

SENATE FINANCE POLICY

We, the members of the Student Senate, in order to insure the equitable and efficient usage of the finances of the Associated Students, to clarify the procedures for management of the said finances, to provide for the intellectual, social, and educational development of the Associated Students through the management of the finances, and to enhance the understanding of the senate finance procedures do hereby ordain and establish this finance policy.

ARTICLE I

Student Activity Fee

Section 1. The Board of Regents authorizes Emporia State University to levy a student activity fee which will be used for the purpose of providing an academic, social, and cultural environment in which every student may attain the highest possible level of growth and development.

1.1 Levying of said activity fee will be done in consultation with the Associated Student Government.

Section 2. The Associated Student Government will be the primary agent in recommending the amount of the student activity fee to the president of the university, in accordance to the state statutes and with the policies of the Board of Regents.

Section 3. The student activity fee for all undergraduate students enrolled in ten (10) credit hours or more or graduate students enrolled in seven (7) hours or more will be ~~\$313~~ \$334.

3.1 This figure is subject to yearly change and revision upon the approval of the Student Senate and Board of Regents action.

3.2 The assessment of the fee will be as follows:

3.21 Associated Student Government	\$	7.40 8.15
3.22 Athletic Activity Fee		90.40 101.40
3.23 <i>Bulletin</i>		8.10
3.24 Child Development Center		4.00 3.25
3.25 Educational Opportunity Fund		5.00
3.26 Memorial Union		62.10 67.10
3.27 Marching Band Stipend		2.95
3.28 Performing Arts		15.85
3.29 Quivira		.25
3.210 Recreation Facility Fee		29.00
3.211 Recreational Services		44.10 18.10
3.212 Special Events		2.00
3.213 Sports Clubs		.60
3.214 Student Health Center		52.15 53.15
3.215 <i>Sunflower</i>		9.25

3.216 Union Activities Council	8.60
3.217 Visual Arts Board	1.25

Section 4. The student activity fee for all undergraduate students enrolled in less than ten (10) credit hours or graduate students enrolled in less than seven (7) credit hours and all students enrolled in the summer session will be ~~\$38~~ **\$41** per credit hour.

4.1	The assessment of the fee will be as follows:	
4.11	Associated Student Government	\$.85
4.12	Athletic Activity Fee	10.45 11.70
4.13	<i>Bulletin</i>	1.15
4.14	Child Development Center	.20
4.15	Educational Opportunity Fund	.35
4.16	Memorial Union	6.00 6.60
4.17	Marching Band Stipend	.25
4.18	Performing Arts	2.68
4.19	Recreation Facility Fee	2.50
4.110	Recreational Services	3.37 4.37
4.111	Special Events	.35
4.112	Sports Club	.15
4.113	Student Health Center	7.85 8.00
4.114	<i>Sunflower</i>	.75
4.115	Union Activities Council	.95
4.116	Visual Arts Board	.15

ARTICLE II

Rules & Procedures Concerning Allocations

Section 1. Types of Allocations

- 1.1 Fiscal year allocations shall be the primary means of distributing students fees among the various student organizations on campus.
- 1.11 Fiscal year shall be that budgetary period from July 1 to June 30.
- 1.12 All allocations for said fiscal year shall take place during the spring semester prior to the beginning of said year.
- 1.2 Reserve fund allocations shall be a secondary means of distributing student fees among the various student organizations.
- 1.21 The amount of the reserve fund for a fiscal year period shall be determined by the ~~finance~~ **fiscal affairs** committee.
- 1.22 Special consideration shall be given to those organizations either nonexistent at the time of fiscal year allocations or those establishing new programs after the fiscal year has begun.
- 1.23 All monies not spent through allocations, according to Article II, Section 3.46 and Section 4.5, will be automatically readjusted to the reserve fund for future allocations by all recognized student organizations (RSOs).

Section 2. Requirements for Allocations

- 2.1 An organization requesting funds must be recognized by Associated Student Government.
- 2.2 The Student Senate will not allocate funds to any organization for the planning of, sponsoring of participating in activities which foster or encourage the development of or advocacy of the idea of any specific religious or political outlook.
- 2.3 All organizations either requesting funds or allocated funds must agree to have all their financial information available to the Student Senate at all times.
- 2.4 Any request for reserve fund allocations must be submitted in detail to the ~~finance~~ *fiscal affairs* committee at a reasonable time prior to the incurrence of the expense.
 - 2.41 Any request for fiscal year allocations must be submitted by a date to be determined by the ~~finance~~ *fiscal affairs* committee chair, which shall be no earlier than thirty (30) days after notification of the deadline.
- 2.5 All organizations receiving funds must meet any stipulation placed upon the allocation by the ~~finance~~ *fiscal affairs* committee before it becomes effective.
- 2.6 Allocated monies must be used or readjusted by the specified date of the allocation or by semester's end.
 - 2.61 If the allocation is not spent or readjusted, the specific allocated monies will be automatically transferred to the reserve fund for future requests by all RSO's eligible to receive funds.

Section 3. Procedures for Fiscal Year Allocations

- 3.1 Responsibilities of the ~~Finance~~ *Fiscal affairs* Committee Chair
 - 3.11 The ~~finance~~ *fiscal affairs* chair shall be responsible for establishing a deadline for fiscal year requests and notifying organizations of that deadline and the guidelines for allocations through as many different means as possible at least thirty (30) days in advance.
 - 3.12 The deadline for fiscal year requests shall also be the deadline for determination of the total available amount to be allocated for the fiscal year.
 - 3.121 This amount to be determined by the ~~finance~~ *fiscal affairs* chair with approval of the Student Senate.
 - 3.13 The ~~finance~~ *fiscal affairs* chair will be responsible for establishing the order in which the organizations requesting funds will be considered by the ~~finance~~ *fiscal affairs* committee, as well as the date, time, and place.
 - 3.14 The ~~finance~~ *fiscal affairs* chair will be responsible for assigning a senate sponsor to each of the organizations requesting funds.
 - 3.15 The ~~finance~~ *fiscal affairs* chair shall be responsible for explaining each allocation request and any amendments to the Student Senate when the fiscal year allocations bill is presented on general order.
 - 3.151 The ~~finance~~ *fiscal affairs* chair and the individual senate sponsor shall entertain questions concerning the requests and/or amendments.
- 3.2 Responsibilities of the ~~Finance~~ *Fiscal affairs* Committee

- 3.21 Prior to the fiscal year process, the ~~finance~~ *fiscal affairs* committee shall research and set limits for the funding of travel, lodging, and expense for the fiscal year allocations.
 - 3.211 Those limits are subject to senate approval.
 - 3.22 Each member of the ~~finance~~ *fiscal affairs* committee shall be responsible for notifying the organization that he/she is sponsoring, the date, time and place of their budget hearing within one week of the publication of this information by the ~~finance~~ *fiscal affairs* chair.
 - 3.23 The ~~finance~~ *fiscal affairs* committee may, by a majority vote of those present and voting, reconsider any fiscal year allocation request.
 - 3.231 The senate sponsor of any organization whose allocations to be reconsidered, either by the ~~finance~~ *fiscal affairs* committee or the Student Senate, shall be responsible for notifying the organization of the time, date and place of the second budget hearing.
 - 3.24 After all requests have been considered and any reconsideration made, the ~~finance~~ *fiscal affairs* committee shall determine by a majority vote of those present and voting the final committee report on the entire fiscal year allocations bill.
 - 3.25 The ~~finance~~ *fiscal affairs* committee shall present the fiscal year allocations bill to the Student Senate no later than two (2) senate meetings prior to the last scheduled senate meeting of the spring semester.
- 3.3 Responsibilities of the Student Senate
 - 3.31 The Student Senate may, by a majority vote of those present and voting, specify that any set of organizations shall be represented at the next regularly scheduled senate meeting for further consideration and possible amendments.
 - 3.32 After considering amendments to the fiscal year allocations bill, if any, the senate shall take action in accordance with regular Student Senate procedures.
 - 3.4 Responsibilities of the Organizations
 - 3.41 Each organization requesting funds shall have a representative at the budget hearing when the ~~finance~~ *fiscal affairs* committee considers their allocation.
 - 3.42 Each organization requesting funds shall supply any information pertinent to the allocation upon request by the ~~finance~~ *fiscal affairs* committee.
 - 3.43 Each organization requesting funds must demonstrate financial need which shall include a list of all sources of funding.
 - 3.44 Each organization shall be responsible for any overspending of its budget.
 - 3.45 Any other sources of funding of an organization shall be considered their funds exclusively unless exempted in the fiscal year resolution.
 - 3.46 Each organization that has been granted funds must inform the finance committee of a date (when the specific date has not been indicated in the original allocation), a date change, or a readjustment by the date of the

allocation or by semester's end.

3.461 Otherwise, the specific allocated monies will be automatically readjusted to the reserve fund for future requests by all RSO's.

Section 4. Readjustments

- 4.1 Any organization requesting a readjustment of an allocation must submit a completed Associated Student Government Readjustment form to the ~~finance~~ *fiscal affairs* committee chair prior to the incurrence of the expense.
- 4.2 Any readjustment of a line item which neither exceeds \$50 nor readjusts line items already readjusted may be approved by the ~~finance~~ *fiscal affairs* chair.
- 4.3 Any readjustment of a line item which does not meet the criteria above must be approved by the ~~finance~~ *fiscal affairs* committee before the incurrence of the expense.
- 4.4 Any approved readjustment of a line item in excess of \$200 shall be included in the ~~finance~~ *fiscal affairs* committee report at the next Student Senate meeting and shall be included in the minutes of that meeting.
- 4.5 Any organization requesting a readjustment of an allocation must do so by the specified date of the original allocation or by the semester's end.
 - 4.51 Otherwise, the specific allocated monies will be automatically readjusted to the reserve fund for future requests by all RSO's.

Section 5. Fiscal Year Stipulations Bill

- 5.1 In conjunction with the passage of the fiscal year allocations bill, the ~~finance~~ *fiscal affairs* committee chair shall draft and submit to the senate the fiscal year stipulations bill.
- 5.2 The fiscal year allocations resolution shall include any special considerations placed upon the fiscal year stipulations bill by the ~~finance~~ *fiscal affairs* committee.
- ~~5.3 The current fiscal year stipulations bill shall include a specific range, either of dollar amounts, percentages or both, that will set the limits of both the Union Activities Council allocation request and the final Union Activities Council allocation for the next fiscal year process.~~
 - ~~5.31 Union Activities Council shall be informed of these figures within ten (10) days of passage of the resolution.~~

Section 6. Restrictions Concerning the Student Activity Fee & Fiscal Year Allocations

- 6.1 No recognized student organization of Associated Student Government shall receive direct funding from a fiscal year allocation and a student activity fee passed by Associated Student Government.
 - 6.11 The phrase "direct funding" shall mean that of an organization receiving

monies from the activity fee in the name of the organization and receiving a fiscal year allocation in the name of the organization.

- 6.12 Any recognized student organization, except Associated Student Government, upon the receipt of a student activity fee may distribute those funds to any other organization in conjunction with its policies and procedures, including, but not limited to, any organization already receiving a student activity fee or a club budget allocation.
- 6.2 The only organization exception to be granted is to that of Associated Student Government.
 - 6.21 This will ensure that Associated Student Government will still be able to receive funding from its portion of the activity fee in the form of a fiscal year allocation and distribute the remaining monies of the activity fee to organizations recognized by Associated Student Government.
- 6.3 This policy shall not affect the distribution of the Associated Student Government reserve fund so as that any recognized student organization may still seek and be granted through normal means a reserve fund request.
- 6.4 All preceding information in the Associated Student Government's Finance Policy that is contradictory in nature to Section 6 is now considered null and void.

ARTICLE III

Associated Student Government Accounts

- Section 1. Any and all transactions involving accounts of the Associated Student Government shall be done in accordance with the policies of the State of Kansas concerning such accounts.
- Section 2. Associated Student Government shall maintain at least two accounts: a general fund, consisting of monies collected from students fees; and a consumer account, consisting of monies collected from the refrigerator rental program.
 - 2.1 The general fund shall be used for fiscal year allocations, reserve fund allocations, and special fund allocations designate to come from the general fund.
 - 2.2 The consumer account shall be used for the expenses of the refrigerator rental program; allocations to the office of Residential Life, in accordance with the current contract with the Office of Residential Life; supplementing the general fund for fiscal year allocations; and special allocations designated to come from the consumer account.
 - 2.3 Any monies not allocated from the general fund for either fiscal year allocations or as a reserve fund shall be designated carry-over monies and may be used to either supplement the reserve fund for the current year or the general fund for the following year.
- Section 3. Allocations to organizations shall be to either a closed account or an open account.
 - 3.1 Unless explicitly stated in the fiscal year resolution, the only organizations having

an open account are Associated Student Government and Union Activities Council.

3.11 The allocations to Union Activities Council shall be transferred to their account.

3.2 It shall be the duty of the treasurer to record the expenditures of every organization having a closed account and receiving funds from the Associated Student Government.

3.3 The treasurer will make periodic reports to the Associated Student Government of the present standing of all organizations.

3.4 It shall be the duty of the executives of an organization having an open account to make periodic reports to the Associated Student Government Finance Committee.

ARTICLE IV

Responsibilities

Section 1. The ~~finance~~ *fiscal affairs* committee and Student Senate will be responsible for administering the funds delegated to the Associated Student Government under the assessment provision listed in Article I, Sections 3.4, 4.1, and 5.2.

Section 2. All matters concerning allocations of Associated Students money will be considered by the ~~finance~~ *fiscal affairs* committee.

Section 3. The ~~finance~~ *fiscal affairs* committee will be composed of the chair and four (4) or more additional senators.

Section 4. All matters of allocations that come before the ~~finance~~ *fiscal affairs* committee will be presented to the Student Senate in the form of a bill and follow the necessary producers for final action.

Section 5. The ~~finance~~ *fiscal affairs* committee will research and set limits for the funding of travel, lodging, and expenses for each allocation.

5.1 Those limits are subject to senate approval.

Section 6. A hearing will be scheduled by the ~~finance~~ *fiscal affairs* committee chair with the organization representatives and the ~~finance~~ *fiscal affairs* committee.

6.1 The organization representatives will also be notified of their time to appear before the Student Senate.

Section 7. Any organization requesting a readjustment of an allocation must submit a completed Associated Student government Readjustment Form to the ~~finance~~ *fiscal affairs* committee chair.

Section 8. Any readjustment of a line item in an allocation must be approved by the ~~finance~~ *fiscal affairs* committee prior the incurrence of the expense.

Section 9. Should any organization having a moved-out account desire to readjust funds from one major functional i.e., a committee or program, to another major function, and if said readjustment is in excess of \$100, a written and oral report of said desired readjustment must be presented to the Student Senate Finance *Fiscal affairs* Committee prior to occurrence of said readjustment if possible, and no more than ten (10) school days after occurrence if prior notice is not possible.

9.1 This written and oral report is for informational purposes only and does not require the approval of the ~~finance~~ *fiscal affairs* committee; however, this process would allow the ~~finance~~ *fiscal affairs* committee to express its point of view and register its satisfaction or dissatisfaction with the action.

Section 10. Any overspending of a budget shall be the responsibility of the organization.

Section 11. It shall be the duty of the ~~finance~~ *fiscal affairs* committee chair to notify all organizations that funds are available to be requested.

11.1 Said notification will occur no later than three (3) weeks prior to the last day of the fall semester.

ARTICLE V

Associated Student Government Treasurer Duties

Section 1. It shall be the duty of the treasurer to record the expenditures of every organization having a closed account and receiving funds from the Associated Student Government.

Section 2. The treasurer will make periodic reports to the Associated Student government of the present standing of all organizations' accounts.

ARTICLE VI

Suspending Policy

Section 1. A ruling of the President of the Student Senate shall determine when any allocation request does not follow the rules and procedures of this ~~finance~~ *fiscal affairs* policy.

Section 2. A motion to suspend any portion of the finance policy for any particular allocation requires a two-thirds (2/3) vote of the Student Senate members present and is debatable.

