

**FINANCE POLICY  
ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING**

Adopted by the ASUW Government for providing a consistent, enduring guide to utilizing the funds under the custody and supervision of the Associated Students of the University of Wyoming.

**Table of Contents**

**Article I. Introduction**

**Article II. Budget & Planning**

**Article III. ASUW RSO Funding Board**

**Article IV. Travel & Contracts**

**Article V. Equipment & Property**

**Article VI. ASUW Endowments**

**Article VII. ASUW Reserve Funds**

**Article VIII. Contingency Fund**

**Article IX. References**

**Appendix I. Travel Waiver**

**Appendix II. ASUW Executive Discretionary Fund Spending Policies**

## **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 Financial Policy as a means to govern the annual budget allocation process and other various financial decisions of the Association. 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 I. Introduction**

- i. It is the purpose of the ASUW Finance Policy to provide clear policies for the ASUW Student Government 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.
- ii. 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.
- iii. Funds allocated to ASUW programs, services and Strategic Partners shall be administered according to this policy and other University financial policies. The ASUW shall allocate these funds for student programs and activities that benefit the student population in a fiscally responsible manner.
- iv. 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 both the ASUW Budget and Planning Committee and by the RSO Funding Board when determining the appropriateness and priority of allocations.
- v. Changes or additions to the ASUW Finance Policy shall require a two-thirds affirmative vote of the ASUW Senate and the approval of the UW Vice President for Administration.

### **Article II. Budget and Planning**

- i. It is the responsibility of the ASUW Budget and Planning Committee to prepare and submit an annual budget to the ASUW Senate. To aid the Committee in this duty, the following procedures shall be followed:
  1. Budget requests shall be submitted to the ASUW Business Office by a stated deadline.
  2. 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.
  3. 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. Approval from the ASUW Budget and Planning Committee must precede the approval of the ASUW Senate before such a change. The Chairperson of the Budget and Planning Committee must notify the realigning program of the Committee's decision by the following Wednesday at 5:00 PM.

4. Realigning entities may appeal the Budget and Planning Committee's decision in the case of a denial of the realignment request.
    - i. Entities intending to appeal a failed realignment request must notify the full Senate and the ASUW Vice President of their intent to appeal by the following Thursday at 5:00 PM.
    - ii. The ASUW Vice President will include the appeal in the following ASUW Senate meeting agenda.
      - i. 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.
    - iii. 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.
    - iv. The ASUW Judicial Council must hold a hearing of the appeal of the realigning entity and the ASUW Senate within ten business days from the receiving the appeal. The Judicial Council then will issue a decision within ten business days of the hearing.
    - v. The ASUW Judicial Council's authority to entity realignment requests shall be limited to denial or approval of their appeal. If the ASUW Judicial Council approves an entity's realignment appeal that was denied by the ASUW Senate, the Judicial Council will remand the decision to the ASUW Senate for consideration and for corrective action.
  5. At the completion of the fiscal year, all remaining student fees shall be transferred to the ASUW Reserve.
- ii. The Vice President for Administration has the responsibility for the general supervision of University procedures for handling funds (requisitions, vouchers, checks, etc.) and the approval of all contracts.
  - iii. The Vice President for Administration 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.
  - iv. The Vice President for Student Affairs has administrative supervision for the Associated Students of the University of Wyoming (ASUW) (see Trustee Regulations, Section II).
  - v. 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.
    1. Whether or not this is an activity/program that can be funded by the ASUW under the current financial policy.
    2. The number of students being served by the activity.
    3. The general education and or enhancement value and scope of the activity/program.
  - vi. Funds shall be allocated to ASUW sponsored programs with priority given to:
    1. The ASUW government and its programs, services and Strategic Partners
    2. University of Wyoming Recognized Student Organizations

- vii. 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 Intersessional Oversight Committee. The Committee must approve of any budgetary action submitted by the Executive Branch during this time. At the first 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.
1. The ASUW Summer Senate shall have the authority to realign or reduce an organization's budget when the Senate is out-of-session for the Summer, for reasons including but not limited to: if the purpose of any organization's budget should change, and for emergency budgetary reductions. The organization must obtain approval of the ASUW Intersession Oversight Committee prior to making a change due to change of purpose.
    - i. This authority does extend to a reduction or realignment of designated allocated funds to the RSO Funding Board budget, but does not grant authority to allocate those funds to any RSO.

### **Article III. ASUW RSO Funding Board**

- i. Eligibility for ASUW Funding:
  1. Only Recognized Student Organizations (RSOs) may seek funding for activities, programs, and/or conference registration fees by submitting an application to the RSO Funding Board.
    - i. For events sponsored by multiple RSOs, a single request by one RSO must be submitted to the RSO funding Board.
    - ii. RSOs may only receive ASUW funding from the RSO Funding Board.
- ii. Application Procedure for RSOs requesting ASUW Funding:
  1. Application forms for ASUW funding shall be made available through online applications.
  2. All RSOs must complete the Campus Activity Center Officer Trainings prior to applying for funding.
  3. The RSO shall submit their completed application to the ASUW Business Office not less than five (5) weeks prior to the event.
    - i. Exceptions to this rule for requests under \$3,500.00 shall be at the discretion of the ASUW RSO Funding Board.
    - ii. All requests of \$3,500.00 and over shall be allowed no exception to the five (5) week application deadline and will be denied a meeting with RSO Funding Board and/or funding for the event.
      - a. RSOs may appeal the denial of funding based on a failure to meet the deadline through the appeal processes outlined under this Article section xii or xiii.
  4. A representative from the RSO shall be contacted and required to attend a RSO Funding Board meeting to present the funding request. Upon completion of the RSO's presentation to the RSO Funding Board, written guidelines will be given to the RSO representatives detailing the manner with which to challenge the Funding Board's decision, along with the name and electronic mailing address of every Senator currently serving on the ASUW Senate, and the amount to be recommended by the RSO Funding Board at the ASUW Senate meeting where such a request will be heard.
- iii. Application Approval Procedure:

1. The representative from the RSO shall meet with the designated executive and/or the ASUW Accountant within one (1) week following approval to complete the process.
- iv. Considerations for funding and best practices for use of ASUW funds:
1. Activities sponsored by RSOs shall have a valid educational and/or enrichment purpose.
  2. Benefits available to a significant and diverse population of the ASUW membership shall be an important factor when considering requests for financing activities or events sponsored by RSOs.
  3. The availability of outside funding shall be considered and discussed before the RSO Funding Board 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.
  4. RSOs requesting funds for events to be held on campus where refuse will be generated from standard recyclable items for which UW provides receptacles shall make a good faith effort to recycle and are encouraged to compost eligible items if funds and facilities are available. RSOs shall demonstrate their ability and willingness to comply with this requirement in their funding application.
  5. Past evaluations of RSO events funded by ASUW will be given to the RSO Funding Board for review.
  6. Previous allocations for the same or similar activity or program shall not be binding on the consideration of a current request. However, information gained from past activities may be utilized in judging the value of the request.
- v. Rules for RSOs using ASUW Funding:
1. If an event is not completed within two weeks of the date specified by the requesting RSO, funding shall be rescinded unless the RSO Funding Board approves an extension.
  2. Each RSO may be awarded up to \$10,000.00 from the RSO Funding Board per fiscal year. Once an RSO is awarded \$5,000.00 in a single fiscal year, they may not apply for any additional events/programming
  3. Each RSO may be awarded up to \$3,500.00 of unmatched funds from the RSO Funding Board per fiscal year. If an RSO wishes to exceed \$3,500.00 of unmatched funds, the RSO must provide documentation of non-ASUW matching funds of at least 15% for the amount exceeding \$3,500.00.
  4. RSOs receiving allocations of ASUW funds shall use them in accordance with their itemized requests and any additional stipulations placed on the allocations by the RSO Funding Board and/or the ASUW Senate. Any changes made to an approved request must be reconsidered and approved by the RSO Funding Board prior to their use.
  5. ASUW RSO Funding Board Funds may not be used for:
    - i. Donations;
    - ii. Gifts;
    - iii. Purchase of fresh flowers (artificial flowers are allowed);
    - iv. Purchase of Alcohol;
    - v. Events held at establishments whose primary source of revenue is through the sale of alcohol;

- vi. Room fees for off-campus events;
  - vii. Service fees for off-campus events;
  - viii. Normal operating expenses;
  - ix. Membership dues;
  - x. Organizational publications;
  - xi. Expenses for funerals;
  - xii. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions;
  - xiii. Expenses related to social events for retiring employees;
  - xiv. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose;
  - xv. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.
6. Decorations:
- i. For total funding requests of up to and including \$100.00, no more than 10% of the funds awarded may be used for decorations.
  - ii. For total funding requests exceeding \$100.00, no more than 15% of the funds awarded may be used for decorations.
  - iii. Written department or ASUW approval of a place of storage will be required for any purchase of decorations exceeding \$100.00.
7. Lodging and meals:
- i. The RSO Funding board shall follow the allocation table below to determine allocations for speakers and entertainers' lodging, meals, and catering expenses for student events. Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.

Lodging for speakers and entertainers	Lodging expenses will be paid up to the current University rate offered by Laramie-area hotels.	
Meals for speakers and entertainers	Maximum allowed: \$11 for breakfast \$12 for lunch \$23 for dinner	With tip allocation of an additional 18% to be determined from receipts.
Meals per expected students (including drinks, deserts, etc.)	Maximum allowed:	
	Breakfast-\$11/expected student*	
	Lunch-\$12/expected student*	
	Dinner-\$18/expected student*	
	<b>*Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food.</b>	

- ii. Meal rates for speakers, special guests, and entertainers may reasonably increase to accommodate the needs of any specific situation/event. A special request must be made prior to the event, in writing, and subject to review and appeal as outlined.

- a. All RSOs, shall make their increase request to the RSO Funding Board. In the event of an increase being approved by RSO Funding Board for an RSO, the additional funds will come from the RSO Funding Board Budget.
    - b. If the RSO Funding Board deny the increase, an appeal of decision may be considered by the ASUW Senate, following similar guidelines as outlined in this Finance Policy.
  - 8. If the event includes a speaker or performer a contractual agreement must be completed in the Campus Activities Center in a timely manner. The RSO Funding Board must approve the funding request before completion of the contract negotiations and the contract must be completed before the event occurs.
  - 9. RSOs requesting funds for movies, videos or film series must have the appropriate licenses and the approval of the Campus Activities Center (Activity Notification Form).
    - i. Any videos purchased through ASUW become the property of ASUW and must be returned to ASUW immediately following the event.
    - ii. Videos purchased through ASUW will be donated to Coe Library for student checkout.
- vi. Admissions and Ticketing Requirements:
  - 1. RSOs may only receive funding when the program or activity is open to the entire student population free of charge.
  - 2. RSOs may not be solely responsible for ticket distribution. Any ticketed RSO program or activity funded by ASUW shall utilize the Wyoming Union Ticket Office or the Fine Arts Box Office for ticket dispersal to students. Alternative venues must be physical locations on the UW campus and must be staffed by UW employees. All alternative venues must be approved by the RSO Funding Board.
  - 3. RSOs may request a small percentage of tickets to be distributed to its own membership of which are necessary to carry out the ticketed event (i.e., student staff, performers, presenters, etc.) or guests, subject to the approval of the RSO Funding Board.
  - 4. Ticketed events have additional promotional requirements in order to be eligible for ASUW Funding, which are outlined in the section below.
- vii. Promotional Requirements:
  - 1. All ASUW supported or sponsored programs must contain the ASUW logo on all promotional materials, including digital materials.
  - 2. Alcohol or illegal substances may not be publicized/promoted on an ASUW supported flyer/poster.
  - 3. Public notice of not less than 5 academic days must be given prior to the program or activity. This may take the form of digital advertisements, flyers, posters, student newspaper ads, or other public media announcements.
  - 4. 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.
- viii. Requirements for Revenue-Generating Events:
  - 1. RSOs may receive funding for programs or activities that have the potential of generating revenue. The intended use of any revenue generated may be a

consideration in choosing to approve or deny funding board requests. RSOs may not generate any revenue through charging admission or registration fees to full time UW fee paying students. However, they may generate revenue through:

- i. Charging admission or collecting registration fees from anyone that is not a full-time UW fee paying student;
    - ii. Holding auctions or selling goods or services (if in accordance with city laws and all University regulations);
    - iii. Other means approved by the ASUW RSO Funding Board during the application process.
  2. Regardless of their charitable nature, any fundraisers shall be required to also be educational and/or enriching in nature.
- ix. Requirements for hosting events off-campus:
  1. Events must be advertised on campus.
  2. ASUW will not pay for room fee.
  3. ASUW will not pay service fees.
  4. ASUW will only fund catering at the allocated \$18 per plate rate.
  5. ASUW will only fund ASTEC services for a medium or small PA system, labor, and transport included.
    - i. All other technical services in addition to a medium or small PA system is the sole financial responsibility of the RSO.
  6. To be eligible for service the RSO must follow ASTEC's reservation and fair use guidelines.
- x. RSOs Post-Event Responsibilities:
  1. All invoices must be submitted to the ASUW Business Office within 30 days following the event or the allocation shall be void and the funds shall be revoked.
  2. A program evaluation must be completed by an RSO representative and submitted to the ASUW Business Office within 30 days following the event.
- xi. Infractions of ASUW Finance Policy and/or additional stipulations:
  1. Failure to comply with any provisions of this Article may result in the loss of funding for events that have not already taken place.
  2. If an RSO uses ASUW money for items explicitly disallowed by the ASUW Finance Policy, that RSO must repay those funds to the ASUW Student Government.
  3. If an RSO violates any of the ASUW Finance Policy or any additional stipulations placed on the allocations by the RSO Funding Board and/or the ASUW Senate, it may be placed on probation or suspended from applying for funding in the future.
  4. Infractions will be categorized into major and minor infractions as defined by the following table:



Major Infractions	Minor Infractions
<ul style="list-style-type: none"> <li>• Charged admission for or collected registrations fees from full-fee paying UW students</li> <li>• Failed to use approved ticketing venue</li> <li>• Failed to advertise ticketing locations in accordance with ASUW Finance Policy</li> <li>• Failed to advertise off-campus events on campus</li> <li>• Violated any laws (including but not limited to presence of illegal substances, paraphernalia, underage drinking at an event)</li> <li>• RSO violated any ASUW Finance Policies while being on probation</li> <li>• Disregard of prior notice of infraction provided by ASUW Executive or official.</li> <li>• For any single RSO event funded that violates three (3) or more minor infractions those cumulative infractions constitute a major infraction.</li> </ul>	<ul style="list-style-type: none"> <li>• Failed to spend in accordance with itemized request submitted to Funding Board</li> <li>• RSO bought things disallowed by the ASUW Finance Policy</li> <li>• Post-event RSO self-evaluation was not completed within 30 days</li> <li>• Videos purchased by ASUW were not returned to ASUW</li> <li>• RSO failed to put ASUW Logo on all promotional materials (including but not limited to all social media outlets, posters, flyers, and handouts)</li> <li>• For any single RSO event funded that violates three (3) or more minor infractions those cumulative infractions constitute a major infraction.</li> </ul>

- i. Any other rule in the ASUW Finance Policy that is not explicitly defined in this table will be considered a minor infraction.
5. Minor Infractions of the ASUW Finance Policy will result in the RSO being placed on probation. The probationary period for an RSO will be a full calendar year from the date of the most recent infraction. The probationary period shall never exceed a full year from the date of the infraction(s).
  - i. RSOs being considered for probation will receive proper notice of their infraction(s) and will be given the opportunity to be heard in front of the RSO Funding Board regarding the alleged infraction(s) at least one week prior to formal action taking place.
  - ii. Once officially placed on probation a RSO will be required to meet with the designated ASUW Executive and sign an ASUW Finance Policy Violation Agreement for RSOs outlining the terms and conditions of the probationary period. If the RSO fails to meet with the ASUW Executive, the ASUW Finance Policy Violation Agreement for RSOs will be sent to their student emails and listed Advisor.
6. During the probationary period, any further violation, either major or minor, of the ASUW Finance Policy will result in the temporary suspension of the RSO's ability to apply for funding through the RSO Funding Board. The length of this suspension will include one full calendar year from date of the most recent infraction, followed by subsequent probationary period of one calendar year.
  - i. RSOs will have notice regarding the alleged infraction(s) while on probation and an opportunity to be heard in front of the RSO Funding Board one week prior to formal action taking place.
7. If a RSO uses ASUW money for items explicitly disallowed by the ASUW Finance Policy, that RSO must repay those funds by the end of their probation or suspension period. If an RSO does not repay those funds, their probation period will be extended until the RSO is able to repay the funds.
8. Major Infractions of the ASUW Finance Policy will result in the temporary suspension of the RSO's ability to apply for funding through the RSO Funding Board.

- i. Major Infractions will mean a RSO will be ineligible to apply for funding for a full calendar year from the date the most recent infraction(s) occurred.
  - ii. RSO Funding Board may request a 2/3 standing vote of the ASUW Senate to reduce the suspension of funding for a RSO by half of the calendar year.
  - iii. Suspension of funding may never exceed a full year from time of initial major infraction.
  - iv. Immediately following the term of suspended funding, the RSO will be placed on probation for a full calendar year.
  - v. RSOs being considered for suspension of funds will receive proper notice of their infraction(s) and will be given the opportunity to be heard in front of the RSO Funding Board and/ or Senate regarding the alleged infraction(s) at least one week prior to formal action taking place.
  - vi. Once officially a RSO is suspended from funding the RSO will be required to meet with the designated ASUW Executive and sign an ASUW Finance Policy Violation Agreement for RSOs outlining the terms and conditions of the suspension. If the RSO fails to meet with the ASUW Executive, the ASUW Finance Policy Violation Agreement for RSOs will be sent to their student emails and listed Advisor.
    - a. Once the suspension of funding period has passed the RSO will be required to meet with the designated ASUW Executive and sign an ASUW Finance Policy Violation Agreement for RSOs outlining the terms and conditions of the probationary period. If the RSO fails to meet with the ASUW Executive, the ASUW Finance Policy Violation Agreement for RSOs will be sent to their student emails and listed Advisor.
  - vii. The RSO Funding Board or the designated ASUW Executive shall impose the suspension outlined above.
9. The length of an RSO's suspension of funding or probationary period must not exceed the above guidelines.
  10. Additional stipulations placed on an RSO by the RSO Funding Board 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 RSO Funding Board and/or ASUW Senate at the time of placing the stipulation.
- xii. ASUW Senate Appeal Process
1. The ASUW Senate may appeal the RSO Funding Board's decision regarding any funding request or RSO infraction.
    - i. One (1) Senator may bring forth a motion to appeal the decision of the RSO Funding Board, 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.
    - ii. The Senator intending to appeal a decision of the RSO Funding Board must notify the full Senate and the ASUW Vice President in writing at least 6 hours before the next regularly scheduled ASUW Senate Meeting.
    - iii. The ASUW Senate may only do the following on appeal;
      - a. Decided by vote that no infraction of the ASUW Finance Policy or additional stipulations occurred, resulting in a lifting of all suspension of funding or probation.

- b. Decided that and RSO did violate the ASUW Finance Policy or additional stipulations, and place that RSO on probation for a full calendar year.
- xiii. ASUW Judicial Council Appeal Process
  1. An RSO may appeal the decision of the RSO Funding Board and/or ASUW Senate to the Judicial Council. An appeal to the Judicial Council can proceed prior to the ASUW Senate hearing an motion to appeal brought by a Senator.
  2. The ASUW Judicial Council must hold a hearing of the appeal of a RSO within ten academic days from receiving the appeal. The Judicial Council then will issue a decision within ten academic days of the hearing.
  3. RSOs may appeal a funding decision, probationary period, or suspension of funding decision of the RSO Funding Board.
  4. RSO's may appeal a funding decision, probationary period, or suspension of funding decision of the ASUW Senate.
  5. The ASUW Judicial Council's authority with regards to RSOs funding request shall be limited to denial or approval of a RSO's appeal. If the ASUW Judicial Council approves a RSO's appeal for funding that was denied by the ASUW Senate, the Judicial Council will remand the decision with findings, to the ASUW Senate for consideration and for corrective action.
  6. The ASUW Judicial Council has the authority to overturn the decision to suspend or place a RSO on probation if they determine the RSO did not violate the ASUW Finance Policy or any additional stipulations placed by the RSO Funding Board or ASUW Senate.
    - i. If on appeal the ASUW Judicial Council finds that the RSO made no major infractions pursuant to the ASUW Finance Policy, but minor infractions did occur, the ASUW Judicial Council may lift the suspension of funding and place the RSO on probation.
    - ii. If on appeal the ASUW Judicial Council finds that the RSO made no minor infractions pursuant to the ASUW Finance Policy, the ASUW Judicial Council may lift the probationary period.
- xiv. Allocations for RSO Conference Registration
  1. RSO's wishing to receive funds for conference registration fees may apply to the RSO Funding Board:
    - i. RSOs may only receive \$500 per semester for conference registration.
      - a. "Per Semester" determined by conference date
      - b. Conferences/competitions occurring between July 1<sup>st</sup> and December 31<sup>st</sup> shall be defined as occurring in the fall semester.
      - c. Conferences/competitions occurring between January 1<sup>st</sup> and June 30<sup>th</sup> shall be defined as occurring in the spring semester.
    - ii. Applications for funding must be submitted at least 30 days prior to conference date, and in accordance to RSO funding guidelines
      - a. Exceptions to this policy may be considered by the RSO Funding Board.
  2. Only students who are members of the ASUW are eligible to receive monies for registration fees. The ASUW Business Office will pay registration fees.
  3. ASUW funds allocated through the RSO Funding Board cannot be applied to travel, lodging, meals, or any other travel expenses associated with a conference/competition.

4. All registration documentation must be submitted to the ASUW Business Office within 30 days of the conference/competition or the allocation shall be void and the funds shall be revoked.
- xv. Authority of the RSO Funding Board
1. The ASUW Senate through the RSO Funding Board possesses sole authority to allocate ASUW funds directly to RSOs which are not Programs or Strategic Partners of the ASUW.
    - i. The RSO Funding board shall have the authority to approve requests totaling less than \$1,000.00.
    - ii. Any request of \$1,000.00 or more that is approved by the RSO funding board shall be subject to final approval by the ASUW Senate.
  2. Programs, Services, and Strategic Partners shall not receive any funding from the ASUW RSO Funding Board.
  3. No other ASUW Program, Service, governing board, or any other ASUW entity (except Special Projects) shall have the authority to allocate any ASUW funds directly to an RSO, with exceptions granted to Strategic Partners.
    - i. If an ASUW Program, Service or Strategic Partner wishes to forfeit a portion of its allocated budget to support RSO programming it may transfer those funds to the RSO Funding Board.
    - ii. Funds transferred to the RSO Funding Board from any ASUW Program, Service, or Strategic Partner become part of the general fund of the RSO Funding Board.
    - iii. The ASUW entity that forfeits funds shall have no influence as to the group or program to which the transferred funds are reallocated by the RSO Funding Board.

**Article IV. Travel & Contracts**

Section 1. Travel

- i. 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:
  1. The purpose of travel must be inherent to the UW and ASUW educational mission and beneficial to the student body.
  2. ASUW retains the right to limit the amount of payment or reimbursement for approved travel expenses within available budgetary funds following the payment schedule listed below:

Airfare	Maximum allowed: \$500	
Lodging	Maximum allowed: \$150	
Meals	Maximum allowed: \$11 for breakfast \$12 for lunch \$20 for dinner	With tip allocation of an additional 18% to be determined from receipts.
Ground Transportation	\$0.54 -2016 IRS Standard Mileage Reimbursement Rate, or current IRS Standard Mileage Reimbursement Rate for Business.	

3. Drivers must be verified by University of Wyoming Fleet services.
4. ASUW travel shall be limited to the following carriers:
  - i. Common commercial carrier.
  - ii. University of Wyoming vehicle.
  - iii. University vehicles will be reserved through the ASUW Business Office for approved travel.
    - a. ASUW will not be responsible for any charges resulting from reservations not made through the ASUW Business Office.
  - iv. Personal vehicles under the following provisions
    - a. Proof of adequate insurance coverage, including medical liability.
    - b. An ASUW Travel Waiver signed by the driver and all passengers (See Appendix I).
- ii. The maximum amounts allowed for the expenses outlined in Section 1(i)(2) of this Article will be reviewed and adjusted, if necessary, every two (2) years by the RSO Funding Board.
- iii. 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.
- iv. The Dean of Students or designee shall be the University officer responsible to administer University travel procedures on behalf of the ASUW.

#### **Article V. Equipment and Property**

- i. Equipment and/or property acquired with ASUW funds shall remain University property under the supervision of the ASUW. Policy regarding purchase, use, replacement, and disposal of equipment shall be determined by the ASUW and administered by the ASUW Business Office.
- ii. Equipment or other property must be purchased through approved University procedures. For purposes of definition, equipment/property shall be items acquired at a purchase price of \$1,000/per unit or more and shall have a useful life of two or more years. The ASUW Business Office and the University Property Office must inventory all equipment or other property purchased with ASUW funds. The Dean of Students or designee shall assign the equipment to the appropriate area and the supervisor of that area shall assume responsibility for the care, use, and maintenance of the equipment/property.
- iii. ASUW shall budget regularly for equipment maintenance, repair and replacement. A group external to the ASUW Government shall be responsible for maintenance and repair of equipment or other property assigned to it by ASUW.
- iv. The Dean of Students or designee shall be responsible for the purchase and disposal procedures of ASUW equipment/property and report such purchases and disposals to the ASUW President and Vice President. Items identified for disposal shall be made available to other ASUW services and Student Affairs departments. If the item is unclaimed, it shall be listed with the University Property Office for disposal in accordance with the procedures of that office.
- v. Funds derived from disposing of ASUW equipment/property shall be deposited to the ASUW ASUW Reserve account. The University Accounting Office maintains this account, from which the equipment purchase originated, for ASUW.

- vi. ASUW Programs, Services and Strategic Partners equipment purchases shall be budgeted into said specific budgets during the budget session for each fiscal year.
- vii. The ASUW may rent specified equipment and services to university departments and RSOs through their technical support service – ASTEC. The coordinator of ASTEC shall determine fees charged for equipment use and related services with the approval of the ASUW Senate and the Board of Trustees. Maintenance of accurate records and the deposit of revenues shall be the responsibility of the ASUW Business Office.
- viii. The ASUW may loan equipment/property for use by University RSOs. This equipment/property will be reserved for use by an organization under the following terms:
  - i. The ASUW does not relinquish ownership of equipment/property purchased from ASUW funds but such equipment may be reserved for use by an RSO for a pre-determined period of time.
  - ii. An RSO that has reserved ASUW equipment/property for its own use shall not sell, rent, loan, or otherwise provide such equipment/ property to other organizations or individuals.
  - iii. An RSO and its officers shall be held responsible for the replacement or repair of ASUW equipment/property that is damaged, destroyed, or lost due to negligence or misuse on the part of the RSO or its members. Normal equipment maintenance shall be the responsibility of the RSO during the period of custody.
  - iv. Violation of these terms by an RSO or its individual members shall constitute a suspension of use of the reserved equipment for a period of not more than three years.
  - v. The designated officer(s) of an RSO shall complete and submit an equipment contract to the ASUW Business Office before any equipment is released to the RSO.
  - vi. The ASUW does not relinquish ownership of equipment/property purchased from ASUW funds but such equipment may be reserved for use by an RSO for a pre-determined period of time.
  - vii. An RSO that has reserved ASUW equipment/property for its own use shall not sell, rent, loan, or otherwise provide such equipment/ property to other organizations or individuals.
  - viii. An RSO and its officers shall be held responsible for the replacement or repair of ASUW equipment/property that is damaged, destroyed, or lost due to negligence or misuse on the part of the RSO or its members. Normal equipment maintenance shall be the responsibility of the RSO during the period of custody.
  - ix. Violation of these terms by an RSO or its individual members shall constitute a suspension of use of the reserved equipment for a period of not more than three years.
  - x. The designated officer(s) of an RSO shall complete and submit an equipment contract to the ASUW Business Office before any equipment is released to the RSO.

**Article VI. ASUW Endowments**

- i. 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.
  - 1. The annual interest 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. The Budget and Planning Committee based on current market return shall determine funds available.

2. 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. 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.
  3. In the instance that the ASUW Budget and Planning Committee receives no applications, or the applications received are not consistent with the guidelines, that year's interest shall be returned to the ASUW Special Projects Endowment.
  4. In the instance that there are residual monies from the current fiscal year allocation, these monies will be retained in the ASUW Special Projects account for allocation in the following fiscal year.
- ii. ASUW shall maintain endowments for the Charlotte H. Davis, the James C. Hurst, and the ASUW Leadership Scholarships (refer to Senate Bills #1960, 1961, and 2041 respectively). Funds available for allocations shall be determined by Budget and Planning Committee based on current market return.
  - iii. ASUW shall maintain the "ASUW Student Services Facilities" Endowment (refer to Senate Bill #2042). The ASUW Budget shall determine funds available for allocation and Planning Committee based on current market return.
  - iv. ASUW shall maintain the ASUW A. L. Lupton Financial Literacy Endowment (refer to Senate Bill #2248). The ASUW Budget shall determine funds available for allocation and Planning Committee based on current market return.
  - v. ASUW shall maintain the ASUW Service Exchange Endowment (refer to Senate Bill #2253). The ASUW Budget shall determine funds available for allocation and Planning Committee based on current market return.
  - vi. ASUW shall maintain the ASUW Childcare Assistance Scholarship (refer to Senate Bill #2343). The ASUW Budget and Planning Committee shall determine funds available for allocation based on current market returns.
  - vii. ASUW retains the right to establish other endowments as deemed useful and necessary by the ASUW Senate with the approval of the Vice President for Administration and the UW Board of Trustees.

#### **Article VII. ASUW Reserve Funds**

- i. The ASUW shall maintain a reserve fund, hereinafter referred to as the "ASUW Reserve". The accumulation of these funds shall be maintained for the purposes of securing the ongoing development of the activities, programs, and advancement of the ideals of the Associated Students of the University of Wyoming.
- ii. Authority for the utilization of these Reserves shall lie with the ASUW Budget and Planning Committee with consent of the ASUW Senate and the UW Board of Trustees. Any unbudgeted

portion or residual amount of the designated “ASUW Fee” shall revert to these Reserves at the end of each fiscal year.

- iii. The UW Office of Taxes and Investments shall invest all ASUW Reserves in accordance with the laws and regulations of the State of Wyoming. All earnings derived from these investments shall remain in the Reserves until utilized in the ASUW budget. The ASUW Reserves shall be utilized by incorporating its support in the ASUW Budget or by special petitioning of the UW Board of Trustees (See Section v).
- iv. It shall require a two-thirds affirmative vote of those Senators duly chosen and sworn to deplete the ASUW Reserve below \$100,000 and shall be reviewed at least every 3 years.
- v. The ASUW Reserve shall be no larger than \$300,000 and shall be reviewed at least every 3 years.
- vi. Use of these funds will be subject to the process outlined in (Article II, Section i, Subsection 2) of the ASUW Finance Policy.

#### **Article VIII. ASUW Contingency Fund**

- i. The ASUW shall maintain an annual contingency fund in the ASUW Executive Budget for the purposes of meeting needs associated with unforeseen expenditures and new programs. The ASUW President and Vice President shall initiate expenditures from this fund. The Contingency Fund shall be appropriated from monies in the ASUW Reserve in the annual budget process at an amount to be approved by the ASUW Senate.
- ii. Expenditures from the contingency fund shall be used to fulfill the purpose of promoting, improving, and pursuing the goals of ASUW and its related programs, services, Strategic Partners and commitments.
- iii. The Contingency Fund shall be utilized to meet unforeseen operational costs that may adversely affect the success of ASUW Programs, Services and Strategic Partners. The Contingency Fund may also be utilized for the initiation and creation of pilot ASUW Programs or Services.
- iv. For unforeseen operational costs of existing ASUW Programs and Services the ASUW President and Vice President shall have the joint authority to designate funds from the Contingency Fund. This collective authority shall only be exercised when efforts to seek funding from other sources are exhausted.
- v. The ASUW President and Vice President shall have joint authority to designate funds from the Contingency Fund for the initiation and creation of pilot ASUW Programs or Services when the amount designated is less than or equal to \$1,000. Expenditures of greater than \$1,000 for the initiation and creation of pilot ASUW Programs or Services shall also require a majority vote of approval from the ASUW Senate to be dispersed.
- vi. The ASUW Budget & Planning Committee shall be notified and briefed of any planned efforts to designate funds from the Contingency Fund.



- vii. The Dean of Students or designee and Director of Finance 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.
- viii. In cases of controversy, the ASUW Senate shall have the authority to resolve any decisions regarding expenditures from the Contingency Fund that are not fully agreed upon by the ASUW President, Vice President, and Director of Finance.

#### **Article IX. References**

- i. Reference documents to support this policy are as follows:
  - i. ASUW Constitution and By-Laws
  - ii. University Regulation 8-234
  - iii. University Regulation 8-249

#### **Article X. Suspension**

- i. Any portion of this Finance Policy may only be suspended by a four-fifths (4/5) votes of the ASUW Senate with the following exception(s):
  - 1. Any portion of this Finance Policy pertaining to funds distributed through RSO Funding Board may be suspended by a four-fifths (4/5) vote of that body if and only if the funding request in question is less than \$1000.00.

UPDATED: December 2016

**Appendix I. Travel Waiver**

- A. ASUW Travel Policy shall be established to set forth policies and procedures for authorization of travel and reimbursement for travel by students, faculty or staff, who travel as representatives of the ASUW.
- i. References:
    - 1. University Regulation 177, Official University Travel and Reimbursement.
    - 2. University Regulation 249, Financial Policies and Procedures of the Associated Students of the University of Wyoming.
    - 3. ASUW Finance Policy Section VI, Travel.
- B. General Information. The purpose of ASUW support for student travel is to assist students in the fulfillment of their individual and group extra-curricular interests as such are accommodated within an appropriately approved and sponsored ASUW program. It is assumed that college students who participate in these programs are at the age of maturity and level of personal prudence to understand their personal assumption of any risk attending the various aspects of such travel and participation in program activities, which result from such travel. Student travel financed and/or sponsored by the ASUW will be in accordance with the applicable requirements of reference A. i. above, as well as the following provisions.
- C. Mode of Travel. ASUW supported travel may be accomplished by utilization of common carriers (bus, train, airline), private vehicle, or University owned vehicle.
- i. Whenever student travel by University owned vehicle is authorized, the use of and reimbursement for the vehicle will be in accordance with the provisions of reference A. i. above.
  - ii. Whenever an ASUW student representative decides to travel by privately owned vehicle, the travelers shall be deemed to have assumed all responsibility for the consequences of use of a private vehicle, except that reimbursement for vehicle mileage may be made in accordance with the applicable provisions for reimbursement set forth in reference A. i. above.
- D. Travel Reimbursement. Reimbursement for ASUW student travel will include the following considerations:
- i. Any type of fine or penalty based on control of a vehicle being used incident to authorized ASUW student travel is the responsibility of the authorized traveler and will not be reimbursed.
  - ii. Payment for mileage on a University owned vehicle or reimbursement for mileage on a private vehicle shall be paid according to University established rates or direct travel expenses, whichever is less, and shall be paid in the amount determined by computation of the nearest practical route to and from the agreed destination.
- E. Costs other than those relating to the mode of travel (meals, lodging, etc.) which are incurred by student participants in an ASUW sponsored program shall not be reimbursed unless such costs are specifically approved as a part of the program and the ASUW Budget; and
- F. Students appointed or elected to positions in the ASUW government and ASUW/University employees who are not students may be reimbursed for such costs as are approved when the travel is for purposes that are intrinsically related to the ASUW responsibilities for providing programs and activities for the general student body, so long as such reimbursement is in accordance with the provisions of reference A. i. above.
- G. Student Conduct. All students traveling under the auspices of the ASUW are expected to conduct themselves in a manner consistent with University Regulations, which set forth standards for student conduct.
- i. Traveling as a student participant in an ASUW sponsored program is a voluntary extracurricular activity, and students who participate in these activities individually bear the responsibility for insuring that such participation does not interfere with their academic responsibilities.
  - ii. All students who travel under the auspices of the ASUW will be advised of their individual responsibilities and this travel policy prior to being authorized to travel.
  - iii. Driving while under the influence of alcohol or other drugs is against the law and strictly prohibited while on authorized ASUW travel.
- H. Administrative Responsibility. The Dean of Students or designee shall be responsible, in behalf of the ASUW, for the administration of this policy and the attending procedures.

I, the undersigned, having read and understood the above policies and procedures, am fully aware of the various risks assumed by me personally while traveling on the approved trip, do intend to undertake the ASUW sanctioned trip and will adhere to all the foregoing policies and procedures:

NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

Emergency contact name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

**Appendix II. ASUW Executive Discretionary Fund Spending Policies**

- I. ASUW Executive Discretionary Fund Policies shall be established to set forth policies and procedures for authorization of usage of the funds from the Executive Discretionary Fund by the ASUW President and/or Vice President when acting as official representatives of the ASUW.
- i. References:
    1. ASUW Finance Policy Article IV, Section vii.
    2. ASUW Discretionary Fund Endowment
- J. General Information.
- i. Purpose – The purpose of the ASUW Executive Discretionary Account is to provide a small fund within the University of Wyoming Foundation for the ASUW Student Government to purchase items that may be otherwise disallowed per the Finance Policies of the ASUW Student Government, the University of Wyoming, and the State of Wyoming.
  - ii. Authority – Only the ASUW President and Vice President have the authority to request or grant expenditures form the account. The expenditures must be subsequently approved by the ASUW Accountant or Dean of Students Designee.
- K. Guidelines – The ASUW Student Government shall receive funds for the ASUW Executive Discretionary Account from the ASUW Discretionary Fund Endowment, housed with the University of Wyoming Foundation. The funds shall be made available from the account and placed into the appropriate fiscal year budget via the standard ASUW Budgeting process under the authority of the ASUW Senate and Budget and Planning Committee, with final approval of the University of Wyoming Board of Trustees. The account level shall be determined based off of historical spending levels, available expendable funds in the foundation account, and the recommendation of the Executive branch. No other funds shall be deposited into this account.
- L. Funds from the account must meet the follow criteria:
- i. Flowers, Cards, and/or Memorabilia
    1. Following the death of a current or recent UW Student, a condolence card and/or flowers may be purchased and delivered to the immediate family of the deceased student on behalf of the ASUW Student Government.
    2. Recognition gifts to ASUW/UW faculty/staff/administrators for special occasions. Costs for these items shall be limited and reasonable.
    3. Any other honorary situation in which the needs for the item are deemed necessary and reasonable by the ASUW President and Vice President with the Consent of the Dean of Students or Designee.
  - ii. Official Functions: Any event that the ASUW President and/or Vice President are requested to attend by the University of Wyoming Board of Trustees, the President of the University, and/or any member of the University Executive Council in an official capacity.
    1. Funds are only to be used for direct costs associated with attending the functions and may not be used for dates/guests to attend the functions.
    2. For Black Tie events, rental costs and/or purchase of appropriate attire may be reimbursed up to \$100.00 per person.
    3. Funds may be used to purchase a ticket for the ASUW President and/or Vice President if a complimentary ticket is not provided.
  - iii. Prohibited Purchases:
    1. No alcohol shall be purchased with these funds.

No payroll expenses shall be funded from this account