



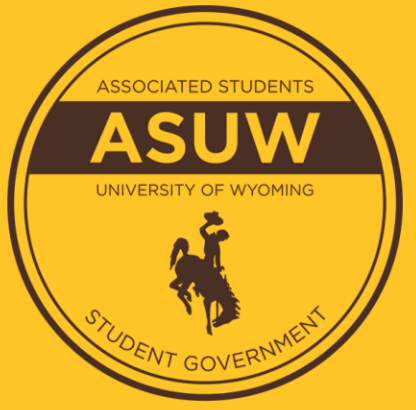
Associated Students of the University of Wyoming

Student Organization Funding Board



What is the purpose of the SOFB?

Finance Policy



The SOFB governs the annual budget allocation process and other financial decisions of the Student Organization Funding Board (SOFB) within the ASUW Student Government.

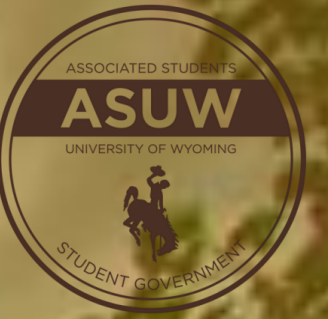
The SOFB Finance Policy has been created to capture the substantive best practices of allocating resources for the use of the Associated Students, while also advancing the University's educational mission and promotion of our campus as a free marketplace of ideas.

There are 10 Articles:

1. Introduction
2. Authority and Guidelines
3. SO Events
4. Conferences
5. Academic Competitions
6. New SO Marketing
7. Sanctions
8. Funding Appeal Process
9. Suspension
10. Revisions and Adoptions

Introduction

1. It is the purpose of the ASUW Student Organization Funding Board Finance Policy to set forth the rules and regulations in which the allocated budget shall be distributed to Student Organizations (SO) seeking funding for events, conferences, competitions, and marketing materials;
2. The ASUW Student Organization Funding Board Finance Policy is governed by the 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;
3. Changes or additions to the ASUW Student Organization Funding Board Finance Policy shall require a “Do Pass” or a “Do Pass with Amendments” recommendation from the SOFB committee and a two-thirds (2/3) affirmative vote of the ASUW Senate.



What do we fund?

Finance Policy

Events

- SOs may only receive funding when the program or activity is open to the entire student population and has a valid educational and/or enrichment purpose;
- Each SO is entitled up to \$10,000 each fiscal year;
- Events over \$4,500 must be approved by the Senate;

Conferences/ Competitions

- SOs may only receive \$1,500.00 for conference registrations per academic year and \$2,000 for competitions;
- Only ASUW fee paying students are eligible to receive funds for registration fees;
- ASUW funds allocated through the SOFB for conference registration cannot be applied to travel, lodging, meals, or any other travel expenses. Additionally, for personal memberships in social, professional, or fraternal organizations;

New SO Marketing

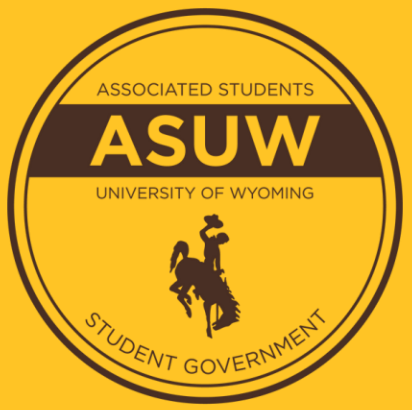
- New SOs wishing to receive funding for marketing and promotional materials may apply to the SO Funding Board.
- They may receive \$200 for marketing and promotional materials.
 - For specifics on what defines a new SO, please refer to finance policy

As a member of SOFB, you are expected to know the full finance policy



Sanctions

General Violations



- Failure to comply with any provisions of this Article may result in the loss of funding for events that have not already taken place;
- If a SO uses ASUW funds for items explicitly disallowed by the ASUW Student Organization Finance Policy, that SO must repay those funds to the ASUW Student Government;
- If a SO violates any portion of the ASUW Student Organization Finance Policy or any additional stipulations placed on the allocations by the SOFB and/or the ASUW Senate, it may be placed on advisory term or suspended from applying for funding in the future;
- All infractions of the ASUW Student Organization Finance Policy or additional stipulations placed on a SO by the SOFB or ASUW Senate stay on the SO's record for one calendar year from the most recent infraction;
- Any other rule in the ASUW Student Organization Finance Policy that is not explicitly defined in the above section, will be considered either a major or minor infraction, at the discretion of the SOFB.

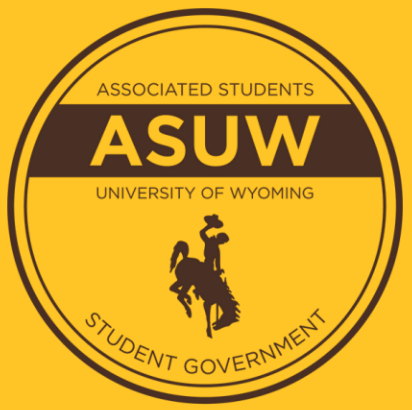
Minor

1. Failed to spend in accordance with itemized request submitted to the SOFB;
2. Failed to use an approved ticketing venue;
3. Failed to advertise ticketing locations in accordance with the ASUW Student Organization Funding Board Finance Policy;
4. SO bought items disallowed by the ASUW Student Organization Finance Policy;
5. Post-event SO self-evaluation was not completed within thirty (30) days;
6. Videos purchased by ASUW were not returned to ASUW;
7. SO failed to put the ASUW Logo on all promotional materials, including but not limited to: all social media outlets, posters, flyers, and handouts.

Major

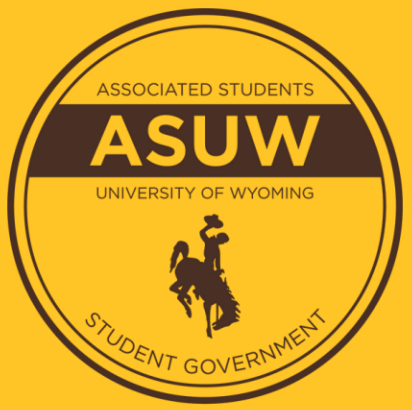
1. Charging admission fees from UW students;
2. SO fails to spend in accordance with their itemized budget and it exceeds their total allocated budget;
3. Failure to advertise off-site events on campus for a period of three (3) weeks prior to the event;
4. Violated any laws, including but not limited to: presence of illegal substances, paraphernalia, and underage drinking at an event;
5. SO violates any portion of the ASUW Student Organization Funding Board Finance Policy while being on an advisory term;
6. Disregard of prior notice of an infraction provided by an ASUW executive or Professional Staff member;
7. For any single funded SO event that violates three (3) or more minor infractions, those cumulative infractions constitute a major infraction.

Advisory Term



- Minor infractions will result in the SO being placed on Advisory Term, which lasts a full calendar year from the date of the most recent infraction or the completion of two events without violation.
- This is used to educate the SO so that they better understand our financial process. All of these rules exist due to state mandates and legal precedent, meaning they need to be implemented and enforced.
- Any further violation while on advisory term will automatically result in the temporary suspension of funding for one academic year since the infraction, along with a subsequent advisory period of one calendar year;
- For information regarding advisory term hearings and processes, refer to SOFB Finance Policy.

Suspension of Funding

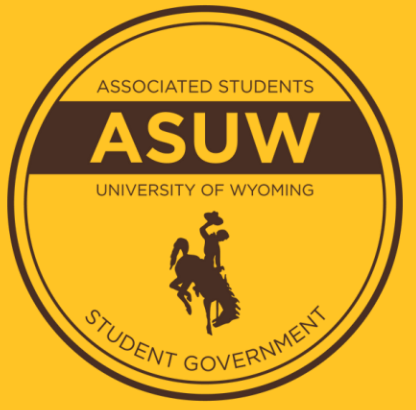


- Major Infractions of the ASUW Student Organization Funding Board Finance Policy will result in the temporary suspension of the SO's ability to apply for funding through the SOFB;
- Major Infractions will mean a SO will be ineligible to apply for funding for a full calendar year from the date the most recent infraction(s) occurred;
- Immediately following the term of suspending funding, the SO will be placed on advisory term for a full calendar year;
- SOs will have the opportunity to be heard in front of the SOFB one week prior to formal action taking place;
- For information detailing the specific processes, refer to the SOFB Finance Policy



Can you appeal infractions?

Appeals



ASUW Senate

- The SO may first appeal the decision to the ASUW Senate; a senator must bring forth a motion to appeal, which must be seconded and then passed by a two-thirds (2/3) standing vote
 - A majority vote must be used to determine the outcome

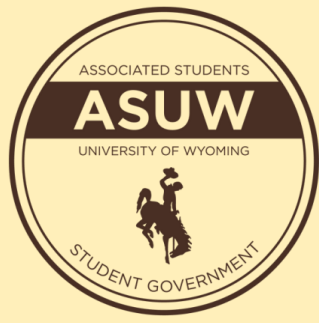
Judicial Council

- If the ASUW Senate finds the student organization to be held accountable, the SO may then appeal the Senate's decision to the Judicial Council
 - for specific Processes, refer to SOFB Finance Policy

Evaluations

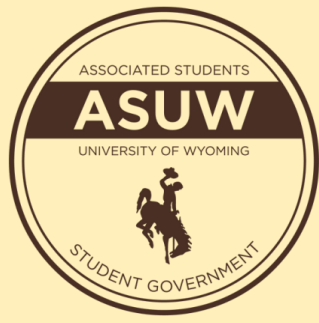


Expectations



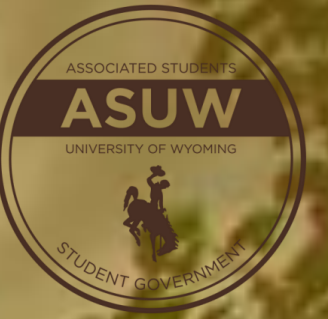
Expectations

- You are expected to remain impartial when determining funding
 - Your decisions should solely be based on the finance policy, not personal bias of SOs, content, or stakeholders.
- The chair and the Director of Student Organizations will be the direct contacts to SOs. If you wish to email an SO we are funding about SOFB and their funding, reach out to either the chair or the Director of Student Organizations
- You are expected to attend 2 SOFB events each academic semester and fill out the appropriate evaluation forms



Expectations

- You are expected to know the SOFB Finance Policy. Not only is it a governing document, but it is of paramount importance. Student organizations look upon the Student Organization Funding Board to be stewards of institutional knowledge.
- Any discussion needs to remain professional, especially when discussing funding requests. Disrespectful declarations, aggressive demeanors, or superfluous attitudes will not be tolerated.
- All debate must be adjacent to the topic of debate. Unlike other committees, SOFB consistently meets longer. This can be due to:
 - Excessive amounts of funding requests;
 - Legislation requiring debate;
 - Event debrief presentations;
 - And other pertinent forms of business.



Hopes, Anxieties, and Expectations debrief