

**Kansas State University – Salina
Student Governing Association
2010-2011 Statutes**

Updated on February 2nd, 2010

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Chapter 01:

Programming Board Constitution

Article I. Purpose

101. The KSU-COTA Programming Board was formed to provide the KSU-COTA SGA with quality events.

Article II. Qualifications

201. All events must be open to all students.
202. The Programming Board is managed by the students.
203. Standing rules are upheld by the KSU-COTA SGA.
204. All events must be at a minimal cost to students.

Article III. Checks and Balances

301. The KSU-COTA SGA Programming Board Chair will have veto power over any approval of funding that is found not to be in the best interest of the KSU-COTA SGA.
302. KSU-COTA SGA Programming Board Chair will report on the previous meeting's events at each KSU-COTA SGA Senate meeting.
303. KSU-COTA SGA Programming Board shall submit a semester budget to the KSU-COTA SGA Senate for approval by the fourth (4th) meeting of each semester.
 - A. The KSU-COTA SGA Programming Board shall submit a Wildcat Welcome Week budget to the KSU-COTA SGA Senate for approval by the second (2nd) meeting of each April.

Article IV. Members

401. The Programming Board is made up of eight (8) voting members and overseen by the KSU-COTA SGA Programming Board Chair.
 - A. Members will be selected by an application process; the applications will be reviewed by the KSU-COTA SGA Programming Board Chair and the KSU-COTA SGA advisor.
 - B. Members will be approved by the KSU-COTA SGA Senate at the beginning of each academic year.

- C. If positions are unable to be filled, appointments shall be made by the KSU-COTA SGA Programming Board Chair with KSU-COTA SGA Senate approval.
402. Any members with three (3) unexcused absences in a semester shall be automatically considered for impeachment.
- A. An impeachment will be enforced by a 2/3 vote of the Programming Board Committee.
 - B. Impeachment decision must be confirmed by the KSU-COTA SGA Advisor.

Article V. Programming Funding Requests

501. Funding cannot be asked for from both the KSU-COTA SGA Senate and Programming Board for the same event.
502. Clubs must provide thirty-five (35%) percent of the funding for the event.
503. KSU-COTA SGA Programming Board Allocation Request forms must be submitted two (2) weeks prior to the event.
- A. Programming Funding Requests shall be introduced at the first regularly scheduled meeting after the request is received.
 - B. One (1) week will be allowed for members to think over the request.
 - C. All requests will be debated the following meeting and voted on.
 - D. Under special circumstances the KSU-COTA SGA Student Body President may override this rule.

Article VI. Approval of Funding

601. All Programming Board allocations must be approved by majority vote of all Programming Board members.
602. All KSU-COTA SGA Programming Board allocations must be approved and signed by the KSU-COTA SGA Programming Board Chair and submitted to the KSU-COTA SGA Student Body President for approval and signature.

Article VII. Appeal and Reconsideration

701. Jurisdiction. The Programming Board shall have sole jurisdiction for the purposes of appeal and reconsideration of any requests initially made of the Board.
702. Circumstance. The Programming Board will reconsider a funding request if any of the following are alleged to have occurred:

- A. The Board failed to provide a fundamentally fair process including, but not limited to, defective notice and failure to follow written procedures and rules as outlined in the KSU-COTA SGA Statutes.
 - B. The Board reached a decision in an unjust manner including, but not limited to, the presence of bias, unreasonable, arbitrary, or capricious action, and discrimination on the basis of race, religion, color, sex, physical ability, national origin, sexual orientation, ancestry, or any Kansas Board of Regents protected category.
 - C. The organization has new information that may affect the Board'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.
703. Process. If an organization is dissatisfied with their recommended allocation and they meet at least one of the above mentioned circumstances, the organization may take the following action for reconsideration of their request:
- A. The organization files a completed reconsideration form in the Office of Student Life to the Student Senate Chair within 72 hours (weekends excluded) of receiving notification of recommended allocation amount.
 - B. If the organization completes the reconsideration form in the allotted time frame, the Board, in conjunction with the Student Senate Chair, will hear the organizations reconsideration request at the next available Board meeting.
 - C. After the organizations reconsideration request is heard, the Board will vote on the request. The decision voted on by the Board members will be final. No further reconsideration on the request will be heard.

Chapter 02:

Campus Funding Regulations

101. Campus funding definitions and statues
Student Governing Association
Kansas State University at Salina
102. Definitions
 - A. For the purpose of these Funding Statues, including but not limited to KSU-COTA SGA Statutes Chapters 02 through 03, the following definitions shall apply:
 1. Student Organization. A Student Organization shall be any registered organization whose primary officers and 80% of the organization's membership are Kansas State University at Salina students.
 2. University/Community Organizations. A University/Community Organization shall be any campus wide organization of which at least 50% of the membership is Kansas State University at Salina students.
 3. Institutional Service. An Institutional Service shall be any organization so designated by the Allocations Committee whose sole purpose is to provide services to Kansas State University at Salina students.
 4. Student. A student shall be any KSU student enrolled in a minimum of one (1) hour on the Salina campus.
 5. Lecturer, Speaker, or Entertainer Fees (LSE Fees). LSE Fees shall include any requests by an organization to bring a speaker to campus, including their travel, lodging costs, food, and fee to perform a planned project or event.
 6. Recruitment. Recruitment shall be defined as any act by a KSU-COTA student (or students) trying to persuade potential college students to attend KSU-COTA.
103. Universal Requirements
 - A. The organization must be a student group currently registered with the Office of Student Life.
 - B. Organizations that receive funds directly from the Privilege Fee Committee or Student-Centered Tuition Enhancements may not receive funds from the Student Activity Fee.
 - C. If the KSU-COTA SGA Treasurer determines a student organization receives an annual budget from a Privilege Fee or Student-Centered Tuition Enhancement agency, the student organization is not eligible for funding from the Student Activity Fee.

- D. The organization must be registered for forty-five (45) days prior to the date of the event to receive Student Activity Fee funds.
- E. The organization may not be allocated funds while on probation as designated by the KSU-COTA SGA Treasurer or Programming Board Chair.
- F. Open Projects. All projects sponsored with student fee funds must show an educational benefit to the students of the University, must be open to all students of the University, and must be free to all students of the University. Such projects must also be held on the University campus or within the Salina community.
- G. Candidate Advocacy. Allocations made to student groups under these statutes shall not be used for the purpose of expressly advocating nomination, election, or defeat of a clearly identified candidate or party to a federal, state, local, or campus office.

Universal Funding Administration Regulations

201. Control of Allocated Funds

- A. Spending of all allocated funds must be approved by the KSU-COTA SGA Treasurer or Programming Board Chair and the Assistant Director of College Advancement for Student Life. If alteration of budget is necessary, organizations must have the approval of the respective committee chairperson.
- B. Individual accounts shall be recorded so as to include each purchase and an up to date balance.

202. Administration

- A. Organization Designations
 - 1. The KSU-COTA SGA Treasurer shall classify all registered organizations as either eligible or not eligible for funding based on the KSU-COTA SGA Statutes.
 - a. Reclassification. The KSU-COTA SGA Treasurer shall have the power to reclassify any student group if the existing classification shall have been found to be in error, or if the nature of the group has changed.
- B. Funding Sources
 - 1. Respective Fee Allocation. Funding requests under the Student Activity Fee Funding Statutes may only be allocated from the respective funding percentage of the fee and its respective reserve account.
 - 2. Student Activity Fee, Only Source. Funding requests under the Funding Statutes may only receive KSU-COTA SGA funding from the Student Activity Fee.
- C. Financial Records
 - 1. Maintenance. Each organization shall be required to maintain reasonable financial records detailing all income and expenditures.

2. Inspection. An organization's financial records must be made available to the written request of the respective Chairperson holding jurisdiction.

D. Violations

1. Consequences. The KSU-COTA SGA Treasurer may place a temporary hold on funding for any project or projects associated with an organization if an organization deviates from University policy or the Funding Statutes in administering Student Activity Fee Funds. Such hold shall remain in effect until the next Allocations Committee meeting, at which point the Allocations Committee shall review the justification for the hold and either uphold or strike down the hold. Serious violations, as determined by the Allocations Committee, shall be referred to the Student Senate, which shall have the authority to revoke funding provided to such an organization. Each organization shall be responsible for the proper handling of all Student Fee Funds.

Chapter 03:

Student Activity Fee Funding Regulations

101. Student Activity Fee Funding Statute

Student Governing Association

Kansas State University at Salina

102. General

A. Student Activity Fee Requirements. In order to request funds from the Student Activity Fee in any semester period, an organization must fulfill each of the following requirements:

1. The organization must submit to the KSU-COTA SGA Treasurer a statement of the fundraising activities of the organization over the past year, including the specific events and the amounts raised. This statement must be submitted with the organization's funding requests in the Allocation Request Packet available in the Office of Student Life.
2. Differentiation of Projects. If an organization is submitting multiple requests, each funding request must be distinct and independent, and must be related to the goals of the organization itself.
3. Fund Raising. All groups should make a reasonable effort to raise funds, either through dues or other events. While not a requirement for funding, Allocations Committee may, at its discretion, reject funding for any requested materials which would commonly be paid for by fund raising.

B. Student Activity Fee Budget

1. The annual KSU-COTA SGA Budget will be allocated at the minimum amounts that must be allocated to fund these organizations, should appropriate projects be available. However, at the discretion of the Allocations Committee and with approval from Student Senate, additional funds may be dispersed from the respective reserve accounts, if available.
2. The annual KSU-COTA SGA Budget will be dispersed into two (2) separate amounts for the fall and spring semester of any given fiscal year.
 - a) The Allocations Committee funds will be allotted 50% in the spring semester.
 - b) In the event of excess funds remaining at the end of fall semester, that surplus will be transferred into the balance of the spring semester.
 - c) Any funding requests for projects occurring during the period of July 1 – December 31 will be considered from the fall semester's

budget. Any funding requests for projects occurring during the period from January 1 – June 30 will be considered from the spring semester's budget.

103. Student Organizations

A. Allocations Request Packet Requirements. Requests for funding of projects from the Student Activities Fee may be made by Student Organizations fulfilling all requirements through the completion and submission of an Allocations Request Packet, available in the Office of Student Life. A separate Allocations Request Packet must be submitted for each project the organization wishes to hold.

1. Allocations Request Packet. The Allocations Request Packet shall be available from the Office of Student Life, must be completed in accordance with the form's instructions, and must be submitted no less than twenty-eight (28) days prior to the event requested for. Funds requested for a project must be divided into separate categories, outlined below. Each category must have a detailed description of the items requested and an estimate of the cost of each item.
 - a) Promotions. Promotions shall include any expense related to the advertisement of an activity, such as Collegian advertisements, KSDB or any radio advertisements, leaflets or poster, and other such materials as determined by the Allocations Committee.
 - b) Lecturer, Speaker, or Entertainer Fee (LSE Fees). LSE Fees shall include any funds requested by an organization in order to bring a speaker to campus, including his or her travel, lodging costs, food, and fee to perform a planned project or event.
 - c) Rent of Space and Equipment. Rent of space and equipment shall include any expenses related to renting rooms or other areas for performances, and other such events, as well as any costs related to rental of tables and chairs, movie projectors, or other necessary materials for a project.
 - d) Films. Films shall include any expense for the rental of movies, documentaries, recorded theatrical shows, or other such events.
 - e) Travel. Travel shall be defined as a request for funds to pay expenses related to transportation. Each Student Organization may be allocated up to a total of \$1,000 between their two (2) travel projects per fiscal year. Each travel project allocation shall be limited to \$100 per student traveling.
 - f) Other. This category shall include any expenses for items that do not reasonably fit in the above categories, as determined necessary by the Allocations or College Council Allocations Committee; however, this category shall be subject to the limitations on funding, listed below.

2. The Allocations Request Packet shall be reviewed annually and an appropriate recommendation made for travel per mile reimbursement and lodging per night reimbursement by the final meeting of each September.
 - a) The above recommendations shall be made and passed by the KSU-COTA SGA Student Senate.
3. Deadlines. Funding requests for the current year will be considered on a rolling basis, but must be submitted not later than twenty-eight (28) days prior to the date of the project, except for the following:
 - a) The Allocations Committee shall have the power to consider and grant exceptions to these guidelines if an organization has special circumstances or when otherwise appropriate.

B. Jurisdiction and Power

1. Campus Wide Organizations requests shall be reviewed by the Student Senate Allocations Committee, the Chairperson of which shall be responsible for ensuring appropriate legislation is introduced to Student Senate concerning the funding of student groups.
2. Co-sponsorships. Any co-sponsorship between a campus-wide organization and any other organization shall fall beneath the jurisdiction of the Allocations Committee exclusively.

C. Committee Discretion and Consideration

1. The Allocations Committee discretion shall include, but not be limited to, the ability to discern the presence and/or lack of educational value in an event, the sufficiency of educational value of an event in regards to the level of funding requested, and the merit of an event.
2. A requesting organization is not ensured funding from the Allocations Committee. Each request is evaluated and considered individually, irrespective of prior funding for a similar event.

D. Process

1. After a request form is delivered to the Office of Student Life, the Committee holding jurisdiction shall initially consider the requested allocation. A representative from the requesting organization shall be required to attend a Committee meeting to answer any further questions members of the committee might have.
2. Based on the information provided, the Committee shall determine a reasonable level of funding for each category, by a vote receiving a simple majority of committee members present and voting.
3. Upon vote of the respective committee, the Allocations Chair, or his or her designee, shall be responsible for introducing, on behalf of the Allocations Committee, Allocations bills to the Student Senate. Such

bills and forms shall include the categories of funding, the requested funding amounts, and the recommended funding amounts.

E. Appeal and Reconsideration

1. Jurisdiction. The Allocations Committee shall have sole jurisdiction for the purpose of appeal and reconsideration by committee of any requests initially heard by the respective committee.
2. Circumstances. The Allocations Committee will reconsider a funding request if any of the following are alleged to have occurred:
 - a) The Committee failed to provide a fundamentally fair process including, but not limited to, defective notice and failure to follow written procedures and rules as outlined in the KSU-COTA SGA Statutes.
 - b) The Committee reached a decision in an unjust manner including, but not limited to, the presence of bias, unreasonable, arbitrary, or capricious action, and discrimination on the basis of race, religion, color, sex, physical ability, national origin, sexual orientation, ancestry, or any Kansas Board of Regents protected category.
 - c) The organization has new information that may affect the 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. Process. If an organization is dissatisfied with their recommended allocation and they meet at least one of the above mentioned circumstances, the organization may take the following action for reconsideration of their request:
 - a) The organization files a completed reconsideration form in Office of Student Life to the Student Senate Chair within seventy-two (72) hours (weekends excluded) of receiving notification of recommended allocation amount.
 - b) If the organization completes the consideration form in the allotted time frame, the Committee, in conjunction with the Student Senate Chair, will hear the organizations reconsideration request at the next available Committee meeting.
 - c) After the organizations reconsideration request is heard, the Committee will vote on the request. The decision voted on by the committee members will be final. No further reconsideration on the request will be heard.

F. Limitations

1. Number of Requests. Organizations shall be limited to receiving allocations for no more than five (5) projects annually, of which no more than two (2) shall be for travel.

2. Services. Funds allocated must be spent on services offered on the University campus whenever these services are available.
3. Lecturer Speaker, or Entertainer Fee (LSE Fees). All recipients of LSE Fees are required to complete an LSE Fees information sheet, and a W-9 to receive payment.
4. Spending Restrictions. Student activity funds allocated by the Allocations Committee may not be spent on any of the following items:
 - a) Food. Food may not be purchased with student activity funds except unless such materials are to be used in an educational experiment. Prior approval from the Treasurer shall be gained before an expenditure for this exception is made.
 - b) Social Events. Student activity funds may not be spent on any materials pertaining to social functions, parties, or banquets, except when the Allocations Committee finds a substantial educational benefit.
 - c) Personal Materials. Student activity funds may not be spent on any personal materials, such as plaques, gifts, awards, flowers, and name tags, engravings for specific individuals, photographs, or clothing.
 - d) Wages. Student activity funds may not be spent on wages or compensation of any kind, with the exception of projectionists and security officers as required by a rental facility.
 - e) Recruitment. Student activity funds may not be spent on any trips or events in which recruitment is the sole purpose, except when the Allocations Committee finds a substantial educational benefit to the KSU students making the request.

G. Expenditure of Funds

1. Funding. When funding for an organization's project is approved, the organization may NOT spend the funds allocated for a project in any manner in which the organization sees fit. The organization must spend the allocated funds in the manner specified by the legislation passed by the KSU-COTA SGA Senate.

H. Unspent Funds

1. Unspent Funds Returned. All unspent funds allocated to Student Organizations shall be returned to the Student Activities Fee Account no later than the last Friday in October of the following fiscal year.

Chapter 04:

Recreational Advisory Board Constitution

Article I. Name

101. The name of the organization shall be the Recreational Advisory Board.

Article II. Purpose

201. The Recreational Advisory Board exists to promote and supervise the administration of the recreational and fitness programs and services available at K-State at Salina in order to ensure quality and quantity of recreational opportunities.

Article III. Membership and Selection

301. Voting Membership – The Board shall consist of seven (7) voting members as follows:
- A. One (1) student appointed by Recreation Center professional staff.
 - B. Student body president or student designee.
 - C. One (1) student representative appointed by KSU-COTA SGA Student Senate.
 - D. One (1) faculty member appointed by the faculty.
 - E. One (1) classified employee appointed by the classified affairs committee.
 - F. One off campus student appointed by KSU-COTA SGA Student Senate.
 - G. One (1) alumni representative appointed Public Relations/Alumni office.
 - 1. If appointments cannot be made by second Tuesday in September, the Recreational Service Coordinator will fill the vacancy by appointment from that group's membership, with approval of the group.
 - 2. It is requested each member appoint an alternate from their constituency.
302. Non-Voting Membership
- A. Assistant Director of College Advancement

B. Members of the Recreation Center professional staff

303. Term of Office

- A. The term will be one year for the student members, two years for faculty and classified staff representatives.
- B. Each term runs from September 1 – August 31.
- C. The council shall elect from the student membership a chairperson and vice chairperson on to serve for the academic school year. The vice chairperson will also serve as the council secretary.

Article IV. Meetings

401. Meetings

- A. The Recreational Advisory Board shall have regular meetings at a time established by the board.

402. Agenda

- A. The chairperson shall prepare an agenda in advance of each board meeting and distribute copies to each board member. No item should come before the board for a final decision which was not on the agenda except by 2/3 vote of the board members present and voting.

403. Quorum

- A. At any board meeting, a quorum shall consist of four (4) voting members present and two of whom must be students. Voting proxies will not be allowed. If a quorum is not present at any given meeting, it will be automatically adjourned to a subsequent date.

Article V. Responsibilities and authority of the Recreational Advisory Board

501. The Recreational Advisory Board is charged with overseeing the Recreational Services program for:

- A. Students
- B. Faculty/Staff
- C. Alumni
- D. Guests
- E. Others as authorized by board.

502. Joint council and department responsibilities:

- A. The Recreational Advisory Board shall determine general building and ground use policies with the Recreation Center Coordinator. This

includes making decisions in specific cases concerning the following indoor and outdoor facilities:

1. The Student Life Center
 2. William Theaemert Field
 3. Other areas as added
- B. The Recreational Advisory Board shall approve, review, and evaluate, as needed, all program charges made to students, faculty/staff, alumni and guests. The Recreational Advisory Board shall approve the department budget and other additional funding sources. The Recreational Services Council shall undertake evaluations, as needed, of Recreational Services operations.

Article VI. Amending Process

601. Existing recreational services program policies and constitutional mandates can be amended only by a 2/3 majority of those voting members present.