



UNLVCSUN
STUDENT GOVERNMENT

The Consolidated Students of the University of Nevada, Las Vegas

WAYS AND MEANS OPERATING POLICY

Approved by Senate: 07/14/2026

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TITLE I: THE WAYS AND MEANS COMMITTEE

A. MISSION STATEMENT

1. We, the Ways and Means Committee for the Consolidated Students of the University of Nevada, Las Vegas, are the official representatives of the Senate on behalf of the entire undergraduate student body. We exist to:
 - a. Review and oversee financial activities within CSUN.
 - b. Provide Student Organizations the opportunity to receive supplemental funding in a fiscally responsible manner.
 - c. Increase student activities to enhance campus life at the University of Nevada, Las Vegas.

B. COMPOSITION

1. As outlined by CSUN Bylaw 103, the Ways and Means Committee is established for the purposes of preparing the annual CSUN budget, serving as financial counsel to CSUN, and receiving all requests for funding from Registered Student Organizations (RSOs).
2. The Ways & Means Committee shall consist of one chair, one vice chair, and up to 12 additional voting Senators.
 - a. The Chair, who shall be a Senator, shall be elected via open nominations in the Senate.
 - b. The Vice Chair, who shall be a Senator, shall be elected by the committee from among its members at the first meeting of each session or in the case of a vacancy in the position.
 - c. The members, who shall be Senators, shall be assigned by the Chair and approved by the Senate. The chairs shall consider the Senators wishes in making the assignments, but they shall also assess the needs of the committees.

C. SCOPE OF PRACTICE

1. The CSUN Ways and Means Committee exists to promote suitable management and oversight of the Annual Operating Budget and Interest-bearing Account; and to act as financial council to CSUN by considering funding proposals from within CSUN, Registered Student Organizations, and UNLV Entities.
 - a. Submit a zero-deficit annual CSUN Budget to the Senate no later than June 15th of each year. Approve or disapprove all funding requests from Recognized Student Organizations (RSOs), before being placed on the Senate Agenda.
 - b. Make the recommendations necessary for the proper control and management of CSUN funds.
 - c. Submit a weekly financial statement to the Senate, which may be delegated to the CSUN Business Operations Coordinator or, the CSUN Graduate Assistant.
 - d. Recommend approval or disapproval of all budget allocations of all CSUN organizations according to the merit of the proposed activities.
 - e. Shall submit to the Senate at the beginning of each session a set of guidelines for any Registered Student organization regarding the use of CSUN funds.
 - f. Shall submit to the Senate at the end of each semester a report on approved and denied requests by Registered Student Organizations, including a financial analysis to include spending patterns and waiting

- times.
- g. Shall submit to the Senate and Business Operations Coordinator at the end of the Senate Session a set of recommendations to the next Ways and Means Committee on the funding guidelines.
- h. Suspend or revoke the privilege of the use of CSUN funds of any entity that does not abide by the principles of the CSUN Constitution and Bylaws.
- i. Due to the large scope of work associated with this committee and the weekly frequency of meetings, the Ways and Means Committee shall have an advisor outside of the CSUN Professional Administrative Staff. The Assistant Director for Student Involvement in Student Involvement & Activities shall serve as the advisor due to the nature of the position's role working directly with registered student organizations.

TITLE II: CHAIR AND VICE CHAIR DUTIES AND RESPONSIBILITIES

A. CHAIR DUTIES AND RESPONSIBILITIES

1. The full list of general duties and responsibilities of the Chair may be found in the CSUN Bylaws Title I: The Legislative Branch, Chapter 103: Standing Committees of the Senate, Section 06: General Duties of the Chair. Additionally, the Chair of the Ways & Means Committee shall be responsible for:
 - a. Presiding over all official meetings.
 - b. Maintaining all agendas and minutes.
 - c. Recording the attendance of the members.
 - d. Voting only in the event of a tie.
 - e. Removing any member who accrues (3) or more unexcused absences, where (3) or more unexcused tardies results in (1) unexcused absence.
 - i. The determination of excusals is made by the Chair.
2. Additional responsibilities include:
 - a. Assigning members to the committee.
 - b. Delegating Committee Members to specific roles within the Committee itself.
 - c. Enforcing disciplinary actions for committee members who arrive to meetings late or fail to attend meetings routinely.
 - d. Assigning Committee Members to be liaisons for organizations that have been approved through the committee.
 - e. Making any clerical or grammatical adjustments to the Operating Policy. that do not alter the content. These changes will not have to be passed by the Committee or the Senate.
 - f. Reporting to the Internal Affairs Committee any members who have not completed requested tasks fully and/or in a timely manner.
 - g. Verifying organization membership through the Involvement Center.
 - h. Providing committee members with any organization's past funding history from CSUN.
 - i. Maintaining and collecting receipts from all funded organizations.

B. VICE CHAIR DUTIES AND RESPONSIBILITIES

1. The full list of general duties and responsibilities of the Vice Chair may be found in the CSUN Bylaws Title I: The Legislative Branch, Chapter 103: Standing Committees of the Senate, Section 07: General Duties of the Vice Chair. Additionally, the Vice Chair of the Ways & Means Committee shall be responsible for:

- a. Recording minutes of official meetings (audio and electronic copies).
- b. Assuming the role of Chair in their temporary absence.
- c. Acting as interim Chair in the case of the permanent absence of the chair, until the Senate has appointed a new one.
- d. Assisting the Chair in the presentation and discussion of budgets
- e. Assisting the Chair in preparation for each meeting.
- f. Ensuring all Student Organizations have adequate materials including budgets and item quotes to be included in appropriating legislation.
- g. Assisting the Chair with providing committee members with any organization's past funding history with CSUN.
- h. Assisting in collecting receipts from organizations as assigned by the Chair.

TITLE III: COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES

A. MEMBER DUTIES AND RESPONSIBILITIES

- 1. Attend all scheduled meetings.
- 2. Correspond with the committee chair to report unavoidable absences.
- 3. Record minutes of official meetings in absence of the Vice Chair.
- 4. Draft and introduce legislation for the committee to consider on behalf of the student body.
- 5. Vote on proposed legislation.
- 6. Complete assigned tasks in a timely manner.
- 7. Work as a liaison between each organization and the Senate to:
 - a. Review and provide feedback on their budget before it reaches the committee.
 - b. Assist in the final presentation of the proposed legislation.
 - c. Serve as a contact throughout their tenure in office.
 - d. Contact organizations in a timely manner.
 - e. Know the organization's history in regard to past CSUN funding.
 - f. Collect receipts from organizations as assigned by the Chair.

B. ATTENDANCE

- 1. Members of the Ways & Means Committee are expected to follow the general attendance policies which can be found in the CSUN Bylaws Title I: The Legislative Branch, Chapter 103: Standing Committees of the Senate, Section 03: Meeting Times and Quorum. In addition, committee members are also expected to follow attendance requirements as outlined in the Standing Rules of the Senate.
- 2. Excused absences:
 - a. A senator will receive an excused absence if they:
 - i. Notify the Chair at least 72 hours in advance from the meeting start time and receive confirmation from the Chair.
 - ii. The Chair deems the excuse valid.
- 3. Unexcused absences:
 - a. A senator will be given an unexcused absence if they:
 - i. Do not attend the meeting at all without prior notice.
 - ii. Leave at any point during the meeting without proper notice or have not obtained permission from the Chair to do so.
 - iii. Arrived at the meeting more than 15 minutes late without proper notice.
 - iv. Attended virtually without confirmation from the Chair.

- v. Are removed from the meeting for inappropriate behavior as described below.

C. DISMISSAL AND REMOVAL FROM THE WAYS & MEANS COMMITTEE

1. Attendance removal:
 - a. Three excused absences will result in one unexcused absence.
 - b. Having three or more unexcused absences will result in a removal from the committee.

TITLE IV: STUDENT ORGANIZATION FUNDING GUIDELINES

A. ELIGIBILITY FOR STUDENT ORGANIZATION FUNDING

1. Must be a Registered Student Organization (RSO) at the University of Nevada, Las Vegas.
2. Funds must be distributed only to undergraduate students.
3. RSOs must be a NSHE Registered Supplier before applying to Ways and Means.
4. RSOs that are supported by a University account will provide their organization's Program Code instead of being a NSHE Registered Supplier.
5. Must be an undergraduate to complete the application.
6. Must have at least (5) undergraduate student members.
7. Must have at least (1) undergraduate Executive Board Member.
8. All undergraduate members and undergraduate executive board/officer/leadership members will be verified through the Involvement Center.
9. Must apply on the Involvement Center.
10. Must use the Budget Template provided on the Committee's website.
11. Must provide a Reservation Summary for any Student Union and Event Services (SUES) line items.
12. Must provide quotes for all requested items.
13. Any organization that already receives funding from CSUN for the current fiscal year is not eligible for Student Organization Funding.
14. The committee must use the undergraduate headcount on the application.

B. FUNDING MATERIALS & RESTRICTIONS

1. All materials below are merely examples and are not limited to what is listed.
 - a. Marketing Materials – Reasonable inclusions are, but are not limited to:
 - i. Flyers, Brochures, Posters, Cards, Banners, etc.
 - ii. T-Shirts, Polos, etc.
 - iii. Hats, Pens, Lanyards, etc.
 - iv. Tents, Tablecloths, etc.
 - b. Equipment – Reasonable inclusions are, but are not limited to:
 - i. Technical equipment (i.e. broadcasting, recording, etc.)
 - ii. Cultural apparel, attire, costumes.
 - c. Travel – Reasonable inclusions are, but are not limited to:
 - i. Transportation (i.e. airfare, mileage, public transportation, etc.).
 - ii. Hotel/lodging.
 - d. Events – Reasonable inclusions are, but are not limited to:
 - i. Rental for audio or visual equipment.
 - ii. Cultural Food/Beverages used to educate the campus community about a culture and/or identity.
 - iii. Non-cultural catering.

- iv. Conference/Competition Registration (or equivalents as interpreted by the Committee).
- 2. Materials not to be funded are listed below. All materials that have exceptions on critical items will be described in parentheses with the conditional. All materials below are examples and are not limited to:
 - a. Single-use items (unless for public health purposes).
 - b. Greek ritual items.
 - c. Websites (Unless critical to the function of the organization).
 - d. Advertisements.
 - e. Gifts or commemorative items for non-undergraduate students.
 - f. Cash Prizes, scholarships, or gift cards.
 - g. Subscriptions.

C. FUNDING LIMITS

- 1. Each organization will fall into one of the below tiers with the following criteria:
 - a. Tier 1: 5-25 members; \$4,056 maximum funding.
 - b. Tier 2: 26-70 members; \$176 per member maximum funding.
 - c. Tier 3: 71+ members; \$12,500 maximum funding.
 - i. Membership will be verified by the Involvement Center and will not include Graduate students.
- 2. Each Organization is limited to one CSUN funded proposal per Fiscal Year, i.e. July 1st – June 30th of every year. For example, the Fiscal Year 2027 is marked from July 1st, 2026 – June 30th, 2027.
 - a. The items requested must be purchased within the fiscal year it was requested.
 - b. Any Organization that receives the New Student Organization Start-Up Fund may also submit (1) budget proposal within the fiscal year. The budget proposal does not need to be in the same semester as the New Student Organization Start-Up Fund, they can be submitted in subsequent semesters.
 - i. If the New Student Organization Start-Up Fund is awarded, the amount will be deducted from the overall amount the Student Organization would qualify for at the later request.
- 3. All transportation, hotel, and lodging in an organization's budget may only be funded for 50% of the total cost.
 - a. All travelers funded **must be undergraduate students** listed as members of the respective organization on the Involvement Center.
- 4. Any and all ticketed events, registrations, or passes (or equivalents as interpreted by the Committee) will be funded at no more than 50% of the total cost.
- 5. Organizations may request clothing/wearable items, accessories, or graduation regalia in quantities not exceeding 200% of their registered member count. If an organization is in the Tier 1 funding bracket, it may qualify for 200% of the maximum headcount for the Tier 1 funding bracket.
 - a. Organizations may request other clothing items that are pertinent and necessary to the function/purpose of their organizations. This includes, but is not limited to, work attire, cultural regalia, or costuming.
- 6. All Catering may be funded at a maximum of 50%.
 - a. Culturally-based organizations seeking an exception to this limit may request additional funding if the catering serves a clear purpose related to cultural education or enrichment of undergraduate students.
- 7. All items funded by the committee to the Organization must not be resold in *any*

capacity.

D. IMPORTANT NOTES FOR REGISTERED STUDENT ORGANIZATIONS

1. Any amount funded to an Organization must be used only in the capacity contained within the properly enacted legislation. i.e., Funding amounts must not be used for any other purpose other than the line items approved by the Senate and Ways and Means Committee.
2. Once an Organization has made a purchase with enacted funds, the Organization Shall submit spending receipts for every expenditure by June 30th of the current fiscal year.
 - a. In the event of surplus funds, all remaining funds shall be returned to CSUN by June 30 of that year. Any organization that does not provide proof through spending receipts or does not return unused funds may be reported to the Office of Student Conduct and will not be eligible for funding for the next fiscal year (See Section G in Disclaimers on Further Information.) Any organization that does not abide by these conditions will be penalized from applying for funding in the next fiscal year.
 - b. Please See Item H. Disclaimers for additional disclaimers and notes regarding funding.
 - c. For items eligible for partial funding (such as travel or lodging), the amount listed under "Total Approved" represents the maximum amount CSUN will contribute, regardless of the item's final cost. If the actual cost is less than the approved amount, CSUN will cover only the actual cost, and unused funds must be returned. If the cost exceeds the approved amount, the RSO must cover the difference with non-CSUN funds.
 - d. If a line item is approved for a specific number of participants and fewer participants actually benefit from that item, CSUN's contribution will be adjusted proportionally. The per-person rate used for the adjustment shall be based on the original approved amount divided by the number of individuals in the original request.
 - e. At the end of the fiscal year, RSOs will be evaluated on the percentage of their approved funding that was spent after receipt collection. The following actions will apply:
 - i. 76–100% of funds used: No action required.
 - ii. 61-75% of funds used: Brief written explanation required in next request.
 - iii. 41-60% of funds used: Mandatory budget review meeting with a committee liaison.
 - iv. 26-40% of funds used: Line-item justification required; future funding capped at 90% for the following fiscal year unless waived.
 - v. 0-25% of funds used: Written budget reflection and review meeting required; future funding capped at 75% for the following fiscal year unless exceptional justification is provided.

E. MEETING ETIQUETTE

1. There must be at least (1) undergraduate student RSO member presenting in front of the Committee and Senate.
 - a. Each RSO is allotted a 2 minute OPTIONAL presentation about the function of their organization. They will then enter an open-ended period of

- questioning on their budget.
- b. If none of the (minimum of 5) undergraduate members can present due to a class conflict, arrangements can be made after proof is provided
- c. If permission is granted, the committee chair has the power to present the budget on behalf of the RSO.
- 2. An organization that does not properly notify the committee of an absence will be required to contact the Chair or Vice Chair at waysandmeans@unlv.edu to reschedule.
- 3. No organization will be seen by the Committee during the current fiscal year if proper appropriating legislation for their organization has already been enacted.
- 4. Business casual attire is recommended for all committee members and presenters.

F. NEW STUDENT ORGANIZATION START-UP FUND

- 1. Definition:
 - a. The New Student Organization Start-Up Fund exists for any organization that meets the eligibility requirements stated within this Operating Policy. It provides the materials to help jump-start organizations with limited experience and/or funding. The items provided do not have to be presented in front of the Committee or the Senate, but proper appropriating legislation must be enacted.
- 2. Eligibility:
 - a. Any New Student Organization shall be defined as either one that has been established with the Involvement Center within the past year or one that has not existed within the past (2) years and has been reestablished within the Involvement Center in the current Academic Year.
 - b. Applications for the New Student Organization Start-Up Fund will only be considered during the fall semester of each fiscal year.
 - c. Must meet all previously stated eligibility requirements as defined from Section A above *except*:
 - i. Does not have to be a Registered Supplier.
 - ii. Does not have to have an EIN number.
- 3. Start-Up Fund Components - \$750 Total Value.
 - a. Tablecloth from Reprographics at UNLV.
 - b. Printing from Reprographics at UNLV.
 - c. Promotional Items are limited to the following:
 - i. T-Shirts.
 - ii. Tent.
 - iii. Polo Shirts.
 - iv. Any other item that promotes the organization.
 - d. If any organization would like to request more than what is provided in the Start-Up Fund, they must follow ALL of the eligibility requirements stated at the beginning of this Operating Policy, including Registered Supplier Status, and WILL be subject to the entirety of the Operating Policy. All purchases will be made through CSUN Pro-staff.
- 4. Financial education & set-up support – Organizations that qualify for the Start-Up Fund will also be required to sit down with a CSUN Liaison (CSUN professional staff, Ways & Means Chair, or a Ways & Means committee member) and receive guidance and support in setting up key financial components such as obtaining an EIN, NSHE Supplier registration, and walking the organization through the normal Ways & Means funding process.

G. BUDGET REALLOCATIONS

1. Definition:
 - a. Reallocations exist for RSOs whose budgets have already been approved by the Ways & Means Committee in the same fiscal year. A reallocation allows for an RSO to update their previously approved budget.
 - b. All reallocations are reviewed at the discretion of the chair.
 - c. Budget reallocations are not additional expenditures.
2. Eligibility:
 - a. RSOs eligible for reallocation have had an emergency within their RSO preventing them from following through with their original budget.
 - b. These RSOs must:
 - i. Inform the committee chair of this emergency.
 - ii. Complete the reallocation request form.
 - iii. Provide an updated budget.
3. Practice:
 - a. RSOs seen for reallocation will be evaluated using the operating policy that was in effect at the time of their original funding allocation.
 - b. Budget reallocations are secondary to the funding cycle and are not a committee priority. Budget reallocations will only be seen as time allows.

H. DISCLAIMER & IMPORTANT NOTES

1. All requests are managed on a case-by-case basis and at the discretion of the committee. All items included in requests are subject to committee scrutiny and amendment.
2. The committee is not held to a uniform standard of award, meaning that no item that was previously funded is guaranteed to be funded again.
3. Dishonesty or inciting material may be cause for being deemed unfit for funding based on the discretion of the committee.
4. All organizational statistics provided to the committee must coincide with what information is provided on the Involvement Center.
5. Please ensure that the total requested includes taxes/or shipping and handling if applicable. Otherwise, these additional costs will not be covered by the Committee.
6. If presented to the Ways and Means committee, budget items may be amended based on circumstances outside an RSO's control.
7. The Ways and Means Committee will not fund any requests that are against existing published University policies or guidelines.
8. Any organization who does not comply with parameters set by the Senate and/or the Ways and Means Committee, may not be eligible for funding for the next fiscal year.
9. In the case that funds are misused or used in a manner conflicting with the approved proposal, the committee has the right to have the funded amount returned. In such a case, the organization at fault is responsible to pay back all funds within a period of 60 days. No further funding would be provided to any members of the organization at fault until all damages are repaid. The organization is subject to not receive funds for the next fiscal year. In addition, the organization will be directed to the Assistant Director for Student Involvement which may result in the Organization becoming inactive for the remainder of the academic year.
10. To ensure all requests are received, any changes to the original request will need to be submitted again, and the Organization will be responsible for notifying the Chair in the event of the changes and ensuring the original request is discarded.

The proposal will reset the time the organization can expect their funding and position in the queue.