Ways & Means Committee

OPERATING POLICY

Consolidated Students of the University of Nevada, Las Vegas

ADOPTED BY THE WAYS AND MEANS COMMITTEE:
May 22nd, 2018

APPROVED BY THE SENATE ON:
May 30th, 2018
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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 Recognized Student Organizations (RSOs) and Sponsored Student Organizations (SSOs).

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.

D. VICE CHAIR DUTIES AND RESPONSIBILITIES

The duties of the Ways and Means Committee Vice Chair as outlined by CSUN Bylaw 103 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

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. 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 budget
   b. Serve as a contact throughout the remainder of the fiscal year

**TITLE II: COMMITTEE SCOPE OF PRACTICE**

**A. BYLAW SCOPE OF PRACTICE**

As outlined by CSUN Bylaw 103, 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 all budget allocations of all 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.

**TITLE III: STUDENT ORGANIZATION FUNDING GUIDELINES**

**A. ELIGIBILITY FOR STUDENT ORGANIZATION FUNDING**

a) Must be a SED Registered or Sponsored Student Organization (RSO or SSO) 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) 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  
   a. Items listed in Title III, Section C, Subsection e are exempt  
l) Any organization that holds a CSUN Sponsorship is not eligible for Student Organization Funding.  

B. FUNDING MATERIALS

a) All materials being funded are at the discretion of the committee  
b) Marketing Materials – Reasonable inclusions are, but 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 not limited to:  
   1. Broadcasting  
   2. Cultural apparel, attire, costumes  
e) Travel – Reasonable inclusions are, but not limited to:  
   1. Airfare  
   2. Conference Registration  
   3. Transportation  
   4. Hotel/Lodging  
f) Events – Reasonable inclusions are, but 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>$2,500</td>
</tr>
<tr>
<td>2</td>
<td>26-99</td>
<td>$100/member</td>
</tr>
<tr>
<td>3</td>
<td>100+</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

   a. Any organization requesting more than the respective maximum amount
denoted will not be seen by the Committee until the budget has been adjusted to fit within that parameter.

b. Membership will be verified by the Involvement Center and will not include Graduate students.

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 2018 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.

c) All transportation, hotel, and lodging associated in an Organization’s budget may only be funded for 50% of the total amount that was encumbered.
   a. The maximum amount of travelers to be funded will be (10) members of the organization.
   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 Controller’s Office defines a maximum distance for reimbursement to be 200 miles.
      ii. Please see the UNLV Office of the Controller’s website for more information.
   c. All travelers funded must be undergraduate students, listed as members of the respective organization on the Involvement Center, and must provide their NSHE IDs either at the time of the Committee Meeting or before the travel occurs.
   d) Conference registration will be funded at no more than 50% of the total cost.

e) The following items will be funded at a maximum of the following values:
   a. T-Shirts - $6/shirt
   b. Polo Shirts - $15/shirt
   c. Tent - $150 for a quantity of (1)
   d. Tablecloth - $100 for a quantity of (1)
   e. These items do not need to have quotes provided, but will still need to be included in the receipt reconciliation.

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. Websites
   b. Food (unless culturally enriching or educational)
   c. Gifts
   d. Unsustainable items such as utensils, plates, napkins, etc.
   e. Honorariums
   f. Trophies
g. Greek ritual items

D. MEETING ETIQUETTE

a) The maximum number of Organizations that will be seen by the committee per meeting will be held to 5.
b) 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.
c) 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.
d) No organization will be seen by the Committee after a budget for this fiscal year has already passed, even if it has not yet been seen by the Senate.

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 must be passed by the Committee and the Senate.

b) Eligibility
   i) Any New Student Organization shall be defined as either one that has been established with the Involvement Center within the current Academic Year or one that has not existed within the past (3) 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 - $450 Total Value
   i) (1) Tablecloth at $100 from Reprographics at UNLV.
   ii) Printing at a total of $150 from Reprographics at UNLV.
   iii) Promotional Items at a total of $200. 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.

**F. DISCLAIMER & IMPORTANT NOTES**

a) All requests are heard 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) *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. 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.*

f) Any amount funded to an Organization must be used in the same capacity as the budget that was approved by Senate.

g) Once Senate approves an Organization’s request and the Organization has made a purchase, the Organization shall submit spending receipts by September 1st of the next fiscal year.
   a. Any organization that does not provide proof through spending receipts or return unused funds may be reported to the Office of Student Conduct.
   b. 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 also required to come back 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) No organization may be funded more than (1) time per fiscal year.