

Club Support Funding Policy Manual



ASSOCIATED STUDENTS OF THE UNIVERSITY OF NEVADA
DEPARTMENT OF CLUBS AND ORGANIZATIONS

<http://www.nevadaasun.com/club-funding/>

Ratified: April 5, 2017

Table of Contents

Contents

TITLE I. STATEMENTS	6
Chapter A. ASUN DEPARTMENT OF CLUBS AND ORGANIZATIONS	6
Chapter B. THE CLUBS AND ORGANIZATIONS COMMISSION	6
Chapter C. POLICY MANUAL	6
Chapter D. POLICY APPLICATION AND AUTHORITY	6
Chapter E. PURPOSE OF CLUB SUPPORT FUNDING	6
Chapter F. GENERAL DEFINITIONS AND TERMS	6
<i>Section 1.</i> Group, Club, and Organization	6
<i>Section 2.</i> Tier	7
<i>Section 3.</i> Capital Expenditure	7
<i>Section 4.</i> Capital Item	7
<i>Section 5.</i> Event	7
<i>Section 6.</i> On-Campus Event	7
<i>Section 7.</i> Off-Campus Event	7
<i>Section 8.</i> Club Support Funding	7
<i>Section 9.</i> Club Support Funding Request	7
<i>Section 10.</i> Club Support Funding Hearing	7
<i>Section 11.</i> Funding Periods	7
<i>Section 12.</i> Fiscal Year	7
<i>Section 13.</i> Remitted Funds	8
<i>Section 14.</i> Funding Request, Funding Application	8
<i>Section 15.</i> Type of Funding Requests	8
<i>Section 16.</i> Event Budget	8
<i>Section 17.</i> Central Station	8
<i>Section 18.</i> Gift In Kind	8
TITLE II. STRUCTURE OF FUNDING	9
Chapter A. ESTABLISHMENT OF TIERS	9
Section 1. Funding Tier Classifications	9
Section 2. Operations Tier	9
Section 3. On-Campus Tier	9

Section 4.	Off-Campus Tier	9
Section 5.	Travel Tier	10
Chapter B.	ANNUAL TIER CAPS AND RESTRICTIONS ON FUNDING	10
Section 1.	Keeping Track of Club Support Funding	10
Section 2.	Operations Tier Funding Cap for Standard Requests	10
Section 3.	On-Campus Tier Funding Cap for Standard Requests	10
Section 4.	Off-Campus Tier Funding Cap for Standard Requests	10
Section 5.	Travel Tier Funding Cap for Standard Requests	10
Section 6.	Effect of Community Service Events on Tier Caps	10
Section 7.	Tier Funding Cap for Emergency Requests	10
Section 8.	Non-Perishable Items or Goods	11
Section 9.	Charging for Attendance	11
Section 10.	Events Co-Sponsored by Two or More ASUN Recognized Organizations	11
Section 11.	Food and Beverage Requests	11
Section 12.	First Right of Refusal to the Nevada Wolf Shop For Apparel Items	11
Section 13.	Items Not Funded	11
Section 14.	Event Date within Funding Hearings	12
Section 15.	Expended Funds during a Funding Period	12
Section 16.	Early Approval for the On-Campus Funding Tier	12
Section 17.	Early Approval for the Off-Campus Funding Tier	12
Section 18.	Early Approval for the Travel Funding Tier	12
Section 19.	Membership Requirement	13
Chapter C.	FORMULAS AND FUNDING CAPS FOR COMMON ITEMS	13
Section 1.	Matching Fund Formula	13
Section 2.	Vehicle Fuel Rates Funding Cap	13
Section 3.	Apparel Rate Funding Cap	13
Section 4.	Use of the University of Nevada Name	14
Section 5.	Apparel and Banner Design Approval	14
Section 6.	Copy Funding Cap	14
Section 7.	Airline Ticket Rates Funding Cap	14
Section 8.	Catering Funding Cap	14
Section 9.	Conference Registration Funding Cap	14
Section 10.	Pizza Funding Cap	15

<i>Section 11.</i>	Table Banner Cap	15
<i>Section 12.</i>	Capital Items Cap	15
TITLE III.	REQUESTING OF FUNDS	15
Chapter A.	SUBMISSION OF REQUESTS	15
<i>Section 1.</i>	Eligibility	15
<i>Section 2.</i>	Application Requirements	15
<i>Section 3.</i>	Number of Applications	15
<i>Section 4.</i>	Application Deadline	15
<i>Section 5.</i>	Application Fraud	16
<i>Section 6.</i>	Mandatory Central Station Training Workshop	16
Chapter B.	FUNDING HEARINGS REQUEST	16
<i>Section 1.</i>	Establishing Funding Hearing Requests Dates	16
<i>Section 2.</i>	Number of Funding Request Hearings of Standard Requests	16
<i>Section 3.</i>	Meeting Procedure	16
<i>Section 4.</i>	Statement to Commission for Standard Request	16
<i>Section 5.</i>	Attendance at the Funding Request Hearings	17
<i>Section 6.</i>	Proxy at a Club Support Funding Hearing	17
<i>Section 7.</i>	Funding Request Criteria	17
<i>Section 8.</i>	Fail to meet Stipulations or Requirements	17
TITLE IV.	REMITTANCE OF FUNDS	17
Chapter A.	PURPOSE	17
<i>Section 1.</i>	Ability to Remit Unused Funds	17
Chapter B.	PROCEDURE	17
<i>Section 1.</i>	Petitioning for Remitted Funds	17
<i>Section 2.</i>	Time Frame to Remit Funds	17
<i>Section 3.</i>	How Remitted Funds Are Counted	18
<i>Section 4.</i>	Automatically Remitted Funds	18
TITLE V.	DUTIES AND POWERS	18
Chapter A.	THE DEPARTMENT AND ITS OFFICERS	18
<i>Section 1.</i>	Amending Funding Policies	18
<i>Section 2.</i>	Duty of the Department	18
<i>Section 3.</i>	Duty of the Commission	18
<i>Section 4.</i>	Duty of the Director	18

<i>Section 5.</i>	Powers of the Director and Club Support Funding Manager	18
Chapter B.	LEADERS OF CLUBS AND ORGANIZATIONS	19
<i>Section 1.</i>	Responsibilities of Club Leaders	19
<i>Section 2.</i>	Overall Percentage Cuts of Requests.....	19
<i>Section 3.</i>	Deficit Club Account.....	19

TITLE I. STATEMENTS

Chapter A. ASUN DEPARTMENT OF CLUBS AND ORGANIZATIONS

The purpose of the Associated Students of the University of Nevada (ASUN) Department of Clubs and Organizations (the Department) is to execute the laws and functions related to the affairs of Clubs and Organizations, and those of the Department while managing the affairs and serving as a resource of all ASUN recognized clubs and organizations. The authority is granted by the Statutes of the Associated Students (SAS Title IV Chapter 202).

Chapter B. THE CLUBS AND ORGANIZATIONS COMMISSION

The Clubs and Organizations Commission (the Commission) is composed of all Club Commissioners and headed by the Director of the Department. The Commission facilitates club recognition and may recommend to the Director that petitions be accepted. The Commission hears and approves requests for funding from ASUN recognized clubs and organizations.

Chapter C. POLICY MANUAL

The purpose of this Policy Manual is to create a transparent system to approve Club Support Funding for ASUN recognized clubs and organizations. This Policy Manual maintains the flexibility and adaptability of the ASUN Department of Clubs and Organizations to meet the needs of student clubs while maintaining effective financial practices.

Chapter D. POLICY APPLICATION AND AUTHORITY

All policies stated in this manual shall apply to all matters regarding the hearing of requests for club support funding, approval of funds by the ASUN Clubs and Organizations Commission, orders issued by the Director of Clubs and Organizations and/or the Club Support Funding Manager, implementation of allocated funds by clubs and organizations, and all other issues related to the funding of ASUN recognized clubs and organizations by ASUN.

Chapter E. PURPOSE OF CLUB SUPPORT FUNDING

The purpose of Club Support Funding is to support the funds required by ASUN recognized student organizations to support their events, leadership development, learning opportunities, organizational infrastructure, and civic engagement projects.

Chapter F. GENERAL DEFINITIONS AND TERMS

Section 1. Group, Club, and Organization

The words “group,” “club,” and “organization” are interchangeable terms used within this document which refer to those assemblies of undergraduate students at the University of Nevada, Reno (the University) recognized by the Associated Students of the University of Nevada. These terms may also, at times, refer to such assemblies which are in the process of applying for recognition or which have not been recognized, but which are in some way affiliated with the University and its campus. Should clarification of these references be required, the Director of Clubs and Organizations (“the Director”) shall make such clarification or may seek an opinion from the

Commission on Clubs and Organizations.

Section 2. Tier

The word “Tier” refers to a categorization of costs or expenses expected to be incurred for an event, activity, or investment in resources by a club or organization that are to be funded, in whole or in part, by ASUN.

Section 3 Capital Expenditure

A “capital expenditure” is a cost or expense for an item which has a sale value of greater than \$100, and which has an expected useful life of three (3) or more years at the discretion of the Commission.

Section 4. Capital Item

A “capital item” is an item which requires a capital expenditure.

Section 5. Event

An “event” shall be defined as an activity, or a repeated activity, hosted by an ASUN recognized organization.

Section 6. On-Campus Event

An “on-campus event” is an event or activity which is held on the grounds of the University of Nevada, Reno Main Campus.

Section 7. Off-Campus Event

An “off-campus event” is an event or activity which is held within a sixty (60) mile radius to the University Main Campus and within Nevada state borders.

Section 8. Club Support Funding

“Club Support Funding” is any ASUN funding requested by a club and approved by the Commission for a specified use.

Section 9. Club Support Funding Request

“Club Support Funding Request” is the name of an agenda item at a department meeting under which approval of Club Support Funding takes place.

Section 10. Club Support Funding Hearing

“Club Support Funding Hearing” is the name of the scheduled meeting at which approval of Club Support Funding takes place for a specific funding period.

Section 11. Funding Periods

“Funding periods” are blocks of time during which Club Support Funding may be used. The dates of funding periods are determined by the Director of Clubs and Organizations for the fiscal year by the first Friday of June.

Section 12. Fiscal Year

A “fiscal year” is the financial time period that the Department of Clubs and Organizations follows in order to disperse Club Support Funding. The Department

follows the fiscal year as set forth by the University of Nevada. The start date for each fiscal year is July 1st.

Section 13. Remitted Funds

“Remitted funds” refers to the Club Support Funding that was approved by the Commission, but was not spent and later requested to not count towards the tier cap for that organization within the funding period for which it was approved.

Section 14. Funding Request, Funding Application

The words “funding request” and “funding application” are interchangeable terms used within this document that refer to the petition of Club Support Funding.

Section 15. Type of Funding Requests

There shall be four types of funding requests: Operations requests, Funding Period Requests, Emergency requests, and Early Funding requests.

1. Operations requests are those requests that fall under the Operations tier and are not confined to a funding period and can be funded a maximum of two times per month.
2. Funding Period requests are those requests submitted prior to the submission date and time for inclusion during one of the Club Support Funding Hearings.
3. Emergency requests are those requests heard at any time outside of the Funding Hearings as set by the Department. Emergency Requests shall be limited to the On-Campus, Off-Campus, and Travel Tiers and shall be placed on the Department’s agenda for the next eligible meeting of the Commission. Those clubs making requests under the Emergency request assume the responsibility of providing sufficient evidence to the Commission that the situation was an unforeseen occurrence. Poor or improper planning shall not be acceptable justification for requesting Emergency funding.
4. Early funding requests are requests that are heard during a Club Support Funding Hearing in which allocated funds will be spent prior to the funding period in which the event will be held.

Section 16. Event Budget

An organization’s “event budget” refers to the total amount of all products and services needed to produce and run a pre-determined program.

Section 17. Central Station

The ASUN Central Station provides services for clubs and organizations year around. Services include: deposits, donations, timesheets, contracts, payment request, grants, university credit cards, copy machine codes, club accounting, and free notary services.

Section 18. Gift In Kind

“Gift In Kind” donations are charitable contributions to a club where the value of donation is recorded and confirmed through the Central Station office located on the third floor of the Joe Crowley Student Union.

TITLE II.

STRUCTURE OF FUNDING

Chapter A.

ESTABLISHMENT OF TIERS

Section 1. Funding Tier Classifications

There shall be four (4) tiers under which funds shall be classified: Operations Tier, On-Campus Tier, Off-Campus Tier, and Travel Tier. Funds shall be classified based upon factors including, but not limited to:

- 1) The audience served by the use of funds
- 2) The location of the event being funded or at which items purchased shall predominantly be utilized
- 3) The nature of the items to be purchased with funds
- 4) The purpose of the event

Requests submitted to the Commission shall provide a proposed classification, but the Commission reserves the right to reassign requests to the tier deemed most appropriate during Club Support Funding hearings

Section 2. Operations Tier

Operations Funding is to provide financial assistance to clubs with their day-to-day operational needs. Operations Funding is not bound to a funding period and can be applied for at any time. Funding approved under this tier must be spent within one month of the approval date or funds shall be automatically remitted under Title IV, Section 4. Clubs may have a maximum of two Operations Funding Applications funded per month and are required to show up to their assigned Commission meeting.

Section 3. On-Campus Tier

On-Campus Funding is for requests to fund on campus events to be put on by clubs and organizations. Approved requests shall be allowed to use Inkblot to market the event.

Items funded shall include but are not limited to food, facilities, and materials that are directly related to the success of the event.

Community service events funded under this tier shall be awarded an additional two hundred and fifty (250) dollars which shall be 100% funded towards the cap per fiscal year.

Section 4. Off-Campus Tier

Off-Campus Funding is for requests related to off campus events held at locations that may include but are not limited to: event venues, parks, government institutions, and The University of Nevada owned properties.

Items funded shall include but are not limited to food, facilities, and materials that are directly related to the success of the event.

Community service events funded under this tier shall be awarded an additional two hundred and fifty (250) dollars which shall be 100% funded towards the cap per fiscal year.

Section 5. Travel Tier

Travel Funding is for requests to fund direct expenses related to travel. Travel paid for under this tier must in some way enrich leadership, academic, professional, or athletic development towards the club’s mission statement.

Items qualifying should be consumable in nature and may include, but are not limited to: registration fees, or, travel to and from competitions, conferences, and seminars. Lodging will not be funded partially or in whole.

Chapter B. ANNUAL TIER CAPS AND RESTRICTIONS ON FUNDING

Section 1. Keeping Track of Club Support Funding

If an organization is allocated funding, those funds shall count towards the yearly cap placed on that tier. In the event that the funds are not used, in part or in whole, the total amount allocated, will be applied to the yearly tier cap.

Section 2. Operations Tier Funding Cap for Standard Requests

No club or organization shall be allocated more than one thousand (1000) dollars under the Operations Tier during the course of a full fiscal year.

Section 3. On-Campus Tier Funding Cap for Standard Requests

No club or organization shall be allocated more than six thousand (6000) dollars under the On-Campus Tier during the course of a full fiscal year.

Section 4. Off-Campus Tier Funding Cap for Standard Requests

No club or organization shall be allocated more than one thousand (1000) dollars under Off-Campus during the course of a full fiscal year.

Section 5. Travel Tier Funding Cap for Standard Requests

No club or organization shall be allocated more than two thousand and five hundred (2500) dollars under the Travel Tier during the course of a full fiscal year.

Section 6. Effect of Community Service Events on Tier Caps

Community service events funded under the On-Campus and Off-Campus tier shall be awarded an additional two hundred and fifty (250) dollars towards each tier cap per fiscal year. This shall be 100% funded.

Section 7. Tier Funding Cap for Emergency Requests

In the event that an Emergency Request is approved by the Commission, the total funds shall not exceed the following amounts dependent on the tier:

- a. Funds allocated under the On-Campus Tier for such a request shall not exceed one thousand (1000) dollars
- b. Funds allocated under the Off-Campus Tier for such a request shall not exceed one thousand (1000) dollars
- c. Funds allocated under the Travel Tier for such a request shall not exceed two thousand (2000) dollars

Section 8. Non-Perishable Items or Goods

The Commission reserves the right to mandate clubs and organizations to securely store items or goods purchased with club support funding in Commission-approved location(s).

Section 9. Charging for Attendance

Should a cover fee be charged to attendants, the Commission reserves the right to implement a stipulation on the request related to the fee charged of students.

Section 10. Events Co-Sponsored by Two or More ASUN Recognized Organizations

Clubs and organizations that collaborate together to produce an event or a series of events are allowed to request for club support funding for the same event. Club support funding shall be limited to six thousand (6,000) dollars per event, regardless of the number of ASUN recognized organizations.

Section 11. Food and Beverage Requests

Food and beverage may be funded under all Tiers and Events except for the following situations:

- 1) Food and beverage at open recruitment events under may be funded at a rate of three (3) events per semester.
- 2) Food and beverage will not be funded for club meetings.
- 3) Food and beverage will be funded for workshops, lecture series, or similar events at a rate of five (5) per semester.
- 4) Food and beverage will be funded for closed dinners/catering for club members at a rate of one (1) per semester.

Section 12. First Right of Refusal to the Nevada Wolf Shop For Apparel Items

In the event that Clubs and Organizations request club support funding for the purchase of apparel items including but not limited to, T-shirts, hats, and sweatshirts, they must go through the Nevada Wolf Shop first with the sale. When ordering apparel the club or organization shall allow the Nevada Wolf Shop around a suggested three (3) to four (4) week lead time for orders. In the event that the Nevada Wolf Shop denies the request, the club or organization may outsource to a third party provider. Should the Nevada Wolf Shop not price match if the club or organization is able to find lower prices from a reputable company, then the organization shall be allowed to order through a third party provider.

Section 13. Items Not Funded

The following are items or uses for which funding shall not be granted:

- 1) Alcohol
- 2) Lodging
- 3) Weapons or Firearm Ammunition
- 4) Direct donations or contributions (A service or product must be rendered for all monies disseminated)
- 5) Retroactive funding
- 6) Illegal activities or supplies
- 7) Grants, compensation, or wages

- 8) Cost of promotional items that honor, thank or congratulate an individual or group
- 9) Transportation costs for an individual or group engaged in class work requirements or job hunting
- 10) Enrollment in university courses, academic requirements, or required academic activities
- 11) Legal services or bail bond funds
- 12) Duplication of services which the University provides for free or at a discounted rate
- 13) Items deemed cash or petty-cash by the ASUN Accounting Office or the University Controller's Office which are outside of the Nevada System of Higher Education (NSHE).

Section 14. Event Date within Funding Hearings

The date of the event for which funded items or services are purchased shall determine the Funding Hearing at which a request for such funds must be made and the Funding Period in which they must be utilized, unless otherwise stated in these policies. Should an event's date overlap two Funding Periods, the request related to the event must be made at the earliest Funding Hearing.

Section 15. Expended Funds during a Funding Period

Funds allocated to clubs may only be expended during the Funding Period for which they have been granted. The exception is the Operations Tier in which funds are not bound to funding periods. Unused operations funds are automatically remitted one month after approval.

Section 16. Early Approval for the On-Campus Funding Tier

A request made under the On-Campus Funding Tier for an event whose date falls within the first thirty (30) days of a Funding Period may be approved at the Club Support Funding Hearing prior to the one in which the event's date would normally be placed. These requests must be made through the standard submission process as outlined in Title III. Requests made under this exception assume the additional responsibility of providing evidence to the Commission that early approval is warranted.

Section 17. Early Approval for the Off-Campus Funding Tier

A request made under the Off-Campus Funding Tier for an event whose date falls within the first thirty (30) days of a Funding Period may be approved at the Club Support Funding Hearing prior to the one in which the event's date would normally be placed. These requests must be made through the standard submission process as outlined in Title III. Requests made under this exception assume the additional responsibility of providing evidence to the Commission that early approval is warranted.

Section 18. Early Approval for the Travel Funding Tier

A request made under the Travel Funding Tier for the purpose of purchasing travel vouchers or paying fees associated with participation in an event may be approved at the Club Support Funding Hearing for the Funding Period prior to the one in which the event's date would normally be placed in. These requests must be made through the standard submission process as outlined in Chapter III. Requests made under this exception assume the additional responsibility of providing evidence to the Commission that early approval is warranted.

Section 19. Membership Requirement

All recognized clubs and organizations requesting funding from ASUN must have a membership that is primarily of University of Nevada students. The membership must be at the minimum of 80% of the total student organization membership must follow the membership requirements listed in the Department Procedures Manual. Failure to adhere to the requirement will result in denial of a funding request.

Chapter C. FORMULAS AND FUNDING CAPS FOR COMMON ITEMS

Section 1. Matching Fund Formula

With On-Campus, Off-Campus, and Travel Tiers, there shall be a matching fund formula that clubs must adhere to in order to receive funding. Requested funding through the Department shall serve as supplemental funding for the club's event.

- 1) Under the On-Campus Tier, the following matching formula shall apply:
 - a) A club or organization must deposit 40% of the related event budget into their ASUN club account or show sponsorship with proof of at least 40% of the related event budget from an entity outside of the University account system.
 - b) i.e. For an On-Campus event with a total event budget of \$1000 the club shall be responsible for no more than \$400 of the total event budget.
- 2) Under the Off-Campus Tier, the following matching formula shall apply:
 - a) A club or organization must deposit 40% of the related event budget into their ASUN club account or show with proof of at least 40% of the related event budget from an entity outside of the University account system.
- 3) Under the Travel Tier, the following matching formula shall apply:
 - a) A club or organization must deposit 40% of the related event budget into their ASUN club account or show with proof of at least 40% of the related event budget from an entity outside of the University account system.
- 4) Clubs may use Gift In Kind contributions to supplement the club's share of the related event budget under all Tiers. Each Gift In Kind donation may be used for one funding application per funding period. Each Gift In Kind donation monies cannot be split to accommodate for more than one funding application. The Gift In Kind forms must be completed by the same date as when the club's share of the related event budget monies are due to the Central Station each funding period.
- 5) If the requesting club or organization cannot provide proof through supporting documentation or has not deposited the appropriate amount of funds by the set deadline of the funding period, then the amount of Club Support Funding approved shall reflect the balance in the club account.

Section 2. Vehicle Fuel Rates Funding Cap

Requests for vehicle fuel shall be funded at the current state per diem mileage reimbursement rate as advised by the Central Station.

Section 3. Apparel Rate Funding Cap

The Commission shall use the following standard rates for items of apparel:

- 1) Plain t-shirts or polos that will not be screen printed or embroidered shall be funded at a rate of four (4) dollars per item
- 2) T-shirts that will screen printed shall be funded at a rate of six (6) dollars per

- item
- 3) Polos that will be embroidered, shall be funded at a rate of ten (10) dollars per item
 - 4) Plain sweatshirts, sweatpants, or any similar outer garment that will not be screen printed or embroidered shall be funded at a rate of ten (10) dollars per item
 - 5) Sweatshirts, sweatpants, or any similar outer garment that will be screen printed or embroidered shall be funded at a rate of fifteen (15) dollars per item
 - 6) Jerseys or similar athletic outer garment that will not be screen printed or embroidered shall be funded at a rate of ten (10) dollars per item.
 - 7) Jerseys or similar athletic outer garment that will be screen printed or embroidered shall be funded at a rate of twenty (20) dollars per item.

Section 4. Use of the University of Nevada Name

If ASUN recognized clubs will be advertising any recruitment, program, meeting, or event(s), the organization is encouraged to use the terms “Nevada” or “The University of Nevada, Reno” when referring to the university.

Section 5. Apparel and Banner Design Approval

If Club Support Funding is used to purchase apparel or a table banner, a design must be submitted prior to use of Club Support Funding. Until approval is received, funds may not be used. The ASUN logo must be visibly placed, be no smaller than two (2) inches by two (2) inches in size for apparel and no smaller than four (4) inches by four (4) inches in size for table banners, and comply with the Press Kit on use of the ASUN logo. Any plain material items in which will not have a design, logo, or other promotional item screen printed or embroidered onto the material are exempt from the ASUN logo requirement. The Commission reserves the right to alter designs and logo requirements.

Section 6. Copy Funding Cap

The Commission shall use the following standard rates for copies:

- 1) Color copies, set on all stocks, shall be funded at a rate of \$0.20 per side.
- 2) Black-and-white copies shall be funded at a rate of \$0.10 per side.

Section 7. Airline Ticket Rates Funding Cap

Airline tickets shall be funded at a rate not to exceed seven hundred and fifty (750) dollars per ticket per person.

Section 8. Catering Funding Cap

- 1) Catering including gratuity shall be funded at a rate not to exceed twenty (20) dollars per person.
- 2) Gratuity shall not exceed twenty (20) percent of the catering invoice.

Section 9. Conference Registration Funding Cap

Individual conference registration shall be funded at a rate not to exceed two hundred fifty (250) dollars per person.

Section 10. Pizza Funding Cap

Pizza shall be funded at a rate not to exceed ten (10) dollars per item.

Section 11. Table Banner Cap

Table banners for the use of promoting club recruitment shall be funded at a rate not to exceed one hundred and fifty (150) dollars per item.

Section 12. Capital Items Cap

Capital items shall be funded at a rate not to exceed one hundred (100) dollars, with the exception of table banners referred to in Title II, Chapter C, Section 11.

TITLE III. REQUESTING OF FUNDS

Chapter A. SUBMISSION OF REQUESTS

Section 1. Eligibility

Those recognized clubs and organizations wishing to request funds from the ASUN shall complete the most recent edition of the Club Support Funding Application (“the Application”), as published by the Department. Only those groups recognized by the ASUN and considered to be “in good standing” as defined by the Procedures Manual may complete and file this application. Clubs whose ASUN recognition was established after a funding hearing deadline may apply for emergency funding.

Section 2. Application Requirements

All Applications shall contain, at a minimum, contain the following:

- 1) The recognized and common name(s) of the requesting club
- 2) The name and contact information of the officer filing the Application and the name and contact information of the organization’s President or Treasurer.
 - a) If either of these officers are the primary requestor, the information of the other officer must be supplied in the subsequent section.
- 3) The date of the event or intended purchase
- 4) A listing of requested items, or approved item groupings, and the amounts requested for each
- 5) Appropriate and supporting documentation of costs for requested items
- 6) A detailed budget of club expenditures for the event
- 7) Other information as deemed appropriate by the Director or the Commission

Section 3. Number of Applications

One application form must be completed for each event. If the event is part of a series, each event date must have its own application (i.e. if there is a workshop once a week for five weeks, five applications should be submitted). A single application may be submitted if the reoccurring event is the same exact purchase.

Section 4. Application Deadline

- 1) The dates for the application deadline shall be set by the Commission and

placed online on the ASUN website.

- 2) The dates set by the Commission shall not be less than 4 days, nor more than 14 days, prior to the date of the next scheduled hearing for funding requests.
- 3) The Commission shall assign the time and place at which funding requests must be made for each of these dates.

Section 5. Application Fraud

All submissions must be approved by the organization's President and Treasurer. Submission of a funding request by a member without such approval shall constitute fraud and shall warrant appropriate action by the Commission and the University. Such action may include, but is not limited to: a conduct hearing by the Commission with subsequent conviction and sentencing or referral to the ASUN Judicial Council; referral of the matter to the University's Office of Student Conduct; reportage of the event to other appropriate University officials.

Section 6. Mandatory Central Station Training Workshop

Before a request is heard both the current organization president and current organization treasurer must have completed a Mandatory Central Station Training Workshop.

Chapter B. FUNDING HEARINGS REQUEST

Section 1. Establishing Funding Hearing Requests Dates

- 1) Before the beginning of the Academic year, the Commission shall determine and set dates for the Funding Hearing Requests of Standard requests, as well as dates for which funds granted during each hearing may be expended by clubs (Funding Periods).
- 2) The Commission reserves the right to amend these dates as deemed appropriate. Such amendments must be made before the submission closing date for the respective period.
- 3) The Director or the Commission may, at any time, move or extend the date for a hearing should extenuating circumstances- including emergencies or failure to meet or maintain quorum- warrant such action.

Section 2. Number of Funding Request Hearings of Standard Requests

There shall be no fewer than three (3) Standard hearings during an academic year.

Section 3. Meeting Procedure

All hearings shall follow Nevada Open Meeting Law (NRS 241), shall be chaired by the Director, and shall be governed by Robert's Rule of Order and those pertinent items contained within the Department Procedures Manual. In the case the Director cannot chair the meeting due to conflict of interest or absence, this role may be passed to the Club Support Funding Manager.

Section 4. Statement to Commission for Standard Request

Each organization requesting funds shall be granted time to make a statement to the Commission for each request filed, with the total time allotted to be set by the Director or Commission, but being not less than two (2) minutes.

Section 5. Attendance at the Funding Request Hearings

The President and Treasurer of an organization must be present during the Funding Request Hearings in which their organization is requesting funds.

Section 6. Proxy at a Club Support Funding Hearing

Should the President and Treasurer not have the ability to attend the Club Support Funding Hearing, they must submit to a member of the commission, including Director or Funding Manager, a written or electronically written notification, including the name for the officer or member who will be acting in their stead at any point before the end of the meeting or hearing at which the request is to be heard. The club may not be heard and approved of funds until the proxy notification is received. Any ASUN appointed or elected officers may not represent their organization's interest before this body or serve as proxy. Only undergraduate members will be allowed.

Section 7. Funding Request Criteria

The Commission shall evaluate requests upon criteria including, but not limited to:

- 1) Thoroughness of planning
- 2) Detail of budget and Application
- 3) Benefit to the student body and organization members
- 4) Alternative sources of funding and actions taken to support self-funding
- 5) Success/Impact of previous events
- 6) Overall benefits of previously allocated funds
- 7) Amount, frequency and nature of prior requests
- 8) The duplication of an ASUN or other organization's program or service

Section 8. Fail to meet Stipulations or Requirements

Club Support Funding shall not be distributed if organizations fail to meet any stipulations or requirements made by the Commission.

TITLE IV. REMITTANCE OF FUNDS

Chapter A. PURPOSE

Section 1. Ability to Remit Unused Funds

Should clubs not spend all of their requested Club Support Funding, they have the option to remit the unused amount. Unused Operations Tier funding is automatically remitted a month after the application is funded by the Commission.

Chapter B. PROCEDURE

Section 1. Petitioning for Remitted Funds

At least one club leader must attend a Commission meeting to petition the Commission for remittance. Notice must be given to the Director or a Commissioner four (4) business days prior to the Commission meeting.

Section 2. Time Frame to Remit Funds

The petition to remit Club Support Funding must occur at a meeting before the next funding hearing for the next funding period.

Section 3. How Remitted Funds Are Counted

- 1) The remitted amount of funding shall not count towards the yearly tier cap.
- 2) If at least seventy-five (75) percent of all allocated funds are not accessed or remitted at two separate funding hearings, the organization will be placed on probation until such a time as the organization has attended a commission meeting.

Section 4. Automatically Remitted Funds

Funds approved under the Operations Tier and not spent within 1 month of the approval date will be automatically remitted. Club leaders are not required to attend a Commission meeting for this.

TITLE V. DUTIES AND POWERS

Chapter A. THE DEPARTMENT AND ITS OFFICERS

Section 1. Amending Funding Policies

The Department reserves the right to amend at any time these policies. Such amendments shall be ratified upon approval by the Senate of the ASUN.

Section 2. Duty of the Department

It is the duty of the Department to allocate funds in a manner which strives for efficient and equitable financial management practices.

Section 3. Duty of the Commission

- 1) The Commission has the duty to interpret and implement these policies in a manner that is in the best interests of the ASUN, its recognized student groups, and the students of the University.
- 2) The Commission reserves the freedom to implement these policies on a case-by-case basis so as to ensure fairness and provide student organizations with the resources required to produce quality programs that enrich student experiences and development.
- 3) The Commission reserves the right to re-allocate funds within the Club Support Funding account.
- 4) The Commission reserves the right to amend requests made during Club Support Funding Hearings in its effort to meet its duties and the goals and objectives of the Department, and to place stipulations and conditions upon the use and access of allocated funds for said purpose.

Section 4. Duty of the Director

- 1) The Director reserves the right to deny access to allocated funds should a club or organization violate those general policies and laws established by the Department and the ASUN or those of the University or the Nevada System of Higher Education.
- 2) The Director shall determine the eligibility of a club or organization to make request for funding from the Club Support account.

Section 5. Powers of the Director and Club Support Funding Manager

The Director of Clubs and Organizations and the Club Support Funding Manager

reserve the right to make exceptions for Club Support Funding policies after funding has been granted based on extenuating circumstances. These extenuating circumstances may include but are not limited to late Joe Crowley Student Union invoices, internal Department errors, and item change requests for replacement with similar items.

Chapter B. LEADERS OF CLUBS AND ORGANIZATIONS

Section 1. Responsibilities of Club Leaders

- 1) Each leader of a recognized club or organization assumes the responsibility of submitting detailed and accurate applications when making requests for Club Support Funding. It is highly recommended that the club leader meet with their commissioner to review both the Club Support Funding Policies and a draft of each funding request to be submitted before the next Club Support Funding Hearing.
- 2) It is the duty of student organization leaders to be familiar with those policies that relate to the use of ASUN distributed funds, including those of the University and the Nevada System of Higher Education.
- 3) Student leaders assume the responsibility for ensuring that expenditures of allocated support funding remain at or below the amount approved for each item. Purchases of services of goods may not exceed the total amount which the organization has earned and deposited into its account. At no time will an organization be allowed to engage in deficit spending practices. Such actions will have a negative impact on subsequent funding allocations.
- 4) Student leaders assume the responsibility for ensuring that expenditures of allocated support funding are accessed as prescribed in the Club Funding Hearing. If funds are not spent in accordance with the funding hearing the Director may deny access to allocated funds.

Section 2. Overall Percentage Cuts of Requests

In the event that overall percentage cuts are made by the Commission, student groups shall reserve the right to utilize the amount allocated to a request on items in the order of precedence stated on the Application. Such action requires the Approval of the Director, or, if so designated by the Director, the Commissioner under which a club or organization falls.

Section 3. Deficit Club Account

Any organization that is found to have a deficit in their club account will be placed on the Accounting Office's negative list and will not be allowed to make any transactions until the deficit is paid in full or use any ASUN club resources including but not limited to reserving classrooms/meeting rooms, using ASUN equipment such as Sound and Lights, ice chests, and popcorn machines. If clubs are found in deficit at the time that funding requests are due, then the club will not be eligible to request funds at that hearing.