



ASBSU

Financial Code

CHAPTER 3: FINANCIAL CODE

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II. Chapter Overview

A. Purpose and Fiscal Philosophy

1. The Associated Students of Boise State University (ASBSU) receives a designated Student Activity Fee from all fee-paying students and uses these funds to further the core purpose identified in Chapter Overview II.A. This Chapter contains the local policies and procedures that govern the use of these funds.
2. ASBSU and all its Personnel will ensure that all financial decisions are fiscally sound. To create the greatest benefit for the students, ASBSU will further ensure that Student Activity Fee monies are efficiently used in the fiscal year they are collected and strive to maximize the availability of funding for Student Organizations and individual students. All funds will be allocated through a decision-making process that is transparent, fair, and equitable for the students of ASBSU.

B. Definitions

Account: Whenever the word Account appears with a capital “A”, it represents an internal accounting designation used for control purposes. Each Account carries a different Funding source that is used in the Boise State University purchasing process. Accounts are not separate from the perspective of the external financial institution that the University uses, and this allows the Accounts to carry deficit balances without external repercussions. ASBSU Accounts actually refer to budget divisions in the ASBSU Annual Budget—different pools of money allocated to fulfill different purposes. The term Account is used to simplify this Chapter and make it more readily understandable to its audience.

Financial Support Staff: Staff members of or designated by the Vice President of Student Affairs and Enrollment Management for the purpose of assisting in the planning, administration, and execution of the financial needs of ASBSU. This term encompasses the Senior Business Manager for Student Life, the Technical Records Specialists, and others who serve this purpose as a part of their duties.

Funding Decision: A decision by the Student Funding Board regarding a request for funding allocation of ASBSU funds to a Student Organization or individual student through specifically budgeted funding sources referred to as ASBSU Grants.

Grant Applicant: This is the Student Organization or individual student that requests funding from ASBSU.

Grant Recipient: This is a Student Organization or individual student that successfully requests funding from ASBSU. This term applies to all Student Organizations and individual students after a Funding Decision allocates funds for their Grant Request, regardless of whether or not the allocated funds have been spent yet.

Grant Request: This is a formal application submitted to the Student Funding Board to request funding from ASBSU for a specific purpose. Grant requests can be submitted by Student Organizations or individual students.

SFB: Initialism for “Student Funding Board.” Occasionally, “FB” will also represent “Funding Board.”

SFB Chair: The student responsible for leading and directing the Student Funding Board. This term refers to whatever student is acting as the Chair, regardless of whether they formally hold the title or normally serve as the Chair.

SFB Officer: Students serving in an official capacity on the Student Funding Board. This term encompasses all appointed SFB Officer(s), the ASBSU Chief of Staff, the Associate Vice President of Ethics Affairs, and any other ASBSU Officers serving on the Student Funding Board on an interim basis. This term does not include the SFB Chair, however, as they have distinct responsibilities.

FTF: Initialism for “Fast-Track Funding.” A system for processing Grant Requests of \$300 or less more quickly.

III. Budget

A. Student Activity Fee Revenue

1. The funding for ASBSU is collected from the students of Boise State University as a designated Student Activity Fee. A large portion of this funding will be available to fund Student Organizations and individual students and the rest will be used to support the operations of ASBSU.

B. Annual Budget Procedure

1. The outgoing President, Vice President, Chief of Staff, and Associate Vice President of Financial Affairs will collaborate with the Senior Business Manager for Student Life to create the annual budget. This process will include a review of the past fiscal year’s utilization rates, and it will determine if and how much the funding eligibility limit for Student Organizations needs to be adjusted.

2. The Budget proposal will be presented to the Executive Cabinet by the President and must be approved by a two-thirds majority prior to the year-end officer transition.

C. All funds collected by ASBSU that were not accounted for or assigned in the approved budget will be automatically added to the Direct Club Grants Account.

D. Budget revisions will be presented to the Executive Cabinet, as defined in Executive Code II.B. Budget revisions must be approved by a two-thirds majority of the Executive Cabinet.

IV. Funding Model

A. Eligibility

1. Any Student Organization that meets the following requirements will be eligible to receive funding through the SFB.

a. The organization must be recognized as an official University Recognized Student Organization by Student Involvement and hold “active” status as defined by Student Involvement. The organization must have a positive balance in their student organization account prior to having a hearing with the SFB.

2. Any student seeking grant funding from ASBSU on an individual basis will be considered funding eligible if they fulfill all of the following requirements:

a. The individual must be a full fee-paying student.

b. The individual must be in good standing with the University. They must not be on academic probation and must not have lost the privilege of being funding eligible from ASBSU or the Dean of Students Office.

c. The individual must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale. If a Boise State GPA is unavailable, then this requirement will be evaluated based on the cumulative GPA of the last college/university attended, as determined by the Boise State Registrar’s office. If no college GPA is available, the individual’s high school GPA will be used to fulfill this requirement.

B. Characteristics of Funding

1. Grant Funds Are Allocated: When a grant is awarded, the funds will be earmarked for the Grant Recipient but will not be transferred to the Grant Recipient. Purchases are reimbursed out of ASBSU’s Account at the request of the Grant Recipient, using the normal University purchasing processes.

2. If a Grant Recipient fails to use its full award by the time specified by the list below or by the end of the fiscal year's deadlines, whichever is earlier, the excess granted funds become available to other prospective Grant Applicants of the same variety.

a. Event or Travel Request: The specific date of event or travel will be listed on the request and will be the deadline.

b. Meetings/Recurring Events (No Specified Dates): The month of the meeting/meetings/events will need to be specified and will act as the deadline.

c. Promotions/Apparel/Supplies: Six weeks after funds are granted will be the deadline.

3. In order to keep track of events that student organizations plan that the SFB funds, the SFB Chair should assign one SFB Officer to keep track of the events on a calendar that can be shared and published by ASBSU to promote student organizations on campus.

4. If organizations or individuals need an extension for use of their funds, the SFB Chair may be contacted and they will take into consideration the organization or individuals circumstances on a case-by-case basis. The SFB Chair will also contact the Business Office to see if the extension is feasible.

a. If their extension request is denied, they may resubmit with the corrections that will fix the reason for denial.

b. Alternatively, if the request is denied, and the organization or individual chooses to, an appeal can be filed with the Associate Vice President of Ethics Affairs if they feel the denial has no grounds.

5. Repurposing Grant Funds: When a grant is awarded, the funds will be earmarked for the specific event or activity designated in the Grant Request and the funds must be spent on the items and for the event for which the funds were granted. The specific line-item allocations in the budget of the Grant Request and other details such as date or time are binding.

a. Clarifying example: Assume the Economics Association is planning a dinner event and originally budgeted \$200 for food and \$400 for room rental. Assume further that the Economics Association submitted this budget to the SFB in their Grant Request and were awarded \$600. If the Economics Association decides they only need \$350 for the room rental, the remaining \$50 must be returned to ASBSU

6. Spending Grant Funds: Student Organization Grant Recipients will spend money by filling out a purchase or travel request form and using their own account as the Funding Source. Their Account will be reimbursed by the allocated ASBSU grant funds once the expenditure is completed, provided the money was used for the intended purpose. There will be no negative

consequences for the Student Organization if their account balance temporarily goes negative as a result of this process.

7. Grant Recipients will spend money by filling out a purchase or travel request form and using the applicable ASBSU Account as the Funding Source. This enables purchases to be paid directly from the ASBSU Account.

8. Funding Limits: There is a limit to the amount of funding a Student Organization or individual may receive from ASBSU. These limits are reviewed on an annual basis during the budget process and approved by the Executive Cabinet. Funding eligibility is tracked cumulatively over the course of the fiscal year. Full funding eligibility is restored on July 1 each year.

a. Clarifying example: If the total funding limit is \$4,000 and a Student Organization receives and uses a Direct Club Grant in the amount \$600, the same Student Organization could only apply for \$3,400 in Direct Grant funds during that academic year.

9. Retention of Funds: If allocated funds are not used for the express purpose of the Approved Grant Request, ASBSU will retain control of these funds to be reallocated. If allocated funds are spent and the express purpose of the Approved Grant Request is not fulfilled, the SFB may decide to reclaim these funds, depending on the individual circumstances of the grant. The Associate Vice President of Ethics Affairs, Chief of Staff, and Associate Vice President of Financial Affairs will oversee this process.

C. Direct Club Grants

1. Direct Club Grant: A grant that can be used by a single Student Organization to fund an event or activity that benefits the University community or travel for a group of students attending a recognized and appropriate academic forum or appropriate recreational/professional activity that is designated appropriate by the SFB.

2. Total funding eligibility from this source is capped at \$4,000 per Student Organization per academic year. Eligibility can be used in a single Approved Grant Request or through multiple Approved Grant Requests.

3. For any single event or activity, the amount of approved funding per student participant cannot exceed the Individual Grant limit. The SFB will take into consideration the use of funds and ensure efficiency.

4. Direct Club Grants are the primary source of funding for Student Organizations. This funding is readily available so that Student Organizations can focus on achieving their mission instead of fundraising.

5. Funds will be allocated and spent from the ASBSU Direct Club Grants Account.

D. Joint Club Grants

1. Joint Club Grant: up to \$6,000 is available for two (2) or more Student Organizations that want to co-sponsor an event or activity benefiting the University community. The sponsored event or activity must be either on-campus or readily accessible from the Boise campus, and it must be free and open to all students, even if they are not members of any of the sponsoring Student Organizations.
2. Joint Club Grants give Student Organizations the opportunity to plan larger events and activities and encourages Student Organizations to work together.
3. Joint Club Grants cannot be used for Travel or Banquets.
4. The event or activity must promote or support the mission of all Student Organizations involved.
5. Student Organizations that have the same basic purpose and share most of their members cannot receive a Joint Club Grant together if they are the only Student Organizations involved.
 - a. Clarifying example: The Economics Association and the Economics Honor Society would not be able to apply for funding through a Joint Club Grant. The SFB will determine whether applying Student Organizations are dissimilar enough to be eligible for Joint Club Grants.
6. Joint Club Grants do not use up a Student Organization's funding eligibility for Direct Grants with a maximum \$4,000 per academic year; however, each Student Organization may only participate in one (1) approved Joint Club Grant Requests per academic year. An event or travel funded by a Direct Grant may not also be funded by a Joint Grant.
7. Funds will be allocated and spent from the ASBSU Joint Club Grants Account.

E. Individual Student Grants:

1. Individual Student Grant: A grant that can be used by an individual student to provide for transportation, lodging, and other purchases associated with traveling and presenting an original scholarly work in a recognized and appropriate academic forum or appropriate recreational/professional activity that is designated appropriate by the SFB. This grant is designed to help students enrich their educational experience and credentials while simultaneously building the prestige of the University and supporting its research mission. Total funding eligibility from this source is capped at \$800 per student per academic year. If multiple independent students are traveling for the same cause, the amount available to the full group of students shall not exceed the Direct Grant limit.

a. Clarifying example: If a group of 10 students who are independent of a student organization are seeking funding to travel to a conference, they are limited by the \$800 person cap and a cap of \$4,000 on the total for all 10 students. This means only the first 5 students who submit requests to attend this conference will be eligible to receive \$800 per student.

2. Individual Student Grants provide funding for events and activities that may not be directly related to any current Student Organization. These grants may also be used to finance unique opportunities for individual students, provided that the individual's experience is expected to bring a residual benefit to the University community.

a. Individuals who are members of a recognized student organization and traveling to an activity normally associated with that student organization must receive funding out of that organization's direct club account and not from the general individual fund.

3. Funds will be allocated and spent from the ASBSU Individual Grants Fund Account.

V. Student Funding Board

A. Funding Process

1. A Student Organization or individual will submit a Grant Request to the SFB. Requests should be submitted as early as possible because the length of time consumed by the full award and expenditure process varies greatly depending on the complexity of the request. The order in which Grant Requests will be heard will be decided by the Chair.

2. If the Grant Applicant is a Student Organization(s), the Grant Request must be completed by a Club Officer(s) of said Organization(s). At a minimum, the Grant Request must contain a purpose for the funds being requested, a connection to the mission of the Student Organization, and a line-item budget.

3. If the Grant Applicant is applying for an Individual Grant, the Grant Request must be completed by the individual applying for the individual grant. At a minimum, the Grant Request must contain a purpose for the funds being requested, proof that the individual has been accepted to present their individual scholarly work at the proposed academic forum, and a line-item budget.

4. Once a Grant Request has been submitted, the SFB Chair will assign the Grant Request to an SFB Officer. The assigned SFB Officer will serve as an advisor to the Grant Applicant(s) and help them make the Grant Request as complete and clear as possible. The SFB Officer will also inform them of any additional steps they will need to take outside of the funding process and any resources that may be available to help make the activity or event successful.

5. The SFB Chair will schedule a grant review session with the Grant Applicant(s), once the Grant Request has been refined.
6. The Grant Applicant(s) must attend a grant review session to describe and give details of their request to the SFB. The grant review gives the SFB the opportunity to ask questions of the Grant Applicant(s) and allows the Applicant(s) to defend the Grant Request in its entirety. If the Grant Applicant(s) misses its grant review date, a new grant review will be scheduled.
 - a. If the request is a direct or joint request, any officer or representative of the student organization may attend the review session on behalf of the organization to answer questions.
 - b. If the Grant Applicant(s) is unable to attend the grant review session in person, accommodations must be made with the SFB Chair.
7. If two (2) grant reviews are missed without extenuating circumstances the SFB Chair may choose not to schedule another grant review for the same Grant Request.
8. Funding Decisions will not be made in the presence of the Grant Applicant(s) but will be discussed and decided immediately afterwards. The Funding Decision will be communicated to the Grant Applicant as soon as possible and no later than one (1) business day after the grant review. If the SFB reduces the award amount or denies the request, it will provide a thorough explanation to the Grant Applicant(s) when informing them of the Decision.
9. All Funding Decisions may be appealed by filing a Complaint, on either procedural grounds or violation of viewpoint neutrality, to the Associate Vice President of Ethics Affairs following the process in Ethics Code.

B. Fast-Track Funding

1. For grant requests of \$300 dollars or less, the SFB may use an expedited system of approval called Fast-Track Funding (FTF), which works as follows:
 - a. The Associate Vice President of Financial Affairs reviews the request, and if he/she approves the request, then it is forwarded to the Chief of Staff and Associate Vice President of Ethics Affairs.
 - b. If the Chief of Staff and Associate Vice President of Ethics Affairs approve the request, then it is forwarded to the SFB Officers and Shared Business Services.
 - c. If enough SFB Officers approve the request to form a majority of the SFB, and if Shared Business Services has no objections, then the request is approved

2. FTF may be conducted electronically outside regular SFB meetings so long as there is written approval of the request from a majority of SFB members (e.g., email or text).
3. FTF-approved requests are still subject to all other requirements found in this code.

C. Internal Policies and Procedures

1. During the fall and spring semesters, the SFB will have four (4) appointed officers. The Associate Vice President of Financial Affairs will serve as the Student Funding Board Chair. The Chief of Staff and Associate Vice President of Ethics Affairs also serve as voting members of the SFB.
2. When the Legislature is out of session (during the summer), it is the duty of the Associate Vice President of Financial Affairs to call special meetings where the President, Vice President, Associate Vice President of Academic Affairs, Associate Vice President of Inclusive Excellence, and Associate Vice President of Ethics Affairs will act as the interim funding board who will fund clubs and organizations recognized by the university.
3. There must be at least four (4) SFB members present for the SFB to hear Grant Requests or make Funding Decisions. The SFB Chair counts as a member for the purposes of this requirement. Quorum for the SFB is established in Article V, Section 2, of the ASBSU Constitution.
4. All SFB Officers present at a grant review are entitled to one (1) vote per round on the related Grant Request. SFB Officers retain the right to vote in favor of the motion, against the motion, or abstain from voting. The SFB Chair does not vote, but they will cast the deciding vote in the event of a tie. The pass rate is calculated as the yes votes divided by the sum of yes, no, and abstain votes [$Y/(Y+N+A)$].
5. The Chief of Staff will serve as Vice Chair. The SFB Vice Chair will assume the role of the SFB Chair strictly during grant reviews and deliberations in which the standing SFB Chair cannot participate. The regular SFB Chair is expected to continue serving as the liaison between Grant Applicants and the SFB regardless of whether they can join the grant reviews and deliberations. If the Chief of Staff and SFB Chair cannot participate, the Associate Vice President of Ethics Affairs will fill this role.
6. In normal circumstances where the regular SFB Chair is present, the SFB Vice Chair serves in the same capacity as the other SFB Officers and has no additional authority.
7. If the SFB Chair and the SFB Vice Chair are both absent from a meeting, the Associate Vice President of Ethics Affairs chairs that meeting.
8. Meeting Time: The SFB will schedule meetings for a total of at least two (2) hours per week at a consistent time to be determined at the beginning of each semester. If there are no pending

Grant Requests that need to be heard or discussed, the SFB Chair may cancel a meeting. If there is a surplus of urgent and pending Grant Requests, the SFB Chair may schedule a special meeting or extend an existing meeting for the SFB.

9. For regularly scheduled meetings, absence and tardiness will be excused if they are related to a death in the family, personal illness, University events, or other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period.

10. For special meetings of the SFB, absence and tardiness will be excused for any pre-existing obligations as long as the SFB Chair is notified when or shortly after they schedule the meeting. Absences and tardiness will also be excused if they are related to a death in the family, personal illness, University events, or emergencies.

11. The Associate Vice President of Ethics Affairs will determine what specific circumstances are acceptable reasons for absence and tardiness on a case-by-case basis.

12. The SFB will not allocate more than 65% of money budgeted for Direct Club Grants, Joint Club Grants, or Individual Grants for activities and events that occur during the Fall Semester. This restriction applies to each fund separately. Funds that were allocated by the SFB in the Fall to be used in the Spring Semester would not count toward the 65% restriction. This 65% restriction should not be interpreted as an ideal allocation goal for the SFB, but rather an extreme upper limit to ensure Grant Applicants have equitable access to funding throughout the year. This restriction shall be overseen and enforced by the Associate Vice President of Financial Affairs.

a. Clarifying example: The Direct Club Grants Account could not be fully allocated (100%) to Fall activities and events just because no money was allocated to Fall from the Joint Club Grants budget division.

13. This restriction does not apply to other funds that are allocated to Grant Applicants by the SFB, nor does it apply to the individual eligibility of a club.

14. The SFB will consider the following characteristics of each Grant Request when making Funding Decisions:

- a. The Funding Guidelines established in Section VI
- b. Number of students that will benefit from the activity or event
- c. Uniqueness of the activity or event
- d. Economical use of funds
- e. Amount of funding already received from ASBSU

f. Other sources of funding pursued and received

15. Fundraising is not a requirement for receiving grant funding from ASBSU. To ensure limited resources are used as efficiently as possible, Grant Applicants are encouraged to pursue other sources of funding that may be readily available, especially for larger requests.

a. Clarifying example: Some conferences offer scholarships or subsidies to encourage attendance; in such a case, the SFB would look more favorably upon a Grant Applicant(s) who applied for the scholarship than one who did not. Conversely, Grant Applicants would not be expected to hold an arbitrary fundraising event like a t-shirt sale or car wash in order to provide snacks at their meetings.

16. Financial Need and Scarcity: The SFB will not consider a Student Organization's Account balance when making Funding Decisions unless funds in the relevant grant fund Account are deemed Scarce. This condition of Scarcity exists if the grant fund Account's year-to-date usage is 10% or more ahead of schedule in terms of the annually budgeted amount.

a. Clarifying example: If the academic year is 25% complete and 35% or more of the Account's total budget has actually been spent, and not just allocated, resources in that Account would be considered Scarce.

17. When resources in a specific grant fund Account are Scarce, the SFB is empowered and encouraged to consider the financial need of the relevant Grant Applicants when making Funding Decisions. The existence or nonexistence of Scarcity for each grant fund Account will be determined by the Chief of Staff on a weekly basis.

18. The SFB can decide to approve a Grant Request as is and award the full amount of funds; approve it with modifications; return the Grant Request to the Grant Applicant due to incomplete information and ask them to revise the request and reapply; or deny the Grant Request entirely. Formally, these actions are Approve, Approve with Revisions, Return for Revision, and Deny, respectively.

19. The SFB will loosely follow Robert's Rules of Order when making Funding Decisions. An SFB Officer will move to take one of the actions described above on a particular Grant Request. The motion must be approved by a simple majority. If the motion is approved, then the action becomes the official Funding Decision on the Grant Request in question. If the motion is denied, the SFB will return to deliberations until a new motion is proposed.

20. During a hearing, the SFB Chair does not vote except to break a tie.

21. If the final Funding Decision is anything other than complete Approval, the SFB must provide a brief oral explanation to the Grant Applicant when informing the Applicant of the Decision and/or a written explanation within 24 hours.

22. Minutes will be taken for all SFB grant reviews by the Chief of Staff, or designee, unless these parties are unable, in such cases the SFB Chair shall determine who will take minutes at the start of the meeting. Minutes will be made available to the public within one (1) week of being taken.

D. Viewpoint Neutrality

1. Grant applicants will not receive favorable or unfavorable treatment in the funding process because they advocate a particular opinion. Further, Grant Applicants will not be discriminated against on the basis of age, race, ethnicity, religion, sex, national origin, ancestry, disability, veteran status, political affiliation, sexual orientation, gender, or gender expression. All grant requests will be evaluated using the criteria in Financial Code IV.B and follow the procedural requirements outlined in IV.A. Funding Decisions that meet these requirements are considered viewpoint neutral.

2. All ASBSU Personnel responsible for making Funding Decisions will receive viewpoint neutrality training before reviewing or evaluating any Grant Request. This training is considered sufficient only until the end of the current fiscal year. If an ASBSU Personnel is reappointed or re-elected in a later year, they must receive viewpoint neutrality training again.

3. All Funding Decisions must be made in a viewpoint neutral manner as defined above. If a Grant Applicant believes that their Funding Decision violated viewpoint neutrality, they can appeal the decision to the APEA by filing a Complaint. If it is determined that the decision was not made in a viewpoint neutral manner, that decision and all actions taken to execute that decision are null and void.

4. If an SFB Officer or the SFB Chair is affiliated with a Student Organization Grant Applicant, they must remove themselves from the grant review and deliberations about the related Grant Request. The conflicted individual will continue to serve in their normal capacity for all other Grant Requests. If the recusal(s) deprives the SFB of quorum, the SFB Chair may appoint another viewpoint neutrality-trained ASBSU Personnel to serve on the SFB solely to make this Funding Decision.

5. Serving as an advisor to a Grant Applicant during the application process does not create a conflict of interest. The advising SFB Officer is required to remain impartial throughout the process.

6. If the SFB Chair recognizes or is informed that an individual SFB Officer(s) may be violating viewpoint neutrality, they will make reasonable efforts to ensure that the decision of the full SFB is made in a viewpoint neutral manner. These efforts may include temporarily suspending the potentially offending Officer(s) from the SFB until the Funding Decision in question has been made. If the temporary suspension(s) deprives the SFB of quorum, the SFB Chair may appoint another viewpoint neutrality-trained ASBSU Officer(s) to serve on the SFB solely to make this Funding Decision.

7. Temporary suspensions are not an indication of wrongdoing, and there are no other immediate or automatic consequences for the suspended SFB Officer. Temporary suspensions serve as a precautionary measure to ensure Grant Applicants receive equitable treatment. At the option of the SFB Chair, the alleged violation may be referred to the Associate Vice President of Ethics Affairs for a judgment. The Associate Vice President of Ethics Affairs will not consider the temporary suspension in making this judgment.

8. If an SFB Officer or Chair believes the SFB as a whole or an individual SFB Officer(s) is violating viewpoint neutrality, it is their responsibility to express their concerns during the SFB deliberations so that all SFB Members are aware of the situation and proactive measures can be taken. If this action appears insufficient to prevent an unfair Funding Decision, or if an unfair decision has already been made, the SFB Officer or Chair must file a Complaint with the Associate Vice President of Ethics Affairs within three business days of the decision.

9. If it is determined that the SFB Officer or Chair did in fact violate viewpoint neutrality, the offending individual may be impeached and removed from any and all offices and positions held in ASBSU, including appointments on University committees. The offending SFB Officer or Chair may also lose the right to compensation due from ASBSU.

E. Duties and Responsibilities of the SFB Chair

1. Coordinate and conduct SFB meetings to hear and review Grant Requests. The SFB Chair may only have two (2) unexcused absences per semester. Excused absences are defined in Financial Code.

2. Serve as the initial point of contact and liaison between Grant Applicants and the SFB.

3. Assign newly received Grant Requests to a specific SFB Officer for advising purposes.

4. Receive appropriate viewpoint neutrality training and adhere to the policy.

5. Temporarily suspend SFB Officers who may be violating viewpoint neutrality and take other proactive steps as needed.

6. Oversee SFB Officers and ensure they are fulfilling their duties. If an SFB Officer misses more than 2 meetings, it is the responsibility of the SFB Chair or another SFB Officer to file a Complaint with the Associate Vice President of Ethics Affairs.

7. Vote only when it is necessary to break a tie.

8. Approve all brief written explanations submitted in defense of all Funding Decisions other than complete Approvals.

F. Duties and Responsibilities of all SFB Officers

1. Attend all meetings of the SFB. Only two (2) unexcused absences are allowed per semester. Excused absences are defined in Financial Code.
2. If the SFB Chair has more than two (2) unexcused absences in a semester, the SFB Officers must communicate with each other and ensure that a Complaint is filed with the Associate Vice President of Ethics Affairs.
3. Receive appropriate viewpoint neutrality training and adhere to the policy.
4. Review and evaluate all Grant Requests where there is not a conflict of interest.
5. Serve as an advisor to individual Grant Applicants that are assigned to them by the SFB Chair. This advisory role has three (3) separate responsibilities:
 - a. Helping the Grant Applicant make the grant request as complete and code-compliant as possible
 - b. Informing the Grant Applicant of any additional steps they will need to take outside of the funding process and of any resources available to help make the activity or event successful
 - c. Being consistently available as a resource to answer any funding questions the Grant Applicant may have.
6. Listen to all Grant Applicants explain their Grant Request in a grant review.
7. Deliberate and cast one (1) vote on SFB motions.
8. Create a brief written explanation for each Grant Applicant they advise if the ultimate Funding Decision is not complete Approval. The explanation will be approved by the Chair and sent to the applicant within 24 hours.

G. Establishing an Interim Student Funding Board

1. When the Legislature is out of session (during the summer), it is the duty of the Associate Vice President of Financial Affairs to call special meetings where the President, Vice President, Associate Vice President of Academic Affairs, Associate Vice President of Inclusive Excellence, and Associate Vice President of Ethics Affairs will act as the interim funding board who will fund clubs and organizations recognized by the university.
2. The Interim SFB will accept Grant Requests starting at the beginning of the Summer Semester.

3. The Interim SFB will only hear and decide on Grant Requests for activities or events that occur within or before the first four (4) weeks of the upcoming Fall Semester. Grant Requests for activities or events that occur later than this will be heard by the regular SFB. Exceptions can be made for activities or events only when expenditures must be made far in advance (i.e. travel).

H. ASBSU Sponsorship

1. Grant recipients must prominently post at their events three or more posters (exact number chosen by the Associate Vice President of Financial Affairs) with the following elements and requirements.

a. Posters must be at least 8.5 x 11 inches in diameter and must include the ASBSU logo in color.

b. Posters must, in a clear and professional font, in Boise State University brand standard and include:

THIS EVENT IS FUNDED IN WHOLE OR IN PART BY THE ASSOCIATED
STUDENTS OF BOISE STATE UNIVERSITY

c. Posters must include the event's grant number, but reusable alternatives can be used with the approval of the Associate Vice President of Financial Affairs

d. All required elements must take up as much space on the page as possible

e. Further details and design requirements may be specified by the Associate Vice President of Financial Affairs.

2. The SFB must verify that the posters are prominently displayed at the event and meet the specifications outlined in this section. Grant recipients that do not comply with these requirements may become ineligible to receive further grants.

VI. Funding Restrictions for SFB Decisions

A. Use of an official template

1. All student organizations and individuals applying for funding are required to use the ASBSU and SFB provided excel budget template. Failure to utilize this template will result in the automatic denial of a grant.

B. Food

1. The SFB may consider funding food for student organization events.

2. All requests for food at events must include details regarding the expected level of student participation, either through the grant application or grant hearing. The minimum level of student participation at events with food funded by ASBSU is 50%.

a. A lecture style event in which a speaker presents to an audience with minimal audience-presenter interaction will not be eligible for food covered by ASBSU funding under any circumstance.

b. Examples of acceptable events with at least 50% student participation include panels where students ask questions of panelists, club meetings, ceremonies in which students are receiving honors, networking events, etc.

C. T-Shirts and Apparel

1. The SFB may provide funding for T-Shirts and promotional Apparel under the following procedure: All members receiving T-Shirts or other promotional Apparel will be required to contribute a minimum of \$5 towards their shirt and/or apparel and the SFB will then consider funding a maximum of \$10 towards each T-Shirt or Apparel item after this member buy-in is accounted for. Under no circumstances will the SFB fund more than \$10 towards T-Shirts and Apparel.

2. The SFB shall choose only one promotional apparel item per organization to fund per year. This would include deciding between hats and t-shirts or between hats and novelty socks.

D. Promotions

1. Promotional items are defined as items displaying an organization's name or logo with the purpose to increase awareness of an organization's mission, accomplishments, upcoming events, etc.

2. The SFB will consider funding a maximum of \$125 per student organization per year for larger banners and promotional items. Under no circumstances will the SFB fund reservation costs for information desk screen advertisements.

3. The SFB will consider funding a maximum of \$50 in handouts (e.g. buttons, stickers, wrist-bands, etc.) per student organization per year.

E. Trophies and Gifts

1. The SFB will not fund trophies and/or prizes/awards for ordinary on-campus competitions and/or events. The SFB may consider funding awards for larger conferences that reach a regional or national audience and promote Boise State.

2. Graduation regalia to recognize graduating students of a recognized student organization will be capped at \$10 per cord.

3. All other gifts will be considered on a case-by-case basis with a very conservative approach to funding them (i.e. there must be an exceptionally purposeful justification for utilizing SFB funding to provide a gift to any student).

4. The SFB will not fund certificates of membership for organizations. This will be seen as a buy-in for members to be a part of the organization.

F. Contracts

1. No verbal or written contracts to expend ASBSU funding may begin prior to receiving an ASBSU grant. The funding request process must take place before any purchase requests are submitted, evaluated, and decided by the Student Involvement and Leadership Center.

VII. Internal Financial Procedures

A. Financial Support Staff and Reporting

1. Shared Business Services provides Financial Support Staff to assist ASBSU. This staff consists of University employees that are supervised by the director, manager, or other staff member of Shared Business Services, or their designee. The Financial Support Staff helps ASBSU by approving purchase and travel requests, disbursing funds, and completing other tasks related to the financial operations of ASBSU and Student Organizations. ASBSU may transfer funds for the cost of this support as part of the Annual Budget.

2. The Financial Support Staff will issue and deliver a financial statement for each funding eligible Student Organization to each organization on a regular basis. Student Organization statements will be made available to ASBSU Officers upon request. The financial statement is a current report showing a starting balance, deposits, payments, and the account ending balances for the organization's account. Additionally, this statement includes the amount of approved and outstanding grant allocations, and the remaining amount of annual funding eligibility that they may apply for. These last two items will be provided to the Financial Support Staff by the ASBSU Chief of Staff. This information is also available as an accounting statement within ASBSU records that are posted and regularly reconciled.

3. The ASBSU Chief of Staff will work with the Financial Support Staff to develop and maintain a reporting format and methodology that efficiently conveys clear, relevant, and accurate financial information to Student Organizations and the students of the University.

4. The Financial Support Staff will provide reports to the ASBSU Executive Cabinet, Student Funding Board, Chief of Staff, or other Officer on the financial status of ASBSU within a reasonable amount of time upon request.

B. Compensation for ASBSU Personnel

ASBSU Revised Financial Code 2023

1. ASBSU paid personnel will receive pay compensation on an hourly wage basis. The hours each position works goes as follows:

- a. President: 25 Hours
- b. Vice President: 20 Hours
- c. Government Relations Officer: 15 Hours
- d. Chief of Staff: 15 Hours
- e. Associate Vice President of Inclusive Excellence: 15 Hours
- f. Associate Vice President of Student Relations: 10 Hours
- g. Associate Vice President of Academic Affairs: 12 Hours
- h. Associate Vice President of Financial Affairs: 10 Hours
- i. Associate Vice President of Ethics Affairs: 15 Hours
- j. Funding Board Officer: 5 Hours

2. Changes in the amount of ASBSU hourly wages and in the amount of hours for all paid positions will not take effect until the next regular term of office or the next fiscal year, whichever is later.

3. Changes in the pay must be signed by the ASBSU President before the Annual Budget is approved to be effective for the next fiscal period.

4. The Director of Student Involvement and Leadership Center, with the ASBSU President, will verify hours of each paid ASBSU Personnel during their pay period.

C. Financial Compliance and Authorization

1. Executing the Annual Budget

- a. The contact person listed on each line of the Annual Budget has the sole authority to spend those funds. If no contact person is listed, the ASBSU President, or designee, has the sole authority to spend funds indicated on that line.
- b. When the authorized individual initiates an expenditure, they must notify the Chief of Staff. The SFB grant accounts are exempted from this requirement.
- c. To spend money from the ASBSU Sponsored Projects Account, a bill must be passed by the Executive Cabinet. The bill will describe how the proposed use furthers the purpose of ASBSU and will contain a line-item budget of the specific purchases.

2. Financial Compliance

- a. All expenditures of ASBSU funds must comply with University, State, and Federal law and policy. All transactions will be approved by Student Involvement, but may be escalated by SBS to the office of the University Vice President of Student Affairs and Enrollment Management for further review.

- b. All ASBSU expenditures will be initiated by the individual responsible for the event or purchase and submitted to the Financial Support Staff. The Financial Support Staff will check each request for compliance. If the requested expenditure is permissible, the Financial Support Staff will follow University policies and procedures for authorization and processing.
- c. The individuals initiating ASBSU expenditures are solely responsible for providing all necessary paperwork and documentation required.
- d. All ASBSU contracts must comply with University and State of Idaho policies and procedures. ASBSU contracts must be signed by the Vice President for Student Affairs, or their designee.