



**SENATE BILL #3080**

**TITLE:** **Rewriting the Budget and Planning Finance Policy in Accordance with the University Audit**

**DATE INTRODUCED:** **11/25/2025**

**AUTHOR:** **Chief of Legislative Affairs Heffley**

**SPONSORS:** **Budget and Planning Committee**

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming
2. (ASUW) is to serve our fellow students in the best manner possible; and,
3. WHEREAS, in 2023, ASUW was requested to be audited due to concerns around how
4. ASUW functioned with our spending; and,
5. WHEREAS, this audit was supposed to conclude at the end of FY24, but due to various
6. factors and extensions, the final deadline for the audit has been set for January 15, 2026;
7. and,
8. WHEREAS, the final part of the audit involves aligning our finance policies with
9. University guidelines and policies; and,
10. WHEREAS, the Budget and Planning Finance Policy was flagged as having
11. inconsistencies with University policy and outdated information; and,
12. WHEREAS, the Budget and Planning Finance Policy was rewritten with the input of
13. Marjorie Jaeger, the Director of Business Operations for Student Affairs, to best align
14. with University policies and to update necessary language as seen in Addendum A.
15. THEREFORE, be it enacted by the Associated Students of the University of
16. Wyoming (ASUW) Student Government that the Budget and Planning Finance Policy
17. seen in Addendum A be adopted as the new guiding document for the Budget and

18. Planning Committee and ASUW; and,

19. THEREFORE, be it further enacted that this document be adopted immediately upon

20. passage of this legislation.

**Referred to:** B&P & PID

**Date of**

**Passage:** December 2, 2025

**Signed:**

Aidan McGuire  
(ASUW Chairperson)

**“Being enacted on** December 2, 2025, **I do hereby sign my name hereto and approve this**

**Senate action.”**

Tayla Medina  
**ASUW President**

**Addendum A**  
**Associated Students of the University of Wyoming**  
**Budget and Planning Finance Policy**

**Preamble:**

We, the members of the Associated Students of the University of Wyoming (ASUW), in accordance to the ASUW Constitution, ASUW By-Laws, and other recognized University Regulations, establish the following Budget and Planning Finance Policy to govern the annual budget allocation process, other internal financial decisions, and strategic financial planning of 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 Budget and Planning Finance Policy to provide clear policies for the Budget and Planning Committee in financial management and budget planning. This policy, and other such guidelines set forth by the ASUW, shall be the foundation from which monetary decisions are based in answering the needs of the ASUW membership;
2. The ASUW Finance Policy is governed by 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. Funds allocated to ASUW Programs and Services shall be administered according to this policy and other University financial policies. The ASUW Student Government shall allocate these funds for student programs and activities that benefit the student population in a fiscally responsible manner;
4. Changes or additions to the ASUW Finance Policy shall require a two-thirds (2/3) affirmative vote of the ASUW Senate and the approval of the UW Vice President of Student Affairs (or designee).

**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 and the Chair of Budget and Planning by a stated deadline;
3. The ASUW Senate shall approve and submit the ASUW Budget to the UW Board of Trustees through the Vice President of Student Affairs Office or designee and to the appropriate University budgeting entities for approval;
4. At the completion of the fiscal year, all remaining student fee money shall reside in the ASUW Designated Operating Account.

#### 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 and Services
  - b. University of Wyoming Recognized Student Organizations (RSOs).
3. ASUW Student Government and its Programs and Services shall request 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 and Services before winter break each year.

#### Section 2.03 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 \$4,500 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 Professional Staff 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, and the ASUW Professional Staff.
  - 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 and the ASUW Professional Staff who advises the committee, 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 the position who typically advises Budget and Planning is vacant, a different ASUW Professional Staff member provides the recommendation.
2. Realignments must be submitted to the Chair of the Budget and Planning Committee and the ASUW Professional Staff 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 \$4,500 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 Professional Staff as well as the ASUW executive(s) tasked with budgetary and finance matters. The ASUW Professional Staff must be informed of any and all budgetary realignments.

#### 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 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 twenty-four (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 Intersession Oversight Committee Budgetary Authority

1. From the last day of spring semester to the first day of 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 has the authority to approve any budgetary action submitted by the Executive Branch during this time;

3. 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 reasons including but not limited to:
  - a. If the purpose of any organization's budget should change, and for emergency budgetary reductions;
  - b. The organization must obtain approval of the ASUW Intersession Oversight Committee prior to making a change due to change of purpose;
  - c. This authority does extend to a reduction or realignment of designated allocated funds to the Student Organization Funding Board budget but does not grant the Intersession Oversight Committee authority to allocate those funds to any Recognized Student Organization.

#### Section 2.07 ASUW Budget Administration with University Authority

1. The UW Vice President of Student Affairs Office (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 UW Vice President of Student Affairs Office (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 UW Vice President for Student Affairs has administrative supervision for the Associated Students of the University of Wyoming (ASUW) (see Trustee Regulations, Section II).

### **Article 3. ASUW Funding for Travel**

#### Section 3.01 ASUW Rules for Funding Travel

1. The ASUW may annually budget for student travel if it is related to ASUW objectives and is approved by the ASUW Senate. Travel shall be in accordance with University travel regulations and shall meet the following provisions;
  - a. The purpose of travel must be inherent to the UW and ASUW educational mission and beneficial to the student body;
  - b. ASUW retains the right to limit the amount of payment or reimbursement for approved travel expenses within available budgetary funds following the payment rules below:

- i. The maximum allowed for airfare is \$500. The maximum for airfare will be reviewed and adjusted, if necessary, every two (2) years by the Committee;
  - ii. Lodging, Meals, and Ground Transportation will be based off the current GSA standard Per Diem for the location being traveled to;
  - iii. Drivers must be verified by the University of Wyoming Fleet Services;
  - iv. ASUW travel shall be limited to the following carriers:
    1. Common commercial carrier;
    2. A University of Wyoming vehicle. University vehicles will be reserved through the ASUW Business Office for approved travel. ASUW will not be responsible for any charges resulting from reservations not made through the ASUW Business Office;
    3. Personal vehicles in accordance with UW guidelines.
2. ASUW sponsored travel shall be conducted in accordance with University policies and procedures. The driver and passengers of the vehicle must adhere to reasonable and prudent standards of conduct. Travelers will be held personally responsible for their actions in regard to traveling under the name of ASUW and the University of Wyoming;
  3. The UW Vice President of Student Affairs Office shall be the University officer responsible for administering the University travel procedures on behalf of the ASUW.

## **Article 4. Equipment and Property Policies**

### Section 4.01 ASUW Acquired Property

1. Equipment or property acquired with ASUW funds shall be governed by current University policies.

## **Article 5. ASUW Endowments**

### Section 5.01 ASUW Special Projects Endowments

1. The ASUW shall maintain an Endowment Fund, with the University of Wyoming Foundation, hereinafter referred to as the “ASUW Special Projects Endowment”. This fund shall consist of monies derived from the sources specified in the passage of Senate Bill #1857 and any additional gifts or annual investment interest;
2. The fund total from the ASUW Special Projects Endowment may be used for one-time projects that will benefit a large population of students for several years and shall be called “ASUW Special Projects”. These funds shall be distributed in one or more

allocations to be determined by the ASUW Budget and Planning Committee with the approval of the ASUW Senate;

3. The recommendation from the ASUW Budget and Planning Committee will follow an application process to be determined by the Committee. RSOs, UW colleges, UW departments, ASUW committees or any member of ASUW may submit applications;
4. The ASUW Budget and Planning Chairperson shall develop a schedule, including guidelines and deadlines, annually. Final decisions and notification of awards of annual allocations will be made prior to the end of the Fall Semester;
5. In the instance that the ASUW Budget and Planning Committee judges that there are no eligible uses of the fund, funds available for appropriation may accumulate for use in subsequent years or may be added to the corpus of the fund, subject to provisions of the Foundation's Investment Policy;
6. In the instance that there are remaining funds at the end of the current fiscal year, the funds available for appropriation will be reinvested into the Foundation's endowment pool and will remain available for expenditure as long as the corpus amount of the endowment remains intact.

#### Section 5.02 Other ASUW Endowments

1. All other ASUW Endowments are outlined in the ASUW Endowment Policy.

### **Article 6. ASUW Programs and Services**

#### Section 6.01 ASUW Programs

1. ASUW Programs shall use their budget to further their mission statement for the good of the students they represent;
2. Programs shall be allowed to use the Realignment request function per Sections 2.03 through 2.05 of this document;
3. Programs may not generate any revenue through charging admission or registration fees to students;
4. No more than 10% of an event's budget may be used for decorations for the event. Programs should make a good faith effort to use decorations that the ASUW owns already;
5. Programs shall not receive funding for any program or event that includes any illegal substances or related paraphernalia;
6. Programs shall not allocate funds for charitable donations including donations that support charity organizations and fundraising activities. Programs can fund events that

may generate funds for charity fundraisers. Regardless of their charitable nature, any fundraisers shall be required to also be educational in nature;

7. Programs shall not bestow gifts on individuals in lieu of monetary compensation.
8. Payment cannot be allotted for:
  - a. Donations;
  - b. Flowers;
  - c. Expenses for funerals;
  - d. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions;
  - e. Expenses related to social events for retiring employees;
  - f. Purchase of alcohol.
9. Allocations for Conference Registration Fees
  - a. Programs wishing to receive funds for conference registration fees may request this in their annual budget. Programs may only receive \$1000 per semester for conference registration;
  - b. Only those who are members of the ASUW are eligible to receive monies for registration fees;
  - c. Programs may also request funding for conference travel, lodging, meals, or any other related travel expenses in the budgeting process per Section 2.01 of this document.
10. Funding for Travel
  - a. Programs shall be held to the rules outlined in Section 3.01 of this document.

#### Section 6.02 ASUW Services

1. ASUW Services shall use their budget to provide their outlined service for the good of the student body per their mission statement.

### **Article 7. ASUW Contingency Fund Policy**

#### Section 7.01 Contingency Funds Policy

1. Contingency funds shall be utilized to meet unforeseen operational costs that may adversely affect the success of the ASUW and its Programs and Services. Contingency funds may also be utilized for the initiation and creation of pilot ASUW Programs or Services. Expenditures from contingency funds shall be used to fulfill the purpose of promoting, improving, and pursuing the goals of ASUW and its related Programs, Services, and commitments;
2. The ASUW Business Office shall have the authority to approve use of contingency funds for purposes that are consistent with this policy, the ASUW Finance Policy, and University Regulations;

3. In cases of controversy, the ASUW Senate shall have the authority to resolve any decisions regarding expenditures from the Contingency Funds that are not fully agreed upon by the ASUW President, Vice President, Director of Finance, or the Budget and Planning Committee.

## **Article 8. Financial Strategic Plan**

### Section 8.01 Financial Strategic Plan

1. The Financial Strategic Plan shall set goals for ASUW Student Fees, the size and scope of the budget, and minimization of the ASUW carryover. This plan shall be overseen by the Budget and Planning Committee and Tuition Allocation Student Fee Review Committee.
2. To ensure continuity of this plan the following timeline shall exist:
  - a. Reviewing and Revisions to the Strategic Plan shall occur in even numbered administrations.
  - b. Every two (2) years, the committees shall reevaluate whether the existing plan is advantageous in fulfilling its long-term goals and make necessary revisions during the review.
  - c. Every four (4) years, the committees shall adopt a new plan with updated goals for the upcoming next four years.
  - d. This review shall occur in the Spring semester after passage of the upcoming Fiscal Year's budget.

## **Article 9. Suspension of the Budget and Planning Finance Policy**

### Section 9.01 Suspending the Budget and Planning Finance Policy

3. These rules, or any portion thereof, may be temporarily suspended by a four-fifths (4/5) standing vote of the ASUW Senate.

## **Article 10. Revision and Adoptions**

Section 10.01 Revisions and Adoptions

1. The Budget and Planning Finance Policy can be revised or have new adoptions introduced through legislation which requires a two-thirds (2/3) majority vote of the current ASUW Senate;
2. The ASUW Budget and Planning Committee has the authority to review the ASUW Finance Policy for corrections to formatting and organization, to be submitted to the ASUW Senate for a majority vote. No substantive changes may be made unless through the legislative process;
3. The ASUW Budget and Planning Committee shall submit the Budget and Planning Finance Policy to the ASUW Senate for annual review and approval at which time changes may be made to the Budget and Planning Finance Policy at the discretion of the Senate by a majority vote.