

SENATE BILL #2756

TITLE: Outlining the Requirements for Budget Realignment Requests

DATE INTRODUCED: October 5, 2021

AUTHOR: President Swilling

SPONSORS: Senators Talamantes, True, and Wilkins



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 has an annual budget of approximately \$1,000,000 each fiscal year,
4. which is supported by student fees and revenue from endowed funds; and,
5. WHEREAS, this budget is used to support a variety of programs, partners, and services that
6. benefit students at the University of Wyoming; and,
7. WHEREAS, in order to ensure transparency and appropriate use of student fee funds, this
8. budget is very specific, with funds being broken down on a line-item basis; and,
9. WHEREAS, this large line-item budget occasionally necessitates a budgetary realignment;
10. and,
11. WHEREAS, the current ASUW working documents do not specify the process for how this
12. ought to occur, or what information must be included in such a request; and,
13. WHEREAS, including this information in our working documents, and making
14. realignment templates easily available on the ASUW website, will reduce the amount
15. of confusion resulting from the budgetary realignment process for all parties involved and
16. help ASUW be efficient and effective managers of student fee funds.
17. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
18. (ASUW) that the ASUW Finance Policy shall be amended to reflect the changes outlined in
19. Addendum A;and,

PASSED 24-0

20. THEREFORE, be it further enacted that these changes shall take effect immediately upon

21. passage and enactment of this bill; and,

22. THEREFORE, be it further enacted that, upon passage and enactment of this bill, the ASUW

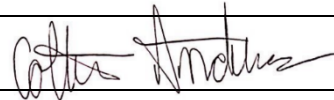
23. executive branch shall immediately inform ASUW's programs and partners regarding this

24. policy change.

Referred to: Advocacy, Diversity, and Policy; Budget and Planning; Programs and Institutional Development

Date of Passage: October 12, 2021

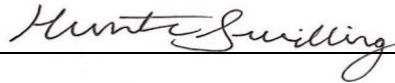
Signed:



(ASUW Chairperson)

"Being enacted on October 12, 2021, I do hereby sign my name hereto and

approve this Senate action."



ASUW President

Addendum A

Section 2.03 The ASUW Budget Realignment Process

1. The ASUW Budget and Planning Committee shall have the authority to realign any portion of the ASUW budget. All realignment requests that are \$3,500 and above must be brought to the ASUW Senate for approval. All budget realignment requests must meet the following criteria:
 - a. The realignment must be a written document. The ASUW executive branch and the ASUW Accountant shall be tasked with creating a template for budgetary realignments, which shall include all of the necessary information regarding the process and what must be included-The template must outline the following information:
 - i. The entity or group proposing the realignment.
 - ii. Background information explaining the need for a realignment.
 - iii. The source of the funds that would be realigned.
 - iv. The destination of the funds to be realigned.
 - v. What the realigned funds would go to support.
 - vi. A brief explanation of how these realigned funds are necessary to support the mission of the ASUW.
 - vii. The recommendations of the ASUW President, the ASUW Accountant, and the ASUW Advisor.
 - b. All budgetary realignments must include the information outlined immediately above in lines i-vii.
 - c. Furthermore, at least one fully filled out example template and a summary of ASUW's budget process and realignment process shall also be accessible on the website.
 - d. These summaries, template, and example template shall all be reviewed by the Budget and Planning Committee at the start of each fall semester.
 - e. All budgetary realignments must be sent to the ASUW President, the ASUW Accountant, and the ASUW Advisor, who shall give an official recommendation. These recommendations are solely for the information of the Budget and Planning Committee. These recommendations must be included on the form submitted to Budget and Planning. In the event that any of these positions are vacant, then the need for a recommendation from that position is rendered null and void.
2. Realignments must be submitted to the Chair of the Budget and Planning Committee and the ASUW Accountant at least twenty-four (24) hours in advance of the committee meeting.
3. An absolute majority of present voting members of the Budget and Planning Committee shall be necessary to adopt any realignments. In the event of a tie, the chair shall break such a tie.

4. Approval from the ASUW Budget and Planning Committee must precede the approval of the ASUW Senate before a realignment of \$3,500 and above is brought before the Senate. An absolute majority of present voting members shall be necessary to realign such funds.
5. If Budget and Planning does not approve a realignment, it shall not be brought before the Senate, unless the group requesting the realignment wishes to appeal the decision of Budget and Planning. In such cases, the decision of Budget and Planning may only be overruled or modified by a three-fifths (3/5) majority of present voting members.
6. The Chair of the Budget and Planning Committee must notify the realigning entity of the Committee's decision within twenty-four (24) hours of the committee meeting in which the realignment took place.
7. All passed realignments shall be sent to the ASUW Accountant as well as the ASUW executive(s) tasked with budgetary and finance matters. The ASUW Accountant shall also be empowered to identify and enact new ways to ensure that they are informed of any budgetary realignments.