WAYS AND MEANS COMMITTEE OPERATING POLICY

UPDATED BY COMMITTEE: 02/11/2020

APPROVED BY SENATE: 02/24/2020
TITLE I: THE WAYS AND MEANS COMMITTEE

A. MISSION STATEMENT
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:

- To review and oversee financial activities within CSUN.
- To provide Student Organizations the opportunity to receive supplemental funding in a fiscally responsible manner.
- Increase student activities to enhance campus life at the University of Nevada, Las Vegas.

B. COMPOSITION

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).

“The Ways and Means Committee of the Senate shall be composed of (1) Chair, (1) Vice Chair and up to (10) voting Senators. The members, who shall be Senators, shall be assigned by the Chair and approved by the Senate.

The Chair, which shall be a Senator, shall be elected via open nominations of the Senate. The Vice Chair, which shall be a Senator, shall be elected by the committee among its members at the first meeting of each session or in the case of vacancy by the position.”

C. CHAIR DUTIES AND RESPONSIBILITIES

The duties of the Ways and Means Chair as outlined by CSUN Bylaw 103 include, but are not limited to:

1. Preside over all official meetings
2. Maintain all agendas and minutes
3. Record the attendance of the members
4. Vote only in the event of a tie
5. Remove 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

Additional Responsibilities include:
1. Assign members to the committee
2. Delegate Committee Members to specific roles within the Committee itself
3. Enforce disciplinary actions for committee members who arrive to meetings late or fail to attend meetings routinely
4. Assign Committee Members to be liaisons for organizations that have been
approved through the committee
5. 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
6. Reporting to the Oversight Committee any members who have not completed requested tasks fully and/or in a timely manner
7. Verifying organization membership through the student involvement center
8. Providing committee members with any organization’s past funding history from CSUN
9. Maintain and collect receipts from all funded organization’s

D. VICE CHAIR DUTIES AND RESPONSIBILITIES

The duties of the Ways and Means Committee Vice Chair as outlined by CSUN Bylaws include, but are not limited to:
1. Record minutes of official meetings (audio and electronic copies)
2. Assume the role of Chair in their temporary absence
3. Act as interim Chair in the case of the permanent absence of the chair, until the Senate has appointed a new one
4. Assist the Chair in the presentation and discussion of budgets
5. Assist the Chair in preparation for each meeting
   a. Ensure all Student Organizations have adequate materials including budgets, cover letters, and item quotes to be included in appropriating legislation
6. Assist the Chair with providing committee members with any organization’s past funding history with CSUN
7. Assist in collecting receipts from organizations as assigned by the Chair

E. COMMITTEE 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 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. Assist in the final presentation of the proposed legislation
   b. Serve as a contact throughout their tenure in office
   c. Contact organizations in a timely manner
   d. Know the organization’s history in regards to past CSUN funding
   e. Collect receipts from organizations as assigned by the Chair

TITLE II: COMMITTEE SCOPE OF PRACTICE

A. BYLAW SCOPE OF PRACTICE
As outlined by CSUN Bylaws, the Ways and Means Committee shall:

1) Submit a zero-deficit annual CSUN Budget to the Senate no later than June 15 of each year.

2) Approve or disapprove all funding requests from Recognized Student Organizations (RSOs), before being placed on the Senate Agenda.

3) Make the recommendations necessary for the proper control and management of CSUN funds.

4) Submit a weekly financial statement to the Senate, which may be delegated to the CSUN Business Manager or, in his or her absence, the CSUN Graduate Assistant.

5) Recommend approval or disapproval of appropriating legislation for CSUN organizations according to the merit of the proposed activities.

6) 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.

7) 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.

8) Shall submit to the Senate and Business Manager at the end of the Senate Session a set of recommendations to the next Ways and Means Committee on funding guidelines.

9) 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, this operating policy, or properly enacted legislation.

TITLE III: STUDENT ORGANIZATION FUNDING GUIDELINES

A. ELIGIBILITY FOR STUDENT ORGANIZATION FUNDING

   a) Must be a Registered Student Organization (RSO) at the University of Nevada, Las Vegas

   b) Funds must be distributed only to undergraduate students

   c) RSO’s must be a NSHE Registered Supplier before applying to Ways and Means

   d) RSO’s that are supported by a University account will provide their organization’s Program Code instead of being a NSHE Registered Supplier

   e) Must be an undergraduate to complete the application

   f) Must have at least (5) undergraduate student members

   g) Must have at least (1) undergraduate Executive Board Member

   h) All undergraduate members and undergraduate executive board/officer/leadership members will be verified through the Involvement Center

   i) Must utilize the Cover Letter Template provided on the Committee’s website
j) Must utilize the Budget Template provided on the Committee’s website
k) Must provide a Reservation Summary for any Student Union and Event Services (SUES) line items
l) Must provide quotes for all requested items
m) Any organization that already receives funding from CSUN for the current fiscal year is not eligible for Student Organization Funding.

B. FUNDING MATERIALS

a) All materials being funded are at the discretion of the Committee
   *All materials below are merely examples and are not limited to what is listed*
b) Marketing Materials – Reasonable inclusions are, but are not limited to:
   1. Flyers, brochures, posters, cards, banners
   2. T-Shirts or Polos
   3. Hats, Pens, Lanyards, etc.
   4. Tents, Tablecloths, etc.
d) Equipment – Reasonable inclusions are, but are not limited to:
   1. Broadcasting
   2. Cultural apparel, attire, costumes
e) Travel – Reasonable inclusions are, but are not limited to:
   1. Airfare
   2. Conference Registration
   3. Transportation
   4. Hotel/Lodging
f) Events – Reasonable inclusions are, but are not limited to:
   1. Rental for audio or visual equipment
   2. Cultural Food

C. FUNDING LIMITS

a) Each organization will fall into (1) of (3) Tiers with the following criteria:

<table>
<thead>
<tr>
<th>Tier Level</th>
<th>Number of Members</th>
<th>Maximum Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5-25</td>
<td>$3,250</td>
</tr>
</tbody>
</table>
a. Membership will be verified by the Involvement Center and will not include Graduate students.

b. Any organization that believes they should not be subject to the funding limits within this Operating Policy, may be able to request more than what is listed
   i. i.e. funds for a substantial project that impacts the UNLV community

b) 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 of 2019 is marked from July 1, 2018 – June 30th, 2019.
   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.

b) 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 of 2019 is marked from July 1, 2018 – June 30th, 2019.
   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.

b. If travel is by personal vehicle, funding for fuel will be 27.25¢ per mile in accordance with the UNLV Office of the Controller in the Employee Convenience Mileage Rate.
   i. The Ways and Means Committee defines a maximum distance for reimbursement to be 500 miles with a minimum of (4) four members in the vehicle

c. All travelers funded must be undergraduate students, listed as members of the respective organization on the Involvement Center

<table>
<thead>
<tr>
<th>Tier Level</th>
<th>Number of Undergraduate Members in the Organization</th>
<th>Maximum Number of Undergraduate Travelers Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5-25</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>26-80</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>81+</td>
<td>25</td>
</tr>
</tbody>
</table>
d) Conference registration will be funded at no more than 50% of the total cost.

e) Ways and Means can fund only one clothing item for every undergraduate member in the organization. In addition, the organization may request one clothing item for a smaller subset of members, i.e., traveling members, executive members, etc., as listed on the involvement center.

f) All items funded by the committee to the Organization must not be resold in any capacity.

g) A list of items the Committee typically will not fund includes but is not limited to:
   a. Food (unless for culturally enriching or educational events)
   b. Gifts
   c. Unsustainable items such as utensils, plates, napkins, etc.
   d. Trophies
   e. Greek ritual items

h) A list of items the committee will not fund includes:
   a. Websites
   b. Digital Marketing
   c. Subscriptions
   d. Advertisements

D. MEETING ETIQUETTE

   a) There must be at least (1) undergraduate student presenting in front of the Committee and Senate.
      a. If none of the (minimum of 5) undergraduate members can present due to a class conflict, arrangements can be made after proof is provided.
   b) 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.
   c) No organization will be seen by the Committee during the current fiscal year if proper appropriating legislation for their organization has already been enacted.

E. NEW STUDENT ORGANIZATION START-UP FUND

   a) Definition
      i) 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.
b) Eligibility
   i) 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 re-established within the Involvement Center in the current Academic Year.
   ii) Must meet all previously stated eligibility requirements as defined from Section A above except:
       1) Does not have to be a Registered Supplier
       2) Does not have to have an EIN number

c) Start-Up Fund Components - $750 Total Value
   i) Tablecloth from Reprographics at UNLV.
   ii) Printing from Reprographics at UNLV.
   iii) Promotional Items are limited to the following:
       1) T-Shirts
       2) Tent
       3) Polo Shirts
       4) Any other item that promotes the organization
   iv) 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 the CSUN Business Operations Coordinator, or CSUN Advisor.

F. ONE TIME SPONSORSHIPS
A. ELIGIBILITY
   a) Must be a Registered Student Organization (RSO) at the University of Nevada, Las Vegas; or
   b) be housed under a department at the University of Nevada, Las Vegas (i.e. a course/class, athletic team, etc.)
   c) Funds must be distributed to undergraduate students or campus wide events.
   d) If you are an RSO to qualify for One Time Sponsorships you must fall outside of the regular student organizations guidelines (i.e. Projects that cost more money than the tier levels you fall under, large trips out of the state, or other reasons approved by the Ways and Means Committee
   e) Your RSO or department must be a NSHE Registered Supplier before applying to Ways and Means
   f) RSO/departments that are supported by a University account will provide their organization’s Program Code instead of being a NSHE Registered Supplier
   g) Must be an undergraduate or advisor to complete the application
   h) Must utilize the Cover Letter Template provided on the Committee’s website
i) Must utilize the Budget Template provided on the Committee’s website
j) Must provide a Reservation Summary for any Student Union and Event Services (SUES) line items
k) Must provide quotes for all requested items
l) Any organization that already receives funding from CSUN for the current fiscal year is not eligible for Student Organization Funding.
m) Please note that if you receive a one time sponsorship or student organization you are not eligible for the other.

B. PROCESS TO RECEIVE FUNDS
a) Email WaysandMeans@unlv.edu stating that you would like to start a one time sponsorship. Provide a brief summary of what you are asking to be funded. Include the following information
   a. Are you an RSO, Department, or Other UNLV Entity
   b. What are the funds going towards
   c. Are they Primarily Undergraduate members
   d. When you need the funds by (this should be at least one month away from your event)
 b) Once your email is received you will be assigned a liaison who will set up a time for a meeting to get more details and author the Senate bill for your one-time sponsorship
 c) Once you and your liaison have met, they will request that the proposed legislation go to the Ways and Means Committee
d) Once your item is on an agenda, you will come to present to the committee for approval to go to the Senate. If the item is not approved, you can revise it with your liaison and re-present to the committee.
e) Once passed by Ways and Means your item will go to the Senate for final approval.
f) Funds will be deposited into your account or you can request a check when becoming an Registered Supplier.
g) Please be patient once you are approved, as funds take a few weeks to be processed and there is nothing CSUN can do to speed up the process

C. FUNDING LIMITS
a) Funding will not exceed more than $15,000.00 for any organization, course/class, or singular departments
b) Funding will not exceed more than $30,000 for projects, travel, events, or items that do not reach a majority of our undergraduate members.
c) All funding is limited to one CSUN funded proposal per Fiscal Year, i.e. July 1st – June 30th of every year. For example, the Fiscal Year of 2018 is marked from July 1, 2018 – June 30th, 2019.
d) All transportation, hotel, and lodging associated in an Organization’s budget may only be funded for 50% of the total amount that was encumbered.
*** The Ways and Means Committee works on a case-by-case basis please refer to this Operating Policy for guidelines when proposing new One Time Sponsorships. The Committee is determined to stay fiscally responsible while still supporting you as its primary objectives.***

**G. DISCLAIMER & IMPORTANT NOTES**

a) 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.

b) 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.

c) Dishonesty or inciting material may be cause for being deemed unfit for funding based on the discretion of the committee.

d) All organizational statistics provided to the committee must coincide with what information is provided on the Involvement Center.

e) Any amount funded to an Organization must be used only in the capacity contained within the properly enacted legislation.

f) Once an Organization has made a purchase with enacted funds, the Organization shall submit spending receipts for every expenditure by April 15th of the current fiscal year. In the event of surplus funds, all remaining funds shall be returned to CSUN by June 15th.
   - 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.
   - Any organization that does not abide by these conditions will be penalized from applying for funding in the next fiscal year.

h) All Organizations are required to return and speak during public comment at least once by the end of the fiscal year to update the Senate on how funds have been used.

i) 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 Program Coordinator for Involvement & Student Organization Development which may result in the Organization becoming inactive for the remainder of the academic year.