

**SENATE BILL:**       **S081-042992-020895-102396-012898-111198-092999-100699-03262003-01212004-05042005-12052007-09292010**

**TITLE:**               **Individual Funding Act**

**BE IT ENACTED** by the Senate of the University that the following statute governs the distribution of the Association funds set aside for individual requests:

**Section 1       Establishment of Fund**

- 1.1 Funds that exist and/or are allocated to object code #2690 – Other Fees, in the Association’s Individual (#101973) account, shall constitute the funding for the Individual Funding Act.
- 1.2 Any funds not allocated shall revert to the Association’s Individual Allocations Reserves at the end of the fiscal year.
- 1.3 No more than fifty-five percent (55%) of budgeted individual allocations shall be made for the Fall semester.
  - 1.3.1 Fall semester shall be defined as the first day of scheduled classes in the Fall until December 31st.
- 1.4 At least twenty-five percent (25%) and ten percent (10%) of funds shall be reserved for the Spring and Summer semesters respectively.
  - 1.4.1 Spring semester shall be defined as January 1st to June 30th. Summer shall be defined as July 1st until the first day of scheduled Fall classes.

**Section 2       Appropriation Authority**

- 2.1 The Senate shall have the authority to allocate said funds.
- 2.2 The Budget & Finance Committee of the Senate shall be responsible for making recommendations to the Senate in accordance with this statute.
- 2.3 The Senate may adopt the recommendation of the Budget & Finance Committee with a simple majority vote.
- 2.4 Allocations not recommended by the Budget & Finance Committee including amended items shall require a two-thirds (2/3) vote of the entire Senate.

**Section 3       Eligibility for Appropriation**

- 3.1 Any currently enrolled student at the University shall be eligible to apply for funding.
- 3.2 Said funds shall be reserved for expenses incurred from conferences.
- 3.3 Funding shall be reserved for student presenting papers, plays, or other projects.

**Section 4       Funding Restrictions**

- 4.1 An individual may be eligible for funding once a fiscal year, with the fiscal being defined as July 1st through June 30th.
- 4.2 The Association shall fund a maximum of two (2) individuals to present at any one conference, play, or any other event.
- 4.3 No funds shall be allocated for
  - 4.3.1 Recreational activities
  - 4.3.2 Publication costs
- 4.4 The Association shall fund only one (1) form of travel for each excursion.

- 4.4.1 The Association may fund up to the current rate used by the University Travel Office per mile for mileage.
- 4.4.2 All vehicle rentals shall only be rented in Wichita, Kansas.
- 4.4.3 The Association may fund up to \$300.00 for domestic air travel.
  - 4.4.3.1 A maximum of \$500 for international air travel may be funded.
- 4.4.4 Air travel request must be submitted sixty (60) days prior to the day leaving.
- 4.4.5 The maximum amount that can be allocated for travel is \$400.
- 4.4.6 If funding requests are not made in advance of the event, only the registration fee can be funded according to the guidelines set out in this statute, if and only if the appropriate documentation is presented to the Treasurer of the Association.
- 4.5 The Association will use the following guidelines for the funding of Registration Fees:
  - 4.5.1 The Association may fund up to fifty percent (50%) of the actual cost for registration.
  - 4.5.2 The maximum amount that can be allocated for registration shall not exceed \$50.00.
- 4.6 All restrictions are maximum levels and in no way bind the Senate to any minimum allocation.
- 4.7 The Association may fund up to \$50.00 per lodging night of travel, up to maximum of \$200.00 per travel request.
  - 4.7.1 The Association will allocate no funds for travel or lodging within a fifty (50) mile radius of the City of Wichita.
- 4.8 The Association will fund a maximum of \$550 for each individual funding request.
- 4.9 The total reimbursement for individual travel shall not exceed the actual incurred and correctly-documented, funded expenses.

**Section 5 Powers and Responsibilities of the Budget & Finance Committee, the Treasurer of the Association, and the Senate**

- 5.1 The Budget & Finance Committee may hear a maximum of two (2) appeals of a recommendation.
  - 5.1.1 Appeals of a recommendation must include a detailed written justification, not to exceed five hundred (500) words, of why the requesting individual deserves funding for the event(s).
  - 5.1.2 The Vice President of the Association has the sole authority to grant a change of committee if he or she determines that review by another committee would suit the nature of the appeal.
    - 5.1.2.1 Such a decision must be made in writing to the Senate prior to the meeting of the committee hearing the appeal, and may be overturned by a two-thirds (2/3) vote of the entire Senate.
    - 5.1.2.2 A change of committee is permitted only on the second appeal.
- 5.2 The Treasurer of the Association shall be responsible for ensuring that contractually binding agreements the Association enters into with vendors on behalf of students are executed in compliance with University's Execution of Contracts Policy at Section 1.04 of the WSU Policies and Procedures Manual.

- 5.2.1 Individuals shall be informally notified via email or telephone message no later than three (3) business days following approval of the Senate.
- 5.2.2 Individuals shall be formally notified in writing no later than two (2) weeks following approval of the Senate.
- 5.2.3 The Budget & Finance Chair may appoint a designee if he or she desires without following Senate Bill S034.
- 5.3 The Treasurer of the Association shall have the sole responsibility of entering the Association into contractually binding agreements with vendors on behalf of individuals seeking funds.
- 5.4 The Treasurer of the Association shall have the sole responsibility for creating, modifying, maintaining, and administering the Individual Funding Request and the Individual Funding Guide.
  - 5.4.1 The Treasurer of the Association may appoint a designee if he or she desires without following Senate Bill S034.
- 5.5 The Treasurer of the Association shall have the sole power to deny the disbursement of funds for the following reasons:
  - 5.5.1 Improper or insufficient documentation.
  - 5.5.2 Documentation submitted is/was intended for a different use than the individual was approved for.
  - 5.5.3 Purchase of items from a different vendor than a duly certified State of Kansas or Wichita State University contract vendor.
  - 5.5.4 Fraud or misrepresentation of documentation, or any attempt to defraud or embezzle funds from Association-sponsored events.