

THE STANDING POLICIES OF THE
FINANCIAL AFFAIRS
COMMITTEE

LAST MODIFIED: 3/29/2021



Chapter 1. General Provisions

Section 1.01. Purpose and Authority

- (1) PURPOSE — The Financial Affairs Committee (FAC) is a standing committee of the University of Wisconsin – Stout (UW-Stout) student government called the Stout Student Association (SSA). The FAC annually recommends to the SSA a plan for the distribution of the Allocable Segregated University Fees (ASUF) budget. The SSA is the Segregated University Fees Allocations Committee (SUFAC) of this University.
- (2) AUTHORITY — SSA, as the student governance body, is granted the responsibility for the disposition of allocable Segregated University Fees under Wisconsin Statue §36.09(5). Additional guidance on the role of Student Governance in the use of Segregated University Fees is provided in the Board of Regent Policy Documents and UW-System Policy Paper 820 (<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/segregated-university-fees/>).

Chapter 2. Guidelines

Section 2.01. General

- (1) COMPLIANCE — In order to receive Student Segregated Fee funding, events must be in compliance with all other relevant local, state, and national laws. Events must meet UW-System and UW-Stout code of conduct standards and coincide with the mission of both the University and organization. Above all, any sponsored event will be open and accessible to all students at the University of Wisconsin Stout, in order to receive ASUF support.
- (2) Allocation Guidelines: In addition to the rules and guidelines stated in UW System Financial Policy Paper 820, the following guidelines should also be taken into account when preparing your budgets.

Section 2.02. Factors That Always Impact Funding Decisions

- (1) On campus events will be given the priority over off campus events, as they will impact a higher percentage of the student population. Examples of on campus events that can be funded (not an all-inclusive list): concerts, speakers, workshops, lectures, comedians, recruitment, etc.
- (2) Benefit to the UW-Stout Campus.
- (3) Events must fit within the mission of the Student Organization.
- (4) Collaboration and co-sponsorship between organizations is encouraged.
- (5) The Financial Affairs Committee cannot grant requests for lump sums and may only grant funding on an event-by-event basis, barring special circumstances.
- (6) Unless otherwise provided, all on campus events and designated off campus events must be open and available to all campus and advertised across campus, which is defined as:
 - a. No student may be barred from participation for any reason, including membership within the organization,
 - b. Events must be listed in the organization management software,
 - c. Events must be advertised by placing posters in at least three of the following: the Student Centers (Memorial Student Center and Merle Price Commons), dining halls, academic halls, or residence halls,
 - d. Events must be advertised in Campus Life Today.

Section 2.03. Guidelines for Event Categories

- (1) EQUIPMENT —
 - a. Items that serve a long-term purpose for the organization (i.e. multiple years).
 - b. All equipment must:
 - i. Stay with the organization,
 - ii. Be stored on campus, and
 - iii. Be registered with the Stout Student Association.
 - c. Equipment for single events or individual use is not supported.
 - d. Apparel for promotional use or personal gain shall not be funded.
 - e. Team apparel (i.e. uniforms) or safety equipment can be funded.
 - f. Equipment requests for the same items within 5 years will face more scrutiny, and organizations must demonstrate a need for the equipment.
- (2) WORKSHOPS —
 - a. Instructional or educational opportunities.
 - b. Participants may receive something of value.
- (3) SPEAKERS AND ENTERTAINERS —
 - a. Can be funded through ASUF fees if they do not solely promote the sponsoring organization.
 - b. Speakers must present on a general topic that has a relation to the mission/purpose of the organization.
 - c. Speakers and entertainers must be on-campus.
- (4) COACHES AND ADVISORS —
 - a. Referees for competitions or as safety officials may be funded.
 - b. Personal or instructional coaches may not be funded.
 - c. Travel expenses for club advisors may not be funded.
- (5) FOOD FOR RECRUITMENT —
 - a. Recruitment event must be held on campus.
 - b. Event must be advertised to the entire campus.
 - c. Food must be advertised as a part of the event.
 - d. Food must be purchased from University Dining Services if the event is held in Price Commons or the Memorial Student Center and the appropriate waiver is not obtained.
- (6) FOOD IN SUPPORT OF A CULTURAL OR EDUCATIONAL EVENT —
 - a. Event must be held on campus.
 - b. Food must be purchased from University Dining Services if the event is held in the MSC or Price Commons and the appropriate waiver is not obtained.
 - c. Event must be open to and advertised to the entire campus and cannot be a regular organization meeting.
 - d. Food must be advertised as a part of the event.
 - e. The intent of food is to provide incentive to attend, such as beverages and appetizers – full meals are prohibited.
- (7) OFF-CAMPUS EVENTS —
 - a. Off-campus events that can be funded through ASUF includes but are not limited to: competitions, tournaments, conferences, presentations, and honors/recognition.
- (8) NEAR CAMPUS EVENTS —

- a. An event shall be considered *Near Campus* if:
 - i. The venue is not available on campus and
 - ii. The event is held within the Menomonie Greater Area, including the City of Menomonie and the Town of Menomonie.

(9) TRAVEL —

- a. As on-campus events are a priority, asking students to support the travel of other students is a rare and precious opportunity that comes with responsibility. Any travel supported must benefit more than just the individual traveler. The FAC will determine each year the amounts and kinds of travel they will support, if any. The types of travel that student organizations can apply for are as follows.

(10) ORGANIZATION LEADER TRAVEL FOR ORGANIZATIONAL DEVELOPMENT —

- a. The travel must benefit more than the traveler (not solely done for personal gain).
- b. The travel must support the mission of the student organization.
- c. Organizations choose organization leaders to gain information in support of the improvement of their organization's mission to apply for funding each year.
- d. If any traveler cannot keep the travel commitment for any reason and a reasonable substitute cannot be found – the initial traveler will be personally responsible to reimburse SSA for any fees incurred and non-refundable.

(11) COMPETITION TRAVEL —

- a. In order to be supported it must be standard conference or league play. Any additional sports competition events will be treated like the recreational events of any other student organization.
- b. Participation may be limited based upon previous participation within a team or skill-based qualifying criteria.
- c. Any prize money or cash reward won by a student organization on a trip financed by the Stout Student Association must first be used to repay any segregated fees used for the trip; any remaining funds must remain with the organization.

(12) SOCIAL OR RECREATIONAL TRAVEL —

- a. Must support the mission of the student organization and the campus.
- b. Must be open and available to all students on campus.
- c. Must be advertised well in advance and if limited space is available, the process for selection must also be advertised at least two weeks in advance.

(13) PROFESSIONAL TRAVEL —

- a. Must support the mission of the student organization and the campus.
- b. Must be open and available to all students on campus.
- c. Must be advertised at least two weeks in advance
- d. If limited space is available, the process for selection must also be advertised at least two weeks in advance of the deadline.

Chapter 3. Application Process

Section 3.01. Annual Budget Process

- (1) Near the beginning of the academic year, the Director of Financial Affairs will notify all recognized student organizations of the budget timeline for the current year. The organizations

will have a minimum of 3 weeks to submit their budget proposal through student organization management software.

- (2) Student organizations must complete the following steps in order to have their proposals considered:
 - a. Submit the budget request by the deadline – no late budgets will be accepted.
 - b. Sign up for a budget hearing by the deadline – failure to sign up results in a denied budget request.
 - c. At least one member of the student organization will present the organization’s budget proposal at the hearing, where the FAC can listen to details and ask specific questions.
- (3) As per Financial Policy Paper 820, all hearings will be recorded via videotape and/or audio tape for FAC purposes and review.

Section 3.02. Contingency Budget Process

- (1) At the beginning of each academic year, the Financial Affairs Director will notify all Recognized Student Organizations if there will be contingency funds available during that current year. Contingency will be available on a rolling basis, where organizations may submit budget requests throughout the year.
- (2) Steps student organizations must complete in order to have their proposals considered:
 - a. Submit the budget request.
 - b. Sign up for a budget hearing.
 - c. At least one member of the student organization will present the organization’s budget proposal at the hearing, where the FAC can listen to details and ask specific questions.
- (3) Any deadlines for submitting budget requests or signing up for a hearing must be publicly posted at least two weeks in advance of the deadline.
 - a. No late budget requests will be accepted
 - b. Failure to sign up for a hearing or not showing up to a hearing will result in budget denial.
- (4) As per Financial Policy Paper 820, all hearings will be recorded via videotape and/or audio tape for FAC purposes and review.

Section 3.03. Just in Time (JIT) Funding Process

- (1) JIT funding is used if an organization or a member of an organization has an extraordinary need that arises outside the aforementioned funding processes. Funds for JIT events are pulled from contingency monies and are therefore only funded if money is available. The FAC can determine whether contingency rules will apply, on a case-by-case basis.
- (2) No organization or individual shall be awarded more than 10% of the initial contingency funds in any fiscal year for a JIT request.
- (3) In order for an event to qualify for Just-In-Time funds:
 - a. It must have been unforeseen at that time another budget process was open.
 - b. If the JIT request involves travel, one of the following must also be the case:
 - i. A group or individual must be invited to a state, regional or national event.
 - ii. A group or individual is receiving an award or presenting at a conference.
- (4) Process for applying for JIT Funding:
 - a. Individual or group applying fills out the request in student organization management software.

- b. The FAC reviews the application at their next available FAC meeting.
- c. The applicant may be invited to present their needs at a time scheduled by the Director of Financial Affairs.

Chapter 4. Financial Affairs Committee Review Process

Section 4.01. Budget Review Process

- (1) The FAC will review proposals and make decisions based upon policies set forth in UW- System Financial Policy Papers and in standing committee policies. All processes are open to the public, (although speaking turns are only available to committee members).
 - a. Review all budget requests.
 - b. Address conflicts of interest:
 - i. All members of the FAC are required to submit a list of all organizations they are or have been members of while attending UW-Stout.
 - ii. A member or chairperson of the FAC will not participate in a budget deliberation where a conflict of interest is involved.
 - iii. If the chair of the committee is involved in another organization, they shall appoint another member of the FAC to chair that organization's budget deliberation.
 - c. Listen to all budget hearings.
 - d. Deliberate all requests, applying all appropriate policies and creating additional restrictions as necessary.
 - e. Allocate and present proposed student organization budget expenditures to the SUFAC.
 - f. The SUFAC approves the budget (with or without changes) and forwards it to the Chancellor, who has final approval authority.

Section 4.02. Organization Appeal Process

- (1) A student organization may appeal decisions if they believe the FAC did not follow policy or procedure, or the FAC created unfair policy. The appeal process is as follows:
 - a. Contact the Financial Affairs Director within 10 business days of the decision they are appealing.
 - b. The Financial Affairs Director will add the appeal to the FAC agenda within two meetings.
 - c. The organization will present the appeal to the FAC and the appeal will be recorded.
 - d. If the appeal is denied by the FAC, the organization can further appeal to the University Court by making a written request (preferably email) to the Chief Justice within 5 business days.

Section 4.03. Reallocation Request Process

- (1) If an organization requests a reallocation of funds, approval will be at the discretion of the committee. Reallocation of funds from on-campus events to off-campus events may be subject to a reduction of the amount requested for reallocation. The reason for this is that the Committee's priority is to fund on campus events as they provide the most benefit to the students and to the university. If funds are not going to be used as originally intended, they are

subject to the same limits as the other off campus events were subject to. The committee encourages the transfer of funds from off campus to on campus events

- a. Individual or group applying fills out the Budget Reallocation form on the student organization management software.
- b. The FAC reviews the application at their next available FAC meeting.
- c. If necessary, the FAC will invite the requesting organization to the meeting for further clarification.

Section 4.04. Rollover Request Process

- (1) Rollover is open to the organizations with rollover account privileges, which are the Stout Student Association, Blue Devil Productions, and Stoutonia.
- (2) No more than \$30,000 may be saved in a Rollover account.
- (3) Carryover funds that would put a Rollover account over \$30,000 must instead go to the general Contingency fund.
- (4) Rollover accounts with over \$30,000, shall have any amounts over \$30,000 used to fund their annual budget until the balance is equal to \$30,000.
- (5) Organizations may request use of Rollover funds by submitting a Rollover Request through the appropriate form, or by contacting the Director of Financial Affairs.

Section 4.05. Out of Session Authority

- (1) When possible, decisions are made when the FAC is in session. Occasionally, decisions must be made when the FAC is out of session. In those circumstances when a decision cannot wait for the next session:
 - a. The Director of Financial Affairs, when available, has decision making authority.
 - b. If the Director of Financial Affairs is not serving in an out of session capacity, and the FAC is not in session, the authority falls to the highest ranking U.S.S. member.
 - c. The guidance of advisors is available.

Section 4.06. Conditions of Accepting Funding

- (1) When a student organization accepts ASUF funding, they agree to the following conditions:
 - a. All funded organizations must send at least one representative to the fall Attend to Spend Workshop conducted by the Student Organization's Account manager.
 - i. Sport Clubs must attend the fall officer training instead.
 - b. All organizations funded for contractual services must have at least one representative attend the contractual services training workshop.
 - c. Events must be advertised by placing posters in at least three of the following: the Student Centers (Memorial Student Center and Merle Price Commons), dining halls, academic halls, or residence halls. Events must be advertised in Campus Life Today.
 - d. If your event has an application requirement, deadlines and procurement information for the application must be on all advertisements for the event. Applications must be available to students at least 2 weeks prior to the deadline.
 - e. An SSA identifier, determined by the FAC, must be on all posted advertisements for the event. This will serve as an indication that the event is funded through the ASUF.
 - f. To gain access to funds, a purchase request form should be completed and turned into the appropriate Accounts Manager.

- g. Proof of the event must be provided in order to receive approved funds. This can include, but is not limited to a conference agenda, completed registration form, advertising for the event, or a contract for services. Advertising done electronically is not considered a viable proof of the event.
- h. Participants in those events sponsored with ASUF monies are required to submit financial records, upon request. Failing to do so will result in reduced or no funding for future event.

Chapter 7. Amendments

Section 7.01. Proposing Amendments

- (1) Amendments to these rules may be proposed by a member of the Financial Affairs Committee as a motion.

Section 7.02. Adopting Amendments

- (1) Amendments proposed to these rules by a member of the Financial Affairs Committee shall be adopted upon a motion to amend reaching a majority in favor of passage.

Section 7.03. Tracking Changes

- (1) Amendments and changes to these rules must be logged on a separate sheet which shall be the last sheet of the document. Each item shall log what was amended, the date the amendment was adopted, and the mover or author.
- (2) The date on the title page shall be changed to reflect that last date this document was modified.

Author	Date	Amendment
Director Cody Gentz	4/20/2020	Formatting; Added amendment procedure; Definitions for open and accessible; Changes to advertisement requirements; Food must be purchased through UDS; Added rollover cap; Changed required "reflection" to required reporting of financial records as requested; Added prize money must be used to pay back seg fees; Clarified rules on coaches, referees, and advisor travel expenses; Added rule to equipment requiring scrutiny for repeat purchases less than 5 years apart; Clarified rule on granting lump sums;
Director Cody Gentz	3/29/2021	Removed a redundant rule on "open and available" that was covered by another rule; Modified the food rules to allow food to be purchased from other vendors if the event in question is not in the MSC/Commons; Added a clause allowing competition travel events to restrict attendance based on team or qualifier criteria; Updated the Contingency section to reflect rolling contingency; Updated the Rollover section to be more concise, kept the \$30,000 rollover cap unchanged