

# Associated Students of the University of Wyoming

## Finance Policy

Adopted by the ASUW Student 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.



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## **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 to govern the annual budget allocation process and other financial decisions 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 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.
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, Services and Strategic Partners 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 for Administration.

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

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

1. It is the responsibility of the ASUW Budget and Planning Committee to prepare and submit an annual budget to the ASUW Senate.
2. Budget requests shall be submitted to the ASUW Business Office by a stated deadline.
3. The ASUW Senate shall approve and submit the ASUW Budget, including the use of reserve funds, to the UW Board of Trustees through the Dean of Students or designee and to the appropriate University budgeting entities for approval. The ASUW Budget and Planning Committee, the ASUW Senate, the Vice President of Administration, and the UW Board of Trustees must approve changes to the UW Board of Trustees' approved spending authority.
4. At the completion of the fiscal year, all remaining student fee money shall be transferred to the ASUW Reserve.

Section 2.02 ASUW Budget and Planning Authority

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

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

1. ASUW Budget and Planning Committee shall have the authority to realign a budget if the purpose of any organization's budget should change during the fiscal year. The organization must obtain approval of the ASUW Budget and Planning Committee or the ASUW Senate prior to making such a change.
2. Approval from the ASUW Budget and Planning Committee must precede the approval of the ASUW Senate before such a change.
3. The Chair of the Budget and Planning Committee must notify the realigning entity of the Committee's decision by the following Wednesday at 5:00 PM.

Section 2.04 Appealing a Realignment Request to the ASUW Senate

1. Entities intending to appeal a failed realignment request must notify the full ASUW Senate and the ASUW Vice President of their intent to appeal by the following Thursday at 5:00 PM.
  - A. The ASUW Vice President will include the appeal in the following ASUW Senate meeting agenda.
  - B. If the ASUW Vice President fails to include such realignment appeal to the agenda, two Senators must bring forth a motion to appeal the decision of the Budget and Planning Committee.

Section 2.05 Appealing a Realignment Request to the ASUW Judicial Council

1. Entities that would like to appeal a realignment decision of the ASUW Senate must make their appeal to the Judicial Council in writing within 24 hours of the ASUW Senate decision.
2. The ASUW Judicial Council must hold a hearing of the appeal of the realigning entity within ten (10) academic days from receiving the appeal. The Judicial Council then will issue a decision within ten (10) academic days of reaching a decision.
3. The ASUW Judicial Council may deny a realignment request, but if they approve the appeal, they may only require the ASUW Senate to revisit the funding decision with the recommendation that the ASUW Senate approve the funding.

Section 2.06 ASUW Budget and Planning Annual Finance Policy Review

1. The ASUW Budget and Planning Committee shall have the authority to review the ASUW Finance Policy for only formatting purposes. No substantive or material changes shall be made during this review.
  - A. The annual review of the ASUW Finance Policy shall be submitted, not through legislation, to the ASUW Senate for approval by a majority vote.
2. The annual review of the ASUW Finance Policy shall be conducted directly following the annual budget process.

Section 2.07 ASUW Intersession Oversight Committee Budgetary Authority

1. From the last day of Spring 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 must approve of any budgetary action submitted by the Executive Branch during this time.
3. At the first ASUW Senate meeting of the Fall Semester, the ASUW President and Vice President shall submit an itemized list of such expenditures to the ASUW Senate. The Dean of Students or designee must approve all summer expenditures.

4. The ASUW Intersession Oversight Committee shall have the authority to realign or reduce an organization's budget when the ASUW Senate is out-of-session for the summer, for reasons including but not limited to:
  - 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 RSO Funding Board budget but does not grant the Intersession Oversight Committee authority to allocate those funds to any RSO.

Section 2.08      ASUW Budget Administration with University Authority

1. 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.
2. 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.
  - A. The Vice President for Student Affairs has administrative supervision for the Associated Students of the University of Wyoming (ASUW) (see Trustee Regulations, Section II).

### **Article 3. ASUW RSO FUNDING BOARD AUTHORITY AND GUIDELINES**

#### **Section 3.01 RSO Funding Board Authority**

1. ASUW Programs, Services, and Strategic Partners shall not receive any funding from the ASUW RSO Funding Board.
2. The ASUW Senate through the RSO Funding Board possesses sole authority to allocate ASUW funds directly to RSOs which are not Programs, Services, or Strategic Partners of the ASUW.
3. Only the ASUW RSO Funding Board shall have authority to allocate ASUW funds directly to a RSO.
  - A. 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.
  - B. 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.
  - C. 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.
4. RSOs shall only receive funding from ASUW for normal operating expenses, membership fees, dues, or organizational publications if the RSO is deemed a Strategic Partner.
5. The RSO Funding Board shall have the authority to approve requests totaling less than \$3,500.00.
6. Any request of \$3,500.00 or more that is approved by the RSO Funding Board shall be subject to final approval by the ASUW Senate.
7. All votes concerning final funding allotments by the ASUW Senate shall be conducted via a standing vote.

#### **Section 3.02 General Application Procedure for Programmed Events**

1. Application forms for ASUW funding for Recognized Student Organizations (RSOs) shall be made available online.
2. Only currently registered RSOs may seek funding for activities and programs and/or registration fees by submitting an application to the RSO Funding Board.
  - A. For events sponsored by multiple RSOs, a single request by one RSO must be submitted to the RSO Funding Board.
3. RSOs may only receive ASUW funding from the RSO Funding Board.

4. A RSO must attend an Event Planning Session prior to applying for funding.
5. RSOs may only receive funding when the program or activity is open to the entire student population.
6. Activities sponsored by RSOs shall have a valid educational and/or enrichment purpose.
7. 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.
8. The RSO shall submit the completed application to the ASUW Business Office not less than five (5) weeks prior to the event. The ASUW Business Office will forward the application to the Chairperson of the RSO Funding Board, provide a copy of the request to each member of the RSO Funding Board, and provide electronic copies to each Senator's electronic mailing address no less than one business day from the beginning of weekly Senate meeting after such funding requests are made.
  - A. Exceptions to this rule for requests under \$3,500.00 shall be at the discretion of the ASUW RSO Funding Board.
  - B. 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.
    1. RSOs may appeal the denial of funding based on a failure to meet the deadline through the appeal processes outlined under Article 5.
9. The RSO Funding Board shall meet and consider requests no less than one scheduled school day before the ASUW Senate meets, with the exception of University observed holidays.
  - A. The deadline for RSO Funding Board applications shall be five business days before that semester's announced meeting time.
10. 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.
11. A representative from the RSO shall be contacted and required to attend a RSO Funding Board meeting to present the funding request.
  - A. 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 RSO 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.
12. In cases where Senators may realize personal benefit and/or unethical exercise of authority, either directly through participation or indirectly through personal

relationships, Senators should recuse themselves from voting during RSO Funding Board meetings and formal votes on the floor of the ASUW Senate.

13. The approved request shall be returned to the ASUW Business Office for implementation. The representative from the RSO shall meet with the program advisor and the ASUW Business Office within one (1) week following approval to complete the process.
14. 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.
15. 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.
16. 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.
17. 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.

#### Section 3.03 Funding Allocation Guidelines

1. Each RSO may be awarded up to \$10,000.00 from the RSO Funding Board per fiscal year.
  - A. Each RSO may be awarded up to \$3,500.00 of unmatched funds from the RSO Funding Board per fiscal year.
  - B. If a 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.
  - C. The annual cap per RSO, and the percentage of outside funds RSOs need to provide for requests over the capped amount, will be reviewed and adjusted, if necessary, every two years by the RSO Funding Board.

#### Section 3.04 Decoration Allocation Guidelines

1. For total funding requests of up to and including \$100.00, no more than 10% of the funds awarded may be used for decorations;
2. For total funding requests exceeding \$100.00, no more than 15% of the funds awarded may be used for decorations;
3. ASUW or UW Department written approval of a place of storage will be required for any purchase of decorations exceeding \$100.00.

Section 3.05 RSOs Generating Revenue

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 requests.
  - A. RSOs may not generate any revenue through charging admission or registration fees to students.
  - A. RSOs may generate revenue by charging admission or collecting registration fees from anyone who is not a UW student.
  - B. RSOs may generate revenue by holding auctions or selling goods or services (if in accordance with city laws and all University regulations).
  - C. 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.

Section 3.06 Allocation Table for Speakers/Entertainers and Students

1. 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*	
Airfare	Maximum allowed: \$500	
Lodging	Maximum allowed: \$150 per night	
<b>*Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food.</b>		

2. 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 ASUW Programs, Services, and Strategic Partners shall make their increase request to the ASUW President and Vice President. In the event an increase request is allowed, the additional funds required will come from the Executive

Branch Contingency Fund, with review and consent of Budget and Planning Committee as outlined by this Finance Policy.

1. If the ASUW President and Vice President deny the increase, an appeal of decision may be considered by Budget and Planning.
- B. 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 a RSO, the additional funds will come from the RSO Funding Board Budget.
- C. If the RSO Funding Board denies the increase, an appeal of decision may be considered by the ASUW Senate, following similar guidelines as outlined in this Finance Policy.

Section 3.07      RSO Funds for Movies/Film

1. 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).
  - A. Any videos purchased through ASUW become the property of ASUW and must be returned to ASUW immediately following the event.
  - B. Videos purchased through ASUW will be donated to UW Libraries for student checkout.

Section 3.08      Circumstances Under Which Funding Shall Not Be Awarded

1. RSOs shall not receive funding for any program or event that includes any illegal substances or related paraphernalia.
2. ASUW shall not allocate funds for charitable donations including donations that support charity organizations and fundraising activities. ASUW can fund RSOs and their programs that may generate funds for charity fundraisers. Regardless of their charitable nature, any fundraisers shall be required to also be educational in nature.
3. ASUW shall not bestow gifts on individuals.
4. Payment cannot be allotted for:
  - A. Donations.
  - B. Flowers.
  - C. Tangible Prizes.
  - D. Promotional Apparel.
  - E. Expenses for funerals.
  - F. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.
  - G. Expenses related to social events for retiring employees.
  - H. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.

- I. Purchase of appliances for preservation, preparation, or conditioning of food products for employee consumption.
- J. Purchase of alcohol.

Section 3.09      Funding for RSO Programs and Events Held Off-Campus.

1. Off campus programs or events may receive funding as outlined:
  - A. Events must be advertised on campus.
  - B. ASUW will not pay for a room fee.
  - C. ASUW will not pay for service fees.
  - D. ASUW will only fund catering at the rate as indicated in the allocation table.
  - E. ASUW will only fund ASTEC services for a medium or small PA system, labor, and transport included any additional technical services is the sole financial responsibility of the RSO.
  - F. To be eligible for ASTEC services the RSO must follow ASTEC's reservation and use guidelines.

Section 3.10      Tickets and Accessibility

1. 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, Fine Arts Box Office, or a similar venue for ticket dispersal to students.
2. 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 number of tickets to be distributed to its 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 RSO Funding Board.
4. RSOs shall cooperate with the University Disability Support Services to make any campus-wide event accessible to students with disabilities whenever possible. RSOs must include in any advertisements the means by which a potential attendee would request accommodations.

Section 3.11      Promotion/Advertising Requirements

1. Promotional requirements for ASUW Funded Activities include:
  - A. All ASUW supported or sponsored programs must contain the ASUW logo on all promotional materials this does not include tickets;
  - B. ASUW will not support or sponsor events held at establishments whose primary source of revenue is through the sale of alcohol;
  - C. Alcohol may not be publicized/promoted on an ASUW supported flyer/poster.
  - D. Public notice of not less than five (5) business days must be given prior to the program or activity. This may take the form of flyers, posters, student newspaper ads, or other public media announcements;

2. 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.

#### Section 3.12 Post Event Requirements and Program Evaluation

1. All invoices and RSO post-event evaluations 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 a RSO representative and turned in to the ASUW Business Office within 30 days following the event. Failure to complete the program evaluation may affect the RSO's future RSO Funding Board requests.
  - B. Completed program evaluations of events funded by ASUW should be given by the ASUW Director of RSO Relations for review.
3. ASUW and the Campus Activities Center staff shall serve as advisors to ASUW funded programs and events. The ASUW Business Office shall serve as the financial advisor for all ASUW funded activities.

#### Section 3.13 Allocations for Conference Registration Fees

1. RSOs wishing to receive funds for conference registration fees may apply to the RSO Funding Board. RSOs may only receive \$750 per semester for conference registration.
  - A. "Per Semester" is determined by conference date;
  - B. Conferences occurring between July 1<sup>st</sup> and December 31<sup>st</sup> shall be defined as occurring in the Fall Semester;
  - C. Conferences occurring between January 1<sup>st</sup> and June 30<sup>th</sup> shall be defined as occurring in the Spring Semester.
2. Applications for funding must be submitted at least 30 days prior to the conference date and in accordance with RSO funding guidelines.
  - A. Exceptions to this policy may be considered by the RSO Funding Board.
3. Only those who are members of the ASUW are eligible to receive monies for registration fees.
4. ASUW funds allocated through the RSO Funding Board for conference registration cannot be applied to travel, lodging, meals, or any other travel expenses
5. All registration documentation must be submitted to the ASUW Business Office sixty (60) days before the conference or the allocation shall be void and the funds revoked.
6. All RSOs who receive funds for conference registrations fees will be required to host a presentation about the conference within thirty (30) days of attending the conference.

#### Section 3.14 Allocations for Academic Competition Registration Fees

1. RSOs wishing to receive funds for academic competition registration fees may apply to the RSO Funding Board. RSOs may only receive \$2000 for competitions per year.
  - A. Per “Year” is determined by academic competition date;
2. Applications for funding must be submitted at least sixty (60) days prior to the academic competition date and in accordance with RSO funding guidelines.
  - A. Exceptions to this policy may be considered by the RSO Funding Board.
3. Only those who are members of the ASUW are eligible to receive monies for registration fees. RSOs must be associated with a College within the University of Wyoming to be eligible to receive monies.
4. ASUW funds allocated through the RSO Funding Board for academic competition registration cannot be applied to travel, lodging, meals, or any other travel expenses. They can be applied to monetary fees or physical materials for the competition registration.
5. RSOs wishing to receive funds must show that they have looked for outside funding.
  - A. If requesting \$625 or less, the RSO is not required to obtain any outside funding.
  - B. If requesting between \$625.01 and \$1,250, the RSO is required to obtain outside funding that is equivalent to 10% of the amount requested.
  - C. If requesting \$1,250.01 or more, the RSO is required to obtain outside funding that is equivalent to 25% of the amount requested and the request must be approved by the Senate.
6. All registration documentation must be submitted to the ASUW Business Office within sixty (60) days of the academic competition or the allocation shall be void and the funds revoked.
7. All RSOs who receive funds for academic competition registration fees will be required to host a presentation about the academic competition within thirty (30) days of attending the academic competition.

**Article 4. Sanction for Failure to Comply with ASUW Finance Policy**

Section 4.01 General Violations of ASUW Finance Policy

1. 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.
2. Failure to comply with any provisions of this Article may result in the loss of funding for events that have not already taken place.
3. If a RSO uses ASUW money for items explicitly disallowed by the ASUW Finance Policy, that RSO must repay those funds to the ASUW Student Government.

4. If a 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.
5. All infractions of the ASUW Finance Policy or additional stipulations placed on a RSO by the RSO Funding Board or ASUW Senate stay on the RSOs record for a year.
6. Infractions will be categorized into major and minor infractions as defined by the following table:

Minor Infractions	Major Infractions
<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>	<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>

7. Any other rule in the ASUW Finance Policy that is not explicitly defined in this table will be considered a minor infraction.

Section 4.02      Probationary Term

1. Minor Infractions of the ASUW Finance Policy will result in the RSO being placed on probation. The probationary period for a 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).
2. 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.
  - A. 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.

3. 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.
  - B. 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.
4. 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 a RSO does not repay those funds, their probation period will be extended until the RSO is able to repay the funds.

#### Section 4.03      Suspension of Funding

1. 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.
2. 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.
3. RSO Funding Board may request a two-thirds 2/3 standing vote of the ASUW Senate to reduce the suspension of funding for a RSO by up to half of the calendar year.
4. Suspension of funding may never exceed a full year from time of initial major infraction.
5. Immediately following the term of suspended funding, the RSO will be placed on probation for a full calendar year.
6. 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.
7. Once a RSO is officially 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.
8. 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.

#### Section 4.04      General Procedure for Sanctions

1. The RSO Funding Board or the designated ASUW Executive shall impose the suspension outlined above.

2. The length of a RSO's suspension of funding or probationary period must not exceed the above guidelines.
3. Additional stipulations placed on a 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.
4. RSOs may appeal this suspension through the process outlined below in Article 5.
5. Any Senator may make a motion to lift or reduce the length of a RSO's suspension, regardless of the RSO's decision to appeal. This motion requires a two-thirds (2/3) standing vote of the Senate to pass.

## **Article 5. RSO Funding Appeal Process**

### **Section 5.01 Appeals to the ASUW Senate**

1. The ASUW Senate may appeal the RSO Funding Board's decision regarding any funding request or RSO infraction.
2. 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.
  - A. 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.
3. The ASUW Senate may only do the following on appeal;
  - A. Decide by majority vote to overrule the funding decision made by the RSO Funding Board.
  - B. Decide 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.
  - C. Decide that a RSO did violate the ASUW Finance Policy or additional stipulations, and place that RSO on probation for a full calendar year.

### **Section 5.02 Appeals to the ASUW Judicial Council**

1. A RSO may appeal the decision of the ASUW Senate to the Judicial Council.
2. The ASUW Judicial Council must hold a hearing of the appeal of a RSO 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. RSOs may appeal a funding decision, probationary period, suspension of funding, or the failure of the ASUW Senate to hear an appeal.
4. The ASUW Judicial Council's authority with regards to RSOs' funding requests 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 require the ASUW Senate to revisit their decision with recommendation that the ASUW Senate approve the funding.

5. 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 ASUW Senate.
  - A. 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.
  - B. 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.
6. If the Judicial Council finds that the ASUW Senate erred in failing to hear an appeal of an RSO, the Judicial Council can require the Senate to include and hear the appeal under New Business at the next regularly scheduled meeting.
  - A. When this occurs, the RSO does not need to have a Senator file a six (6) hour notice to the Senate, nor will the Senate need to vote on whether they will hear the appeal.

## **Article 6. ASUW Funding for Travel**

### **Section 6.01 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;
2. The purpose of travel must be inherent to the UW and ASUW educational mission and beneficial to the student body.
3. 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:
  - A. Maximum allowed for airfare is \$500. The maximum for airfare will be reviewed and adjusted, if necessary, every two (2) years by the RSO Funding Board.
  - B. Lodging, Meals, and Ground Transportation will be base off the current GSA standard Per Diem for the location being traveled to.
  - C. Drivers must be verified by University of Wyoming Fleet Services;
  - D. ASUW travel shall be limited to the following carriers:
    1. Common commercial carrier;
    2. 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 with adequate proof of insurance coverage, including medical liability and an ASUW Travel Waiver signed by the driver and all passengers.
4. 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.
5. The Dean of Students or designee shall be the University officer responsible to administer University travel procedures on behalf of the ASUW.

## **Article 7. EQUIPMENT AND PROPERTY POLICIES**

### **Section 7.01 ASUW Acquired Property**

1. 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.
2. 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.
3. ASUW shall budget regularly for equipment maintenance, repair and replacement. A group external to the ASUW Student Government shall be responsible for maintenance and repair of equipment or other property assigned to it by ASUW.
4. 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.
5. Funds derived from disposing of ASUW equipment/property shall be deposited to the ASUW Reserve account. The University Accounting Office maintains this account, from which the equipment purchases originated, for ASUW.
6. ASUW Programs, Services, and Strategic Partners equipment purchases shall be budgeted into said specific budgets during the budget session for each fiscal year.

### **Section 7.02 RSO Rental/Use of ASUW Equipment**

1. 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.

2. 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:
  - A. The designated officer(s) of a RSO shall complete and submit an equipment contract to the ASUW Business Office before any equipment is released to the RSO.
  - B. The ASUW does not relinquish ownership of equipment/property purchased from ASUW funds, but such equipment may be reserved for use by a RSO for a pre-determined period of time.
  - C. A 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.
  - D. A 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.
  - E. The designated officer(s) of a RSO shall complete and submit an equipment contract to the ASUW Business Office before any equipment is released to the RSO.

Section 7.03      Violation of ASUW rental/use Policies

1. Violation of these terms by a RSO or its individual members shall constitute a suspension of use of the reserved equipment for a period of not more than three years.

**Article 8.**      ASUW Endowments

Section 8.01      ASUW Special Project Endowment

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 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.
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.

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.

4. 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.
5. 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.

**Section 8.02**      ASUW Charlotte H. Davis, James C. Hurst, and ASUW Leadership Scholarships

1. 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.

**Section 8.03**      ASUW A. L. Lupton Financial Literacy Endowment

1. 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.

**Section 8.04**      ASUW Service Exchange Endowment

1. 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.

**Section 8.05**      ASUW Childcare Assistance Scholarship

1. 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.

**Section 8.06**      ASUW authority to create Endowments

1. 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 9.**      ASUW Programs, Services, and Strategic Partners

**Section 9.01**      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 2.04 and 2.05 of this document.
3. Programs may receive funding for programs or activities that have the potential of generating revenue.

4. Programs may not generate any revenue through charging admission or registration fees to students.
5. No more than 10% of event budget may be used for decorations for the event. Programs should make a good faith effort to use decorations that the ASUW own already.
6. Programs shall not receive funding for any program or event that includes any illegal substances or related paraphernalia.
7. 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.
8. Programs shall not bestow gifts on individuals.
9. Payment cannot be allotted for:
  - A. Donations.
  - B. Flowers.
  - C. Tangible Prizes.
  - D. Expenses for funerals.
  - E. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.
  - F. Expenses related to social events for retiring employees.
  - G. Purchase of alcohol.
10. 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. "Per Semester" is determined by conference date;
  - C. Conferences occurring between July 1<sup>st</sup> and December 31<sup>st</sup> shall be defined as occurring in the Fall Semester;
  - D. Conferences occurring between January 1<sup>st</sup> and June 30<sup>th</sup> shall be defined as occurring in the Spring Semester.
  - E. Only those who are members of the ASUW are eligible to receive monies for registration fees.
  - F. Programs may also request funding for conference travel, lodging, meals, or any other travel expenses related per the rules for funding of these outlined in Section 2.01 of this document.
11. Funding for Travel
  - A. Programs shall be held to the rules outlined in Article 6 of this document for travel funding.

Section 9.02      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.

Section 9.03 ASUW Strategic Partners

1. Strategic Partners may receive a portion of their budget from the ASUW by following the budget process outlined in Section 2.01 of this document.
2. Strategic Partners will use the Realignment request function per Sections 2.04 and 2.05 of this document.
3. No more than 10% of event budget from ASUW monies may be for decorations for the event. Partners shall make a good faith effort to use the decorations the ASUW or their organization already own.
4. Strategic Partners may receive funding for programs or activities that have the potential of generating revenue.
  - A. Strategic Partners may not generate any revenue through charging admission or registration fees to students.
  - B. Strategic Partners may generate revenue by charging admission or collecting registration fees from anyone who is not a UW student.
  - C. Strategic Partners may generate revenue by holding auctions or selling goods or services (if in accordance with city laws and all University regulations).
  - D. Regardless of their charitable nature, any fundraisers shall be required to also be educational and/or enriching in nature.
  - E. Circumstances Under Which Funding Shall Not Be Awarded
    1. Strategic Partners shall not receive funding for any program or event that includes any illegal substances or related paraphernalia.
    2. Strategic Partners shall not allocate ASUW funds for charitable donations including donations that support charity organizations and fundraising activities. Regardless of their charitable nature, any fundraisers shall be required to also be educational in nature.
    3. Strategic Partners shall not use ASUW funds to bestow gifts on individuals.
  - F. Payment cannot be allotted for:
    1. Donations.
    2. Flowers.
    3. Tangible Prizes.
    4. Expenses for funerals.
    5. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.
    6. Expenses related to social events for retiring employees.
    7. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.
    8. Purchase of appliances for preservation, preparation, or conditioning of food products for employee consumption.
    9. Purchase of alcohol.
  - G. Allocations for Conference Registration Fees

1. Strategic Partners may request funds for conference registration fees during their budget request. Partners may only receive \$750 per semester for conference registration.
    - a. “Per Semester” is determined by conference date;
    - b. Conferences occurring between July 1<sup>st</sup> and December 31<sup>st</sup> shall be defined as occurring in the Fall Semester;
    - c. Conferences occurring between January 1<sup>st</sup> and June 30<sup>th</sup> shall be defined as occurring in the Spring Semester.
  2. Only those who are members of the ASUW are eligible to receive monies for registration fees.
- H. Funding for Travel
1. Partners shall be held to the rules outlined in Article 6 of this document for travel funding.
- I. Only funding allocated to the Strategic Partner from ASUW shall fall under this policy.

## **Article 10. ASUW Reserve Funds**

### **Section 10.01 Maintenance of ASUW Reserve**

1. At the completion of the fiscal year, all remaining student fee money shall be transferred to the ASUW Reserve.
2. 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.
3. 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).

### **Section 10.02 Authority and Use of ASUW Reserve**

1. 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.
2. It shall require a two-thirds (2/3) affirmative vote of those Senators duly chosen and sworn to deplete the ASUW Reserve below \$100,000.
3. The ASUW Reserve shall be no larger than \$300,000.
4. The designated floor and ceiling values for the ASUW Reserve shall be reviewed at least every 3 years.
5. Use of these funds will be subject to the process outlined in (Article II, Section i, Subsection 2) of the ASUW Finance Policy.

## **Article 11. ASUW Contingency Fund Policies**

### **Section 11.01 Contingency Fund Policies**

1. Contingency Funds 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. Expenditures from the Contingency Funds 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.
2. The Dean of Students or designee and the ASUW 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.
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.

### **Section 11.02 ASUW Executive Branch Contingency**

1. ASUW Executive Branch Contingency fund shall be allotted annually 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.
2. 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.
  - A. 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.
  - B. The ASUW Budget and Planning Committee shall be notified and briefed of any planned efforts to designate funds from the Executive Branch Contingency Fund.

### **Section 11.03 ASUW Legislative Branch Contingency**

1. ASUW Legislative Branch Contingency fund shall be allotted annually for the purposes of meeting needs associated with unforeseen expenditures and new programs. The Budget and Planning Committee shall monitor and authorize 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.
  - A. For unforeseen operational costs of existing ASUW Programs and Services the ASUW Budget and Planning Committee 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.

- B. The Budget and Planning Committee shall have authority to designate funds from the Contingency Fund for any ASUW Program, Service, or Strategic Partner at an amount less than \$1,000. The application process will be determined and outlined by the Budget and Planning Committee. For amounts greater than \$1,000 Budget and Planning will propose the expenditure to the ASUW Senate which will require a majority vote of approval.

Section 11.04 ASUW Business Office Contingency

1. ASUW Business Office Contingency fund shall be allotted annually for the for the purposes of meeting needs associated with unforeseen expenditures. The ASUW Program Coordinator and ASUW Accountant shall initiate expenditures from this fund. The ASUW Budget and Planning Committee shall authorize 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.

- A. For unforeseen operational costs of existing ASUW Programs and Services the ASUW Program Coordinator and ASUW Accountant shall have the joint authority to initiate expenditures of funds from the Contingency Fund, to be subsequently approved by the ASUW Budget and Planning Committee. This collective authority shall only be exercised when efforts to seek funding from other sources are exhausted.

**Article 12. Suspension of ASUW Finance Policy**

Section 12.01 Suspending the ASUW Finance Policy

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

**Article 13. Revisions and Adoptions**

Section 13.01 Revisions and Adoptions

1. The ASUW 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.

