



**SENATE BILL #2715**

**TITLE:** Finance Policy Edits – Article 2

**DATE INTRODUCED:** October 13, 2020


**AUTHOR:** Senator Doran

**SPONSORS:** Budget and Planning Committee

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming (ASUW)
2. Student Government is to serve our fellow students in the best manner possible; and,
3. WHEREAS, the ASUW Finance Policy should evolve as needed and be reviewed
4. by each administration of the ASUW; and,
5. WHEREAS, to help create transparency and allow the Finance Policy to be easier to
6. understand, it must be revised to correct grammatical and formatting issues, as well as update
7. procedures to reflect the changes that occur over time; and,
8. WHEREAS, these updates to the Finance Policy will create clearer guidelines for the
9. Budget and Planning Committee to follow when making decisions.
10. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
11. (ASUW) Student Government that the ASUW Finance Policy be amended to reflect the
12. changes outlined in Addendum A; and,
13. THEREFORE, be it further enacted that these changes take effect immediately upon
14. passage of this bill.

**Referred to:** Budget and Planning; Advocacy, Diversity, and Policy

**Date of Passage:** October 13, 2020 **Signed:**   
(ASUW Chairperson)

**“Being enacted on October 13, 2020, I do hereby sign my name hereto and**  
**approve this Senate action.”** 

**ASUW President**

## **Addendum A**

### **Article 2. ASUW BUDGET AND PLANNING COMMITTEE**

#### **Section 2.01 ASUW Annual Budget Process**

1. It is the responsibility of the ASUW Budget and Planning Committee to prepare and submit an annual budget to the ASUW Senate.
2. Budget requests shall be submitted to the ASUW Business Office by a stated deadline.
3. 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.
4. At the completion of the fiscal year, all remaining student fee money shall be transferred to the ASUW Reserve.

#### **Section 2.02 ASUW Budget and Planning Authority**

1. 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.
  - A. Whether or not this is an activity/program that can be funded by the ASUW under the current financial policy.
  - B. The number of students being served by the activity.
  - C. The general education and or enhancement value and scope of the activity /program.
2. Funds shall be allocated to ASUW sponsored programs with priority given to:
  - A. The ASUW Student Government and its Programs, Services and Strategic Partners
  - B. University of Wyoming ~~Recognized Student Organizations (RSOs)~~ Student Organization (SOs)
3. ASUW Student Government and its Programs and Services shall obtain a price quote for any product or services from a Wyoming vendor if applicable. If the Wyoming based vendor can provide the product or service for within 5% of the cost of the out-of-state vendor and with the same quality, preference will be given to the Wyoming vendor.
  - A. Exceptions to this policy can be approved by the ASUW Budget and Planning Committee.
4. The ASUW Budget and Planning shall create and make available the resources annually:
  - A. Timeline of Special Projects advertising, collection of proposals, and decision by the ASUW Senate in the Fall Semester.

- B. Timeline and process documents for the annual budgeting process. This shall be distributed to the ASUW Programs, Services, and Strategic Partners before winter break each year.

### Section 2.03 Realignment for ASUW Programs, Services, and Strategic Partners

1. ~~The~~ ASUW Budget and Planning Committee shall have the authority to realign a budget 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. All realignments requestings exceeding \$1,000 in total must be brought to the ASUW Senate for approval.~~
2. Approval from the ASUW Budget and Planning Committee must precede the approval of the ASUW Senate before such a change.
3. The Chair of the Budget and Planning Committee must notify the realigning entity of the Committee's decision by the following Wednesday at 5:00 PM.

### Section 2.04 Appealing a Realignment Request to the ASUW Senate

1. Entities intending to appeal a failed realignment request must notify the full ASUW Senate and the ASUW Vice President of their intent to appeal by the following ~~Thursday at 5:00 PM~~ **Monday at 12:00 PM.**

- A. The ASUW Vice President will include the appeal in the following ASUW Senate meeting agenda.
- B. 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.

### Section 2.05 Appealing a Realignment Request to the ASUW Judicial Council

1. 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.
2. The ASUW Judicial Council must hold a hearing of the appeal of the realigning entity within ten (10) academic days from receiving the appeal. The Judicial Council then will issue a decision within ten (10) academic days of reaching a decision.
3. The ASUW Judicial Council may deny a realignment request, but if they approve the appeal, they may only require the ASUW Senate to revisit the funding decision with the recommendation that the ASUW Senate approve the funding.

### Section 2.06 ASUW Budget and Planning Annual Finance Policy Review

1. The ASUW Budget and Planning Committee shall have the authority to review the ASUW Finance Policy for only formatting purposes. No substantive or material changes shall be made during this review.

- A. The annual review of the ASUW Finance Policy shall be submitted, not through legislation, to the ASUW Senate for approval by a majority vote.
2. The annual review of the ASUW Finance Policy shall be conducted directly following the annual budget process.

#### Section 2.07 ASUW Intersession Oversight Committee Budgetary Authority

1. From the last day of ~~Spring~~ ~~spring Semester semester~~ to the first day of ~~Fall Semester~~ ~~fall semester~~, the ASUW President and Vice President shall have financial authority to submit, on the behalf of the ASUW, allocations for the use of remaining fiscal year budgets to the ASUW Intersession Oversight Committee.
  2. The Committee ~~must~~ ~~has the authority to~~ approve of any budgetary action submitted by the Executive Branch during this time.
  3. At the first ASUW 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.
4. The ASUW Intersession Oversight Committee shall have the authority to realign or reduce an organization's budget when the ASUW Senate is out-of-session ~~for the summer~~, for reasons including but not limited to:
1. If the purpose of any organization's budget should change, and for emergency budgetary reductions.
  2. The organization must obtain approval of the ASUW Intersession Oversight Committee prior to making a change due to change of purpose.
  3. This authority does extend to a reduction or realignment of designated allocated funds to the ~~RSO Funding Board~~ ~~Student Organization Funding Board~~ budget but does not grant the Intersession Oversight Committee authority to allocate those funds to any ~~RSO-SO~~.

#### Section 2.08 ASUW Budget Administration with University Authority

1. The Vice President for Administration (~~or designee~~) has the responsibility for the general supervision of University procedures for handling funds (requisitions, vouchers, checks, etc.) and the approval of all contracts.
2. The Vice President for Administration (~~or designee~~) 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.
  - A. The Vice President for Student Affairs has administrative supervision for the Associated Students of the University of Wyoming (ASUW) (see Trustee Regulations, Section II).