

SENATE LINE ITEM POLICY

<Revised 3.23.15>

We, the members of the Student Senate, in order to ensure 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 line item procedures do hereby ordain and establish this finance policy.

Section 1

ARTICLE I

Student Activity Fee (Line Item)

The Kansas 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. 1.1 Levying of said activity fee will be done in consultation with the Associated Student Government.
2. 1.2 Associated Student Government allocates funds to Recognized Student Organizations through the Student Activity Fee also known as “line items” collected by Emporia State University on behalf of Associated Student Government as shown in the Comprehensive Fee Schedule on the ESU website.

The Associated Student Government will be the primary agent in recommending the amount of the student activity fee to the President of the University and the Tuition and Fee Advisory Committee, in accordance to the state statutes and with the policies of the Kansas Board of Regents.

The student activity fee is collected by Emporia State University on behalf of the following Recognized Student Organizations and organizations.

1. 3.1 Each line item will be in accordance to the way ESU constructs its budget and tuition. All line items will be submitted yearly with a biyearly projection.
2. 3.2 The assessment of the fee will be as follows per semester:

3.2.1 Associated Student Government 3.2.2 Bulletin

3. 3.2.3 Center for Early Childhood Education
4. 3.2.4 Educational Opportunity Fund

Section 2

Section 3

5. 3.2.5 Athletic Band Stipend
6. 3.2.6 Performing Arts
7. 3.2.7 Quivira
8. 3.2.8 Special Events Board
9. 3.2.9 Sports Clubs
10. 3.2.10 Sunflower
11. 3.2.11 Union Activities Council
12. 3.2.12 Visual Arts Board

ARTICLE II

Rules & Procedures Concerning Line Items Paid Directly from Student Activity Fees

Section 1 Procedures for Fiscal Year Line Items Paid Directly from Student Activity Fees

1. 1.1. In the Spring semester a representative or advisor of Associated Student

Government will have a “meeting” with each organization that is listed in Article I Section 3.2, herein referred to as LIO or Line Item Organization, or any new organization that is interested in getting a line item.

1. 1.1.1. A “meeting” shall be conducted in one or all of the following manners: (1) email; (2) in-person; or (3) over the phone.

2. 1.1.2. The meeting shall consist of the following discussion: (1) Senate Line Item Policy; and (2) organization plans for the line item.

2. 1.2. Let 3rd Friday in August be the deadline to turn in the proper financial documents, submitted by each LIO to the Fiscal Affairs Chair.

1.2.1. Proper financial documents for the previous fiscal year must meet the requirements of Appendix A unless a creating a new line item.

1.2.1.1. New line items must meet the requirements of Appendix D.

1.2.1.2. Increase and decrease follow Article III procedures and deadlines.

1.3. The Fiscal Affairs Chair has until the 1st Friday in September to review the financial documents.

1.3.1. The Fiscal Affairs Chair must notify each LIO stating whether they turned in the proper financial documents or not.

4. 1.4. Let the 3rd Friday of September be the deadline for all corrected financial documents for each LIO that fails to turn in the proper financial documents required in Article II Section 1.2.1.
5. 1.5. Let the 1st Friday in October be the deadline for the Fiscal Affairs Chair meeting with the LIO's that are requesting an increase or decrease in their line item.

1.5.1. The Fiscal Affairs Chair shall coordinate with each LIO about their

specific meeting time.

1.6. Following these deadlines, the normal bill process will begin, as stated in

the Student Senate Rules of Procedure.

Section 2

2.1

Responsibilities of Fiscal Affairs Chair, Fiscal Affairs Committee, LIO, and Student Senate

Fiscal Affairs Chairs Responsibilities,

1. 2.1.1 Discuss Senate Line Item Policy with the Fiscal Affairs Committee on the first Fiscal Affairs Committee meeting in the fall.
2. 2.1.2 Distribute to all members of the Fiscal Affairs Committee the financial documents of each LIO at least 7 days before the Fiscal Affairs Committee votes on the Line Item Bill.
3. 2.1.3 Keep each LIO informed for their meetings with the Fiscal Affairs Committee, Student Senate, and the Chairperson themselves.
4. 2.1.4 Delegate a member of the Fiscal Affairs Committee or take it upon themselves to write the line item bill.
5. 2.1.5 Introducing line item adjustments to the Student Senate when the line item bill is presented on general order.
6. 2.1.6 Notifying the Controller to hold back funds if proper financial

documents are not filed.

7. 2.1.7 Understand and follow the Student Line Item Policy that is stated herein.

Fiscal Affairs Committee Responsibilities

1. 2.2.1 May pass, with majority vote of all present committee members, on the line item bill.
2. 2.2.2 Sponsoring the line item bill when presented to the Student Senate.
3. 2.2.3 Review the financial documents of any LIO for any reason they want at any time during the fiscal year.
4. 2.2.4 Understand and follow the Student Line Item Policy that is stated herein.

Student Senate Responsibilities

1. 2.3.1 May pass, with majority vote of those present and voting, specify that any set of LIO shall be represented at the regularly scheduled senate meeting where the line item bill will be on general order for further consideration and possible amendments.
2. 2.3.2 After considering amendments to the fiscal year line item adjustment bill, if any, the Senate shall take action in accordance with regular Student Senate procedures.
3. 2.3.3 Understand and follow the Student Line Item Policy that is stated herein.

LIO Responsibilities

2.4.1 Attend all meetings described herein and any other meeting

deemed necessary by the Fiscal Affairs Chair, Fiscal Affairs Committee, and Student Senate.

2.2

2.3

2.4

Section 3

2. 2.4.2 Must attend the meeting when the line item bill is voted on by the Fiscal Affairs Committee and Student Senate.
3. 2.4.3 Understand and follow the Student Line Item Policy that is stated herein.

Rules Concerning Expenditures of Line Items Paid Directly from Student Activity Fees

3.1 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 any specific religious or political outlook.

ARTICLE III

Section 1

Procedures for a Change in a Line Item Paid Directly from Student Activity Fees

1. 1.1 Procedures

1. 1.1.1 Any group or organization that wishes to increase or decrease the

current amount of funding that they receive from student activity fees must hand deliver, to the Fiscal Affairs Chair, written documentation that states their current financial status, the current need of the increase or decrease, and how the requested money will be used.

2. 1.1.2 The written documentation for an increase must at least contain the information stated in Appendix B.

3. 1.1.3 The written documentation for a decrease must at least contain the information stated in Appendix C.

2. 1.2 Timeline

1.2.1 To take effect the following fiscal year, these documents are

subject to Article II deadlines starting with Section 1.2.

ARTICLE IV

Review Permissions of Associated Student Government

Procedure for Decreasing a Line Item Paid Directly from Student Activity Fees as initiated by Associated Student Government

1.1. Any member of Associated Student Government may initiate a decrease in the line item amount paid directly from student activity fees.

1.1.1. Groups will be advised of this desire to decrease a line item

amount and will meet with the Fiscal Affairs Committee to discuss the proposed changes.

Section 1

Increasing or Decreasing a Line Item Paid Directly from Student Activity Fees

Section 2

Constraints for a Line Item Decrease Initiated by Associated Student Government

2.1. The following is a guideline of reasons that Associated Student may initiate a line item decrease.

2.1.1. Financial constraints of the University.

2.1.2. LIO's failure to be fiscally responsible.

2.1.3. LIO's failure to meet the reasons for levying a fee as described in

Article 1 Section 1.

2.1.4. LIO's failure to follow the policies as stated herein.

ARTICLE V

Creating a Line Item Paid Directly from Student Activity Fees

Procedures for Creating a Line Item Paid Directly from Student Activity Fees

1. 1.1. Procedures

1. 1.1.1. Each organization requesting a creation of funds shall understand and follow the Senate Line Item Policy that is stated herein.

2. 1.1.2. Each organization requesting a creation of funds must demonstrate financial need which shall include a list of all sources of funding.

3. 1.1.3. Any group or organization that wishes to create a line item paid directly from student activity fees must hand deliver, to the Fiscal Affairs Chair, written documentation that states their current financial status, the current need of the line item, and how the requested money will be used.

4. 1.1.4. The written documentation must at least meet the requirements stated in Appendix D.

2. 1.2. Timeline

1.2.1. To take effect the following fiscal year, the documents are subject to Article II deadlines starting with Section 1.2.

ARTICLE VI

Suspending Policy

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

Section 1

Section 1

APPENDIX A

Please submit the following documents for the previous Fiscal Year: 1.) Balance of any reserve accounts

2.) Carry forward from previous fiscal year

3.) Income from Student Fees

4.) Complete list of expenses

1. Student Salary (if paid from Student Fees)
2. Graduate Student Salary (if paid from Student Fees)
3. Office Management (supplies, etc.)
4. Speakers
5. Travel (per event)
 - i. Conference Registration
 - ii. Transportation Costs
- iii. Lodging
- iv. Food
6. Publicity (per event)
7. Community Service

5.) Sources of other funding or income

6.) Ending Balance

APPENDIX B

Please include the following documents for an **INCREASE** in your Student Activity Fee:

1.) Breakdown of financial status for current Fiscal Year

2.) Documentation of need for increase

3.) Proposed Fiscal Year budget with the increase granted

4.) Proposed Fiscal Year budget with the increase denied

APPENDIX C

Please include the following documents for a **DECREASE** in your Student Activity Fees:

1.) Breakdown of financial status for current Fiscal Year

2.) Rationale for decrease in Student Fees

3.) Proposed Fiscal Year budget with decrease granted

APPENDIX D

Please include the following documents to **CREATE** a Student Fee for your organization:

1.) Purpose Statement/ Constitution

2.) Breakdown of financial status for current fiscal year

3.) Documentation of need

4.) Proposed Fiscal Year budget with the line item granted