

1 **Associated Student Government**
2 *University of Arkansas*



3
4 *ASG Senate Bill No. 2*

5 Author(s): Treasurer Grady Schmidt, Deputy Treasurer Ella Nations, OFA Board,
6 Chair of Senate Gabi Gies

7 Sponsor(s): Senator Bryson Austin, Senator Hart Black, Senator Beau Stuckey,
8 Senator Jackson Terrell

9
10 **The ASG Senate Standing Rules of 2022-2023**

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12 Whereas, The ASG Constitution (Article V, Section 7, Item C) outlines
13 that Senate approve a set of Standing Rules submitted by the
14 ASG Treasurer as the governing procedure of all official
15 Senate meetings and policies;

16
17 Be it therefore resolved: That the following be adopted as the Standing
18 Rules of the 2022-2023 Associated Student
19 Government Office of Financial Affairs.

20
21 **ASG Office of Financial Affairs Standing Rules**
22 ***In Effect for the 2022-2023 Academic Year***

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

24
25 **Purpose of Funding**

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

29
30 **Application Submission Process**

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32 **All funding materials must be submitted in HogSync via the RSO**
33 **Portal by a student RSO officer. Budgets received in any other form**
34 **will not be accepted.**

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

- 39 1) If applicable, the pre-event planning consultation
- 40 2) Responding to all further correspondence related to the budget in a timely
41 manner
- 42 3) The OFA Board reserves the right to deny budgets if the RSO fails to reply
43 to OFA questions, comments, and/or concerns by the following OFA
44 Meeting.
- 45 4) Obtaining the funding packet
- 46 5) Submitting all required paperwork per stated timelines

47 6) If applicable, attending the appeal

48
49 **It is encouraged that a member(s) of your RSO attends a funding**
50 **session or schedules a 1:1 Funding Consultation facilitated by the ASG**
51 **Treasurer.**

52
53 **Any decision or funding restrictions not addressed in these standing**
54 **rules are at the discretion of the Board.**

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56 **Board Procedures**

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58 The ASG Office of Financial Affairs will meet every week during the year, except
59 for breaks within the academic calendar, intersessions, and final's weeks. The
60 Treasurer is responsible for setting the meeting time and notifying ASG agents.

61
62 Budgets are added to the Office of Financial Affairs Agenda weekly and read each
63 Thursday at 5 pm.

64
65 Any funded event is subject to audit by Office of Financial Affairs Board
66 members. In the event that the auditor discovers a violation, the RSO is subject to
67 penalties at the discretion of the ASG Financial Affairs Board including, but not
68 limited to: disciplinary meetings, temporary loss of funding, and/or funding
69 round(s) restriction.

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71 Budget requests will go through two readings:

72
73 **First Reading:**

- 74 1) Board members will review all budgets before meeting.
75 a. If a voting member has not reviewed a budget they will abstain from
76 voting and pass voting rights to an OFA proxy member.
77 2) Board will discuss and vote to initially approve/reject/table budgets:
78 a. Simple majority needed to initially approve budget.
79 b. Budgets may not be edited or adjusted after first reading unless
80 requested by the Board. Edits must be received by the following
81 OFA meeting on Thursday.
82 3) Budgets may also be tabled to the following week for further questioning
83 and discussion.
84 a. Budgets are tabled when appropriate documentation and
85 information is incorrectly provided.
86 b. It is solely the applicant's responsibility to provide requested
87 documentation.
88 4) Rejected budgets will have the opportunity to appeal by the next Financial
89 Affairs meeting:
90 a. RSO will be notified within 48 hours of first reading that their
91 budget request was denied or further clarification needs to be
92 made.

- 93 b. RSO's wishing to appeal must submit their appeal request by
94 5:00pm on Wednesday of the following week. Appeals must be
95 presented by a **student RSO officer** who is involved in the event
96 planning process of the submitted budget.
97 c. Budgets denied due to late submission are not eligible for appeal.
98 d. Presentation of appeals by RSO's may last up to, but no more than **5**
99 **minutes**.
100 e. Following the appeal, the Board will notify you of their decision
101 within 24 hours. You may only appeal once; otherwise, you must
102 submit a new budget.

103 **Second Reading:**

- 104 1) Board will issue final approval of initially approved budgets:
105 a. Changes to initial approvals require simple majority vote.
106 2) Board will deliberate on appeals and approve/reject them.
107 3) Appeal (Review Lines 60-71)
108

109 **Distribution of Funds**

110 **RSO's can receive no more than the cap amount for each funding**
111 **category per academic year.**

- 112
- 113 • \$10,000 maximum in funding for Special Events
 - 114 • \$2500 maximum in funding for Conference/Competition Registration
 - 115 • \$500 maximum in Individual Conference Registration fees for students
116 not affiliated with an RSO presenting at a conference approved by the
117 student's Academic Advisor
 - 118 • \$75 maximum in funding for Administrative Expenses
 - 119 ○ When submitting a budget for administrative funds, links to
120 required supplies and their vendors must be provided in the
121 submission
 - 122 ○ Administrative funds may only be used for office supplies
- 123

124 **Funding Timeline**

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126 **Funding Periods for Events**

127 There will be four funding periods per year. Events funded by the ASG Office of
128 Financial Affairs can only take place during the following dates:

- 129
- 130 Period I: Tuesday of second week of Fall semester (August 31) to October 22
131 Period II: October 23 to the day before Dead Day of Fall semester (December 9)
132 Period III: Tuesday of second week of Spring semester (January 25) to (March
133 11)
134 Period IV: March 12 to the day before Dead Day of Spring semester (May 5)

135

136 No budgets for the current academic year will be accepted after April 21st,
137 2022, at 5:00 P.M.

138

139 If the event is being co-sponsored with a university department or another
140 organization, the information must be specified in the funding application. Co-
141 sponsor contributions must be itemized and explained on the co-sponsor tab in
142 the funding application. Additionally, co-sponsoring itemized budgets need to be
143 submitted to the Board to be reviewed at the same meeting. Co-sponsoring RSOs
144 may only request a combined maximum of \$1,500 honorarium per event in
145 accordance with line 261.

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Special Events

149 RSO's may apply for events to be held during the current funding period or the
150 upcoming funding period, but not 2 funding periods in advance (for example, on
151 Oct. 24th an RSO may submit a budget for an event to be held in funding period
152 II and III, but not IV).

153

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

160

161 The funding deadline for events is 4 weeks prior to the date of the event if the
162 event is non-ticketed; 6 weeks prior to the date of the event if the event is
163 ticketed; with the following special circumstances noted which require an earlier
164 deadline:

- 165 • For events that take place during the first 4 weeks (non-ticketed) or 6
166 weeks (ticketed) of class, in either semester, RSO's must submit their
167 budgets for the following semester by the second to last OFA meeting of
168 the current semester.
- 169 • Breaks listed within the academic calendar and finals weeks **DO NOT**
170 count within the 4- and 6-week timelines. If academic breaks and finals
171 weeks fall within your application period, extend your timeline
172 accordingly.

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174 For **ticketed** events, RSO's can apply for funding starting the first day of class
175 each semester, but no later than 6 weeks prior to the prospective date for their
176 event.

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178 For all **non-ticketed events**, RSO's can apply for funding starting the first day
179 of class, but no later than 4 weeks prior to the prospective date for their event.

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181 RSO's requesting **more than \$1,000** for a special event must schedule a pre-
182 event planning consultation immediately following budget submission. **Event**
183 **consultation** meetings will be scheduled **at least** two business days following
184 budget submission. After the pre-event consultation the RSO officers must

185 resubmit their budget via HogSync reflecting changes discussed in the meeting
186 within two days or date set by OFA advisor.

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188 **RSO's requesting more than \$5,000 must have their RSO Treasurer**
189 **or President come before the board to present their budget request**
190 **and agenda. This presentation will be required during the first-round**
191 **reading of the budget.**

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Mandatory Inclusions

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- Events must include date, start and end time, and location confirmation.

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- If an event is to have a speaker, band, DJ, etc., they must be confirmed, their name and email must be included, and educational value must be explained.

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- RSO's must specify unit price, quantity, and total price for every item that is being requested with proof of purchase price (documentation of: invoices, citations, receipts, etc.).

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- All RSOs with approved events must:

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- Submit an article to rso@uark.edu for submission to Arkansas News in order to publicize to ALL students

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- All event budget submissions must provide a schedule or agenda of the event to the ASG Treasurer via email at asgtres@uark.edu.

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- Submit a HogSync event to be shared within the University of Arkansas community

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- Be added to the university calendar

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- Check out a card reader from the Office of Student Activities (OSA) to be used at their funded event to facilitate assessment efforts of the event. The card reader should be returned the following business day after the event. If the event takes place over the weekend the card reader should be returned the following Monday.

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- Any food given out at an event must be cooked in an approved, licensed kitchen, per university policy.

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- Must provide information for new vendors (anyone receiving payment or compensation from the University) at the same time they submit their budgets

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- No honorarium checks will be presented to guest speakers until the conclusion of their appearance OR as soon as possible thereafter

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- 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

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- It is encouraged that your RSO makes an effort to recycle and to participate in the Razorback Food Recovery (to help reduce food insecurity on campus) at ASG Office of Financial Affairs funded events. You can contact Razorback Food Recovery at recovery@uark.edu.

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- 231 ○ Remaining supplies funded by the OFA board MUST be returned to
 232 the RSO workspace.
- 233 ○ No credit card payments can be received for the sale of tickets for
 234 events. Cash, checks, or money orders are the only acceptable
 235 methods of payments for ticket sales. Checks must be made payable
 236 to (ORGANIZATION NAME). Checks made payable to the
 237 University of Arkansas are not permitted.
- 238 ○ For any RSO requesting a special menu from Ozark Catering
 239 Company, the RSO must allow 10 business days for the catering
 240 quote to be provided, per Ozark Catering Company policy.
- 241 ○ Name of caterer or store where items will be purchased.
- 242 ○ For all off campus caterers an **itemized** invoice or quote must be
 243 submitted with the budget.
- 244 ● **Catering:**
- 245 ○ Meals ordered through Ozark Catering Company are capped at \$24
 246 per anticipated attendee per event not to exceed a total cost of
 247 \$7200 before tax, for food, drinks, catering, set-up fee, and delivery
 248 (up to 15 non-students may be included in these costs).
- 249 ○ Meals ordered through vendors other than Ozark Catering
 250 Company are capped at \$13 per anticipated attendee per event not
 251 to exceed a total cost of \$3,900 before tax, for food, drinks,
 252 catering, serving dishes, plastic-ware, paper goods, set-up fee, and
 253 delivery (up to 15 non-students may be included in these costs).
- 254 ○ Drink costs not to exceed \$2 per 2L of soda or \$6 per case of bottled
 255 water excluding drinks included with a catering order or provided
 256 by Ozark Catering Company. Gallon beverages cannot exceed \$5.
 257 No canned beverages may be purchase through any vendor
 258 including Ozark Catering Company.
- 259 ○ Pizza costs not to exceed \$8 per pizza for non-Ozark Catering
 260 Company pizza.
- 261 ○ If event is in the Union and requested over \$100 in food, it must be
 262 Ozark Catering Company, per Union policy.
- 263 ● **Additional:**
- 264 ○ Each RSO can request up to \$1,500 honorarium¹ per semester
 265 (limited to one event). For example, if you are co-sponsoring an
 266 event, you cannot exceed the \$1,500 honorarium limit.
- 267 ○ Hotel, room and tax only, (capped at \$150/night) limited to one
 268 room for up to two nights or two rooms for one night based on need
 269 at the discretion of the Board
- 270 ○ Per Diem² limited to \$55 per day; maximum of \$110 per event
- 271 ○ Travel expenses for guest speaker(s) not to exceed \$1,000 per
 272 event. Guest must register taxpayer ID and approve the itinerary
 273 prior to ticket purchase. Should speaker withdraw from
 274 engagement, the speaker will be responsible for cost of ticket.
- 275 ○ Recruitment events can be funded up to \$175 limit + tax
- 276 ○ Networking events can be funded up to \$500 limit + tax

- 277 ○ Ticketed events can be funded up to \$50 at PMC for printing
- 278 tickets
- 279 ○ Printed publicity for a special event (flyers, etc.) can be funded up
- 280 to \$75 at PMC
- 281 ○ Disposable decorations for special events up to \$100 (tax
- 282 included)
- 283 ○ Supplies essential to the event and printed educational materials up
- 284 to \$250
- 285 ○ Please include description and educational value of materials
- 286 ○ A/V Sound equipment up to \$1,000
- 287 ○ A/V Sound technician up to \$500
- 288 ○ Room/Venue reservation fees up to \$2,500

Funding Restrictions for Events:

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- 292 ● Events not free and accessible to all University of Arkansas students
- 293 ● Events that do not have perceived educational value
- 294 ● Banquets or award ceremonies
- 295 ● Fundraisers or events where money is collected/donated
- 296 ● Sales of merchandise at a funded event
- 297 ● Events exceeding a 2 to 1 student to non-student ratio (for ticketed & non-
- 298 ticketed)
- 299 ● Non-student attendance or participation exceeding 15 non-students,
- 300 unless ticketed event (including recruitment events targeting non-UA
- 301 prospective students)
- 302 ● Events occurring on academic breaks and Finals week, or as otherwise
- 303 mandated by university policy
- 304 ● Off-campus events not along UA bus routes, or not within reasonable
- 305 walking distance
- 306 ● Off campus rent, including storage facilities
- 307 ● Student travel or lodging
- 308 ● Local transportation including rental cars, taxis, shuttles, etc.
- 309 ● Parking passes
- 310 ● Travel for any presenter that amounts to less than \$50
- 311 ● Per diem/hotel/honorarium for UA system employees/students
- 312 ● Per diem for candidates or elected officials while active session or
- 313 campaigning is occurring
- 314 ● Activities that make direct financial contribution to a political campaign,
- 315 charity, or religious organizations
- 316 ● Items that will require storage after the event
- 317 ● Materials that the University will provide for free
- 318 ● Blood drives
- 319 ● Events that promote individual businesses
- 320 ● International flights

- 321 • Gifts or awards, other than paper certificates – example t-shirts and prizes
- 322 may not be funded
- 323 • Regularly scheduled meetings
- 324 • Costumes
- 325 • No alcohol may be consumed or purchased per university policy
- 326 • Repayment of debt or reimbursements
- 327 • Styrofoam products
- 328 • Canned drinks (Except during emergency situations)

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Conferences/Competitions \$2500 Limit

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Conference – *“A formal meeting and/or convention held with a shared interest lead by an industrial/academic professional. Work may be presented and is not to be compared to other works, scored, graded, selected or determined to be a winner or loser.”*

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Funding Timeline for Conferences/Competitions

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For conference requests, RSO’s can apply for funding starting the first day of class, but no later than 4 weeks before the payment date for their prospective conference.

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- For conferences and/or competitions that take place during the summer or within the first 4 weeks of class in the fall semester, RSO’s must apply for funding by the second to last OFA meeting of the spring semester. For conferences that take place during Winter Break, RSO’s must apply for funding 4 weeks prior to Fall Semester Dead Day.

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- There are no funding periods for conferences or competitions. You may apply at any time while ASG Office of Financial Affairs meetings are in session. Breaks within academic calendar and Final’s weeks do not count within the 4-week timelines.

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- Conferences and/or competitions must be funded, and payment processed **prior** to the conference start date.

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Mandatory Inclusions:

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- Submissions must include date of conference and/or competition, due date, location, price per attendee, number of attendees, names, and **university email addresses** of the attendees.

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- Must include a valid link to the conference’s website where date of conference, due date, schedule of events and prices are clearly visible. If a conference website is unavailable for any reason, the RSO is required to submit an official correspondence from a coordinator of the conference detailing this information.

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- RSOs or individuals approved for conference and/or competition registration funding must submit a post evaluation form on Hogsync.

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Funding Restrictions for Conferences/Competitions

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- Funding is only allocated for Conference/Competitions registrations fees.
- Conference registration fees **CANNOT** be reimbursed.

- 367 • Membership fees are not eligible for funding.
368 • Competitions wherein teams/individuals receive monetary compensations
369 as a result of their participation or success in the competitions
370 ○ RSOs are required to provide official correspondence (if applicable)
371 from the coordinator of the competition or proof that no monetary
372 compensation or monetary prizes shall be awarded
373

374 **Any questions or concerns pertaining to these standing rules and all**
375 **responses regarding board decisions should be directed to the ASG**
376 **Treasurer at their office in the Arkansas Union room A671, or to**
377 asgtres@uark.edu
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379

380 *Official Use Only*

381

382 Vote Count: Aye – 44 Nay – 0 Abstentions – 1

383

384 Legislation Status: **Passed** Failed Other

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Gabrielle Gies, ASG Chair of the Senate


9/27/22
Date

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Lauren Loften, ASG President

9/29/22
Date