

# Club Support Funding Policy Manual



ASSOCIATED STUDENTS OF THE UNIVERSITY OF NEVADA  
DEPARTMENT OF CLUBS AND ORGANIZATIONS

<http://www.nevadaasun.com/get-involved/clubs-organizations/ClubsOrgs.html>

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## CHAPTER I. STATEMENTS

### **Title A. ASUN DEPARTMENT OF CLUBS AND ORGANIZATIONS**

The purpose of the ASUN Department of Clubs and Organizations is to execute the laws and functions related to the affairs of Clubs and Organizations, and those of the Department while managing the affairs and serving as a resource of all ASUN recognized clubs and organizations. The authority is granted by the Statutes of the Associated Students (SAS 202)

### **Title B. THE CLUBS AND ORGANIZATION COMMISSION**

The Clubs and Organizations Commission is composed of all club commissioners and headed by the Director of the Department of Clubs and Organizations. The Commission examines applications for club recognition and may recommend to the Director that petitions be accepted. The Commission hears and approves requests for funding from ASUN recognized clubs and organizations.

### **Title C. PURPOSE OF CLUB SUPPORT FUNDING**

The purpose of Club Support Funding is to assist ASUN recognized student clubs and organizations in supporting on campus student events, enriching leadership and learning opportunities, and providing resources for organization infrastructure. Club Support Funding is designed to supplement the independent fundraising engagements of recognized clubs and organizations.

### **Title D. POLICY MANUAL**

The purpose of this Policy Manual is to create a transparent system for the allocation and distribution of Club Support Funds to ASUN recognized student clubs and organizations while maintaining the flexibility and adaptability of the ASUN Department of Clubs and Organizations to meet the needs of these groups while maintaining effective financial practices.

### **Title E. POLICY APPLICATION AND AUTHORITY**

All policies stated in this manual shall apply to all matters regarding the hearing of requests for club support funding, allocation of funds by the ASUN Clubs and Organization Commission, orders issued by the Director of Clubs and Organizations and/or the Club Support Funding Administrative Assistant, implementation of allocated funds by clubs and organizations, and all other issues related to the funding of ASUN recognized clubs and organizations by ASUN.

### **Title F. GENERAL DEFINITIONS AND TERMS**

#### *Section 1. Group, Club, and Organization*

The words “group,” “club,” and “organization” are interchangeable terms used within this document which refer to those assemblies of undergraduate students

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at the University of Nevada, Reno (“the University”) recognized by the Associated Students of the University of Nevada (“ASUN”). These terms may also, at times, refer to such assemblies which are in the process of applying for recognition or which have not been recognized, but which are in some way affiliated with the University and its campus. Should clarification of these references be required, the Director of Clubs and Organizations (“the Director”) shall make such clarification or may seek an opinion from the Commission on Clubs and Organizations (“the Commission”).

## *Section 2.*        **Tier**

The word “Tier” refers to a categorization of costs or expenses expected to be incurred for an event, activity or investment in resources by a club or organizations which are to be funded, in whole or in part, by ASUN.

## *Section 3.*        **Capital Expenditure**

A “capital expenditure” is a cost or expense for an item which has a sale value of greater than \$100 and which has an expected useful life of three (3) or more years.

## *Section 4.*        **Capital Item**

A “capital item” is an item which requires a capital expenditure.

## *Section 5.*        **Event**

An “event” shall be defined as an activity, or a repeated activity, hosted by an ASUN recognized organization.

## *Section 6.*        **On-Campus Event**

An “on-campus event” is an event or activity which is held on the grounds of the University of Nevada, Reno campus-proper.

## *Section 7.*        **Club Support Funding**

“Club Support Funding” is any ASUN funds requested by a club and approved by the Commission for a specified use.

## *Section 8.*        **Club Support Funding Hearing**

“Club Support Funding Hearing” is the name of the meeting at which approval of Club Support Funding takes place

## *Section 9.*        **Funding Periods**

“Funding periods” are blocks of time during which Club Support Funding may be used. The dates of funding periods are determined by the Director of Clubs and Organizations for the fiscal year.

## *Section 10.*       **Fiscal Year**

A “fiscal year” is the financial time period that the Department of Clubs and

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Organizations follows in order to disperse Club Support Funding. The Department follows the fiscal year as set forth by the University of Nevada. The start date for each fiscal year is July 1.

## *Section 11.*      **Remitted Funds**

“Remitted funds” refers to the Club Support Funding that was approved by the Commission. However, the funding was not spent and later requested to not count towards the tier cap for that organization.

## *Section 12.*      **Funding Request, Funding Application**

The words “funding request” and “funding application” are interchangeable terms used within this document which refer to the petition of Club Support Funding.

## *Section 13.*      **Type of Funding Requests**

There shall be two types of funding requests: standard requests and emergency requests.

Standard requests are those requests submitted prior to the submission date and time for inclusion during one of the Club Support Funding Hearings.

Emergency requests are those requests heard at any time outside of the Funding Request Hearings as set by the Department. Emergency Requests shall be limited to the Tiers 2, 3, 4, and 5 and shall be placed on the Department’s agenda for the next eligible meeting of the Commission. Those clubs making requests under the Emergency request assumes the responsibility of providing sufficient evidence to the Commission that the situation was an unforeseen occurrence. Poor or improper planning or lack of ASUN recognition shall not be acceptable justification for requesting Emergency funding.

## *Section 14.*      **Event Budget**

An organization’s “event budget” refers to the total amount of all products and services needed to produce and run a pre-determined program.

## *Section 15.*      **Gift In Kind**

“Gift In Kind” donations are charitable contributions to a club where the value of donation is recorded through the Central Station office.

## **CHAPTER II.      STRUCTURE OF FUNDING**

### **Title A.      ESTABLISHMENT OF TIERS**

#### *Section 1.*      **Funding Tier Classifications**

There shall be five (5) tiers under which funds shall be classified: Tier 1, Tier 2, Tier 3, Tier 4 and Tier 5. Funds shall be classified based upon factors including, but not limited to:

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- 1) The audience served by the use of funds
- 2) The location of the event being funded or at which items purchased shall predominantly be utilized
- 3) The nature of the items to be purchased with funds
- 4) The purpose of the event

Requests submitted to the Commission shall provide a proposed classification, but the Commission reserves the right to reassign requests to the tier deemed most appropriate during Club Support Funding hearings

## *Section 2.*      **Tier 1 Funding**

Tier 1 is for requests to fund on-campus events by clubs and organizations. To qualify for this tier, events must be open to all undergraduate students of the University. All events must be actively and successfully marketed to students outside the organization's standard demographic.

## *Section 3.*      **Tier 2 Funding**

Tier 2 is for requests to fund direct expenses related to travel. Travel paid for under this tier must in some way enrich leadership, academic, professional, or athletic development towards the club's mission statement.

Items qualifying should be consumable in nature and may include, but are not limited to: travel to and from and registration for conferences, competitions, and seminars. Lodging will not be funded partially or in whole.

## *Section 4.*      **Tier 3 Funding**

Tier 3 is for on-campus events, which do not actively involve the greater student population but enriches leadership, academic, professional, or athletic development for a select group of students that works towards achieving the club's mission statement.

Items qualifying should be consumable in nature and may include, but are not limited to: expenses related to on-campus speakers that are attended primarily by the club's standard demographic.

## *Section 5.*      **Tier 4 Funding**

Tier 4 is for requests to fund the purchase of items that will assist in building club infrastructure, recruitment, and membership retention, or provide for general program or membership development.

Items funded may include, but are not limited to, materials and service fees for retreats, promotional items, and general supplies.

## *Section 6.*      **Tier 5 Funding**

Tier 5 is for requests related to providing service or community outreach to the surrounding community. Items funded in this Tier should directly engage club members or participants in the community through democratic civic engagement



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opportunities.

Items funded shall directly relate to the service event. Food may only be funded if it directly benefits the service event.

## **Title B. ANNUAL TIER CAPS AND RESTRICTIONS ON FUNDING**

### *Section 1. Keeping Track of Club Support Funding*

If an organization is allocated funding, those funds shall count towards the yearly cap placed on that tier. In the event that the funds are not used, in part or in whole, the total amount allocated, will be applied to the yearly tier cap.

### *Section 2. Tier 1 Funding Cap for Standard Requests*

No club or organization shall be allocated more than eight-thousand (8,000) dollars under the Tier 1 during the course of a full fiscal year. For each recognized club or organization, the sum of funds allocated under the Tier 1 during all Fall Funding Periods shall not exceed four-thousand (4,000) dollars and the sum of funds allocated under the Tier 1 during all Spring Funding Periods shall not exceed four-thousand (4,000) dollars. Funds not allocated during the Fall Funding Periods shall not carry over to subsequent periods.

### *Section 3. Tier 2 Funding Cap for Standard Requests*

No club or organization shall be allocated more than two thousand (2,000) dollars under Tier 2 during the course of a full fiscal year.

### *Section 4. Tier 3 Funding Cap for Standard Requests*

No club or organization shall be allocated more than five hundred (500) dollars under Tier 3 during the course of a full fiscal year.

### *Section 5. Tier 4 Funding Cap for Standard Requests*

No club or organization shall be allocated more than one thousand (1000) dollars under Tier 4 during the course of a full fiscal year.

### *Section 6. Tier 5 Funding Cap for Standard Requests*

No club or organization shall be allocated more than two hundred and fifty (250) dollars under Tier 5 during the course of a full fiscal year.

### *Section 7. Tier Funding Cap for Emergency Requests*

In the event that an Emergency Request is approved by the Commission, the total funds shall not exceed the following amounts dependent on the tier:

- a. Funds allocated under Tier 2 for such a request shall not exceed two thousand (2000) dollars
- b. Funds allocated under Tier 3 for such a request shall not exceed two hundred (200) dollars
- c. Funds allocated under Tier 4 for such a request shall not exceed three hundred (300) dollars
- d. Funds allocated under Tier 5 for such a request shall not exceed one

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hundred (100) dollars

## *Section 8.*      **Non-Perishable Items or Goods**

The Commission reserves the right to mandate clubs and organizations to securely store items or goods purchased with club support funding in Commission-approved location(s).

## *Section 9.*      **Charging for Attendance**

Should a cover fee be charged to attendants, the Commission reserves the right to implement a stipulation on the request related to the fee charged of students.

## *Section 10.*     **Fundraising Events**

On-campus events in which monies are being exchanged for event admittance shall be considered Tier 1 events if the monies raised do not directly benefit the clubs infrastructure or club recruitment, and shall be considered Tier 4 events if the monies directly contribute to club infrastructure or recruitment. An event considered to be Tier 1, must still follow all regulations as described in Chapter II, Title A, Section 2.

## *Section 11.*     **Events Co-Sponsored by Two or More ASUN Recognized Organizations**

Clubs and organizations that collaborate together to produce an event or a series of events are allowed to request for club support funding for the same event. Club support funding shall be limited to four thousand (4,000) dollars per event, regardless of the number of ASUN recognized organizations.

## *Section 12.*     **Food and Beverage Requests**

Food and beverage may be funded under all Tiers except for the following situations:

- 1) Under Tier 4 food and beverage may only be funded for open recruitment events, and at a rate of one (1) event per semester, and for fundraising events.
- 2) Food and beverage will not be funded for club meetings, or closed dinners/catering for clubs members.
- 3) Food and beverage will be funded for workshops, lecture series, or similar events at a rate of two (2) per semester.

## *Section 13.*     **Items Not Funded**

The following are items or uses for which funding shall not be granted:

- 1) Alcohol
- 2) Lodging
- 3) Capital Items, with the exception of table banners as referred to in Chapter II, Title C, Section 11
- 4) Weapons or Firearm Ammunition
- 5) Direct donations or contributions (A service or product must be rendered for

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- all monies disseminated)
- 6) Retroactive funding
- 7) Illegal activities or supplies
- 8) Grants, compensation, or wages
- 9) Cost of promotional items that honor, thank or congratulate an individual or group
- 10) Transportation costs for an individual or group engaged in class work requirements or job hunting
- 11) Enrollment in university courses, academic requirements, or required academic activities
- 12) Legal services or bail bond funds
- 13) Duplication of services which the University provides for free or at a discounted rate
- 14) Items deemed cash or petty-cash by the ASUN Accounting Office or the University Controller's Office which are outside of the Nevada System of Higher Education (NSHE).

## *Section 14.*      **Event Date within Funding Request Hearings**

The date of the event for which funded items or services are purchased shall determine the Funding Hearing at which a request for such funds must be made and the Funding Period in which they must be utilized, unless otherwise stated in these policies. Should an event's date overlap two Funding Periods, the request related to the event must be made at the earliest Funding Hearing.

## *Section 15.*      **Expended Funds during a Funding Period**

Funds allocated to clubs may only be expended during the Funding Period for which they have been granted. Funds not utilized by the date set for expiration shall be immediately remitted to the Club Support Account.

## *Section 16.*      **Early Approval for Tier 1**

A request made under Tier 1 for an event whose date falls within the first 21 days of a Funding Period may be approved at the Club Support Funding Hearing prior to the one in which the event's date would normally be placed. These requests must be made through the standard submission process as outlined in Chapter III. Requests made under this exception assume the additional responsibility of providing evidence to the Commission that early approval is warranted.

## *Section 17.*      **Early Approval for Tier 2**

A request made under Tier 2 for the purpose of purchasing travel vouchers or paying fees associated with participation in an event may be approved at the Club Support Funding Hearing for the Funding Period prior to the one in which the event's date would normally be placed in. These requests must be made through the standard submission process as outlined in Chapter III. Requests made under this exception assume the additional responsibility of providing evidence to the Commission that early approval is warranted.

## *Section 18.*      **Membership Requirement**

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All recognized clubs and organizations requesting funding from ASUN must have a membership that is primarily of University of Nevada students. The membership must be at the minimum of 80% of the total student organization membership must follow the membership requirements listed in the Department Procedures Manual. Failure to adhere to the requirement will result in denial of a funding request.

## **Title C. FORMULAS AND FUNDING CAPS FOR COMMON ITEMS**

### *Section 1. Matching Fund Formula*

With Tier 1, Tier 2, and Tier 3 there shall be a matching fund formula that clubs must adhere to in order to receive funding.

- 1) Under Tier 1, the following matching formula shall apply:
  - a) A club or organization must raise and deposit 40% of the related event budget into their ASUN club account or show sponsorship with proof of at least 40% of the related event budget from an entity outside of the University account system.
- 2) Under Tier 2, the following matching formula shall apply:
  - a) A club or organization must raise and deposit 40% of the related event budget into their ASUN club account or show with proof of at least 40% of the related event budget or travel costs from an entity outside of the University account system.
- 3) If the requesting club or organization cannot provide proof through supporting documentation or has not deposited the appropriate amount of funds by the set deadline of the request Funding Hearing, then the amount of Club Support Funding approved shall reflect the balance in the club account.
- 4) Requested funding through the Department may not serve as the primary source of funding for a club or organization's event(s).
- 5) Clubs will be responsible for a maximum of 40% of the tier cap (i.e. For a Tier 1 \$4,000 cap, clubs will be responsible for at most \$1,600. For a Tier 2 \$2,000 cap, clubs will be responsible for at most \$800. For a Tier 3 \$500 cap, clubs will be responsible for at most \$200.)
- 6) Clubs may use Gift In Kind contributions to supplement 25% of the related event budget under all Tiers. Each Gift In Kind donation may be used for one funding application per funding period. Each Gift In Kind donation monies cannot be split to accommodate for more than one funding application. The Gift In Kind forms must be completed by the same date as when the 60% of the related event budget monies are due to the Central Station per funding period.

### *Section 2. Vehicle Fuel Rates Funding Cap*

Requests for vehicle fuel shall be funded at the current state mileage reimbursement rate determined by the State of Nevada Department of Administration. <http://budget.nv.gov/Policy-Directives/>

### *Section 3. Apparel Rate Funding Cap*

The Commission shall use the following standard rates for items of apparel:

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- 1) Plain t-shirts that will not be screen printed or embroidered shall be funded at a rate of four (4) dollars per item
- 2) Plain sweatshirts, sweatpants, or any similar outer garment that will not be screen printed or embroidered shall be funded at a rate of ten (10) dollars per item
- 3) Screen printed t-shirts, polos, uniforms, or jerseys shall be funded at a rate of six (6) dollars per item
- 4) Embroidered shirts, polos, uniforms, or jerseys shall be funded at a rate of eight (8) dollars per item
- 3) Sweatshirts, sweatpants, or any similar outer garment shall be funded at a rate of fifteen (15) dollars per item

#### *Section 4.*      **Use of the University of Nevada Name**

If ASUN recognized clubs will be advertising any recruitment, program, meeting, or event(s), the organization is encouraged to use the terms “Nevada”, “UofN”, or “The University of Nevada” when referring to the university.

#### *Section 5.*      **Apparel Design Approval**

If Club Support Funding is used to purchase apparel, a design must be submitted prior to use of Club Support Funding. Until approval is received, funds may not be used. The ASUN logo must be visibly placed, be no smaller than two (2) inches by two (2) inches in size, and comply with the Press Kit on use of the ASUN logo. Any plain material items in which will not have a design, logo, or other promotional item screen printed or embroidered onto the material are exempt from the ASUN logo requirement. The Commission reserves the right to alter designs and logo requirements.

#### *Section 6.*      **Copy Funding Cap**

The Commission shall use the following standard rates for copies:

- 1) Color copies, set on all stocks, shall be funded at a rate of \$0.25 per page.
- 2) Black-and-white copies shall be funded at a rate of \$0.10

#### *Section 7.*      **Airline Ticket Rates Funding Cap**

Airline tickets shall be funded at a rate not to exceed seven hundred and fifty (750) dollars per ticket per person.

#### *Section 8.*      **Catering Funding Cap**

Catering shall be funded at a rate not to exceed twenty (20) dollars per person.

#### *Section 9.*      **Conference Registration Funding Cap**

Individual conference registration shall be funded at a rate not to exceed two hundred fifty (250) dollars per person.

#### *Section 10.*     **Pizza Funding Cap**

Pizza shall be funded at a rate not to exceed ten (10) dollars per item.

#### *Section 11.*     **Table Banner Cap**

Table banners for the use of promoting club recruitment shall be funded at a rate

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not to exceed one hundred and fifty (150) dollars per item and will only be funded at a frequency of one (1) per two (2) years from the date of commission approval.

## CHAPTER III. REQUESTING OF FUNDS

### **Title A. SUBMISSION OF REQUESTS**

#### *Section 1. Eligibility*

Those recognized clubs and organizations wishing to request funds from the ASUN shall complete the most recent edition of the Club Support Funding Application (“the Application”), as published by the Department. Only those groups recognized by the ASUN and considered to be “in good standing” as defined by the Procedures Manual may complete and file this application. Clubs whose ASUN recognition was established after a funding hearing deadline may apply for emergency funding.

#### *Section 2. Application Requirements*

All Applications shall contain, at a minimum, contain the following:

- 1) The recognized and common name(s) of the requesting club
- 2) The name and contact information of the officer filing the Application and the name and contact information of the organization’s President or Treasurer.
  - a) If either of these officers are the primary requestor, the information of the other officer must be supplied in the subsequent section.
- 3) The date of the event or intended purchase
- 4) A listing of requested items, or approved item groupings, and the amounts requested for each
- 5) Appropriate and supporting documentation of costs for requested items
- 6) A detailed budget of club expenditures for the event
- 7) Other information as deemed appropriate by the Director or the Commission

#### *Section 3. Number of Applications*

One application form must be completed for each event. If the event is part of a series, each event date must have its own application (i.e. if there is a workshop once a week for five weeks, five applications should be submitted). A single application may be submitted if the reoccurring event is the same exact purchase.

#### *Section 4. Application Deadline*

- 1) The dates for the application deadline shall be set by the Commission and placed online on the ASUN website.
- 2) The dates set by the Commission shall not be less than 4 days, nor more than 14 days, prior to the date of the next scheduled hearing for funding requests.
- 3) The Commission shall assign the time and place at which funding requests must be made for each of these dates.

#### *Section 5. Application Fraud*

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All submissions must be approved by the organization's President and Treasurer. Submission of a funding request by a member without such approval shall constitute fraud and shall warrant appropriate action by the Commission and the University. Such action may include, but is not limited to: a conduct hearing by the Commission with subsequent conviction and sentencing or referral to the ASUN Judicial Council; referral of the matter to the University's Office of Student Conduct; reportage of the event to other appropriate University officials.

## *Section 6.*        **Mandatory Accounting Training Workshop**

Before a request is heard both the current organization president and current organization treasurer must have attended a Mandatory Accounting Training Workshop.

## **Title B.    FUNDING HEARINGS REQUEST**

### *Section 1.*        **Establishing Funding Hearing Requests Dates**

- 1) Before the beginning of the Academic year, the Commission shall determine and set dates for the Funding Hearing Requests of Standard requests, as well as dates for which funds granted during each hearing may be expended by clubs (Funding Periods).
- 2) The Commission reserves the right to amend these dates as deemed appropriate. Such amendments must be made before the submission closing date for the respective period.
- 3) The Director or the Commission may, at any time, move or extend the date for a hearing should extenuating circumstances- including emergencies or failure to meet or maintain quorum- warrant such action.

### *Section 2.*        **Number of Funding Request Hearings of Standard Requests**

There shall be no fewer than three (3) Standard hearings during an academic year.

### *Section 3.*        **Meeting Procedure**

All hearings shall follow Nevada Open Meeting Law (NRS 241), shall be chaired by the Director, and shall be governed by Robert's Rule of Order and those pertinent items contained within the Department Procedures Manual.

### *Section 4.*        **Statement to Commission for Standard Request**

Each organization requesting funds shall be granted time to make a statement to the Commission for each request filed, with the total time allotted to be set by the Director or Commission, but being not less than one (1) minute.

### *Section 5.*        **Attendance at the Funding Request Hearings**

The President and Treasurer of an organization must be present during the Funding Request Hearings in which their organization is requesting funds.

### *Section 6.*        **Proxy at a Club Support Funding Hearing**

Should the President and Treasurer not have the ability to attend the Club

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Support Funding Hearing, they must submit to their commissioner a written or electronically written notification, including the name and contact information for the officer or member who will be acting in their stead not less than 24 hours prior to the scheduled start of the meeting or hearing at which the request is to be made. Only undergraduate members will be allowed.

## *Section 7.*      **Funding Request Criteria**

The Commission shall evaluate requests upon criteria including, but not limited to:

- 1) Thoroughness of planning
- 2) Detail of budget and Application
- 3) Benefit to the student body and organization members
- 4) Alternative sources of funding and actions taken to support self-funding
- 5) Success/Impact of previous events
- 6) Overall benefits of previously allocated funds
- 7) Amount, frequency and nature of prior requests
- 8) The duplication of an ASUN or other organization's program or service

## *Section 8.*      **Fail to meet Stipulations or Requirements**

Club Support Funding shall not be distributed if organizations fail to meet any stipulations or requirements made by the Commission.

## **CHAPTER IV.    REMITTANCE OF FUNDS**

### **Title A.    PURPOSE**

#### *Section 1.*      **Ability to Remit Unused Funds**

Should clubs not spend all of their requested Club Support Funding, they have the option to remit the unused amount.

### **Title B.    PROCEDURE**

#### *Section 2.*      **Petitioning for Remitted Funds**

At least one club leader must attend a Commission meeting to petition the Commission for remittance. Notice must be given to the Director or a Commissioner four (4) days prior to the Commission meeting.

#### *Section 3.*      **Time Frame to Remit Funds**

The petition to remit Club Support Funding must occur at a meeting before the next funding hearing for the next funding period.

#### *Section 4.*      **How Remitted Funds Are Counted**

- 1) The remitted amount of funding shall not count towards the yearly tier cap.
- 2) If at least seventy-five (75) percent of all allocated funds are not accessed or remitted at two separate funding hearings, the organization will be placed on



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probation until such a time as the organization has attended a commission meeting.

## **CHAPTER V. DUTIES AND POWERS**

### **Title A. THE DEPARTMENT AND ITS OFFICERS**

#### *Section 1. Amending Funding Policies*

The Department reserves the right to amend at any time these policies. Such amendments shall be ratified upon approval by the Senate of the ASUN.

#### *Section 2. Duty of the Department*

It is the duty of the Department to allocate funds in a manner which strives for efficient and equitable financial management practices.

#### *Section 3. Duty of the Commission*

- 1) The Commission has the duty to interpret and implement these policies in a manner that is in the best interests of the ASUN, its recognized student groups, and the students of the University.
- 2) The Commission reserves the freedom to implement these policies on a case-by-case basis so as to ensure fairness and provide student organizations with the resources required to produce quality programs that enrich student experiences and development.
- 3) The Commission reserves the right to re-allocate funds within the Club Support Funding account.
- 4) The Commission reserves the right to amend requests made during Club Support Funding Hearings in its effort to meet its duties and the goals and objectives of the Department, and to place stipulations and conditions upon the use and access of allocated funds for said purpose.

#### *Section 4. Duty of the Director*

- 1) The Director reserves the right to deny access to allocated funds should a club or organization violate those general policies and laws established by the Department and the ASUN or those of the University or the Nevada System of Higher Education.
- 2) The Director shall determine the eligibility of a club or organization to make request for funding from the Club Support account.

### **Title B. LEADERS OF CLUBS AND ORGANIZATIONS**

#### *Section 1. Responsibilities of Club Leaders*

- 1) Each leader of a recognized club or organization assumes the responsibility of submitting detailed and accurate applications when making requests for Club Support Funding. It is highly recommended that the club leader meet with their commissioner to review both the Club Support Funding Policies and a draft of each funding request to be submitted before the next Club Support Funding Hearing.
- 2) It is the duty of student organization leaders to be familiar with those policies that relate to the use of ASUN distributed funds, including those of the

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University and the Nevada System of Higher Education.

- 3) Student leaders assume the responsibility for ensuring that expenditures of allocated support funding remain at or below the amount approved for each item. Purchases of services of goods may not exceed the total amount which the organization has earned and deposited into its account. At no time will an organization be allowed to engage in deficit spending practices. Such actions will have a negative impact on subsequent funding allocations.
- 4) Student leaders assume the responsibility for ensuring that expenditures of allocated support funding are accessed as prescribed in the Club Funding Hearing. If funds are not spent in accordance with the funding hearing the Director may deny access to allocated funds.

## *Section 2.*        **Overall Percentage Cuts of Requests**

In the event that overall percentage cuts are made by the Commission, student groups shall reserve the right to utilize the amount allocated to a request on items in the order of precedence stated on the Application. Such action requires the Approval of the Director, or, if so designated by the Director, the Commissioner under which a club or organization falls.

## *Section 3.*        **Deficit Club Account**

Any organization that is found to have a deficit in their club account will be placed on the Accounting Office's negative list and will not be allowed to make any transactions until the deficit is paid in full or use any ASUN club resources including but not limited to reserving classrooms/meeting rooms, using ASUN equipment such as Sound and Lights, ice chests, and popcorn machines. If clubs are found in deficit at the time that funding requests are due, then the club will not be eligible to request funds at that hearing.