

SENATE ALLOCATION POLICY

<Revised 02/25/2016>

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.

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 item” collected by Emporia State University on behalf of Associated Student Government, as shown in the Comprehensive Fee Schedule (<http://www.emporia.edu/dotAsset/c83f69e1-5987-4f83-bbef-897fb02db97d.pdf>).

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 Kansas Board of Regents.

The student activity fee for all undergraduate and graduate students enrolled as full time or part time students at Emporia State University are collected by Emporia State University on behalf of the following Recognized Student Organizations.

1. 3.1 This figure is subject to yearly change and revision upon the approval of the Student Senate and Kansas Board of Regents action.
2. 3.2 The assessment of the fees will be dispersed as shown in the Emporia State University Comprehensive Fee Schedule:
 - 3.2.1 Associated Student Government
 - 3.2.2 Bulletin
 - 3.2.3 Center for Early Childhood Education
 - 3.2.4 Community Hornets
 - 3.2.5 Educational Opportunity Fund

Section 2. Section 3.

Section 1.

3.2.6 Marching Band Stipend 3.2.7 Performing Arts

3.2.8 Quivira

3.2.9 Special Events Board 3.2.10 Sports Clubs

3.2.12 Sunflower

3.2.13 Union Activities Council 3.2.14 Visual Arts Board

ARTICLE II

Rules & Procedures Concerning Allocations Types of Allocations

1. 1.1 Fiscal year allocations shall be the primary means of distributing students fees among the various Recognized Student Organizations on campus.
 1. 1.1.1 Fiscal year shall be that budgetary period from July 1 to June 30.
 2. 1.1.2 All allocations for said fiscal year shall take place during the spring semester prior to the beginning of said year.
 3. 1.1.3 Recognized Student Organizations shall be included herein as RSO(s).
 4. 1.1.4 Prior to the allocation bill, the fiscal affairs committee will come up with a standard minimum amount an RSO can receive when applying for trips.
2. 1.2 Reserve fund allocations shall be a secondary means of distributing student fees among the various RSOs.
 - 1.2.1 An RSO who has allocations within the current fiscal year may not apply for a reserve fund request within the same category as it is already allocated for.
 2. 1.2.2 The amount of the reserve fund for a fiscal year period shall be determined by the fiscal affairs committee.
 - 1.2.1.2 This amount will be different for RSO's who exist during the allocation application process and for those who are new.
 3. 1.2.3 Special consideration shall be given to those RSOs either nonexistent at the time of fiscal year allocations or those establishing new programs after the fiscal year has begun.
 4. 1.2.4 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 RSOs.

Requirements for Allocations

1. 2.1 An RSO requesting funds must be recognized by Associated Student Government.
2. 2.2 Funds shall not be allocated to any RSO for the planning or sponsoring of events which specifically advocate for the election or defeat of a clearly identified candidate in nature, spirit, or form.

Section 2.

Section 3.

3. 2.3 All allocated funds must demonstrate a greater academic value to the student population at Emporia State University.
4. 2.4 All RSOs either requesting funds or allocated funds must agree to have all their financial information available to the Student Senate at all times.

2.4.1 Financial information shall be defined as any and all documentation pertaining to the use of allocated funds and is retainable for 3 (three) fiscal years.

2.5 Any request for reserve fund allocations must be submitted in detail to the fiscal affairs committee at a reasonable time prior to the incurrence of the expense. 2.5.1 Any request for fiscal year allocations must be submitted by a date to be

determined by the fiscal affairs committee chair, which shall be no earlier than thirty (30) days after notification of the deadline.

6. 2.6 All RSOs receiving funds must meet any stipulation placed upon the allocation by the fiscal affairs committee before it becomes effective.
7. 2.7 Allocated monies must be used by the specified date of the allocation or by semester's end.

2.7.1 If the allocation is not spent, the specific allocated monies will be automatically transferred to the reserve fund for future requests by all RSO's eligible to receive funds.

2.8 All organizations requesting reserve funds or allocated funds should make a reasonable attempt to raise funds, either through dues or other events.

Procedures for Fiscal Year Allocations

3.1 Responsibilities of the Fiscal Affairs Committee Chair

3.1.1 The fiscal affairs chair shall be responsible for notifying RSOs of allocations through as many different means as possible. 3.1.1.1 Allocation Timetable will go as follows:

3.1.1.1.1 Notification of Allocation Process – Third Wednesday in October

3.1.1.1.2 Allocations Packets Available – Second Wednesday in November

3.1.1.1.3 Allocation Packets Due – Second Wednesday in February

3.1.1.1.4 Allocation Hearings – Last week of February 3.1.1.1.5 Allocation Bill on General Order – Last meeting in

March

2. 3.1.2 The fiscal affairs chair will be responsible for establishing the order in which the RSOs requesting funds will be considered by the fiscal affairs committee, as well as the date, time, and place.

3. 3.1.3 The fiscal affairs chair will be responsible for assigning a senate sponsor to each of the RSOs requesting funds.

4. 3.1.4 The 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.
3.1.5.1 The fiscal affairs chair and the individual senate sponsor shall

entertain questions concerning the requests and/or amendments.

3.2 Responsibilities of the Fiscal Affairs Committee

1. 3.2.1 Prior to the fiscal year process, the fiscal affairs committee shall research and set limits for the funding of travel, lodging, and expense for the fiscal year allocations.
3.2.1.1 Those limits are subject to senate approval.

2. 3.2.2 Each member of the fiscal affairs committee shall be responsible for notifying the RSO 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 fiscal affairs chair.

3. 3.2.3 The fiscal affairs committee may, by a majority vote of those present and voting, reconsider any fiscal year allocation request.

3.2.3.1 The senate sponsor of any RSO whose allocations to be

reconsidered, either by the 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.

3.2.4 After all requests have been considered and any reconsideration made, the 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.

3.3 Reconsideration Process

1. 3.3.1 The Fiscal Affairs Committee may hear reconsiderations of any action taken on allocations.
2. 3.3.2 The Fiscal Affairs Committee shall reconsider an RSO funding request if any one of the following are alleged to have occurred:

3.3.2.1 The Fiscal Affairs Committee failed to provide a fundamentally

fair process including, but not limited to, defective notice and failure to follow written procedures and rules as outlined in this policy.

3.3.2.2 The Fiscal Affairs Committee reached a decision in an unjust manner including, but not limited to, the presence of unexcused bias, unreasonable, arbitrary, or capricious action, and discrimination made on the basis of race, religion, creed, gender, physical ability, sexual orientation, or any Kansas Board of Regents protected category.

3.3.2.3 The RSO has new information that may affect the Fiscal Affairs Committee decision on the request. This new information must pertain to the original request and must not have been available at the time of the original request.

3. 3.3.3 If an RSO is dissatisfied with their allocation and meets at least one of conditions in section 3.3.2, the RSO may take the following action for reconsideration of their request:

3.3.3.1 The RSO delivers a written request for reconsideration, setting

forth the reasons why the organization deserves the funding, in no

Section 4.

Readjustments

more than 500 words, to the President of the Associated Student Government and the Chair of the Fiscal Affairs Committee within 72 hours (excluding weekends, holidays, and academic calendar breaks, holidays, and academic calendar breaks) of receiving notification of the allocation amount.

2. 3.3.3.2 If said RSO completes and appropriately delivers the request for reconsideration within the allotted time frame, the Fiscal Affairs Committee will hear the request of said RSO at the next available Fiscal Affairs Committee meeting.
3. 3.3.3.3 Following the reconsideration meeting, the Fiscal Affairs Committee will vote on the request. The decision made by the Fiscal Affairs Committee will be presented to the Senate at the upcoming meeting under General Order, and will be subject to a majority approval by the Student Senate. The decision made during General Order will be final. No further reconsideration on the request will be heard.

4. 3.4 Responsibilities of the Student Senate
 1. 3.4.1 The Student Senate may, by a majority vote of those present and voting,

specify that any set of RSOs shall be represented at the next regularly scheduled senate meeting for further consideration and possible amendments.
 2. 3.4.2 After considering amendments to the fiscal year allocations bill, if any, the senate shall take action in accordance with regular Student Senate procedures.
5. 3.5 Responsibilities of the RSOs
 1. 3.5.1 Each RSO requesting funds shall have a representative at the budget

hearing when the fiscal affairs committee considers their allocation.
 2. 3.5.2 Each RSO requesting funds shall supply any information pertinent to the

allocation upon request by the fiscal affairs committee.
 - 3.5.2.1 Pertinent Information shall be defined as any document, oral, or

written testimony relevant to the funding request, or those

materials deemed relevant by the fiscal affairs committee.
 3. 3.5.3 Each RSO requesting funds must demonstrate financial need which shall

include a list of all sources of funding.
 4. 3.5.4 Each RSO shall be responsible for any overspending of its budget.
 5. 3.5.5 Any other sources of funding of an RSO shall be considered their funds

exclusively unless exempted in the fiscal year resolution.
 6. 3.5.6 Each RSO 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.

3.5.6.1 Otherwise, the specific allocated monies will be automatically

readjusted to the reserve fund for future requests by all RSO's.

Section 5.

4.1 Any readjustment request of an allocation must be approved by the fiscal affairs committee before the incurrance of the expense and must be considered for approval at the next scheduled fiscal affairs committee meeting.

4.1.1 A representative from the Recognized Student Organization is required to be at the next committee meeting

4.1.1.1 If no representation appears, the committee shall not consider the readjustment

4.2 Any approved readjustment of the allocation shall be included in the minutes of the fiscal affairs committee meeting when the readjustment was approved.

Restrictions Concerning the Fiscal Year Allocations

1. 5.1 No RSO of Associated Student Government shall receive direct funding from a fiscal year allocation and a student activity fee passed by Associated Student Government.
 1. 5.1.1 The phrase “direct funding” shall mean that of an RSO receiving monies from the activity fee in the name of the RSO and receiving a fiscal year allocation in the name of the RSO.
 2. 5.1.2 Any RSO, except Associated Student Government, upon the receipt of a student activity fee may not distribute those funds to any other RSO in conjunction with its policies and procedures, including, but not limited to, any RSO already receiving an allocation through Associated Student Government.
2. 5.2 This policy shall not affect the distribution of the Associated Student Government reserve fund so as that any RSO may still seek and be granted through normal means a reserve fund request.
3. 5.3 RSO that receives allocated funds may not use those funds for any of the following expenses:
 1. 5.4.1 National Dues
 2. 5.4.2 Refreshments for meetings or any food purchases
 3. 5.4.3 Office supplies (exempting Associated Student Government)
 4. 5.4.4 Food on trips
 5. 5.4.5 Taxes (i.e. turnpike tolls)
 6. 5.4.6 Sports organizations
 7. 5.4.7 Prizes
 8. 5.4.8 Clothing

ARTICLE III

4. Associated Student Government Accounts

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 1.

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. The consumer account shall now consist of monies collected from the Poster Printer program.

1. 2.1 The general fund shall be used for fiscal year allocations.
2. 2.2 The consumer account shall be used to deposit revenue generated by Poster Printer program. Profit from this service will provide funding to directly benefit students.
3. 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.

Allocations to RSOs shall be maintained in a closed fund.

1. 3.1 It shall be the duty of the treasurer to record the expenditures of every RSO having a closed fund and receiving funds from the Associated Student Government.
2. 3.2 The treasurer will make periodic reports to the Associated Student Government of the present financial standing of all RSOs.

ARTICLE IV

Responsibilities

The 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.

All matters concerning allocations of Associated Students' money will be considered by the fiscal affairs committee.

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

3.1 The Treasurer shall serve as an ex-officio member of the committee.

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

The fiscal affairs committee will set limits for the funding for each allocation.

5.1 Said limits must be approved by the fiscal affairs committee by a majority vote.

A hearing will be scheduled by the fiscal affairs committee chair with the RSO representatives and the fiscal affairs committee.

Section 3.

Section 1.

Section 2. Section 3.

Section 4.

Section 5. Section 6.



Section 7.

Section 1.

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

6.1.2 The RSO representatives shall be notified no less than one (1) week in advance of their hearing and the notification shall be of an e-mail, telephone conversation, and/or direct person-to-person communication. The RSO representatives will also be notified of their time to appear before the Student Senate.

Any amount in excess of the allocation sub-item is the financial responsibility of the Recognized Student Organization.

ARTICLE V Suspending Policy

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.