



The Consolidated Students of the University of Nevada, Las Vegas

WAYS AND MEANS OPERATING POLICY

Approved by Senate: 03/06/23

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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:

- Review and oversee financial activities within CSUN.
- 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 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. Presiding over all official meetings
2. Maintaining all agendas and minutes
3. Recording the attendance of the members
4. Voting only in the event of a tie
5. Removing any member who accrues (3) or more unexcused absences, where (3) or more unexcused tardies results in (1) unexcused absence.
 - a. The determination of excusals is made by the Chair

Additional Responsibilities include:

1. Assigning members to the committee
2. Delegating Committee Members to specific roles within the Committee itself
3. Enforcing disciplinary actions for committee members who arrive to meetings late or fail to attend meetings routinely.
4. Assigning 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 Internal Affairs Committee any members who have not completed requested tasks fully and/or in a timely manner
7. Verifying organization membership through the Involvement Center
8. Providing committee members with any organization’s past funding history from CSUN
9. Maintaining and collecting receipts from all funded organizations

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. Recording minutes of official meetings (audio and electronic copies)
2. Assuming the role of Chair in their temporary absence

3. Acting as interim Chair in the case of the permanent absence of the chair, until the Senate has appointed a new one
4. Assisting the Chair in the presentation and discussion of budgets
5. Assisting the Chair in preparation for each meeting
6. Ensuring all Student Organizations have adequate materials including budgets and item quotes to be included in appropriating legislation
7. Assisting the Chair with providing committee members with any organization's past funding history with CSUN
8. Assisting 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 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. 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 regard 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
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
 - a. 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

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. RSO's must be a NSHE Registered Supplier before applying to Ways and Means
4. RSO's 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

B. FUNDING MATERIALS

1. 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
 - 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 (ie. broadcasting, recording, etc.)
 - ii. Cultural apparel, attire, costumes
 - c. Travel – Reasonable inclusions are, but are not limited to:
 - i. Transportation (ie. 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. Conference/Competition Registration (or equivalents as interpreted by the Committee)

C. FUNDING LIMITS

1. Each organization will fall into one of the below tiers with the following criteria:
 - a. Tier 1: 5-25 members; \$3,525 maximum funding
 - b. Tier 2: 26-70 members; \$141 per member maximum funding
 - c. Tier 3: 71+ members; \$10,000 maximum funding
 - i. Membership will be verified by the Involvement Center and will not include Graduate students

- ii. 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, for example, funds for a substantial project that impacts the UNLV community
- 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 of 2021 is marked from July 1st, 2021 – June 30th, 2022
 - 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. The maximum number of travelers to be funded will be held to the following:
 - i. Tier 1: 5-25 undergraduate members in org; maximum number of undergraduate travelers funded – 10
 - ii. Tier 2: 26-70 undergraduate members in org; maximum number of undergraduate travelers funded – 15
 - iii. Tier 3: 71+ undergraduate members in org; maximum number of undergraduate travelers funded – 25
 - b. All travelers funded must be undergraduate students, listed as members of the respective organization on the Involvement Center
- 4. Conference/Competition Registration (or equivalents as interpreted by the Committee) will be funded at no more than 50% of the total cost.
 - a. The maximum number of registrants to be funded will be held to the following:
 - i. Tier 1: 5-25 undergraduate members in org; maximum number of undergraduate registrants funded – 10
 - ii. Tier 2: 26-70 undergraduate members in org; maximum number of undergraduate registrants funded – 15
 - iii. Tier 3: 71+ undergraduate members in org; maximum number of undergraduate registrants funded – 25
- 5. Only one clothing item for every undergraduate member in the organization may be funded. 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
 - a. Organizations may request other clothing items that are pertinent and necessary to the function/purpose of their organizations
- 6. All items funded by the committee to the Organization must not be resold in *any* capacity
- 7. A list of items the Committee typically will not fund includes but is not limited to:
 - a. Food (unless for culturally enriching or culturally educational events)
 - b. Single use items (unless compostable, recyclable, or for public health purposes)
 - c. Greek ritual items
 - d. Websites
- 8. A list of items the committee will not fund includes:
 - a. Advertisements
 - b. Gifts or commemorative items for non-undergraduate students
 - c. Cash Prizes/Scholarships

- d. Canva Pro Subscriptions

D. MEETING ETIQUETTE

1. 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.
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.

E. 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.**

F. 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. Any amount funded to an Organization must be used only in the capacity contained within the properly enacted legislation.
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. Once an Organization has made a purchase with enacted funds, the Organization shall submit spending receipts for every expenditure by June 1st of the current fiscal year. In the event of surplus funds, all remaining funds shall be returned to CSUN by June 30th.
 - a. 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.
 - b. Any organization that does not abide by these conditions will be penalized from applying for funding in the next fiscal year.
9. 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.
10. ***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.***
11. ***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.***