

SENATE BILL #2522

TITLE: The Creation of Strategic Partnerships Within ASUW

DATE INTRODUCED: October 18, 2016

AUTHOR: Executive Long

SPONSORS: Vice President Wolfgang; Senators Kerbs, Potter, Wetzel; Interfraternity Council, College Panhellenic Council



1. WHEREAS, the Mission of the Associated Students of the University of Wyoming (ASUW)
2. Student Government is to serve our fellow students through accurate representation; and,
3. WHEREAS, University of Wyoming (UW) Regulation 8-249 authorizes the ASUW Student
4. Government the right to “establish such other bylaws, policies, and procedures as it deems
5. appropriate for the regulation of its programs, services, and operations”; and,
6. WHEREAS, both the ASUW Student Government and the Interfraternity (IFC) and College
7. Panhellenic (CPH) Councils seek to increase their profiles among the campus population in
8. general; and,
9. WHEREAS, the IFC and CPH Councils provide a wide variety of programs, activities and
10. services that are aimed at the wider campus community, as well as the Laramie
11. community; and,
12. WHEREAS, both the ASUW Student Government and the IFC and CPH Councils seek to
13. continue a close working relationship with each other; and,
14. WHEREAS, the UW Fraternity and Sorority Life Community has a long
15. tradition of campus leadership within the ASUW Student Government, Recognized Student
16. Organizations and in almost every group and organization across campus; and,
17. WHEREAS, the ASUW Student Government and the IFC and CPH Councils have wide
18. outreach to different student populations, both of which are focused on leadership, making

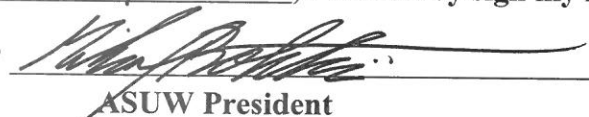
19. advertising for each other's events and initiatives mutually beneficial; and,
20. WHEREAS, Article I, Section iii of the ASUW Student Government Finance Policy
21. States, "The ASUW shall allocate these funds for students' programs and activities that
22. benefit the student population in a fiscally responsible manner"; and,
23. WHEREAS, the IFC and CPH Councils have depended on the ASUW Student Government
24. for the last 11 years to provide a wide variety of student programs and activities benefiting
25. the student population; and,
26. WHEREAS, neither the IFC nor the CPH Councils fall under the definition of high
27. interaction governance groups defined under Article VIII, Section 1, Subsection A, Clause I
28. of the ASUW By-Laws stating, "High interaction governance groups experience a high
29. degree of interaction with students who come before these groups to petition for support of
30. various student needs and concerns"; and,
31. WHEREAS, the IFC and CPH Councils have an advisor/coordinator who works as a member
32. of the Dean of Students Office staff, similar to how ASUW has advisors who also work as
33. members of the Dean of Students Office staff, making the level of staff advisement the same
34. as ASUW Student Government's level of advisement; and,
35. WHEREAS, UW Regulation 8-249 affords the Dean of Students in consultation with
36. appropriate ASUW officers, committees, and/or advisory boards the right to "hire, supervise,
37. provide guidance to, and annually evaluate all staff of the ASUW and all staff in the Dean of
38. Students Office assigned to assist the ASUW".
39. THEREFORE be it enacted by the Associated Students of the University of Wyoming
40. (ASUW) Student Government that the ASUW By-Laws, Article VIII be amended to
41. reflect the language in Addendum A; and,

42. THEREFORE, be it further enacted that upon passage, the Interfraternity and College
43. Panhellenic Councils shall fall under the definitions of a Strategic Partnership defined in
44. Addendum A; and,
45. THEREFORE, be it further enacted that the ASUW Finance Policy be amended to reflect
46. the language in Addendum B.

Referred to: Budget and Planning, Constitution, Program Institutional and Development

Date of Passage: 10/25/16 Signed: 
(ASUW Chairperson)

"Being enacted on 11/01/2016, I do hereby sign my name hereto and

approve this Senate action." 
ASUW President

Addendum A

ARTICLE VIII

Programs, Services and Strategic Partners

Section 1.

All services and programs funded by the ASUW shall be placed in one (1), and only one (1), of the following categories:

A. High Interaction Governance Groups

- i. These high interaction governance groups experience a high degree of interaction with students who come before these groups to petition for support of various student needs and concerns.
 - a. ASUW Senate
 - b. All Traditionally Sponsored ASUW Programming
 - c. Freshman Senate (business meetings only)
 - d. Non-Traditional Student Council (business meetings only)
 - e. RSO Funding Board
 - f. Budget and Planning Committee
 - g. Mandatory Student Fee Committee
 - h. United Multicultural Council (business meetings only)
- ii. No program or service may be classified as a High Interaction Governance Group without meeting all of the criteria specified above or without a two-thirds (2/3) vote of the ASUW Senate, approval of the Wyoming Union Board and consent of the Vice President of Administration.
- iii. All Scheduling under this section must be completed through the ASUW Secretary. Any group that chooses to schedule its meetings on its own will be considered part of week three priority scheduling.

B. Low Interaction Governance Groups

- i. These low interaction governance groups provide governance which is either internal to ASUW, require little interaction with the public or both. Because of this, these groups are not to be considered priorities for scheduling during the first run-week one priority scheduling block in the Wyoming Union. These should be encouraged to make use of the ASUW Senate Office for their weekly meetings whenever possible. Groups which choose not to use the senate office are subject to the availability and scheduling policies of all other student groups of the Union Events Office. These include:
 - a. Academics, Technology and Sustainability Committee
 - b. Constitution Committee
 - c. Senate Vacancy Committee and Elections Commission
 - d. Safe Ride Advisory Board
 - e. Steering Committee
 - f. Student Outreach and Policy Committee
 - g. Program and Institutional Development Committee
 - h. Programming Committee

C. Other Programs and Services

- i. The following groups operate either in an advisory capacity to ASUW, have little need for consistence in meeting times and locations, or have available meeting space which they ought to be encouraged to utilize. These include:
 - a. Associated Students Technical Services (ASTECS)

- b. United Multicultural Council
- c. A.L. Lupton Financial Literacy Program
- d. Freshman Senate
- e. Student Legal Services
- f. Non-Traditional Student Council
- g. Honorary Cowboy
- h. WyoVocal

D. Strategic Partnerships

- i. These strategic partners must have direct oversight through an advisor by a staff member of the Dean of Students Office. The advisor's main job must be advising the Strategic Partner's organization and operations. The organization must be student-run, and there must be a direct advantage to both ASUW and the organization throughout the partnership. Strategic Partnerships are not ASUW Programs, and as such they shall not experience oversight by the ASUW Executive Branch, or by the PID Committee. These include:
 - a. Interfraternity Council
 - b. College Panhellenic Council
- ii. A Strategic Partnership may be created by the ASUW Student Government and a Strategic Partner through a letter requesting the creation of a Strategic Partnership. The letter must be submitted to the ASUW President by the President or Student Leader of an organization. A meeting between the ASUW Vice President, ASUW President, and/or the ASUW Director of Programs and Institutional Development, or other relevant executive, and the ASUW Advisor and the Strategic Partner's President or Student Leader and advisor must be scheduled within 25 business days. At this meeting the Strategic Partner must show proof of how the organization fits better into a Strategic Partnership than it would in a High Interaction Governance Group. The organization also must have evidence of how the Strategic Partnership aligns with the goals of the ASUW Student Government and how the partnership would benefit both the ASUW Student Government and the Strategic Partner. If at the end of the meeting about the creation of the partnership both parties are in agreement that the partnership is beneficial to both the ASUW Student Government and the organization, legislation should be drafted to amend the list of Strategic Partners within these By-Laws.
- iii. The expectations of the Strategic Partners defined above include:
 - a. The Strategic Partner must follow all rules outlined in the ASUW Finance Policy in regards to any monetary support supplied by the ASUW Student Government.
 - b. The Strategic Partner will use the ASUW logo on all advertisements (printed and digital) in which ASUW money is involved (this includes but is not limited to printing paid for by ASUW or for the advertisement of events paid for by ASUW)
 - c. The Strategic Partner will fill out an event evaluation after every event paid for with money allocated by the ASUW Student Government.
 - d. The Strategic Partner will help advertise ASUW elections, vacancies, and ASUW events and initiatives when asked by the ASUW President, Vice President, Director of Programs and Institutional Development or other relevant Executive, or the Chairperson of the Elections Committee.
 - e. The Strategic Partner will fill out a self-evaluation and an evaluation of the ASUW Student Government quarterly (due by or before October

- 15th, December 1st, March 15th, and May 1st) throughout the academic year.
- f. If there are concerns about an evaluation (either for an event, or a quarterly evaluation), the Strategic Partner's president or student leader and advisor must attend a meeting with the ASUW President, ASUW Vice President, or the ASUW Director of Programs and Institutional Development or other relevant Executive in order to discuss the concerns and to create a strategy to remedy further concerns.
- iv. The expectations of the ASUW Student Government in relation to Strategic Partners defined above include:
 - a. The ASUW Student Government shall financially support a Strategic Partner as defined by the ASUW Finance Policy.
 - b. The ASUW Student Government will help advertise Strategic Partner's events and initiatives when asked by the Strategic Partner's President or Student Leader.
 - c. If requested by the Strategic Partner, the Director of Programs and Institutional Development or other relevant Executive will work together with the President or Student Leader from the Strategic Partner to write legislation.
 - d. The ASUW Student Government will fill out a self-evaluation and an evaluation of the Strategic Partner quarterly (due by or before October 15th, December 1st, March 15th, and May 1st) throughout the academic year.
 - e. If there are concerns about a quarterly evaluation, the ASUW Vice President, ASUW President, or the ASUW Director of Programs and Institutional Development or other relevant Executive, and the ASUW Advisor must attend a meeting with the Strategic Partner's President or Student Leader in order to discuss the concerns and to create a strategy to remedy further concerns.
 - v. A Strategic Partnership may be dissolved by the ASUW Student Government or a Strategic Partner through the following steps:
 - a. If the ASUW Student Government wishes to dissolve the partnership: The dissolution of a partnership requires amendment to the list of Strategic Partners in these By-Laws, and the legislation for the dissolution must show proof of a meeting where a concern recognized by a quarterly evaluation was discussed and a strategy was developed to remedy further concern. In addition, there must be proof the strategy was not followed, and the concern was not remedied by the Strategic Partner. If a meeting was requested and no response was given within 10 business days, or if the meeting could not be scheduled within 25 business days, or if a meeting was scheduled and the Strategic Partner did not attend then the legislation for the dissolution only needs proof of the concern recognized by a quarterly evaluation.
 - b. If the Strategic Partner wishes to dissolve the partnership: A letter requesting the dissolution of the partnership must be submitted to the ASUW President. A meeting between the ASUW President, ASUW Vice President, and/or the ASUW Director of Programs and Institutional Development or other relevant Executive, and the ASUW Advisor and the Strategic Partner's President or Student Leader and Advisor must be scheduled within 25 business days. At this meeting, the Strategic Partner must show proof of a meeting where a concern recognized by a quarterly

evaluation was discussed and a strategy was developed to remedy further concern. In addition, there must be proof the strategy was not followed, and the concern was not remedied by the ASUW Student Government. If a meeting was scheduled or requested of the ASUW by the Strategic Partner, and was not attended or no response to the meeting was answered within 10 business days, then the meeting to request the dissolution only needs proof of the concern recognized by a quarterly evaluation. If after the end of the meeting about the dissolution of the partnership the Strategic Partner would still like to dissolve the partnership, legislation with amendment to the list of Strategic Partners in these By-Laws will be drafted by the ASUW Executive Branch, student leaders of the Strategic Partner, ASUW Senator, or other fee-paying student. If no meeting about dissolution of the partnership is accepted and scheduled by the ASUW Student Government within 25 business days, legislation with amendment to the list of Strategic Partners in these By-Laws will be drafted by the ASUW Executive Branch, student leaders of the Strategic Partner, ASUW Senator, or other fee-paying student.

- c. If both the Strategic Partner and ASUW would like to dissolve the partnership for reasons unrelated to meet expectations outlined above: the dissolution of the partnership will require a two-thirds vote of the current ASUW Senate body. The legislation dissolving the Strategic Partnership shall contain the rationale for the dissolution and must have the Strategic Partner as a sponsor.

E. Priority Scheduling

- i. Because of the highly interactive nature of High Governance Groups and Strategic Partnerships, these groups require consistent public visibility, especially of their meetings times and locations. Therefore, the following groups will be considered to have first priority when the ASUW schedules meeting times and locations with the Union during the first week of priority scheduling. These include in specific order:
 - a. ASUW Senate
 - b. All Traditionally Sponsored ASUW Programming
 - c. Freshman Senate (business meetings only)
 - d. Non-Traditional Student Council (business meetings only)
 - e. Interfraternity Council (business meetings only)
 - f. College Panhellenic Council (business meetings only)
 - g. RSO Funding Board
 - h. Budget and Planning Committee
 - i. Mandatory Student Fee Committee
 - j. United Multicultural Council (business meetings only)
- ii. This privilege will be granted to High Governance Groups and Strategic Partner if they meet the following criteria:
 - a. Meeting times and places must be visible to the student body, and must appear on the Strategic Partner's website as well as on the ASUW website.
 - b. Students must be allowed to request access to a Strategic Partner's meetings if they would like the opportunity to speak to the organization about something pertinent to their agenda or operations. The organization must try to oblige students' requests and provide up to five

(5) minutes for the student to speak to the members of the organization. The President or Student Leader of the program may reject a student's request if the student's request is not pertaining to the organization's agenda for that week or the organization's operations, or if the request is deemed inappropriate.

- F. This section shall become effective upon approval of related policy changes to the Wyoming Union Board scheduling policy.

Addendum B

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 programs, services and Strategic Partners 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:
 1. Budget requests shall be submitted to the ASUW Business Office by a stated deadline.
 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. The Chairman of the Budget and Planning Committee must notify the realigning program/service/partner 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.
- 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, services and Strategic Partners
 - 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. 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. Application forms for ASUW funding shall be made available through online applications.
 2. An RSO must attend an Event Planning Session prior to applying for funding.
 3. The RSO shall submit the completed application to the ASUW Business Office not less than 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, 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.
 - a. Any exceptions to this rule shall be at the discretion of the ASUW RSO Funding Board.
 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.
 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.
 6. The RSO Funding board shall have the authority to approve requests totaling less than \$1,000.00.
 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.
 - a. All votes concerning final funding allotments shall be conducted via a standing vote.
 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.
 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 within one (1) week following approval in order to complete the process.
 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.

- 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.
- iii. Each RSO may 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.
 - a. If an RSO should exceed its \$5,000.00 cap, it will be ineligible for funding for the remainder of the fiscal year.
- iv. Activities sponsored by RSOs shall have a valid educational and/or enrichment purpose.
- 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.
- vi. The ASUW Senate through the RSO Funding Board possesses sole authority to allocate ASUW funds directly to RSOs which are not Programs or Strategic Partners of the ASUW.
- vii. No other ASUW program, service, Strategic Partner, governing board, or any other ASUW entity (except Special Projects) shall have the authority to allocate any ASUW funds directly to an RSO, with exceptions granted to Strategic Partners.
 - 1. If an ASUW program, service or strategic program 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.
- viii. RSOs shall only receive funding from ASUW for normal operating expenses, membership fees, dues, and/or organizational publications if the RSO is deemed a strategic partner.
- ix.
- x. Programs, services, and strategic partners shall not receive any funding from the ASUW RSO Funding Board
- xi. RSOs shall not receive funding from ASUW for travel expenses except when part of the contractual expenses of a performer or speaker.
- xii. RSOs may only receive funding when the program or activity is open to the entire student population.
 - 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 must equate to the percentage of ASUW funding the program or activity is allocated.

- xiii. RSOs shall not receive funding for any program or event that includes any illegal substances or related paraphernalia.
- xiv. 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. Regardless of their charitable nature, any fundraisers shall be required to also be educational in nature.
- xv. ASUW shall not bestow gifts on individuals.
- xvi. Payment cannot be allotted for:
 - a. Donations
 - a. Flowers
 - a. Expenses for funerals
 - a. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.
 - a. Expenses related to social events for retiring employees.
 - a. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.
 - a. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.
 - a. Purchase of Alcohol.
- xvii. 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.
- xviii. RSOs may receive funding for programs or activities that have the potential of generating revenue. The intended use of any revenue generated may be a consideration in choosing to approve or deny funding board requests. RSOs may not generate any revenue through charging admission or registration fees to students. However, they may generate revenue through:
 - 1. Charging admission or collecting registration fees from anyone that is not a UW student
 - 2. Holding auctions or selling goods or services (if in accordance with city laws and all University regulations)
 - 3. Other means approved by the ASUW RSO Funding Board during the application process.

- xix. RSOs may receive funding for programs and events held on campus. Off campus programs or events may receive funding as outline:
1. Events must be advertised on campus.
 2. ASUW will not pay for room fee.
 3. ASUW will only fund catering at the allocated \$18 per plate rate.
 4. 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.
 5. ASUW will not pay service fees.
 6. To be eligible for service the RSO must follow ASTEC's reservation and fair use guidelines.
- xx. 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.
- xxi. 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.
- xxii. RSOs shall cooperate with the University Disability Support Services to make any campus-wide event accessible to students with disabilities whenever possible. RSOs must include in any advertisements the means by which a potential attendee would request accommodations.
- xxiii. The RSO Funding board shall follow the allocation table below to determine allocations for speakers and entertainers' lodging, meals, and catering expenses for student events. Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.

| | | |
|---|---|--|
| Lodging for speakers and entertainers | Lodging expenses will be paid up to the current University rate offered by Laramie-area hotels. | |
| Meals for speakers and entertainers | Maximum allowed: \$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* | |

| | |
|--|--|
| | *Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food. |
|--|--|

- xxiv. Promotional requirements for ASUW Funded Activities include:
 - 1. All ASUW supported or sponsored programs must contain the ASUW logo on all promotional materials.
 - 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.
 - 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.
 - a. Completed program evaluations of events funded by ASUW should be given by the ASUW Director of Finance to RSO Funding Board for review.

- xxv. 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.

- xxvi. Allocations for Conference Registration Fees
 - 1. RSO's wishing to receive funds for registration fees may apply to the RSO Funding Board:
 - a. RSOs may only receive \$500 per semester for conference registration.
 - i. "Per Semester" determined by conference date
 - i. Conferences/competitions occurring between July 1st and December 31st shall be defined as occurring in the fall semester.
 - i. Conferences/competitions occurring between January 1st and June 30th shall be defined as occurring in the spring semester.
 - a. Applications for funding must be submitted at least 30 days prior to conference date, and in accordance to RSO funding guidelines
 - i. Exceptions to this policy may be considered by the RSO Funding Board.
 - 2. Only students who are members of the ASUW are eligible to receive monies for registration fees. The ASUW Business Office will pay registration fees.
 - 3. ASUW funds allocated through the RSO Funding Board cannot be applied to travel, lodging, meals, or any other travel expenses associated with a conference/competition.
 - 4. All registration documentation must be submitted to the ASUW Business Office within 30 days of the conference/competition or the allocation shall be void and the funds shall be revoked.

- xxvii. Failure to comply with any provisions of this Section may result in the loss of funding. . If an RSO is to violate any of the ASUW Finance Policy or any additional stipulations placed on the allocations by the RSO Funding Board and/or the ASUW Senate, it may be suspended from applying for funding in the future. For violations occurring with requests

for which ASUW has allocated under \$1,000, RSO's will be ineligible to apply for funding for a full academic year following the violation. For violations occurring during events for which ASUW has allocated \$1,000 or more, the RSO will be ineligible to apply for funding for remainder of the semester and an additional calendar year from the end of that semester.

1. The RSO Funding Board or the Associate Director of Finance may impose the suspension outlined above.
2. RSOs may appeal this suspension through the process outlined below (xxv.)
3. Any Senator may make a motion to lift or reduce the length of an RSO's suspension, regardless of the RSO's decision to appeal. This motion requires a two-thirds (2/3) standing vote of the Senate to pass.

xxviii. Appeal Process

1. RSOs may appeal the RSO Funding Board's decision to completely deny funding.
 - a. Two (2) Senators must bring forth a motion to appeal the decision of the RSO Funding Board.
 - a. 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.
 - a. 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.
 - a. 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.
 - a. 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.

xxix. 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.

xxx. 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.

xxxi. 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.

- xxxii. 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.
 - a. The deadline for RSO Funding Board applications shall be three business day before that semester's announced meeting time.
- xxxiii. 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 | \$0.54 (2016 IRS Standard Mileage Reimbursement Rate) or current IRS Standard Mileage Reimbursement Rate for Business. | |

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, Services and Strategic Partners 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.
 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.
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- 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. 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).
- 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 i, Subsection 2) of the ASUW Finance Policy.

Article VIII. ASTEC Equipment Reserve

- i. The ASUW shall maintain an equipment reserve fund for the sole purpose of the Associated Students Technical Services (ASTEC) program, herein after referred to as the ASTEC Equipment Reserve. The accumulation of these funds shall be maintained for the sole purpose of the acquisition of equipment for University Department and non-RSO third party events, as well as the expansion of current equipment resources for RSO events.
- ii. Authority of the utilization of the ASTEC Equipment Reserve shall lie with the ASTEC Coordinator with consent from the ASUW Senate, as well as the Vice President of Administration and UW Board of Trustees when necessary.
- iii. Any unutilized portion of ASTEC's revenue shall revert to the ASTEC Equipment Reserve at the end of each fiscal year.
 - a. ASTEC shall be prohibited from applying for funds from the ASUW Special Projects Endowment to acquire equipment at any point the ASTEC Equipment Reserve is above \$5,000.00.
 - i. ASTEC will be allowed to apply at any point, no matter the balance of the ASTEC Equipment Reserve, for funds from the ASUW Special Projects Endowment for any other relevant purposes beyond equipment.
 - b. When the ASTEC Equipment Reserve is between a balance of \$15,000.00 and \$20,000.00, excess revenue shall be split between the ASUW Reserve (25%) and the ASTEC Equipment Reserve (75%) at the end of each fiscal year.
 - c. The ASTEC Equipment Reserve shall be no larger than \$20,000. Excess revenue shall revert to the ASUW Reserve after this point at the end of each fiscal year.

Article IX. 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, Strategic Partners and commitments.
- iii. The Contingency Fund shall be utilized to meet unforeseen operational costs that may adversely affect the success of ASUW Programs Services, and Strategic Partners. The Contingency Fund may also be utilized for the initiation and creation of pilot ASUW Programs or Services.
- iv. For unforeseen operational costs of existing ASUW Programs and Services 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.
- v. The ASUW President and Vice President shall have joint authority to designate funds from the Contingency Fund for the initiation and creation of pilot ASUW Programs or Services when the amount designated is less than or equal to \$1,000. Expenditures of greater than \$1,000 for the initiation and creation of pilot ASUW Programs or Services shall also require a majority vote of approval from the ASUW Senate to be dispersed.