

2024 – 2025 Bylaws of the Board for Student Organization Funding

Article I: Purpose

The Board for Student Organization Funding's (BSOF's) primary purpose is to allocate a portion of the Associated Students of Colorado State University (ASCSU) Student Fee approved by the Board of Governors of the Colorado State University (CSU) System to registered student organizations (RSOs) for educational programming (including but not limited to academic, cultural, co-curricular, etc.) and to administer relevant provisions of Article IX of the ASCSU Constitution.

Article II: General Provisions

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

Section 2: The Board may seek additional funding from the ASCSU Senate Body. A special meeting may be called at any time by a written petition containing the signatures of a majority of the Board's members or by the BSOF Chair. The last BSOF meeting where RSOs can present to the Board shall be no less than four weeks before the last week of spring classes.

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

Section 4: Each member of the BSOF Board will be allowed two excused absences per semester. The BSOF Chair or BSOF Vice Chair must approve these absences prior to the meeting; with no less than 24 hours' notice provided by the Board member. Additional absences may be excused at the discretion of the BSOF Chair with the assistance of the Advisor. Attendance shall be registered in the minutes. Failure to comply with these regulations shall result in sanctions by the Senate pursuant to the ASCSU Constitution and legislation.

Section 5: BSOF shall have the power to vote, score, and hold hearings only if a quorum of current members are present. Quorum is 7 of 10 members present. Proxy votes shall not be permitted for either establishing quorum or in voting.

Section 6: BSOF will require members of the Board to attend at least one funded program per semester; though all events must be attended by a BSOF Board member, the Chair, or an alternate from ASCSU. If an ASCSU member attends an event on behalf of BSOF, the individual will need to conduct the same evaluation process. Failure to meet these requirements for Board members will result in

the same disciplinary protocol the ASCSU body follows. At the conclusion of the event, the Board member in attendance will be required to complete a program evaluation and electronically submit it by 11:59pm MT a week following the event to the ASCSU Director of Finance.

At least 45% of the total allocated budget must be reserved for events that occur in the Spring Semester.

10% maximum of the BSOF year budget must be allocated to Summer events that occur before the first week of the Fall Semester. The remaining balance at the first week of the Fall Semester will roll into the Fall and Spring to be split 50-50 between the semesters.

Section 8: The same event with the same speaker and/or performer with the same topic and/or theme cannot be held more than once each academic year and be funded by BSOF.

Section 9: BSOF shall make all funding decisions in a viewpoint-neutral fashion in accordance with the terms and requirements of these Bylaws.

Article III: Membership

Section 1: General Membership

BSOF shall be comprised of the following: the Director of Finance, appointed by the President of ASCSU; two ASCSU members drawn from the ranks of Cabinet members, Senators, Associate Senators, Senate officers and Judicial members; four members who shall not hold other positions in ASCSU (at-large members); and four members who can either be at-large or members or ASCSU members that shall be appointed by the Director of Finance with Senate approval.

Members of BSOF shall sit for the duration of their appointed or elected time in office. New Senate or Judicial members shall be appointed at the first meeting of the newly elected Senate and Executive members shall be approved upon appointment by the ASCSU President.

Upon a vacancy in the membership of a Senate member or Judicial seat on BSOF the Senate shall appoint a new interested member from Senate or Judicial. Upon a vacancy in the membership of an Executive representative, the President shall appoint a new member from the Cabinet. The ASCSU President and Vice President may serve on BSOF.

The at-large members shall be confirmed by the Senate with a plurality vote.

Section 2: Chair

The BSOF Chair shall be the ASCSU Director of Finance appointed by the President of ASCSU. The responsibilities of the Chair shall be to preside over meetings of the Board, ensure all Board positions are filled, inform members of the functions of ASCSU, provide a general orientation to the Board, meet as needed with RSOs and Student Leadership, Involvement, & Community Engagement (SLiCE) leadership to promote BSOF, ensure the communication between the liaisons and appropriate parties are successful, schedule official meetings, prepare agendas, handle all routine correspondence of the Board, ensure all aspects of the BSOF Bylaws are being upheld, and assist in pre- and post-funding operations.

The Chair may be removed by a two-thirds vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal of the Chair.

Section 3: Vice Chair

The Vice Chair shall be elected by a majority vote of the Board members present at the first meeting or whenever a vacancy occurs. The Vice Chair shall preside and otherwise serve as Chair in the event of the Chair's absence or incapacity. The Vice Chair shall otherwise perform and assist with duties as assigned by the Chair. This may include but is not limited to assisting in conducting meetings, assisting in meeting preparation, and assisting in both the pre- and post-funding requirements of RSOs.

The Vice Chair shall maintain accountability amongst Board members regarding attendance at BSOF funded events and manage the liaison roles. This individual will follow up with Board members to be sure a post-event evaluation form is conducted after each event.

The Vice Chair may be removed by a two-thirds vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal of the Vice Chair.

Section 4: Advisor

A SLiCE professional staff member will serve on the ASCSU Advising Team, specifically serving as the primary advisor of BSOF and the Chair. The Advisor is responsible for assisting with trainings and development of BSOF Board members on necessary topics; attending weekly meetings; interpreting and informing ASCSU members of University policies, procedures, and resources pertaining to the role of this Board; and providing guidance to Board members and RSO representatives on the funding process and BSOF Bylaws. The Advisor is not a voting member on the Board.

Article IV: Conduct of Meetings

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

Section 2: The meetings shall work around the concept of consensus, and *Robert's Rules of Order Newly Revised, 11th Edition* shall only be used to the extent necessitated by the meetings as determined by the Chair or a majority of the members.

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

1. Call to Order - Establish a Quorum
2. Budget Report - Status of BSOF account balance
3. Minutes
4. Discuss the Business that will be heard that day

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

Article V: Liaisons

Section 1: Each member of BSOF with the exception of the Chair, Vice Chair, and Advisor, will have to fulfill a liaison role during the active times of BSOF. The various liaison roles shall be appointed by the BSOF Chair. The following liaison roles will be set in place:

- Social Media Liaison – One member shall be responsible for filling these liaison roles. They will be responsible for communicating BSOF information through different social media platforms.
- Tabling Liaison – This member will oversee efforts to table both on the plaza, in the Lory Student Flea Market, or other in-person opportunities to share information about BSOF.
- New RSO Engagement – This member will be responsible for reaching out to clubs who have not received funding from BSOF and educating RSO representatives on the BSOF application process.
- Returning RSO Engagement – This member shall oversee communication to past RSOs who have received funding from BSOF. They should share the new application link and any information regarding changes to the BSOF bylaws.
- Communications – One member shall fulfill the role of communications liaisons. They will be in charge of communicating via email to clubs and fulfilling any outreach or administrative communications tasks the BSOF Chair delegates.
- Professional Development – This member shall be responsible for creating professional development opportunities for the BSOF Board through training, bonding, or sending on resources.
- Executive Liaison – This member shall attend one (1) meeting of Executive Cabinet of ASCSU per month. They must give a report on the current events of BSOF.
- Senate Liaison – This member shall attend one (1) meeting of Senate of ASCSU per month. They must give a report on the current events of BSOF.
- Judicial Liaison – This member shall attend one (1) meeting/office hour of Judicial of ASCSU per month. They must give a report on the current events of BSOF.

Article VI: Funding Rules

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

1. The applicant must be an RSO recognized by SLiCE for the current academic year.
2. The application must be submitted by the applicable deadline based on necessary deadlines.
3. The application must be completed on RamLink and submitted electronically.
4. Funding will not be approved for any of the following:
 - a. An RSO designed for the express purpose of benefiting University operated residential communities
 - b. An RSO recognized by the Department of Campus Recreation as a "Sport Club"
 - c. Awards, trophies, and prizes
 - d. Capital expenditures (asset or equipment) anything with more than a one-time use (please refer to CSU Financial Procedure Instructions FPI 4-1 for definitions)
 - e. Capstones, student projects, events receiving academic credit, or scholarships
 - f. College commencement ceremonies
 - g. Concessions
 - h. Contest entries
 - i. Contributions or expenditures, from any source, to campaigns involving the (i) nomination, retention, or election of any person to any public office; (ii) to urge electors to vote in favor of or against any statewide ballot issue, local ballot issue, referred measure or recall election
 - j. Departmental funding
 - k. Donations
 - l. Events occurring over fall break, winter break, spring break, and/or finals week, including the surrounding weekends; exception may be granted upon discretion of the Board
 - m. Flower and floral arrangements
 - n. Amusement rides or interactive games (includes but not limited to inflatables, bouncers, slides, mechanical bulls)
 - o. Newsletters
 - p. Operational costs of any RSO
 - q. Raffle tickets
 - r. Salaries or supplemental pay (please note, honorariums cannot be made in payment to CSU employees: faculty, staff, or students)
 - s. Travel for students (must adhere to SLiCE's Travel Policy on SLiCE's website)
5. The amount requested must not exceed the limits set by these Bylaws.
6. The honoraria requested is in range of similar speakers/performers.
7. The facility for events suits the size of intended audience and type of event.
8. The event is open to all CSU students.

9. Evidence of the RSO's ability to effectively plan and use the student activity fee in direct support of the proposed event.
10. The thoroughness and details of the budget request in relation to the proposed event, and the RSO's presentation of such request to BSOF to show evidence of a direct connection between the funds requested and the proposed event.
11. Evidence of direct student involvement in the planning and implementation of the proposed event.
12. The officers listed with SLiCE and the majority of the members of the RSO must be fee-paying, CSU students.
13. RSO must have a Student Organization Financial Account (SOFA) in SLiCE. RSOs with a negative SOFA account balance shall not be eligible to receive funding from BSOF.
14. The funding request must not be for an event that has already been completed unless fault for the delayed request is determined by the Board to be outside of the RSO's control.
15. The primary purpose of the event must be focused on and directed toward CSU students.
16. The date of the event for which funding is requested must be more than 28 calendar days or 4 weeks after the BSOF meeting at which such request is heard, when a single line item is less than \$5,000.00, and the total financial request for the event is less than \$10,000.00.
17. If the funding request contains a single line item exceeding \$4,999.99, the request must be presented at a BSOF meeting at least 42 calendar days or 6 weeks prior to the date of the event or program start date. If the total financial request for the event is more than \$9,999.00, then no less than 49 calendar days or 7 weeks must remain between presenting to the Board and the event – as presenting to Senate the week after is required. It is recommended to start the BSOF application process two months before the scheduled event if these financial items are at play.
18. RSOs are required to obtain co-sponsorship to receive funding for an event open and free to all students. Co-sponsorship is defined as any funds from the RSO's SOFA, any funds belonging to the requesting RSO, and/or a partnership from another RSO, CSU department, on-campus grant, and/or off-campus entity. Funds held in an off-campus bank account, earned from on-campus or off-campus fundraiser, and/or in another RSO's SOFA must be physically transferred into the requesting RSO's SOFA. Funds obtained from CSU departments, on-campus grants, and/or off-campus entities must come with written and official evidence of funding confirmation from those co-sponsors, a physical transfer of funds into the RSO's SOFA is not required as these entities will be invoiced. Discounts are not a legitimate form of co-sponsorship. Forecasted revenue cannot be counted as co-sponsorship. RSOs must have co-sponsorship funding secured with proof prior to applying to BSOF. Co-sponsorship is calculated off of the total event cost, not the amount being requested from BSOF. Events costing BSOF under \$1,000.00 require no co-sponsorship, Events costing BSOF between \$1,000.00 to \$3,000.00 need ten percent (10%) proof of co-sponsorship, events costing BSOF between \$3,001.00 to \$7,000.00 need to provide twenty percent (20%) co-sponsorship and events costing BSOF \$7,001.00 and above will need to

provide at least thirty percent (30%) co- sponsorship. Any events charging students must provide fifty percent (50%) co-sponsorship.

19. Any event must submit a report, outlined by the Director of Finance, for record-keeping purposes. This report will include important metrics such as total attendance, general details, breakdown of cost, etc. This will be kept in ASCSU records for further years to assess the event when re-presented.

Section 2: Voting

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

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

After an officer of the RSO has presented their proposal to the Board, BSOF shall vote on the proposal. If the RSO receives a majority vote in the affirmative of present voting members they shall receive funding. If the RSO does not receive a majority vote in the affirmative of present voting members, they will not receive funding. However, if they have not exceeded the minimum time requirements for funding they may present to the Board the following week. BSOF will provide them a reason based on the viewpoint neutral criteria for why they did not receive funding, as well as recommendations to improve their request.

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

Section 3: Regulations

1. BSOF allows the charging of CSU students only when more than 50 percent of the program's cost and associated advertising is provided by a co-sponsorship, as illustrated by the program's budget. Fees required or raised through an attendee's participation must be handled through the Campus Information & Box Office. All participatory fees generated from the Campus Information & Box Office must be deposited into the RSO's SOFA. Exemptions may be granted by the Chair for unusual circumstances in writing, and must be requested within 10 business days after the hearing where funding was initially approved. Failure to use the Campus Information Box Office will result in an automatic suspension according to the rules set forth in Article VIII of these Bylaws. Anytime students are charged, they must receive a discounted price over the cost for non-students.
2. BSOF allows the charging of non-CSU students, but if non-CSU students are charged, the RSO must use the Campus Information & Box Office to track all ticket sales. After the event has terminated, a report from Campus Information & Box Office will be generated indicating the amount of ticket sales and the price they were sold at – thereby indicating how much money was raised at the non-CSU student ticket prices. All funds will be deposited into the RSO's SOFA. All raised funds up to the amount requested from BSOF will be required to be repaid to BSOF. BSOF funding is thereby considered a loan.

3. For RSOs conducting fundraisers ("fundraising is the process of gathering voluntary contributions of money or other non-cash resources, by requesting donations from individuals and businesses." - CSU Constituent and Gifts, 2016), the following must be met: no ASCSU monies can be spent on raising funds for appropriation to any entity which is not (1) an RSO; or (2) not under the express control of Colorado State University. If fundraising occurs before, during, or after the event, all conditions apply. However, the event attendee (CSU students or non-CSU students) must have the option to clearly attend for free. The option to attend for free must be as accessible, if not more accessible, than the option to attend involving a donation.
4. RSOs are eligible to obtain a cumulative maximum of \$12,000 each academic year.
5. All presidents and financial officers of all RSOs are required to complete officer requirements organized by SLiCE. If within the year a new president or financial officer is elected, it is their responsibility to update the RamLink roster and complete officer requirements on their own.
6. RSOs receiving BSOF funding will expense the funds from BSOF's own SOFA. The ASCSU Director of Finance will approve the transactions for processing by the University.
7. For programs lasting less than one month, the requesting RSO is required to submit a Program Evaluation Review to the ASCSU Director of Finance via RamLink, within 21 calendar days of the program's completion. All receipts and requests for payments must be submitted by 5:00p.m. no later than 30 calendar days at the conclusion of the event. When programs extend beyond one month, the Chair will determine an appropriate schedule of progress reviews at the time of approval, as well as when receipts and requests for payment will be due. Requests for long duration programs should include a proposed report schedule. In general, reports will be due monthly for semester-long programs and at the last BSOF meeting of the fall semester for year-long programs; however, this is only a guideline and can be adjusted as appropriate for specific events. In all cases a final report will be due 21 calendar days after completion of the event. If all allocated funding is not used as prescribed by the approved budget, remaining funds will be canceled and inaccessible for spending. RSOs must expend requests by budgeted line items as approved by the Board.
8. RSOs that are funded by BSOF must clearly state on all advertising and club promotion that their program is made possible in part by student fees allocated through ASCSU; including on RamLink. The method of statement must be a logo as approved by the ASCSU marketing department. Any RSO failing to include the ASCSU logo on all marketing materials shall be automatically suspended according to the rules set forth in Article VIII of these Bylaws. The Chair may grant exemptions for unusual circumstances and small ads on a case-by-case basis in writing. Exemption requests must occur within 10 days after the hearing where funding was initially approved.
9. BSOF shall have discretion on whether or not to consider funding an RSO event if promotional materials have already been distributed. The materials would be promoting the certainty of the event happening (including date, time, and/or location of event). Any marketing used to gauge public interest, if the event were to happen in the future is allowed, as long as no date, time, or location of the hopeful event is shared.
10. It is the responsibility of each RSO's financial officer and other officers to adhere to the RSO's

budget and to all pertinent legal and ASCSU guidelines. Each RSO must keep true, up-to-date, and accurate records of their fiscal activities, which ASCSU may request to view at any time for any reasons. Failure to comply will result in an automatic suspension according to the rules set forth in Article VIII of these Bylaws.

11. Contracts must be fully complete with correct information and be submitted with a completed W-9 form and a request for financial document (RFD) form no later than 21 calendar days or 3 weeks before the event. If contract information is not received in time, the event date may need to be adjusted.
12. If any speaker or performer planned to be at the approved BSOF event changes, the RSO is required to attend the next BSOF meeting if a new speaker or performer is found to replace the void. Funding of the event will be placed on a temporarily hold until the Board meeting occurs, in which the RSO needs to share how the new speaker or performer meets the same purpose of the event, and share any changes to the honorarium for this specific speaker or performer's particular fees. The financial request to BSOF cannot be increased, only remain the same or be reduced. If the event is within three weeks or less of the performer or speaker changing, the RSO would need to meet with the Director of Finance immediately to share the same information as quickly as possible, rather than have to wait until the next BSOF Board meeting.
13. Any remaining or unspent funds left over at the end of the fiscal year shall be rolled over/added to the incoming year's BSOF budget.
14. RSOs are encouraged to work closely with their RSO advisors through this process, yet the student officers are highly encouraged to take lead when contacting and contracting with speakers and/or performers; communicating with the Director of Finance; presenting to the Board; and handling the processes that follow if and when funding is received. The officer applying to BSOF must be listed as an officer on the RSO's RamLink page. RSOs must have at least a president, vice president, or financial officer attend their presentation to the Board. To maintain consistency throughout all of the RSOs requests, each student officer must be equipped to meet deadlines, secure outside funding, and be able to answer questions about the upcoming event's programming budget and programming details - and the RSO's advisor is encouraged to help officers be successful in this process.

Article VII: Process

Section 1: RSOs may apply for funding for events occurring any time throughout the regular academic year.

The Summer Board may fund events up to \$3000 of funds coming from BSOF. In order to begin the summer term, financial and viewpoint neutrality training must be done prior to accepting applications. No presentations to the summer Board are made, instead the voting process is handled electronically, and determination is based on the applications only.

Section 2: After finalizing the RSO's budget and electronic application with the Director of Finance, it is the responsibility of the RSO to complete the application on RamLink by 5:00p.m. one Monday prior to the scheduled BSOF meeting they wish to be heard. RSOs applying to BSOF must meet with or speak on the phone with the Director of Finance after submitting their application and before being heard by the Board. The ASCSU Director of Finance will then verify the budget is correct, confirm co-sponsorship, and confirm with the RSO when they will be heard by the BSOF Board.

Section 3: BSOF meetings occur weekly. The Board meeting shall not exceed two hours. No BSOF Board meetings occur during finals weeks. The first BSOF meeting, where presentations to the Board will be heard, shall occur no later than the fourth week of the fall semester. The last BSOF meeting of the academic year, where presentations to the Board are heard, will occur no later than four weeks before the last week spring classes.

Section 4: If an RSO receives approval from BSOF, an RSO officer must meet with the Director of Finance for a post-approval meeting to learn of required documents, timelines, and other requirements within no more than a week of receiving funding.

Section 5: No later than two weeks before the event, the RSO must create and submit an event on RamLink. The quality of the RamLink event must mirror that of fliers and other promotional material.

Section 6: If any RSO believes its funding request was improperly denied under these Bylaws,^[R(4)] it may appeal to the BSOF Appeal Committee. The Appeal Committee shall be comprised of the ASCSU President, ASCSU Chief Justice and a professional SLiCE staff member. Appeals must be submitted in writing to the Director of Finance within ten (10) business days of the denial of the funding request. The Director of Finance will provide available information regarding the funding request and BSOF decision to the Appeal Committee. The Appeal Committee shall review the funding request and issue a written decision within ten (10) business days of the appeal. The decision must be approved by a majority vote of the Appeal Committee, which may a) uphold the decision of the BSOF denying the funding request if deemed in compliance with these Bylaws; or b) overturn the decision of the BSOF and require full or partial funding of the request as deemed necessary or appropriate for compliance with these Bylaws. Decisions issued by the Appeal Committee are the final action to be taken with regard to BSOF funding requests.

Article VIII: Suspensions

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

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

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

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

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

Article IX: Amendment of Bylaws

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

[R(1)]Changed semi colon to be a comma

[R(2)]Use Google Sheets to keep track of member attendance

[R(3)]Add email to transition report

[R(4)]Check where Bylaws is capitalized or not