

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SEVENTH SENATE
FOURTH SESSION
SEPTEMBER 20, 2017**

**RESOLUTION #4702
APPROVAL OF THE BOARD FOR STUDENT ORGANIZATION FUNDING BYLAWS**

SPONSORED BY:

WRITTEN BY: Michael Wells, Vice President; Rob Leonard, Director of Finance

COLLABORATED WITH: Michele Frick, Sarah Stephens, Pam Norris

ENDORSED BY: Board for Student Organization Funding (BSOF)

ABSTRACT: This resolution seeks to amend the current BSOF Bylaws.

WHEREAS

The Board for Student Organization Funding is an entity within ASCSU that abides by our separate bylaws from the ASCSU bylaws; and,

WHEREAS

Amendments made to these bylaws provide for more transparency within our governing documents and provide for more transparency in our governing documents and provide more clarity for student organizations; so,

THEREFORE BE IT HEREBY RESOLVED

That the Forty-Seventh Senate adopts the bylaws attached to this resolution.

19-1-7
PASSAGE

9/20/17
DATE

TAGS: Bylaws, BSOF, Board for Student Organization Funding

Bylaws of the Board for Student Organization Funding

Article I: Purpose

The Board for Student Organization Funding's (BSOF's) primary purpose is to allocate a portion of the Associated Students of Colorado State University (ASCSU) Student Fee approved by the Board of Governors of the Colorado State University System to registered student organization's (RSO's) for educational and cultural programming and to administer relevant provisions of Article VIII of the ASCSU Constitution.

Article II: General Provisions

Section 1: The ASCSU Constitution and subsequent legislation in addition to these bylaws and any additional special rules adopted in writing shall primarily govern BSOF. Additionally, BSOF shall act in compliance with all appropriate federal, state, and local legislation and regulation in addition to any rules or policies promulgated by the Board of Governors of the Colorado State University System, the Colorado Commission on Higher Education and/or Colorado State University.

Section 2: BSOF will not meet at a scheduled time in the spring 2017 semester if there is no additional funding. A special meeting may be called at any time by a written petition containing the signatures of a majority of the Board's members or by the ASCSU Director of Finance. The last BSOF meeting shall be the Thursday three weeks prior to the week before finals.

Section 3: All BSOF meetings will be open to the public. Additionally, the Chair will be responsible for ensuring written minutes are recorded detailing all action taken by the Board and demonstrating allocation decisions are based on the viewpoint neutrality requirements of these bylaws. Such minutes shall be available for public review online or in the ASCSU office, together with the budgets of RSOs requesting funding and any related BSOF documents.

Section 4: Each member of the BSOF Board will be allowed two excused absences per semester. The ASCSU Director of Finance must approve these absences prior to the meeting. Attendance shall be registered in the minutes. Failure to comply with these regulations shall result in sanctions by the Senate pursuant to the ASCSU Constitution and legislation.

Section 5: BSOF shall have the power to vote, score, and hold hearings only if a quorum of current members are present. Proxy votes shall not be permitted for either establishing quorum or in voting.

Section 6: BSOF will require members of the Board to attend at least one funded program per semester. If a Board member cannot attend, there must be an ASCSU member in attendance for all events. Failure to meet these requirements for Board members will result in the same disciplinary protocol the ASCSU body follows. At the conclusion of the event, the Board member in attendance will be required to complete a program evaluation and submit it to the Director of Finance by the following week.

Section 7: The President of ASCSU will make the executive budget request to BSOF prior to the fiscal year they take office. Any other RSO wishing to request funds prior to the fiscal year in which the funds will be used must: 1) be requesting more than \$9,999, 2) have an event lasting the duration of the fall semester, or 3) need secured funds prior to October 15th of that academic year. RSOs may apply for funding for events occurring any time throughout the academic year. These applications will be reviewed on a two-week basis by an interim BSOF Board consisting of ASCSU directors over the summer and early fall semester before a Board is established for the academic year. For these special circumstances, applications will be due two Mondays prior to the week they wish to present to the Board.

Section 8: One third (1/3) of the total BSOF funding allocated amount must not be allocated until November 1 of that fiscal year for events occurring during the spring semester.

Section 9: One eighth (1/8) of the total BSOF funding allocated amount will be reserved for new event proposals brought by RSOs who have not received funding in the past five years for any event. The Director of Finance will have to use past BSOF records, help from administrators, or their best judgment to determine if the event had been brought to campus before. This includes determining if the proposal is not just a new name for an old event or if it is a new RSO taking on another RSO's event. If by spring semester the allocated funds for new events have not been fully used, the Board will add the remaining funds to the general fund balance.

Section 10: The BSOF shall make all funding decision in a viewpoint-neutral fashion in accordance with the terms and requirements of these bylaws.

Article III: Membership

Section 1: General Membership

1. BSOF shall be comprised of the following: the Director of Finance, appointed by the President of ASCSU; one Executive representative, appointed by the President from within Cabinet; five ASCSU members drawn from the ranks of Senators, Associate Senators, Senate officers; and four members who shall not hold other positions in ASCSU (at-large members) appointed by the Director of Finance with Senate approval.
2. Members of BSOF shall sit for the duration of their appointed or elected time in office. New Senate members shall be appointed at the first meeting of the newly elected Senate and Executive members shall be approved upon appointment by the ASCSU President.
3. Upon a vacancy in the membership of a Senate member the Senate shall appoint a new member. Upon a vacancy in the membership of an Executive representative the President shall appoint a new member from the Cabinet.
4. The at-large members shall be confirmed by the Senate with a plurality vote. Senate shall have the ability to call for impeachment of any BSOF member who fails to comply with the requirements of these Bylaws, following the procedures set forth in Section 603 of the ASCSU Constitution.

Section 2: Chair

1. The BSOF Chair shall be the ASCSU Director of Finance appointed by the President of ASCSU. The responsibilities of the Chair shall be to preside over meetings of the Board, ensure all Board positions are filled, inform members of the functions of ASCSU, provide a general orientation to the Board, meet as needed with RSOs and Student Leadership, Involvement, & Community Engagement (SLiCE) leadership to promote BSOF, ensure the communication between the liaisons and appropriate parties are successful, schedule official meetings, prepare agendas, handle all routine correspondence of the Board, ensure all aspects of the BSOF bylaws are being upheld, and assist in pre- and post-funding operations.
2. The Chair may be removed by a two-thirds vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal of the Chair.

Section 3: Vice Chairperson

1. The Vice Chairperson shall be elected by a majority vote of the Board's members present at the first meeting or whenever a vacancy occurs. The Vice Chairperson shall preside and otherwise serve as Chair in the event of the Chair's absence or incapacity. The Vice Chairperson shall otherwise perform and assist with duties as assigned by the Chair. This may include but is not limited to assisting in conducting meetings, assisting in meeting preparation, and assisting in both the pre- and post-funding requirements of RSOs.
2. The Vice Chairperson may be removed by a two-thirds vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal of the Vice Chairperson.

Article IV: Conduct of Meetings

Section 1: The ASCSU Director of Finance, acting as Chair, will conduct meetings. The Chair will not vote except to break a tie. In the absence of the ASCSU Director of Finance, the Vice Chair shall serve as Chair.

Section 2: The meetings shall work around the concept of consensus, and *Robert's Rules of Order Newly Revised, 10th Edition* shall only be used to the extent necessitated by the meetings as determined by the Chair or a majority of the members.

Section 3: The following format shall be used to manage meetings, although a two-thirds vote of current members shall be sufficient to reorganize this agenda for any meeting.

1. Call to Order - Establish a Quorum
2. Budget Report Status of BSOF account balance

3. Minutes
4. Discuss the Business that will be heard that day
5. Hear Requests
 - a. RSO presents Request
 - b. RSO receives questions from Board members
 - c. Board debates Request
 - d. Board votes on Request as a whole based on the viewpoint neutral criteria
 - e. RSO will be notified of the decision following debate
 - f. Members return the viewpoint neutral justification for a no vote
6. Special Reports/Special Business
 - a. Suspensions.
7. Program Evaluation Reports - Event Feedback
8. Announcements
9. Adjourn

Article V: Liaisons

Section 1: Each member of BSOF with the exception of the Chair, Vice Chair, and Clerk will have the option to fulfill a liaison role during the active times of BSOF. The various liaison roles must be filled and shall be elected by a majority vote of the Board's members present at the first meeting. The following liaison roles will be set in place: .

- Preparation Liaisons (2): These individuals will be responsible for assisting RSOs with the planning of their presentations to the BSOF. This will include but is not limited to assisting with the composition and reviewing of the application of the RSO, making sure all items requested for funding are legal within BSOF bylaws, and assisting with the RSO's presentation to the Board. This will also include informing the Chair of any specific technological needs for the presenting RSO.
- Involvement Liaisons (2): These individuals will be responsible for making sure there is a representative of the Board or a member of ASCSU at each Board funded event. This will include making sure there is an event evaluation completed for each event.

Article VI: Funding Rules

Section 1: BSOF shall make all funding decisions in a viewpoint-neutral manner and shall not discriminate against any funding request based upon the viewpoint to be expressed by the proposed event. BSOF shall evaluate all funding requests according to the following viewpoint neutral criteria:

1. The applicant must be an RSO recognized by SLiCE for the current academic year.
2. The application must be submitted by the applicable deadline.
3. The application must be complete.
4. Funding will not be approved for any of the following:
 - a. operational costs of any RSO (ASCSU and subsidiary committees and departments are not RSOs subject to this rule);
 - b. capstones, student projects, or events receiving academic credit;
 - c. an RSO designed for the express purpose of benefiting University operated residential communities.
 - d. an RSO recognized by the Department of Campus Recreation as a "Sport Club."
 - e. Awards, Trophies, and prizes
 - f. Capital Expenditures (anything with more than a one-time use)
 - g. College Commencement Ceremonies
 - h. Contest Entries
 - i. Concessions
 - j. Damage Deposits
 - k. Decorations
 - l. Departmental Honor Nights
 - m. Donations
 - n. Flower and Floral Arrangements
 - o. Food or Beverages
 - p. Newsletters
 - q. Office Supplies
 - r. Raffle Tickets
 - s. Salaries
 - t. Scholarships
 - u. Travel for students (must adhere to SLiCE's Travel Policy on SLiCE's website)
 - v. Contributions or expenditures, from any source, to campaigns involving the (i) nomination, retention, or election of any person to any public office; (ii) to urge electors to vote in favor of or against any statewide ballot issue, local ballot issue, referred measure or recall election.
5. The amount requested must not exceed the limits set by these Bylaws.
6. The honoraria requested is in range of similar speakers/performers.
7. The facility for events suits the size of intended audience and type of event.
8. The event is open to all students.

9. Evidence of the RSO's ability to effectively plan and use the student activity fee in direct support of the proposed event.
10. The thoroughness and details of the budget request in relation to the proposed event, and the RSO's presentation of such request to the BSOF to evidence a direct connection between the funds requested and the proposed event.
11. Evidence of direct student involvement in the planning and implementation of the proposed event.
12. The officers listed with SLiCE and the majority of the members of the RSO must be fee-paying, CSU students.
13. RSOs with a negative account balance in their SOFA shall not be eligible to receive funding from BSOF.
14. The funding request must not be for an event that has already been completed unless fault for the delayed request is determined by the Board to be outside of the RSO's control.
15. The date of the event for which funding is requested must be more than 28 calendar days after the BSOF meeting at which such request is heard.
16. If the funding request contains a single line item exceeding \$4,999.99, the request must be presented at a BSOF meeting at least 35 calendar days prior to the date of the event or program start date.
17. RSOs are required to obtain co-sponsorship to receive funding for an event open and free to all students. Co-sponsorship is defined as any funds from the RSO's SOFA, any funds belonging to the requesting RSO, and/or a partnership from another RSO, CSU Department, or on-campus grant resulting in the physical transfer of funds. Funds held in an off-campus bank account must be transferred into the RSO's SOFA before the RSO can present to the Board. Discounts are not a legitimate forms of co-sponsorship. The Board will credit an RSO for co-sponsorship where the RSO demonstrates that it has made a good faith effort to obtain co-sponsorship but has been unable to secure it. Forecasted revenue cannot be counted as co-sponsorship. RSOs must have co-sponsorship funding secured prior to presentation before the Board. Co-sponsorship is calculated off of the total event cost, not the amount being requested from BSOF. Events costing under \$3,000 need ten percent (10%) proof of co-sponsorship, events costing between \$3,001 to \$7,000 need to provide twenty percent (20%) co-sponsorship and events costing either \$7,001 and above will need to provide at least thirty percent (30%) co-sponsorship. Any events charging students must provide a fifty percent (50%) co-sponsorship. Special consideration shall be given to requests showing the RSO has raised, solicited, and obtained significant levels of co-sponsorship.

Section 2: Voting

A "yes" vote shall mean that based on the viewpoint neutral criteria the Board member saw no reason the funding requests should not receive full funding, and all criteria have been met.

A "no" vote shall mean that based on the viewpoint neutral criteria the Board member saw one or more criteria not being met by the funding request. With a "no" vote the Board member shall provide which viewpoint neutral criteria was not met.

After an officer of the RSO has presented their proposal to the Board, BSOF shall vote on the proposal. If the RSO receives a majority vote in the affirmative of present voting members they shall receive funding. If the RSO does not receive a majority vote in the affirmative of present voting members, they will not receive funding. However, if they have not exceeded the minimum time requirements for funding they may present to the Board the following week.

BSOF will provide them a reason based on the viewpoint neutral criteria for why they did not receive funding, as well as recommendations to improve their request.

Following the conclusion of an affirmative vote at their Thursday meeting, the RSO has until the following Monday at 5:00 p.m. to create an event on RamLink and schedule a post-funding meeting with the Director of Finance.

If a Board member is an officer, member, or advisor of a RSO presenting to the Board, they must abstain from voting. If a Board member finds themselves unable to make a decision based on the Viewpoint Neutral Criteria they shall abstain from voting.

Section 3: Regulations

1. BSOF allows the charging of CSU students only when more than 50 percent of the program's cost and associated advertising is provided by a co-sponsorship, as illustrated by the program's budget. Fees required or raised through an attendee's participation must be handled through the Campus Information Box Office. All participatory fees generated from the Campus Information Box Office must be deposited into the RSO's Student Organization Financial Account (SOFA). Exemptions may be granted by the Chair for unusual circumstances in writing, and must be requested within 10 days after the hearing where funding was initially approved. Failure to use the Campus Information Box Office will result in an automatic suspension according to the rules set forth in Article VII of these bylaws. Anytime students are charged, they must receive a discounted price over the cost for non-students.

2. ASCSU allows the charging of non-CSU students, but if non-CSU students are charged, all raised funds will be required to be repaid to ASCSU. BSOF funding is thereby considered a loan.

3. For RSOs conducting fundraisers ("fundraising is the process of gathering voluntary contributions of money or other non-cash resources, by requesting donations from individuals and businesses." - CSU Constituent and Gifts, 2016), the following must be met: No ASCSU monies can be spent on raising funds for appropriation to any entity which is not (1) an RSO; or (2) not under the express control of Colorado State University. If the event itself is a fundraiser,

refer to Article VI, Section 3, Item 9. If fundraising occurs before, during, or after the event, refer to the BSOF Fundraising Exception below, as all conditions apply.

BSOF Fundraising Exception - For expenses not covered by BSOF, donations or payments for such activities or items will not be required to be repaid to BSOF. Examples of expenses not covered by BSOF include food, decorations, prizes, office supplies, or any other items listed in Article IV, Section 3, Item 16. This fundraising exception does not include graduation events, award ceremonies, and any other programs not open to all CSU students.

4. RSOs are eligible to obtain a cumulative maximum of \$15,000 each academic year from BSOF. Any single request exceeding \$10,000 must be ratified by the Senate through a bill following the Board's recommendation. Funding requests presented to Senate must be accompanied by an itemized budget. Any request brought forth in the form of a Bill to ratify BSOF allocations must be approved by the Senate in a viewpoint neutral manner. The Chair, and/or RSO officers, will provide all related documents and present a short presentation regarding the application. The RSO will not be required to attend this presentation. This process is designed to ensure BSOF followed its regulations and protocols, not to "rehear" the application.

5. All presidents and financial officers of all RSOs are required to attend an officer orientation organized by SLiCE. If within the year a new president or financial officer is elected, it is their responsibility to contact SLiCE to make arrangements to attend an officer orientation.

6. RSOs receiving ASCSU funding will expense the funds from BSOF's own SOFA. The ASCSU Director of Finance will approve the transactions for processing by the University. Unlike ASCSU financial transactions, no second signature is required.

7. For programs lasting less than one month, the requesting RSO is required to submit a program review to the ASCSU Director of Finance, using the Program Evaluation Form located on BSOF's page on the ASCSU website, within 21 calendar days of program's completion. All receipts and requests for payments must be submitted by 5:00 p.m. of 30 calendar days at the conclusion of the event. When programs extend beyond one month, the Chair will determine an appropriate schedule of progress reviews at the time of approval, as well as when receipts and requests for payment will be due. Requests for long duration programs should include a proposed report schedule. In general, reports will be due monthly for semester-long programs and at the last BSOF meeting of the fall semester for year-long programs; however, this is only a guideline and can be adjusted as appropriate for specific events. In all cases a final report will be due 21 calendar days after completion of the event. If all allocated funding is not used as prescribed by the approved budget, remaining funds will be canceled and inaccessible for spending. RSOs must expend requests as approved by the Board.

8. RSOs that are funded by BSOF must clearly state on all advertising and club promotion that their program is made possible in part by student fees allocated through ASCSU. The method of statement must be a logo as approved by the ASCSU marketing department. Any RSO failing to include the ASCSU logo on all marketing materials shall be automatically suspended

according to the rules set forth in Article VII of these bylaws. The Chair may grant exemptions for unusual circumstances and small ads on a case-by-case basis in writing. Exemption requests must occur within 10 days after the hearing where funding was initially approved.

9. It is the responsibility of each RSO's Financial Officer and other officers to adhere to the RSO's budget and to all pertinent legal and ASCSU guidelines. Each RSO must keep true, up-to-date, and accurate records of their fiscal activities, which ASCSU may request to view at any time for any reasons. Failure to comply will result in an automatic suspension according to the rules set forth in Article VII of these bylaws.

10. Any remaining or unspent funds left over at the end of the fiscal year shall be rolled over/added to the incoming year's BSOF budget.

11. RSOs are encouraged to work closely with their advisors through this process, yet the student officers are highly encouraged to take lead when contracting with speakers and/or performers; communicating with the Director of Finance; presenting to the Board; and handling the processes that follow if and when funding is received. RSOs must have their presidents, vice presidents, or financial officers attend their presentation to the Board. To maintain consistency throughout all of the RSOs requests, each student officer must be equipped to meet deadlines, secure outside funding, and be able to answer questions about the upcoming event's programming budget and programming details - and the RSO's advisor is encouraged to help officers be successful in this process.

Article VII: Process

Section 1: RSOs requesting BSOF funding should first contact the ASCSU Director of Finance. This should occur at least four academic weeks prior to the BSOF meeting at which they wish to be heard. The RSOs shall then meet with their liaison pursuant to Article V of these bylaws. When this is not possible, the ASCSU Director of Finance is authorized to act as the group's liaison. After finalizing the RSO's budget and written application with their liaison, it is the responsibility of the RSO to submit an electronic copy of the budget and written application via email to the ASCSU Director of Finance by 5:00 p.m. on the Monday prior to the scheduled hearing they wish to be heard. The ASCSU Director of Finance will then verify the budget is correct, and confirm with the RSO their addition to the agenda for the requested hearing date.

Section 2: If any RSO believes its funding request was improperly denied under these bylaws, it may appeal to the BSOF Appeal Committee. The Appeal Committee shall be comprised of the ASCSU President, ASCSU Chief Justice and a professional SLiCE staff member. Appeals must be submitted in writing to the Director of Finance within ten (10) business days of the denial of the funding request. The Director of Finance will provide available information regarding the funding request and BSOF decision to the Appeal Committee. The Appeal Committee shall review the funding request and issue a written decision within ten (10) business days of the appeal. The decision must be approved by a majority vote of the Appeal Committee, which may a) uphold the decision of the BSOF denying the funding request if deemed in compliance with these bylaws; or b) overturn the decision of the BSOF and require full or partial funding of the

request as deemed necessary or appropriate for compliance with these Bylaws. Decisions issued by the Appeal Committee are the final action to be taken with regard to BSOF funding requests.

Article VIII: Suspensions

Section 1: Failure to comply with any of the rules contained in these bylaws may result in the freezing of allocated ASCSU funds, a revocation of allocated funding, and/or the suspension of a RSO's eligibility to request funds from BSOF. Suspensions shall require a three-fourths majority vote of current members for implementation. The ASCSU Director of Finance will submit RSOs to be considered for suspension on the agenda at a regularly scheduled meeting under Special Business.

Section 2: Suspensions shall be enacted by BSOF based on the severity of the violation, history with BSOF, and any dealings with SLICE. Suspensions shall take effect immediately upon affirmative vote by the Board. Automatic suspensions shall be for a minimum of 15 academic weeks during regular academic semesters.

Section 3: RSOs shall have their eligibility automatically suspended if a specific rule in these bylaws calls for an automatic suspension. Automatic suspension shall commence upon notification to the Board by the Director of Finance of the suspension at a regularly scheduled meeting.

Section 4: RSOs that have their eligibility to request suspended may appeal the suspension only once by submitting a letter stating the RSO's desire to appeal a suspension to the ASCSU Director of Finance at least 10 days prior to the meeting they wish to be heard. The ASCSU Director of Finance shall place all RSOs requesting an appeal hearing on the agenda of a regularly scheduled meeting of the Board under Special Business. Suspensions may be overturned by the Board by a three-fourths majority vote.

Section 5: The ASCSU Senate may overturn a suspension upon passage of a bill to that effect only if the suspended RSO has exhausted the appeal process as outlined in Article VIII, Section 4.

Article IX: Amendment of Bylaws

Section 1: BSOF shall have the power to amend these bylaws by a two-thirds vote of current members with approval of the Senate. No amendment inconsistent with the policies of the Board of Governors of the Colorado State University System shall be effective.