



ASG Office of Financial Affairs Standing Rules
In Effect for the 2019-2020 Academic Year

For additional funding rules, see ASG Code Title V: 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) + Appointed Proxy Members (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 Treasurer-Elect, Assistant Director for Associated Student Government, Assistant Director for Registered Student Organizations, and Fiscal Support Specialist.

Selection Board will consist of:

- 1) ASG Treasurer-Elect
- 2) ASG Treasurer
- 3) Assistant Director for Associated Student Government
- 4) Assistant Director for Registered Student Organizations
- 5) Fiscal Support Specialist

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:

- Round I: Tuesday of second week of Fall semester (September 3) to October 25
- Round II: October 26 to the day before Dead Day of Fall semester (December 12)
- Round III: Tuesday of second week of Spring semester (January 21) to March 15
- Round IV: March 16 to the day before Dead Day of Spring semester (April 30)

No budgets for the current academic year will be accepted after April 22nd, 2020 at 5:00 P.M.

45 RSO's may apply for events to be held during the current funding period or the upcoming
46 funding period, but not 2 funding periods in advance (for example, on Oct. 27th an RSO
47 may submit a budget for an event to be held in funding period II and III, but not IV).
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49 **If an event is to include more than 15 non-students in attendance**, and there is food
50 and/or consumables that would raise the cost of the event, it **must** be a ticketed event.
51 Children under three years of age do not require a ticket. Tickets must follow standard
52 ticket format provided by the ASG Office of Financial Affairs. If an event is ticketed, all non-
53 students must pay the ticketed price.
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55 The funding deadline for events is 5 weeks prior to the date of the event if the event is non-
56 ticketed; 7 weeks prior to the date of the event if the event is ticketed; with the following
57 special circumstances noted which require an earlier deadline:

- 58 • For events that take place during the first 5 weeks (non-ticketed) or 7 weeks
59 (ticketed) of class, in either semester, RSO's must submit their budgets for the
60 following semester by the second to last OFA meeting of the current semester.
- 61 • Thanksgiving Break, Winter Break, Spring Break, and Finals weeks do not count
62 within the 5- and 7-week timelines. If Thanksgiving Break, Winter Break, Spring
63 Break, and Finals weeks fall within your application period, extend your timeline
64 accordingly.

65 "For example, if you have a conference fee due on April 14th and Spring Break is March 19-
66 23. 5 weeks prior to this date would be March 10th; however, because you cannot include
67 Spring Break week in your timeline, you should submit your budget one week earlier by
68 March 3rd."
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70 For **ticketed** events, RSO's can apply for funding starting the first day of class each
71 semester, but no later than 7 weeks prior to the prospective date for their event.
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73 For all **non-ticketed events**, RSO's can apply for funding starting the first day of class, but
74 no later than 5 weeks prior to the prospective date for their event.
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76 RSO's requesting **more than \$1,000** for a special event must have a pre-event planning
77 consultation prior to budget submission. Pre-event consultation meetings must be
78 requested via email **at least** two business days prior to budget submission. Students must
79 submit a completed funding application through HogSync prior to requesting the pre-
80 event. After the pre-event consultation the RSO officers must resubmit their budget via
81 HogSync reflecting changes discussed in the meeting. **The second submission will count
82 as the official submission date.**
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84 **RSO's requesting more than \$5,000 must have their RSO Treasurer or President
85 come before the board to present their budget request and agenda. This
86 presentation will be required during the first round reading of the budget.**
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89 **Funding Timeline for Conferences**

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

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93 For conferences that take place during the summer or within the first 5 weeks of class in
94 the fall semester, RSO's must apply for funding by the second to last OFA meeting of the
95 spring semester. For conferences that take place during Winter Break, RSO's must apply for
96 funding 5 weeks prior to Fall Semester Dead Day.

97 There are no funding periods for conferences. You may apply at any time while ASG Office
98 of Financial Affairs meetings are in session. Thanksgiving Break, Winter Break, Spring
99 Break, and Finals weeks do not count within the 5-week timelines.

100 "For example, if you have a conference fee due on April 14th and Spring Break is March 19-
101 23. 5 weeks prior to this date would be March 10th; however, because you cannot include
102 Spring Break week in your timeline, you should submit your budget one week earlier by
103 March 3rd.

104 Conferences must be funded prior to the conference start date.

105 **Application Submission Process**

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107 **All funding materials must be submitted in HogSync via the RSO Portal. Budgets**
108 **received in any other form will not be accepted.**

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

- 112 1) If applicable, the pre-event planning consultation
113 2) Responding to all further correspondence related to the budget in a timely manner
114 3) The OFA Board reserves the right to deny budgets if the RSO fails to reply to OFA
115 questions, comments, and/or concerns by the following Wednesday at 5 pm.
116 4) Obtaining the funding packet
117 5) Submitting all required paperwork per stated timelines

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120 If the event is being co-sponsored with a University department or another organization,
121 the information must be specified in the funding application. Co-sponsor contributions
122 must be itemized and explained on the co-sponsor tab in the funding application.
123 Additionally, co-sponsoring itemized budgets need to be submitted to the Board to be
124 reviewed at the same meeting. Co-sponsoring RSOs may only request a combined
125 maximum of \$1,500 honorarium per event in accordance with line 261.

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127 **Board Procedures**

128 All Board voting activities will be conducted according to *Robert's Rules of Order and*
129 *Parliamentary Procedure.*

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

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Budgets are added to the Office of Financial Affairs Agenda every Wednesday at 5 pm and read the next day, Thursday at 5 pm. Budgets submitted any time after Wednesday at 5 pm will be read on the following Thursday.

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 including, but not limited to: disciplinary meetings, temporary loss of funding, and/or funding round(s) restriction.

Budget requests will go through two readings:

First Reading:

- 1) Board members will review all budgets before meeting.
 - a. If a voting member has not reviewed a budget they will abstain from voting and pass voting rights to an OFA proxy member.
- 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's wishing to appeal must submit their appeal request by 5:00pm on Wednesday of the following week. Appeals must be presented by an RSO representative who is involved in the event planning process of the submitted budget.
 - c. Budgets denied due to late submission are not eligible for appeal.
 - d. Budgets denied due to **tentative items are not eligible for appeal** (Ex: speaker, location, food, time, etc.)
 - e. Presentation of appeals by RSO's may last up to, but no more than 5 minutes.
 - f. 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.

- 179 d. Budgets denied due to **failure to respond** to questions, comments, and/or
180 concerns that are posted on the Hogsync submitted budget are not eligible
181 for appeal.
182 e. Budgets denied due to late submission are not eligible for appeal.
183 f. Budgets denied due to **tentative items are not eligible to appeal** (Ex:
184 speaker, location, food, time, etc.)
185 g. You may only appeal once; otherwise you must submit a new budget.
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Distribution of Funds

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189 Funds for RSO's will be distributed in the following manner:
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191 Fall: 45% of RSO Allocations Budget

192 Spring: 45% of RSO Allocations Budget

193 Contingency: 10% of RSO Allocations Budget
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195 Funds will be distributed on a first-come, first-serve basis. If a semester's funds are
196 exhausted, the Board will have three options to request monies:

197 1) Draw from Contingency Fund

- 198 a. The Board can draw from the contingency fund as needed. A 2/3 majority
199 vote is required to approve events that draw from the contingency fund.

200 2) Request funds from ASG Senate Budget

201 3) Request funds from ASG GPSC Budget

202 4) Request funds from PAB during supplemental funding round
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Mandatory Inclusions

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206 If a submitted budget omits any of the following, it is subject to denial.
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Events

- 209 • Events must include date, start and end time, and location.
210 • If an event is to have a speaker, band, DJ, etc., they must be confirmed, their name
211 and email must be included, and educational value must be explained.
212 • RSO's must specify unit price, quantity, and total price for every item that is being
213 requested.
214 • All event budget submissions must provide a schedule or agenda of the event to the
215 ASG Treasurer via email at asgtres@uark.edu.
216 • Name of caterer or store where items will be purchased.
217 • For all off campus caterers an **itemized** invoice or quote must be submitted with the
218 budget.

Conferences

- 219 • All conference submissions must include date of conference, due date, location, price
220 per attendee, number of attendees, names, and university email addresses of the
221 attendees.
222

- 223 • Conferences must include a valid link to the conference’s website where date of
224 conference, due date, schedule of events and prices are clearly visible. If a
225 conference website is unavailable for any reason, the RSO is required to submit an
226 official correspondence from a coordinator of the conference detailing this
227 information.
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229 **Funding Restrictions**
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231 RSO’s can receive no more than \$10,000 in funding from the Office of Financial Affairs per
232 academic year for special events and conferences.
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234 **What Can Be Funded**

- 235 • Administrative Expenses (\$50 max per year) to be spent at the University Bookstore
236 • RSO Conference Registration (\$1,750 maximum per academic year)
237 • Individual Conference Registration fees for students not affiliated with an RSO
238 presenting at a conference approved by the student’s Academic Advisor (\$500
239 maximum per academic year)
240 • Special Events
241 • Up to two events can be funded for each RSO per semester; one per funding period
242 • Meals ordered through Ozark Catering Company are capped at \$17 per anticipated
243 attendee per event not to exceed a total cost of \$5,100 before tax, for food, drinks,
244 catering, set-up fee, and delivery (up to 15 non-students may be included in these
245 costs).
246 • Meals ordered through vendors other than Ozark Catering Company are capped at
247 \$13 per anticipated attendee per event not to exceed a total cost of \$3,900 before
248 tax, for food, drinks, catering, serving dishes, plastic-ware, paper goods, set-up fee,
249 and delivery. (up to 15 non-students may be included in these costs)
250 • Drink costs not to exceed \$2 per 2L of soda or \$6 per case of bottled water excluding
251 drinks included with a catering order or provided by Ozark Catering Company.
252 Gallon beverages cannot exceed \$5. No canned beverages may be purchase through
253 any vendor including Ozark Catering Company.
254 • Pizza costs not to exceed \$7.50 per pizza for non-Ozark Catering Company pizza
255 • If event is in the Union and requested over \$100 in food, it must be Ozark Catering
256 Company; per union policy
257 • Each RSO can request up to \$1,500 honorarium per semester.
258 • Hotel, room and tax only, (capped at \$124/night) limited to one room for up to two
259 nights or two rooms for one night based on need at the discretion of the Board
260 • Per Diem limited to \$46 per day; maximum of \$92 per event
261 • Travel expenses for guest speaker(s) not to exceed \$1,000 per event. Guest must
262 register taxpayer ID and approve the itinerary prior to ticket purchase. Should
263 speaker withdraw from engagement, the speaker will be responsible for cost of
264 ticket.
265 • Recruitment events can be funded up to \$175 limit + tax
266 • Networking events can be funded up to \$500 limit + tax
267 • Ticketed events can be funded up to \$50 at PMC for printing tickets

- 268 • Printed publicity for a special event (flyers, etc.) can be funded up to \$75 at PMC
- 269 • Disposable decorations for special events up to \$100
- 270 • Supplies essential to the event and printed educational materials up to \$250
- 271 ○ Please include description and educational value of materials
- 272 • Events at off campus venues (along the bus routes or within reasonable walking
- 273 distance)
- 274 • A/V Sound equipment up to \$1,000
- 275 • A/V Sound technician up to \$500
- 276 • Room reservation fees up to \$2,500

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278 **What Cannot Be Funded**

- 279 • Events not free and accessible to all students
- 280 • Events that do not have perceived educational value
- 281 • Banquets, award ceremonies, and/or events honoring specific individuals
- 282 • Fundraisers or events where money is collected/donated
- 283 • Sales of merchandise at a funded event
- 284 • Events exceeding a 2 to 1 student to non-student ratio (even if tickets are sold)
- 285 • Non-student attendance or participation exceeding 15 non-students at ASG funded
- 286 events, unless ticketed event (including recruitment events targeting non-UA
- 287 prospective students)
- 288 • Events occurring on Spring Break, Dead Day, Thanksgiving Break, Fall Break and
- 289 Winter Break or during finals week
- 290 • Events with any form of RSVP
- 291 • Off-campus events not along UA bus routes, or not within reasonable walking
- 292 distance
- 293 • Off campus rent, including storage facilities
- 294 • Student travel or lodging
- 295 • Recreational and/or leisure events that lack educational value
- 296 • Local transportation including rental cars, taxis, shuttles, etc.
- 297 • Parking passes
- 298 • Travel for any presenter that amounts to less than \$50
- 299 • Per diem/hotel/honorarium for UA system employees/students
- 300 • Per diem for candidates or elected officials while active session or campaigning is
- 301 occurring
- 302 • Activities that make direct financial contribution to a political campaign, charity, or
- 303 religious organizations
- 304 • Any or all items that will require storage after the event
- 305 • Materials that the University will provide for free
- 306 • Blood drives
- 307 • Events that promote individual businesses
- 308 • International flights
- 309 • Gifts, awards – example t-shirts and prizes
- 310 • Regularly scheduled meetings
- 311 • Costumes

- 312 • No alcohol may be consumed or purchased at any ASG Office of Financial Affairs
- 313 funded event; per university policy
- 314 • Repayment of debt or reimbursements
- 315 • Styrofoam products
- 316 • Canned drinks
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318 **Additional Guidelines**

- 319 • All RSOs with approved events must submit an article to rso@uark.edu for
- 320 submission to Newswire in order to publicize to ALL students
- 321 • All RSOs with approved events must also submit a HogSync event to be shared
- 322 within the University of Arkansas community
- 323 • All approved events must be added to the university calendar
- 324 • All RSOs with approved events must check out a card reader from the Office of
- 325 Student Activities (OSA) to be used at their funded event to facilitate assessment
- 326 efforts of the event. The card reader should be returned the following business day
- 327 after the event. If the event takes place over the weekend the card reader should be
- 328 returned the following Monday.
- 329 • Any food given out at an event must be cooked in an approved, licensed kitchen; per
- 330 university policy.
- 331 • RSO's must provide information for new vendors (anyone receiving payment or
- 332 compensation from the University) at the same time they submit their budgets
- 333 • No checks will be presented until the conclusion of the appearance OR as soon as
- 334 possible thereafter
- 335 • All guests/speakers without a social security number and/or Individual Taxpayer
- 336 Identification Number (ITIN) are subject to delayed payment and a 30% tax
- 337 deduction to their honorarium
- 338 • No monetary award can be accepted by an individual attending a conference
- 339 ○ Any monetary award received must be deposited to the RSO checking
- 340 account on campus
- 341 • Similar events or conferences, annual/reoccurring events, etc. previously approved
- 342 by the Board does not guarantee future approval. Each budget is reviewed
- 343 independently.
- 344 • RSOs or individuals approved for conference registration funding must submit a
- 345 post conference evaluation form on Hogsync.
- 346 • It is encouraged that your RSO makes an effort to recycle at ASG Office of Financial
- 347 Affairs funded events.
- 348 • It is encouraged that your RSO makes an effort to participate in Razorback Food
- 349 Recovery at ASG Office of Financial Affairs funded events to help reduce food
- 350 insecurity within our community.
- 351 • It is encouraged that a member(s) of your RSO attends a funding session facilitated
- 352 by the ASG Treasurer.
- 353 • Remaining supplies funded by the OFA board should be returned to the RSO
- 354 workspace.
- 355 • No credit card payments can be received for the sale of tickets for events. Cash,
- 356 checks, or money orders are the only acceptable methods of payments for ticket

- 357 sales. Checks must be made payable to (ORGANIZATION NAME). Checks made
358 payable to the University of Arkansas are not permitted.
- 359 • For any RSO requesting a special menu from Ozark Catering Company, the RSO must
360 allow 10 business days for the catering quote to be provided; per Ozark Catering
361 Company policy.
 - 362 • Any RSO requiring a wire transfer must request a \$35 fee in their budget
363 submission.
 - 364 • All responses to the OFA board's questions, comments, and/or concerns must be
365 sent to asgtres@uark.edu.
 - 366 • **Any funding restrictions not addressed in these standing rules are at the
367 discretion of the Board.**

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369 **Any questions or concerns pertaining to these standing rules should be directed to**
370 **the ASG Treasurer at their office in the Arkansas Union room A669, or to**
371 **asgtres@uark.edu**