

SENATE LINE ITEM POLICY

<Revised 02/2020>

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.

ARTICLE I

Student Activity Fee (Line Item)

- Section 1. 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 For the purpose of this statute, “student activity fees” shall be construed to include all funds collected from students enrolled at the University which are paid or assessed at the enrollment and/or fee payment periods, excluding tuition.
 - 1.2 Levying of the activity fee will be done in consultation with the Associated Student Government.
 - 1.3 Associated Student Government allocates funds to Line Item Organizations through the Student Activity Fee also known as “LIOs” collected by Emporia State University on behalf of Associated Student Government as shown in the Comprehensive Fee Schedule on the Emporia State University website.
- 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 and the Tuition and Fee Advisory Committee, in accordance to the state statutes and with the policies of the Kansas Board of Regents.
- Section 3. The student activity fee is collected by Emporia State University on behalf of the following Line Item Organizations (LIO).
- 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.
 - 3.2 The assessment of the fee will be as follows per semester:

- 3.2.1 Associated Student Government
- 3.2.2 The Bulletin
- 3.2.3 Center for Early Childhood Education
- 3.2.4 Educational Opportunity Fund (EOF)
- 3.2.5 Athletic Band Stipend
- 3.2.6 Performing Arts Board
- 3.2.7 Quivira
- 3.2.8 Special Events Board
- 3.2.9 Sports Club
- 3.2.10 The Sunflower
- 3.2.11 Union Activities Council
- 3.2.12 Visual Arts Board
- 3.2.13 Community Hornets

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 In the Fall semester the Fiscal Affairs Committee 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 A meeting shall be conducted in person.
 - 1.1.2 The meeting shall consist of the following discussion: (1) Senate Line Item Policy, (2) organization plans for the line item, (3) discussion of submitted Appendix A, (4) presentation of detailed financial report (presentation requirements provided by the Fiscal Affairs Committee two weeks prior to meeting).
- 1.2 The Fiscal Affairs Committee has until the 1st Friday in September to distribute Appendix A through D to each LIO, inform them of the following timeline and distribute presentation requirements.
- 1.3 Let the 3rd Friday in September be the deadline to turn in the proper financial documents, submitted by each LIO to the Fiscal Affairs Chair.

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

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

1.3.1.2 Increase and decrease requests shall follow Article III procedures and deadlines.

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

1.4.1 The Fiscal Affairs Chair must notify each LIO stating whether proper financial documents were submitted.

1.5 Let the 2nd Friday in October 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 1.3.1.

1.6 Let the 3rd Monday in October to the 2nd Friday in November be the period in which the Fiscal Affairs Committee meets with each LIO.

1.7.1 The Fiscal Affairs Chair shall coordinate with each LIO about their specific meeting time.

1.7 Following these deadlines and after information regarding changes in tuition and fees from Emporia State University's Tuition and Fees Committee has been relayed to the Fiscal Affairs Committee, the regular bill process will begin, as stated in the Student Senate Rules of Procedure.

Section 2. Responsibilities of Fiscal Affairs Chair, Fiscal Affairs Committee, LIO, and Student Senate

2.1 Fiscal Affairs Chairs Responsibilities

2.1.1 Discuss Senate Line Item Policy with the Fiscal Affairs Committee on the first Fiscal Affairs Committee meeting in the fall.

2.1.2 Distribute to all members of the Fiscal Affairs Committee the financial documents of each LIO at least seven days before the Fiscal Affairs Committee votes on any proposed line item adjustment.

2.1.3 Keep each LIO informed for their meetings with the Fiscal Affairs Committee, Student Senate, and the Chairperson themselves.

- 2.1.4 Delegate a member of the Fiscal Affairs Committee or take it upon themselves to write the line item bill.
- 2.1.5 Introducing line item adjustments to the Student Senate when the line item bill is presented on First Readings.
- 2.1.6 Notifying the Controller to hold back funds if proper financial documents are not filed.
- 2.1.7 Understand and follow the Student Line Item Policy that is stated herein.

2.2 Fiscal Affairs Committee Responsibilities

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

2.3 Student Senate Responsibilities

- 2.3.1 May pass, with majority vote of those present, 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.
- 2.3.2 After considering amendments to the fiscal year line item adjustment bill, if any, the Senate shall take action in accordance with Student Senate Rules of Procedures.
- 2.3.3 Understand and follow the Senate Line Item Policy that is stated herein.

2.4 LIO Responsibilities

- 2.4.1 Attend all meetings described herein and any other meeting deemed necessary by the Fiscal Affairs Chair, Fiscal Affairs Committee, or Student Senate.
- 2.4.2 Must attend the meeting when the line item bill is voted on by the Fiscal Affairs Committee and Student Senate.
- 2.4.3 Understand and follow the Senate Line Item Policy that is stated herein.

Section 3. 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

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

Section 1. Procedures for a Change in a Line Item Paid Directly from Student Activity Fees

1.1 Procedures

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 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.

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

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

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

Section 1. 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, in person, with the Fiscal Affairs Committee to discuss the proposed changes.

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 Government 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

Section 1. Procedures for Creating a Line Item Paid Directly from Student Activity Fees

1.1 Procedures

- 1.1.1 Each organization requesting a creation of funds shall understand and follow the Senate Line Item Policy that is stated herein.
- 1.1.2 Each organization requesting a creation of funds must demonstrate financial need which shall include a list of all sources of funding.
- 1.1.3 Any group or organization that wishes to create a line item paid directly from student activity fees must 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.
- 1.1.4 The written documentation must at least meet the requirements stated in Appendix D.

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

- Section 1. 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.

APPENDIX A

Maintenance of Student Activity Fee

Please submit the following information for the *previous* Fiscal Year:

1. Provide a brief explanation of the primary roles and responsibilities of your Line Item Organization.
2. Balance of any reserve accounts and purpose of accounts.
3. Carry forward balance (going into last Fiscal Year)
4. Income from Student Fees (from previous Fiscal Year)
5. Complete list of expenses (if funded through Student Fees)
 - a. Student Salary (positions and costs)
 - b. Graduate Student Salary (positions and costs)
 - c. Office Management (please specify)
 - d. Speakers
 - e. Outline any travel
 - i. Attendees
 - ii. Location and purpose of travel
 - iii. Registration Costs
 - iv. Transportation Costs
 - v. Lodging Costs

APPENDIX B

Student Activity Fee Increase Request

Please provide the following information for a proposed **INCREASE** in your Student Activity Fee:

1. Proposed increase in student fee
2. Documentation of need for increase
3. If granted, how would the additional funds be used?

APPENDIX C

Student Activity Fee Decrease Request

Please provide the following information for a proposed **DECREASE** in your Student Activity Fee:

1. Proposed decrease in fee
2. Rationale for decrease
3. How would this impact your current operating budget?

APPENDIX D

New Student Fee Request

Please provide the following information to propose the **CREATION** of a Student Fee for your organization:

1. Purpose Statement/ Constitution
2. Documentation of need
3. Proposed budget with the line item granted