



Student Reserve Board Code

Associated Students of Loyola Marymount University

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A. Purpose

1. The purpose of the Student Reserve Board is to provide financial assistance to University registered undergraduate clubs and 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. Club – At least 15 persons who have complied with the University requirements for registration as a club and is in good standing with the office of Student Leadership & Development.
3. Organization – A registered club that receives some fiscal, human and/or space resources from the University. The University will designate organization status on an annual basis. Registered organizations include, but are not limited to:
 - a) Fraternity and Sororities
 - b) Service Organizations
 - c) Club Sports
 - d) Special Games
 - e) MECHA
 - f) Black Student Union
 - g) Del Rey Players
4. Student Group – Any duly registered or designated club, organization or University program. The term student group shall be used throughout the *Club, Organization and University Program Resource Manual* to refer to all three entities.
5. 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 club, 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 club, organization, or University program.
 - c) Participate as a group in University or student group activities.



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- 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) ASLMU Vice President
- e) Speaker of the Senate
- 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 three (3) 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.



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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. Seven (7) 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 clubs and organizations deemed eligible to receive funds by the controlling Student Affairs authority.
2. To be eligible for SRB funding, clubs 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 club's or 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 club or organization or any club or 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 clubs and organizations on "financial hold."
 - a) Financial hold applies to clubs and organizations in the following circumstances:
 - 1) The club or organization has failed to submit a completed Program Summary Report following their use of SRB funding.
 - 2) The club or organization has failed to submit the invoices documenting their use of SRB funding.
 - 3) The club or organization has used SRB funding for an event or activity found in violation of any University policy.



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- 4) The club or 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 clubs 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 club or 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 club sports remain eligible for funding despite their receipt of regular funding from a University Division.
 - b) NCAA Athletic Teams
 - c) Intramural Sports
 - d) Clubs and Organizations with a negative account balance
 - e) University Programs
 - f) Student Media
 7. If one of the above ineligible groups co-sponsors an event with an eligible club or organization, the eligible club or organization shall remain fully eligible to receive funding.
- H. Application for SRB Funding
1. Only eligible clubs 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.



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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 clubs 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 club or organization's proposal must be reviewed for accuracy and signed by the club or organization's president, vice president, and advisor.
 - 1) All Greek organizations (fraternities/sororities) must complete previously stated requirements in addition to receiving the signature of approval from the Greek Life Advisor.
 - 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 post a sign-up sheet in the ASLMU office for applicants to select a time to meet with the SRB immediately following receipt of their application.
 - a) Applicants may select a time to meet with the SRB only after having their



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- application officially time stamped 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
13. Submitting an application for SRB funds does not guarantee funding of a proposal.

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. All decisions shall be based upon four-fifths (4/5) vote of members present.
4. Deliberations of the SRB are not open to the public.
5. The Treasurer will provide all members of the SRB with the applications of each proposal scheduled for that meeting as well as any supporting materials that may be required by the SRB Code or that may be helpful in deciding upon a proper allocation.
6. SRB members who are active roster members of a club or organization that has submitted a proposal for funding shall vacate the room during all questioning, discussions, deliberations, and voting relating to that proposal.
7. At least one representative from the club or organization that is presenting must attend the SRB meeting.
8. A maximum of six (6) persons may represent the interests of each proposal.
 - a) Advisors and others not associated with LMU are not permitted to make presentations before SRB.
9. Clubs 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 club or organization's loss of SRB funding eligibility for a period of time not to exceed one (1) semester.
10. Each club and organization will have a maximum of five (5) minutes to give their presentation.
11. Following the presentation, any SRB member may question the presenters regarding their proposal or the club or organization they represent.
 - a) There is to be no time or volume limit placed upon the questioning portion of the proposal process.



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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. Clubs 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 club or organization.
 - a) A proposal co-sponsored by multiple eligible clubs or organizations may receive an allocation up to an amount equal to \$5,000 per co-sponsoring club or 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 club or organization must meet in order to remain eligible for future SRB funds.



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- 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) Club 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. Clubs and organizations are strongly encouraged to co-sponsor events, programs, and activities with other clubs and 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.
4. If a club or 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 clubs 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.



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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 club or 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) Refreshments to be served primarily to a club or organization's membership at regularly scheduled meetings.
 - d) Salaries, honorarium, stipends and speaker's fees for any member of the LMU Community.
 - 1) SRB funds may be used to purchase "tokens of appreciation" under \$50 for a speaker/performer from the LMU Community in lieu of honoraria.
 - e) Scholarships, compensations, awards, gifts or prizes for students
 - f) Membership dues
 - g) Fundraisers with the sole purpose of generating money for the proposing club's or organization's general funds/accounts
 - h) Donations that go directly to charitable organizations in the form of money, in-kind goods or services, or scholarships.
 - i) Debt
 - j) Off-campus events, programs, or activities
 - 1) Eligible clubs or 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.
 - k) Reimbursement of funds following the completion of the event, program, or activity for which the funds were to be used.
 - 1) 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.



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- 2) If a club or 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 club or organization's proposal.
 9. 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.
- L. Funding Regulations specific to Travel and Conference Proposals
1. Conference Travel requests must abide by all other pertinent ASLMU codes, policies, and procedures.
 2. SRB funds may be allocated for travel to:
 - a) professionally organized conferences, conventions, competitions or workshops for up to 2 members of an eligible student group.
 - 1) the number of students sent to tournaments or competitions by or through club sports will be up to the discretion of the SRB
 3. The SRB may fund a maximum of 75% of the total expenses per trip.
 - a) The club or organization and its members who travel must assume some financial responsibility for travel expenses.
 - b) SRB may fund a maximum of \$80.00 per sleeping quarters per night.
 - c) Funding for airfare will only be considered for destinations outside of a 350-mile radius centered at the Loyola Marymount University Westchester Campus.
 - 1) Exceptions may be made if:
 - i) It can be shown that airfare is, within reason, the most cost efficient mode of travel.
 - ii) Air travel is the only means of arriving at a given destination.
 - d) Mileage reimbursements for travel in an automobile shall be set at the current standard rate used by the university administration.
 4. Travel requests may be funded only if such travel is consistent with the purpose or mission of the club or organization.
 5. Clubs and organizations must attach to their request the most current official materials explaining the workshop, conference, convention, or competition for which they desire travel funding.
 - a) These materials must be official documents printed by the sponsoring organization and may not be self-generated by the group requesting SRB funds.



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- b) Travel requests without supporting documentation cannot be funded.
 - c) Required documentation cannot be submitted after the proposal has been submitted to the Treasurer unless it is explicitly requested by the SRB.
 - 6. Travel for the primary purpose of pleasure, entertainment, recreation, or networking is not eligible for SRB funding.
 - 7. Non-LMU student travel expenses will not be funded.
 - a) SRB funds may not pay for an advisor's travel expenses.
 - 8. SRB funds will not cover late registration fees.
 - 9. Meals or per diem will not be funded.
- M. Regulations Concerning the Use of Funds
1. Clubs and 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 club's or organization's on-campus account.
 - a) No funds allotted by SRB may be kept in an off-campus or personal account.
 3. All clubs and 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



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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. Appeal Process

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

O. 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.