SENATE LINE ITEM POLICY
<Revised 10.25.13>

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

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 (http://www.emporia.edu/dotAsset/c83f69e1-5987-4f83-bbef-897fb02db97d.pdf).

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 Budget Development and Tuition Committee, in accordance to the state statutes and with the policies of the Kansas Board of Regents.

Section 3 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

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

3.2 The assessment of the fee will be as follows per semester:
3.2.1 Associated Student Government
3.2.2 Bulletin
3.2.3 Center for Early Childhood Education
3.2.4 Educational Opportunity Fund
3.2.5 Marching Band Stipend
3.2.6 Performing Arts
3.2.7 Quivira
3.2.8 Special Events Board
3.2.9-Sports Clubs
3.2.10 Sunflower
3.2.11 Union Activities Council
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 Responsibilities of the Fiscal Affairs Committee Chair

1.1.1 The Fiscal Affairs Chair shall be responsible for establishing a
deadline for fiscal year line item adjustment requests and notifying
organizations of that deadline and the guidelines for line items no
later than the fourth (4th) Thursday of November.

1.1.2 The Fiscal Affairs Chair shall be responsible for establishing the
order in which the organizations requesting an adjustment to their
line item will be considered by the fiscal affairs committee, as well
as the date, time, and place.

1.1.3 The Fiscal Affairs Committee shall be responsible for sponsoring
the bills concerning the line item adjustments.

1.1.4 The Fiscal Affairs Chair shall be responsible for introducing each
line item adjustment request to the Student Senate when the line
item adjustment bill is presented on general order.

1.1.4.1 Each group or organization requesting a change in
their current line item shall also be responsible for
attending the Student Senate meeting in which their
bill is on general order.

1.1.5 The Fiscal Affairs Chair shall be responsible for determining if
each organization has turned in the correct documentation by the
second Friday in September.

1.1.6 The Fiscal Affairs Chair shall be responsible for notifying the
Controller’s office if the correct financial documentation was not
submitted by the above mentioned date so that funding will not be
distributed.
1.1.7 Any organizations that fail to abide by all policies stated in the Senate Line Item Policy shall have all future funding revoked.  
1.1.7.1 Revoked funding shall be transferred to the Associated Student Government Reserve Fund Account.  
1.1.8 In order to have funding reinstated, organizations must request a new line item no sooner than the next fiscal year, following the steps outlined in Article V.

1.2 Responsibilities of the Fiscal Affairs Committee  
1.2.1 After all requests have been considered and any reconsiderations made, the Fiscal Affairs committee shall determine by a majority vote of those present and voting the final committee report on the line item adjustment bill(s).  
1.2.2 The Fiscal Affairs Committee shall be responsible for completing a yearly review of the financial information submitted by groups receiving a line item paid directly from student activity fees.

1.3 Responsibilities of the Student Senate  
1.3.1 The Student Senate may, by a majority vote of those present and voting, specify that any set of organizations 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.  
1.3.2 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.

1.4 Responsibilities of the Organization  
1.4.1 Each organization requesting a change in the line item funds shall have a representative at the line item hearing when the Fiscal Affairs Committee considers their request.  
1.4.2 Each organization requesting a change in funds shall supply any information pertinent to the allocation upon request by the Fiscal Affairs Committee.  
1.4.3 Each organization requesting a change in funds must demonstrate financial need which shall include a list of all sources of funding.

Section 2 Requirements of All Groups/Organizations Receiving Line Item Funds  
2.1 Requirements  
2.1.1 All groups/organizations receiving line item funds shall be responsible for submitting, to the Fiscal Affairs Chair no later than the last Friday in August, a financial breakdown for the previous fiscal year.
2.1.2 The financial breakdown must look like Appendix A.
2.1.3 All groups receiving a line item will be required to meet with the Fiscal Affairs Committee after the financial documentation has been submitted in September to answer any questions regarding their financial statement from the previous fiscal year.
2.1.4 All groups receiving a line item will be required to meet with the Fiscal Affairs Committee after the start of the Spring semester, regardless of want or need for a change in their line item amount.

2.2 Partial Funding

2.2.1 If a group/organization fails to submit the proper financial documents by the first set date, they shall have until September 15 of the same year to turn in the documents and receive partial funding distribution.

2.2.1.1 Partial funding distribution shall be described as fifty percent (50%) of the amount that was to be distributed in August.

2.2.2 Any group that fails to turn in the proper financial documents after September 15 shall have no funding distributed to them.

2.3 No Funding

2.3.1 Groups that fail to turn in their financial information by the last available date will have no funding distributed to them.

2.3.2 Any information that is found to have been falsified will also result in funding not being distributed.

2.4 Un-Distributed Funding

2.4.1 Funding that has not been distributed due to a lack of financial information or falsification of documentation will be transferred to the Associated Student Government Reserve Fund Account.

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 a Line Item Paid Directly from Student Activity Fees

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

3.1 Procedures

3.1.1 Any group or organization that wishes to increase 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, and how the requested money will be used.

3.1.2 The written documentation must look like Appendix B:

ARTICLE IV
Decreasing a Line Item Paid Directly from Student Activity Fees

Section 1 Procedures for Decreasing a Line Item Paid Directly from Student Activity Fees as initiated by the Group or Organization

4.1 Procedures
4.1.1 Any group or organization that wishes to 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.
4.1.2 The written documentation must look like Appendix C.

Section 2 Procedures for Decreasing a Line Item Paid Directly from Student Activity Fees as initiated by Associated Student Government

4.2 Procedures
4.2.1 It shall be the job of the Fiscal Affairs Committee to obtain and review all necessary financial documentation as outlined in Article II, Section I of the Senate Line Item Policy.
4.2.2 The Fiscal Affairs Committee reserves the right to request current financial documents from those receiving a line item at any time throughout the fiscal year.
4.2.3 After reviewing the documentation, Associated Student Government may initiate a decrease in the line item amount paid directly from student activity fees. 4.2.3.1 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.

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

5.1 Procedures
5.1.1 Each organization requesting a creation of funds must demonstrate financial need which shall include a list of all sources of funding.
5.1.2 Each organization requesting a creation of funds shall supply any information pertinent to the allocation upon request by the Fiscal Affairs Committee.

5.1.3 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.

5.1.4 The written documentation must look like Appendix D.

5.1.5 Each organization requesting a creation in the line item funds shall have a representative at the line item hearing when the Fiscal Affairs Committee considers their request.

5.1.6 Each organization requesting a creation of line item funds shall have a representative at the line item meeting when the Student Senate considers their request.

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

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
   a. Student Salary (if paid from Student Fees)
   b. Graduate Student Salary (if paid from Student Fees)
   c. Office Management (supplies, etc.)
   d. Speakers
   e. Travel (per event)
      i. Conference Registration
      ii. Transportation Costs
      iii. Lodging
      iv. Food
   f. Publicity (per event)
   g. 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