



Associated Students of Loyola Marymount University
STUDENT RESERVE BOARD CODE

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Associated Students of Loyola Marymount University **STUDENT RESERVE BOARD CODE**

A. Purpose

1. The purpose of the Student Reserve Board is to provide financial assistance to University registered undergraduate Student Organizations through the co-sponsorship of events and activities that enhance the student experience and foster a stronger LMU community.
2. Through its use of funds, the Student Reserve Board intends to foster leadership, a greater sense of community, social consciousness, entertainment, and an enjoyable LMU atmosphere.

B. Source of Funds

1. The Associated Students of Loyola Marymount University (ASLMU) shall set in the annual ASLMU Budget at least 20% and no more than 30% of the total ASLMU Budget for distribution through the Student Reserve Board.

C. Definitions

1. The Student Reserve Board is abbreviated as SRB.
2. Student Organization- A Student Organization is comprised of at least 10 students who have complied with University requirements for registration as a student organization and is in good standing with the office of Student Leadership and Development. Student Organizations include, but are not limited to:
 - i. Fraternity and Sororities
 - ii. Service Organizations
 - iii. Club Sports
 - iv. Special Games
 - v. MECHA
 - vi. Black Student Union
3. Student Group – Any duly registered or designated Student Organization, organization or University program. The term student group shall be used throughout the *Student Organization, Organization and University Program Resource Manual* to refer to all three entities.
4. Unregistered Group – A number of persons who are associated with each other and who have not complied with University requirements for registration or designation as a Student Organization or University program, or are ineligible for such status. Unregistered groups may not:
 - a. Be afforded any University privileges.
 - b. Collaborate with any registered Student Organization, organization, or University program.
 - c. Participate as a group in University or student group activities.
 - d. Apply for any type of LMU funding.
 - e. Use the Loyola Marymount University name or logo
 - f. Plan any event, dance, or concert under the guise of another student group.

D. Composition of the Student Reserve Board

1. The SRB shall consist of the individuals currently serving in the following positions:
 - a. Treasurer (serving as an ex-officio, non-voting member)
 - b. Attorney General (serving as an ex-officio, non-voting member)
 - c. ASLMU Advisor (serving as an ex-officio, non-voting member)
 - d. Speaker of the Senate
 - e. Chair of University Affairs
 - f. Chair of Programming Department
 - g. Chair of Communications Department
 - h. Three Senators appointed by the Senate
 - i. Two undergraduate students to be appointed by the President prior to the first scheduled SRB Meeting
 1. Appointees must be in good standing and in at least their second academic year.
2. Five (5) voting members of the SRB shall constitute a quorum.
3. A quorum of two (2) Senators must be present to commence a meeting of the SRB.
4. The Treasurer may serve as a voting member if the board is unable to meet quorum or to break a tie.
5. Removal of an officer from SRB membership shall take place according to the relevant Bylaws that generally govern the conduct of the officer in question.
 - a. The Presidential appointees serve at the pleasure of the President and may be removed at will.

E. Duties of SRB members

1. The Chair shall be responsible for properly and efficiently conducting the business of the SRB.
 - a. The Treasurer shall serve as the chair. In his/her absence, the Vice President shall chair the meetings.
 - b. The Chair shall not unreasonably, unjustifiably, or unfairly delay action on a decision.
 - c. The Chair may not vote in any matter unless the vote is intended to break a tie or enable the SRB to meet quorum.
 - d. The ASLMU Judicial Committee shall rule on all complaints against the Chair.
2. The Attorney General shall serve as a reference regarding parliamentary procedure and regarding the rules and policies governing the SRB.
3. All voting members shall be considered of equal rank and authority in the context of SRB hearings and decisions.
4. Attendance to the SRB meetings is mandatory.

F. Scheduling of SRB Meetings

1. Meetings shall be held at least once per month and may be more frequent.
2. Four (4) weeks prior to the fall semester the Treasurer shall select and reserve locations for the dates and times of all SRB meetings for the academic year.
3. The Treasurer may call SRB meetings in addition to the regular schedule provided SRB members are given 72 hours advanced notice of the meeting.
4. The Treasurer shall advertise the dates, times, and locations for all meetings on the ASLMU website.

G. Funding Eligibility Requirements

1. SRB may only fund the proposals of Student Organizations and organizations deemed eligible to receive funds by the controlling Student Affairs authority.
2. To be eligible for SRB funding, Student Organizations and organizations must also attend a mandatory SRB Workshop prior to submitting a proposal to the SRB in a given Academic Year.
 - a. Workshops must be attended by either or both the Student Organization's treasurer and president.
 - b. SRB Workshops shall be organized and led by the ASLMU Treasurer.
 - c. At least two SRB Workshops must occur during each Academic Year with at least one workshop held within the first 30 calendar days of the beginning of each semester.
3. Any ineligible Student Organization or any Student Organization not in good standing with ASLMU or any department within the Division of Student Affairs may not receive SRB funding.
4. SRB will not allocate funds to Student Organizations and organizations on "financial hold."
 - a. Financial hold applies to Student Organizations in the following circumstances:
 1. Student Organizations with a negative account balance.
 2. The Student Organization has failed to submit a completed Program Summary Report following their use of SRB funding.
 3. The Student Organization has failed to submit the invoices documenting their use of SRB funding.
 4. The Student Organization has used SRB funding for an event or activity found in violation of any University policy.
 5. The Student Organization is found in violation of any section of ASLMU rules, procedures, or policies by the Judicial Committee.
 - b. The Treasurer shall have the sole authority to place financial holds on Student Organizations and organizations.
 - c. Financial hold status may be appealed to the Judicial Committee.
 - d. Financial hold status may only be lifted by action of the Treasurer or a ruling of the Judicial Committee.
5. The sum total of all awarded SRB allocations may not exceed \$8,000 per year.

- a. In the case of extenuating circumstances, more funds can be provided to a Student Organization at the discretion of the SRB in consultation with the ASLMU Advisor.
 6. The following groups are ineligible for funding:
 - a. Any group that receives regular funding from a University Division or Department, including but not limited to: Academic Affairs, Academic Departments, University Relations, Alumni Relations, or Student Affairs.
 1. Service organizations and Student Organization sports remain eligible for funding despite their receipt of regular funding from a University Division.
 - b. NCAA Athletic Teams
 - c. Intramural Sports
 - d. University Programs
 - e. Student Media
 7. If one of the above ineligible groups co-sponsors an event with an eligible Student Organization, the eligible Student Organization shall remain fully eligible to receive funding.
 8. SRB may only fund organizations capable of showing they have made other attempts to fundraise for their event.
- H. Application for SRB Funding
 1. Only eligible Student Organizations and organizations may apply for SRB funding.
 2. The Treasurer shall create a standard SRB Application Packet that includes at least the following:
 - a. A standard application form
 - b. A sample completed application form
 - c. A copy of any ASLMU and Student Affairs rule, policy, code, or regulation that may govern the allocation of SRB funds or an appeal of an SRB decision
 - d. The contact information of the Treasurer and the ASLMU Advisor
 3. The proposal will outline the total event cost and itemize all estimated invoices necessary to determine the total event cost.
 - a. In the case of co-sponsorship, each listed sponsor must identify the line item expenses for which they are responsible and requesting.
 4. The standard application packet shall be available physically in the ASLMU office and electronically on the ASLMU website.
 5. Completed application packets shall be turned in to the ASLMU Office Manager.
 6. Upon receipt of the SRB application, the ASLMU Office Manager shall time-stamp the receipt of the application.
 - a. The time-stamp of the SRB application shall be termed hereafter the 'filing time.'
 - b. The Office Manager shall notify the Treasurer of the existence of the application no more than one (1) school day after the filing time.

7. The Treasurer must receive the original application or a copy thereof within two (2) school days of the filing time.
8. Proposals must be submitted to SRB at least nine (9) calendar days prior to the scheduled meeting
 - a. Unless otherwise stated by the Treasurer in consultation with the ASLMU Advisor.
9. The Treasurer shall audit the financial records of Student Organizations and organizations requesting funds.
 - a. Misrepresentation or falsification of requests during the proposal and allocation process may result in disciplinary action from ASLMU and/or the Office of Judicial Affairs.
10. SRB applications will be processed on a first come, first served basis.
 - a. This will be determined by the filing time of each submitted proposal.
11. Each application that reasonably fulfills the requirements and meets the appropriate deadlines shall be reviewed by the SRB.
 - a. To be considered complete and eligible for allocation, in addition to all other requirements listed in the ASLMU Student Reserve Board Code, a Student Organization's proposal must be reviewed for accuracy and signed by the Student Organization's president, vice president, and advisor.
 1. Organizations must complete the previously stated requirement in addition to receiving a signature of approval from department advisors (i.e., Greek Life Assistant Director, Intramural and Club Sports Assistant Director, Student Engagement Assistant Director, Director of Asian Pacific Student Services, etc).
 - b. Incomplete forms will prohibit the allocation of SRB funds.
 - c. The only exception to this clause is if it is determined by the ASLMU Treasurer that the most current remaining balance of budgeted SRB funds is not sufficient to meet further requests by eligible student groups
12. The Treasurer will assign SRB Presentation times to the applicants immediately following the receipt of all packets.
 - a. The Treasurer will assign the meeting time based on the time stamp placed on each packet by the ASLMU Office Manager.
 - b. A maximum of seven (7) proposals will be reviewed by the SRB at each meeting that is held.
 1. Additional spots will be held on reserve at the discretion of the Treasurer in consultation with the ASLMU Advisor.
 2. In the case of extenuating circumstances, the Treasurer reserves the right to conduct additional meetings as needed.
 - c. Organizations wishing to request a time change will have twenty-four (24) hours to do so.
13. Submitting an application for SRB funds does not guarantee funding of a proposal.

14. The Treasurer and Attorney General, in consultation with the ASLMU Advisor, reserve the right to deny presentations to groups with incomplete or ineligible packets.

I. SRB Meeting Procedure

1. SRB meetings shall utilize the rules of parliamentary procedure.
2. The Proposal period of the SRB meetings are open to the public.
3. At least one representative and a maximum of six representatives from the student organization that is presenting must attend the SRB meeting.
 - a. Advisors and others not associated with LMU are not permitted to make presentations before the SRB.
4. All decisions shall be based upon four-fifths (4/5) vote of members present.
5. Student Organizations and organizations unable to attend the scheduled hearing must provide to the Treasurer a written notice of their absence at least 24 hours prior to the hearing.
 - a. Absences occurring without prior notice to the Treasurer may result in a Student Organization's loss of SRB funding eligibility for a period of time not to exceed one (1) semester.
6. Each Student Organization will have a maximum of five (5) minutes to give their presentation
7. Following the presentation, any SRB member may question the presenters regarding their proposal or the Student Organization they represent for a maximum of five (5) minutes.
8. Deliberations of the SRB are not open to the public.
9. SRB members who are active roster members of a Student Organization that has submitted a proposal for funding shall vacate the room during all deliberations and voting relating to that proposal.

J. Allocation of Funds

1. Prior to the SRB Meeting, the Attorney General shall review all proposals and select from the invoices listed those which, according to these Bylaws, are eligible to receive SRB funding. A list of the eligible line items for each proposal shall be provided by the Attorney General to the SRB by start of the meeting at which the proposal is to be made.
2. The SRB shall:
 - a. Review the invoice eligibility determinations of the Attorney General and approve the set of eligible line items.
 1. Proposals shall not be allocated funds in excess of the sum of eligible line items.
 - b. Make funding decisions on the merits of the overall program, the accuracy of the budget line items, and the accuracy and merit of the budget line items and the estimated invoices.
3. Student Organizations and organizations may use SRB allocations for any line item deemed eligible by the SRB.

- a. The SRB and/or the Treasurer may not specify, limit or restrict the distribution of allocated funds between the line items deemed eligible by the SRB.
 4. Decisions shall be made according to all codes, policies, and procedures governing SRB funding allocations.
 5. No more than \$5,000 may be allocated to a given proposal from a single Student Organization or organization.
 - a. A proposal co-sponsored by multiple eligible Student Organizations or organizations may receive an allocation up to an amount equal to \$5,000 per co-sponsoring Student Organization.
 6. SRB reserves the right to deny funding a proposal up to and including the entire sum requested.
 - a. Written justification for denials of funding shall be included in the allocation report and sufficiently detailed to permit review upon appeal.
 7. Within four (4) school days following the SRB Meeting, the Treasurer shall physically or electronically deliver to the proposing party an allocation report.
 8. The allocation report shall include the following information:
 - a. A summary of the SRB decision
 - b. Justification for any partial or full denial of funds
 - c. A description of the funding dispersion process
 - d. A clear and detailed description of the reporting requirements that the funded Student Organization must meet in order to remain eligible for future SRB funds.
 - e. Instructions explaining the process of appealing the decision of the SRB.
 9. Within 48 hours after the allocation report is sent out by the Treasurer, the Treasurer must report the most current balance of the SRB fund on the ASLMU website.
- K. Funding Regulations for Non-Travel Proposals
1. SRB funds are allocated for the following types of events, programs, and activities:
 - a. Educational
 - b. Cultural
 - c. Recreational
 - d. Entertainment
 - e. Community services
 - f. Philanthropic
 - g. Student Organization Sports
 - h. Student Group Publications
 1. To be eligible for funding, LMU students must constitute both the primary authorship and targeted audience of the publication.
 2. ASLMU reserves the right to remove publication from the public that are found to contradict the LMU mission statement.

2. Student Organizations are strongly encouraged to co-sponsor events, programs, and activities with other organizations.
 - a. Co-sponsorship with academic departments and administrative units is also encouraged.
3. SRB will only fund up to 75% of the total costs of all promotional items.
 - a. Promotional items are physical items, other than food, given away before, during and/or after a proposed event for the purpose of contributing to the growth of excitement and interest for a proposed event or program but are not of critical importance to the production and execution of the event or program itself.
 1. Certain items including, but not limited to, t-shirts for organization members will not be funded.
 2. SRB will fund a maximum of \$7.00 per t-shirt promotional item. This cost will be factored into the total promotional item cost for the proposal.
4. If a Student Organization wishes to use SRB funding for the purchase of articles of clothing, they must use a sweat-free company per the University Policy on Supplier Labor Practice Code.
 - a. ASLMU will help Student Organizations and organizations to find appropriate vendors of sweat-free clothing.
5. All events, programs, and activities funded by SRB must be open to all undergraduate students, regardless of their membership or affiliation with the requesting organization.
6. SRB funding may only be used for events, programs, or activities that are consistent with:
 - a. The rules and regulations outlined in the ASLMU Bylaws and Constitution
 - b. The requesting Student Organization's stated mission and purpose
 - c. The mission of ASLMU
 - d. The mission of the University
 - e. The Guiding Principles of Student Programming
7. All SRB allocations must be for services, contracts and items that are in accordance with all local, state, and national laws.
8. SRB will not fund the following:
 - a. Alcohol and tobacco products
 - b. Equipment purchases and operating expenses such as, but not limited to, office furniture, computers, printers, DVDs, filing cabinets, chairs, uniforms, outing equipment, telephone, copies, subscriptions, etc.
 - c. Single-use plastic water bottles
 1. Eligible Student Organizations will have the option of borrowing water coolers from the ASLMU office.
 - d. Refreshments to be served primarily to a Student Organization's membership at regularly scheduled meetings.
 - e. Salaries, honorarium, stipends and speaker's fees for any member of the LMU Community.

- f. Scholarships, compensations, awards, gifts or prizes.
 - 1. A gift is defined as an item presented to an intentional recipient showing favor or gratitude.
- g. Membership dues
- h. Fundraisers with the sole purpose of generating money for the proposing Student Organization's general funds/accounts
- i. Donations that go directly to charitable organizations in the form of money, in-kind goods or services, or scholarships.
- j. Debt
- k. Off-campus events, programs, or activities
 - 1. Eligible Student Organizations who, for reasons of facility restrictions, can only have off-campus events, programs, or activities are exempt from the above restriction.
 - 2. Events, programs, or activities whose off-campus location is crucial to fulfilling its purpose of service or cultural immersion are exempt from the above restriction.
 - 3. Eligible off-campus events must provide transportation to attendees to and from campus and the event.
- 9. Purchaser will receive reimbursement following the completion of the event, program, or activity for which the funds were to be used.
 - a. The SRB may retroactively fund an event if, due to impacted SRB meeting schedules or because the first SRB meeting has not yet occurred, the SRB was unable to review an eligible proposal before the occurrence of the event for which funding is sought.
 - b. If a Student Organization has presented a proposal in good standing but the SRB has required that they must either reappear or resubmit information before they can receive funding, the SRB may retroactively fund the event in the Student Organization's proposal.
 - c. Organizations may also arrange to be retroactively funded if they meet with the ASLMU Treasurer prior to the submission of their event packet to explain their line item requests and provide reasoning for why they were unable to seek preemptive funding. Pending Treasurer approval, such Organizations may be permitted to present their request at the meeting following the first SRB packet turn in deadline after their event.
- 10. Following the SRB allocation decision, all proposals receiving funds shall be reviewed by the ASLMU Advisor for exposure to high-risk liability.
 - a. Should a high-risk factor be determined, the allocations of funds may be delayed until the situation is resolved by the ASLMU Advisor with the assistance of the ASLMU Attorney General, the ASLMU Treasurer, the ASLMU President, and/or other members of the division of Student Affairs.
- 11. SRB will fund reusable equipment for recurring events (including, but not limited to, sporting philanthropy events) no more frequently than every two (2) to four (4) years.

- a. Exceptions will only be granted in cases of non-negligent loss or damage. If an organization plans to request an exception, said organization is responsible for proving non-negligent loss or damage to the SRB beyond a reasonable doubt
 - b. Organizations hosting recurring events with reusable equipment are responsible for storing such equipment in a protective environment.
 - c. Both the organization and the ASLMU Treasurer are responsible for maintaining records of reusable items funded by SRB.
- L. Funding Regulations specific to Travel and Conference Proposals
1. Conference requests must abide by all other pertinent ASLMU codes, policies, and procedures.
 2. SRB will fund a maximum of six (6) attendees' travel costs.
 3. The SRB will only fund (\$0 to \$500) for airfare per person unless there is a cheaper form of transportation within four hundred and fifty (450) miles
 4. Travel costs are defined as airfare, gas, train or bus ticket or any other means of transportation.
 - a. The Student Organization and its members who travel must assume financial responsibility for travel expenses.
 - b. For car mileage reimbursement, SRB will fund up to four hundred and fifty (450) miles by the university rate, per necessary vehicle. Organizations are encouraged to carpool and consolidate resources in order to receive maximum funding.
 - c. The SRB cannot guarantee reimbursement on transportation if an organization changes its method of transportation. For example, if an application says that the organization will be using a train but instead cars are used, the SRB reserves the right to dismiss funding.
 5. The SRB funds may be allocated for conference registration:
 - a. SRB may fund up to six (6) Student Organization members' registration fees at \$100 per person.
 - b. SRB funds will only cover the lowest event registration fee amount.
 - c. Meals or per diem will not be funded.
 6. The SRB may fund a maximum of \$125.00 for an Organization's sleeping quarters per night. Organizations are encouraged to share rooms and consolidate resources to receive maximum funding.
- M. Regulations Concerning the Use of Funds
1. Student Organizations must use their SRB award to fund only the line items deemed eligible by the SRB in the allocation report.
 2. All SRB funds will be deposited and must be maintained in the Student Organization's on-campus account.
 - a. No funds allotted by SRB may be kept in an off-campus or personal account.
 3. All Student Organizations that receive SRB funds must include the most current ASLMU logo on all publicity and promotional materials.

- a. Any violation of this provision may result in forced reimbursement of allotted funds and the loss of future SRB funding.
 - b. The size and location for the logo shall be stipulated by the Treasurer.
 - c. Any organization(s) seeking to pre-order materials for which SRB funding may be sought must include the ASLMU logo on the materials for them to be eligible for SRB funding.
 - d. This includes the covers of SRB funded student publications
4. ASLMU reserves the right to mandate that certain material items for which SRB funding has been allocated be procured through a previously contracted service provider of ASLMU's choosing.
 5. All eligible student organizations that receive funding from the SRB must submit a Program Summary Report to the Treasurer no later than seven (7) days following the end of the event or program for which they have been allocated funds.
 - a. The report must include the following information:
 1. receipts
 2. turnout
 3. involvement
 4. self-evaluation
 5. duration of the event
 - b. All Program Summary Reports must be delivered to the Attorney General who will review each of them and identify any illegal activity, violations of ASLMU and/or LMU governing documents and codes, and/or misuse of allocated SRB funds in accordance with the SRB Code and take appropriate action.
 6. The misuse of funds may result in disciplinary action by ASLMU and/or departments of the Division of Student Affairs.

N. Privacy and Disclosures

1. By applying for funding from the Student Reserve Board, ASLMU will have access to any information and communication (i.e., e-mails, faxes, scans, etc) that is collected during an organization's application process. This includes, but is not limited to, tape recordings during the SRB presentation, information from your SRB PowerPoint presentation, and the hard and digital copies of the "SRB Application for Funding".
2. ASLMU reserves the right to publish any portion of your application process. This includes, but is not limited to, allocation decisions, information from your SRB PowerPoint presentation, and the hard and digital copies of the "SRB Application for Funding".

O. Appeal Process

1. If a Student Organization feels that the procedures provided for in the SRB Code were not followed, the Student Organization may appeal to the ASLMU Judicial



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Committee. The procedures for appeal are outlined in the Judicial Code. The appeal must be submitted no more than 48 hours following receipt of the Allocation Report detailing the SRB decision.

P. Amendments

1. Codes, policies, and procedures of the SRB may be revised as necessary through the ASLMU Senate. SRB may not modify these guidelines under any circumstances.



Associated Students of Loyola Marymount University
STUDENT RESERVE BOARD CODE

Revision History:

1. Attorney General Sarah Palacios (3/12/13)
2. Attorney General Michael Hanover (9/10/13)
3. Attorney General Michael Hanover (10/14/13)
4. Attorney General Michael Hanover (2/07/14)
5. Attorney General Stephen Mangelsdorf (8/27/14)