ASG Office of Financial Affairs Standing Rules

In Effect for the 2016-2017 Academic Year

For additional funding rules, see ASG Code Title IV: Financial Code

Purpose of Funding

“To promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between student groups, and or foster campus community.”

Board Makeup

The RSO Office of Financial Affairs shall consist of the following members:

1) Chair: ASG Treasurer (non-voting)
2) Deputy: ASG Deputy to the Treasurer (non-voting)
3) Members: 9 RSO Financial Affairs Officers (voting) + GSC Treasurer (non-voting) + SOOIE Treasurer (non-voting)

Selection of RSO Financial Affairs Officers:
RSO Financial Affairs Officers: Appointed through application process at the same time as cabinet applications. The applications will be created by the Assistant Director for Associated Student Government, Program Coordinator for Registered Student Organizations, and ASG Office Manager.

Selection Board will consist of:
1) ASG Treasurer-Elect
2) ASG Treasurer
3) Assistant Director for Associated Student Government
4) Program Coordinator for Registered Student Organizations
5) ASG Office Manager

Funding Timeline

Funding Periods for Events
There will be four funding periods per year. Each RSO is allowed to be funded for one event per funding period. Events funded by the ASG Office of Financial Affairs can only take place during the following dates (See line 248 for more details):

Round I: Monday of second week of Fall semester (August 29) to October 19
Round II: October 20 to the day before Dead Day of Fall semester (December 8)
Round III: Tuesday of second week of Spring semester (January 24) to March 7
Round IV: March 8 to the day before Dead Day of Spring semester (May 4)

No budgets for the current academic year will be accepted after April 26th, 2017 at 5:00 P.M.
RSO’s may apply for events to be held during the current funding period or the upcoming funding period, but not 2 funding periods in advance (for example, on Oct. 20th an RSO may submit a budget for an event to be held in funding period II and III, but not IV).

The funding deadline for events is 5 weeks prior to the date of the event if the event is non-ticketed; 7 weeks prior to the date of the event if the event is ticketed; with the following special circumstances noted which require an earlier deadline:

- For events that take place during the first 5 weeks (non-ticketed) or 7 weeks (ticketed) of class, in either semester, RSO’s must apply for funding in the previous semester.
- Summer Break, Thanksgiving Break, Winter Break, Spring Break, and Finals weeks do not count within the 5 and 7 week timelines. If Summer Break, Thanksgiving Break, Winter Break, Spring Break, and Finals weeks fall within your application period, extend your timeline accordingly.
  - Example: You have a speaker on Friday, April 14 and Spring Break is March 20-24. 5 weeks prior to this would be March 10; however, because you cannot include Spring Break in your timeline, plan to submit your budget a week earlier by March 3.

For ticketed events, RSO’s can apply for funding starting the first day of class each semester, but no later than 7 weeks prior to the prospective date for their event.

If an event is to include more than 15 non-students in attendance, and there is food and/or consumables that would raise the cost of the event, it must be a ticketed event. Children under three years of age do not require a ticket. Tickets must follow standard ticket format provided by the ASG Office of Financial Affairs. If an event is ticketed, all non-students must pay the ticketed price.

For all non-ticketed events, RSO’s can apply for funding starting the first day of class, but no later than 5 weeks prior to the prospective date for their event.

RSO’s requesting more than $1,000 must have a pre-event planning consultation prior to budget submission. Pre-event consultation meetings must be requested via email at least two business days prior to budget submission. Students must attach a completed ASG Office of Financial Affairs funding application to their email request.

Funding Periods for Conferences
For conference requests, RSO’s can apply for funding starting the first day of class, but no later than 5 weeks before the payment date for their prospective conference.

For conferences that take place during the summer or within the first 5 weeks of class in the fall semester, RSO’s must apply for funding in the previous spring semester.
There are no funding periods for conferences. You may apply at any time while ASG Office of Financial Affairs meetings are in session.

**Application Submission Process**

All of the funding materials must be sent via Dropbox ([http://dropboxit.uark.edu](http://dropboxit.uark.edu)) to the ASG Treasurer (asgtres@uark.edu).

The RSO Officer who submits the application will be the primary contact for all further responsibilities regarding the approved budget, including but not limited to:

1. If applicable, the pre-event planning consultation
2. Obtaining the funding packet
3. Submitting all required paperwork per stated timelines
4. Responding to all further correspondence related to the approved budget in a timely manner

Password-protected budgets, incomplete budgets, altered templates or those that cannot be opened will not be accepted.

If the event is being co-sponsored with a University department or another organization, the information must be specified in the funding application. Co-sponsor contributions must be itemized and explained on the co-sponsor tab in the funding application. Additionally, co-sponsoring itemized budgets need to be submitted to the Board to be reviewed at the same meeting.

**Board Procedures**

The ASG Office of Financial Affairs will meet every week during the year, except for Summer Break, Thanksgiving Break, Winter Break, Spring Break, and Finals weeks. The Treasurer is responsible for setting the meeting time and notifying the general ASG body via the ASG website.

All Board meetings will be conducted according to *Robert's Rules of Order and Parliamentary Procedure*.

Any funded event is subject to audit by Office of Financial Affairs Board members. In the event that the auditor discovers a violation, the RSO is subject to penalties at the discretion of the ASG Financial Affairs Board.

Budget requests will go through two readings:

First Reading:

1. Board members will review budget before meeting.
2. Board will discuss and vote to initially approve/reject budgets:
   a. Simple majority needed to initially approve budget.
b. Budgets may not be edited or adjusted after first reading unless requested by the Board. Edits must be received by 5:00pm on Wednesday of the following week.

3) Rejected budgets will have the opportunity to appeal by the next Financial Affairs meeting:
   a. RSO will be notified within 48 hours of first reading that their budget request was denied or further clarification needs to be made.
   b. RSO can submit an appeal by 5:00pm on Wednesday of the following week.
   c. Presentation of appeals by RSO's may last up to, but no more than 5 minutes.
   d. Following the appeal, the Board will notify you of their decision within 24 hours. You may only appeal once, otherwise you must submit a new budget.

Second Reading:
1) Board will issue final approval of initially approved budgets:
   a. Changes to initial approvals require simple majority vote.
2) Board will deliberate on appeals and approve/reject them.
3) Rejected budgets will have the opportunity to appeal by the next Financial Affairs meeting:
   a. RSO will be notified within 48 hours of first reading that their budget request was denied.
   b. RSO can submit an appeal by 5:00pm on Wednesday of the following week.
   c. Presentation of appeals by RSO's may last up to, but no more than 5 minutes.
   d. You may only appeal once, otherwise you must submit a new budget.

Distribution of Funds

Funds for RSO's will be distributed in the following manner:

- Fall: 45% of RSO Allocations Budget
- Spring: 45% of RSO Allocations Budget
- Contingency: 10% of RSO Allocations Budget

Funds will be distributed on a first-come, first-serve basis. If a semester's funds are exhausted, the Board will have three options to request monies:
1) Draw from Contingency Fund
   a. The Board can draw from the contingency fund as needed. A 2/3 majority vote is required to approve events that draw from the contingency fund.
2) Request funds from ASG Senate Budget
3) Request funds from ASG GSC Budget
4) Request funds from PAB during supplemental funding round

Funding Restrictions

RSO's can receive no more than $10,000 in funding per academic year for special events and conferences.
What Can Be Funded

- Administrative Expenses ($20 max per year)
- Conference Registration ($1,250 maximum per academic year)
- Special Events
- Up to two events can be funded for each RSO per semester
- Meals ordered through Chartwells are capped at $15 per anticipated attendee per event not to exceed a total cost of $4,500 before tax, for food, drinks, catering, gratuity, and delivery. (up to 15 non-students may be included in these costs)
- Meals ordered through vendors other than Chartwells are capped at $12 per anticipated attendee per event not to exceed a total cost of $3,600 before tax, for food, drinks, catering, gratuity, and delivery. (up to 15 non-students may be included in these costs)
- Drink costs not to exceed $1.50 per 2L of soda or $6 per case of bottled water excluding drinks included with a catering order or provided by Chartwells. Gallon beverages cannot exceed $5.
- Pizza costs not to exceed $6 per pizza for non-Chartwells pizza
- If event is in the Union and requested over $100 in food, must be Chartwells
- Up to a $750 honorarium per event
- Hotel limited to one room for up to two nights or two rooms for one night
- Per Diem limited to $46 per day; maximum of $92 per event
- Travel expenses for guest speaker(s) not to exceed $1,000 per event. Guest must register tax payer ID and approve the itinerary prior to ticket purchase. Should speaker withdraw from engagement, the speaker will be responsible for cost of ticket.
- Recruitment events can be funded up to $111.75 ($100 limit + tax)
- Networking events can be funded up to $556.75 ($500 limit + tax)
- Ticketed events can be funded up to $50 at PMC for printing tickets
- Printed publicity (flyers, etc.) can be funded up to $50 at PMC
- Supplies and printed educational materials up to $250
- Events at off campus venues (along the bus routes or within reasonable walking distance)
- A/V Sound equipment up to $1,000
- A/V Sound technician up to $500
- Room reservation fees up to $2,500

What Cannot Be Funded

- Events not free and accessible to all students
- Events that do not have perceived educational value
- Banquets, award ceremonies, and/or events honoring specific individuals
- Fundraisers or events where money is collected/donated
- Sales of merchandise at a funded event
- Events exceeding a 2 to 1 student to non-student ratio.
- Non-student attendance or participation exceeding 15 non-students at ASG funded events, unless ticketed event (including recruitment events targeting non-UA prospective students)
• Events occurring on Spring Break, Dead Day, Thanksgiving Break, Fall Break and Winter Break
• Events without a date, start and end time, and place
• Tentative or unnamed speakers, judges, or bands
• Events that require RSVP
• Off-campus events not along UA bus routes, or not within reasonable walking distance
• Off-campus rent, including storage facilities
• Student travel or lodging
• Local transportation including rental cars, taxis, shuttles, etc.
• Travel for any presenter that amount to less than $50
• Per diem/hotel/honorarium for UA system employees/students
• Per diem for elected officials while active session is taking place
• Activities that make direct financial contribution to a political campaign, charity, or church
• Materials that the University will provide for free
• Blood drives
• International flights
• Gifts, awards – example t-shirts and prizes
• Regularly scheduled meetings
• Costumes
• Decorations for events
• No alcohol may be consumed or purchased at any ASG Office of Financial Affairs funded event.
• Repayment of debt or reimbursements
• Styrofoam products

Additional Guidelines
• All approved events must submit an article to Newswire in order to publicize to ALL students
• All approved events must also submit an advertisement for their event over the RSO listserv
• All approved events must be added to the university calendar
• Any food given out at an event must be cooked in an approved, licensed kitchen
• RSO’s must provide information for new vendors (anyone receiving payment or compensation from the University) at the same time they submit their budgets
• Non-perishable supplies funded by the ASG Office of Financial Affairs will become property of the Office of Student Activities
• No checks will be presented until the conclusion of the appearance OR as soon as possible thereafter
• All guests/speakers without a social security number and/or Individual Taxpayer Identification Number (ITIN) are subject to delayed payment and a 30% tax deduction to their honorarium
• Similar events or conferences, annual/reoccurring events, etc. previously approved by the Board does not guarantee future approval. Each budget is reviewed
• It is encouraged that your RSO makes an effort to recycle at ASG Office of Financial Affairs funded events.
• Any funding restrictions not addressed in these standing rules are at the discretion of the Board.