

**LEGISLATIVE SUMMARY**

**VOLUME XLVIII**

**ASSOCIATED STUDENT GOVERNMENT**

**STUDENT SENATE**

**2018-2019**

**Emporia State University**

**Emporia, KS**

## FOREWORD

The Legislative Summary is a comprehensive publication issued each year by the Associated Student Government of Emporia State University. This document is a summary of the legislation that was approved and voted on by ESU's twenty-one member student senate and two executive officers in 2018-2019.

This Legislative Summary is the 48<sup>th</sup> edition since it was first published after the 1969-1970 legislative sessions. At that time, Michael Manning, president of ASG, hoped this book would continue throughout all legislative sessions. Thanks to President Manning and his administration, the tradition continues.

Future student senators and executive officers will find the 99<sup>th</sup> and 100<sup>th</sup> Legislative Summary an excellent resource for legislative work.

ACKNOWLEDGEMENTS  
FROM PRESIDENT WEBB

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**ASSOCIATED STUDENT GOVERNMENT**

**STUDENT SENATE**

**OATH OF OFFICE**

## OATH OF OFFICE

As student government (Senator/ Vice President/ President) you are expected to conduct yourself in a manner befitting a representative of Emporia State University's student body. To that end, you are expected to fulfill the responsibilities and obligations of your office(s) and assume the mantle of student leader. Your commitment and dedication to your office(s) is paramount. If you are unable to conduct yourself appropriately and perform the duties you are now accepting, you will be asked to resign from your office.

The role you are about to assume as a representative for students is noble and essential to the continuation of our democratic process. The wealth of experience that you will gain on this office will serve you, and your future community, well in years to come.

Therefore, will you please repeat after me:

I, NAME DO SOLEMNLY PLEDGE MYSELF TO PROMOTE DEMOCRATIC PROCEDURE, TO REPRESENT THE STUDENT BODY TO THE BEST OF MY ABILITY, AND TO FULFILL THE DUTIES AND RESPONSIBILITIES OF MY OFFICE. I FORSAKE ALL PERSONAL AMBITION FOR THE SAKE OF MY FELLOW STUDENTS AND EMPORIA STATE UNIVERSITY.

# **ASSOCIATED STUDENT GOVERNMENT**

## **ROSTER**

## STUDENT SENATE ROSTER 2018-2019

SENATOR	ELECTED	APPOINTED	APPOINTED	RESIGNED	REMOVED
	Spring 2018	Fall 2018	Spring 2019		
Daniel Agbaji	X				
Sawyer Barragan		X			
Dylan Brown	X				
Malcolm Dade		X			
Zach Fehr	X				
Paul Frost	X				
Khushi Ghanchi			X		
Victoria Goetzinger	X				
Jacob Miller		X		Spring 2019	
Kimberly Nguyen		X			
Amy Oelschlaeger		X			
Caylie Ratzlaff	X				
Scott Romeiser		X			
Dylan Schneider	X			Fall 2018	
Nicholas Sims		X		Spring 2019	
Joanna Strecker		X			
Cassidy Thweatt		X		Spring 2019	
Michaela Todd	X				
Michael Webb	X				
Abigaile Weiser	X				
Ariana Williams	X				
Lauryn Williams		X			
Jaquelinne Villa		X			



# ASSOCIATED STUDENT GOVERNMENT ROSTER

MAY 14, 2018 TO MAY 13, 2019

President	Michael Webb
Vice President	Michaela Todd
President Pro Tempore	Jacob Miller; Victoria Goetzing

## COMMITTEE CHAIRPERSON

Fiscal Affairs	Daniel Agbaji; Malcolm Dade
Senate Operation	Amy Oelschlaeger
Campus and Community Relations	Dylan Schneider; Scott Romeiser
Diversity and Inclusion	Kimberly Nguyen

## STAFF

Legislative Director	Garrison Smith
Treasurer	Madison Orrange
Chief of Staff	Megan McReynolds

## ELECTIONS

Commissioner	Dylan Schneider
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## ADVISORS

Dean of Students,	Lynn Hobson
Senior Director of the Center for Student Involvement	Rachel Kohman

## AWARDS

Senator of the Year	
Howard Moses Award	Sawyer Barragan
Chairperson of the Year	
John and Virginia Visser Award	Kimberly Nguyen
Rookie of the Year	
Dr. James Hirsh Award	Malcolm Dade
Staff Person of the Year	Megan McReynolds
Outstanding Senator Scholarship	Amy Oelschlaeger

**SUMMARY**

**OF**

**LEGISLATION**

STUDENT SENATE 99<sup>th</sup> LEGISLATIVE SESSION BILLS

Senate	<u>Bill #</u>	<u>Title</u> <u>Vote</u>	<u>Date In</u>	<u>Comm.</u> <u>Vote</u>
	19001	Re-Recognition of Christian Challenge 23-0-0	8/30/2018	4-0-0
	19002	Re-Recognition of ESU Ambassadors Passed Unanimously	8/30/2018	4-0-0
	19003	Re-Recognition of ESU Karate Club 23-0-0	8/30/2018	4-0-0
	19004	Re-Recognition of Hornets for Habitat 22-0-0	8/30/2018	2-0-0
	19005	Re-Recognition of Information Systems Club 22-0-0	8/30/2018	3-0-0
	19006	Re-Recognition of J.A. Sakura 22-0-0	8/30/2018	4-0-0
	19007	Re-Recognition of Phi Sigma Kappa Fraternity 20-0-0	8/30/2018	3-0-0
	19008	Re-Recognition of School Psychology Student Society 20-0-0	8/30/2018	3-0-0
	19009	Re-Recognition of Student Art Therapy Organization 19-0-0	8/30/2018	3-0-0
	19010	Recognition of Anthropology Club 19-0-0	8/30/2018	3-0-0
	19011	Recognition of American Sign Language Club 20-0-0	8/30/2018	3-0-0
	19012	Re-Recognition of United Methodist Church Ministry 20-0-0	8/30/2018	3-0-0
	19013	Re-Recognition of URGE 17-0-3	9/13/2018	3-0-1

19014	Re-Recognition of Psi Chi 23-0-0	9/13/2018	5-0-0
19015	Recognition of Students for Environmental Sustainability 22-0-0	9/13/2018	2-0-0
19016	Recognition of ESU Amateur Radio Club 22-0-0	9/13/2018	5-0-0
19017	Adjustment to Required Office Hours for Senators 22-0-0	9/13/2018	4-0-1
19018	Recognition of Criminal Justice Organization 21-0-0	9/27/2018	5-0-0
19019	Re-Recognition of Emporia State Disc Golf Club 22-0-0	9/27/2018	2-0-0
19020	Recognition of Social Media Ambassadors 21-0-1	9/27/2018	4-0-1
19021	Re-Recognition of Emporia Men's Assembly of Nurses 21-0-0	9/27/2018	5-0-0
19022	Re-Recognition of P.A.N.T.S. 15-0-0	10/4/2018	4-0-0
19023	Reserve Fund Request for First Generation Organization 21-0-0	10/4/2018	4-0-1
19024	Recognition of 7 Thunders Club 14-1-5	10/25/2018	3-2-1
19025	Revisions of the Rules of Procedure for Student Senate 20-0-1	10/25/2018	6-0-0
19026	Reserve Fund Request for Student Art Therapy Organization 19-0-1	10/25/2018	5-0-0

19027	Recognition ESU Young Democrats 21-0-0	11/8/2018	4-0-0
19028	Re-Recognition of Order of Omega 17-0-2	11/8/2018	4-0-1
19029	Revisions of the Associated Student Government Election Regulations 17-0-2	11/15/2018	6-0-0
19030	Recognition of Trauma Informed Educators 19-0-0	11/29/2018	4-0-0
19031	Re-Recognition of Phi Delta Theta Fraternity 19-0-0	11/29/2018	4-0-0

STUDENT SENATE 99<sup>th</sup> LEGISLATIVE SESSION RESOLUTIONS

<u>Senate Resolution #</u>	<u>Title</u>	<u>Date In</u>	<u>Vote</u>
19001	Resolution in Commiseration of Victims Passed Unanimously	09/13/2018	6-0-0
19002	A Resolution in Remembrance of Senator John McCain Passed Unanimously	09/13/2018	6-0-0
19003	A Resolution in Response to Hurricane Florence Passed Unanimously	09/27/2018	5-0-0
19004	A Resolution in Remembrance of Deputy Robert Kunze Passed Unanimously	09/27/2018	5-0-0
19005	A Resolution to Recognize Hispanic Heritage Month Passed Unanimously	9/27/2018	5-0-1
19006	A Resolution in Support of the Diversity and Inclusion Statement Passed Unanimously	10/4/2018	5-0-1
19007	A Resolution in Support of FSR 18001 Passed Unanimously	10/4/2018	4-0-0
19008	A Resolution in Support of Survivors of Sexual Assault Passed Unanimously	10/4/2018	3-0-1
19009	A Resolution in Response to the Sulawesi Disaster Passed Unanimously	10/4/2018	5-0-0
19010	A Resolution Against Voter Disfranchisement In Dodge City, Kansas Passed Unanimously	10/4/2018	6-0-0

19011 A Resolution to Review and Replace the 10-4-2018 5-0-1  
Terms “Alien” and “Illegal Alien” in Emporia State University’s  
Internal Publications  
Passed Unanimously

STUDENT SENATE 100<sup>th</sup> LEGISLATIVE SESSION BILLS



STUDENT SENATE 100<sup>th</sup> LEGISLATIVE SESSION RESOLUTIONS

**CONSTITUTION**

**OF THE**

**ASSOCIATED STUDENTS**

**OF**

**EMPORIA STATE UNIVERSITY**

# CONSTITUTION OF THE ASSOCIATED STUDENTS OF EMPORIA STATE UNIVERSITY

*<Updated October 2017>*

*<Ratified March 2018>*

## PREAMBLE

We, the graduate and undergraduate students of Emporia State University, in order to establish a representative government, to encourage the development of leaders and participants for the campus, the community, and responsibilities of students in relation to the university, the community, and the general welfare of this institution, do hereby ordain and establish this constitution.

## ARTICLE I

Name

Membership

Purpose

Section 1. The name of the organization will be the Associated Students of Emporia State University.

1.1 The governing body of the Associated Students will be the Associated Student Government.

Section 2. All graduate and undergraduate students of Emporia State University will be members of the Associated Students and will be subject to this constitution and the enacted legislation of the Student Senate and its executive officers.

2.1 No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, marital status, sexual orientation, gender identity, disability, status as a Vietnam Era veteran, or such other factors that cannot be considered lawfully to the extent specified by federal or state law, be excluded from participation in the organization, be denied the benefits of, or be subjected to discrimination by it under any program or activity within the organization.

2.2 Membership of Associated Student Government will be determined through general elections held each Spring Semester.

2.21 Membership of the Associated Student Government may also be satisfied by appointment as outlined in Article III Section 3.

2.22 Elections shall remain in compliance with the Associated Student Government Election Regulations.

Section 3. The purpose of the Associated Student Government will be:

- 3.1 To provide the means whereby the members of the student body may express themselves effectively through programs in areas which directly affect the general welfare of the student body in any aspect of the university experience in which they choose to participate.
- 3.2 To establish equitable representation and participation for the students in the governance of the university community.
- 3.3 To promote mutually beneficial cooperation among students, faculty, staff, and administration in furthering the purposes for which the university was founded.
- 3.4 To promote democratic participation in the decisions of the university community.
- 3.5 To provide services of notable benefit to the Associated Students.

## **ARTICLE II**

### **Officers**

Section 1. Executive Branch of Associated Student Government

- 1.1 The executive branch of Associated Student Government will consist of the President and Vice President who will hold office for the same term.
- 1.2 The executives will be elected mid-spring semester, with the exact date to be determined by the Senate and hold office for a term of one (1) year beginning on the day following the school day of the academic year of their election and terminating the same date of the following year.
- 1.3 All candidates for the Office of President or Vice President must:
  - 1.31 Be enrolled as a full-time student at Emporia State University and, if elected, maintain full time enrollment status.
  - 1.32 Have and maintain a cumulative grade point average of 2.85 or higher.
  - 1.33 Submit a petition with signatures of fifteen percent (15%) of the Associated Students to the Senate.

Section 2. The President of Associated Student Government will:

- 2.1 Serve as the Chief Executive of the Associated Students.
- 2.2 Act as the official host and representative of the Associated Students.
- 2.3 Represent the concerns of the Associated Students to the Senate, the university administration, and the Kansas Board of Regents.
- 2.4 Have the power to sign Senate legislation or delete by veto such legislation or any part thereof provided that the President acts within ten (10) school days of transmittal of the legislation by the Vice President.
- 2.5 Be responsible for implementing legislation enacted by the Senate.
- 2.6 Appoint and, if necessary, remove the chairpersons of the Senate committees from within the Senate membership.
- 2.7 Preside over meetings of the cabinet and coordinate the performance of duties by the Cabinet members.
- 2.8 Appoint and remove administrative assistants who will aid in the exercise of executive power.
- 2.9 Have the power to appoint students to vacant senate seats and staff positions as detailed in Article III, Section 3.2 of the Constitution of the Associated Students.
- 2.10 Have the power to nominate student representatives to all student/faculty boards, councils, and committees with the approval of the Senate, provided that these appointments are made no later than the 3<sup>rd</sup> general meeting of the Associated Student Government.
- 2.11 Approve the annual students' services budget and a monthly account of all expenditures.
- 2.12 Have the power to call the Senate into emergency meetings upon proper notification of all senators within 24 hours of the meeting time, provided that a quorum is present.

Section 3. The Vice President of Associated Student Government will:

- 3.1 Serve as President of the Senate.
- 3.2 Prepare the agenda for the Senate.

- 3.3 Forward all acts of the Senate to the office of the President of Associated Student Government within twenty-four (24) hours of their passage.
- 3.4 Assist the President in the performance of the Presidential duties.
- 3.5 Serve as a member of the Cabinet.
- 3.6 Call Senate into emergency sessions upon proper notification to all senators within 24 hours of the meeting time.
- 3.7 Aid in the preparation of the Legislative Summary along with the Senate Operations Committee.

Section 4. The President Pro-Tempore of the Senate will:

- 4.1 Be elected by the Senators from among themselves by the third meeting of the fall semester.
  - 4.11 The term of office of the President Pro-Tempore will be from the date of election until the end of the academic term.
- 4.2 Preside over the Senate if the Vice President is unable to do so.
- 4.3 Serve as the parliamentarian of the Senate.
- 4.4 Be a member of the Cabinet.
- 4.5 Maintain a Grade Point Average of 2.85 or higher.

Section 5. The Cabinet of the Senate will:

- 5.1 Be composed of the President, Vice President, President Pro-Tempore, chairpersons of the Senate standing committees, Legislative Director, Chief of Staff, and Treasurer or any other member seen fit to serve on Cabinet at the discretion of the President.
- 5.2 The duties of the Cabinet are to coordinate the activities and operations of student government, to assist the President in implementing legislation enacted by the Senate, and to communicate the progress of each committee.

Section 6. Succession

- 6.1 To insure continuous and orderly leadership for Associated Student Government, the following order and rule for succession will be followed.
  - 6.11 If the President is unable to perform the Presidential duties for whatever reason, the Vice President shall assume the office of the President.
  - 6.12 If the Vice President is unable to perform the Vice Presidential duties, the Senate President Pro-Tempore will then assume the duties of the Vice President and face immediate Senate confirmation.

6.13 If the Senate President Pro-Tempore is unable to perform the duties of the Vice President, nominations will be made from the floor of the Senate and the full Senate will vote on the nominations.

6.131 The nominee must have two thirds (2/3) of the total vote.

6.14 If no nominee receives two thirds (2/3) of the first ballot, the nominees who placed first and second in the balloting will be placed on a ballot for a second vote.

6.141 The nominee receiving the most votes will be sworn in as Vice President.

6.2 If the office of President Pro-Tempore becomes vacant, the Senate will elect a new President Pro-Tempore at the next general meeting.

## Section 7. Removal from Office

7.1 Either executive may be removed from office by impeachment that may be initiated by a two-thirds (2/3) vote during a general meeting at the end of general order of the Senate.

7.2 A three-quarters (3/4) vote of the Senate during the next general meeting at the end of general order will result in the removal of the impeached.

7.3 Either executive may be removed from office by a popular recall election that may be initiated by petitions bearing the signatures of twenty percent (20%) of the student body which have been certified by the Senate Operations Committee.

7.31 Upon certification, the Senate will conduct an election of the Associated Students within three (3) weeks of the certification of the petitions.

7.4 Either executive may be subject to immediate removal by a two-thirds (2/3) vote of the Senate. Just cause for immediate removal will be:

7.41 Failure to maintain a cumulative Grade Point Average of 2.85 or higher.

7.42 Found responsible, by the Dean of Students Office, of violating one or more of the following actions as listed under "Prohibited Conduct" in the Student Code of Conduct:

a. Theft of or damage to, or unauthorized access to, possession, control or use of, or entry into University/ESU Foundation or publicly controlled or owned property or the property of another member of the University community, on or off university premises or at a University sponsored activity, including but not limited to, real property,

buildings, electronic or physical files, telephones, identification, or computer resources.

b. Hazing of another person which constitutes any action or activity on or off campus that causes or intends to cause physical or mental discomfort or distress, which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Apathy or acquiescence in the presence of hazing is a violation of this rule.

c. Forgery, falsification, or alteration, of University, or a member of the university community, documents or records, which include but are not limited to, any physical or electronic documents or records maintained by the University, and those available on university owned or managed websites or other electronic storage medium, including but not limited to those of financial aid, admissions, and registration.

d. Violations of University Weapons Policy, including possessing or using weapons (concealed or otherwise), including but not limited to, explosives, hazardous objects or chemicals, handguns, pistols, or revolvers, on University property (including but not limited to the Johnson County Metro Learning Center) and at University sponsored events regardless of location. Law enforcement officers are exempted from this policy as are weapons secured at the University Office of Police and Safety. Also exempted are items or materials used in University laboratories and/or in connection with approved University research projects.

e. Interfering with the discipline process, its outcome, or abuse of the conduct system as well as failure to participate in the formal hearing process.

f. Aiding abetting, procuring, attempts and complicity, or encouraging others to commit acts prohibited by this code.

g. Violations of conduct associated with academic dishonesty will be reviewed and outcomes determined through the academic conduct policies as outlined in the Emporia State University Policy Manual.

7.43 If either executive is found responsible, by the Dean of Students Office, of violating one or more of the actions not mentioned above, but listed under "Prohibited Conduct" in the Student Code of Conduct, the Senate shall determine the severity of the violation. The severity of the action shall determine if the executive is removed immediately, impeached, or allowed to continue serving in office.

### **ARTICLE III**

#### **Student Senate**



## Section 1. Composition of the Student Senate

- 1.1 The Associated Students will be represented by Senators from their respective academic schools or colleges, including those students who have not declared an academic major and at large members of the university.
- 1.2 The recognized academic areas are School of Business, College of Liberal Arts & Sciences, The Teachers College, Graduate Studies, and Freshman Students.
- 1.3 At-Large membership is any full-time, degree seeking student enrolled in the university regardless of academic school or college to represent the Associated Students as a whole.
- 1.4 The membership of the Student Senate will not exceed twenty-four (24).
  - 1.41 This membership will be comprised as follows:
    - 1.411 School of Business (5)
    - 1.412 The Teachers College (5)
    - 1.413 College of Liberal Arts & Sciences (5)
    - 1.414 Graduate Studies (2)
    - 1.415 Freshman (3)
    - 1.416 At-Large (4)
  - 1.42 At-Large membership can only be filled by appointment after the general spring elections have been held as outlined in Article III Section 3.

## Section 2. Qualifications and Responsibilities of a Senator

- 2.1 At the time of election or appointment and throughout the term of office, a senator must be a degree seeking student and will have and maintain a cumulative grade point average of at least 2.65, with the exception of first semester freshman, who have not yet established a grade point average.
- 2.2 A Senator will be responsible for maintaining effective communication between the Student Senate and the Senator's constituency, including RSOs assigned by either executive.
  - 2.21 A Senator shall contact assigned RSOs a minimum of once a month.
- 2.3 Each Senator shall serve as a member of a committee within the Student Senate.

- 2.4 Senators are encouraged to participate in programs sponsored by the Associated Student Government.
- 2.5 Each Senator shall complete one (1) office hour per week.
  - 2.51 Office hours shall be defined by the executives.
  - 2.52 Senators serving as Committee Chairs shall complete a minimum of three (3) office hours per week.

Section 3. Election & Appointment of Senators

- 3.1 All candidates for election to the office of Senator must submit a petition of fifty (50) signatures of the members of their academic school or college.
- 3.2 The President of Associated Student Government shall have the power to appoint students to vacant positions.
  - 3.21 These appointments will be received and be subject to approval by the Senate Operations Committee, who will then present the appointments to the Senate for confirmation, accompanied by a recommendation to accept or not to accept.
  - 3.22 No vacancies by appointment may be filled until after the spring general election with the exception of Presidential or Vice Presidential positions.
  - 3.23 Recommendations for appointments shall be voted on by the Student Senate with a majority vote to accept or oppose the appointments.
    - 3.231 Accepted appointees shall not be subject to the governing laws of the Associated Student Government, nor have voting power until sworn in.

Section 4. Term of Office

- 4.1 The term of office of the Senators will begin on June 1 of the year of their election and terminate on the day following the termination of the academic year.
  - 4.11 Senators appointed will take office immediately upon appointment and terminate on the day following the termination of the academic year.

Section 5. The Student Senate will:

- 5.1 Be the legislative body of Associated Student Government
- 5.2 Enact, by majority vote, by-laws of the constitution to be known as the Rules of Procedure for Student Senate.

- 5.3 Have the power to recognize, rescind recognition and monitor student organizations in accordance with the current recognition policies.
  - 5.31 The Student Senate will not have the power to intercede in internal affairs of a recognized student organization unless:
    - 5.311 The organization or a situation in that organization presents a threat to the well-being of a student, students, Emporia State University, or the university's relationship with the community.
    - 5.312 The organization requests such intercession.
- 5.4 Have the power to regulate on-campus activities, official off campus assemblies, and individuals in the interests of the university community.
- 5.5 Have the power to make rules and regulations necessary for proper administration of elections and installations of elected officials.
- 5.6 Have the ability to confirm or reject, by majority vote, positions appointed by the President.
- 5.7 Have the power to certify the results of the general election as outlined in Article X of the Associated Student Government Election Regulations.
- 5.8 Have the power to propose amendments to the Constitution of the Associated Students.
- 5.9 Have the power to create ad hoc committees which will investigate and report in any appropriate area of student life, and to carry out the legislative and student service programs of the Associated Students.
- 5.10 Formulate and review budget policy as it applies to all Senate appropriations.
- 5.11 Appropriate monies from the student activities fee to organizations and activities according to the current finance policy.
- 5.12 Provide for the compilation and publication of legislation at the close of the spring semester, in order that the Associated Students be informed of the Senate members present.
- 5.13 Submit referenda to the Associated Students by a two-thirds (2/3) vote of the Senate members present.
- 5.14 Have the power to petition the President of Associated Student Government or the President of the Student Senate to call a special meeting by a two-thirds (2/3) vote of the Senate members present.

Section 6. Committee Structure

- 6.1 The committee structure of the Student Senate shall be in accordance with the structure set forth in the Student Senate Committee Structure Policy.
- 6.2 Each committee shall be chaired by a Senator.
  - 6.21 These chairs shall be appointed by the President.
- 6.3 Duties of the Chair include:
  - 6.31 Maintain strong communication with the executives.
  - 6.32 Schedule weekly committee meetings and create the agendas for these meetings.
  - 6.33 Promote organizational growth within ASG respective to the duties of each committee.
  - 6.34 Follow guidelines set in Article III Section 2.52.
- 6.4 Each committee shall also have a Vice Chair.
  - 6.41 The Vice Chair will be elected by the members of each committee.
- 6.5 Duties of the Vice Chair include:
  - 6.51 Take minutes at weekly committee meetings.
  - 6.52 Assist the Chair with the Chair's duties, if needed.
  - 6.53 Serve as the Chair if the chair is unable to perform the Chair's duties or is removed from office.

Section 7. Legislative Process

- 7.1 Legislation shall proceed and transact in accordance with the procedures set forth in the Rules of Procedure for Student Senate.
- 7.2 All members of the Senate will have one vote; the President of the Senate is required to vote in case of a tie and will vote in only such a case.

Section 8. Meetings of Student Senate

- 8.1 The Student Senate will meet for a minimum of seven (7) meetings per semester as to be determined by the Vice President at the beginning of Vice President's term.
- 8.2 The meetings may be called by either executive officer preceding the fall legislative sessions.
- 8.4 The Rules of Procedure for Student Senate will govern the procedures of Senate meetings.
  - 8.41 *Robert's Rules of Order* will be consulted should the Senate's rules fail to address a specific situation.
- 8.5 The Standing Committees of the Senate will meet at least once a week while the Senate is in Session.

- 8.6 Absences during a legislative session will cause a Senator to be removed from office, if the Senator is not compliant with the Student Senate Attendance Policy.
- 8.7 A quorum will be two-thirds (2/3) of the Senate roll.
- 8.8 The Senate will have at least two (2) advisors from the administration.
  - 8.81 One of these advisors should be present at all meetings of the Senate.
  - 8.82 These advisors will be appointed by the Senate with the approval of the President of the University.

Section 9. Removal from Office

- 9.1 Any senator may be removed from office by impeachment that may be initiated by a two-thirds (2/3) vote as a regular meeting in the end of general order of the Senate or by a petition of ten percent (10%) of that Senator's constituents.
- 9.2 A three-fourths (3/4) vote of the Senate at the next regular meeting in the end of general order will result in the removal of the impeached.
- 9.3 Just cause for removal will be:
  - 9.31 Violation of or disregard for any part of the constitution or Associated Student Government.
- 9.4 Just cause for immediate removal will be:
  - 9.41 Any violation of Article III, Section 2.1 and/or Article III Section 7.42.
  - 9.42 If a Senator is found responsible, by the Dean of Students Office, of violating one or more of the actions not mentioned in Article III Section 7.42 but listed under "Prohibited Conduct" in the Student Code of Conduct, the Senate shall determine the severity of the violation. The severity of the violation shall determine if the Senator is removed immediately, impeached, or allowed to continue serving in office.

**ARTICLE IV**  
Initiative  
Referendum

- Section 1. The Associated Students may initiate a referendum by submitting petition of ten percent (10%) of the Associated Students.

**ARTICLE V**  
Amendments

- Section 1. Amendments to this constitution may be proposed by a two-thirds (2/3) majority vote of the Student Senate or by initiation of the Associated Students as provided in Article V.

- 1.1 In either procedure, the amendment(s) must obtain a majority of votes cast in a campus-wide election. An amendment so passed will take effect the semester or summer session following its ratification.

## **ARTICLE VI**

### Ratification

Section 1. This constitution will be ratified by two-thirds (2/3) vote of the Student Senate and be ratified by a majority vote of those voting in a general campus election.

- 1.1 This constitution will take effect at the beginning of the next legislative session following ratification.
  - 1.11 The Student Senate of this legislative year will be responsible for implementing this constitution.

# **STUDENT SENATE**

## **RULES OF PROCEDURE**

# **RULES OF PROCEDURE FOR STUDENT SENATE**

**<Updated November 2017>**

## **PREFACE**

The procedure for order in the Student Senate shall be as governed by the following body of rules as outlined in Article III, Section 8.4 of the Constitution of the Associated Students of Emporia State University. Any procedural matters not addressed by said rules shall be conducted in accordance with Robert's Rules of Order.

## **ARTICLE I**

### **Meeting**

#### **s Section 1. Agenda**

- 1.1 Each meeting of the Senate shall begin with a call to order by the President of the Senate or presiding officer.
  - 1.11 Immediately following, the Chief of Staff shall proceed to a roll call for the purpose of determining the presence of a quorum of individual Senate members.
- 1.2 There shall be, during each meeting of the Senate, a time for reports.
  - 1.21 During this period, reports to the senate from members of the Cabinet, Chairpersons of any Ad Hoc Committees, and other organizations or persons shall be in order.
- 1.3 Each meeting of the senate shall include a time for First Readings of bills or resolutions.
  - 1.31 During this period, bills or resolutions are first introduced to the Senate.
- 1.4 Following the period of First Readings, there shall be a period of General Order of Business.
- 1.5 Following the period of General Order of Business, the Senate shall proceed to a period of Third Readings.
- 1.6 There shall be, following the period of Third Readings, time available for Presidential Considerations.



1.61 During this period, the President of Associated Student Government may announce their consideration of any potential vetoes of bills or resolutions passed favorably by the Senate.

1.7 Following Presidential Considerations, there shall be time available for Good of the University.

1.71 During this period, announcements and general discussion make take place.

1.8 The President of the Senate or presiding officer shall, following announcements, entertain a motion to adjourn the Senate meeting.

1.81 The Chief of Staff shall proceed to a roll call vote.

1.82 A simple majority vote of the Senate members present is required to adjourn the meeting.

## Section 2. Suspending a Meeting

2.1 A two-thirds (2/3) majority vote by the Senate members present shall have the power to suspend the date of a future meeting.

2.11 It shall be the duty of the presiding officer to contact each member of the Senate informing them of the new date.

2.12 The Senate shall be notified by the presiding officer within 24 hours of said change.

## ARTICLE II

### Bills or Resolutions

Section 1. A bill or resolution submitted to the Senate for consideration may be proposed by any member of the Associated Students, but must be sponsored on the floor of the Senate by a Senator.

1.1 The originator of a bill or resolution cannot be the same as the Senator sponsoring the bill or resolution to avoid a conflict of interest.

1.2 Sponsorship may be withdrawn at any time prior to its final vote on the Senate floor during the General Order of Business.

1.21 If sponsorship is withdrawn, another Senator on the floor may accept sponsorship.

1.22 If no Senator accepts sponsorship, the bill or resolution will be sent back to the originating committee for reconsideration.

- Section 2. Should a member of the Associated Students submit a bill or resolution to the President of the Senate, they shall assign the bill or resolution to the appropriate Senate Standing Committee for consideration.
- Section 3. After the Senate Standing Committee vote and submission to the President of the Senate, they shall also assign to each bill or resolution a prefix and number.
- Section 4. A bill or resolution submitted to the President of the Senate must be written in its entirety and must include an enacting or resolving clause.
- Section 5. A bill or resolution submitted to the President of the Senate must be written on standard bill or resolution form, which shall be provided by the Student Senate or submitted electronically in the same format as it would be in written form.
- Section 6. A bill or resolution submitted to the President of the Senate must be submitted no later than 5pm of the Monday preceding the Senate meeting on Thursday in order to be eligible for First Readings during the upcoming meeting of the Senate except in occasions deemed appropriate by the President of the Senate.
- Section 7. A bill or resolution introduced in the First Readings may not proceed to General Order of Business during the same meeting of the Senate unless the rules are suspended by a two-thirds (2/3) majority vote of the Senators present.
- Section 8. In order for the Senate to vote on a bill or resolution allocating funds (including but not limited to line item requests and reserve fund requests from any recognized student organization or center benefiting the general student body) to any organization on campus, there must be a member of the organization or representative of the requesting party present during the Senate meeting in which the bill or resolution is being considered under General Order of Business.
- Section 9. Any bill or resolution not completed at the end of the first (1<sup>st</sup>) legislative session may be carried over to the second (2<sup>nd</sup>) legislative session of the academic year.

9.1 No unresolved bill or resolution may be carried over from the second (2<sup>nd</sup>) legislative session of one academic year to the first (1<sup>st</sup>) legislative session of the following academic year.

### **ARTICLE III**

#### **Reports**

- Section 1. Senate reports are subject to the same requirements and procedures as bills or resolutions with the exception of the procedure addressed by the following rules.
- Section 2. Senate reports are subject to a vote of acceptance by the Senate body.
- 2.1 The procedure of acceptance supplants the bill or resolution procedure of pass favorably with acceptance of a report corresponding to favorable passage of a bill or resolution and failure to accept a report corresponding to failure to favorably pass a bill or resolution.
- 2.2 A simple majority vote is required to accept a report.
- Section 3. All reports will be assumed to be passed favorably unless an objection from the Senate is made.

#### **ARTICLE IV**

##### General Order of Business

- Section 1. Function
- 1.1 The General Order of Business shall be the business session of the Senate meeting.
- 1.11 During the General Order of Business, bills or resolutions which have been placed on the legislative calendar by the President of the Senate, Presidential vetoes and/or item vetoes, and other Senate business, shall be considered by the Senate.
- Section 2. Committee of the Whole
- 2.1 In the structure, part of the General Order of Business shall be the Committee of the Whole.
- 2.11 During this part of the General Order of Business, a bill or resolution shall be subject to debate, discussion, and decision by the Senate body.
- 2.2 The presiding officer of the Senate shall entertain a motion to dissolve the Senate body into Committee of the Whole.
- 2.21 This motion must be passed by a simple majority vote of the senate members present in order to dissolve the Senate body into Committee of the Whole.

2.3 In order to adjourn the Committee of the Whole, a motion must be made to "rise and report" and must be passed by a simple majority vote of the Senate members present.

2.4 Provided the motion to "rise and report" has been passed, the Chief of Staff will report the proceedings and business of the Committee of the Whole.

### Section 3. Senate Action on a Bill or Resolution

3.1 There shall be four (4) ways in which the Senate may act on a bill or resolution.

3.11 Pass Favorably - A motion to pass favorably requires a simple majority vote of the Senate members present, and if carried, a bill under consideration shall be considered enacted, and a resolution under consideration shall be considered resolved.

3.111 If a motion to pass favorably fails, the bill or resolution under consideration is defeated and cannot return to the floor of the Senate.

3.112 A motion to pass favorably which fails, prohibits a bill or resolution from proceeding to Third Readings.

3.113 The Senate action of pass favorably is subject to the confirmation or rejection of Third Readings and of the subsequent procedures for determining the status of Student Senate legislation.

3.12 Pass Unfavorably - A motion to pass unfavorably requires a simple majority vote, and if carried does not prohibit a bill or resolution from proceeding to Third Readings.

3.121 A motion to pass unfavorably which fails will require an alternate motion

3.122 The senate action of pass unfavorably is subject to the subsequent procedures for determining the statuses of the Student Senate legislation.

3.13 Recommit - If a motion to recommit is carried, the bill or resolution shall be returned to its respective committee for further consideration or amendment and will return to the floor of the Senate subject to the subsequent procedures for determining the status of the Student Senate legislation.

3.14 Table - If a motion to table is carried the bill or resolution under consideration shall be laid aside until such a time that the Senate wishes to take legislation from the table for further action.

3.141 Tabling or taking from the table a bill or resolution requires a two-thirds (2/3) vote of the Senate members present.

Section 4. Senate Action on an Appointment

- 4.1 The President shall present appointments to the senate for confirmation at the beginning of the President's report.
- 4.2 In the case of an appointment to the Student Senate, the appointment shall be referred to the Senate Operations Committee.
  - 4.21 The committee will interview the appointee and may recommend confirmation or rejection to the Senate in conjunction with Cabinet.

**ARTICLE V**

Debate & Related Matters

Section 1. A member of the Senate may make any motion by addressing the presiding officer, and then proceeding to state the motion upon recognition by the presiding officer.

Section 2. When a member of the Senate obtains the floor by recognition of the presiding officer, the Senator may not be denied the floor by a new motion unless the Senator yields for such motion.

Section 3. A member of the Senate desiring to interrupt a speaker in debate for the purpose of debating shall address the presiding officer as a point of personal privilege asking if the speaker will yield the floor.

- 3.1 The speaker may refuse to yield the floor if so desired, but if the speaker does yield, the member interrupting may proceed in debate.
- 3.2 The interrupting member may not yield the floor in turn to anyone else or to the previously yielding speaker.

Section 4. A member of the Senate desiring to interrupt a speaker in debate for the purpose of asking a question shall address the presiding officer as a point of information, asking if the speaker will yield to the question.

4.1 The speaker may refuse to yield if he or she so desires, but if the speaker does yield, then the member interrupting may proceed to ask the question.

4.2 However, the interrupted speaker does not forfeit the speaker's speaking privilege to the interrupting member.

Section 5. When a motion has been made, the presiding officer shall state it to the Senate body for consideration, and the Senate members shall proceed to dispose of it after debate, if the question is debatable, by casting their votes for or against the motion.

Section 6. The sponsor of any debatable motion shall have the right to speak first and last during the debate on the sponsor's motion.

Section 7. Any amendment to a bill or resolution, which is introduced on the floor of the Senate, is subject to objection to the consideration of a question.

## **ARTICLE VI**

### **Decorum in Debate**

Section 1. During meetings of the Senate, members shall be addressed with the title "Senator", preceding the last name of the member in question.

Section 2. Persons desiring to speak during debate, excluding the presiding officer and Senate members, must have speaking privileges to do so.

2.1 Speaking privileges for the person(s) in question shall be granted at the request of a Senate member and the subsequent approval by a simple majority of the Senate members present.

2.2 Persons granted speaking privileges may exercise said privileges upon recognition by the presiding officer.

Section 3. When a member of the Senate obtains the floor, they must confine their remarks to the subject directly under debate, avoiding profane and/or derogatory remarks.

3.1 If they fail to do so, the presiding officer order may call them to order, at which time the member so called to order shall immediately relinquish the remainder of their speaking period.

3.11 However, such a member who has been called to order may appeal to the membership of the senate for permission to continue for the remainder of their speaking period.

Section 4. When a non-senator has obtained recognition from the presiding officer, thus granting them speaking privileges, they must confine their remarks to a specific question asked them by a Senator regarding the subject directly under debate, avoiding profane and/or derogatory remarks.

4.1 If they fail to do so, the presiding officer may call them to order, at which time the individual so called to order shall immediately relinquish the remainder of their speaking period.

4.11 However, such an individual who has been called to order may be granted additional speaking privileges upon permission, and may continue for the remainder of their direct answer.

## ARTICLE VII

### Voting

Section 1. Procedure

1.1 Every member of the Senate present at a meeting of the Senate shall be allowed a vote.

1.11 A member of the Senate who is temporarily absent shall, in the absence of any objection, be allowed to cast a vote upon returning to the floor of the Senate.

1.12 If there is objection to the allowance of the vote, approval by a simple majority of the Senate members present shall be required in order that the temporarily absent senate member may cast the vote in question.

1.2 The presiding officer of the Senate is required to vote in case of a tie, and shall vote only in such case.

1.21 The presiding officer shall declare a vote and present the final vote.

1.3 There shall be a roll call vote taken for bills or resolutions at the discretion of the presiding officer.

1.31 Other votes shall be taken by voice or hand count.

1.4 If a motion calling for unanimous consent passes, no vote shall be required.

1.41 If the motion calling for unanimous consent raises an objection, the motion shall be disposed of according to the appropriate aforementioned voting methods.

- 1.5 If a proposition is of such a nature that it contains two (2) distinct parts, a member of the senate may ask for a "division of the question," which means that separate votes will be taken on each part of the proposition.
- 1.6 Once a vote is in the process of being taken, it may not be interrupted for any reason.

Section 2. Rights of Explanation

- 2.1 A voting Senate member, desiring to explain the reason for their particular vote may do so by indicating "right of explanation" when casting their vote.
  - 2.11 Requesting the right of explanation is prohibited subsequent to an initial vote response; i.e., a Senate member may not change a vote from one that is not accompanied by a right of explanation to a vote that is accompanied by a right of explanation.
    - 2.111 The right of explanation will take place after all votes have been casted.
  - 2.12 A right of explanation is acceptable only during roll call votes and is limited to a period of thirty (30) seconds.

**ARTICLE VIII**

Third Readings

Section 1. Function

- 1.1 The period of Third Readings is the time during which the Senate body shall have the opportunity to reconsider those bills or resolutions passed during the period of General Order of Business.

Section 2. Procedure

- 2.1 During Third Readings, each bill or resolution passed by the Committee of the Whole will be read by the Chief of Staff or President of the Senate.
- 2.2 If there is a motion for reconsideration of the action taken by the Senate concerning a bill or resolution, provided that the motion is made by a Senate member whose vote concerning said bill or resolution was among the prevailing side during the General Order of Business, the presiding officer shall entertain speakers for and against it, no speaker shall speak for more than three (3) minutes consecutively.
  - 2.21 Following the debate, the bill or resolution shall be voted on, dictating the final decision of the Senate regarding that particular bill or resolution.



- 2.22 No amendments shall be considered during debate on any bill or resolution in Third Readings unless one by a suspension of the rules with a two-thirds (2/3) majority vote.
- 2.3 If there is not motion for reconsideration of the action taken by the Senate concerning a bill or resolution, no vote need be taken to confirm or reject said previous Senate action.

## **ARTICLE IX**

### Veto and Veto Override Procedures

#### Section 1. Veto by the President of Associated Student Government.

- 1.1 The President of Associated Student Government shall have the power to veto any bill or resolution passed by the Student Senate.
  - 1.11 The President of Associated Student Government shall also have the power to veto any section, phrase, item or word of a bill or resolution, thus having the power of veto.
    - 1.12 Any presidential veto must be made within ten (10) school days of transmittal of legislation by the President of the Senate.
      - 1.121 The term "school days" shall mean those days during which the university is in full operation, excluding legal holidays, Saturday, Sunday, and vacation periods as reflected in the university calendar of events.
- 1.2 The President of Associated Student Government shall post a notification, in the Center for Student Involvement office, concerning any bill or resolution that the President has vetoed within two (2) school days from the day of the veto.
- 1.3 If the power of veto of line item veto has been exercised by the President of Associated Student Government, the legislation in question may be called back onto the floor of the Senate by any member of the senate during the General Order of Business of a senate meeting within ten (10) school days of the veto, or the first Senate meeting immediately following the veto.
- 1.4 The presidential veto or item veto may be overridden by a two-thirds (2/3) majority vote of those Senate members present at the meeting.
- 1.5 If no action is taken to override a presidential veto or item veto or if such action fails, then, after ten (10) school days have elapsed since the veto announcement, any bill or resolution, or any section, phrase, item, or word of a bill or resolution vetoed by the President of Associated Student Government shall either stand vetoed in status, if vetoed, in its

entirety, or shall become statute with vetoed section, phrases, items or words deleted.

Section 2. Veto by the President of Emporia State University

- 2.1 As outlined in Senate Bill 200, the President of Emporia State University, having the power to veto any bill passed favorably by the Student Senate and signed by the President of Associated Student Government, shall, upon disapproval of legislation, return it to the Student Senate with the President's objection recorded in the minutes of the proceedings.
  - 2.11 The Student Senate shall reconsider the piece of legislation within a period of thirty (30) school days.
- 2.2 If a bill or resolution is returned by the President of the University to the Student Senate for reconsideration, a two-thirds (2/3) majority vote of the senate membership is required to show disapproval of presidential action.
- 2.3 Upon the formal disapproval of the presidential action by the Student Senate, the Student Senate may, by a three-fourths (3/4) majority vote of Senate membership and signature of the President of Associated Student Government, request that the President of the University place the issue upon the Board of Regents' agenda for their consideration of the issue and a presentation of the students' point of view.

**ARTICLE X**

Committee Vote

Section 1. Each bill or resolution must have a committee vote.

- 1.1 Committee votes are intended to provide Senator's with a guideline as to how much a committee supports a bill or resolution.
- 1.2 Committee votes will not affect the overall outcome of a bill or resolution unless there is no support from the committee (with a vote of 0-5-0).
  - 1.21 In such a case, the bill or resolution will die in committee and will not be brought before Student Senate.
  - 1.22 In case of a vote of 1-X-X, with a minimum of one affirmative vote, the bill or resolution will be brought before Student Senate.

## **STUDENT SENATE**

## **COMMITTEE STRUCTURE**

# **STUDENT SENATE COMMITTEE STRUCTURE POLICY**

The committee structure of the Student Senate shall be as specified by the following policy as provided for Article III, Section 6, subsection 6.1, of the Constitution of the Associated Student Government of Emporia State University.

## **ARTICLE I**

### **Diversity and Inclusion Committee**

- Section 1. The Diversity and Inclusion Committee shall be responsible for:
- 1.1 Creating an inclusive environment at Emporia State University that is committed to bringing awareness of diversity and inclusion to the student body.
  - 1.2 Implementing diversity training modules for all Registered Student Organizations.
  - 1.3 Designing impactful and educational programs for students on campus in regard to diversity and inclusion.
  - 1.4 Identifying Emporia State University's needs as they relate to becoming champions for diversity and inclusivity.
  - 1.5 Evaluating Senate bills ensuring that they are representing all students.
  - 1.6 Implement diversity and inclusion policies and legislation.
  - 1.7 Collaborating with the Diversity Student Programs on diversity and inclusion initiatives.

## **ARTICLE II**

### **Fiscal Affairs Committee**

- Section 1. The Fiscal Affairs Committee shall be responsible for:
- 1.1 Administering funds delegated to the Associated Student Government.
  - 1.2 All matters concerning allocation of student fees.
  - 1.3 Setting limits for all allocations to organizations.
  - 1.4 Reviewing readjustments in use of allocation money with organizations.

- 1.5 Notifying organizations of available funds for fiscal allocations.
- 1.6 All matters pertaining to reserve fund requests.
- 1.7 Reviewing and administering all matters pertaining to line item requests.

### **ARTICLE III**

#### Campus & Community Relations Committee

Section 1. The Campus & Community Relations Committee shall be responsible for:

- 1.1 Organizing, promoting, running and recruiting staff for any service project or promotional event – such as an organizational service project or other events – Student Senate deems worthy of pursuing.
- 1.2 Initiate, maintain, and update organizational pamphlets, and literature published by the Associated Student Government, excluding the legislative summary published by the Vice President.
- 1.3 Initiate publicity designed to promote awareness of the functions, tasks, responsibilities, and rewards of the Student Senate involvement.
- 1.4 Coordinate social affairs within and for senate to maintain a more cohesive and cooperative working relationship among senators.
- 1.5 Maintaining and expanding the rights and responsibilities of students within the academic community.
- 1.6 Facilitating and maintaining the Adopt-A-Campus program and policy.
- 1.7 Facilitating and maintaining the Global Giving program.

### **ARTICLE IV**

#### Senate Operations Committee

Section 1. The Senate Operations Committee shall be responsible for:

- 1.1 Holding and overseeing Associated Student Government elections in conjunction with the Election Commissioner.
- 1.2 Enforcing the election regulations.
- 1.3 Reviewing and updating the constitution and all other Associated Student Government policies or procedures.

- 1.4 Any other matters pertaining to the operations of the Student Senate.
- 1.5 Assist the Vice President in assembling and publishing the legislative summary.
- 1.6 All matters related to Registered Student Organizations.

# **STUDENT SENATE**

## **ATTENDANCE POLICY**

# **STUDENT SENATE ATTENDANCE POLICY**

<Updated Fall 2017>

We, the members of the Student Senate in realization that many student senators have conflicts in schedules which repeatedly hamper their effectiveness in the Associated Student Government, and a quorum shall be two-thirds (2/3) of the Senate roll, and this quorum should consist of conscientious and informed senators, and that it is extremely important that senators should be present at both Student Senate and committee meetings in order to remain conscientious and informed, do hereby establish this attendance policy.

## **ARTICLE I**

### **Deadline for Filling Vacancies on Senate Roll**

- Section 1. February 15<sup>th</sup> of the spring semester shall be the last day to fill vacancies on the senate roll.
- Section 2. In the event of February 15<sup>th</sup> falling on a Saturday or Sunday, the preceding Friday shall be the last day to fill vacancies on the senate roll.

## **ARTICLE II**

### **Student Senate Attendance**

- Section 1. If possible, advance notice of an impending absence shall be submitted to the President of the Senate so that any necessary changes in the agenda can be made.
- Section 2. All absences shall, at the discretion of the President of the Senate, or presiding officer, be declared “excused” or “unexcused”.
- Section 3. The Senate roll shall be called before and after each regular Senate meeting
- 3.1 Each roll call missed and deemed as unexcused shall count as a “half absence”.
- Section 4. The President of the Senate shall recommend the removal of any student Senator after two (2) unexcused absences during the Senator’s term of office.
- 4.1 The President of the Senate may bring the situation before the Executive Council at any time deemed necessary for advisement concerning the matter.
- 4.2 After receiving the recommendation from the President of the Senate, the Student Senate shall initiate removal by two-thirds (2/3) vote at a regular meeting of the Senate or petition of ten percent (10%) of that Senator’s constituents.
- 4.3 A three-fourths (3/4) vote of the Senate at the next regular meeting will result in the removal of the impeached.



- Section 5. The attendance policy may be suspended by a two-thirds (2/3) vote of the Student Senate present at a meeting.

### **ARTICLE III**

#### Standing Committee Attendance

- Section 1. If possible, advance notice of an impending absence shall be submitted to the Chair of the Committee so that any necessary changes in the Agenda can be made.
- Section 2. The absences shall at the discretion of the Chair of the Committee, be declared “excused” or “unexcused”.
- Section 3. The Chair of the Committee shall recommend the removal of any student senator after two (2) unexcused absences during the course of the legislative session.
- Section 4. Violation of the Standing Committee Attendance Structure policy to an extent that in the opinion of the committee Chairperson the committee member cannot effectively contribute to the committee and/or Student Senate shall be reported to the President of Senate.
- Section 5. Following the procedures outlined in Article II, Section 4 shall be implemented if necessary.

### **ARTICLE IV**

#### Periodic Review of the Student Senate Attendance Policy

- Section 1. The Senate Operations Committee of the Associated Student Government shall conduct an annual review of the Student Senate Attendance Policy at the beginning of the fall legislative session.
- Section 2. If circumstances calling for the revision of said policy arise outside Article IV, Section 1, they shall be made known to the Senate Operations Committee for consideration.

### **ARTICLE V**

#### Revision and/or Amendments to Student Senate Attendance Policy

- Section 1. The Senate Operations Committee shall make recommendations to the Student Senate of the findings in compliance to Article IV, sections 1 and 2.
- 1.1 Revisions shall be advocated through submission of a Senate Bill listing proposed changes.
- Section 2. The Attendance Policy shall be reviewed at the second (2<sup>nd</sup>) meeting of the first (1<sup>st</sup>) session of the academic year and accepted by the majority vote of the senate roll present.



**RECOGNIZED STUDENT  
ORGANIZATION POLICY**

# RECOGNIZED STUDENT ORGANIZATION POLICY

*<Revised 04/2018>*

We, the members of the Student Senate, in order to establish an involved student body, to encourage the development of leaders and participants for the campus, to support a wide variety of interests among students, and enhance the understanding of the recognition process do hereby ordain and establish this Recognized Student Organization Policy.

## ARTICLE I

### Recognized Student Organizations

- Section 1. The official recognition of a student organization by Associated Student Government of Emporia State University grants specific privileges to Recognized Student Organizations (RSOs).
- 1.1 Use of the university name in conjunction with the RSO name.
  - 1.2 Use of university property and facilities.
  - 1.3 Scheduling of university buildings.
  - 1.4 Request use of funding from the Associated Student Government.
- Section 2. RSOs must accept the regulations and administrative procedures, outlined in this policy, as may be necessary to protect the essential functions of the university, to allow an equitable sharing of time and space, and to assure the reasonable health and safety of the campus community.
- Section 3. As a matter of policy, the Associated Student Government of Emporia State University refrains from attempting to control or sway the personal opinions or beliefs of students.
- 3.1 Recognition of a student organization does not imply endorsement of positions taken by the RSO.
  - 3.2 Responsibility for any actions which violates federal, state, or local laws or ordinances must be assumed by the individual organization, not by the Associated Student Government or Emporia State University.
- Section 4. RSOs must conform to the financial policies and responsibilities established by Associated Student Government.

## ARTICLE II

### Rules & Procedures Concerning Student Organization Recognition Process

- Section 1. Procedures for Prospective Student Organizations for Recognition

- 1.1 The Senate Operations Committee (SOC) will have a “meeting” with representative(s) or advisor that wish to establish a new club, group, or organization on campus, herein referred to as Prospective Student Organization (PSO).
  - 1.1.1 A “meeting” shall be conducted in any of the following manners: (1) in-person; (2) email; or (3) over the phone.
  - 1.1.2 The meeting shall consist of the following discussion: (1) purpose and plans of the PSO; and (2) Recognized Student Organization requirements.
- 1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.
- 1.3 Following this deadline, the normal legislative process will begin, as stated in the Student Senate Rules of Procedure.

## Section 2. Prospective Student Organization Responsibilities

- 2.1 The PSO is required to identify an organization President, Vice President, Treasurer, and Advisor.
  - 2.1.1 All officers must be current enrolled Emporia State students.
  - 2.1.2 The Advisor must be an Emporia State faculty or staff member.
- 2.2 Proper documentation of definite interest in the PSO must be, in the form of a petition (Appendix A), submitted to the SOC Chair and ASG Advisor.
  - 2.2.1 A completed petition has the signatures of twenty (21) Emporia State students and one (1) faculty or staff (prospective advisor) signature requesting the formation of the PSO.
    - 2.2.1.1 Ten (10) of the signatures (section 1.2.1) must be those of students enrolled in a minimum of seven (7) credit hours for the current semester.
- 2.3 Draft a constitution (Appendix B) for the PSO to be submitted to the SOC Chair and ASG Advisor.
  - 2.3.1 Refer to Appendix B for required contents in PSO constitution.
- 2.4 Attend all meetings described herein and any other meeting deemed necessary by the Senate Operations Committee, and Student Senate.
  - 2.4.1 Must attend the meeting when recognition bill is voted on by the Senate Operations Committee and Student Senate.

## Section 3. Center for Student Involvement Responsibilities

- 3.1 Meet with PSO for Involvement Consultation after recognition by the Student Senate.
  - 3.1.1 Upload PSO updated constitution, and update officer/advisor information on #HornetLife.
  - 3.1.2 Sign form (Appendix C) indicating completion of the Involvement Consultation.

Section 4. Associated Student Government Advisor Responsibilities

- 4.1 Review proposed constitution to ensure all requirements are met (refer to Appendix B).
- 4.2 Email above documents (section 2.2 & 2.3) to the Senate Operations Chair, Dean of Students, and Vice President of Associated Student Government after review and approval with their recommendation of recognition.
- 4.3 Approves registration in #HornetLife after the Student Senate officially recognizes the PSO.

Section 5. Senate Operations Chair and Senate Operations Committee Responsibilities

- 5.1 Coordinate and preside over the meeting outlined in Section 1.1.
- 5.2 Inform the PSO of their required meeting attendance with the Senate Operations Committee and the Student Senate.
- 5.3 Notify the PSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office, and #HornetLife Involvement Counselor of the PSO's confirmation by the Student Senate as a Recognized Student Organization (RSO).
- 5.4 Senate Operations Committee Responsibilities
  - 5.4.1 May pass a PSO recognition request as outlined in the Rules of Procedure for Student Senate.

Section 6. Student Senate Responsibilities

- 6.1 May pass, with majority vote of those present, provided that the PSO is represented at the regularly scheduled Senate meeting when the recognition bill will be on General Order for further consideration and possible amendments, the PSO recognition request.

**ARTICLE III**

Rules & Procedures Concerning Student Organization Re-Recognition Process

Section 1. Procedures for Prospective Student Organizations for Re-Recognition

- 1.1 The Senate Operations Committee will have a “meeting” with representative(s) or advisor that wish to re-establish a club, group, or organization on campus that was rescinded within the previous twelve (12) months and eligible for Re-Recognition, herein referred to as Prospective Student Organization (PSO).

- 1.1.1 A “meeting” shall be conducted in any of the following manners: (1) in-person; (2) email; or (3) over the phone.
- 1.1.2 The meeting shall consist of the following discussion: (1) purpose and plans of the PSO; (2) reason for rescission; and (3) Recognized Student Organization requirements.
- 1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.
- 1.3 Following these deadlines, the legislative process will begin, as stated in the Student Senate Rules of Procedure.

Section 2. Prospective Student Organization Responsibilities

- 2.1 Obtain advisor signature on Advisor Agreement Form indicating they agree to serve as the advisor. Submit Appendix D to the Chair of SOC and ASG Advisor.
  - 2.1.1 Attend all meetings described herein and any other meeting deemed necessary by the, Senate Operations Committee, and Student Senate.
    - 2.1.1.1 Must attend the meeting when the recognition bill is voted on by the Senate Operations Committee and Student Senate.

Section 3. Center for Student Involvement Responsibilities

- 3.1 Meet with PSO for Involvement Consultation after recognition by the Student Senate.
  - 3.1.1 Upload PSO updated constitution, and update officer/advisor information on #HornetLife.
  - 3.1.2 Sign Appendix C indicating completion of the Involvement Consultation.
  - 3.1.3 Changes organization’s status from “Locked” to “Active” in #HornetLife after official recognition.

Section 4. Senate Operations Chair and Senate Operations Committee Responsibilities

- 4.1 Keep each PSO informed of their required meeting attendance with the Senate Operations Committee and the Student Senate.
- 4.2 Notify the PSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office, and #HornetLife Involvement Counselor of the PSO’s confirmation by the Student Senate as a Recognized Student Organization (RSO).
- 4.3 Senate Operations Committee Responsibilities
  - 4.3.1 May pass, the PSO re-recognition request as outlined in the Rules of Procedure for Student Senate.

Section 5. Student Senate Responsibilities

- 5.1 May pass, with majority vote of those present, provided that the PSO is represented at the regularly scheduled Senate meeting when

the re-recognition bill will be on General Order for further consideration and possible amendments, the PSO re-recognition request.

## ARTICLE IV

### Rules & Procedures Concerning RSO Revisions

- Section 1. Procedures for Recognized Student Organization Constitution Revisions
- 1.1 The Senate Operations Committee (SOC) will have a “meeting” with representative(s) or advisor that want to revise their constitution in respect to the RSO name or purpose.
    - 1.1.1 A “meeting” shall be conducted in any of the following manners: (1) in-person; (2) email; or (3) over the phone.
    - 1.1.2 The meeting shall consist of a discussion of the changes being made to the constitution of the RSO.
  - 1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.
  - 1.3 Following these deadlines, the legislative process will begin, as stated in the Student Senate Rules of Procedure.
- Section 2. RSO Responsibilities
- 2.1 The RSO must submit their revised constitution to the Senate Operations Chair and ASG Advisor.
  - 2.2 Attend all meetings deemed necessary by the Senate Operations Committee and Student Senate.
- Section 3. Associated Student Government Advisor Responsibilities
- 3.1 Review revised constitution and scan to send electronically to the Senate Operations Chair, and Associated Student Government Vice President, Center for Student Involvement Senior Director, and Dean of Students.
- Section 4. Senate Operations Chair and Senate Operations Committee Responsibilities
- 4.1 Keep RSO informed of their required meeting attendance with the Senate Operations Committee and the Student Senate.
  - 4.2 Notify the RSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office of RSO’s constitutional changes after approval by the Student Senate.
  - 4.3 Senate Operations Committee Responsibilities
    - 4.3.1 May pass, RSO constitution revision request as outlined in the Rules of Procedure for Student Senate.
- Section 5. Student Senate Responsibilities
- 5.1 May pass, with majority vote of those present the RSO constitutional revisions.



Section 6. Procedures and Responsibilities for Recognized Student Organization Advisor Change

- 6.1 Documentation of revisions, in respect to RSO Advisor, must be completed by filling out Appendix D.
  - 6.1.1 RSO must submit an Advisor Agreement Form, signed by new advisor to be reviewed by the Senate Operations Chair and ASG Advisor.

**ARTICLE V**

Rules & Procedures Concerning Maintaining Recognized Status

Section 1. Procedures Concerning Maintaining Recognized Status

- 1.1 Each academic year each RSO is required to fulfill thirty (30) hours of community and/or campus service while representing Emporia State University and their organization.
  - 1.1.1 RSOs passing Student Senate vote in the spring semester before spring break are only required to fulfill fifteen (15) service hours.
  - 1.1.2 RSOs passing Student Senate vote in the spring semester after spring break are not required to fulfill any service hour requirement.
  - 1.1.3 The service hours completed to meet this requirement shall only count for one (1) RSO and shall not be counted as service hours for any other RSO.
  - 1.1.4 Service hours must be submitted by RSO members on #HornetLife and approved by those with administrative designation in order to be considered successfully submitted.
  - 1.1.5 Prior to the first week of Fall classes, the Associated Student Government President, Vice President, and Advisor, in conjunction with the Center for Student Involvement, shall determine the deadline for submission of community service hours.
  - 1.1.6 The Associated Student Government Vice President, or designee, will be in charge of determining what can be claimed as legitimate community service.
- 1.2 Each academic year each RSO is required to re-register on #HornetLife in order to keep information on each RSO accurate and updated.
  - 1.2.1 Re-registration requires each RSO to submit on #HornetLife the following information:
    - 1.2.1.1 Officer names and contact information
    - 1.2.1.2 Number of members in RSO
    - 1.2.1.3 Advisor name(s) and contact information
  - 1.2.1 Let the first Monday in April be the first day of the re-registration period.

- 1.2.2 Let the community service deadline (Article V, Section 1.1.5) be the last day of the re-registration period.
- 1.3 At the start of the Spring Semester, the Center for Student Involvement and Associated Student Government conducts audit of service hours submitted to-date in #HornetLife.
  - 1.3.1 Senate Operations Chair must email RSOs and include the requirements and deadlines to maintain recognized status.
- 1.4 Let the Monday following the last day of the re-registration period (section 1.2.2) be the day the Center for Student Involvement and Associated Student Government conducts an audit to determine the RSOs that have failed to meet the above RSO Requirements by the designated deadlines.
  - 1.4.1 The RSOs generated in the audit then fall under procedure of Disciplinary Action (Article VI, Section 4).

## **ARTICLE VI**

### Rules & Procedures Concerning RSO Disciplinary Action

- Section 1. Grounds for Disciplinary Action against a RSO
  - 1.1 Violation of rules or policies of Associated Student Government or Emporia State University.
  - 1.2 Violation in failure to meet RSO Requirements (Article V, Section 1).
- Section 2. Procedures Concerning RSO Disciplinary Action
  - 2.1 The violation is brought before the Senate Operations Committee and determines what, if any, penalties shall be assessed.
    - 2.1.1 Recommendation for rescission of an RSO must be presented before the Student Senate.
  - 2.2 Any penalty may be appealed by the RSO to the Student Senate.
    - 2.2.1 The appeal must be in writing, stating the grounds for the appeal, and be presented to the President of the Senate within ten (10) days of Senate Operations rescission recommendation described above (section 2.1.1).
  - 2.3 Rescission of RSOs immediately results in the loss of all rights and privileges described in Article 1, Section 1.
  - 2.4 Center for Student Involvement Responsibilities
    - 2.4.1 Conduct audits of service hour and registration status on #HornetLife. Emails Senate Operations Chair and Associated Student Government Advisor results of audit.
  - 2.5 Senate Operations Chair Responsibilities

- 2.5.1 Contacts RSOs on audit (section 3.1.1) stating their violation: (1) failure to complete service hour requirement; (2) failure to re-register on #HornetLife.
- 2.5.2 Explain rescission process and consequences to RSO.
- 2.5.3 Write the rescission bill.
  - 2.5.3.1 Let the final Student Senate meeting of the spring semester be the appearance of the rescission bill on General Order to be voted on.
- 2.5.4 Notify the RSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office of RSO's rescinded status.
  
- 2.6 Senate Operations Committee Responsibilities
  - 2.6.1 May pass, the rescission bill as outlined in the Student Senate Rules of Procedure.
  - 2.6.2 Sponsor the rescission bill when presented to the Student Senate.
  
- 2.7 Student Senate Responsibilities
  - 2.7.1 May pass, with majority vote of those present, the rescission bill.
  
- 2.8 Associated Student Government Advisor Responsibilities
  - 2.8.1 Changes the organization status in #HornetLife after Student Senate passes rescission bill to "Locked".

**APPENDIX A**  
PETITION TO SEEK RECOGNITION

We, the undersigned Emporia State University students, in order that the student organization to be known as \_\_\_\_\_ may seek recognition from the Associated Student Government do lend our names and signatures to this petition.

Printed Legal Name

Signature

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As a faculty/staff member of Emporia State University, I agree to advise the above named student organization.

\_\_\_\_\_  
Printed Name, Department, and Phone Ext.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX B**  
**SAMPLE CONSTITUTION**

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**\*\*\*Associated Student Government of Emporia State University does not allow university facilities or resources to be used for clandestine purposes; therefore, each organization must include information in the constitution concerning the following:**

1. A clear statement of aims and functions.
2. A list of all by-laws, policies and other regulation, including membership requirements.
3. A list of officers and duties, including their methods of selection and removal.
4. Information about sources of financial support.

**\*\*\*In order to prevent illegal discrimination, the following paragraph, or its equivalent, must be included in all constitutions.**

**“No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity, handicap, Vietnam Era Veteran status, or such other factors which cannot be considered lawfully, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity within this organization.”**

**Social fraternities or sororities, shall be exempt from the "sex" provision above pursuant to Title IX recommendations.**

**CONSTITUTION OF**  
**EMPORIA STATE UNIVERSITY**

**ARTICLE I**

Name, Purpose & Membership

Section 1. The name of this organization will be \_\_\_\_\_.

Section 2. The purpose of \_\_\_\_\_ shall be:

2.1

2.2

Section 3. Membership

3.1 Membership in this organization is open to all students of Emporia State University.

3.2 No person shall be on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity, handicap, Vietnam Era Veteran Status, or such other factors that cannot be considered lawfully be excluded from participation in, be denied the benefits of, or

be subjected to discrimination under any program or activity within this organization.

## ARTICLE II

### Officer Qualifications, Designations & Duties

- Section 1. All officers must be degree-seeking students of Emporia State University.
- Section 2. The Executive Council shall consist of the following:
- 2.1 President
  - 2.2 Vice President
  - 2.3 Secretary
  - 2.4 Treasurer
- Section 3. The purpose of the Executive Council:
- 3.1 Shall be the planning and legislative body.
  - 3.2 Shall fulfill the policies enacted by this organization.
  - 3.3 Shall have the power to initiate programs and activities for all members.
  - 3.4 Shall have the power to direct grievances and resolutions to the members.
- Section 4. Duties of the President:
- 4.1 Preside at and conduct all meetings.
  - 4.2 Shall act as the official host and representative of this organization in campus functions.
  - 4.3 Shall be responsible for implementing legislation enacted by the organization.
  - 4.4 Shall be responsible, with the consultation of the Executive Council, to see that this constitution is adhered to.
  - 4.5 Shall have the power to call emergency meetings when necessary.
  - 4.6 Shall turn in an officer update sheet to Associated Student Government Senate Operations Committee Chair after each election.
- Section 5. Duties of the Vice President:
- 5.1 Shall fulfill the duties of the President as stated in Section 3 during the absence of the President.
  - 5.2 Shall oversee the committees of this organization.
  - 5.3 Shall, on a weekly basis, remove and appropriately distribute the contents of the organization mailbox located in the Memorial Union Center for Student Involvement.
- Section 6. Duties of the Secretary:
- 6.1 Shall be responsible for maintaining accurate minutes of all meetings.

- 6.2 Shall be responsible for correspondence to other organizations and individuals.
- 6.3 Shall be responsible for maintaining an accurate record of member attendance at all meetings.

Section 7. Duties of the treasurer:

- 7.1 Shall keep a record of finances of this organization.
- 7.2 Shall be responsible for collection the stated dues from each member.
- 7.3 Shall give a financial report at each meeting.

### **ARTICLE III**

#### Committees

Section 1. Standing Committees

- 1.1 The following will be committees which function as an integral part of the operations of this student organization:
  - 1.11 NAME Committee
  - 1.12 NAME Committee
- 1.2 The NAME Committee is responsible for...
  - 1.21 The vice-president shall serve as the chair of the NAME Committee with the committee membership consisting of...
  - 1.22 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.
- 1.3 The NAME Committee is responsible for...
  - 1.31 The vice-president shall serve as the chair of the NAME Committee with the committee membership consisting of...
  - 1.32 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

Section 2. Ad Hoc Committees

- 2.1 Ad Hoc Committees are temporarily created to fulfill a necessary, but temporary, function within the student organization.
- 2.2 Ad Hoc Committees shall exist through the creation of and at the discretion of the Executive Council.
- 2.3 The designated chair of each Ad Hoc committee will give a report of their activities to the Executive Council at the regular Council meetings.

## **ARTICLE IV**

### Election Rules & Regulations

- Section 1. Election of officers will be held on an annual basis.
- Section 2. The offices of President, Vice President, Secretary, and Treasurer will be elected each April.
- Section 3. This election will utilize a written ballot, with a simple majority determining the winner.

## **ARTICLE V**

### Removal & Succession

- Section 1. Removal
- 1.1 Violation of or disregard for any part of this constitution or the organization shall be grounds for removal charges against any of the elected officers.
  - 1.2 The general membership shall vote on the removal resolution.
  - 1.3 Removal shall be accomplished by a 2/3 majority of those members present.
  - 1.4 Removal proceedings may be initiated by any voting member.
- Section 2. Succession
- 2.1 In the event of removal, resignation, or vacancy of any elected officer, a special election shall be held to fill that position.

## **ARTICLE VI**

### Finances

- Section 1. Dues will be collected from each member at the beginning of each fall semester.
- Section 2. The purpose of said dues shall be to provide funding for the sponsoring of events, programming, promotions of the organization, and social activities.

## **ARTICLE VII**

### Amendments

- Section 1. Any amendment to this constitution must be approved by a 2/3 majority vote of those members present and voting.



- 1.1 Any amendment(s) must be reviewed by the Center for Student Involvement staff for submission to the Associated Student Government Student Senate to become a part of the recognized student organization's official constitution.

**DATE APPROVED BY MEMBERSHIP**

APPENDIX C

EMPORIA STATE  
UNIVERSITY  
■ Center for STUDENT INVOLVEMENT

---

STUDENT ORGANIZATION  
RECOGNITION/RE-RECOGNITION  
INVOLVEMENT CONSULTATION  
FORM

By signing below, both parties acknowledge that the student organization representative indicated on this form met with the Involvement Consultant indicated below to complete the required consultation for recognition/re-recognition. Both parties affirm that the student organization representative updated the organization's officers on its #HornetLife page and uploaded a current copy of the organization's constitution into its #HornetLife page.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Date      Organization Representative      Title/Position      Signature

\_\_\_\_\_  
Involvement Consultant      Signature      Date

APPENDIX D

---

STUDENT ORGANIZATION  
RECOGNITION

ADVISOR AGREEMENT FORM

---

Student Organization Name

As a faculty/staff member of Emporia State University, I agree to advise the above named student organization.

---

\_\_\_\_\_ Advisor Name

\_\_\_\_\_ Title/Position on Campus

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

# **ASSOCIATED STUDENT GOVERNMENT**

## **SENATE ALLOCATION POLICY**

# SENATE ALLOCATION POLICY

<Revised 04/2018>

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 (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 item” collected by Emporia State University on behalf of Associated Student Government, as shown in the Comprehensive Fee Schedule.
- 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 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 fees will be dispersed as shown in the Emporia State University Comprehensive Fee Schedule:
    - 3.2.1 Associated Student Government

- 3.2.2 The Bulletin
- 3.2.3 Center for Early Childhood Education
- 3.2.4 Community Hornets
- 3.2.5 Educational Opportunity Fund
- 3.2.6 Marching Band Stipend
- 3.2.7 Performing Arts Board
- 3.2.8 Quivira
- 3.2.9 Special Events Board
- 3.2.10 Sports Clubs
- 3.2.11 The Sunflower
- 3.2.12 Union Activities Council
- 3.2.13 Visual Arts Board

## **ARTICLE II**

### Rules & Procedures Concerning Allocations

#### Section 1. Types of Allocations

- 1.1 Fiscal year allocations shall be the primary means of distributing student fees among the various Recognized Student Organizations on campus.
  - 1.1.1 Fiscal year shall be that budgetary period from July 1 to June 30.
  - 1.1.2 All allocations for said fiscal year shall take place during the spring semester prior to the beginning of said year.
  - 1.1.3 Recognized Student Organizations shall be included herein as RSO(s).
  - 1.1.4 Prior to the allocation bill, the Fiscal Affairs Committee will come up with a standard maximum amount an RSO can receive when applying for funds.
    - 1.1.4.1 Fund categories shall include:
      - 1.1.4.1.1 Reimbursement for up to two trips (travel, lodging, & registration); RSO's may decide to apply trip funding all to one trip or divide it into two trips
      - 1.1.4.1.2 Printing and Publicity
      - 1.1.4.1.3 Guest speakers that are not current ESU students or employees.

- 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.
  - 1.2.2 An RSO may not receive more than one reserve fund request per fiscal year.
    - 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.
  - 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.
  - 1.2.4 All monies not spent through allocations, according to Article III, Section 2.3, will be automatically readjusted to the reserve fund or general fund for future allocations by all RSOs.

## Section 2. Requirements for Allocations

- 2.1 An RSO requesting funds must be recognized by Associated Student Government.
- 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.
- 2.3 All allocated funds must demonstrate a greater academic value to the student population at Emporia State University.
- 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.

2.6 All RSOs receiving funds must meet any stipulation placed upon the allocation by the Fiscal Affairs Committee before it becomes effective.

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.

### Section 3. 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 and/or First week of March

3.1.1.1.5 Allocation Bill on General Order – Last meeting in March

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.

3.1.3 The Fiscal Affairs Chair shall entertain questions concerning the requests and/or amendments.

#### 3.2 Responsibilities of the Fiscal Affairs Committee



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.

3.2.2 The Fiscal Affairs Committee shall be responsible for notifying the RSO of, the date, time and place of their budget hearing within one week of the publication of this information by the Fiscal Affairs Chair.

3.2.3 The Fiscal Affairs Committee may, by a majority vote of those present, reconsider any fiscal year allocation request.

3.2.3.1 Refer to Article II, Section 3.3.

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 the final committee report on the entire fiscal year allocations bill.

### 3.3 Reconsideration Process

3.3.1 The Fiscal Affairs Committee may hear reconsiderations of any action taken on allocations.

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, 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, sex, gender identity, 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 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

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

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 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 next Senate meeting, following the Senate Rules of Procedure. The Senate vote during General Order will be final. No further reconsideration on the request will be heard.

#### 3.4 Responsibilities of the Student Senate

3.4.1 The Student Senate may, by a majority vote of those present, specify that any set of RSOs shall be represented at the next regularly scheduled Senate meeting for further consideration and possible amendments.

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 Rules of Procedure.

#### 3.5 Responsibilities of the RSOs

3.5.1 Each RSO requesting funds shall have a representative at the budget

hearing when the Fiscal Affairs Committee considers their allocation.

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.

3.5.3 Each RSO requesting funds must demonstrate financial need which shall include a list of all sources of funding.

3.5.4 Each RSO shall be responsible for any overspending of its budget.

3.5.5 Any other sources of funding of an RSO shall be considered their funds exclusively unless exempted in the fiscal year resolution.

3.5.6 Each RSO that has been granted funds must inform the Fiscal Affairs 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 4. Readjustments

4.1 Readjustments refer to an RSO wishing to move allocated funds from one funding category (Article II, Section 1.1.4.1) to another (i.e. readjusting allocated trip funds to speaker).

4.2 Any readjustment request of an allocation must be approved by the Fiscal Affairs Committee before the incurrence of the expense and must be considered for approval at the next scheduled Fiscal Affairs Committee meeting.

4.2.1 A representative from the Recognized Student Organization is required to be at the this Fiscal Affairs Committee meeting

4.2.1.1 If no representation appears, the Fiscal Affairs Committee shall not consider the readjustment.

4.3 Any approved readjustment of the allocation shall be included in the minutes of the Fiscal Affairs Committee meeting when the readjustment was approved.

Section 5. Restrictions Concerning the Fiscal Year Allocations

5.1 No RSO of Associated Student Government shall receive funding from a fiscal year allocation and a Line Item Organization.

5.1.1 Any RSO, may **not** distribute their funds, allocated by Associated Student Government, 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.

5.2 Any RSO who receives allocated funds may **not** use those funds for any of the following expenses:

5.2.1 National Dues

5.2.2 Refreshments for meetings or any food purchases

5.2.3 Office supplies

5.2.4 Food on trips

5.2.5 Taxes (i.e. turnpike tolls)

5.2.6 Sports organizations

5.2.7 Prizes

5.2.8 Clothing

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

2.1 The general fund shall be used for fiscal year allocations.

2.2 The consumer account shall be used to deposit revenue generated by Poster Printer program

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 RSOs shall be maintained in a closed fund.
- 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.
- 3.2 The Treasurer will make periodic reports to the Associated Student Government of the present financial standing of all RSOs.

## **ARTICLE IV**

### Responsibilities

- Section 1. 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.
- Section 2. All matters concerning allocations of Associated Students' money will be considered by the Fiscal Affairs Committee.
- Section 3. 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.
- Section 4. 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.
- Section 5. 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.
- Section 6. A hearing will be scheduled by the Fiscal Affairs Committee Chair with the RSO representatives and the Fiscal Affairs Committee.
- 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.
- Section 7. Any amount in excess of the allocation sub-item is the financial responsibility of the Recognized Student Organization.

ARTICLE V

Suspending Policy

- Section 1. 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.

**STUDENT SENATE**

**LINE ITEM POLICY**

**SENATE LINE ITEM POLICY**

*<Revised 04/2018>*

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 on the ESU 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

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 Clubs

3.2.10 The 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. 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. 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 2 weeks prior to meeting).

1.2. Let 3<sup>rd</sup> Friday in September 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 1<sup>st</sup> Friday in October 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.

1.4. Let the 3<sup>rd</sup> 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 1.2.1.

1.5. Let the 2<sup>nd</sup> Friday in November 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 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 7 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 Sponsoring 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 ~~regular~~ 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, and 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

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

**ASSOCIATED STUDENT GOVERNMENT**

**ELECTION REGULATIONS**

**AND RESULTS**

# ASSOCIATED STUDENT GOVERNMENT ELECTION REGULATIONS

*<Updated October 2017>*

## PREAMBLE

In order to provide a more efficient means of campaigning and to create an atmosphere of legitimacy in campus elections, the following regulations will govern the elections of Senators, the Vice President, and the President.

## ARTICLE I

### Candidate Requirements

- Section 1. Those persons running for President or Vice President must meet constitutional qualifications of candidacy.
- 1.1 Within the semester elections are held, candidates for Vice President or President must submit a petition, per ticket, bearing the names and student identification numbers of fifteen percent (15%) of the Associated Students at Emporia State University.
  - 1.2 All candidates for the office of President or Vice President must:
    - 1.2.1 Be enrolled as a full-time student at Emporia State University and, if elected, maintain full time enrollment status.
    - 1.2.2 Have and maintain a cumulative grade point average of 2.75 or higher.
    - 1.2.3 Submit a petition with signatures of fifteen percent (15%) of the Associated Students to the Senate.
    - 1.2.4 Submit a signed "Duties and Responsibility Agreement".
  - 1.3 Petitions will be released only to the candidate or to the candidate's authorized representative(s).
    - 1.3.1 The term "authorized representative" shall apply to all persons listed by the candidate as able to act on their behalf.
    - 1.3.2 No more than three (3) persons may be deemed authorized representatives.
    - 1.3.3 Additions to and/or deletions from, the list of authorized representatives may be made; however, such changes will take effect only upon notifying the Election Commissioner (in writing) thereof.
    - 1.3.4 The petitions must be submitted in the Center for Student Involvement office within fifteen (15) official school days of the release date, including the date petitions are released.

- 1.4 Petitions and regulations can only be released by the Election Commissioner, Deputy Election Commissioner, or ASG Advisor(s)
- 1.5 A candidate's name will appear on the ballot when their respective petitions have been certified. Certification of petitions shall occur when petitions have been received, verified, and signed by the Election Commissioner and/or ASG Advisor(s).
  - 1.5.1 The ballot will list the President and Vice President Candidate on each ticket together from left to right across the ballot.

Section 2.

- Those persons running for Senatorial positions must meet constitutional qualifications of candidacy.
- 2.1 All candidates for Senatorial positions must:
    - 2.1.1 Be a full-time student at Emporia State University
    - 2.1.2 Have and maintain a cumulative grade point average of 2.5 or higher.
  - 2.2 In order to be a candidate for a senatorial position, the candidate must complete:
    - 2.2.1 Candidate must submit a petition of fifty (50) legible signatures with student identification numbers from students in the candidate's representative college.
    - 2.2.2 Any candidate wishing to bypass the petitions may pay a filing fee of \$30 to the elections commissioner starting on the Wednesday following release of petitions.
      - 2.2.2.1 Any proceeds derived from the payment of a filing fee shall be deposited into the Associated Student Government administrative fund.
  - 2.3 The petitions must be submitted to the Center for Student Involvement by 5pm within fifteen (15) official school days of the release date, including the date petitions are released.
  - 2.4 Petitions and regulations can only be released by the Election Commissioner, Deputy Election Commissioner, or ASG Advisor(s).
  - 2.5 A candidate's name will appear on the ballot when their respective petitions have been certified. Certification of petitions occurs when petitions have been received, verified, and signed by the Election Commissioner and/or ASG Advisor(s).
  - 2.6 In order to be a candidate for senator, a person must submit a signed "Duties and Responsibilities Agreement."

Section 3.

- The candidates must attend one of the informational meeting(s) that will be conducted no later than four (4) weeks before the first day of elections by the Election Commissioner, the Deputy Election Commissioner, the Senate Operations Committee Chair, and the ASG Advisor(s).
- 3.1 All ASG Election Regulations and petition forms will be distributed during this meeting.

- 3.2 In the event of special circumstances, candidates can meet with the Election Commissioner, the Deputy Election Commissioner, or the ASG Advisor(s) one-on-one to be eligible for candidacy.

## **ARTICLE II**

### **Campaign and Materials**

- Section 1. There will be no official declarations for office, either written or oral, prior to the first day of classes of the spring semester.
- Section 2. Candidates are directly responsible for their campaign materials.
  - 2.1 Campaign materials shall not be used without approval from the Election Commissioner and/or ASG Advisor(s).
  - 2.2 Candidates will be responsible for removing campaign materials from campus by the day following the last day of the elections.
  - 2.3 Candidates will not be allowed to use the ASG logo on their campaign material.
  - 2.4 No campaign material is allowed to be posted, uploaded, or made available to students until all petitions filed, by an individual candidate, have been certified by the Election Commissioner and/or ASG Advisor(s).
  - 2.5 There shall be no campaigning material or oral campaigning within the ASG offices.
- Section 3. Any amount of campaign materials within the Center for Student Involvement shall be within reasonable measures.
  - 3.1 Candidates will not be allowed to use equipment and services of the Center for Student Involvement
  - 3.2 Candidates and their authorized representatives shall not orally campaign in the Center for Student Involvement.
  - 3.3 Candidates and their authorized representatives shall not wear any campaign paraphernalia within the Center for Student Involvement.
  - 3.4 Supporters of a given set of candidates will be allowed to support them within reasonable measures.
    - 3.4.1 Examples of reasonable measures include wearing a t-shirt, a button, bracelet, or equivalent that has been approved by the Election Commissioner and/or the ASG advisor(s).
- Section 4. Campaigning is prohibited in Residential Life facilities.
  - 4.1 Candidates and their authorized representatives shall not orally campaign in the Residential Life facilities.
    - 4.1.1 Candidates and their authorized representatives shall not campaign inside the Residential Life facilities.
  - 4.2 Candidates and their authorized representatives shall not wear any campaign paraphernalia within the Residential

Life facilities.

- 4.3 Supporters of a given set of candidates will be allowed to support them within reasonable measures.
  - 4.3.1 Examples of reasonable measure include wearing a t-shirt, a button, bracelet, or equivalent that has been approved by the Election Commissioner and/or the ASG advisor(s).
  - 4.3.2 Anything outside of the reasonable measures within the Residential Life facilities will be addressed by the Election Commissioner and/or the ASG advisor(s).
  - 4.3.3

- Section 5. No campaign materials will be allowed in or on any campus building without the consent of the head of department which occupies that area. Portable posters and banners may be brought into any approved area of campus during rallies but must be removed after the event is completed.
  - 5.1 Candidates must provide official, written approval to the Election Commissioner and/or ASG advisor(s).
  - 5.2 All exterior posters must be made of cardboard, poster board, plastic, cloth, or any other sturdy materials and must be driven into the ground.
  - 5.3 Campaign materials in the above areas may not be placed on sidewalks or hand railings.
    - 5.3.1 Any materials on trees within these areas must be taped or tied in.
    - 5.3.2 No nails, tacks, staples, etc. may be used to affix campaign materials to trees
  - 5.4 There will be no etchings, or markings upon any campus property, including sidewalks, walls, and all other buildings with the exception of space designated and approved by University Facilities under the direction of the Election Commissioner.

- Section 6. There will be no use of student voter information by candidates in any manner that would violate the privacy of the student voters.

- Section 7. There shall be no campaigning or campaign materials of any form in any campus computer lab or within ten (10) feet of the computer voting stations sponsored by Associated Student Government, with the exception of buttons, t-shirts, bracelets, etc. worn by supporters during the act of voting or passage through the area.

- Section 8. Websites and all social media may be used for campaign purposes and must comply with all previous stipulations outlined in this article.
  - 8.1 There cannot be a link to any Associated Student Government website on any campaign social media sites.
  - 8.2 Campaigning or campaign material is prohibited on Associated Student Government social media sites.

- Section 9. Candidates are prohibited from encouraging supporters to perform actions which go against the election regulations or may be construed as



unethical.

**ARTICLE III**  
**E III**  
Campaign  
Budgets

- Section 1. Candidates may not spend more than \$500.00 on campaigning.
- 1.1 Any money or materials donated to a candidate, if used by that candidate for campaign purposes, shall be counted as part of the limit above but must not exceed half the budget (\$250.00).
  - 1.2 Prior to purchase, candidates must have campaign materials approved by the Election Commissioner and/or ASG advisor(s).
    - 1.2.1 In order to be approved, candidates must submit an official quote from the business or website.
    - 1.2.2 The candidates must also submit a final receipt after the approved item(s) has been purchased.
  - 1.3 Each candidate shall be required to submit to the Election Commissioner an itemized account of all the candidate's expenditures, donations, and other pertinent financial information by 5pm on the day following the election.

**ARTICLE IV**  
Violations

- Section 1. ASG Advisor(s) and Election Commissioner will hold candidates accountable for violations to election regulations.
- 1.1 Candidates shall be held directly liable for their own actions and those of their authorized representatives.
  - 1.2 Any violation of any part of the election regulations will result in penalties to violator.
- Section 2. The candidate in question may be subjected to these penalties, fines and/or disqualification.
- 2.1 If the candidate is a part of a ticket then the entire ticket will be disqualified.
  - 2.2 Violations may be brought forward during the elections process on the Monday following the completion of the voting process; violations have to be reported within five (5) school days of occurrence.
  - 2.3 The amount of fines will be left to the discretion of the Election Commissioner and ASG Advisor(s).
    - 2.3.1 The fines are determined by severity of the violation. Election Commissioner and ASG Advisor(s) will determine severity.
    - 2.3.2 Fines will not exceed \$15 per violation.
    - 2.3.3 If individual fines exceed \$50, per candidate, or \$75, per ticket, the candidate's name, or the ticket, will be

- disqualified from the election process.
  - 2.4 Fines collected will be used to help defray election costs for the Associated Student Government.
    - 2.4.1 If there are no election costs for the Associated Student Government, the Election Commissioner shall work with the Fiscal Affairs Committee to reallocate fines collected (i.e. place in the operating budget, donate to charity, etc).
    - 2.4.2 Any reallocations of fines collected shall be voted on by the Fiscal Affairs Committee and passed through the Senate.
  
- Section 3. The penalty to be applied to the violator will be decided by the Election Commissioner and ASG advisor(s).
  - 3.1 Any violation and/or penalty may be appealed to the Student Senate.
  - 3.2 The appeal must be in writing, stating the grounds for the appeal, and be presented to the President of the Student Senate within five (5) days of Senate Operations Committee approval.
  - 3.3 The Election Commissioner or ASG advisor(s) will notify candidates immediately following the Senate Operations Committee approval.
  
- Section 4. Appealing a violation and/or penalty will be presented by the President of the Student Senate at the next senate meeting (or in certain circumstances a special meeting of the senate) to approve or deny the appeal.
  - 4.1 A majority vote of the senate is needed to approve the violation.
  - 4.2 If the appeal is approved, the Student Senate will motion for dismissing the violation or reducing the penalty. Discussion will occur within the Student Senate and a final vote with a majority vote will approve a dismissal or reduced penalty.
  
- Section 5. All fines must be paid to Associated Student Government by the candidate within 48 hours of assessment.
  - 5.1 If a fine is not paid within the time allotted, then an advisor of the Associated Student Government may place a hold on the candidate's transcript until the fine is paid.
  - 5.2 Removal from office will happen if the President-, Vice President-, or Senator-elect do not pay their fines.

**ARTICLE V**  
Election Commissioner

- Section 1. The Election Commissioner will be the officer directly responsible for the administration of Associated Student Government elections.
  - 1.1 The Election Commissioner will be chosen at least six (6) weeks prior to the first day of elections.

- 1.1.1 The process of selecting the Election Commissioner shall be done through an application and interview process, with final recommendations for Election Commissioner coming from the President of Associated Student Government.
- 1.2.1 The Election Commissioner may not be a candidate in the election, or authorized representative thereof.
- 1.2 The Election Commissioner may be removed and/or replaced by the Senate Operations Committee, subject to Student Senate approval.

Section 2. The President of Associated Student Government shall appoint a Deputy Election Commissioner, subject to majority approval by the Senate.

- 2.1 The Deputy Election Commissioner may be a Senator provided that the Senator will not hold a position within ASG listed on the election ballot.
- 2.2 The Deputy Election Commissioner shall assist the Election Commissioner in the performance of the Election Commissioners duties.
  - 2.1.1 In the event that the Election Commissioner is incapacitated or removed from office, the Deputy Election Commissioner shall become Acting Election Commissioner and may be approved by a two-thirds (2/3) vote of the Senate to become the Election Commissioner with all rights, privileges, and responsibilities as outlined in this policy.
- 2.3 The Deputy Election Commissioner is subject to same requirements and procedures for his/her selection and removal as are outlined for the commissioner in Section 1.

Section 3. It shall be the responsibility of the Election Commissioner to:

- 3.1 Publicize information concerning the election prior to, during and after the election.
- 3.2 Enforce the election regulations in conjunction with the ASG Advisor(s).
- 3.3 Before the election:
  - 3.3.1 A general informational meeting will be arranged with all candidates four (4) weeks prior to the first day of elections.
  - 3.3.2 Check accuracy of the petitions submitted by the candidates.
  - 3.3.3 Arrange a “meet the candidates,” a general informational meeting for the campus population to be held during the daytime prior to the election.
  - 3.3.4 Arrange a town hall style meeting or debate between the Presidential and Vice Presidential candidates to be held the week prior to the start of the election or at the discretion of the Election Commissioner, assuming there

- is more than one set of candidates running.
- 3.4 During the elections:
  - 3.4.1 Determine the locations for, and reserve area and equipment for the voting polls.
  - 3.4.2 Determine the hours for voting.
  - 3.4.3 Locate people to operate the voting polls.
- 3.5 Tabulate and publicize the results of the elections.

**ARTICLE VI**  
Elections

- Section 1. Spring elections shall be held on the Tuesday, Wednesday, and Thursday of the week prior to Spring Break.
- Section 2. Election dates are subject to change by the Student Senate.

**ARTICLE VII**  
Voting

- Section 1. The locations of the official voting stations shall be determined by the Election Commissioner.
- Section 2. Those persons running the polls will be appointed by the Election Commissioner.  
No such individual may be a candidate or authorized person thereof.
  - 2.1 Those persons will be responsible to the Election Commissioner.
- Section 3. Students will vote according to their majors and classifications at the time of the elections.
- Section 4. Voting will be done by secret ballot through the chosen medium.
  - 4.1 The ballot will contain information about the candidate including the candidate's name, as listed on the candidate's petition, the office which the candidate is seeking and other biographical information.
    - 4.1.1 The names listed on the ballot will be in the order of which the petitions are submitted.
    - 4.1.2 The ballot shall have places for write-in votes equal in number to number of positions for that election.
  - 4.2 No one, except the Election Commissioner, in the presence of an ASG advisor, has the authority to open and/or view election results for any reason whatsoever until after the closing of the polls on the final day of the election.

**ARTICLE VIII**  
Electronic Voting System

- Section 1. After the polls have closed the Election Commissioner and ASG Advisor(s) shall obtain, review, validate, and write up the election results.
- 1.1 Write-in votes shall be counted if they contain both the first and last names of candidates, not necessarily spelled correctly and must be marked as indicated on the ballot.
    - 1.1.1 Questionable spellings will be decided by the election commissioner.
    - 1.1.2 Write-in candidates must receive ten percent (10%) or more of the total ballots cast for that position in order to be declared a winner.

- Section 2. The candidate receiving a plurality of votes shall be declared the winner.
- 2.1 In constituencies with more than one representative, section 2 will be applied once for each position (i.e., for senate constituency with three seats, the top three candidates, ranked in descending order of votes received, shall be declared the winner).
  - 2.2 In the case of a tie, the Election Commissioner shall devise a run-off election, subject to Senate Operations approval along with ASG Advisor(s).

- Section 3. The following persons shall be the only persons allowed to review the electronic voting system:
- 3.1 One or both ASG advisor(s), administration, the Election Commissioner, the Deputy Election Commissioner, and any assistants specifically authorized by the Election Commissioner.
  - 3.2 The above (section 3.1) is subject to provision that none of the persons present be a candidate or any person who at any time during the campaign was authorized as a candidate's representative.

## **ARTICLE IX**

### Reporting of Election

- Section 1. The Election Commissioner will be responsible for notifying all candidates who have been elected

- Section 2. It will also be the responsibility of the Election Commissioner to promote the results of election.
- 2.1. Post on the outside of the Center for Student Involvement office
  - 2.2 Send out a campus-wide BuzzIn Announcement

- Section 3. Within one week (7 days) after the election, the Election Commissioner must submit a written summary of the election, separate from the election results, to the ASG President, to be kept on file in the Center for

Student Involvement and placed in the legislative summary for future reference.

3.1 The summary must be approved by the ASG Advisor(s).

## **ARTICLE X**

### **Certification of Election**

- Section 1. The Student Senate shall certify the results of the election by next the senate meeting.
- Section 2. Anyone wishing to challenge the results of the election must present grounds for challenge, in writing, to the Election Commissioner within one academic week (5 school days) after the election.
- 2.1 It will be the responsibility of the Election Commissioner and Senate Operations to investigate the challenge.
- 2.2 If the challenge is found to be valid and would deem the election invalid, the Election Commissioner and ASG Advisor(s) are responsible for devising the procedure for rectifying such invalidity, subject to approval of the Senate Operations Committee and Student Senate and is subject to appeal Election Regulation policy.

## **ARTICLE XI**

### **Revision of Regulation**

- Section 1. Any revision in the election regulations must be approved by a majority vote of the Student Senate.

Associated Student Government  
Election Results  
Spring 2019

PRESIDENT and VICE PRESIDENT	# of VOTES
<b>Paul Frost (P) &amp; Victoria Goetzinger (VP)</b>	<b>380</b>

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BUSINESS, SCHOOL OF	# of VOTES
<b>Mitchell DeWalt</b>	<b>66</b>

GRADUATE  
*No senators elected*

LIBERAL ARTS & SCIENCES, COLLEGE OF	
<b>Erin Buckner</b>	<b>164</b>
<b>Christina Wankum</b>	<b>158</b>
<b>Julissa Razo</b>	<b>156</b>
<b>Lucy Steyer</b>	<b>139</b>
<b>Jacob Gerber</b>	<b>126</b>
Joanna Strecker	76

TEACHERS COLLEGE, THE	
<b>Maddi Douglas</b>	<b>86</b>
<b>Lauryn Williams</b>	<b>70</b>

(Any abstentions or write-ins receiving less than 10% of all votes in college/school were not reported.)

**TOTAL NUMBER OF VOTERS: 430**

**99<sup>th</sup> LEGISLATIVE SESSION**

**BILLS**



**99<sup>th</sup> LEGISLATIVE SESSION**

**RESOLUTIONS**

**100<sup>th</sup> LEGISLATIVE SESSION**

**BILLS**

**100<sup>th</sup> LEGISLATIVE SESSION**

**RESOLUTIONS**