



SENATE BILL #2993

TITLE: Amending the Student Org Funding Board Policy

DATE INTRODUCED: 4/16/2024

AUTHOR: Senators Knull, Director of Student Orgs and Outreach
Murphy

SPONSORS: Senator(s) Gundling, Student Org Funding Board, President
Murfitt,

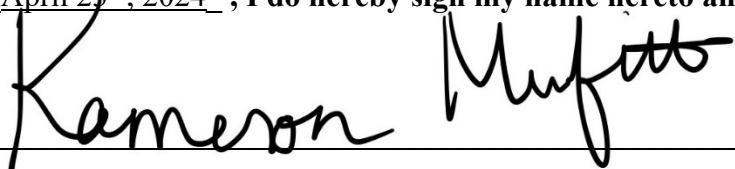
1. WHEREAS, the purpose of the Associated Students of the University of Wyoming is to
2. serve the students in the best manner possible; and,
3. WHEREAS, across each service year Student Org Funding Board reviews its policies for
4. areas of shortcomings and weaknesses; and,
5. WHEREAS in review and auditing of policy this year, Student Org Funding Board has
6. identified multiple areas needing correction, clarification, or amending within the current
7. SOFB Policy; and
8. WHEREAS, in addition some key areas and short comings have been identified for
9. improvement requiring immediate rectifying between the 111th and 112th
10. administrations.
11. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
12. (ASUW) Student Government that ASUW adopts these amendments listed in addendums
13. A through M to the ASUW SOFB Policy; and
14. THEREFORE, be it further resolved that these changes take effect immediately upon the
15. passage of this bill.

Referred to: PID, Steering, B&P

Date of Passage: April 23rd, 2024 **Signed:** 

(ASUW Chairperson)

“Being enacted on April 23rd, 2024 , I do hereby sign my name hereto and approve this

Senate action.” 

(ASUW President)

Addendum A

Section 2.01 SOFB Authority

3. The SOFB shall have the sole authority to approve requests totaling up to ~~\$3,500.00~~
\$4,500.00;

a. Any requests of ~~\$3,500.01~~ **\$4,500.01** or more that are approved by the SOFB shall be subject to final approval by the ASUW Senate;

Addendum B

Section 3.01 SO Event General Application Procedures

3. The SO shall submit an event application request to the sanctioned ASUW online application form no less than ~~three (3)~~ **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 ~~three (3)~~ **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 ~~\$3,500.00~~ **\$4,500.00** shall be at the discretion of the ASUW SOFB;
- d. All requests over ~~\$3,500.00~~ **\$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 to the relevant executive.

Addendum C

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 ~~\$3,500.00~~ **\$4,500.00** of unmatched funds from the SOFB per fiscal year;
 - b. If a SO wishes to exceed ~~\$3,500.00~~ **\$4,500.00** of unmatched funds, the SO must provide documentation of non-ASUW matching funds of at least 10% for the amount exceeding ~~\$3,500.00~~ **\$4,500.00**;

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 ~~\$3,500.00~~ **\$4,500.00** and was approved on the Senate floor;

Addendum D

Section 3.05 Catering for Students

2. Meal expenses, including drinks, desserts, etc., will be paid up to the amounts according to the following:

- a. Breakfast: ~~\$11.00~~ **\$12.00** per expected student;
- b. Lunch: ~~\$12.00~~ **\$13.00** per expected student;
- c. Dinner: ~~\$23.00~~ **\$24.00** per expected student;
- d. Costs associated with setup, delivery, etc

Addendum E

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.

Addendum F

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

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3. SOs may request up to ~~25%~~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.

Addendum G

Section 3.11 Promotion/Advertising Requirements

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.

Addendum H

Section 3.12 Circumstances Under Which Event Funding Shall Not Be Awarded

~~3. SOFB shall not bestow gifts on individuals in excess of the amount of \$50.00 and total gifts per event shall not exceed \$150.00;~~

~~4.3.~~ 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.**

Addendum I

Section 4.1 Conference General Application Procedures

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. 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.

Addendum J

Section 5.1 General Competition Application Procedures

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;**

- 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.**

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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.**

Addendum K

Section 7.01 General Violations of ASUW Student Organization Funding Board Policy

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;

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;

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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;

8. Any violation of the University of Wyoming's Procurement Policy, including Procurement Cards.

7. Any other rule in the ASUW Student Organization Funding Board Policy that is not explicitly defined in the above section, University, or Union Policies, will be considered either a major or minor infraction, at the discretion of the SOFB and advice given from the professional staff that oversees the SOFB Committee.

8. In making their determination, SOFB shall not discriminate against a SO based on the academic standing of its members.

Addendum L

Section 7.04 General Procedure for Sanction

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:
 - a. A preamble,
 - i. Detailing why the violation action was taken,
 - ii. The offending RSO's actions,
 - iii. Signed by the Chair and relevant ASUW Executive
 - b. The Violation(s),
 - i. Documented evidence of the infraction(s),
 - ii. Which section of the SOFB policy it violates, and whether this constitutes a Minor or Major infraction by the RSO,
 - iii. Date of infraction,
 - iv. Any additional relevant information,
 - v. Action taken by the committee.
 - c. Final Decision by the Committee,
 - d. A conclusion statement,
 - e. 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.

Addendum M

Section 9.02 Expectations and Duties of Committee Members at Events

1. ~~Committee members are to wear any form of ASUW gear in order to be easily identified by members of the SO as well as other attendees;~~ **Committee members are encouraged to wear appropriate attire for the event as they are representing SOFB and ASUW while in attendance for event evaluation**

~~a. Exceptions to this rule:~~

~~i. If the event requires formal attire where ASUW gear might not be appropriate;~~