

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



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4 *ASG Senate Bill No. 7*

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

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

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

15
16 Be it therefore resolved: That the following be adopted as the Standing
17 Rules of the 2022-2023 Associated Student
18 Government Office of Financial Affairs.

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

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

23
24 **Purpose of Funding**

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

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29 **Application Submission Process**

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

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

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

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

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

53 54 **Board Procedures**

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

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

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

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69 Budget requests will go through two readings:

70 71 **First Reading:**

- 72 1) Board will discuss and vote to initially approve/reject/table budgets:
 - 73 a. Simple majority needed to initially approve budget.
 - 74 b. Budgets may not be edited or adjusted after first reading unless
75 requested by the Board. Edits must be received by the following
76 OFA meeting on Thursday.
- 77 2) Budgets may also be tabled to the following week for further questioning
78 and discussion.
 - 79 a. Budgets are tabled when appropriate documentation and
80 information is incorrectly provided.
 - 81 b. It is solely the applicant's responsibility to provide requested
82 documentation.
- 83 3) Rejected budgets will have the opportunity to appeal by the next Financial
84 Affairs meeting:
 - 85 a. RSO will be notified within 48 hours of first reading that their
86 budget request was denied or further clarification needs to be
87 made.
 - 88 b. RSO's wishing to appeal must submit their appeal request by
89 5:00pm on Wednesday of the following week. Appeals must be
90 presented by a **student RSO officer** who is involved in the event
91 planning process of the submitted budget.
 - 92 c. Presentation of appeals by RSO's may last up to, but no more than **5**
93 **minutes.**

94 d. Following the appeal, the Board will notify you of their decision
95 within 24 hours. You may only appeal once; otherwise, you must
96 submit a new budget.

97 **Second Reading:**

- 98 1) Board will issue final approval of initially approved budgets:
99 a. Changes to initial approvals require simple majority vote.
100 2) Board will deliberate on appeals and approve/reject them.
101 3) Appeal (Review Lines 65-78)

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103 **Distribution of Funds**

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

- 106
107 • \$12500 maximum in total funding for Events and/or
108 Conference/Competitions Registration Fees
109 • \$500 maximum in Individual Conference Registration Fees for students
110 not affiliated with an RSO presenting at a conference approved by the
111 student's Academic Advisor
112 • \$75 maximum in funding for administrative funds
113 ○ When submitting a budget for administrative funds, links to
114 required supplies and their vendors must be provided in the
115 submission
116 ○ Administrative funds may only be used for office supplies (paper,
117 pencils, notebooks, etc.)

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119 **Funding Timeline**

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121 **Funding Periods for Events**

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

- 124
125 Period I: Tuesday of second week of Fall semester (August 31) to October 22
126 Period II: October 23 to the day before Reading Day of Fall semester (December
127 9)
128 Period III: Tuesday of second week of Spring semester (January 25) to (March
129 11)
130 Period IV: March 12 to the day before Reading Day of Spring semester (May 5)
131 No budgets for the current academic year will be accepted after April 21st,
132 2022, at 5:00 P.M.

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134 If the event is being co-sponsored with a university department or another
135 organization, the information must be specified in the funding application. Co-
136 sponsor contributions must be itemized and explained on the co-sponsor tab in
137 the funding application. Additionally, co-sponsoring itemized budgets need to be
138 submitted to the Board to be reviewed at the same meeting. Co-sponsoring RSOs
139 may only request a combined maximum of \$1,500 honorarium per event in
140 accordance with line 285.

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Events

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. 24th an RSO may submit a budget for an event to be held in funding period II and III, but not IV).

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.

The funding deadline for events is 4 weeks prior to the date of the event if the event is non-ticketed; 6 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 4 weeks (non-ticketed) or 6 weeks (ticketed) of class, in either semester, RSO's must submit their budgets for the following semester by the second to last OFA meeting of the current semester.
- Breaks listed within the academic calendar and finals weeks **DO NOT** count within the 4- and 6-week timelines. If academic breaks and finals weeks fall within your application period, extend your timeline accordingly.
 - For example, budget timelines should be extended by 2 days for Fall break, 3 days for Thanksgiving break, etc.

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

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

RSO's requesting more than \$1,000 for an event must schedule a pre-event planning consultation with the RSO Graduate Assistant immediately following budget submission. **Event consultation** meetings will be scheduled **at least** two business days following budget submission. After the pre-event consultation the RSO officers must resubmit their budget via HogSync reflecting changes discussed in the meeting within two days or date set by OFA advisor.

RSO's requesting more than \$5,000 must have their RSO Treasurer or President come before the board to present their budget request

187 **and agenda. This presentation will be required during the first-round**
188 **reading of the budget.**

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190 **Mandatory Inclusions**

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- 192 • Events must include date, start and end time, and location confirmation.
 - 193 • If an event is to have a speaker, band, DJ, etc., they must be confirmed,
194 their name and email must be included, and educational value must be
195 explained.
 - 196 • RSO's must specify unit price, quantity, and total price for every item that
197 is being requested with proof of purchase price (documentation of:
198 invoices, citations, receipts, etc.).
 - 199 • All RSOs with approved events must:
 - 200 ○ Submit an article to rso@uark.edu for submission to Arkansas
201 News in order to publicize to ALL students
 - 202 ○ Submit a HogSync event to be shared within the University of
203 Arkansas community
 - 204 ○ Be added to the university calendar
 - 205 ○ For a ticketed event, check out a card reader from the Office of
206 Student Activities (OSA) to be used at their funded event to
207 facilitate assessment efforts of the event. The card reader should be
208 returned the following business day after the event. If the event
209 takes place over the weekend the card reader should be returned
210 the following Monday.
 - 211 ○ Have any food given out at an event cooked in an approved,
212 licensed kitchen, per university policy.
 - 213 ○ Must provide information for new vendors (anyone receiving
214 payment or compensation from the University) at the same time
215 they submit their budgets
 - 216 ○ It is encouraged that your RSO makes an effort to recycle and to
217 participate in the Razorback Food Recovery (to help reduce food
218 insecurity on campus) at ASG Office of Financial Affairs funded
219 events. You can contact Razorback Food Recovery at
220 recovery@uark.edu.
 - 221 ○ Remaining supplies funded by the OFA board **MUST** be returned to
222 the RSO workspace.
 - 223 ○ No credit card payments can be received for the sale of tickets for
224 events. Cash, checks, or money orders are the only acceptable
225 methods of payments for ticket sales. Checks must be made payable
226 to (ORGANIZATION NAME). Checks made payable to the
227 University of Arkansas are not permitted.
 - 228 ○ For any RSO requesting a special menu from Ozark Catering
229 Company, the RSO must allow 10 business days for the catering
230 quote to be provided, per Ozark Catering Company policy.
 - 231 ○ Name of caterer or store where items will be purchased.
 - 232 ○ For all off campus caterers an **itemized** invoice or quote must be
233 submitted with the budget.

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- **Catering:**
 - Meals ordered through Ozark Catering Company are capped at \$24 per anticipated attendee per event not to exceed a total cost of \$7200 before tax, for food, drinks, catering, set-up fee, and delivery (up to 15 non-students may be included in these costs).
 - Meals ordered through vendors other than Ozark Catering Company are capped at \$17 per anticipated attendee per event not to exceed a total cost of \$3,900 before tax, for food, drinks, catering, serving dishes, plastic-ware, paper goods, set-up fee, and delivery (up to 15 non-students may be included in these costs).
 - Drink costs not to exceed \$4 per 2L of soda or \$7 per case of bottled water excluding drinks included with a catering order or provided by Ozark Catering Company. Gallon beverages cannot exceed \$5. No canned beverages may be purchase through any vendor including Ozark Catering Company.
 - Pizza costs not to exceed \$10 per pizza for non-Ozark Catering Company pizza.
 - If event is in the Union and requested over \$100 in food, it must be Ozark Catering Company, per Union policy.
 - Food parties and large group meals are not allowed in Mullin’s Library per library policy unless permission is granted and presented to the OFA board.
- **Additional:**
 - Each RSO can request up to \$1,500 honorarium¹ per semester (limited to one event). For example, if you are co-sponsoring an event, you cannot exceed the \$1,500 honorarium limit.
 - No honorarium checks will be presented to guest speakers until the conclusion of their 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
 - Hotel, room and tax only, (capped at \$300/night) limited to one room for up to two nights or two rooms for one night based on need at the discretion of the Board
 - Per Diem² limited to \$55 per day; maximum of \$110 per event
 - Travel expenses for guest speaker(s) not to exceed \$1,000 per event. Guest must register taxpayer 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 \$175 limit + tax
 - Networking events can be funded up to \$500 limit + tax
 - Ticketed events can be funded up to \$50 at PMC for printing tickets
 - Printed publicity for a special event (flyers, etc.) can be funded up to \$100 at PMC
 - Disposable decorations for special events up to \$100 (tax included)

- 281 ○ Supplies essential to the event up to \$500
- 282 ▪ Please include description and educational value of
- 283 materials
- 284 ○ A/V Sound equipment up to \$1,000
- 285 ○ A/V Sound technician up to \$500
- 286 ○ Room/Venue reservation fees up to \$3,000

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Funding Restrictions for Events:

- 290 ● Events not free and accessible to all University of Arkansas students
- 291 ● Events that do not have perceived educational value
- 292 ● Banquets or award ceremonies
- 293 ● Fundraisers or events where money is collected/donated
- 294 ● Sales of merchandise at a funded event
- 295 ● Events exceeding a 2 to 1 student to non-student ratio (for ticketed & non-
- 296 ticketed)
- 297 ● Non-student attendance or participation exceeding 15 non-students,
- 298 unless ticketed event (including recruitment events targeting non-UA
- 299 prospective students)
- 300 ● Events occurring on academic breaks and Finals week, or as otherwise
- 301 mandated by university policy
- 302 ● Off-campus events not along UA bus routes, or not within reasonable
- 303 walking distance
- 304 ● Events located in off campus apartment units or houses
- 305 ● Off campus rent, including storage facilities
- 306 ● Student travel or lodging
- 307 ● Local transportation including rental cars, taxis, shuttles, etc.
- 308 ● Parking passes
- 309 ● Travel for any presenter that amounts to less than \$50
- 310 ● Per diem/hotel/honorarium for UA system employees/students
- 311 ● Per diem for candidates or elected officials while active session or
- 312 campaigning is occurring
- 313 ● Activities that make direct financial contribution to a political campaign,
- 314 charity, or religious organizations
- 315 ● Items that will require storage after the event
- 316 ● Materials that the University will provide for free
- 317 ● Blood drives
- 318 ● Events that promote individual businesses
- 319 ● International flights
- 320 ● Gifts or awards, other than paper certificates – example t-shirts and prizes
- 321 may not be funded
- 322 ● Regularly scheduled member-only meetings
- 323 ● Costumes
- 324 ● No alcohol may be consumed or purchased per university policy
- 325 ● Repayment of debt or reimbursements

- 326 • Styrofoam products
- 327 • Stickers
- 328 • Canned drinks

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Conference/Competition Registration Fees

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

335

Funding Timeline for Conference/Competition Registration Fees

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

- 340 • For conferences and/or competitions that take place during the summer or
341 within the first 4 weeks of class in the fall semester, RSO’s must apply for
342 funding by the second to last OFA meeting of the spring semester. For
343 conferences that take place during Winter Break, RSO’s must apply for
344 funding 4 weeks prior to Fall Semester Reading Day.
- 345 • There are no funding periods for conferences or competitions. You may
346 apply at any time while ASG Office of Financial Affairs meetings are in
347 session. Breaks within academic calendar and Final’s weeks do not count
348 within the 4-week timelines.
- 349 • Conferences and/or competitions must be funded, and payment processed
350 **prior** to the conference start date.

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352 Mandatory Inclusions:

- 353 • Submissions must include date of conference and/or competition, due
354 date, location, price per attendee, number of attendees, names, and
355 **university email addresses** of the attendees.
- 356 • Must include a valid link to the conference’s website where date of
357 conference, due date, schedule of events and prices are clearly visible. If a
358 conference website is unavailable for any reason, the RSO is required to
359 submit an official correspondence from a coordinator of the conference
360 detailing this information.

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Funding Restrictions for Conference/Competition Registration Fees

- 363 • Funding is only allocated for Conference/Competition registration fees.
- 364 • Conference registration fees **CANNOT** be reimbursed.
- 365 • Membership fees are not eligible for funding.
- 366 • Competitions wherein teams/individuals receive monetary compensations
367 as a result of their participation or success in the competitions
 - 368 ○ RSOs are required to provide official correspondence (if applicable)
369 from the coordinator of the competition or proof that no monetary
370 compensation or monetary prizes shall be awarded

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