

# SENATE ALLOCATION POLICY

<Revised 04/2024>

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 Campus-Wide Recycling
- 3.2.4 Educational Opportunity Fund (EOF)
- 3.2.5 Athletic Band Stipend
- 3.2.6 Performing Arts Board
- 3.2.7 Quivira
- 3.2.8 Special Events Board
- 3.2.9 Sports Clubs
- 3.2.10 The Sunflower
- 3.2.11 Union Activities Council
- 3.2.12 Visual Arts Board
- 3.2.13 Community Hornets

## **ARTICLE II**

### **Rules & Procedures Concerning 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 next fiscal year shall take place during the spring semester prior to the beginning of next fiscal 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 one trip (travel, lodging, & registration)

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.

1.2.3 The amount of the reserve fund for a fiscal year period shall be determined by the Fiscal Affairs Committee.

1.2.3.1 This amount will be different for RSO's who exist during the allocation application process and for those who are new.

1.2.4 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.

1.2.5 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 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 30 days prior to the incurrence of the expense.
- 2.6 All RSOs receiving funds must meet the requirements set forth in Article II Section 3.5 by the Fiscal Affairs Committee before it becomes effective.
- 2.7 To be considered for an allocation hearing, all RSOs must complete the allocation packet consisting of Appendix A: General Information and Appendix B: RSO New Allocations Request.
- 2.8 Allocated monies must be used by the specified date of the allocation or by the end of the fiscal year.
  - 2.8.1 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.
- 2.9 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 Committee chair shall be responsible for notifying RSOs of allocations through email.
    - 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 – Second to last meeting in March

3.1.1.1.6 RSOs will be notified of allocation awards for the next fiscal year after it is passed in the second to 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.

3.2.2 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, 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's 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 the 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.
- 3.3.4 If an RSO discovers new information during the academic year that affects the original use of the awarded allocation funds (such as affordability, cancellations, etc.), the RSO may take the following actions for reconsideration of their request:

- 3.3.4.1 The RSO completes Appendix C: Reconsideration of Allocation Use, which will outline the original use of allocated funds, the adjusted plan for use, and a written request for reconsideration. This request should set forth the reasons why the organization has adjusted its plans and deserves reconsideration, in no more than 500 words, to the President of Associated Student Government and the Fiscal Affairs Chair
- 3.3.4.2 An RSO may request a reconsideration as long as the adjusted use of allocation funds aligns with the purpose of the Recognized Student Organization and demonstrates academic value to the student population at Emporia State University.
- 3.3.4.3 An RSO should submit the request in advance of the trip. Failure to do so may result in denial of the request.
- 3.3.4.4 After receiving notification, the President of the Associated Student Government and the Fiscal Affairs Chair will review and decide on the adjusted use of allocation funds.

#### 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 allocation 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.

#### 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 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 for scholarships sponsored by Associated Student Government or as deemed necessary by ASG President or VP.
  - 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.
- 6.1.1 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.
- 6.2 Attendance at the Fiscal Affairs Committee hearing is required.
- 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.

## APPENDIX A

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# General Information

Fiscal year allocations shall be the primary means of distributing student fees among the various Recognized Student Organizations on campus. All allocated funds must demonstrate academic value to the student population at Emporia State University. All RSOs receiving funds must meet the requirements set forth in Article II Section 3.5 by the Fiscal Affairs Committee before it becomes effective.

Please complete **Appendix A: General Information** and **Appendix B: RSO New Allocations Request** to be eligible for review by the Fiscal Affairs committee.

**Provide a brief explanation of the primary roles and responsibilities of your RSO:**

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**Recognized Student Organization (RSO):**

**President:**

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(First)

(Last)

(E-mail)

**Advisor:**

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(First)

(Last)

(E-mail)

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(Department/Position)

(Phone ext)

**As a faculty/staff member of Emporia State University, I agree that the above general information is correct.**

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(Signature)

(Date)

## APPENDIX B

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# RSO New Allocations Request

Allocated funds may **NOT** be used for any of the following expenses: Refreshments for meetings or any food purchases, office supplies, food on trips, taxes (i.e. turnpike tolls), sports organizations, prizes, or clothing. Emporia State University reserves the right to deny permission to any request if it violates University Policy.

Please provide the following information regarding expenses for the *next* Fiscal Year RSO Allocations:

### Section 1: Travel

- Description of Event: \_\_\_\_\_
- Date(s) of Travel: \_\_\_\_\_
- Destination: \_\_\_\_\_
- Number of Member's Traveling: \_\_\_\_\_

### Section 2: Transportation (choose ground OR air)

#### Ground

- How many miles will you be traveling? \_\_\_\_\_
- Please circle one: ESU vehicle(s) or personal vehicle(s)
- Estimated Cost: \$ \_\_\_\_\_

#### Air

- How much per ticket? (Attach documentation of airfare quote)  
\$ \_\_\_\_\_

### Section 3: Registration (conferences, annual meetings, etc.)

- Early Registration
  - Deadline for Early Registration: \_\_\_\_\_
  - Cost (per member): \$ \_\_\_\_\_
- Normal Registration
  - Deadline for Registration: \_\_\_\_\_
  - Cost (per member): \$ \_\_\_\_\_

**Section 4: Admission**

Per Emporia State University Policy, tickets for admission may be purchased to events deemed educationally significant to the RSO or student body at-large. For example, the Brass Band RSO purchases tickets for admission to a see *Dirty Dozen Brass Band* who is playing at the Kansas City Folly Theatre. Admission may be permitted for approved visual or musical performances, educational lectures, field trips, etc.

- Admission
  - Event:
  - Location of event:
  - Cost (per member): \$
  - Number of Member’s traveling:

**Section 5: Lodging Number of Nights:**

- Number of Rooms: \_\_\_\_\_
- Cost per room: \$ \_\_\_\_\_
- Total lodging cost: \$ \_\_\_\_\_

**Section 6: Estimated Total Cost for Trip** (includes transportation, registration, admission and lodging)

- Cost: \$: \_\_\_\_\_

**Section 7: Printing and Publicity**

- Description of use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Costs: \$ \_\_\_\_\_

**Section 8: Speaker**

- Name of Speaker: \_\_\_\_\_

- Description of the speaker's topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Date of Presentation: \_\_\_\_\_
- Honorarium Amount: \$ \_\_\_\_\_
- Transportation Amount: \$ \_\_\_\_\_

## APPENDIX C

# Reconsideration of Allocation Use

The Associated Student Government acknowledges that the initial plan for allocation use may require reassessment. If an RSO uncovers new information during the academic year that impacts the original utilization of the allocated funds (such as affordability, cancellations, etc.), the RSO may utilize this form for reconsideration of their request. An RSO may request reconsideration if the adjusted use of allocation funds aligns with the purpose of the Recognized Student Organization and demonstrates academic value to the student population at Emporia State University.

### **Recognized Student Organization (RSO):**

#### **President:**

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(First)

(Last)

(E-mail)

#### **Advisor:**

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(First)

(Last)

(E-mail)

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(Department/Position)

(Phone ext)

### **Provide a brief explanation of the original use of the RSOs allocated funds:**

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### **Provide a brief explanation of the ADJUSTED plan for use:**

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### **In no more than 500 words, please explain why the RSO has adjusted its plans and deserves reconsideration for adjustment of allocation use:**

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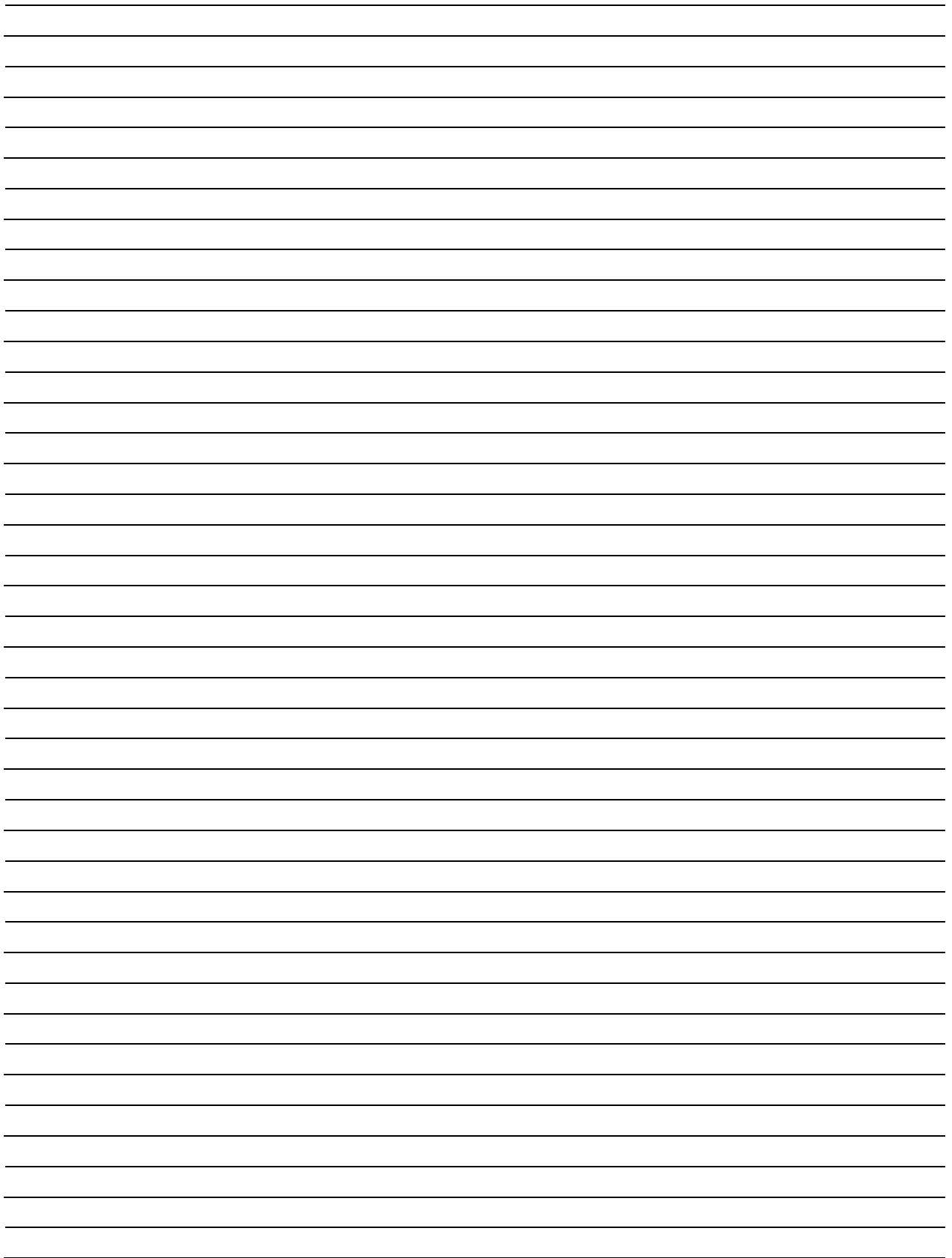
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**As an RSO Representative, I acknowledge that the above information is correct.**

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(Signature)

(Date)

**As a faculty/staff member of Emporia State University, I agree that the above general information is correct.**

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(Signature)

(Date)