

Student Reserve Board Code

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Article 1: Purpose

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

Article 2: Student Reserve Board Members

Section 1: Composition

- A. Ex-Officio, Non-Voting Members
 - a. ASLMU Attorney General
 - b. ASLMU Advisor
- B. Voting Members
 - a. ASLMU Treasurer
 - b. ASLMU Chair of University Affairs
 - c. ASLMU Chair of Communications
 - d. ASLMU Speaker of the Senate
 - e. Three (3) ASLMU Senators
 - i. Appointed by the ASLMU Senate
 - f. Two (2) Undergraduate Students
 - i. Appointed by the ASLMU President
 - ii. Must be in good academic and judicial standing with the University
 - iii. Must be in at least their second year
- C. Quorum
 - a. Five (5) voting members of the SRB shall constitute a quorum.
 - b. Two (2) ASLMU Senators must be present to commence a SRB meeting.
 - c. The ASLMU Treasurer shall serve as a voting member of the SRB if the SRB is unable to meet quorum or to break a tie.
- D. Removal
 - a. Removal of any member of the SRB shall take place according to the relevant bylaws that govern the conduct of that member in question.
 - b. The Presidential appointees may be removed if voted on by the rest of the SRB Voting Members.

Section 2: Duties and Responsibilities

- A. Ex-Officio, Non-Voting Members
 - a. ASLMU Attorney General
 - i. Shall serve as the Parliamentarian for all SRB meetings and reference for the SRB Code.
 - b. ASLMU Advisor
 - i. Shall serve as a guide throughout the SRB meeting process.
- B. Voting Members
 - a. All voting members shall be considered of equal rank and authority in the context of funding decisions at SRB meetings.

Article 3: Student Reserve Board Scheduling

Section 1: SRB Meeting Scheduling

- A. Frequency
 - a. Meetings shall be held at least once per month and may be more frequent.
 - b. The ASLMU Treasurer may call additional SRB meetings, outside of the ones on the regular schedule, provided that SRB members are given a seventy-two (72) hour advanced notice via email.
- B. Process
 - a. Four (4) weeks prior to the fall semester, the ASLMU Treasurer shall select and reserve locations for the dates and times of all SRB meetings for the academic year.
 - b. The dates, times, and locations for all meetings shall be posted on the ASLMU website.

Section 2: SRB Workshop Scheduling

- A. Frequency
 - a. Workshops shall be held at least once per month and may be more frequent.
 - b. The ASLMU Treasurer may host additional SRB workshops, outside of the ones on the regular schedule.
- B. Process
 - a. Two (2) weeks prior to the beginning of each semester, the ASLMU Treasurer shall select and reserve locations for the dates and times of all SRB workshops for that semester.
 - b. The dates, times, and locations for all workshops shall be posted on the ASLMU website.

Article 4: Funding

Section 1: Source of Funds

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

Section 2: Eligibility Requirements

A. Eligible Groups

- a. Registered Student Organizations (RSOs) that are comprised of at least ten (10) undergraduate students who have complied with the University requirements for registration as a RSO and are in good standing with the controlling Student Affairs Authority in the Office of Student Leadership and Development.
 - i. Examples of these groups include Sororities, Fraternities, Service Organizations, The Finance Society, Cultural Groups, etc.
- b. Club Sports Teams that are comprised of undergraduate students who have complied with the University requirements for registration as a Club Sport and are in good standing with the controlling Student Affairs Authority in the Office of Club Sports.
 - i. Intramural Sports teams are ineligible to receive SRB funding.

B. Ineligible Groups

- a. Any eligible group with a financial hold.
 - i. A financial hold applies to groups with a negative account balance, groups that have failed to submit a program summary report or invoices following their use of SRB funding, and/or groups who have used SRB funding for an event/activity found in violation of University policy.
- b. 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, the Student Housing Office, or Student Affairs.
 - i. These include groups like NCAA Athletic Teams, Mane Entertainment, Student Media Groups, the Residence Hall Association (RHA), and University Programs.
 - ii. Service Organizations and Club Sports remain eligible for funding, despite their receipt of regular funding from a University division.

C. Collaboration

- a. If one of the above ineligible groups co-sponsors an event with an eligible group, the eligible group shall remain fully eligible to receive SRB funding.
- D. Other Requirements
 - a. Groups must attend a SRB workshop in the same month that they are submitting a SRB application.
 - i. Groups must attend a workshop before submitting the application.
 - b. Groups must be capable of showing they have made other attempts to fundraise for items listed on their application.

Section 3: Award Amounts

- A. Maximum Awards
 - a. A group may only receive up to \$5,000 for a single submitted application or single event, regardless of how many eligible groups co-sponsor the event and number of applications submitted.
 - b. A single philanthropy event may only receive up to \$4,000 in SRB funding, regardless of how many eligible groups co-sponsor the event and number of applications submitted.
 - c. A group may only receive up to \$8,000 during a given academic year.
 - i. A group may submit up to three (3) SRB applications for a given academic year.
 - ii. A group may only submit one (1) SRB application during a given month.
- B. Presentation Threshold
 - a. Groups requesting \$1,000 or more in a single application will be required to give a presentation at a SRB meeting during the month in which they submit.
 - b. Groups requesting less than \$1,000 in a single application will not be required to give a presentation at a SRB meeting during the month in which they submit.

Section 4: Funding Regulations for Non-Travel Proposals

- A. Eligible Activities/Events/Programs
 - a. All events, programs, and activities funded by SRB must be open and accessible to all undergraduate students, regardless of their membership or affiliation with the group requesting the funds.
 - b. Examples of eligible events include:
 - i. Educational
 - ii. Cultural

- iii. Recreational
 - iv. Entertainment
 - v. Community Service
 - vi. Philanthropic
 - vii. Sport Events
 - viii. Sport Tournaments
 - ix. Student 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 the publication from the public that are found to contradict the LMU mission statement.
 - c. All events, programs, and activities funded by SRB must be consistent with the ASLMU mission, ASLMU bylaws, the requesting group's mission, the requesting group's bylaws, the mission of the University, and the laws at the local, state, and national levels.
- B. Promotional Items
- a. The SRB will only fund up to 75% of the total cost of all promotional items.
 - i. 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.
 - b. Certain promotional items including, but not limited to, t-shirts exclusively for organization members will not be funded.
 - c. SRB will fund a maximum of \$7.00 per shirt.
 - i. The cost will be factored into the total promotional item cost for the application.
 - d. If a group wished to use SRB funding to purchase articles of clothing, they must use a sweatshop-free company per the University Policy on Supplier Labor Practice Code.
 - i. ASLMU will help groups find appropriate vendors of sweatshop-free clothing upon request.
 - e. Groups that receive SRB funds must include the most current ASLMU logo on all publicity and promotional materials.
- C. Re-Usable Equipment
- a. 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.
 - i. Exceptions will only be granted in cases of non-negligent loss or damage. If a requesting group plans to

request an exception, said group is responsible for proving non-negligent loss or damage to the SRB beyond a reasonable doubt.

- ii. Groups hosting recurring events with reusable equipment are responsible for storing such equipment in a protective environment.
- iii. Both the requesting group and the ASLMU Treasurer are responsible for maintaining records of reusable items funded by SRB.

D. Ineligible Items

a. The SRB will not fund the following items:

- i. Alcohol and tobacco products
- ii. 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.
- iii. Single-use plastic water bottles
- iv. Refreshments to be served primarily at a requesting group's membership at a regularly scheduled meeting of the requesting group.
- v. Salaries, stipends, honorarium, and speaker's fees for any member of the LMU community.
- vi. Scholarships, compensations, awards, gifts, or prizes.
 - 1. A gift is defined as an item presented to an intentional recipient showing favor or gratitude.
- vii. Membership dues
- viii. Fundraisers with the sole purpose of generating money for the requesting group's general funds/accounts.
- ix. Donations that go directly to charitable organizations in the form of money, in-kind goods or services, or scholarships.
- x. Debt
- xi. Off-campus events, programs, or activities
 - 1. Eligible groups, 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.

A. Requests

- a. Conference requests must abide by all other pertinent ASLMU codes, policies, and procedures.
- b. SRB will fund a maximum of six (6) attendees' travel costs from a requesting group on a single application.
- c. The SRB will only fund up to \$500 for airfare per person unless there is a cheaper form of transportation within four hundred and fifty (450) miles.
- d. Travel costs are defined as airfare, gas, train, or bus ticket or any other means of transportation.
 - i. The requesting group and its traveling attendees must assume financial responsibility for travel expenses.
 - ii. For car mileage reimbursement, SRB will fund up to four hundred and fifty (450) miles by the university rate, per necessary vehicle.
 1. Groups are encouraged to carpool and consolidate resources in order to receive maximum funding.
 - iii. The SRB cannot guarantee reimbursement on transportation if the requesting group changes its method of transportation.
 1. For example, if an application says that the requesting group says members will be using a train but instead uses cars, the SRB reserves the right to dismiss the funding.
- e. The SRB funds may be allocated for conference registration
 - i. SRB may fund up to six (6) members registration fees at up to \$100 per person.
 - ii. SRB funds will only cover the lowest event registration fee amount.
 - iii. Meals or per diem will not be funded, unless included in the registration fee per the conference.
- f. The SRB may only fund up to a total of \$125.00 for a requesting group's sleeping quarters per night. Groups are encouraged to share rooms and consolidate resources to receive maximum funding.

Article 5: Applications

Section 1: Availability

A. Online

- a. SRB application forms can be found on the ASLMU website.
 - b. SRB application forms can be found on the ASLMU LMU EXP Online portal.
- B. Print
- a. Physical copies of the SRB application forms are not regularly available in the ASLMU office, but may be asked for upon request to the ASLMU Treasurer.

Section 2: Content

- A. Materials
- a. The ASLMU Treasurer shall create standard SRB application forms.
 - b. The application forms shall exist to outline the total costs and itemize all estimated invoices necessary to determine the total cost.
 - i. In the case of co-sponsorship, each listed sponsor must identify the line item expenses for which they are responsible and requesting.
 - b. The completed application must be signed and reviewed for accuracy by the group's advisor, president, and treasurer (or equivalent).
 - i. If the group has a department advisor, they must also sign and review the form for accuracy.
 - 1. Examples include the Assistant Director for Sorority and Fraternity Life, Assistant Director for Club Sports, Assistant Director for Center for Service and Action, Director of Asian Pacific Student Services.

Section 3: Submission

- A. Online
- a. Completed SRB application forms shall be submitted online on the ASLMU LMU EXP Online portal.
 - i. The application will be time-stamped upon receipt.
- B. Timeline
- a. Completed application forms may only be submitted after attendance at a SRB workshop for the given month.
 - i. The application shall be submitted only during the month that the group is requesting the SRB funding.
 - ii. The time stamp of a completed SRB application submitted before attendance at a SRB workshop during a given month shall not be honored.

1. The group will be asked to submit the application after attending a SRB workshop and a new time stamp will be given.
- b. Applications must be submitted at least nine (9) calendar days before the scheduled SRB meeting for the given month in order for the it to be considered during that given month, unless otherwise stated by the ASLMU Treasurer in consultation with the ASLMU Advisor.
 - i. The application deadline for each month shall be posted on the ASLMU website.

C. Processing

- a. SRB applications will be processed on a first-come, first-serve basis.
 - i. This will be according to the time-stamp provided by the LMU EXP Online.
- b. Each application must reasonably fulfill the requirements and meet the appropriate deadlines in order to be potentially reviewed by the SRB.
 - i. Incomplete forms may result in the group being asked to re-submit the application and a new time stamp may be given.
 1. If the forms are very incomplete, the ASLMU Treasurer may deny or defer the application to be reviewed by the SRB.
- c. The ASLMU Treasurer shall audit the financial records of the group requesting SRB funding upon submission of an application.
 - i. Misrepresentation or falsification of requests during the application and allocation process may result in disciplinary action from ASLMU and/or the Office of Judicial Affairs.
- d. The ASLMU Treasurer will provide a group with written notice if their application has been approved for review by the SRB.

D. Presentations

- a. The ASLMU Treasurer will assign presentation times to the approved applicants in order based on the time stamp that was given to each application upon submission.
 - i. Groups requesting less than \$1,000 in a single application will not be required to give a presentation.
 - ii. Groups may switch presentations times amongst themselves.
 1. Both groups must provide written notice to the ASLMU Treasurer of a switch at least twenty-four (24) hours before the SRB meeting.

- iii. Presentations will be no more than five (5) minutes long and articulate the impact to the greater undergraduate student body and rationale for the requested funds.
 - 1. Visual components must be submitted to the ASLMU Treasurer via email at least twenty-four (24) hours before the SRB meeting.
 - b. A maximum of five (5) applications requiring presentations will be reviewed by the SRB at each meeting that is held.
 - i. The ASLMU Treasurer may extend this number if desired.
 - c. A maximum of five (5) applications not requiring presentations will be reviewed by the SRB at each meeting that is held.
 - i. The ASLMU Treasurer may extend this number if desired.
- E. Disclaimers
 - a. The successful completion of an application for SRB funds does not guarantee funding.
 - i. The amount requested may also differ from the amount awarded by the SRB.
 - b. The ASLMU Treasurer and Attorney General, in consultation with the ASLMU Advisor, reserve the right to deny applications and presentations to groups with incomplete, ineligible, or any other packets.

Article 6: Student Reserve Board Meetings

Section 1: Meeting Procedure

- A. Presentations
 - a. Any presentations given at SRB meetings are open to the public.
 - b. At least one (1) and no more than six (6) representatives from the requesting group(s) may be a part of the presentation given by the group(s).
 - i. Advisors and others not current are not permitted to make presentations before the SRB.
 - c. Presentations will be no more than five (5) minutes long and articulate the impact to the greater undergraduate student body and rationale for the requested funds.
 - d. Following the presentation, any SRB member may question the presenter(s) about their application for a maximum of five (5) minutes.
 - e. If a requesting group that is required to give a presentation at a SRB meeting is no longer able to give a presentation for whatever reason, written notice of the absence must be

provided to the ASLMU Treasurer at least twenty-four (24) hours before the SRB meeting time.

- i. Absences occurring without prior notice to the ASLMU Treasurer will result in a group's loss of SRB funding eligibility for a period of time not to exceed one (1) semester.
- f. A maximum of five (5) applications requiring presentations will be reviewed by the SRB at each meeting that is held.
 - i. The ASLMU Treasurer may extend this number if desired.
- g. A maximum of five (5) applications not requiring presentations will be reviewed by the SRB at each meeting that is held.
 - i. The ASLMU Treasurer may extend this number if desired.
- h. Groups requesting \$1,000 or more in a single application will be required to give a presentation at a SRB meeting during the month in which they submit.
 - i. Groups requesting less than \$1,000 in a single application will not be required to give a presentation at a SRB meeting during the month in which they submit.

B. Deliberations

- a. Deliberations during a SRB meeting are not open to the public.
- b. Deliberations shall follow all parliamentary procedures.
- c. All decisions shall be based with quorum present.
- d. All decisions shall be made with a four-fifths (4/5) vote of voting members present.
- e. SRB members who are active roster members of a requesting group shall vacate the room during all deliberations and voting related to that application.
 - i. The member may stay if quorum is lost when they vacate the room.

Article 7: Allocation of Funds

Section 1: Process

A. Before the Meeting

- a. The ASLMU Attorney General shall review all applications and select from the invoices listed that are eligible to receive SRB funding, per this Code.
 - i. A list of the eligible line items for each application shall be provided by the ASLMU Attorney General to the SRB by the start of the SRB meeting in which their application is being reviewed.

B. During the Meeting

- a. The SRB shall review the invoice eligibility determinations of the ASLMU Attorney General and approve the set of eligible line items.
 - i. Applications shall not be allocated funds in excess of the sum of eligible line items.
- b. The SRB shall 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 estimate invoices.
- c. Decisions shall be made according to all codes, policies, and procedures governing SRB funding allocations.
 - i. A group may only receive up to \$5,000 for a single submitted application or single event, regardless of how many eligible groups co-sponsor the event and number of applications submitted.
 - ii. A single philanthropy event may only receive up to \$4,000 in SRB funding, regardless of how many eligible groups co-sponsor the event and number of applications submitted.
 - iii. A group may only receive up to \$8,000 during a given academic year.
 - 1. A group may submit up to three (3) SRB applications for a given academic year.
 - 2. A group may only submit one (1) SRB application during a given month.
- d. A decision of funding shall be made during the SRB meeting.

Section 2: Allocation Report

A. Timeline

- a. Within four (4) school days following the SRB meeting, the ASLMU Treasurer shall physically or electronically deliver an allocation report to the requesting group.

B. Content

- a. The allocation report shall include the following information:
 - i. A summary of the SRB decision
 - ii. Justification for any partial or full denial of funds
 - iii. A description of the funding dispersion process
 - iv. A clear and detailed description of the reporting requirements, post-event, that funded groups must meet in order to remain eligible for future SRB funds.
 - v. Instructions explaining the process of appealing the decision of the SRB.

C. Funds Update

- a. Within forty-eight (48) hours after the allocation report is sent out by the ASLMU Treasurer, the ASLMU Treasurer must report

the most current balance of the SRB fund on the ASLMU website.

- b. Following the SRB allocation decision, all applications receiving funds shall be reviewed by the ASLMU Advisor for exposure to high-risk liability.
 - i. 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, Treasurer, President, and/or other members of the Division of Student Affairs.

Section 3: Distribution of Funds

A. Reimbursement

- a. The purchaser will receive reimbursement following the completion of the event, program, or activity for which the funds were to be used.

B. Retroactive Reimbursement

- a. The SRB may retroactively fund an event if, due to an impacted SRB meeting schedule or because the first SRB meeting has not yet occurred, the SRB was unable to review an eligible application before the occurrence of the event for which funding is sought.
- b. If a requesting group has submitted an application and is in good standing, but the SRB has requested that they must reappear or resubmit information before they can receive funding, the SRB may retroactively fund the event for the requested group's application.
- c. Requesting groups may also arrange to be retroactively funded if they meet with the ASLMU Treasurer prior to the submission of their SRB application to explain their line item requests and provide reasoning as to why they were unable to seek preemptive funding.
 - i. Pending Treasurer approval, such groups may be permitted to present their request at the meeting following the first SRB application turn in deadline after their event.

C. Regulations Concerning the Use of Funds

- a. Groups must use their SRB award to fund only the line items deemed eligible by the SRB in the allocation report.
- b. All SRB funds will be deposited and must be maintained in the requesting group's on-campus account.
 - i. No funds allotted by the SRB may be kept in an off-campus or personal account.
- c. Groups that receive SRB funds must include the most current ASLMU logo on all publicity and promotional materials.

- i. Any violation of this provision may result in forced reimbursement of allotted funds and the loss of eligibility of future SRB funding for a period of time up to one (1) semester.
 - ii. The size and location of the logo shall be stipulated by the ASLMU Treasurer and Advisor.
 - iii. Any requesting groups 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 to receive SRB funding.
- d. All eligible groups that receive any amount of funding from the SRB must submit a Program Summary report on ASLMU's LMU EXP Online Portal no later than seven (7) days following the event or program in which they have been allocated funds.
 - i. Failure to do so will result in a financial hold for the group.
 - ii. The report must include the following information:
 - 1. Receipts
 - 2. Turnout
 - 3. Involvement
 - 4. Self-evaluation
 - 5. Duration of the event
 - iii. All Program Summary Reports will be reviewed by the ASLMU 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.
 - 1. The misuse of funds may result in the forced reimbursement of allotted funds and further disciplinary action by ASLMU and the Division of Student Affairs.

Article 8: Privacy and Disclosures

By applying for funding from the Student Reserve Board, ASLMU will have access to any information and communication (i.e. emails, faxes, scans, etc.) that is collected during a group's applications process. This includes, but is not limited to, tape recordings during a SRB presentation, information from any visual presentation, and any copies of the SRB application. ASLMU reserves the right to publish any portion of a requesting group's application process. This includes, but is not limited to, allocation decisions, information from any visual presentation, and any copies of the SRB application.

Article 9: Appeal Process

If a group requesting funds feels that procedures provided for in the SRB Code were not followed, the group may appeal the decision to the ASLMU Judicial Committee. The procedures for appeal are outlined in the ASLMU Bylaws. The appeal must be submitted no more than forty-eight (48) hours following the receipt of the allocation report detailing the SRB decision.

Article 10: Amendments

The codes, policies, and procedures of the SRB may be revised as necessary through the ASLMU Senate's legislative process. SRB may not modify these guidelines under any circumstances.

Revision History:

1. ASLMU Attorney General Sarah Palacios (3/12/13)
2. ASLMU Attorney General Michael Hanover (9/10/13)
3. ASLMU Attorney General Michael Hanover (10/14/13)
4. ASLMU Attorney General Michael Hanover (2/7/2014)
5. ASLMU Attorney General Stephen Mangelsdorf (8/27/14)
6. ASLMU President Hayden Tanabe (8/24/2017)