

SENATE BILL #2555



TITLE: Review and Maintenance of ASUW Finance Policy

DATE INTRODUCED: April 4, 2017

AUTHOR: Senator Defebaugh

SPONSORS: Senators Kennedy, Thomson-Lichty, and Wetzel

1. WHEREAS, it is the duty of the Associated Students of the University of Wyoming (ASUW)
2. Student Government to serve our fellow students in the best manner possible; and,
3. WHEREAS, the ASUW Student Government assesses a student fee, to be used in the
4. furtherance of ASUW Programs, Services, and Strategic Partners, for the benefit of all
5. students at the University of Wyoming; and,
6. WHEREAS, the ASUW Student Government strives for accuracy, transparency, and
7. accountability in all budgets and allocations; and,
8. WHEREAS, the ASUW Finance Policy is the key document that guides the ASUW Budget
9. and Planning committee, RSO Funding Board, and all other financial aspects of ASUW; and,
10. WHEREAS, the ASUW Finance Policy requires that certain aspects of the Finance Policy be
11. reviewed on an annual or biannual basis; and,
12. WHEREAS, these updates are necessary to assure the goals and priorities of the ASUW
13. Student Government and to keep up-to-date with inflation and other economic
14. considerations.
15. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
16. (ASUW) Student Government that the ASUW Finance Policy be amended to reflect the
17. changes outlined in Addendum A.

Referred to: B&P, RSO Funding Board

Date of Passage: 04/11/17

Signed: Tyler Warrick
(ASUW Chairperson)

"Being enacted on 04/17/2017, I do hereby sign my name hereto and
approve this Senate action."

Yvonne R. Smith

ASUW President

Addendum A

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.
 - i. 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 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.
 - i. 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 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 \$10,000.00 from the RSO Funding Board per fiscal year.
 - 1. Once an RSO is awarded \$5,000.00 in a single fiscal year, they may not apply for any additional events/programming
- iv. Each RSO may be awarded up to \$3,500.00 of unmatched funds from the RSO Funding Board per fiscal year.
 - 1. If an RSO wishes to exceed \$3,500.00 of unmatched funds, the RSO must provide documentation of non-AUSW matching funds of at least 15% for the amount exceeding \$3,500.00.
- v. Activities sponsored by RSOs shall have a valid educational and/or enrichment purpose.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. RSOs shall only receive funding from ASUW for normal operating expenses, membership fees, dues, or organizational publications if the RSO is deemed a strategic partner.
- 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:
 - 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.
- 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: \$11 for breakfast \$12 for lunch \$23 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-\$11/expected student*	
	Lunch-\$12/expected student*	

	Dinner-\$18/expected student*
	*Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food.

- xxiv. Meal rates for speakers, special guests, and entertainers may reasonably increase to accommodate the needs of any specific situation/event. A special request must be made prior to the event, in writing, and subject to review and appeal as outlined.
1. All ASUW Programs, Services, and Strategic Partners shall make their increase request to the ASUW President and Vice President. In the event an increase request is allowed, the additional funds required will come from the Executive Branch Contingency Fund, with review and consent of Budget and Planning committee as outlined by this Finance Policy.
 - i. If the ASUW President and Vice President deny the increase, an appeal of decision may be considered by Budget and Planning.
 2. All RSOs, shall make their increase request to the RSO Funding Board. In the event of an increase being approved by RSO Funding Board for an RSO, the additional funds will come from the RSO Funding Board Budget.
 - i. If the RSO Funding Board deny the increase, an appeal of decision may be considered by the Student Senate, following similar guidelines as outlined in this Finance Policy.
- xxv. 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.
 - i. Completed program evaluations of events funded by ASUW should be given by the ASUW Director of Finance to RSO Funding Board for review.
- xxvi. 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.
- xxvii. 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.
 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.
- xxviii. 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.
- xxix. 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.

- xxx. 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.
- xxxi. 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.
- xxxii. 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.
- xxxiii. 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 three business day before that semester's announced meeting time.
- xxxiv. 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: \$11 for breakfast \$12 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).
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- 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.