

**SENATE BILL: S027-11082000-02052003-01212004-09082004-02162005
05042005-12052007-11052008**

TITLE: The Association's Funding Act

BE IT ENACTED by the Student Senate of the University that this act will provide the following criteria that shall henceforth govern the allocation of all funds to student organizations:

Section 1. Administration & General Policy

- 1.1 In order to stimulate and support activities that support the educational endeavors of students and enhance the nature of the academic community at the University, the emphasis of the Association in its organizational allocations will be based on program and project related activities.
- 1.2 The University department #1970-52, titled "SGA Allocations" shall be a source of funding for all organizational activities.
- 1.3 The Budget & Finance Committee, an established standing committee of the Senate, shall have sole authority to make funding recommendations along the following guidelines:
 - 1.3.1 All funding requests must be received a minimum of three (3) business days before consideration by the Budget & Finance Committee.
 - 1.3.2 Each recognized student organization requesting funding must provide nine (9) copies and the original forms of their requests to the Treasurer of the Association and/or Chairperson of the Budget & Finance Committee.
 - 1.3.3 The Budget & Finance Committee shall meet and review all requests from an organization prior to making a recommendation.
 - 1.3.4 The Budget & Finance Committee recommendations shall be presented to the Senate by the Treasurer of the Association and/or the Chair of the Budget & Finance Committee for approval.
 - 1.3.5 The Treasurer of the Association shall chairperson all business of the Budget & Finance Committee relating to organizational funding.
- 1.4 Twenty-five percent (25%) of the budgeted and carryover funds existing in the Association Allocations account shall be reserved for Spring semester allocations to the following organizations:
 - 1.4.1 Newly recognized organizations that are eligible for funding.
 - 1.4.2 Previously recognized organizations that are eligible for funding but had not submitted a budget request in the Fall.
 - 1.4.3 Previously recognized and funded organizations that have had new activities develop for Spring.
- 1.5 There shall be five different line items within organizational funding, those being operating, newsletter, travel, speaker, and project expenses.

- 1.6 The Treasurer of the Association may approve, without consent of the Senate, an organization's request to shift money from one line item to another.
 - 1.6.1 A verbal notification to the Senate by the Treasurer of the Association is required no later than the first meeting after the action has been taken.
 - 1.6.2 The decision of the Treasurer of the Association may be overturned by a two-thirds vote of those senators present and voting.
- 1.7 All unused funds that were allocated for Fall projects except operating and newsletter will revert back to the Association Allocations account at the end of the Fall semester.
- 1.8 All unused funds at the end of the fiscal year will be carried over into the following fiscal year, with all funds to be used as the allocation basis for organizational funding for the following fiscal year.
 - 1.8.1 All unused funds allocated within an organizational funding request will revert back to that organizations overall current fiscal year budget for approved expenditures.
 - 1.8.2 It shall be the duty of the Treasurer of the Association to monitor the actual expenditures of all organizations and communicate those actual expenditures to the Budget and Finance Chair.
 - 1.8.3 All actual expenditures must be accounted for before the balance of the funds can be reallocated. A student organization may receive 50% or up to \$150 of their unexpended funds to be allocated to their fiscal year budget.
 - 1.8.4 Funds allocated for travel cannot be reallocated.
- 1.9 Those recognized organizations which have overdrawn their Association account will not be eligible for future funding until their debt has been cleared.
- 1.10 Only those organizations which are formally recognized by the Association shall be eligible for funding.
- 1.11 All monies received by student organizations shall be spent on or on behalf of the University students only.

Section 2. Powers and Responsibilities of the Budget & Finance Committee, the Treasurer of the Association and the Senate

- 2.1 The Budget & Finance Committee has the power to recommend approval and denial of requests based on their merit and/or financial need.
 - 2.1.1 Meritorious requests maximize the ability of students to participate, provide the largest benefit to the largest number of students, or significantly enrich the academic or educational lives of the students participating.
 - 2.1.2 Financial need is defined as the relative ability of an organization's resources to address the request absent Association funding.
- 2.2 The Budget & Finance Committee may hear a maximum of two (2) appeals of a recommendation.

- 2.2.1 Appeals of a recommendation must include a detailed written justification, not to exceed one thousand (1,000) words, of why the requesting organization deserves the funding in question.
- 2.2.2 The Vice President of the Association has the sole authority to grant a change of committee if s/he determines that review by another committee would suit the nature of the appeal.
 - 2.2.2.1 Such a decision must be made in writing to the Senate prior to the committee hearing the appeal, and may be overturned by a two-thirds vote of the entire Senate.
 - 2.2.2.2 A change of committee is permitted only on the second appeal.
- 2.3 The Senate shall approve recommendations of the Budget and Finance Committee by a majority vote of the entire.
 - 2.3.1 If funding requests are not made in advance of the event, a two thirds (2/3) vote of those present and voting is required.
 - 2.3.2 If funding requests are not made in advance of the event but the event occurs before the Senate can consider their request in the fall, they shall be exempt from the requirement as long as they meet all other stipulations set forth in this statute.
- 2.4 The Budget & Finance Committee Chair shall be responsible for notifying each student organization in writing of their approved funding from the Senate.
 - 2.4.1 Organizations shall be informally notified via email or telephone message no later than two (2) business days following approval of the Senate.
 - 2.4.2 Organizations shall be formally notified in writing no later than two (2) weeks following approval of the Senate.
- 2.4 The Treasurer of the Association shall have the sole responsibility of entering the Association into contractually binding agreements with vendors on behalf of student organizations.
- 2.5 The Treasurer of the Association shall have the sole responsibility for creating, modifying, maintaining, and administering the Organizational Funding Request and the Organizational Funding Guide.
- 2.6 The Treasurer of the Association shall have the sole power to deny the disbursement of funds for the following reasons:
 - 2.6.1 Improper or insufficient documentation.
 - 2.6.2 Documentation submitted is/was intended for a different use than the organization was approved for.
 - 2.6.3 Inability of the organization's request to comply with the Division of Accounts & Reports Policy and Procedure Manual, pursuant to K.S.A. 75-3728.
 - 2.6.4 Purchase of items from a different vendor than a duly certified State of Kansas or the University contract vendor.
 - 2.6.5 Fraud or misrepresentation of documentation, or any attempt to defraud or embezzle funds from Association-sponsored events.

- 2.7 If an organization comes under substantial question as to their compliance with this statute, the Budget & Finance Committee Chairperson shall call a special session of the committee.
 - 2.7.1 The president and advisor of the organization in question must be present at the special session to answer questions and respond to allegations at this special meeting.
 - 2.7.2 Substantial question is defined as any member of the Senate or any executive officer listing their concerns specifically, in writing, addressed to the Budget & Finance Committee Chairperson.
 - 2.7.3 The special session of the committee must be called within five (5) business days from the receipt of the allegation of substantial question.
- 2.8 If an organization does not wish to request additional funds for travel, speaker, or project requests but wishes to significantly change the purpose or location of said request, the approval of the Treasurer of the Association along with the consent of the Budget & Finance Committee is required.

Section 3. Student Organizational Funding Meetings

- 3.1 The president and chief financial officer, or their informed designee, of each student organization requesting funding shall meet with the Treasurer of the Association and/or the Budget & Finance Committee Chairperson prior to their funding hearing.
 - 3.1.1 The purpose of the meeting shall be to clarify and emphasize the process of recognition, the proper completion of all necessary funding forms, and all information contained in this statute.
 - 3.1.2 The Treasurer of the Association and/or the Budget & Finance Committee Chairperson shall have a minimum of two (2) regular weekly set meeting times for the organizations to attend.
- 3.2 All student organization presidents, or their designees, requesting funding are required to attend this meeting.
 - 3.2.2 Presidents, or their designees, can make special arrangements to review the contents of the above mentioned meeting.
- 3.3 Any organization not attending these meetings will have all funding requests held until the above requirements have been met.

Section 4. Operating Expenses

- 4.1 Intra-organizational expense shall be defined as those expenses incurred by an organization in its repetitive day to day functions and not listed in Sections 5, 6, 7, 8, and 9.
- 4.2 Operating Expenses shall be funded up to a maximum of \$325 per year.
- 4.3 Recruitment of the new University members shall be funded under operating expenses.
- 4.4 Ceremonial items such as gavels, flowers, ribbons, diplomas, etc. shall be considered as operating expenses.
- 4.5 Novelty items such as drink holders, cups, nametags, and pom-poms shall be considered as operating expenses.
- 4.6 Purchases must be made on campus, or processed by the Treasurer of the

Association as a purchase requisition.

- 4.7 Whenever possible, organizations should provide an itemized list of operations expenses to the committee at the time of the request presentation.

Section 5. Postage and Newsletter Expenses

- 5.1 The Association may fund up to six (6) newsletters per organization per year.
- 5.2 The number of copies printed shall be limited to the organization membership plus one extra copy per member (up to 20 total extra copies) which may be sent to non-student members.
- 5.3 A limit of two sheets of paper, up to tabloid size (11 x 17 inches), front and back printed per newsletter will be funded, except in cases where an organization does not publish six (6) newsletters per year. In those cases, the aggregate total of pages available for funding shall not exceed twelve (12) pages, front and back.
- 5.4 The Association requires all newsletter, circulars, etc., which it funds to contain the Association by-line, "partially funded by S.G.A." or "funded by S.G.A.". Any organization not complying with this section may have its funding suspended or revoked.
- 5.5 A copy of each newsletter, circular, etc. shall be sent to the Association, Box 56 c/o the Budget & Finance Committee Chairperson. Any organization not complying with this section may have its funding suspended or revoked.
 - 5.5.1 The Budget & Finance Committee Chairperson shall work with the Treasurer of the Association on reconciling monthly newsletter expenses and report to the Senate on the second Wednesday of every month on which newsletters he or she has and/or has not received.
- 5.6 All newsletter funds must be expended at the University Copy Centers and/or on campus.

Section 6. Special Projects

- 6.1 No projects, programs, or speakers will be funded unless specific plans are submitted along with the request for financial assistance.
- 6.2 No Association funds may go to programs or projects which involve the recruitment of the non-University students.
- 6.3 The Association may fund up to \$150 for advertising for each special programs and projects.
- 6.4 No more than four special projects may be funded per organization per year.
- 6.5 Creation of a website.
- 6.6 Food may be reimbursed for up to \$200 for a fiscal year. Food may only be reimbursed for such events that are "for the betterment of the university." A project or event that serves a body of students and beyond a student organization may fall within the definition of "for the betterment of the university."

Section 7. Travel

- 7.1 All organizations shall make travel requests in advance of their trip.
 - 7.1.1 The Treasurer of the Association has the sole authority to grant or deny organizations the opportunity to make reimbursement requests.
- 7.2 The Association will fund only one (1) form of travel for each excursion.
- 7.3 Only four (4) students from one (1) student organization may be allowed to travel by air per request.
- 7.4 Association funds shall be allocated for travel following these guidelines:
 - 7.4.1 The Association may fund up to \$400.00 for the first person, and \$150.00 per additional person up to \$750.00 total for air travel per request.
 - 7.4.1.1 Organizational funds will be disbursed in an amount not exceeding the actual costs of air travel.
 - 7.4.1.2 Only two requests for air travel may be funded per organization per year.
 - 7.4.1.3 Air travel tickets may be purchased by a group or individual as long as two other estimates in addition to the ticket are provided to the Treasurer of the Association.
 - 7.4.2 In determining the amount to be funded for mileage for train, bus, and car travel, the following specifications shall hold:
 - 7.4.2.1 The Association may fund up to the reimbursement rate as established by State of Kansas Travel Regulations per mile for mileage.
 - 7.4.2.2 The Association may not fund more than one vehicle per excursion.
 - 7.4.2.3 The method of determining miles between cities shall be determined in a manner consistent with the University Travel regulations.
- 7.5 The Association may fund up to \$50.00 per lodging night of travel, up to maximum of \$200.00 per travel request.
- 7.6 No organization may be funded for more than three (3) travel requests per year.
- 7.7 The Association will allocate no funds for food, or any other subsistence item not listed above.
- 7.8 The Association will allocate no funds for travel or lodging within a fifty (50) mile radius of the City of Wichita.

Section 8. Registration

- 8.1 The Association may fund fifty percent (50%) up to a maximum of \$100.00 of the actual cost for registration or conference per person.
- 8.2 The maximum allocation for registration shall be \$250 per organization per event.

Section 9. Speakers

- 9.1 Requests must include all speaker charges, the topic of his or her presentation and all expenses incurred (travel, meals, lodging, publicity, and honorarium).

- 9.2 A maximum allocation of \$700.00 may be requested for any eligible speaker.
- 9.3 An honorarium shall be considered payment or a gift of appreciation to the speaker for her/his time and expertise. The award of an honorarium shall be determined pursuant to the following guidelines:
 - 9.3.1 No honorarium to a member of the alumni, faculty, staff, or student of the University.
 - 9.3.2 No honorarium to an active member of the requesting organization. This pertains to both local and national membership.
 - 9.3.3 No honorarium shall be donated to nonprofit organizations.
- 9.4 Speaker travel will be funded at the same rates as in Section 7.
 - 9.4.1 Speaker travel may be reimbursed up to \$400 for airfare with airline receipt and/or for mileage according to the State of Kansas Travel regulations per mileage.
 - 9.4.2 Lodging will be an allowable expense when speakers are lodged in the City of Wichita and/or any immediately congruent cities to the city of Wichita.
- 9.5 Funding of publicity for a speaker presentation shall follow the guidelines set out in Section 7.3.
- 9.6 The Association will not fund food or any other subsistence item not otherwise specifically referenced in Section 7 for speakers.
- 9.7 The Association may fund up to three (3) different speakers per year per organization, with a maximum of one speaking event per speaker per year.

Section 10. Total Request and Allocation Guideline

- 10.1 The sum total of an organization’s funding for a fiscal year will depend on the organization’s level of classification as outlined in Senate Bill S002 Section 6.3:
 - 10.1.1 “Student Organizations” may receive a maximum of \$1,700.00 per fiscal year
 - 10.1.2 “University/Community Organizations” may receive a maximum of \$700.00 per fiscal year.
 - 10.1.3 “Provisional Organizations” may receive a maximum of \$500.00 per fiscal year.

Section 11. Non-funded Items

- 11.1 The Association defines non-funded items as items that will neither be considered for funding, nor will the Association pay for in any way, shape or form.
 - 11.1.1 Operating funds may not be used at any time for payment of non-funded items.
 - 11.1.2 The Association will not provide advance money to be used as petty cash for organizational fund-raisers.
- 11.2 The following items are considered non-funded items:
 - 11.2.1 All social incidental expenses, gifts, or unapproved honorariums.
 - 11.2.2 State or national charters or dues to local, state, or national organizations.

- 11.2.3 Banking charges.
- 11.2.4 Donations made by or for the organization to another party.
- 11.2.5 Firearms, ammunition, and weapons or devices whose primary design is one of destruction or violence.
- 11.2.6 Group pictures of organizational members.
- 11.2.7 Recruitment of the non-University students.
- 11.2.8 Any telephonic expenses.
- 11.2.9 Any project which is designed to make a profit for an organization in excess of the costs incurred.
- 11.2.10 Individual group yearbooks.
- 11.2.11 Any activity which is politically partisan (e.g. specifically advocates a particular candidate or political platform) in nature, spirit, or form.
- 11.2.12 Clothing