

**Associated Students of the University of  
Wyoming**

**Student Organization Funding Board Policy**



# Contents

<b>Article 1. Introduction</b> .....	4
<b>Article 2. Student Organization Funding Board Authority and Guidelines</b> .....	4
Section 2.01 SOFB Authority.....	4
<b>Article 3. SO Events Funded by ASUW Funding Board</b> .....	4
Section 3.01 SO Event General Application Procedures.....	4
Section 3.02 SO Event Funding Allocation Guidelines .....	5
Section 3.03 Speakers, Honorariums, Performers and other Contracted Persons and Their Accommodations .....	6
Section 3.04 Decoration Allocation Guidelines .....	7
Section 3.05 Catering for Students .....	7
Section 3.06 SOs Generating Revenue.....	7
Section 3.07 Events Hosted by Two or More SOs .....	8
Section 3.08 SO Funds for Movies/Film .....	8
Section 3.09 Location funding for Events .....	8
Section 3.10 Tickets.....	8
Section 3.11 Promotion/Advertising Requirements .....	9
Section 3.12 Circumstances Under Which Event Funding Shall Not Be Awarded .....	9
Section 3.13 Post Event Requirements and Program Evaluations .....	10
Section 3.14 Table of Funding Guidelines .....	10
<b>Article 4. Conferences Registration Fees Funded by ASUW Funding Board</b> .....	10
Section 4.1 Conference General Application Procedures.....	10
<b>Article 5. Academic Competition Registration Fees Funded by ASUW Funding Board</b> .....	11
Section 5.1 General Application Procedures .....	11
<b>Article 6. Marketing of New Student Organizations Funded by ASUW Funding Board</b> .....	12
Section 7.01 General Violations of ASUW Student Organization Funding Board Policy.....	13
Section 7.02 Advisory Term.....	14
Section 7.03 Suspension of Funding .....	15
Section 7.04 General Procedure for Sanctions .....	15
<b>Article 8. SO Funding Appeal Process</b> .....	16
Section 8.01 Appeals to the ASUW Senate.....	16
Section 8.02 Appeals to the ASUW Judicial Council .....	17
<b>Article 9. Suspension of the Student Organization Funding Board Policy</b> .....	16

Section 9.01 Suspension of the Student Organization Funding Board Policy.....16

**Article 10. Revisions and Adoptions** .....16

Section 8.01 Revisions and Adoptions .....16

## **Preamble:**

We, as the members of the Associated Students of the University of Wyoming (ASUW), in accordance with the ASUW Constitution, ASUW By-Laws, and other recognized University Regulations, establish the following Student Organization Funding Board Policy to govern the annual budget allocation process and other financial decisions of the Student Organization Funding Board (SOFB) within the ASUW Student Government. 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 1. Introduction**

1. It is the purpose of the ASUW Student Organization Funding Board 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 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 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.

## **Article 2. Student Organization Funding Board Authority and Guidelines**

### **Section 2.01 SOFB Authority**

1. The ASUW Senate provides the SOFB sole authority to allocate ASUW funds directly to SOs which are not Programs of the ASUW;
2. SOs shall not receive funding from ASUW for normal operating expenses, membership fees, or dues;
3. The SOFB shall have the sole authority to approve requests totaling up to \$4,500.00;
  - a. Any requests of \$4,500.01 or more that are approved by the SOFB shall be subject to final approval by the ASUW Senate;
    - i. All votes concerning final funding allotments by the ASUW Senate shall be conducted via a standing vote and require a simple majority in affirmation for approval.

## **Article 3. SO Events Funded by ASUW Funding Board**

### **Section 3.01 SO Event General Application Procedures**

1. Application forms for ASUW funding for SOs shall be made available online. ([Application forms link](#));
2. 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;

3. The SO shall submit an event application request to Qualtrics no less than four (4) weeks prior to the event. The ASUW Executive Branch will forward the application to the Chairperson of the SOFB and provide a copy of the request to each member of the SOFB;
  - a. Requests for events without a speaker/performer or with a speaker/performer who does not require a contract must submit the request a minimum of four (4) weeks prior;
  - b. Requests for events with a speaker/performer that require a contract (following University regulations) or if the speaker/performer themselves requires a contract, must submit the request no less than five (5) weeks prior to the event;
  - c. Exceptions to this rule for requests totaling up to \$4,500.00 shall be at the discretion of the ASUW SOFB;
  - d. All requests over \$4,500.00 shall be allowed no exception to the five (5) week application deadline and will be denied a meeting with SOFB and/or funding for the event;
    - i. SOs may appeal the denial of funding based on a failure to meet the deadline through the appeal processes outlined under Article 8, Section 8.01 and 8.02.
  - e. RSO's will be allowed two (2) attempts to apply and show for a single request before the request will be considered "void" and a new request must be submitted.
    - i. RSO's may submit a written statement in lieu of attending, only if there is a sufficient excuse at the discretion of the relevant director of SOFB for not being able to attend, however physical attendance is strongly encouraged and recommended.
    - ii. Failure to attend two (2) times or provide the written statement before the second meeting opportunity has elapsed, will result in the request being voided. The Submitting RSO will be notified that the request has been voided, and they will need to resubmit the request for it to be heard again.
4. If a SO is unable to host the event on the specified date given to the SOFB at the time of the initial request, the SO is responsible for communicating the new date, time, and location of the event in written form with the relevant director to SOFB as well as providing a reasonable justification for the change;
5. The availability of outside funding shall be considered and discussed before the SOFB 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;

### Section 3.02 SO Event Funding Allocation Guidelines

1. Each SO may be awarded up to \$10,000.00 from the SOFB per fiscal year;
  - a. Each SO may be awarded up to \$4,500.00 of unmatched funds from the SOFB per fiscal year;
  - b. If a SO wishes to exceed \$4,500.00 of unmatched funds, the SO must provide documentation of non-ASUW matching funds of at least 10% for the amount exceeding \$4,500.00;
    - i. Exceptions to this rule shall be at the discretion of the SOFB, and the totality of event requests, including any exception to this rule, shall need approval of the ASUW Senate;
    - ii. Exceptions to the outside funding requirement should be made on the basis of the effort by the SO to secure outside funding, the availability of funds across campus, and the current fiscal environment of campus.

- c. The annual cap per SO, and the percentage of outside funds SOs need to provide for requests over the capped amount, will be reviewed and adjusted, if necessary, in the spring semester of every even-numbered year by the SOFB;
  - d. The SOFB has authority to determine that Student Technical Services (STS) is unable to provide technical support services to Student Organizations (due to staff vacancies or other disruptions). If STS is unable to provide these services, then funding for outside technical support services shall not be counted towards the \$10,000.00 capped amount specified above;
    - i. Outside technical support funded through this exception process shall not exceed the services normally provided by STS.
2. SOs can apply for funding to the SOFB before the end of the current ASUW Administration, for events occurring during the summer and within the first five (5) weeks of the new academic year. Any approved funding will be allocated out of the fiscal year in which the event occurs.
  3. SOs may request a realignment of their approved funds in front of the Committee at least one (1) week prior to the event being hosted and the ASUW Accountant and the relevant ASUW Executive must be contacted about the realignment before being heard by the committee;
    - a. Realignments may be approved by a simple majority vote of the committee;
      - i. All realignment requests valued at over \$125.00 must be present before the Committee before being approved or denied;
      - ii. All realignment requests valued under \$124.99 may be approved by the ASUW Accountant without the permission of the Committee;
        1. If this occurs, the accountant must inform the committee of realignment approval at the next regularly scheduled committee meeting.
    - b. The realignment request may be approved in committee even if the original request valued over \$4,500.00 and was approved on the Senate floor;

### Section 3.03 Speakers, Honorariums, Performers and other Contracted Persons and Their Accommodations

1. If the event includes a speaker or performer, the SO must contact the ASUW Business Office in a timely manner. The SOFB must approve the funding request before completion of the contract negotiations and the contract must be completed before the event occurs;
2. Lodging expenses will be paid up to the current University rate offered by hotels in the Laramie area;
  - a. Lodging expenses incurred outside of the Laramie area will be paid up to the current U.S. General Services Administration standard travel per diem rate for the location being traveled to.
3. Airfare expenses will be paid up to the amounts according to the following:
  - a. International flights: \$1,000.00
  - b. Domestic flights: \$500.00
  - c. These rates are subject to change by the SOFB;
    - i. All flights must be through Denver International Airport (DIA) unless there is a flight into Laramie Regional Airport (LAR) totaling under the \$500 limit.
4. Mileage will be paid up to the current federal mileage rates;

5. Meals for speakers and entertainers will be paid at the same rate as student meals as outlined in Section 3.05.
6. Any exceptions to this section must be made through a special request by a SO to the SOFB for approval. If the overall event budget is greater than \$3,500.00, it must also be approved by the ASUW Senate. Any SO that is denied this special exception retains their right to appeal as outlined by this Policy in Article 8, Sections 8.01 and 8.02.

#### Section 3.04 Decoration Allocation Guidelines

1. For all funding requests, no more than 10% of the total ASUW approved funds may be used for decorations.

#### Section 3.05 Catering for Students

1. SO's may cater events; however, a rough estimation of the expected participation in the event will be needed to fit within the guidelines below;
2. Meal expenses, including drinks, desserts, etc., will be paid up to the amounts according to the following:
  - a. Breakfast: \$12.00 per expected student;
  - b. Lunch: \$13.00 per expected student;
  - c. Dinner: \$24.00 per expected student;
  - d. Costs associated with setup, delivery, etc. of these meals are considered separately from costs directly associated with the food.
3. If participation is drastically increased beyond what the SO had expected, the SO will need to meet with the SOFB in order to increase the budget;
  - a. If the new total budget is over \$3,500, the increase will have to be brought to the ASUW Senate;
  - b. If there is not enough time, or the SOFB will not be meeting before the event, the SO can realign money in their budget to meals in order to account for the increased participation at the discretion and approval of the ASUW Accountant, the chair of the ASUW Funding Board and the appropriate ASUW Executive;
    - i. The SO is required to stay at or below budget. They may not increase the total amount requested;
    - ii. SOs must make their requests at least two full business days before the start of their event.

#### Section 3.06 SOs Generating Revenue

1. SOs may receive funding for programs or activities that have the potential to generate revenue. The intended use of any revenue generated may be a consideration in choosing to approve or deny funding requests based on the educational and/or enriching value;
  - a. SOs may not generate revenue through charging admission or collecting registration fees from UW students. Non-UW students may be charged admission or registration fees;
    - i. SOs may accept donations at SOFB funded events.
  - b. SOs may generate revenue by holding auctions or selling goods or services (if in accordance with city laws and all University regulations);
  - c. SOs may generate revenue through other means approved by the ASUW SOFB during the application process.

### Section 3.07 Events Hosted by Two or More SOs

1. For events sponsored by multiple SOs, a single request must be submitted to the SOFB, accompanied by multiple budget sheets, one for each SO sponsoring the event.

### Section 3.08 SO Funds for Movies/Film

1. SOs requesting funds for movies, videos, or film series must have the appropriate licenses and the approval of the Student Organization and Entertainment office (Activity Notification Form);
  - a. Any videos purchased through ASUW become the property of ASUW and must be returned to ASUW immediately following the event;
    - i. Videos purchased through ASUW will be donated to UW Libraries for student checkout.

### Section 3.09 Location funding for Events

1. Off campus programs or events may receive funding as outlined:
  - a. Events must be advertised on campus for at least three (3) weeks after the official approval by the SOFB;
  - b. ASUW will fund off-site video, audio and technical services up to \$500.00;
  - c. ASUW will not fund any event that a student may receive college credit for attending;
  - d. ASUW will not support or sponsor events held at establishments whose primary source of revenue is through the sale of alcohol;
  - e. Programs or Events must be hosted within Laramie city limits, or within Albany County to ensure accessibility for all students;
  - f. Any provision of this section can be waived by the SOFB, with notification of the ASUW Senate, for good cause.
2. SOs must make a good faith effort to utilize locations that do not charge a fee. Room fees will only be approved at the discretion of the SOFB.

### Section 3.10 Tickets

1. SOs may not be solely responsible for ticket distribution. Any ticketed SO program or activity funded by ASUW shall utilize the Wyoming Union Ticket Office, Fine Arts Box Office, or a similar venue for ticket dispersal to students;
  - a. Failure to comply with the ticketing venues rules, regulations and/or procedures (IE the Union Information Desk) regarding ticket distribution will constitute a minor infraction.
  - b. Other failures to comply with approved ticketing venues will fall to SOFB's Discretion
2. Alternative venues for ticket distribution must be physical locations on the UW campus and must be staffed by UW employees. All alternative venues for ticket distribution must be approved by the SOFB;
3. SOs may request up to 10% tickets to be distributed to their own students who are necessary to carry out the ticketed event (i.e., student staff, performers, presenters, etc.) or guests, subject to the approval of the SOFB.
  - a. 2% of the total allotted tickets must be reserved and delivered to the chair or the Office Associate in the ASUW Office for event review. These tickets should be delivered to the Office Associate in the ASUW office at least five (5) Business days before the event.



### Section 3.11 Promotion/Advertising Requirements

1. Promotional requirements for ASUW funded activities include:
  - a. All ASUW supported or sponsored programs must contain the ASUW logo on promotional materials, with the exception of tickets for the event;
  - b. All ASUW supported or sponsored programs must contain the ADA Compliance Logo;
  - c. Alcohol and establishments whose primary source of revenue is through the sale of alcohol may not be publicized/promoted on an ASUW supported flyer/poster;
  - d. Public notice of at least five (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;
2. For ticketed events, public notice must include the location at which students would acquire tickets. If tickets are not being distributed at the Union Ticket Desk, then the event must be advertised in the Union.
3. Standards for Promotional material shall be as follows:
  - a. Posters/Flyers shall have the ASUW Logo, plainly and legibly displayed without cropping, in any of the four Corners, or other space as approved by the relevant SOFB director(s).
  - b. Advertisement must begin no later than 2 weeks prior to the official event start date.
  - c. All promotional material must be circulated to the relevant director to SOFB for approval and record keeping.
4. RSO's requesting funding for posters or promotional materials must be solely responsible for ensuring that the standards listed above are adequately met.
  - a. Collaborations with other RSO's are permitted, provided they are a partner in the event, were present for the funding request meeting, and still follow the same standards listed prior for promotional material.
5. RSO's are required to have advertising or promotion in some form or capacity, with an attention to promoting to the student body across campus. Ideally, this shall be run through the Unions Poster run. What shall be accepted for advertisement shall be at the discretion of the committee.

### Section 3.12 Circumstances Under Which Event Funding Shall Not Be Awarded

1. SOs shall not receive funding for any program or event that includes any illegal substances or related paraphernalia;
2. ASUW can fund SOs and their events that may generate funds for charity fundraisers. ASUW shall not allocate funds toward charitable donations. Regardless of their charitable nature, any fundraisers shall be required to also be educational and/or enriching in nature;
3. Event funds cannot be allocated for:
  - A. Promotional Apparel;
  - B. Purchase of non-single use items that do not serve an educational and/or enrichment purpose including but not limited to ice chests, trash cans, and serving platters;
  - C. Purchase of alcohol,
  - D. Purchase of any and all gifts.

**Section 3.13 Post Event Requirements and Program Evaluations**

1. All invoices and receipts must be submitted to the ASUW Business Office within fourteen (14) days of purchase. In addition, procurement cards and all final documentation must be returned to the ASUW Business Office within five (5) business days of your event. Failure to abide by these deadlines will result in infractions as outlined in Section 7.01.
2. A program evaluation must be completed by a SO representative and turned in to the ASUW Business Office within thirty (30) days following the event. Failure to complete the program evaluation may affect the SO’s future SOFB requests;
3. ASUW and the Student Organizations and Entertainment 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.

**Section 3.14 Table of Funding Guidelines**

<b>Item</b>		<b>Maximum Amount Allocated</b>
Speakers, Honorariums, Performers and other Contracted Persons	Lodging	<ul style="list-style-type: none"> <li>• Up to current University rate offered by Laramie area hotels</li> <li>• Current GSA Standard per diem for locations outside of Laramie</li> </ul>
	Meals	<ul style="list-style-type: none"> <li>• Breakfast: \$11</li> <li>• Lunch: \$12</li> <li>• Dinner: \$23</li> </ul>
	Airfare	<ul style="list-style-type: none"> <li>• Domestic: \$500</li> <li>• International: \$1,000</li> </ul>
Decorations		No more than 10% of overall budget
Students	Meals	<ul style="list-style-type: none"> <li>• Breakfast: \$11</li> <li>• Lunch: \$12</li> <li>• Dinner: \$23</li> </ul>
	Admission	\$0
<ul style="list-style-type: none"> <li>• Meals can include a tip allocation of up to 20%, determined from receipts. The tip will not be included in the maximum amount allocated for speakers or students.</li> <li>• Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food.</li> </ul>		

**Article 4. Conferences Registration Fees Funded by ASUW Funding Board**

**Section 4.1 Conference General Application Procedures**

1. SOs wishing to receive funds for conference registration fees may apply to the SO Funding Board. SOs may only receive \$1,500.00 for conference registrations per academic year.
  - a. Per “Year” is determined by academic competition start date;
  - b. Conferences beginning between July 1st and December 31st shall be defined as occurring in the Fall Semester;
  - c. Conferences beginning between January 1st and June 30th shall be defined as occurring in the Spring Semester.
2. Only ASUW fee paying students are eligible to receive funds for registration fees;

3. 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;
4. SOs can apply for funding to the SOFB before the end of the current ASUW Administration, for conferences occurring during the summer and within the first five (5) weeks of the new academic year. Any approved funding will be allocated out of the fiscal year in which the conference occurs.
  - a. Exceptions may be made if the materials are required for the competition, and are consumable in nature, such as Competitor Numbers, Competitor notebooks, etc., at the discretion of the committee;
  - b. SOFB will not fund uniforms, parts, raw materials, or equipment.
5. For conferences that happen during Summer break, Fall break, J Term (winter break), or Spring break, reimbursements will not be accepted after 3 weeks of the start of the next academic semester of year, or after the first SOFB meeting. If the RSO is unsure of the quality of reimbursements, they may contact the relevant director of SOFB.
6. For Competitions that happen during Summer, fall break, J Term (winter break), or Spring break, reimbursements will not be accepted after 3 weeks of the start of the next academic semester of year, or after the first SOFB meeting. If the RSO is unsure of the quality of reimbursements, they may contact the relevant director to the SOFB.
7. Conferences must be of an academic or professional nature for approval; Conferences for the sake of fun, pleasure, or other non-academic or professional categories are prohibited. This shall be at the committee's and/or relevant directors' of SOFB discretion.

## **Article 5. Academic Competition Registration Fees Funded by ASUW Funding Board**

### **Section 5.1 General Application Procedures**

1. SOs wishing to receive funds for academic competition registration fees may apply to the SOFB. SOs may only receive \$2000.00 for competitions per academic year;
  - a. Per “Year” is determined by academic competition start date;
  - b. Competitions beginning between July 1st and December 31st shall be defined as occurring in the Fall Semester;
  - c. Competitions beginning between January 1st and June 30th shall be defined as occurring in the Spring Semester.
2. Only ASUW fee paying students are eligible to receive funds for registration fees;
3. ASUW funds allocated through the SOFB for academic competition registration cannot be applied to travel, lodging, meals, or any other travel expenses. They can be applied to monetary fees or physical materials for the competition registration;
4. SOFB will not fund personal memberships in social, professional, or fraternal organizations, in addition, SOFB will not fund parts or materials under this competition section, at the discretion of the committee if deemed necessary for the functions of the competition;
5. SOs can apply for funding to the SOFB before the end of the current ASUW Administration, for competitions occurring during the summer and within the first five (5) weeks of the new academic year. Any approved funding will be allocated out of the fiscal year in which the competition occurs.

## **Article 6. Marketing of New Student Organizations Funded by ASUW Funding Board**

1. New SOs wishing to receive funds for marketing and promotional materials may apply to the SO Funding Board. SOs may only receive \$200.00 for marketing and promotional materials.
  - a. A “new” SO is defined as the creation of a SO not seen on campus before or the reactivation of a previous SO that has been inactive for a period of three (3) academic semesters, not including J-Term or Summer semesters;
  - b. A total of up to twenty-five (25) grants will be awarded, over both the Fall and Spring semesters, to SOs on a first come, first serve basis.
2. All SOs need to be registered with the Student Organizations and Entertainment office, following the requirements set forth by the Student Organization Handbook;
3. All applications must be submitted to the SOFB alongside a business plan for the SO.
  - a. A “Business Plan” is a schedule/plan for the SO of upcoming events meant to promote the newly formed SO;
  - b. Events/Promotional activities must occur within thirty (30) to forty-five (45) days of receiving funding;
    - i. Exceptions to this policy may be considered by the SOFB;
    - ii. All funding not used within these 45 days shall be returned to the SOFB, at their discretion.
4. Funds received must go towards the purchasing of marketing and promotional materials such as:
  - a. Posters;
  - b. Flyers;
  - c. Banners;
  - d. Social Media Promotions;
  - e. Food;
    - i. A designation of up to \$50.00, of the total \$200.00, can be provided to the officers of the new SO for the purpose of purchasing food for promotional purposes.
  - f. Miscellaneous items;
    - i. These items are those not expressly given by the above and are at the discretion of the SOFB as appropriate usage of funds.
5. All SOs receiving funding will have a ledger created by the SOFB alongside the Director of Finance and Student Organizations to aid in record keeping and budgeting for the new SO;
6. SOs who have received previous funding from the SOFB and have become inactive, must wait a period of four (4) full academic semesters, not including J-Term and Summer semesters, before being able to apply for the grant again;
7. SOs who spend over the \$200.00 allocated amount on marketing and promotional materials will be charged in accordance with the ASUW Student Organization funding Board Policy Article 7, Section 7.01, and 7.02.

## **Article 7. Sanctions for Failure to Comply with the Student Organization Funding Board Policy**

## Section 7.01 General Violations of ASUW Student Organization Funding Board Policy

1. SOs receiving allocations of ASUW funds shall use them in accordance with their itemized requests and any additional stipulations placed on the allocations by the SOFB and/or the ASUW Senate. Any changes made to an approved request must be reconsidered and approved by the SOFB prior to their use of the allocated funds;
2. Failure to comply with any provisions of this Article may result in the loss of funding for events that have not already taken place;
3. If a SO uses ASUW funds for items explicitly disallowed by the ASUW Student Organization Funding Board Policy, that SO must repay those funds to the ASUW Student Government;
4. If a SO violates any portion of the ASUW Student Organization Funding Board 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;
5. All infractions of the ASUW Student Organization Funding Board 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;
6. Infractions will be categorized into major and minor infractions as defined by the following:
  - A. Minor Infractions
    1. Failed to spend in accordance with itemized request submitted to the SOFB;
      1. If an SO fails to spend in accordance with their itemized budget and remains under their total allocated budget, the infraction remains a 'minor' infraction;
      2. Exceeding the total allocated budget is automatically considered a 'major' infraction.
    2. Failed to use an approved ticketing venue or failure to comply with the ticketing venues rules, regulations and/or procedures;
    3. Failed to advertise ticketing locations in accordance with the ASUW Student Organization Funding Board Policy;
    4. SO bought items disallowed by the ASUW Student Organization Funding Board 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.
    8. Any violation of the University of Wyoming's Procurement Policy, including Procurement Cards.
  - B. Major Infractions
    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 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.
7. Any other rule in the ASUW Student Organization Funding Board 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.
8. In making their determination, SOFB shall not discriminate against a SO based on the academic standing of its members.

### Section 7.02 Advisory Term

1. Minor Infractions of the ASUW Student Organization Funding Board Policy will result in the SO being placed on Advisory Term. The advisory period for a SO will be a full calendar year from the date of the most recent infraction or the completion of two (2) successful events without a violation. The advisory period shall never exceed a full year from the date of the infraction(s);
  - a. The purpose of the Advisory Term shall be to educate and advise the SO so that they have a better understanding of ASUW financial processes for the future;
  - b. The Advisory Term shall be used to assist in the development of students and their respective organizations and shall not be used as a solely punitive measure.
2. SOs being considered for Advisory Term will receive proper notice of their infraction(s) and will be given the opportunity to be heard in front of the SOFB regarding the alleged infraction(s) at least one week prior to formal action taking place;
  - a. Once officially placed on advisory term a SO will be required to meet with the designated ASUW Executive within 30 days of the decision and sign an ASUW Finance Policy Violation Agreement for SOs outlining the terms and conditions of the advisory period. This meeting shall be used as a time to discuss how the advisory term will assist in student and organizational development;
  - b. SOs will be required to meet with the designated ASUW Executive for the first funding application they submit after being placed on Advisory Term. The ASUW Executive will assist in the planning and execution of the funding request. SOs will be required to meet with the ASUW Executive for their next funding request even if they do not submit a request until more than a calendar year after the infraction.
3. During the advisory period, any further violation, either major or minor, of the ASUW Student Organization Funding Board Policy will result in the temporary suspension of the SO's ability to apply for funding through the SOFB. The

length of this suspension will include one full calendar year from the date of the most recent infraction, followed by a subsequent advisory period of one calendar year;

4. SOs will have notice regarding the alleged infraction(s) while on the advisory term and an opportunity to be heard in front of the SOFB one week prior to formal action taking place;
5. If a SO uses ASUW money for items explicitly disallowed by the ASUW Student Organization Funding Board Policy, that SO must repay those funds by the end of their advisory term or suspension period. If a SO does not repay those funds, their suspension period will be extended until the SO is able to repay the funds.

### Section 7.03 Suspension of Funding

1. Major Infractions of the ASUW Student Organization Funding Board Policy will result in the temporary suspension of the SO's ability to apply for funding through the SOFB;
2. 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;
3. SOFB may request a two-thirds (2/3) standing vote of the ASUW Senate to reduce the suspension of funding for a SO by up to half of the calendar year;
4. Suspension of funding may never exceed a full year from the time of initial major infraction. Unless the SO's infraction falls under Section 7.02, Subsection 5.
5. Immediately following the term of suspended funding, the SO will be placed on advisory term for a full calendar year;
6. SOs being considered for suspension of funds will receive proper notice of their infraction(s) and be given an opportunity to be heard in front of SOFB one week prior to formal action taking place;
7. Once a SO is officially suspended from funding, the SO will be required to meet with the designated ASUW Executive and sign an ASUW Finance Policy Violation Agreement for SOs outlining the terms and conditions of the suspension. If the SO fails to meet with the ASUW Executive, the ASUW Finance Policy Violation Agreement for SOs will be sent to their student emails and listed Advisor;
8. Once the suspension of funding period has passed the SO will be required to meet with the designated ASUW Executive and sign an ASUW Finance Policy Violation Agreement for SOs outlining the terms and conditions of the advisory term period. If the SO fails to meet with the ASUW Executive, the ASUW Finance Policy Violation Agreement for SOs will be sent to their student emails and listed Advisor;
9. If an SO fails to communicate with the appropriate ASUW Executive or deliberately ignores communication from the ASUW Executive, the SO shall immediately be placed under suspension, as outlined in the above clauses, from receiving ASUW funds.

### Section 7.04 General Procedure for Sanctions

1. The SOFB or the designated ASUW Executive shall impose the suspension outlined above;
  - a. The SOFB Chair on behalf of the committee, or designated ASUW executive shall assemble a Violation Summary document, for the sake of documenting, transparency, and tracking of violations. This summary shall include:

- i. A preamble,
    - 1. Detailing why the violation action was taken,
    - 2. The offending RSO's actions,
    - 3. Signed by the Chair and relevant ASUW Executive
  - ii. The Violation(s),
    - 1. Documented evidence of the infraction(s),
    - 2. Which section of the SOFB policy it violates, and whether this constitutes a Minor or Major infraction by the RSO,
    - 3. Date of infraction,
    - 4. Any additional relevant information,
    - 5. Action taken by the committee.
  - iii. Final Decision by the Committee,
  - iv. A conclusion statement,
  - v. Upon the signing of the Advisory or Suspension terms, these shall be included within as an addendum,
- b. This document shall be kept on record within ASUW and shall be provided to the RSO for reference.
- 2. The length of a SO's suspension of funding or decision to place them on advisory term must not exceed the above guidelines;
- 3. Additional stipulations placed on a SO by the SOFB and/or the ASUW Senate are binding. Infractions of any additional stipulations placed on a funding request will be considered as minor infractions, unless otherwise explicitly specified by the SOFB and/or the ASUW Senate at the time of placing the stipulation;
- 4. SOs may appeal this suspension through the process outlined below in Article 8.
- 5. Any Senator may make a motion to lift or reduce the length of a SO's suspension, regardless of the SO's decision to appeal. This motion requires a two-thirds (2/3) standing vote of the Senate to pass;

## **Article 8. SO Funding Appeal Process**

### **Section 8.01 Appeals to the ASUW Senate**

- 1. The ASUW Senate may appeal the SO Funding Board's decision regarding any funding request or SO infraction(s);
- 2. One (1) Senator may bring forth a motion to appeal the decision of the SOFB, which must be seconded on the floor by another Senator. This motion to appeal requires a two-thirds (2/3) standing vote of the ASUW Senate to pass;
  - a. The Senator intending to appeal a decision of the SOFB must notify the full Senate and the ASUW Vice President in writing at least 6 hours before the next regularly scheduled ASUW Senate Meeting.
- 3. The ASUW Senate may only do the following on appeal;
  - a. Decide by majority vote to overrule the funding decision made by the SO Funding Board;



- b. Decide by vote that no infraction of the ASUW Student Organization Funding Board Policy or additional stipulations occurred, resulting in a lifting of all suspension of funding or placement on advisory term;
- c. Decide that a SO did violate the ASUW Finance Policy or additional stipulations, and place that SO on advisory term for a full calendar year.

### Section 8.02 Appeals to the ASUW Judicial Council

1. A SO may appeal the decision of the ASUW Senate to the Judicial Council;
2. The ASUW Judicial Council must hold a hearing of the appeal of a SO within ten (10) academic days from receiving the appeal. The Judicial Council will then issue a decision within ten (10) academic days of reaching a decision;
3. SOs may appeal a funding decision, a decision to place them on advisory term, suspension of funding, or the failure of the ASUW Senate to hear an appeal;
4. The ASUW Judicial Council's authority with regards to SOs' funding requests shall be limited to denial or approval of a SO's appeal. If the ASUW Judicial Council approves an SO's appeal for funding that was denied by the ASUW Senate, the Judicial Council will require the ASUW Senate to revisit their decision with recommendation that the ASUW Senate approve the funding;
5. The ASUW Judicial Council has the authority to overturn the decision to suspend or place an SO on advisory term if they determine the SO did not violate the ASUW Student Organization Funding Board Policy or any additional stipulations placed by the ASUW Senate;
  - a. If on appeal, the ASUW Judicial Council finds that the SO made no major infraction(s) pursuant to the Student Organizations Funding Board Policy, but minor infraction(s) did occur, the ASUW Judicial Council may lift the suspension of funding and place the SO on advisory term;
  - b. If on appeal the ASUW Judicial Council finds that the SO made no minor infraction(s) pursuant to the ASUW Finance Policy, the ASUW Judicial Council may lift the advisory term period.
6. If the Judicial Council finds that the ASUW Senate erred in failing to hear an appeal of an SO, the Judicial Council can require the Senate to include and hear the appeal under New Business at the next regularly scheduled meeting;
  - a. When this occurs, the SO does not need to have a Senator file a six (6) hour notice to the Senate, nor will the Senate need to vote on whether they will hear the appeal.

## **Article 9. SOFB Members Attending Events**

### Section 9.01 Attendance Requirements of Committee Members

1. Members of the committee, including both Senators and Executives, must attend no less than two (2) events per semester for a total of four (4) per academic year;
  - a. Exceptions to attending four (4) events per year may be granted to committee members who join the committee within the last three (3) weeks of the Fall semester or at the beginning of the Spring semester;
    - i. First Year Senators, assigned to the committee, are only required to attend two (2) events per academic year;

- b. Senators who initially serve on the committee at the beginning of the administration, but no longer serve on the committee following winter intersession are not required to complete the event number requirement.
  - c. Committee members shall inform the Committee Chair if they are unable to attend the event no less than 24 hours prior;
    - i. Exceptions can be granted in cases of emergency;
    - ii. Failure to inform the Chair by the time shall result in a half (½) absence;
  - d. Failure to attend two (2) events within a semester shall report to Steering;
2. If an event has received more than \$3,500.00 in funding from the SOFB, or been approved on the Senate floor, at least two (2) members of the committee must be in attendance;
    - a. Exceptions to this include:
      - i. When the ASUW is out of session (Intersession Oversight Committee must be invoked):
        1. Thanksgiving Break;
        2. Winter Break;
        3. Spring Break;
        4. Summer Break.
      - ii. When the event is hosted off campus.
  3. If an event has received less than \$3,499.99 in funding from the SOFB. or was approved in committee instead of the Senate floor, at least one (1) committee member must be in attendance;
    - a. Exceptions to this include:
      - i. When the ASUW is out of session (Intersession Oversight Committee must be invoked):
        1. Thanksgiving Break;
        2. Winter Break;
        3. Spring Break;
        4. Summer Break.
      - ii. When the event is hosted off campus.

#### Section 9.02 Expectations and Duties of Committee Members at Events

1. Committee members are encouraged to wear appropriate attire for the event as they are representing SOFB and ASUW while in attendance for event evaluation
2. Committee members are to fill out an evaluation form for each event in which they attend
  - a. Collaboration between committee members on a single evaluation form is prohibited to ensure an accurate evaluation of the event occurs;
  - b. Each committee member must also get the opinion of three (3) different attendees
3. Committee members shall provide a brief summary to the entirety of the committee at the next regularly scheduled committee meeting following the completion of the event;
  - a. If there isn't a reasonable amount of time, the report may be given on a different date.

#### Section 9.03 Post Event and Event Selection Process

1. The Chair, alongside the relevant ASUW Professional Staff, must keep a calendar of events and a sign-up form as to keep record containing the following:
  - a. Name of event;
  - b. Time of the event;
  - c. Location of the event;
  - d. Committee member(s) intending on going to the event

2. The Chair shall allocate a specific amount of time each meeting for committee members to present a brief overview of the event at each scheduled committee meeting when appropriate;
  - a. The scheduled time should be following the hearings of all requests and realignments;
  - b. Committee members, including the Chair, should provide a report no longer than five (5) minutes in length;
    - i. If necessary, more time can be devoted to a reflection on a specific event if time allows.

## **Article 10. Suspension of the Student Organization Funding Board Policy**

### Section 10.01 Suspension of the Student Organization Funding Board Policy

1. These rules, or any portion thereof, may be temporarily suspended by a four-fifths (4/5<sup>th</sup>) majority standing vote of the ASUW Senate;
2. These rules, or any portion thereof, may be suspended in committee by a unanimous standing vote.

## **Article 11. Revisions and Adoptions**

### Section 11.01 Revisions and Adoptions

1. The Student Organization Funding Board Policy can be revised or have new adoptions introduced through legislation which requires a two-thirds (2/3<sup>rds</sup>) majority standing vote of the current ASUW Senate;
2. The ASUW Student Organization Funding Board Committee has the authority to review the Student Organization Funding Board Policy for corrections to formatting, grammar, and organization to be submitted to the ASUW Senate for a majority vote. No substantive changes may be made unless through the legislative process.