decision in the case of a denial of the realignment request.

i. Entities intending to appeal a failed realignment request must notify the full Senate and the ASUW Vice President of their intent to appeal by the following Thursday at 5:00 PM.

ii. The ASUW Vice President will include the appeal in the following ASUW Senate meeting agenda.

i. If the ASUW Vice President fails to include such realignment appeal to the agenda, two Senators must bring forth a motion to appeal the decision of the Budget and Planning Committee.

iii. Entities that would like to appeal a realignment decision of the ASUW Senate must make their appeal to the Judicial Council in writing within 24 hours of the ASUW Senate decision.

iv. The ASUW Judicial Council must hold a hearing of the appeal of the realigning entity and the ASUW Senate within ten business days from the 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 to entity realignment requests shall be limited to denial or approval of their appeal. If the ASUW Judicial Council approves an entity's realignment appeal that was denied by the ASUW Senate, the Judicial Council will remand the decision to the ASUW Senate for consideration and for corrective action.

2-5. At the completion of the fiscal year, all remaining student fees shall be transferred to the ASUW Reserve.

ii. 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.

iii. The Vice President for Administration is responsible to the University President for preparation and administration of the University budget (see Trustee Regulations, Section II), including procedures for budget approval and recommendation by the University President for consideration by the University Board of Trustees.

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

v. The administration of this policy shall be the responsibility of the ASUW Budget and Planning Committee; seeking the optimum use of ASUW funds, the following criteria shall be considered by the ASUW Budget and Planning Committee when determining the appropriateness and priority of the allocation.

1. Whether or not this is an activity/program that can be funded by the ASUW under the current financial policy.
2. The number of students being served by the activity.
3. The general education and or enhancement value and scope of the activity/program.

vi. Funds shall be allocated to ASUW sponsored programs with priority given to:

1. The ASUW government and its programs and services

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2. University of Wyoming Recognized Student Organizations

- vii. 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. ~~e.~~ The Dean of Students or designee must approve all summer expenditures.

Article III. ASUW RSO Funding Board

- i. General Application Procedure- for programmed events:
- ~~1.~~ 1. Application forms for ASUW funding shall be made available through online applications ~~and the ASUW Business Office.~~
 - ~~1-2.~~ 1-2. An RSO must attend an Event Planning Session prior to applying for funding.
 - ~~2-3.~~ 2-3. The RSO shall submit the completed application to the ASUW Business Office not less than ~~30 days~~ five (5) weeks prior to the event. The ASUW Business 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, ~~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 weekly Senate meeting after such funding requests are made.
 - i. Any exceptions to this rule shall be at the discretion of the ASUW RSO Funding Board.
 - ~~3-4.~~ 3-4. 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.
 - ~~4-5.~~ 4-5. A representative from the RSO shall be contacted and required to attend an RSO Funding Board meeting in order 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.
 - ~~5-6.~~ 5-6. The RSO Funding board shall have the authority to approve requests totaling less than \$1,000.00.
 - ~~6-7.~~ 6-7. 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.
 - i. All votes concerning final funding allotments shall be conducted via a standing vote.
 - ~~7-8.~~ 7-8. In cases where Senators may realize personal benefit and/or unethical exercise of authority, either directly through participation or indirectly through personal relationships, Senators should recuse themselves from voting during RSO Funding Board meetings and formal votes on the floor of the ASUW Senate.
 - ~~8-9.~~ 8-9. The approved request shall be returned to the ASUW Business Office for implementation. The representative from the RSO shall meet with the program

advisor and the ASUW Business Office ~~immediately~~ within one (1) week following approval in order to complete the process.

~~9-10.~~ All invoices and RSO post-event evaluations 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.

11. 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.

~~10-ii.~~ 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.

~~ii-iii.~~ Each RSO may ~~receive~~ be awarded up to \$5,000.00 of unmatched funds from the RSO Funding Board per fiscal year.

1. If an RSO should wish to exceed its \$5,000.00 cap, the RSO must provide matching funds (of at least 30%) for the amount exceeding \$5,000.00.

i. If an RSO should exceed its \$5,000.00 cap, it will be ineligible for funding for the remainder of the fiscal year.

~~iii-iv.~~ Activities sponsored by RSOs shall have a valid educational and/or enrichment purpose.

~~iv-v.~~ 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.

~~v-vi.~~ The ASUW Senate through the RSO Funding Board possesses sole authority to allocate ASUW funds directly to RSOs.

~~vi-vii.~~ No other ASUW program, service, governing board, or any other ASUW entity (except Special Projects ~~and the SafeRide RSO Sidekick Incentive Program~~) shall have the authority to allocate any ASUW funds directly to an RSO.

1. If an ASUW program or service wishes to forfeit a portion of its allocated budget to support RSO programming it may transfer those funds to the RSO Funding Board.

2. Funds transferred to the RSO Funding Board from any ASUW program or service become part of the general fund of the RSO Funding Board.

3. 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.

~~vii-viii.~~ RSOs shall not receive funding from ASUW for normal operating expenses, membership fees, dues, or organizational publications.

~~viii-ix.~~ RSOs shall not receive funding from ASUW for travel expenses except when part of the contractual expenses of a performer or speaker ~~(See Appendix H)~~.

~~ix-x.~~ RSOs may only receive funding when the program or activity is open to the entire student population.

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1. 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 distribute 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~~ must equate to the percentage of ASUW funding the program or activity is allocated ~~(See Appendix III).~~

~~x-xi.~~ RSOs shall not receive funding for any program or event that includes any illegal substances or related paraphernalia ~~(See Appendix II).~~

~~xi-xii.~~ 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.

~~xii-xiii.~~ ASUW shall not bestow gifts on individuals.

~~xiii-xiv.~~ Payment cannot be allotted for:

- i. Donations
- ii. Flowers
- iii. Expenses for funerals
- iv. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.
- v. Expenses related to social events for retiring employees.
- vi. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.
- vii. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.
- viii. Purchase of Alcohol.

~~xiv-xv.~~ Decorations:

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

~~xv-xvi.~~ 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.

~~xvi-xvii.~~ RSOs may receive funding for programs and events held on campus. Off campus programs or events may receive funding as outline:

1. ASUW will not pay for 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. All other technical services in addition to a medium or small PA system 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.

~~xvii-xviii.~~ 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.

~~xviii-xix.~~ 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.

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

xxi. 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	<u>Maximum allowed: \$100 Lodging expenses will be paid up to the current University rate offered by Laramie-area hotels.</u>	
Meals for speakers and entertainers	Maximum allowed: \$7 for breakfast \$11 for lunch \$20 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-\$7/expected student*	
	Lunch-\$11/expected student*	
	Dinner-\$18/expected student*	
	<u>*Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food.</u>	

~~xx-xxii.~~ 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 H).

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/promoted on an ASUW supported flyer/poster.
4. Public notice of not less than 5 business 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 II~~).
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~~).

~~xxii-xxiii.~~ 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~~).

~~xxii-xxiv.~~ 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 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
 - 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.

~~xxiii-xxv.~~ Failure to comply with any provisions of this Section may result in the loss of funding.

~~xxiv-xxvi.~~ 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.

- 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.

~~xxv~~-xxvii. 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.

~~xxvi~~-xxviii. 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.

~~xxvii~~-xxix. 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.~~

~~xxix~~-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.

~~xxx~~-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:

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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: See UW Regulation 3-177 Uni-Reg XXX	

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 ~~end of the fall semester~~ ~~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 Funds

- 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~~The UW Office of Taxes and Investments shall invest all ASUW Reserves 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~~4).
- 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 (~~Article II section H, Section ii, subsection~~ Subsection 2B) 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: ~~April~~February, 2015~~4~~

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).~~