ASUI STUDENT ORGANIZATION FUNDING BOARD BYLAWS

Article I – MISSION STATEMENT

The mission of the ASUI Student Organization Funding Board (ASUI Funding Board) is to:

To provide services and programs to assist student organizations with the achievement of their goals and fulfillment of their missions, thereby cultivating effective leadership at the University of Idaho.

Article II – MEMBERSHIP AND SELECTION

Section A - Members

The ASUI Funding Board shall consist of the following members: ASUI Funding Board Chair, Leadership Development Coordinator, and undergraduate students who are appointed by the ASUI President. The ASUI Funding Board Chair, and the Board Advisor(s) shall be ex-officio, non-voting, members of the ASUI Funding Board.

Section B – Selection and Length of Terms

The appointment of the ASUI Funding Board Chair and ASUI Funding Board Vice Chair shall run concurrently with the ASUI presidential term, unless special circumstances exist.

The ASUI Funding Board Chair shall review all applications received for open Board positions, conduct interview sessions with applicants, and make a recommendation for hire and/or appointment to the Board Advisor(s), the ASUI Senate, and the ASUI President. The ASUI President will make the final decision on appointed positions. All open Board positions must be advertised for a minimum of one full week prior to closing the application pool for consideration.

Article III – BOARD STRUCTURE

The ASUI Funding Board will provide funding for ASUI recognized student organizations. New departments may be added, or existing ones deleted as the needs of the university community dictate, by a two-thirds vote of the ASUI Funding Board and approval of the ASUI Senate and the ASUI President.

Section A - Funding Allocation Department

This department convenes to evaluate requests for student organization funding and large event funding to aid student organizations in their developmental endeavors.

As standard practice, due to the fee make-up of the ASUI Funding Board, they will only fund undergraduate student organizations. However, the board maintains complete discretion to make flexible its own rules related to the funding of any organization. The board will assess appropriate funding based on a percentage of undergraduate students to graduate students. The board will make efforts to enhance and reward undergraduate students through its process.

1. Responsibilities of the Funding Allocation Department

   A. Assessing the needs of the University community and the student body with regard to funding
   B. Holding funding hearings as outlined by the ASUI Rules and Regulations and these Bylaws
   C. Allocation and Processing of Large Event Funding

2. Members are appointed to this department by the ASUI President and are subject to an annual re-appointment process each January.

3. Department Member Duties and Responsibilities

   A. Responsible to: ASUI President, ASUI Funding Board Chair
   B. Advised by: Student Engagement Coordinator
   C. Responsible for:
      i. Attendance at monthly Funding hearings, unless excused by Department Coordinator at least 24 hours prior to hearing
      ii. Retrieval and review of all funding requests one day prior to schedule hearings
      iii. Knowledge of ASUI Funding Board Bylaws and Funding Guidelines

iv. Maintaining the mission of the ASUI Funding Board throughout hearings and voting processes
v. Attendance at all ASUI Funding Board functions
vi. Other duties as assigned by ASUI Funding Board leadership

Article IV – BOARD LEADERSHIP

Section A - ASUI Funding Board Chair

1. Responsible to: ASUI President, ASUI Funding Board Chair and the ASUI Funding Board Members

2. Advised by: Student Engagement Coordinator

3. Responsible for:

   A. Ensuring the board is fulfilling the mission statement
   B. Coordinating the ASUI Funding Board
   C. Scheduling and running ASUI Funding Board meetings
   D. Holding regular posted hours in the ASUI Office
   E. Monitoring the overall budget expenditures in relevant budgets
   F. Ensuring that the board members are fulfilling their duties
   G. Reporting to the ASUI Chief of Staff and ASUI President on a regular basis
   H. Reporting to the ASUI Senate on a monthly basis
   I. Assisting with the training of ASUI Funding Board members and Department Heads
   J. Attending ASUI Funding Board events on a regular basis

Section B- ASUI Funding Board Vice Chair

1. Responsible to: ASUI President, ASUI Funding Board Chair and the ASUI Funding Board Members

2. Advised by: Student Engagement Coordinator

3. Responsible for:

   A. Coordinating ASUI Funding Board Training Meeting
   B. Ensuring ASUI student organizations are well-informed on how to receive board funding
   C. Fulfilling all of the duties ascribed to their department in the ASUI Funding Board bylaws
   D. Serving as an involved member of the ASUI Funding Board
   E. Assisting in the training of Board members
   F. Meeting with The ASUI Funding Board Chair and advisor as scheduled
   G. Reporting to the ASUI Chief of Staff and ASUI President on a regular basis
   H. Assisting with the training of ASUI Funding Board members and Department Heads
   I. Attending ASUI Funding Board events on a regular basis
   J. Identifying and recruiting potential new Board members

Section C- ASUI Senator Board Members

1. Responsible to: ASUI Funding Board Chair and the ASUI Funding Board Members

2. Advised by: Student Engagement Coordinator

3. Responsible for:

   A. Fulfilling all of the duties ascribed to their department in the ASUI Funding Board bylaws
   B. Serving as an involved member of the ASUI Funding Board
   C. Fulfilling duties described by The ASUI Funding Board Chair
   D. Meeting with The ASUI Funding Board Chair and advisors as scheduled

E. Attending Board events and participating in projects on a regular basis
F. Identifying and recruiting potential new Board members

Section D - ASUI Funding Board Members

1. Responsible to: ASUI Funding Board Chair and the ASUI Funding Board Members

2. Advised by: Student Engagement Coordinator

3. Responsible for:

   A. Fulfilling all of the duties ascribed to their department in the ASUI Funding Board bylaws
   B. Serving as an involved member of the ASUI Funding Board
   C. Training of Board/Department members
   D. Meeting with The ASUI Funding Board Chair and advisors as scheduled
   E. Attending Board events and participating in projects on a regular basis
   F. Identifying and recruiting potential new Board members

Article V – MEETINGS

Section A – Time and Place
The regular time and place of ASUI Funding Board meetings shall be established at the beginning of each semester by the ASUI Funding Board Chair in consultation with other members of the Board, including the Board Advisor(s) and the ASUI Senator(s) assigned to the Board. The meeting time is subject to change by a majority vote of the ASUI Funding Board.

Section B - Frequency
The ASUI Funding Board shall meet at least one time per month during the regular academic year when classes are in session.

Section C – Unexcused Absences
Two absences from meetings, unexcused by the Board Chair, shall be grounds for requesting a resignation from any member of the ASUI Funding Board as outlined in the ASUI Rules and Regulations and in consultation with the Board Advisor(s).

Section D – Removal from Position
If an ASUI Funding Board member is holding a paid position and is clearly abrogating his/her responsibilities, action may be taken to cease payment of wages. Wages can be ceased by a 2/3 vote of the ASUI Funding Board and approval of the ASUI Senate and President.

Section E - Reappointment
If a Board member in current good standing wishes to remain in their current position upon completion of their initial term of service (either as a general member of the board or a paid position), this can be done at the discretion of the ASUI Funding Board Chair and the Student Activities Coordinator.

Section F – ASUI Senator(s) Attendance
ASUI Senator(s) appointed to the Board shall follow attendance requirements set forth in the ASUI Funding Board bylaws. The ASUI Vice President and the ASUI Funding Board Chair shall be notified in writing of each unexcused absence of the assigned senator(s).

Section G – Open Meetings
Meetings of the Board shall be open to the student body, public and the press unless the Board by a 2/3 vote moves into Executive Session. All Executive sessions must comply with the Idaho's Open Meeting Law (Idaho Code 67-2345). All official actions of the Board must be taken while in open session.

Article VI – ORGANIZATIONS

Section A - Registration

To qualify as a registered club or organization, groups must file a completed request for registration form and adhere to the requirements listed below (Article VI, Section B).

Section B - Requirements

To qualify as an ASUI registered club or organization, groups must comply with the following requirements:

1. All organizations must have a mission statement to define their purpose.

2. All organizations must have a constitution and/or bylaws to dedicate how they will be ran.

3. All organizations must have an advisor. This person must be a benefits eligible University of Idaho staff, faculty, or administration member.

4. All organizations must provide contact information for at least **two** members and the advisor. Information must include address, E-mail, and phone number for each contact. The advisor's contact information must include the name, University Department, and Campus Zip Code.

5. An organization may not use "University of Idaho" at the beginning of the organization name or "of the University of Idaho" at the end of organization name, unless you receive direct funding from a University Department. Organizations may use "At the University of Idaho" or "U.I. Chapter" at the end of organization name.

6. The majority of the membership of this organization shall consist of regularly enrolled undergraduate and graduate students of the University of Idaho. Only those members who are currently registered University of Idaho students have voting privileges.

7. Membership in this organization is open to all University of Idaho students meeting the above criteria, irrespective of race, color, gender, class, national origin, sex, sexual orientation, gender identity/expression, age, disability, religion, or status as a Vietnam era veteran as outlined in the faculty/staff handbook in Chapter 3: 3200. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.

8. All new organizations are encourages present their organization to the ASUI senate to become an ASUI recognized organization. Organizations must contact the current ASUI Vice President to schedule a senate hearing date for their organization.

Section C – Denial

Organizations may be denied for the following reasons:

1. The request for recognition form was not properly completed or was incomplete.

2. The request is not in line with the mission statement of the student organization.

3. The project/event/activity is already a University of Idaho project/event/activity.

4. The proposed organization has a statement of purpose or goal that is in violation of federal law, state law, local law or the ASUI Rules and Regulations.

Section D - Appeals

Any group denied recognition by the board may appeal to the ASUI Senate.

Section E – Non-profit status

The Board does not grant any organization non-profit status.

Article VII – GENERAL FUNDING & LARGE EVENT FUNDING HEARINGS

Section A – Hearings

Funding hearings will occur four times per semester, typically scheduled monthly, throughout the academic year. The deadline for organization funding requests and the date of the organization funding hearings will be publicized each semester. No organization funding requests will be accepted after 12:00 PM, two operating business days prior to the scheduled board meeting.

Section B – Organization Funding

The allocation of funds will be determined by, yet not limited to, the following criteria:

1. All funds allocated by the ASUI Funding Board shall be at the discretion of the Board.

2. No state, federal, or other applicable laws shall be violated; all requests must conform to the ASUI Funding Board Bylaws; the ASUI Constitution, Rules and Regulations, and Bylaws; and all policies and regulations of the Board of Regents and the University of Idaho.

3. The Board may fund a maximum of $2000 to recognized organizations in any given fiscal year. Funding requests to exceed the $2000 limit may be heard at the last fee allocation hearing of the budget cycle and will only be heard if funds are available.

4. The funds must be used for programs, events, and services that benefit the students at the University of Idaho, enhance the image of the University**,** and comply with the ASUI Funding Board Mission Statement.

5. All funding will be considered on a matching- existing funds basis.

   A. This will require proof of income to be verified with a bank statement
   B. Organizations must develop a total cost budget for the activity
   C. All funding will be on a reimbursement basis

6. The board **shall not** fund for the following activities:

   A. Purchase of food or beverages or other perishable items
   B. Cash awards, prizes or gifts
   C. Labor costs
   D. A bingo event or raffle
   E. Per Diem while traveling
   F. Long-distance phone calls
   G. Charitable contributions
   H. State and Federal Income taxes
   I. Organizational or departmental graduation parties, award ceremonies, and banquets
   J. Transportation and or lodging for speakers, unless part of the contractual agreement

7. All organizations requesting reimbursement by check must maintain a bank account in organizations named, opened with the organizations employer identification number.

8. The Board shall not allocate funds to “umbrella” groups for the purpose of redistribution of funds to other subgroups.

9. The Board shall not fund any group that is formed on the basis of common living arrangements, including, but not exclusive to, Greek houses and residence halls.

10. The Board shall not fund any Sports Club group recognized by the Sports Club Federation.

11. The Board shall only fund expenses accrued during the current academic year of the request.

12. The events/programs/services must be initiated and ultimately controlled by University of Idaho students.

13. All events/programs/services that receive funding must be open to all UI students irrespective of race, color, gender, class, nationality, disability, religion, Veteran status, or sexual orientation.

14. The Board will not fund for events/programs/services that are viewed, or could be construed to be extensions of the classroom setting or academic program, testing for certification, or job placement efforts. Extensions of the classroom include, but are not limited to:

    A. Field trips where organization members are required to attend, and class is dismissed due to the trip
    B. Trips to conventions, clinics, workshops, and meetings where professional certification testing is performed or where personal professional certification is obtained
    C. Trips required as part of any class curriculum
    D. Trips where the participants are all members of one academic course

15. Organizations may not apply for funds to be donated to:

    A. Charities or other philanthropic entities
    B. Advocate legislation or to promote partisan political activity
    C. Establishes or contributes to scholarship funds, nor can they fundraise with funds allocated by the Board to contribute their proceeds to such causes

16. If an organization is allocated funds to a future program, publicity for such program funded must clearly give recognition that the event was funded by the Student Activity Fee with the statement, "**FUNDED BY THE ASUI STUDENT ACTIVITY FEE**." Noncompliance with this policy may result in denial of future funding.

17. The Board may fund for:

    A. Fundraising activities
    B. Travel to conferences
    C. Registration fees
    D. Speakers brought to the University of Idaho
    E. Educational programs
    F. Organizational operations such as:
        i. Publicity
            a. Such activities pertaining to clothing will be funded at ½ ($0.50) the cost.
        ii. Office supplies
        iii. Telephone for crisis hotlines
    G. Other activities consistent with the ASUI Funding Board Mission Statement

17. Organizations may submit more than one funding request during each semester.

18. Misrepresentation of student organization membership, make-up, mission, or other aspects related to the organization may result in suspension of funding eligibility for remainder of academic year.

19. Organizations may appeal the Board's funding allocation decision by:

    A. First submitting a written appeal to the Board Chairperson asking the Board to reconsider its request at the ASUI Funding Board's next meeting. No written appeal will be accepted after 12:00 PM, two operating business days prior to the scheduled board meeting.
    B. If a further appeal is made, the club must submit a written appeal to the ASUI President or Senate asking for a hearing on the Board's decision.

Section C – Large Event Funding

The allocation of funds will be determined by, yet not limited to, the following criteria:

1. All funds allocated by the ASUI Funding Board shall be at the discretion of the Board.

2. No state, federal, or other applicable laws shall be violated; all requests must conform to the ASUI Funding Board Bylaws; the ASUI Constitution, Rules and Regulations, and Bylaws; and all policies and regulations of the Board of Regents and the University of Idaho.

3. Large event funds must be used for programs and/or events that directly benefit the students at the University of Idaho.

A. Events must be held on the University of Idaho campus or in the local Moscow community.
B. Travel requests for individuals will not be considered for large event funding unless specified in contractual agreement with speaker or other off-campus presenter.
C. Must be consistant with the ASUI Funding Board mission statement

4. Priority considerations for funding will be given for the following:

   A. Requests for matching funds
   B. Collaborative group programming
   C. Events or programs with a focus on service/volunteerism

5. The board shall not fund for the following activities:

   A. Purchase of food or beverages or other perishable items, unless purchased through the University of Idaho
   B. Cash awards, prizes or gifts
   C. Labor costs, unless purchased through the University of Idaho
   D. A bingo event or raffle
   E. Long-distance phone calls
   F. Charitable contributions
   G. State and Federal Income taxes
   H. Organizational or departmental graduation parties, award ceremonies, and banquets
   I. Transportation and or lodging for speakers, unless part of the contractual agreement

6. All organizations requesting reimbursement by check must maintain a bank account in organizations named, opened with the organizations employer identification number.

7. The Board shall only fund expenses accrued during the current academic year of the request.

8. The events/programs must be initiated and ultimately controlled by University of Idaho students.

9. All events/programs/services that receive funding must be open to all UI students irrespective of race, color, gender, class, nationality, disability, religion, Veteran status, or sexual orientation

10. Organizations may not apply for funds to be donated to:

    A. Charities or other philanthropic entities
    B. Advocate legislation or to promote partisan political activity
    C. Establish or contribute to scholarship funds, nor can they fundraise with funds allocated by the Board to contribute their proceeds to such causes

11. If an organization is allocated funds for a future program, publicity for such program must clearly give recognition that the event was funded by the Student Activity Fee with the statement "FUNDED BY THE ASUI ACTIVITY FEE." Noncompliance with this policy may result in denial of future funding.

12. Organizations may appeal the Board's funding decision by:

    A. First submitting a written appeal to the Board Chairperson asking the Board to reconsider its request at the Board's next meeting. No written appeal will be accepted after 12:00 PM, two operating business days prior to the scheduled board meeting.
    B. If a further appeal is made, the organization must submit a written appeal to the ASUI President or Senate asking for a hearing on the Board's decision.

Article VIII – ALLOCATION/ FUNDING CRITERIA

Section A – Merits of Funding Request

The Board will use the following criteria to judge the merits of each funding request, although they are not limited to these criteria:

1. The number of students affected. The quality of the experience and benefit to students, and the contribution to enhancing campus life for all UI students.
2. The organization's efforts to be active and open to all members of the student body.
3. The organization's efforts to raise money from other sources.
4. The amount of financial contribution the organization is making towards their events/programs/services.
5. How well planned the events/programs/services is/was/were.
6. The timing and spacing of events and programs over the fiscal year.
7. The past accountability of the organization:
   A. Degree of success of organization's past programming
   B. Involvement of students in the organization
8. Goals and objectives of the organization as stated in its constitution.
9. The amount of demonstrated financial need shown by the organization.
10. Percentage of undergraduate students to graduate students.

Section B – Priority of Funding

The Board will give priority of funding in the following order:

1. On campus co-sponsored events open to campus and community.
2. On campus events open to campus and community.
3. Off campus events open to campus and community.
4. Travel events promoting the organization and the University of Idaho.
5. Travel in competition.
6. Travel developing leadership of organization.
7. Travel to conferences.

Article IX – FUNDING GUIDELINES

Section A - Speakers, Performers, or Artists

1. Speakers who can be obtained from UI will not be funded.
2. UI students may not receive honorariums.
3. Requests for funding honorariums will be considered.
4. In order to request funding for speakers, performers, etc., all of the following must be known at the time of request:
   A. Date of program
   B. Presenters, speakers, performers, or artist name
   C. Subject of presentation

Section B - Travel

1. If student travel is involved in a funding request, the Board will apply the following criteria, as well as any additional considerations:

   A. Is the travel going to benefit the majority of the student body?
   B. Who will be traveling? Just members of the organization, or were all students offered the opportunity to go on the trip?
   C. How were the travel participants chosen?
   D. Is the travel experience able to be duplicated in the surrounding community, or is it an "once-in-a-lifetime" opportunity?
   E. Is the travel request for travel to a structured event (i.e. conference, competition, or workshop)?
   F. Can the travel participants demonstrate knowledge gained from the travel experience?
   G. Have the travel participants made an effort to share their experience with the campus community, or how will they?
   H. What is the percentage of students who are traveling, who will be returning to UI for at least one semester?
   I. Advisors, graduate students, and non-students, cannot receive funds for travel.

2. In funding travel expenses, official University figures for mileage and amounts will be used; if figures requested by the student organization are different, the figures resulting in the lowest cost to the Board will be used. The Board may allocate a maximum of:

   A. Transportation
      i. Mileage will be reimbursed for use of a personal car usage at the current University rate.
      ii. The actual cost of rental, insurance, and gas for a rented vehicle.
      iii. 50% of the cost of airline tickets.

   B. Accommodations – The Board may allocate, on a two person/room/night basis, a maximum of:
      i. $40/room/night for in-state accommodations
      ii. $60/room/night for out-of-state accommodations
      iii. An additional $5/room/night may be allocated for each additional person per room.
      iv. Allocations for accommodations may not exceed 5 days duration.
      v. Monies allocated for hotel expenses cannot be used to pay for:
         a. Room service or any food or beverages
         b. Pay-per-view movies or entertainment
         c. Any charges related to phone calls
         d. Any valet or maid service, etc. tips
         e. Original copies of documentation for hotel accommodations with participants name appearing on the bill, and all such detailed expenses is required as proof of costs via hotel portfolio.

   C. Travel funding preference will be given to student organizations who follow these guidelines:
      i. A maximum of one graduating senior traveling.
      ii. A minimum of three members traveling.
      iii. A minimum of four people per car.
      iv. A minimum of four people per hotel room.

   D. The Board shall give additional consideration for costs incurred directly due to disability if charges can be verified by Student Disability Services.

Article X – PROCEDURES AND RULES REGARDING FUNDS ALLOCATED

Section A - Applying for Funding

1. A representative from the Student Organization must have attended a MANDATORY ASUI Funding Board Training Meeting in order to be eligible for funding. That representative must then completely fill out a Funding Request Form. Any Funding Request Forms received that were not filled out by a representative who has attended an ASUI Funding Board Funding Training Meeting in the current academic year will not be considered. The same representative is ***highly encouraged*** to attend the ASUI Funding Board Funding Hearing.

2. The request must be accompanied by:

   A. A budget for the funding request, which must include all income sources and expenditures with documentation that verifies organizational income sources
   B. A breakdown of the requested funds
   C. Dates for all events related to the funding request
   D. Explanation of
      i. Why should University of Idaho Students fund this event with their student activity fees?
   ii. How does this event benefit the University of Idaho as a whole?

3. The Funding Request form must be filled out completely and correctly in order to be eligible for funding.

4. The materials in Article X, Section 1, Clauses A and B must be turned in to the ASUI Office by 12:00 PM, two operating business days prior to the meeting at which the funding request will be considered.

5. Failure to comply with the guidelines for requesting funds may result in the delay of the ASUI Funding Board's consideration of the funding request.

Section B - Collecting Funds Allocated

1. All requests for funding shall be presented to the ASUI Business Advisor for processing and must be accompanied by original receipts for the products or services which the Board funded.

2. Clubs and organizations have thirty (30) days from the date they have been notified they have been funded or from the conclusion of the event to turn in receipts and proper forms to Administrative Assistant.

   a. Organizations must communicate with the Administrative Assistant within thirty (30) days of notification of check being available as to what their plan of action is.

3. The person whose signature is on the funding request form is the only person who will be allowed to acquire the funds granted by the Board.

Section C - Programming Policies

The ASUI Funding Board has right of approval on ALL monies in the ASUI Funding Board budget. All money in the ASUI Funding Board budget is solely for disbursal by the Board. The ASUI Funding Board will endeavor to use all available knowledge, skill, and ability to program responsibly with student fee money.

Section D - Amendments

The bylaws may be amended by a two-thirds vote of the current voting membership of the ASUI Funding Board at any of the regular scheduled meetings provided the proposed amendment has been presented to the Board in writing. Notice of bylaw change must be given to the ASUI Government Operations and Appropriations committee for approval by the ASUI Senate and ASUI President. No changes are effective until approved by the ASUI Senate and President.

Article XII – GRADUATE/PROFESSIONAL STUDENT ORGANIZATIONS

Section A - Benefits

In keeping with the mandate of the ASUI Constitution to represent only undergraduate students, Graduate and Professional student organizations will be granted limited benefits through ASUI. They will be allowed to register as an ASUI recognized student organization with the following privileges:

1. To obtain a mailbox in the ASUI office

2. To receive emails from the Student Engagement & Leadership Programs Office regarding information pertaining to student organizations

3. To be listed on the ASUI Student Organization web site

4. To reserve rooms at no cost in the Idaho Commons and Student Union (room set-up & equipment fees may apply)
5. Opportunities to participate in fairs and festivals for student organizations (e.g. Palousafest)