



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.

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44 RSO's may apply for events to be held during the current funding period or the upcoming
45 funding period, but not 2 funding periods in advance (for example, on Oct. 20th an RSO may
46 submit a budget for an event to be held in funding period II and III, but not IV).

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

- 51 • For events that take place during the first 5 weeks (non-ticketed) or 7 weeks
52 (ticketed) of class, in either semester, RSO's must apply for funding in the previous
53 semester.
- 54 • Summer Break, Thanksgiving Break, Winter Break, Spring Break, and Finals weeks
55 do not count within the 5 and 7 week timelines. If Summer Break, Thanksgiving
56 Break, Winter Break, Spring Break, and Finals weeks fall within your application
57 period, extend your timeline accordingly.
 - 58 ○ Example: You have a speaker on Friday, April 14 and Spring Break is March
59 20-24. 5 weeks prior to this would be March 10; however, because you
60 cannot include Spring Break in your timeline, plan to submit your budget a
61 week earlier by March 3.

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

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

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

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

78 79 **Funding Periods for Conferences**

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

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83 For conferences that take place during the summer or within the first 5 weeks of class in
84 the fall semester, RSO's must apply for funding in the previous spring semester.

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86 There are no funding periods for conferences. You may apply at any time while ASG Office
87 of Financial Affairs meetings are in session.

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Application Submission Process

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91 **All of the funding materials must be sent via Dropbox (<http://dropboxit.uark.edu>) to**
92 **the ASG Treasurer (asgtres@uark.edu).**

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

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

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

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104 If the event is being co-sponsored with a University department or another organization,
105 the information must be specified in the funding application. Co-sponsor contributions
106 must be itemized and explained on the co-sponsor tab in the funding application.

107 Additionally, co-sponsoring itemized budgets need to be submitted to the Board to be
108 reviewed at the same meeting.

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Board Procedures

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

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

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

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123 Budget requests will go through two readings:

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125 First Reading:

- 126 1) Board members will review budget before meeting.
- 127 2) Board will discuss and vote to initially approve/reject budgets:
 - 128 a. Simple majority needed to initially approve budget.

174 **What Can Be Funded**

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

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209 **What Cannot Be Funded**

- 210 • Events not free and accessible to all students
- 211 • Events that do not have perceived educational value
- 212 • Banquets, award ceremonies, and/or events honoring specific individuals
- 213 • Fundraisers or events where money is collected/donated
- 214 • Sales of merchandise at a funded event
- 215 • Events exceeding a 2 to 1 student to non-student ratio.
- 216 • Non-student attendance or participation exceeding 15 non-students at ASG funded
217 events, unless ticketed event (including recruitment events targeting non-UA
218 prospective students)

- 219 • Events occurring on Spring Break, Dead Day, Thanksgiving Break, Fall Break and
- 220 Winter Break
- 221 • Events without a date, start and end time, and place
- 222 • Tentative or unnamed speakers, judges, or bands
- 223 • Events that require RSVP
- 224 • Off-campus events not along UA bus routes, or not within reasonable walking
- 225 distance
- 226 • Off campus rent, including storage facilities
- 227 • Student travel or lodging
- 228 • Local transportation including rental cars, taxis, shuttles, etc.
- 229 • Travel for any presenter that amount to less than \$50
- 230 • Per diem/hotel/honorarium for UA system employees/students
- 231 • Per diem for elected officials while active session is taking place
- 232 • Activities that make direct financial contribution to a political campaign, charity, or
- 233 church
- 234 • Materials that the University will provide for free
- 235 • Blood drives
- 236 • International flights
- 237 • Gifts, awards – example t-shirts and prizes
- 238 • Regularly scheduled meetings
- 239 • Costumes
- 240 • Decorations for events
- 241 • No alcohol may be consumed or purchased at any ASG Office of Financial Affairs
- 242 funded event.
- 243 • Repayment of debt or reimbursements
- 244 • Styrofoam products

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246 **Additional Guidelines**

- 247 • All approved events must submit an article to Newswire in order to publicize to ALL
- 248 students
- 249 • All approved events must also submit an advertisement for their event over the RSO
- 250 listserv
- 251 • All approved events must be added to the university calendar
- 252 • Any food given out at an event must be cooked in an approved, licensed kitchen
- 253 • RSO's must provide information for new vendors (anyone receiving payment or
- 254 compensation from the University) at the same time they submit their budgets
- 255 • Non-perishable supplies funded by the ASG Office of Financial Affairs will become
- 256 property of the Office of Student Activities
- 257 • No checks will be presented until the conclusion of the appearance OR as soon as
- 258 possible thereafter
- 259 • All guests/speakers without a social security number and/or Individual Taxpayer
- 260 Identification Number (ITIN) are subject to delayed payment and a 30% tax
- 261 deduction to their honorarium
- 262 • Similar events or conferences, annual/reoccurring events, etc. previously approved
- 263 by the Board does not guarantee future approval. Each budget is reviewed

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independently.

- 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