

SENATE BILL: S029-021572-041796-103190-103096-01212004-09012004-02162005-03162005-05042005

TITLE: Distribution of Student Fees

BE IT ENACTED by the Senate of the University that the following statute governs the definition and distribution of all Association "student fees":

Section 1. Definition of Term

1.1 For the purpose of this statute, "student fees" shall be construed to include all funds collected from students enrolled at the University which are assessed on the basis of credit hours and paid or assessed at the enrollment and/or fee payment periods, excluding tuition; and all funds collected from students enrolled at the University which are paid or assessed at the enrollment and/or fee payment periods specifically assessed to supplement student fees for a particular program or activity, but are assessed on a basis other than credit hours.

Section 2. The Student Fees Committee

2.1 The composition of the Student Fees Committee shall be: (1) Vice President of Student Affairs, serving as chairperson of the committee; (2) Vice President for Administration & Finance, or his/her designee; (3) President of the Association; (4) Treasurer of the Association; and (5) three students appointed by the President of the Association and confirmed by a two-thirds (2/3) vote of the Student Senate and (6) the Associate Vice President for Administration and Finance and Director of Budgets, which shall be an ex-officio non-voting member.

2.2 The three (3) student members must be appointed to the Student Fees Committee at least one (1) week prior to the beginning of student fees budget hearings.

Section 3. Opening Hearings

3.1 The Student Fees Committee is required to hold no fewer than two (2) open hearings relating to the requests made upon the said committee by various departments, organizations, and agencies within the University.

3.2 The Student Fees Committee shall ordinarily conduct these hearings prior to the last week of February.

3.3 Minutes of all hearings and deliberations must be taken. A secretary will be named by the committee to take these minutes.

Section 4. Division of Funds

4.1 Line item appropriations of student fees shall be divided into two groups:

4.1.1 The first group shall be the "Automatic Appropriations" which are also referred to as the "Fixed Line Items."

4.1.1.1 These funds will be allocated in a specific dollar amount for distribution to each of the specified line

items.

4.1.1.2 The line items contained in this group do not come under the appropriation authority of the Senate. The level of appropriation shall be determined by the Student Fees Committee with the approval of the University President.

4.1.1.3 The only line items contained in this group are: (1)Rhatigan Student Center; (2)Intercollegiate Athletic Association; (3)*Sunflower*; (4)International Scholarship Fund; (5)Educational Opportunity Fund.

4.1.1.4 In order for any line item to be added or subtracted from this group, a two-thirds (2/3) majority consent of the Senate and a simple majority consent of the Student Fees Committee must be obtained. The University President retains the power of veto on these actions.

4.1.2 The second group shall be the "Non-Automatic Appropriations," which are also referred to as the "Non-Fixed Line Items."

4.1.2.1 These funds will be allocated in a specific dollar amount for distribution to each of the specified line items.

4.1.2.2 The line items contained in this group come under the appropriation authority of the Association.

Section 5. Eligibility For Appropriation

5.1 No line item of the Non-Automatic Appropriations group may be a student club or organization which is eligible to receive an allocation from the Association through the Association's own line item appropriation.

5.2 Any program or activity which is not in compliance with the Constitution, Bylaws, Statutes, and/or Resolutions of the Association shall not be eligible to receive Association funds.

Section 6. Student Fees Committee Appropriations and Recommendations

6.1 The following information on line item requests shall be made available to Student Fees Committee members at least two (2) weeks prior to the beginning of budget hearings:

6.1.1 A detailed request for the upcoming fiscal year, including projected revenue and expenses.

6.1.2 Information representing current fund reserve levels, reserve levels at the end of the previous fiscal year, and projected fund reserve levels at the end of the current fiscal year.

6.1.3 A copy of the detailed budget request for the previous fiscal year.

6.1.4 A list of total amounts requested for the previous five (5) years.

6.1.5 Detailed actual revenue and expense reports for the previous fiscal year.

- 6.1.6 Bond retirement schedules for debts being serviced by student fees.
- 6.2 Any program or activity which cannot provide the above detailed information, in said time limit, must be granted an exception by the Student Fees Committee or its request will not be considered.
- 6.3 At the conclusion of the student fees budgeting process, the information collected under Section 6.1 shall be kept on file and available for public inspection.
- 6.4 At the conclusion of the student fees hearings, the Student Fees Committee shall set the level of appropriation of the Automatic Appropriations, with the approval of the University President, and shall make recommendations to the Senate concerning the level of appropriation for the Non-Automatic Appropriations.
- 6.5 The University Budget Office shall continue to maintain the function of processing the request and preparing the budget both Automatic and Non-Automatic Appropriations. This is not to construe authority for appropriation.
- 6.6 Any line item that so chooses may attend and offer a presentation to the Senate in support of their appropriation request when that request is being considered.
- 6.7 The Treasurer of the Association shall monitor all student fees line item accounts with the cooperation of the Wichita State University Controller's Office.
- 6.8 The Controller of the University, upon closing of the University books each fiscal year, shall make a report to the Student Fees Committee on the status of the unallocated student fees reserve account and the reserve level in each and every line item account. This report shall also include the actual amount of credit hours that were recorded for that fiscal year.

Section 7 Large Events Fund

- 7.1 The Large Events Fund will allow up to \$25,000 per semester to be allocated to student organizations through student fees unallocated reserves for the purpose of funding large events for the University.
 - 7.1.1. The full amount of \$25,000 does not have to be allocated during any semester if deemed inappropriate.
 - 7.1.2. Money will be allocated the semester before it may be spent (i.e. monies allocated in the fall cannot be spent until spring, etc.)
 - 7.1.3. Money not used during a semester will not carry over to the next.
 - 7.1.4. The amount to be used during any semester is up to the discretion of the Large Events Fund Committee, a sub-committee of Student Fees Committee, as outlined in Section 8.
- 7.2 In order to receive Large Events Funding, a student organization must complete a Large Events Funding Proposal that emulates the Student Fees Proposals as outlined in Section 6.

7.2.1. Proposal will only be accepted during a two week time slot designated by the Treasurer of the Association and the President of the Association.

7.3. After the two week period has concluded the Large Events Fund Committee will establish proposal hearings for the applicants to formally present their request for consideration.

Section 8. Large Events Fund Committee

8.1 The committee will be comprised of each student member of the Student Fees Committee, President of the Association, Treasurer of the Association, the Vice President of Student Affairs or designee, the Director of the Student Activities Council or designee, the Director of Center for Student Leadership or designee, and the Director of Multicultural Affairs or designee.

8.2 The committee will operate in the same manner as the Student Fees Committee as outlined in this statute while hearing these special proposals.

Section 9. Increases or Decreases in Student Fees

9.1 Increases or decreases in student fees shall be recommended by the Student Fees Committee and sent to the Senate for approval. The Senate may alter the Student Fees Committee's recommendations and by majority vote make its own recommendations to the President of the University who shall have final authorization for setting fees.

9.2 Any and all fiscal policies considered by either the Administration or the Senate must have notice at least two (2) meetings before the enactment of the said policy.

9.3 Should the enactment of the said policy become necessary on the basis of an emergency situation, during a period when the Senate does not meet, the following provisions must be met:

9.3.1 The Senate will allow implementation for one fiscal year of any policy that the Senate, at its first meeting following the enactment of the said policy, deems initiated by any actual emergency situation.

9.3.2 The Senate, should it decide that the situation did not warrant such action, demands that all monies received from such an action be refunded in one of two ways:

9.3.2.1 If possible, the monies shall be refunded directly to the students who paid them.

9.3.2.2 If it is not possible to refund directly to the students, the total amount shall be paid into the Student Fees Reserve (formerly the Campus Privilege Fund) for disbursements by the Senate.

Section 10. Senate Appropriations and Alterations of Student Fees Committee Recommendations to the Senate

10.1 All Student Fees Committee recommendations must be individually approved by a majority vote of the Senate.

- 10.2 An alteration of a recommendation from the Student Fees Committee may be accomplished by a motion to alter a specific line item recommendation. This motion requires a second and either the consent of at least one member of the Student Fees Committee or the consent of at least one-third (1/3) of the Senate. In the event that an item is moved to committee after the second read of the Student Fees budget it may be done by and only by a majority vote of the Senate.
- 10.3 All proposed alterations of the recommendations of the Student Fees Committee must be referred to a Senate standing committee for research and a recommendation approved by a majority vote of the entire committee and must be returned from the committee at the next regularly scheduled meeting of the Senate.
- 10.4 Adoption of proposed alterations of recommendations from the Student Fees Committee requires a majority vote of the entire Senate.
- 10.5 Subsequent to the approval of all line item allocations appearing on the Student Fees Budget, a roll call vote shall be taken to approve the entire Student Fees Budget.
- 10.6 The allocations made by the Senate must be published in a regular issue of the *Sunflower*.

Section 11. Supplemental Allocations

- 11.1 Funds in the Student Fees Reserve may be drawn upon at times other than the customary Student Fees allocation time, if a need arises by a program or activity qualified to receive funding from Student Fees monies. The said need must be of a nature that it cannot wait until Student Fees allocation time.
- 11.2 In order for such funds to be allocated, the Student Fees Committee must hear the request and make a recommendation to the Senate. Allocations will follow the normal procedure outlined previously.
- 11.3 Should such a requested supplemental allocation equal or exceed \$5,000, in no case may the Senate approve the allocation at the same meeting at which it is proposed.

Section 12. Restrictions on Use of Funds

- 12.1 Student Fees may not be taken from line item allocations to fund any activities or services which are, by purpose, primarily non-student without prior approval from the Senate.
- 12.2 Any organization receiving funding of student fees monies must include the Association's by-line "partially funded or funded by S.G.A." on all newsletters, circulars, posters, etc.... Also, during any public event an organization must make mention of the fact that the organization is "partially funded or funded by S.G.A."