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Summer 6-9-2021

## **Fiscal Policy of the Associated Students of the University of Montana as of 1/27/21**

University of Montana–Missoula. Associated Students

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## 1.0 Directive.

All monies held by the Associated Students of The University of Montana (ASUM) are ultimately State funds and, thus, under the control of the Board of Regents of Higher Education. These funds are collected by The University of Montana. Provided they are legal and conform to all State and Board of Regents' policies, all allocations and expenditures of these funds are controlled by the ASUM. In addition to these legal and policy requirements, the ASUM is hereby adopting a fiscal policy regarding procurement, distribution, and expenditure of the ASUM Activity Fee.

## 2.0 Statement Of Scope

The ASUM shall fund only those activities whose primary beneficiary is the student population at The University of Montana. No ASUM funds may be used for alcohol, awards, gifts, University of Montana infrastructure, direct academic support, or private investment. Any individual participating in or utilizing any ASUM funded program must pay the ASUM Activity Fee and/or another specifically designated ASUM assessment.

## 3.0 Student Group Rights

- 3.1 Student groups that deposit monies with the ASUM that are not allocated from the ASUM have the right to withdraw and use the funds for any purpose as long as they are in compliance with University policy, Montana Law and Federal Law.
- 3.2 Should a student group's ASUM recognition lapse, the active membership of the group will retain the right to withdraw non-ASUM allocated funds for group activities as specified in Item 3.1 above.
- 3.3 The ASUM will, to the best of its abilities, expedite student group transactions.
- 3.4 Student groups have the right to request funds from ASUM without fear of discrimination based on race, ethnicity, creed, age, sex, gender identity or expression, sexual orientation, disability, (non-academic) campus affiliation, political affiliation, the source from where the member organization receives their outside funding, or amount they receive in outside funding..

## 4.0 Definitions

- 4.1 "Academic Week" refers to a week in which there are four or more days of instruction.
- 4.2 "Accountant" refers to the ASUM Accountant.
- 4.3 "Board" refers to the Board on Budget and Finance.

- 4.4 "Business Manager" refers to the ASUM Business Manager.
- 4.5 "Office Manager" refers to the ASUM Office Manager.
- 4.6 "Organization" means agency, unrecognized student group, or organization.
- 4.7 "Member Organization" refers to a recognized ASUM Student group.
- 4.8 "President" refers to the ASUM President.
- 4.9 "Senate" refers to the ASUM Senate.
- 4.10 "Senator" refers to a member of the ASUM Senate.
- 4.11 "S.T.I.P." refers to State Term Investment Pool.
- 14.12 "SMU" refers to the Student Music Union
- 4.13 "University" refers to The University of Montana.
- 4.14 "Vice President" refers to the ASUM Vice President.

## **5.0 Refunds Of The ASUM Activity Fee.**

- 5.1 Pursuant to the First Amendment of the Constitution of the United States of America and the decision rendered by the California Supreme Court in *Smith v Regents of the University of California*, ASUM may not compel a person to contribute money to support political, religious or ideological causes.
- 5.2 Therein, all activity fee paying students of The University may request a pro-rata refund of any activity fee monies allocated to (a) support organizations whose sole purpose is political, ideological or religious or (b) organizations or agencies for events or activities that are political, ideological or religious.
  - 5.2.1 The Business Manager shall, upon the receipt of a request for a refund, determine the percentage of the activity fee affected. This percentage of the activity fee shall be the refund.
- 5.3 Refund monies will be removed from the Zero Base Carryover Fund.
- 5.4 Students must come before the Business Manager and fill out an ASUM Activity Fee Request Form to receive a refund of funds allocated to organizations or agencies who have activities or events that demonstrate political, religious or ideological beliefs.

## **6.0 ASUM Recognition.**

- 6.1 No organization shall be eligible for ASUM funding unless it has obtained recognition from the Board on Member Organizations and approval from the Senate by majority vote.
- 6.2 Any member organization not in compliance with Item 6.1 may face disciplinary action as stated in Item 21.0 of the Fiscal Policy.
- 6.3 Any member organization not in compliance with Item 18.1 may be denied recognition by the Board on Member Organizations or the ASUM Senate. Organizations denied recognition for this reason shall not be eligible for ASUM funding until they have



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complied with The University of Montana's Policy regarding off-campus accounts, gained recognition from the Board on Member Organizations and approval from the ASUM Senate.

- 6.4 Student groups that have carried over a negative balance from the preceding fiscal year are not eligible for ASUM recognition until the negative balance is corrected."

## 7.0 Liability.

As provided by Board of Regents' policy, the ASUM's liability for the actions of individuals or member organizations is limited to those actions conducted directly with approved ASUM funds.

## 8.0 Legislation.

- 8.1 A quorum for the Board meetings shall be defined as a minimum of five members, one of whom may be the Business Manager.
- 8.2 The Executives and the Senate shall submit all proposals of any financial nature to the Board for its recommendation, unless provided for otherwise in the Fiscal Policy.
- 8.3 All decisions regarding financial affairs must be passed by simple majority of the Board. Approval of changes to Fiscal Policy shall require a two-thirds (2/3) vote of the Senate. Approval of any other legislation requires a simple majority vote of the Senate.
- 8.4 When introducing recommended legislation, the Board has seconded motion status. The Business Manager may introduce matters of a financial nature to the Senate without being required to wait one week for the legislation to become "Unfinished Business" as described in Robert's Rules of Order and the ASUM House Rules.

## 9.0 Student Appropriations.

- 9.1 The ASUM shall allocate and monitor the use of the ASUM Activity Fee.
  - 9.1.1 Pursuant to the First Amendment of The Constitution of the United States of America and the decision rendered by the U.S. Supreme Court in Rosenberger vs. the University of Virginia, funding will not be denied to organizations that are religious in nature or promote religion on the basis of the views, beliefs and opinions they promote or support.
  - 9.1.2 ASUM organizations shall not directly contribute to a campaign or political organization with ASUM-allocated funds.
  - 9.1.3 Notwithstanding any other provision of these Student Activity Fee funding guidelines, no student news, information, opinion, entertainment, academic or media communication shall solely be deemed ineligible for funding because of the ideas or viewpoints expressed or advocated by the recognized organization.

9.1.4 No student member organization may be denied or discriminated for funding based on school affiliation. However, student groups will not receive funding for direct academic support.

- 9.2 Budgeting Time Period. Budgeting for the next fiscal year shall be accomplished during the first ten academic weeks of the Spring Semester.
- 9.3 Recognition for Budgeting. Recognition status shall have been determined by the Board on Member Organizations before an organization may apply for any funds from the ASUM as designated in ITEM 6.1.
- 9.4 The Business Manager shall prepare a budget request form and a comprehensive packet explaining the budget. The budget request form and packet shall be available until the Student Group Budgeting Information Session as designated in Section 9.6.
  - 9.4.1 All ASUM Agencies must prepare a budget to be approved by ASUM Senate during the annual budgeting process.
  - 9.4.2 The oversight boards for all ASUM agencies, even those with designated funds aside from the Activity Fee, shall be responsible for approving a budget prepared by the directors of the agencies.
- 9.5 During the second academic week of the Spring Semester, the Business Manager and the Accountant shall determine the total allocation figures for the upcoming fiscal year. This shall be done by determining the actual activity fee income for the prior fiscal year and then determining whether or not the enrollment projections indicate a substantial fluctuation. Based on that determination, the Business Manager shall make a conservative estimate of the total activity fee income for the upcoming fiscal year and budget 100% of that amount. All non-negotiable obligations, such as Administrative Assessment, Travel, and Special Allocation budgets must be included in this amount. These figures shall be forwarded to the President, and the Senate.
- 9.6 Student Group Budgeting Information Session. Upon receiving the total appropriation figures for the coming fiscal year, the Business Manager shall hold a minimum of one (1) mandatory student group information session. At least one session shall be held prior to the third academic week of the Spring Semester. During this meeting, the Business Manager shall explain the budgeting procedure to participants and answer questions. Each student group that wishes to receive funding from ASUM must send at least one representative to at least one mandatory budgeting information session in order to be eligible to apply for ASUM funding during the Final Budgeting Session for the upcoming fiscal year. If a group does not send a representative to an informational session, they must appeal to the Senate and be confirmed by a two-thirds (2/3) vote in order to participate in the budgeting process. The time a group can appeal this decision is the Senate meeting that occurs during the fourth academic week.
- 9.7 Funding Categories. During the recognition process, organizations applying for recognition will be given the option to apply for membership to a Category. The Board

on Member Organizations will approve or change the Category and will forward to the Senate to be confirmed by a majority (50% plus 1) vote.

The Categories shall be defined below:

9.7.1 ASUM Administrative Agencies. All agencies shall be separated individually for the purposes of funding during the category budgeting session.

9.7.2 Sports Club Union. Groups that provide recreation for students at the University. The SCU shall submit one budget for all clubs being so recognized, along with the budgets of each subsidiary organization shall be submitted to the Business Manager one week prior to the executive recommendation.

9.7.3 Student Music Union. The SMU will be composed of all ASUM-recognized music groups. The SMU shall submit one budget for all clubs being so recognized and that budget - along with budgets of each subsidiary organization - shall be submitted to the Business manager one week prior to the executive recommendation.

9.7.4 Student Interest Organizations. Groups that provide education and activities centered around a specific idea or area of interest.

9.7.5 Academic Honors Organizations. Groups that provide enhancement in a field or study by providing a specific service or support to students involved in that field or area of study.

9.7.6 Student Support Organizations. Groups that provide support for minority students and/or ethnic or cultural celebration or education thereof.

9.7.7 Student Service Organizations. Groups that provide service to the campus or community and may develop skills used when performing the service.

9.7.8 Senate Discretionary.

- 9.8 Budget Request Form Due Date and Appeals. The Business Manager shall set a date within the third academic week of the Spring Semester in which Budget Request forms shall be due. The Business Manager shall inform organizations of the due date for Budget Request Forms. If a Budget Request Form is handed in after the due date the Business Manager will notify them of the date they can appeal this decision. The final time to appeal for Budgeting Request forms turned in after the deadline is the Senate meeting during the fourth academic week.
- 9.9 Budget Request Form Submission. Budget Request Forms shall be submitted to the Business Manager. From there, the Office Manager and Accountant shall check each budget to ensure it aligns with the requests of the Member Organizations as well as ensuring it is compliant with Fiscal Policy.
- 9.10 Executive Recommendation. The President, in consultation with the Vice President and Business Manager, may elect to propose a budget. The Executive Recommendation may include any number of the budgeting categories, but if made, must leave a minimum of five percent (5%) of the total budget allocation in the Senate Discretionary category.

Should the ASUM Executives choose only to make recommendations to some categories, or if the total remaining fund after Executive Recommendations exceeds the five percent (5%) minimum, all excess funds will be placed in the Senate Discretionary category.

Should the ASUM Executives choose only to make recommendations to some categories, or if the total remaining fund after Executive Recommendations exceeds the five percent (5%) minimum, all excess funds will be placed in the Senate Discretionary category. The President shall submit copies of the Executive Recommendation and an explanation thereof to the ASUM Senate by the Wednesday before Category Budgeting. This explanation shall include the methodology used when creating the executive recommendations in addition to the Executives' framework for how the Category budgeting process should proceed. A copy shall be made available in the ASUM office for member organizations to review.

- 9.11 Agency Lobbying. During the Senate meeting of the fifth academic week, Agencies may give an oral presentation including a questioning period not to exceed twenty (20) minutes and of that amount of time, a minimum five (5) minutes must be set aside for questions from the Senate. Agencies may also send a written cover letter describing their budget.

9.12 The Order of Funding Categories. ASUM Agencies shall be discussed before all other categories. Agencies shall be randomly drawn to determine the order in which they are discussed. Following that, all other categories will be randomly drawn to determine the order they are discussed.

- 9.13 Category Budgeting. Category Budgeting shall occur by the weekend of the fifth academic week. The Business Manager shall schedule Category budgeting for a separate day.

9.13.1 Beginning Category Budgeting. Category Budgeting shall be chaired by the Business Manager. The chair shall act as the facilitator for the Category Budgeting session, and shall only vote in the case of a tie. The order of the categories shall be written prominently at the front of the meeting area.

- 9.13.1.1 The order of the categories shall be displayed prominently at the front of the meeting area. During the session, the Senate can only change the amounts allocated to each category as stated in section 9.7.
- 9.13.1.2 During the Category Budgeting Session, the Office Manager shall be present to record transactions of the meeting as a non-voting member. The Accountant may also be present as a non-voting member if deemed necessary by the ASUM Business Manager.
- 9.13.1.3 The total amount in the budgeted Senate Discretionary Account shall be prominently displayed in plain view of the meeting area. All motions to add or subtract funds from a category shall be made into or out of this fund.
- 9.13.1.4 An unexcused absence by a

Senator from Category budgeting is automatic grounds for impeachment.

9.13.2(NOTE: In ITEM 9.14.2 "Executives" excludes the Chair.)

Amendments to the Executive Recommendation. Category Budgeting shall not be closed until the second round has been completed.

- 9.13.2.1 Discussion of categories shall occur in the following order as mentioned in 9.12
- 9.13.2.2 All categories shall be opened during the first two rounds. If there is more than two rounds during the final budgeting session, each category may be opened during the third round but do not have to be opened.
- 9.13.2.3 The motion to end discussion on a category shall be passed by a two-thirds majority vote. Once the first round of discussion on a category has been closed, it shall not be reopened until all other categories have been closed for the first round of discussion.
- 9.13.2.4 The Senate may elect to keep funds in the Senate Discretionary Account as a holdover to the Senate Confirmation process outlined in section 9.14. This process does not require the discretionary account to be opened.
- 9.13.2.5 Once all categories have been closed for at least the second round of discussion, Category Budgeting shall be concluded by approval of the Executive Recommendation with amendments by a two-thirds majority vote.

9.13.3 Proposed allocations to each category year shall go into effect when the Executive Recommendation is approved by a two-thirds majority vote of the Senate.

9.13.4 Following the approval of the Executive Recommendation, the Senate shall approve assignments to the various Category Allocation Boards.

- 9.14 Category Allocation Boards

9.14.1 Category Allocation Boards will be formed following the approval of the Executive recommendation.

9.14.1.1 Every category outlined in 9.7 will have its own board for the purpose of allocating funds to each member organization in the category from the funds that were allocated during the Final Budgeting Session. Categories that already have their own boards to distribute funds to member organizations in the category are exempt from this and shall follow their own procedures outlined in the ASUM Bylaws. Agencies shall not take part in this process.

9.14.1.2 Each board shall consist of nine (9) members, of whom six (6) shall be members of the senate and the remainder shall be Students-at-Large. The Business Manager shall chair each board.

- 9.14.1.2.1 No Senator or Student-at-Large shall be a member of any member organization receiving funds from that respective Category Allocation Board.
- 9.14.2 Every Senator shall serve on at least one Category Allocation Board unless exempted by the Vice President.
- 9.14.3 Lobbying. During the 6<sup>th</sup> academic week, each Category Allocation Board shall host one or more lobbying sessions for member organizations to explain and advocate for their budget. Each member organization shall schedule a ten (10) minute period to explain their budget request. The Business Manager shall schedule these appointments on a first come, first serve basis; however, each organization shall have the opportunity to schedule an appointment. The Business Manager has the option to schedule lobbying sessions for one or more days. Lobbying for any member organization shall be limited to the scheduled appointment. Any committee member unable to attend must have prior written approval from the Business Manager. Unexcused absence from a lobbying session shall be considered equivalent to an unexcused absence from a Senate meeting.

9.14.4 Budgeting. During the seventh, eighth, and ninth academic weeks, each board shall conduct their budgeting session and allocate the funds approved to them during the Final Budgeting Session. The Business Manager may invite the Office Manager or Accountant to these sessions to ensure the accuracy of the minutes and recorded motions.

- 9.14.4.1 Funding for member organizations in each respective category shall take place in no less than two (2) rounds and no more than three (3) rounds.
- 9.14.4.2 The Office Manager shall be present to record transactions of the meeting as a non-voting member. The Accountant may also be present as a non-voting member if deemed necessary by the Business Manager.
- 9.14.4.3 To determine the order in which the member organizations are presented, the Business Manager shall randomly select two letters of the alphabet for each category. The first letter will be the starting point for the first round and the second letter will be the starting point for the second round.
- 9.14.4.4 An unexcused absence from a budgeting session shall be considered equivalent to an unexcused absence for a Senate meeting.
- 9.14.4.5 The total amount allocated to the Category will be prominently displayed at the front of the meeting area and shall be deemed the discretionary. All motions to add or subtract funds from a member organization shall be made into or out of this fund.

- 9.14.4.6 The Boards shall not fund or partially fund transportation costs, and/or registration fees. Travel and lodging reimbursement rates shall not be allocated, or partially allocated.
- 9.14.4.7 Every member organization shall be opened during the first 2 rounds. Each round shall be concluded with a 2/3 majority vote. Following the conclusion of the second round, every member organization shall be put on the consent agenda. During the third round, member organizations may only be funded if a voting member pulls the organization from the consent agenda. After discussion is had on the member organization's budget, they shall be returned to the consent agenda with a majority (50% plus 1) vote from the board. The budgeting session shall end with a 2/3 vote to approve the consent agenda. After each category has voted to confirm their allocations, the Business Manager shall forward the results to the Senate.
- 9.15 Senate Confirmation
  - 9.15.1 The Senate shall vote to confirm the allocations to Member Organizations proceeding the work of the Category Allocation Boards no later than the weekend of the tenth academic week. The Business Manager may, in consultation with the President and Vice President, schedule the confirmation vote during a senate meeting or a separate day.
  - 9.15.2 Beginning Senate Confirmation. Senate Confirmation shall be chaired by the Business Manager. The chair shall act as the facilitator for the Senate Confirmation session, and shall only vote in the case of a tie.
    - 9.15.2.1 The only categories that will be confirmed are those that were allocated funds from a Category Allocation Board outlined in section 9.14.
    - 9.15.2.2 The Office Manager shall be present to record transactions of the meeting as a non-voting member. The Accountant may also be present as a non-voting member if deemed necessary by the Business Manager.
    - 9.15.2.3 An unexcused absence by a Senator from Senate Confirmation shall receive an absence that is equivalent to missing a senate meeting.
  - 9.15.3 Amendments to Category Allocation Board recommendations. Senate Confirmation shall not be closed until the first round has been completed.
    - 9.15.3.1 At the start of Senate Confirmation, the Business Manager shall randomly draw the order of categories to be discussed during the first round.
    - 9.15.3.2 All categories shall be opened during the first round. If there is more than one round during the session, each category may be opened during the second round but do not have to be opened.
    - 9.15.3.3 Once a category has been opened, the Senate must open a Member Organization's budget with a simple majority (50% plus 1) vote. The Senate is not required to open every single Member Organization's

budget when the respective category is opened. The proposal of amendments shall be open to the Senators and Executives. The Senate can choose to add funds to an organization's budget with a simple majority (50% plus 1) vote. All motions to add funds to an organizations budget shall be made out of the Senate discretionary account. If the Senate feels an egregious mistake has been made on the part of a Category Allocation Board, they can make a motion to take away funds from an organization by a two-thirds (2/3) vote.

- 9.15.3.4 The motion to end discussion on a category shall be passed by a two-thirds majority vote. Once the first round of discussion on a category has been closed, it shall not be reopened until all other categories have been closed for the first round of discussion.
- 9.15.3.5 Once no funds remain in the Senate Discretionary Account and all categories have been closed for at least the first round of discussion, Final Budgeting shall be concluded by approval of the Executive Recommendation with amendments by a two-thirds majority vote.

## 10.0 Status Of Accounts.

- 10.1 Upon request, the Business Manager, Office Manager, or Accountant shall provide any member organization with requested financial information.
- 10.2 As provided by an ASUM member organization on their group recognition form, or when changes necessitate, organizations must submit the name, email address, and 790 number of those students authorized to request or distribute funds from organization accounts.
- 10.3 Faculty advisors or other non-student affiliates of a member organization may deposit funds into that group's account. Any action that would result in a withdrawal of funds from a member organization's account may only be made by one of the member organization's authorized student members to be approved by the ASUM Office Manager. These members are designated in the group's Financial Accounts section of the current academic year ASUM Student Group Recognition Application. This restriction includes club-fundraised funds as well as ASUM Allocated Funds.
- 10.4 The Office Manager or Accountant, under direction of the Business Manager, shall approve expenditures that have obtained prior approval through the budgeting process. The Business Manager and the Board reserve the right to refuse payment of non-budgeted expenditures.
- 10.5 Any expenditure that will cause a line item or a budget-category deficit shall not be paid or approved until the line-item change procedures are followed. (See Item 12.0)

- 10.6 Any unexpended amount remaining in the following accounts at fiscal year end shall be retained in their respective accounts:
  - ASUM Administration
  - ASUM Legal Services
  - ASUM Childcare
  - ASUM Off-Campus Renter Center
  - ASUM Student Political Action
  - ASUM Sustainability
- 10.7 Any unexpended Senate-appropriated amounts below \$3,000 remaining in the following accounts at fiscal year end shall be retained in their respective accounts:
  - Sports Union
  - Music Union
  - 10.7.1 Any unexpended Senate-appropriated amounts above the \$3,000 carryover limit in the above accounts shall automatically be deposited into the Zero Base Carryover account at the end of each fiscal year.
  - 10.7.2 Any of the above accounts on appeal may, by 2/3 vote with permission of the Board on Budget and Finance and Senate approval, retain Senate-appropriated monies above the \$3,000 limit.
- 10.8 The organizations listed below, which are funded in part or whole by the ASUM Activity Fee, may meet with the Board should either the Board or the organization request such a meeting. The purpose of these meetings shall be to update the Board on budgeted activities. These meetings may be attended by the Accountant and/or Office Manager in order to help clarify any budget problems. The Business Manager shall then report the Board's findings and recommendations to the Senate.
  - (Organization - Income Source)
  - Child Care - Parent User Fees
  - Montana Kaimin - Student Kaimin Fee, Advertisements, Subscriptions
  - Legal Services - Legal Services Trust
  - Student Radio Organization. - Student Radio Fee
  - ASUM Office of Transportation - Transportation Fee
  - ASUM Administration – ASUM Activity Fee
  
  - ASUM office of Off-Campus Housing and Neighborhood Outreach - ASUM Activity Fee
- 10.9 In the event that a student group or agency runs a negative balance, said entity must pay off their balance by the end of the next fiscal year or appeal to the Board. The Board, by simple majority, has the option to recommend a payment plan to the Senate. Said payment plan must be approved by a 2/3 vote of the Senate. Said payment plan could have the effect of closing down the entire organization.



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- 10.9.1 ASUM may charge a yearly interest rate that shall not exceed the Wall Street Journal Index + 3%.
- 10.9.2 If agreed to by both parties, said payment may be reduced with services that have a monetary value.
- 10.10 Any organization that does not seek recognition for four (4) consecutive years shall have any remaining funds reverted to the Zero Base Carryover Account.

## 11.0 Special Allocation.

- 11.1 At the beginning of each fiscal year, \$16,000 shall be deposited in the Special Allocation account. The Board on Budget and Finance shall not allocate more than 45% of this money during fall semester, with the remaining funds to be available for allocation during spring semester.
- 11.2 Requests for a special allocation shall be submitted on a form supplied by the Business Manager, including an account of all itemized expenditures made during the reporting period and a statement of all funds received as income or held as assets to supplement ASUM funds for the organization's activities.
- 11.3 The Special Allocation Fund shall not be supplemented by the General Fund for emergency conditions.
- 11.4 Line items that were previously fully-funded through annual budgeting or previous special allocations are not eligible for future special allocations funding. The ASUM Senate may fund other line-items related to the event, or may apply more funds to the same line-item if the item's usage or the nature of an aspect(s) of the event changes significantly, , but no member organization may receive duplicate funding for the same purpose.
- 11.5 At the end of each fiscal year any balance remaining in the Special Allocation account shall be returned to the ASUM Zero Base account.

## 12.0 Line-Item Changes.

- 12.1 Any deviation in line-items from the original budget shall be treated as a line-item change. Line-item changes outside of categories will be limited to 10% of any organization's budget allocation; any amount greater than 10% requires a 2/3 vote of the Board for approval. Line-item changes that are less than 10% do not need approval by the Board and may be automatically transferred by the ASUM Office Manager.
- 12.2 If a request is denied, entails a change of intent, or if the Business Manager feels the request warrants the Senate's action, the request will be brought before the ASUM Senate. The Board's decision may be overturned by a two-thirds majority vote of the Senate.



- 12.3 During non-academic months when the Board does not convene, line-item changes may be approved or denied by the ASUM Business Manager.

## 13.0 Contingency Fund.

- 13.1 Once each calendar year, the Accountant shall determine the amount which would be owed if all ASUM classified employees terminated employment. At this time the Senate Emergency Contingency Fund should be funded to 80% of the amount necessary to cover the departure of these aforementioned employees.
- 13.2 Increases in this fund shall be determined by the Board and submitted to the Senate for approval by a two-thirds majority vote

## 14.0 Travel.

- 14.1 All travel funded by the ASUM must directly benefit the ASUM and the organization requesting funding.
  - 14.1.1 At the beginning of each fiscal year, \$26,000 shall be deposited in the Travel Allocation Account. The Board on Budget and Finance shall not allocate more than 50% of this money during Fall semester, with the remaining 50% to be allocated during Spring semester.
  - 14.1.2 Standard criteria for requesting travel funding shall be group events and/or training or leadership events that directly benefit the organization.
  - 14.1.3 A reserve of no less than 8% of each semester's total travel allocation shall be maintained for unforeseen or emergency travel occurring after travel lobbying for the current semester. These funds shall only be available upon a 2/3 approval of the Board.
  - 14.1.4 Only Student Groups recognized by the Associated Students of the University of Montana (ASUM) are eligible for funds from the Travel Allocation account, excluding the Sports and Music Unions, as these groups have their own Emergency Union Account for this purpose.
  - 14.1.5 ASUM Agencies, the Sports Organization Union, and the will be funded travel accordingly during the budgeting process, with emergency funds for the Sports and Music Unions being awarded according to policy 14.7.
  - 14.1.6 As with other benefits provided by the ASUM, travel participation approved and obtained through the ASUM shall be limited to activity fee paying members of the ASUM. Representatives of the ASUM organizations as stated on the registration form must verify the status of each applicant described in the travel request documents filed with the ASUM.



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- 14.2 The Senate may choose to fund or partially fund transportation costs, and/or registration fees. Travel and lodging reimbursement rates shall be allocated, or partially allocated, according to State or ASUM rates. Funding for food costs is prohibited by this section.
- 14.2.1 14.3 ASUM rates are:
  - 14.3.1 Private Vehicle \$.15/mile
  - 14.3.2 Commercial Airfare up to 25% round-trip ticket price per person to be reimbursed following completion of out-of-state trip not to exceed \$75/person.
  - 14.3.3 Lodging (4 persons per room) (\$20.00/person)(up to 5 nights)
  - 14.3.4 A "waiver of additional reimbursement" shall be required for travel not covered under State policy.
- 14.4 In order to receive reimbursement for ASUM allocated travel expenditures, the president, risk management officer, or equivalent of the student group that received travel funding must meet with the Office Manager in order to ensure all necessary forms are completed. These forms must then be submitted to the Office Manager, prior to the travel event.
- 14.5 Travel requests must be submitted to the Business Manager by the Friday of the fourth week of Fall semester and by the Friday of the third week of Spring semester. Requests must be submitted in the semester in which the travel occurs. If a request is placed before the Group Recognition Form deadline, the Group Recognition Form must be submitted in advance of the request.
  - 14.5.1 The Board shall review all requests during the fifth week of Fall semester and third week of Spring semester. Recommendations will be made to be approved by the Senate.
- 14.6 At the end of each Fiscal Year, the funds left over in the Travel Allocation Account shall roll over into the Union Emergency Travel Account, so long as the Union Emergency Travel Account does not exceed \$6,000. Any excess funds thereafter in the Travel Allocation Account shall rollover into the Zero-Base Carryover Account. 14.7 Funds in the Union Emergency Account are to be used for unforeseen travel by Sports and Music Union groups. These funds should be allocated on the basis of exceptional events of a prestigious nature, such as national and international events. These funds shall be available to the member organization upon a 2/3 majority vote of the ASUM Senate.

## 15.0 Entertainment.

1. 15.1 Expenses for official entertainment, community relations, or public relations may be reimbursed by the ASUM only when such activities are directly related to ASUM objectives.
2. 15.2 Any entertainment by a group using ASUM funds must be budgeted by the Senate or approved by line-item change procedures

3. 15.3 The ASUM will not provide funds for alcoholic beverages.
4. 15.4 If the entertainment benefits persons from outside the University, the ASUM will pay for its guests and one official host from the ASUM (receptions excluded).
5. 15.5 When the ASUM hosts official guests or prospective appointees for positions requiring specialized training or experience of a professional, technical, or administrative nature, the ASUM will reimburse the cost of meals or light refreshments.

## **16.0 Inventory.**

- 16.1 ASUM may purchase equipment for the ASUM Administration and its agencies. Equipment purchased by the ASUM Administration shall be held within the ASUM Office. Equipment purchased by the agencies shall be held within their respective office spaces or facilities.
- 16.2 ASUM may purchase equipment for the use/rental of all student groups. Such equipment will be kept in the ASUM Office or in the Student Group Resource Center.
- 16.3 The Business Manager shall be responsible for keeping an inventory of the equipment available for student group use in conjunction with the Student Group Coordinator.
- 16.4 Agency Directors or their designee shall be responsible for keeping an inventory of their equipment.
- 16.5 The ASUM Administration may request yearly inventory updates on all equipment purchases and supplies from its agencies and member organizations

## **17.0 Other Income.**

- 17.1 Generated funds from recognized ASUM Agencies and student groups must be deposited with the ASUM. That organization may use its discretion as to how they would like this money budgeted, and these funds shall be allowed as carryover at the end of the fiscal year.
  - 17.1.1 The one exception to this will be the Kless Revolving Energy Loan Fund (KRELF) revenue collected from the student Sustainability Fee. Funds from KRELF are allocated from 87.5% of the Sustainability Fee. This money will remain in its own account administered by the Office of the Vice President of Administration and Finance, and will not be deposited with ASUM. The KRELF Committee will have complete oversight over the allocations of this money with support from the Office of the Vice President of Administration and Finance. Neither the ASUM Business Manager nor the Board on Budget and Finance shall have any oversight over the allocation of KRELF Funds.
- 17.2 Any grant secured on behalf of any member organization must be reported to the Business Manager.

## 18.0 Outside Accounts.

- 18.1 Any member organization is subject to The University of Montana's Policy regarding Off-Campus accounts, unless otherwise required or authorized by law, or unless explicitly authorized in a written agreement between the organization and The University of Montana. Upon violation of this policy, member organizations shall receive sanctions ranging from a warning to disciplinary action as stated in Item 21.0 of the Fiscal Policy. Furthermore, the Board may also recommend to the Senate withholding of certain privileges, including but not limited to ASUM recognition and benefits accompanying recognition.
- 18.2 All external accounts must be reported prior to budgeting as provided on the Budget Request form. If external accounts exist and notification does not occur, the organization's ASUM account may be frozen.
- 18.3 The Board may request information on any outside accounts held by organizations when requesting ASUM funds. Upon request, the member organization must provide information including, but not limited to: the funds in the account, the parties with access to the account, and the institution where funds are being held.

## 19.0 ASUM Loan Fund.

- 19.1 The Business Manager and the Office Manager shall administer the loan fund.
- 19.2 The Business Manager and the Office Manager shall be empowered with the authority to grant or decline loan applications.
- 19.3 The Business Manager, the Office Manager, and the Board shall be bound by confidentiality.
- 19.4 The Loan Administrators shall obtain consent of the Board if there is reason to bypass any stipulations of the loan fund, if they are unable to render a fair and impartial decision, or if there is a vacancy in either position.
- 19.5 If for any reason the applicant is not satisfied with the decision rendered by the Loan Administrators, they may appeal to the Business Manager, who may reverse the decision.
- 19.6 All loan funds under the control of the College of Technology Student Government prior to the merger shall be designated for use by College of Technology students, but under the administration of ASUM.
- 19.7 Eligibility.
  - 19.7.1 A student must have paid the ASUM Activity Fee in the semester the loan is requested.
  - 19.7.2. An applicant must have a cumulative Grade Point Average of at least 2.0 and must not be on academic probation.



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- 19.7.3 The applicant must be presently enrolled in at least their second consecutive semester as an activity fee-paying student in The University and must not be in the final semester. (School must be in session and loan applicant must be enrolled and attending classes at the time the loan is issued).
- 19.7.4 Final approval of short term loans given at the Student Loan Office at Business Services.
- 19.7.5 The applicant must complete the loan application that can be found online at the ASUM Website.
- 19.8 Regular loans (exceeding \$50).
  - Each loan shall not exceed \$500. The interest rate on the unpaid balance shall be seven percent per annum upon receipt of the loan until maturity and twelve percent per annum after maturity.
  - The loan will fall due in ninety (90) days or less depending on the due date set by the Loan Administrators. All loans must be paid prior to registration for a student's final semester at the University.
  - The total of all funds borrowed from the ASUM by one person during the course of a fiscal year shall not exceed \$1,000.
  - College of Technology students will be eligible for the short term loan fund in the first academic semester they pay the ASUM Activity Fee and the last semester. All other rules and restrictions outlined in the loan fund policy will apply equally.
- 19.8.1 Childcare Loans
  - Each loan shall not exceed \$325 per semester/per child. The interest rate on the unpaid balance shall be seven percent per annum upon receipt of the loan until maturity and twelve percent per annum after maturity.
  - The loan will fall due upon the student's receipt of financial aid for the current semester. All loans must be paid prior to the student's enrollment in the following semester at the University. Loan balances must be paid prior to the registration for a student's final semester at the University.
  - Student with Childcare loans will be privileged to any other ASUM short-term loans. Students choosing to take Childcare and short-term loans will be subject to all regulations associated with regular ASUM loans.
  - Only students awaiting financial aid will be eligible for a Childcare loan and the privileges associated therein.
- 19.9 Emergency loans (\$50 and under).
  - There shall be a \$50 limit per loan, and these loans shall not exceed one (1) calendar month. No interest shall be charged until maturity.
  - The interest rate on the unpaid balance shall be twelve (12) percent per annum, charged from maturity date until paid.
- 19.10 Overdue loans:



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- If a loan becomes past due, the University shall make every effort to collect the loan including turning over to collection services.
- Business Services and Registrar shall be requested to withhold the registration and transcripts of an individual who has not repaid a past due loan.

## **20.0 S.T.I.P. INTEREST.**

- 20.1 Funding for one-time capital projects shall be funded from the amount of interest in the State Term Investments Pool. The improvement must be on campus, must benefit students, must have long-term benefits, and must last for a duration of at least one year. As specified in the statement of scope, no S.T.I.P request may be used to build, repair, or improve infrastructure of the University of Montana. All projects must be solely owned by the student group.
- 20.2 Classified staff development shall be funded through S.T.I.P. interest. Classified staff development may include, but is not limited to, enhancement courses through the University or community, in-state and out-of-state conferences and consultations. Student Staff may attend professional development events with S.T.I.P. interest funding if they are accompanied by a classified staff member, or at the discretion of the ASUM Senate.
- 20.3 Travel for ASUM Administration and Agencies shall be funded through their existing budgets; however, emergency or unforeseen travel that is pertinent to the operations of the Administration or Agency can be funded through S.T.I.P. interest with the approval of the agency's oversight board and the ASUM Senate.
- 20.4 The lobbyist salary and legislative expenses shall be funded through S.T.I.P. interest.
- 20.5 New agencies not in existence at the time of budgeting shall be funded through S.T.I.P. interest.
- 20.6 S.T.I.P. requests must have a value of at least \$150.
- 20.7 Student Groups must submit a separate S.T.I.P request for each unique item.
- 20.8 The Board shall recommend specific requests and submit them to the Senate for majority approval.
- 20.9 At the end of the fiscal year, the remaining funds shall roll over to the next fiscal year.
- 20.10 Requests must contain three price quotes for the item to be purchased unless three options are not available.

## **21.0 INFRACTIONS.**

- 21.1 If an organization commits an infraction of this Fiscal Policy, that organization shall be notified to appear before the Board to explain their action(s).

- 21.2 Once a member organization has been found to have committed an infraction, the board will hear the case no later than 2 weeks of the receipt of the infraction. During the time the board does not see the case, the Business Manager may take interim action which can include but is not limited to freezing the organization's account.
- 21.3 The Board shall be empowered with the authority to send a letter of reprimand to the organization, freeze the organization's account, or take other appropriate action. Action(s) that the board takes must be confirmed by a majority (50% plus 1) vote.
- 21.4 Once the board has made a decision regarding the member organization's infractions and possible sanctions, it shall go to the Senate to be ratified by a majority (50% plus 1) vote. The action(s) taken by the board shall be in effect until action is taken by the Senate. The Senate is empowered to change the decision of the Board as well as modify, strengthen, or eliminate sanctions on the group.
- 21.5 The following infractions shall have minimum sanctions if a member organization is found to have committed them:
  - 21.5.1 Outside Accounts. The minimum sanction for a member organization violating the outside account policy is a warning. A second violation of this policy will result in the member organization's account being frozen for a month and (IA review, meeting with OM?). Any further violations of this policy will result in the member organization's account being frozen for the remainder of the academic year.
  - 21.5.2 Cash Operation (with definition). For the purposes of this Fiscal Policy, a cash operation shall be defined as . If a member organization is found to have violated this subsection, the minimum sanction shall be the member organization's account being frozen for the remainder of the year and referring the case to the Board on Member Organizations to consider disciplinary action regarding recognition status.
  - 21.5.3 Violating travel policy (might need to break this down a bit more)
  - 21.5.4 Violating risk management policy

## **22.0 PURCHASING.**

- 22.1 Any purchase made by the ASUM, its member organizations, or Executive officers and agencies may be made with the approval of the Business Manager. In case of a purchase made subject to funds availability and confirmation from the Accountant or Office Manager provided the purchase is consistent with the purchaser's budget and Fiscal Policy.

## **23.0 ZERO BASE CARRYOVER**

- 23.1 At the end of each fiscal year, any unexpended amounts remaining in organizational accounts not specified in line 10.6 will revert to the Zero-Based Carryover Account
- 23.2 During Final Budgeting, the Senate may transfer money from the Zero-Based Carryover account to the General Fund with a 4/5 vote
  - 23.2.1 The Senate may only transfer funds if the Zero Base Carryover account exceeds \$100,000, and this account cannot be reduced below this base amount.
  - 23.2.2 The maximum amount that can be transferred from the Zero Base Carryover account to the General Fund during final budgeting is 10% of the total student group carryover from the preceding fiscal year.
- 23.3 Any use of Zero Base Carryover funds must be approved by a 2/3 majority vote of the Board and a 2/3 majority vote of Senate. The Senate may only utilize these funds if the Zero Base Carryover account exceeds \$100,000, and this account cannot be reduced below this base amount. If extenuating circumstances require that the Zero Base Carryover account be reduced below its base amount, then a 4/5 vote of the Senate is needed to overturn this restriction.
- 23.4 Zero Base Carryover funds shall not be used to increase or used in place of STIP, Special Allocation, or Travel Special Allocation funds unless the Senate elects to transfer funds during Final Budgeting as outlined in section 23.2.2.
- 23.5 In case the 8% reserve in the Special Allocations - Travel account is not sufficient to cover an unforeseen or emergency travel request after scheduled lobbying, the Board may approve, with a 4/5 majority of members, a new allocation withdrawn from Zero Base Carryover. Approval of such action by the Senate requires a 2/3 majority
- 23.6 General operating budgets for member organizations that did not participate in the budgeting process the prior year shall be funded through the Zero Base Account.
  - 23.6.1 A member organization may apply for a general operating budget in the fall if they did not participate in Final Budgeting in the previous Academic Year.
  - 23.6.2 When the budget is submitted, it must be accompanied by a cover letter explaining the reasons for using this process. The member organization's request to participate in this process will be sent to the Board for approval. If the request is not approved by the Board, the request will be brought before ASUM Senate, and the Board's decision may be overturned by a two-thirds majority vote of the Senate.
  - 23.6.3 If approved, the Board will make a recommendation and notify the group.
  - 23.6.4 In the subsequent ASUM Senate meeting the member organization may lobby on behalf of their group during public comment, and will be notified of this opportunity at least 24 hours prior to the meeting in which their budget is on the ASUM Senate Meeting Agenda as an information item.
  - 23.6.5 In the following ASUM Senate meeting the member organization's budget request will be presented in the Business Manager's Report and voted on with two-thirds ( $\frac{2}{3}$ ) approval by the ASUM Senate.



## 24.0 INELIGIBLE PURCHASES

- 24.1 ASUM, in recognizing the United States Constitution's presumption of a separation between religion and state, will not purchase sacred religious texts or tools used for proselytizing to non-members with ASUM funds, with the exception of general group promotion
- 24.2 All purchases for promotional ASUM clothing must be approved by the Outreach Committee and subsequently by the ASUM Senate.
- 24.3 ASUM will also adhere to other restrictions as provided in Section 2.0 and Section 9.1.2.
- 24.5 The ASUM Office Manager may forward requests submitted by ASUM Student 35 Groups that wish to use ASUM allocated funds for any of the following purposes to the Board on 36 Budget and Finance for Final Review: requests that may go against the policies, actions, and 37 directives of the ASUM Senate and University Policy, for purposes that are irrelevant to the 38 mission of the student group, or that directly benefit an individual. The Board shall review the 39 purchase request and provide the Office Manager with a recommendation to fund or deny the 40 request. The Office Manager may forward any other funding requests deemed worthy of Board 41 review to the Board on Budget and Finance. In the event that the Office Manager receives a qualifying purchase request during a non-academic week when the Board is not in session, the ASUM Business Manager shall review the request and make a recommendation.

## 25.0 ASUM ELECTIONS ACCOUNT

- 25.1 At the beginning of each fiscal year, the ASUM Elections Account shall be replenished to the amount of \$1000.00 from the S.T.I.P. Fund. Up to \$400 of this yearly funding may be used by the ASUM Elections Committee to promote voter turnout. In the event that the ASUM Elections Committee receives an unusual number of reimbursement requests, these reimbursements shall be made through the S.T.I.P. Fund up to the necessary amount.
- 25.2 Candidates may choose to be reimbursed for campaigning expenditures to the amount of \$10, dependent upon receipts following the General Elections. Expenditures exceeding \$10 will be matched 50% by ASUM. Total ASUM contributions shall not exceed \$37.50 for Senate candidates, \$75 for Business manager candidates and \$100 for President/Vice President candidates. All claimed expenditures for reimbursement must have receipts. Expenditures without receipts will not be matched by ASUM.
- 25.3 Any claimed expense without a receipt will not qualify for the matching reimbursement.
- 25.4 Any unexpended funds remaining in the ASUM Elections Account at the end of each fiscal year are to be returned to the S.T.I.P. account.

## 26.0 ASUM Rentals

- 26.1 ASUM may purchase items, using the S.T.I.P Account, with the intent of renting said items out to agencies and student groups that have been verified by the Board on Member Organizations and recognized by the Senate as defined in the ASUM Bylaws.
- 26.2 It is the duty of the Business Manager to account for and manage all rental items available to student groups in conjunction with the Student Group Coordinator.
- 26.3 There will not be a price for student groups renting equipment. The time period of rental for a specific item will be determined by the Business Manager in conjunction with the Student Group Coordinator. If the Business Manager wishes to establish a late fee, they must do so within the first 3 weeks of the academic year. The amount of the late fee must be approved by the Board with a majority (50% plus 1) vote. If a group returns equipment that needs to be cleaned, the Student Group Coordinator, in consultation with the Business Manager, may charge a cleaning fee. The cleaning fee shall be established at the beginning of the year and charged consistently to every student group during the entire academic year.
- 26.4 Student groups that do not return rented items in the allotted time period are subject to disciplinary actions. Said disciplinary actions may include late fees, freezing of their ASUM account, inability to request further funds, and revoking of student group status. Any disciplinary actions above approved late fees must go through the Board and receive approval from a two-thirds (2/3) vote of the ASUM Senate. If disciplinary action involves taking action on a member organization's recognition status, the issue will be sent to the Board on Member Organizations with a recommendation from the Board.
- 26.5 Student groups may appeal assessed late charges with a written request submitted to the Business Manager. Said request must receive approval from a two-thirds (2/3) vote of the Board.

## Section 27.0 Co-Curricular Member Organizations

- 27.1 For the purposes of this section, a Co-Curricular member organization shall be defined as: a member organization that is associated with, receives support, or supports an academic and/or administrative department at the University of Montana;
- 27.2 ASUM funds shall not be used for the purpose of funding activities assigned by a professor for a grade or that take place during designated class time. ASUM funds shall not be used for the purpose of materials, labor, supplies or any other expense that is the result of planning or work assigned during designated class time or in exchange for a grade. ASUM funds may be used for activities that result in extra credit outside of designated class time if the professor provides written or digital confirmation to the office manager that the student/student group's grade does not in any way depend on the ASUM funded activity."

- 27.3 All advisors of a Co-Curricular Member Organizations must adhere to Section 10.3 of Fiscal Policy. A Member Organization's advisor shall not use a pro-card to fund student group activities in exchange for an ASUM refund without prior consultation with the Business Manager and approval of the Student Group President.
- 27.4 Co-Curricular Member Organizations may receive monetary and non-monetary donations from academic or administrative units. If an academic or administrative unit wishes to donate to a Co-Curricular Member Organization, they must receive approval from both the student group and Business Manager. This approval must be in the form of a written agreement prior to the transaction that discloses the purpose of the donation. Monetary donations will be deposited into the ASUM Co-Curricular Member Organization's account.
- 27.5 No ASUM funds allocated to a Co-Curricular Member Organization may be deposited or transferred into a non-ASUM account. If this account happens to be outside the University, the organization must seek prior approval from the Vice President of Operations and Finance before doing so. If a Co-Curricular Member Organization wishes to make a purchase using both academic or administrative funding and ASUM funds, the purchase must be made by the ASUM account and confirmation of the commitment of additional funds must be communicated transferred into to the ASUM Office Manager account prior to the purchase; this communication must include both the index code and account code of the additional funding.
- 27.6 If a member organization is found to have a requirement of an academic course after they have been recognized, that organization may not be denied funding due to this issue alone. The organization will not be reimbursed or allowed to use ASUM funds until there is no class requirement to join the organization. The Board on Member Organizations will approve the member organization's status to receive the previously allocated funds.

## 28.0 Fundraising

- 28.1 Any member organization wishing to conduct events with the purpose of fundraising money for the organization must use this account for fundraising purposes. All aspects of a fundraising event can be funded out of this account. If purchasing equipment is needed for the event, that portion must go through S.T.I.P.
- 28.2 At the beginning of each Fiscal year, the account will be replenished to \$10,000 from S.T.I.P.
- 28.3 Allocations from this account will be submitted by the student group and will be approved or denied by the Board. The Board does not have the option to modify or partially approve the amount of funds the group receives. If the request is denied by the Board's decision, they can elect to appeal to the Senate for which the Senate can overturn the Board's decision by a two-thirds (2/3) vote. After the conclusion of the fundraising activities, the group will re-deposit the previously allocated funds back to ASUM.
- 28.4 The amount of money the group must return to ASUM cannot exceed the amount they made during their fundraising efforts or the amount they were allocated, whichever is lower. If the group does not make a profit on the event, the Business Manager will



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make a recommendation and present it to the Board for their approval. The member organization has the opportunity to appeal the decision of the Board to the Senate, which can overturn the Board's decision by a two-thirds (2/3) vote.

- 28.5 If the member organization fails to return the allocated funds to ASUM within two weeks of the conclusion of the activities, the group's account will be frozen by the Office Manager until the group re-deposits the money.