

LEGISLATIVE SUMMARY

103rd & 104th Legislative Sessions

June 1, 2020- May 31, 2021



ASSOCIATED STUDENT GOVERNMENT
EMPORIA STATE UNIVERSITY

LEGISLATIVE SUMMARY

ASSOCIATED STUDENT GOVERNMENT

STUDENT SENATE

2020-2021

Emporia State University

Emporia, KS

FOREWORD

The Legislative Summary is a comprehensive publication issued each year by the Associated Student Government of Emporia State University. This document is a summary of the legislation that was approved and voted on by ESU’s nineteen member Student Senate and three executive officers in 2020-2021.

This Legislative Summary is the 52nd edition since it was first published after the 1969-1970 legislative sessions. At that time, Michael Manning, president of ASG, hoped this book would continue throughout all legislative sessions. Thanks to President Manning and his administration, the tradition continues.

Future student Senators and executive officers will find the 103rd and 104th Legislative Summary an excellent resource for legislative work.

-ACKNOWLEDGEMENTS (Amaya Oshel)

TABLE OF CONTENTS

OATH OF OFFICE 4

ASSOCIATED STUDENT GOVERNMENT ROSTER 6

SUMMARY OF LEGISLATION 9

 103rd Legislative Session Bills

 103rd Legislative Session Resolutions

 104th Legislative Session Bills

 104th Legislative Session Resolutions

CONSTITUTION OF THE ASSOCIATED STUDENTS 12

RULES OF PROCEDURE FOR STUDENT SENATE 21

STUDENT SENATE COMMITTEE STRUCTURE 31

STUDENT SENATE ATTENDANCE POLICY 34

RECOGNITION OF CAMPUS ORGANIZATIONS 37

SENATE ALLOCATION POLICY 45

ELECTION REGULATIONS 53

 Election Results and Summary

STUDENT SENATE LINE ITEM POLICY 62

ASSOCIATED STUDENT GOVERNMENT

STUDENT SENATE

OATH OF OFFICE

ASSOCIATED STUDENT GOVERNMENT
STUDENT SENATE

OATH OF OFFICE

As student government (Senator/ Vice President/ President) you are expected to conduct yourself in a manner befitting a representative of Emporia State University's student body. To that end, you are expected to fulfill the responsibilities and obligations of your office(s) and assume the mantle of student leader. Your commitment and dedication to your office(s) is paramount. If you are unable to conduct yourself appropriately and perform the duties you are now accepting, you will be asked to resign from your office.

The role you are about to assume as a representative for students is noble and essential to the continuation of our democratic process. The wealth of experience that you will gain on this office will serve you, and your future community, well in years to come.

Therefore, will you please repeat after me:

I, NAME DO SOLEMLY PLEDGE MYSELF TO PROMOTE DEMOCRATIC PROCEDURE, TO REPRESENT THE STUDENT BODY TO THE BEST OF MY ABILITY, AND TO FULFILL THE DUTIES AND RESPONSIBILITIES OF MY OFFICE. I FORSAKE ALL PERSONAL AMBITION FOR THE SAKE OF MY FELLOW STUDENTS AND EMPORIA STATE UNIVERSITY.

ASSOCIATED STUDENT GOVERNMENT

ROSTER

ASSOCIATED STUDENT GOVERNMENT ROSTER

MAY 17, 2020 TO MAY 16, 2021

President
Vice President
President Pro Tempore

Brayden Soper
Amaya Oshel
Lauren Moon

COMMITTEE CHAIRPERSON

Fiscal Affairs
Senate Operations
Campus and Community Relations
Diversity and Inclusion

Lucy Steyer
Eva Noble
Maddi Douglas
Anita Valdez

STAFF

Legislative Director
Business Affairs Director
Chief of Staff

Miranda Veasart
Yifei Wang
Bailey Penner

ELECTIONS

Commissioner(s)

Bailey Penner
Miranda Veasart

ADVISORS

Dean of Students
Vice President of Student Affairs
Director of Center for Student Involvement

Lynn Hobson
James Williams
Rachel Kohman

AWARDS

Senator of the Year
 Howard Moses Award
Chairperson of the Year
 John and Virginia Visser Award
Staff Person of the Year
Outstanding Member of the Year

Lauren Moon

Lucy Steyer
Bailey Penner
Mattie Ritz-Tillman

STUDENT SENATE ROSTER 2020-2021

| SENATOR | ELECTED Spring 2019 | APPOINTED Fall 2020 | APPOINTED Spring 2021 | RESIGNED | GRADUATED |
|----------------------|------------------------|------------------------|--------------------------|-------------|-------------|
| Maddi Douglas | | X | | | |
| Mattie Ritz-Tillman | X | | | | Spring 2021 |
| Kaytlin Hilton | | X | | | |
| Andrew Villaca | | X | X | | |
| Jan Bard | X | | | | |
| Michaela Forkenbrock | | X | | | |
| Alexandria Flipse | | X | | | |
| Kinsey Emery | X | | X | | |
| Jack Jewett | X | | | | |
| Ana Valdez | X | | | | |
| Khalid Ghanchi | X | | | | |
| Lucy Steyer | X | | | | |
| Damien Page | | X | | | |
| Lauren Moon | | X | | | |
| Sean Singer | | X | | | |
| Sam Howell | | X | | | |
| Eva Noble | | X | | | |
| Hussain Almkhtar | | X | | | |
| Jose Pavon | | X | | | |
| Adia Witherspoon | | X | | Fall 2020 | |
| Nikole Huntly | X | | | Fall 2020 | |
| Carlos Aguirre | | X | | Spring 2021 | |
| Lindsey Newman | X | | | Fall 2020 | |

SUMMARY

OF

LEGISLATION

STUDENT SENATE 103rd LEGISLATIVE SESSION BILLS

| <u>Bill #</u> | <u>Title</u> | <u>Date In</u> | <u>Comm. Vote</u> | <u>Senate Vote</u> |
|---------------|--|----------------|-----------------------|------------------------|
| 21001 | Name Chang of Hornet Art Expressions | 11/19/20 | 6-0-0 | Passed |
| 21002 | Re- Recognition of Alpha Psi Omega | 11/19/120 | 5-0-0 | Passed |
| 21003 | Re- Recognition of ESU Young Democrats | 11/19/20 | 6-0-0 | Passed |
| 21004 | Recognition of Hornets Against Hunger | 11/19/20 | 6-0-0 | Passed |

STUDENT SENATE 103rd LEGISLATIVE SESSION RESOLUTIONS

| <u>Resolution #</u> | <u>Title</u> | <u>Date In</u> | <u>Comm. Vote</u> | <u>Senate Vote</u> |
|---------------------|----------------------------------|----------------|-----------------------|------------------------|
| 21002 | Support of First- Generation Day | 11/2/20 | 5-0-0 | Passed |
| 21003 | Recognition of Veteran's Day | 11/19/20 | 5-0-0 | Passed |

STUDENT SENATE 104th LEGISLATIVE SESSION BILLS

| <u>Bill #</u> | <u>Title</u> | <u>Date In</u> | <u>Comm. Vote</u> | <u>Senate Vote</u> |
|---------------|---|----------------|-----------------------|------------------------|
| 21006 | Election Petition Removal for Current Election Cycle | 2/18/21 | 6-0-0 | Passed |
| 21007 | Allocations for Fiscal Year 2021 | 3/18/21 | 4-0-0 | Passed |
| 21008 | Recognition of Sports Leadership and Recreation Association | 3/18/21 | 4-0-0 | Passed |
| 21009 | Re- Recognition of Muslim Student Association | 4/1/21 | 4-0-1 | Passed |
| 21010 | Annual ESU Clean-Up day | 4/1/21 | 4-0-0 | Passed |
| 21011 | Recognition of Soccer Club | 4/1/21 | 5-0-0 | Passed |
| 21012 | Recognition of Active Minds | 4/1/21 | 5-0-0 | Passed |

STUDENT SENATE 104th LEGISLATIVE SESSION RESOLUTIONS

| <u>Resolution #</u> | <u>Title</u> | <u>Date In</u> | <u>Comm. Vote</u> | <u>Senate Vote</u> |
|---------------------|--|----------------|-----------------------|------------------------|
| 21004 | Support of World Autism Awareness Day | 1/4/21 | 5-0-0 | Passed |
| 21005 | Support of Student Discount Initiative | 4/8/21 | 4-0-0 | Rescinded |

CONSTITUTION

OF THE

ASSOCIATED STUDENTS

OF

EMPORIA STATE UNIVERSITY

CONSTITUTION OF THE ASSOCIATED STUDENTS OF EMPORIA STATE UNIVERSITY

<Updated Spring 2013>

PREAMBLE

We, the graduate and undergraduate students of Emporia State University, in order to establish a representative government, to encourage the development of leaders and participants for the campus, the community, and responsibilities of students in relation to the university, the community, and the general welfare of this institution, do hereby ordain and establish this constitution.

ARTICLE I

Name

Membership

Purpose

Section 1. The name of the organization will be the Associated Students of Emporia State University.

1.1 The governing body of the Associated Students will be the Associated Student Government.

Section 2. All graduate and undergraduate students of Emporia State University will be members of the Associated Students and will be subject to this constitution and the enacted legislation of the Student Senate and its executive officers.

2.1 No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, marital status, sexual orientation, disability, status as a Vietnam Era veteran, or such other factors that cannot be considered lawfully to the extent specified by federal or state law, be excluded from participation in the organization, be denied the benefits of, or be subjected to discrimination by it under any program or activity within the organization.

Section 3. The purpose of the Associated Student Government will be:

3.1 To provide the means whereby the members of the student body may express themselves effectively through programs in areas which directly affect the general welfare of the student body in any aspect of the university experience in which they choose to participate.

3.2 To establish equitable representation and participation for the students in the governance of the university community.

3.3 To promote mutually beneficial cooperation among students, faculty, staff, and administration in furthering the purposes for which the university was founded.

3.4 To promote democratic participation in the decisions of the university community.

3.5 To provide services of notable benefit to the Associated Students.

ARTICLE II

Officers

Section 1. Executive Branch of Associated Student Government

- 1.1 The executive branch of Associated Student Government will consist of the President and Vice-President who will hold office for the same term.
- 1.2 The executives will be elected during the latter half of the spring semester, with the exact date to be determined by the Senate, and hold office for a term of one (1) year beginning on the day following the school day of the academic year of their election and terminating the same date of the following year.
- 1.3 All candidates for the office of President or vice-president must:
 - 1.31 Be enrolled as a full-time student at Emporia State University and, if elected, maintain full time enrollment status.
 - 1.32 Have and maintain a cumulative grade point average of 2.5 or higher.
 - 1.33 Submit a petition with signatures of fifteen percent (15%) of the Associated Students to the Senate.

Section 2. The President of Associated Student Government will:

- 2.1 Serve as the chief executive of the Associated Students.
- 2.2 Act as the official host and representative of the Associated Students.
- 2.3 Represent the concerns of the Associated Students to the Senate, the university administration, and the Kansas Board of Regents.
- 2.4 Have the power to sign Senate legislation or delete by veto such legislation or any part thereof provided that he/she acts within ten (10) school days of transmittal of the legislation by the vice-president.
- 2.5 Be responsible for implementing legislation enacted by the Senate.
- 2.6 Appoint and, if necessary, remove the chairpersons of the Senate committees from within the Senate membership, with the approval of the Senate.
- 2.7 Preside over meetings of the cabinet and coordinate the performance of duties by the cabinet members.
- 2.8 Appoint and remove administrative assistants who will aid in the exercise of executive power.
- 2.9 Have the power to appoint students to vacant senate seats and staff positions as detailed in Article III, Section 3.2 of the Constitution of the Associated Students.
- 2.10 Have the power to nominate student representatives to all student/faculty boards, councils, and committees with the approval of the Senate, provided that these appointments are made no later than the 3rd general meeting of the Associated Student Government.
- 2.11 Approve the annual students' services budget and a monthly account of all expenditures.

- 2.12 Have the power to call the Senate into emergency meetings upon proper notification of all senators within 24 hours of the meeting time, provided that a quorum is present.

Section 3. The Vice-President of Associated Student Government will:

- 3.1 Serve as President of the Senate.
- 3.2 Prepare the agenda for the Senate.
- 3.3 Forward all acts of the Senate to the office of the President of Associated Student Government within twenty-four (24) hours of their passage.
- 3.4 Assist the president in the performance of his/her duties.
- 3.5 Serve as a member of the cabinet.
- 3.6 Call Senate into emergency sessions upon proper notification of all senators within 24 hours of the meeting time.
- 3.7 Aid in the preparation of the Legislative Summary along with the Senate Operations Committee.

Section 4. The President Pro-Tempore of the Senate will:

- 4.1 Be elected by the Senators from among themselves by the third meeting of the fall semester.
 - 4.11 The term of office of the President Pro-Tempore will be from the date of election until the end of the academic term.
- 4.2 Preside over the Senate if the vice-president is unable to do so.
- 4.3 Serve as the parliamentarian of the Senate.
- 4.4 Be a member of the cabinet.
- 4.5 Maintain a Grade Point Average of 2.5 or higher.

Section 5. The cabinet of the Senate will:

- 5.1 Be composed of the President, Vice-President, President Pro-Tempore, chairpersons of the Senate standing committees, Legislative Director, Executive Assistant, and Treasurer or any other member seen fit to serve on Cabinet at the discretion of the President.
- 5.2 The duties of the cabinet are to coordinate the activities and operations of student government, to assist the president in implementing legislation enacted by the Senate, and to communicate the progress of each committee.

Section 6. Succession

- 6.1 To insure continuous and orderly leadership for Associated Student Government, the following order and rule for succession will be followed.

- 6.11 If the President is unable to perform his or her duties for whatever reason, the Vice-President shall assume the office of the President.
 - 6.12 If the Vice-President is unable to perform his or her duties, the senate President Pro-Tempore will then assume the duties of the Vice-President and face immediate senate confirmation.
 - 6.13 If the senate President Pro-Tempore is unable to perform the duties of the Vice-President nominations will be made from the floor of the senate and the full senate will vote on the nominations.
 - 6.131 The nominee must have two thirds (2/3) of the total vote.
 - 6.14 If no nominee receives two thirds (2/3) of the first ballot, the nominees who placed first and second in the balloting will be placed on a ballot for a second vote.
 - 6.141 The nominee receiving the most votes will be sworn in as Vice-President.
- 6.2 If the office of President Pro-Tempore becomes vacant, the Senate will elect a new President Pro-Tempore.

Section 7. Removal from Office

- 7.1 Any executive may be removed from office by impeachment that may be initiated by a two-thirds (2/3) vote at a regular meeting in the end of general order of the Senate.
- 7.2 A three-quarters (3/4) vote of the Senate at the next regular meeting in the end of general order will result in the removal of the impeached.
- 7.3 Any executive may be removed from office by a popular recall election that may be initiated by petitions bearing the signatures of twenty percent (20%) of the student body which have been certified by the Senate Operations Committee.
 - 7.31 Upon certification, the Senate will conduct an election of the Associated Students within three (3) weeks of the certification of the petitions.
- 7.4 Any executive may be subject to immediate removal by a two thirds vote of the cabinet. Just cause for immediate removal will be:
 - 7.42 Failure to comply fully with the Student Code of Conduct by decision of the Judicial Committee members.
 - 7.43 Failure to maintain a cumulative Grade Point Average of 2.5 or higher.

ARTICLE III
Student Senate

Section 1. Composition of the Student Senate

- 1.1 The Associated Students will be represented by senators from their respective academic schools or colleges, including those students who have not declared an academic major and at large members of the university.
- 1.2 The recognized academic areas are School of Business, College of Liberal Arts & Sciences, The Teacher's College, Graduate Studies, and Undeclared Majors.
- 1.3 At large membership is any full-time, degree seeking student enrolled in the university regardless of academic school or college to represent the Associated Students as a whole.

- 1.4 The membership of the Student Senate will not exceed twenty-three (23).
 - 1.41 This membership will be comprised of three (3) undeclared students, two (2) graduate students, and fifteen (15) academic schools and colleges will be as follows:
 - 1.411 School of Business (5)
 - 1.412 The Teacher's College (5)
 - 1.413 College of Liberal Arts & Sciences (5)
 - 1.42 Three seats will be available to be filled by at large members.
 - 1.43 At large membership can only be filled by appointment after the general spring elections have been held as outlined in Article III Section 3.

Section 2. Qualifications and Responsibilities of a Senator

- 2.1 At the time of election or appointment and throughout the term of office, a senator must be a degree seeking student and will have and maintain a grade point average of at least 2.0, with the exception of first semester freshman, who have not yet established a grade point average.
- 2.2 A senator will be responsible for maintaining effective communication between the Student Senate and his/her constituency.

Section 3. Election & Appointment of Senators

- 3.1 All candidates for election to the office of senator must submit a petition of fifty (50) signatures of the members of their academic school or college.
- 3.2 The President of Associated Student Government shall have the power to appoint students to vacant positions.
 - 3.21 These appointments will be received and be subject to approval by the Senate Operations Committee, who will then present the appointments to the Senate for confirmation, accompanied by a recommendation to accept or not to accept.
 - 3.22 No vacancies by appointment may be filled until after the spring general election with the exception of Presidential or Vice-Presidential positions.

Section 4. Term of Office

- 4.1 The Senate will provide for an election in the latter half of each spring semester to determine the senators representative of each academic school or college.
 - 4.11 For the election, an election commissioner will be selected by the Senate and will be charged with the execution of the election in accordance with the current election regulations and under the supervision of the Senate Operations Committee.
- 4.2 The term of office of the Senators will begin on June 1 of the year of their election and terminate on the day following the termination of the academic year.
 - 4.21 Senators appointed will take office immediately upon appointment and terminate on the day following the termination of the academic year.

Section 5. The Student Senate will:

- 5.1 Be the legislative body of Associated Student Government

- 5.2 Enact, by majority vote, by-laws of the constitution to be known as the Rules of Procedure for Student Senate.
- 5.3 Have the power to recognize, rescind recognition and monitor student organizations in accordance with the current recognition policies.
 - 5.31 The Student Senate will not have the power to intercede in internal affairs of a recognized organization unless:
 - 5.311 The organization or a situation in that organization presents a threat to the well being of a student, students, Emporia State University, or the university's relationship with the community.
 - 5.312 The organization requests such intercession.
- 5.4 Have the power to regulate on-campus activities, official off campus assembly, and individuals in the interests of the university community.
- 5.5 Have the power to make rules and regulations necessary for proper administration of elections and installations of elected officials.
- 5.6 Have the ability to confirm or reject, by majority vote, the appointments of the president.
- 5.7 Have the power to propose amendments to the Constitution of the Associated Students.
- 5.8 Have the power to create committees which will investigate and report in any appropriate area of student life, and to carry out the legislative and student service programs of the Associated Students.
- 5.9 The committees will be responsible to the Student Senate and will be composed of and chaired by senators appointed by the President and Associated Student Government and will be confirmed by a two-thirds (2/3) vote of the Student members present. The heads of student service agencies will be appointed and confirmed in the same manner.
- 5.10 Formulate and review budget policy as it applies to all Senate appropriations.
- 5.11 Appropriate monies from the student activities fee to organizations and activities according to the current finance policy.
- 5.12 Provide for the compilation and publication of legislation at the close of the spring semester, in order that the Associated Students be informed of the Senate members present.
- 5.13 Submit referenda to the Associated Students by a two-thirds (2/3) vote of the Senate members present.
- 5.14 Have the power to petition the president of Associated Student Government or the president of the Student Senate to call a special meeting by a two-thirds (2/3) vote of the Senate members present.

Section 6. Committee Structure

- 6.1 The committee structure of the Student Senate shall be in accordance with the structure set forth in the committee policy of the Student Senate.

Section 7. Legislative Process

- 7.1 Legislation shall proceed with and transact in accordance with the procedures set forth in the Rules of Procedure for Student Senate.
- 7.2 All members of the Senate will have one vote; the President of the Senate is required to vote in case of a tie and will vote in only such a case.

Section 8. Meetings of Student Senate

- 8.1 The Student Senate will meet for a minimum of seven (7) meetings per semester as to be determined by the Vice-President at the beginning of his/her term.
- 8.2 The meetings may be called by either executive officer preceding the fall legislative sessions.
- 8.4 The Rules of Procedure for Student Senate will govern the procedures of Senate meetings.
 - 8.41 *Robert's Rules of Order* will be consulted should the Senate's rules fail to address a specific situation.
- 8.5 The Standing Committees of the Senate will meet at least once a week while the Senate is in Session.
- 8.6 Absences during a legislative session will cause a senator to vacate his/her seat according to the current attendance policy of the Senate.
- 8.7 A quorum will be two-thirds (2/3) of the Senate roll.
- 8.8 The Senate will have at least two (2) advisors from the faculty or administration.
 - 8.81 One of these advisors should be present at all meetings of the Senate.
 - 8.82 These advisors will be appointed by the Senate with the approval of the president of the university.

Section 9. Executive Assistant

- 9.1 The Senate will have an Executive Assistant who will call the roll and record the minutes of the meetings and in conjunction with the President of the Senate count and record the official senate vote.

Section 10. Removal from Office

- 10.1 Any senator may be removed from office by impeachment that may be initiated by a two-thirds (2/3) vote as a regular meeting in the end of general order of the Senate or by a petition of ten percent (10%) of that Senator's constituents.
- 10.2 A three-fourths (3/4) vote of the Senate at the next regular meeting in the end of general order will result in the removal of the impeached.
- 10.3 Any violation of Article III, Section 2.1 will result in automatic removal of a Senator.
- 10.4 Just cause for removal will be:

10.41 Violation of or disregard for any part of the constitution or Associated Student Government.

10.42 Failure to comply fully with the Student Code of Conduct by decision of the Judicial Committee members.

ARTICLE IV

Initiative

Referendum

Section 1. The Associated Students may initiate a referendum by submitting petition of ten percent (10%) of the Associated Students.

ARTICLE V

Amendments

Section 1. Amendments to this constitution may be proposed by a two-thirds (2/3) majority vote of the Student Senate or by initiation of the Associated Students as provided in Article V.

1.1 In either procedure, the amendment(s) must obtain a majority of votes cast in a campus-wide election. An amendment so passed will take effect the semester or summer session following its ratification.

ARTICLE VI

Ratification

Section 1. This constitution will be ratified by two-thirds (2/3) vote of the Student Senate and be ratified by a majority vote of those voting in a general campus election.

1.1 This constitution will take effect at the beginning of the next legislative session following ratification.

1.11 The Student Senate of this legislative year will be responsible for implementing this constitution.

STUDENT SENATE

RULES OF PROCEDURE

RULES OF PROCEDURE FOR STUDENT SENATE

<Updated Spring 2014>

PREFACE

The procedure for order in the Student Senate shall be as governed by the following body of rules as outlined in Article III, Section 8.4 of the Constitution of the Associated Students of Emporia State University. Any procedural matters not addressed by said rules shall be conducted in accordance with Robert's Rules of Order.

ARTICLE I

Meetings

Section 1. Agenda

- 1.1 Each meeting of the senate shall begin with a call to order by the President of the Senate or presiding officer.
 - 1.11 Immediately following, the Executive Assistant shall proceed to a roll call for the purpose of determining the presence of a quorum of individual senate members.
- 1.2 There shall be, during each meeting of the senate, a time for reports.
 - 1.21 During this period, reports to the senate from members of the Cabinet, Chairpersons of any Ad Hoc Committees, and other organizations or persons shall be in order.
- 1.3 Each meeting of the senate shall include a time for First Readings of bills or resolutions.
 - 1.31 During this period, bills or resolutions are first introduced to the senate.
- 1.4 Following the period of First Readings, there shall be a period of General Order of Business.
- 1.5 Following the period of General Order of Business, the senate shall proceed to a period of Third Readings.
- 1.6 There shall be, following the period of Third Readings, time available for Presidential Considerations.
 - 1.61 During this period, the President of Associated Student Government may announce his/her consideration of any potential vetoes of bills or resolutions passed favorably by the senate.
- 1.7 Following Presidential Considerations, there shall be time available for Good of the University.
 - 1.71 During this period, announcements and general discussion make take place.
- 1.8 The president of the senate or presiding officer shall, following announcements, entertain a motion to adjourn the senate meeting.
 - 1.81 The executive assistant shall proceed to a roll call vote.
 - 1.82 A simple majority vote of the senate members present is required to adjourn the meeting.

Section 2. Suspending a Meeting

- 2.1 A two-thirds (2/3) majority vote by the senate members present shall have the power to suspend the date of a future meeting.
- 2.11 It shall be the duty of the presiding officer to contact each member of the senate informing them of the new date.
- 2.12 The senate shall be notified by the presiding officer within 24 hours of said change.

ARTICLE II

Bills or Resolutions

- Section 1. A bill or resolution submitted to the senate for consideration may be proposed by any member of the Associated Students, but must be sponsored on the floor of the senate by a senator.
- 1.1 The originator of a bill or resolution cannot be the same as the senator sponsoring the bill or resolution to avoid a conflict of interest.
- 1.2 Sponsorship may be withdrawn at any time prior to its final vote on the senate floor during the General Order of Business.
- 1.21 If sponsorship is withdrawn, another senator on the floor may accept sponsorship.
- 1.22 If no senator accepts sponsorship, the bill or resolution will be sent back to the originating committee for reconsideration.
- Section 2. Should a member of the Associated Students submit a bill or resolution to the President of the Senate, he/she shall assign the bill or resolution to the appropriate Senate Standing Committee for consideration.
- Section 3. After the Senate Standing Committee vote and submission to the President of the Senate, he/she shall also assign to each bill or resolution a prefix and number.
- Section 4. A bill or resolution submitted to the President of the Senate must be written in its entirety and must include an enacting or resolving clause.
- Section 5. A bill or resolution submitted to the President of the Senate must be written on standard bill or resolution form, which shall be provided by the Student Senate or submitted electronically in the same format as it would be in written form.
- Section 6. A bill or resolution submitted to the President of the Senate must be submitted no later than 5pm of the Monday preceding the senate meeting on Thursday in order to be eligible for First Readings during the upcoming meeting of the Senate except in occasions deemed appropriate by the President of the Senate.
- Section 7. A bill or resolution introduced in the First Readings may not proceed to General Order of Business during the same meeting of the senate unless the rules are suspended by a two-thirds (2/3) majority vote of the those senators present.
- Section 8. In order for the Senate to vote on a bill or resolution allocating funds (including but not limited to line item requests and reserve fund requests from any recognized student organization or center benefiting the general student body) to any organization on campus, there must be a member of the organization or representative of the requesting party present during the senate meeting in which the bill or resolution is being considered under General Order of Business.

Section 9. Any bill or resolution not completed at the end of the first (1st) legislative session may be carried over to the second (2nd) legislative session of the academic year.

9.1 No unresolved bill or resolution may be carried over from the second (2nd) legislative session of one academic year to the first (1st) legislative session of the following academic year.

ARTICLE III

Reports

Section 1. Senate reports are subject to the same requirements and procedures as bills or resolutions with the exception of the procedure addressed by the following rules.

Section 2. Senate reports are subject to a vote of acceptance by the senate body.

2.1 The procedure of acceptance supplants the bill or resolution procedure of pass favorably with acceptance of a report corresponding to favorable passage of a bill or resolution and failure to accept a report corresponding to failure to favorably pass a bill or resolution.

2.2 A simple majority vote is required to accept a report.

Section 3. All reports will be assumed to be passed favorably unless an objection from the Senate is made.

ARTICLE IV

General Order of Business

Section 1. Function

1.1 The General Order of Business shall be the business session of the senate meeting.

1.11 During the General Order of Business, bills or resolutions which have been placed on the legislative calendar by the President of the Senate, Presidential vetoes and/or item vetoes, and other senate business, shall be considered by the senate.

Section 2. Committee of the Whole

2.1 In the structure, part of the General Order of Business shall be the Committee of the Whole.

2.11 During this part of the General Order of Business, a bill or resolution shall be subject to debate, discussion, and decision by the senate body.

2.2 The presiding officer of the Senate shall entertain a motion to dissolve the Senate body into Committee of the Whole.

2.21 This motion must be passed by a simple majority vote of the senate members present in order to dissolve the senate body into Committee of the Whole.

2.3 In order to adjourn the Committee of the Whole, a motion must be made to "rise and report" and must be passed by a simple majority vote of the senate members present.

- 2.4 Provided the motion to "rise and report" has been passed, the Executive Assistant will report the proceedings and business of the Committee of the Whole.

Section 3. Senate Action on a Bill or Resolution

- 3.1 There shall be four (4) ways in which the senate may act on a bill or resolution.
- 3.11 Pass Favorably - A motion to pass favorably requires a simple majority vote of the senate members present, and if carried, a bill under consideration shall be considered enacted, and a resolution under consideration shall be considered resolved.
- 3.111 If a motion to pass favorably fails, the bill or resolution under consideration is defeated and cannot return to the floor of the senate.
- 3.112 A motion to pass favorably which fails, prohibits a bill or resolution from proceeding to Third Readings.
- 3.113 The senate action of pass favorably is subject to the confirmation or rejection of Third Readings and of the subsequent procedures for determining the status of Student Senate legislation.
- 3.12 Pass Unfavorably - A motion to pass unfavorably requires a simple majority vote, and if carried does not prohibit a bill or resolution from proceeding to Third Readings.
- 3.121 A motion to pass unfavorably which fails will require an alternate motion
- 3.122 The senate action of pass unfavorably is subject to the subsequent procedures for determining the statues of the Student Senate legislation.
- 3.13 Recommit - If a motion to recommit is carried, the bill or resolution shall be returned to its respective committee for further consideration or amendment and will return to the floor of the Senate subject to the subsequent procedures for determining the status of the Student Senate legislation.
- 3.14 Table - If a motion to table is carried the bill or resolution under consideration shall be laid aside until such a time that the Senate wishes to take legislation from the table for further action.
- 3.141 Tabling or taking from the table a bill or resolution requires a two-thirds (2/3) vote of the senate members present.

Section 4. Senate Action on an Appointment

- 4.1 The President shall present appointments to the senate for confirmation at the beginning of his/her report.
- 4.2 In the case of an appointment to the Student Senate, the appointment shall be referred to the Senate Operations Committee.
- 4.21 The committee will interview the appointee and may recommend confirmation or rejection to the Senate in conjunction with Cabinet.

ARTICLE V
Debate & Related Matters

Section 1. A member of the Senate may make any motion by addressing the presiding officer, and then proceeding to state the motion upon recognition by the presiding officer.

Section 2. When a member of the Senate obtains the floor by recognition of the presiding officer, he/she may not be denied the floor by a new motion unless he/she yields for such motion.

Section 3. A member of the Senate desiring to interrupt a speaker in debate for the purpose of debating shall address the presiding officer as a point of personal privilege asking if the speaker will yield the floor.

3.1 The speaker may refuse to yield the floor if so desired, but if the speaker does yield, the member interrupting may proceed in debate.

3.2 The interrupting member may not yield the floor in turn to anyone else or to the previously yielding speaker.

Section 4. A member of the senate desiring to interrupt a speaker in debate for the purpose of asking a question shall address the presiding officer as a point of information, asking if the speaker will yield to the question.

4.1 The speaker may refuse to yield if he or she so desires, but if the speaker does yield, then the member interrupting may proceed to ask the question.

4.2 However, the interrupted speaker does not forfeit his/her speaking privilege to the interrupting member.

Section 5. When a motion has been made, the presiding officer shall state it to the senate body for consideration, and the senate members shall proceed to dispose of it after debate, if the question is debatable, by casting their votes for or against the motion.

Section 6. The sponsor of any debatable motion shall have the right to speak first and last during the debate on his/her motion.

Section 7. Any amendment to a bill or resolution, which is introduced on the floor of the Senate, is subject to objection to the consideration of a question.

ARTICLE VI

Decorum in Debate

Section 1. During meetings of the senate, members shall be addressed with the title senator, preceding the last name of the member in question.

Section 2. Persons desiring to speak during debate, excluding the presiding officer and senate members, must have speaking privileges to do so.

2.1 Speaking privileges for the person(s) in question shall be granted at the request of a senate member and the subsequent approval by a simple majority of the senate members present.

2.2 Persons granted speaking privileges may exercise said privileges upon recognition by the presiding officer.

Section 3. When a member of the senate obtains the floor, they must confine their remarks to the subject directly under debate, avoiding profane and/or derogatory remarks.

3.1 If they fail to do so, the presiding officer order may call them to order, at which time the member so called to order shall immediately relinquish the remainder of their speaking period.

3.11 However, such a member who has been called to order may appeal to the membership of the senate for permission to continue for the remainder of their speaking period.

Section 4. When a non-senator has obtained recognition from the presiding officer, thus granting them speaking privileges, they must confine their remarks to a specific question asked them by a senator regarding the subject directly under debate, avoiding profane and/or derogatory remarks.

- 4.1 If they fail to do so, the presiding officer may call them to order, at which time the individual so called to order shall immediately relinquish the remainder of their speaking period.
- 4.11 However, such an individual who has been called to order may be granted additional speaking privileges upon permission, and may continue for the remainder of their direct answer.

ARTICLE VII

Voting

Section 1. Procedure

- 1.1 Every member of the senate present at a meeting of the senate shall be allowed a vote.
 - 1.11 A member of the senate who is temporarily absent shall, in the absence of any objection, be allowed to cast his/her vote upon returning to the floor of the senate.
 - 1.12 If there is objection to the allowance of the vote, approval by a simple majority of the senate members present shall be required in order that the temporarily absent senate member may cast the vote in question.
- 1.2 The presiding officer of the senate is required to vote in case of a tie, and shall vote only in such case.
 - 1.21 The presiding officer shall declare his/her vote and present the final vote.
- 1.3 There shall be a roll call vote taken for bills or resolutions at the discretion of the presiding officer.
 - 1.31 Other votes shall be taken by voice or hand count.
- 1.4 If a motion calling for unanimous consent passes, no vote shall be required.
 - 1.41 If the motion calling for unanimous consent raises an objection, the motion shall be disposed of according to the appropriate aforementioned voting methods.
- 1.5 If a proposition is of such a nature that it contains two (2) distinct parts, a member of the senate may ask for a "division of the question," which means that separate votes will be taken on each part of the proposition.
- 1.6 Once a vote is in the process of being taken, it may not be interrupted for any reason.

Section 2. Rights of Explanation

- 2.1 A voting senate member, desiring to explain the reason for their particular vote may do so by indicating "right of explanation" when casting their vote.
 - 2.11 Requesting the right of explanation is prohibited subsequent to an initial vote response; i.e., a senate member may not change a vote from one that is not accompanied by a right of explanation to a vote that is accompanied by a right of explanation.
 - 2.111 The right of explanation will take place after all votes have been casted.

- 2.12 A right of explanation is acceptable only during roll call votes and is limited to a period of thirty (30) seconds.

ARTICLE VIII

Third Readings

Section 1. Function

- 1.1 The period of Third Readings is the time during which the Senate body shall have the opportunity to reconsider those bills or resolutions passed during the period of General Order of Business.

Section 2. Procedure

- 2.1 During Third Readings, each bill or resolution passed by the Committee of the Whole will be read by the Executive Assistant or President of the Senate.
- 2.2 If there is a motion for reconsideration of the action taken by the senate concerning a bill or resolution, provided that the motion is made by a senate member whose vote concerning said bill or resolution was among the prevailing side during the General Order of Business, the presiding officer shall entertain speakers for and against it, no speaker shall speak for more than three (3) minutes consecutively.
- 2.21 Following the debate, the bill or resolution shall be voted on, dictating the final decision of the senate regarding that particular bill or resolution.
- 2.22 No amendments shall be considered during debate on any bill or resolution in Third Readings unless one by a suspension of the rules with a two-thirds (2/3) majority vote.

2.3 If there is not motion for reconsideration of the action taken by the senate concerning a bill or resolution, no vote need be taken to confirm or reject said previous senate action.

ARTICLE IX

Veto and Veto Override Procedures

Section 1. Veto by the President of Associated Student Government.

- 1.1 The President of Associated Student Government shall have the power to veto any bill or resolution passed by the Student Senate.
- 1.11 The President of Associated Student Government shall also have the power to veto any section, phrase, item or word of a bill or resolution, thus having the power of veto.
- 1.12 Any presidential veto must be made within ten (10) school days of transmittal of legislation by the President of the Senate.
- 1.121 The term "school days" shall mean those days during which the university is in full operation, excluding legal holidays, Saturday, Sunday, and vacation periods as reflected in the university calendar of events.
- 1.2 The President of Associated Student Government shall post a notification, in the Center for Student Involvement office, concerning any bill or resolution that he/she has vetoed within two (2) school days from the day of the veto.
- 1.3 If the power of veto of line item veto has been exercised by the President of Associated Student Government, the legislation in question may be called back onto the floor of the Senate by any

member of the senate during the General Order of Business of a senate meeting within ten (10) school days of the veto, or the first senate meeting immediately following the veto.

- 1.4 The presidential veto or item veto may be overridden by a two-thirds (2/3) majority vote of those senate members present at the meeting.
- 1.5 If no action is taken to override a presidential veto or item veto or if such action fails, then, after ten (10) school days have elapsed since the veto announcement, any bill or resolution, or any section, phrase, item, or word of a bill or resolution vetoed by the President of Associated Student Government shall either stand vetoed in status, if vetoed, in its entirety, or shall become statute with vetoed section, phrases, items or words deleted.

Section 2. Veto by the President of Emporia State University

- 2.1 As outlined in Senate Bill 200, the President of Emporia State University, having the power to veto any bill passed favorably by the Student Senate and signed by the President of Associated Student Government, shall, upon disapproval of legislation, return it to the Student Senate with his/her objection recorded in the minutes of the proceedings.
 - 2.11 The Student Senate shall reconsider the piece of legislation within a period of thirty (30) school days.
- 2.2 If a bill or resolution is returned by the President of the University to the Student Senate for reconsideration, a two-thirds (2/3) majority vote of the senate membership is required to show disapproval of presidential action.
- 2.3 Upon the formal disapproval of the presidential action by the Student Senate, the Student Senate may, by a three-fourths (3/4) majority vote of senate membership and signature of the President of Associated Student Government, request that the President of the University place the issue upon the Board of Regents' agenda for their consideration of the issue and a presentation of the students' point of view.

ARTICLE X
Committee Vote

Section 1. Each bill or resolution must have a committee vote.

- 1.1 Committee votes are intended to provide senators with a guideline as to how much a committee supports a bill or resolution.
- 1.2 Committee votes will not affect the overall outcome of a bill or resolution unless there is no support from the committee (with a vote of 0-5-0).
 - 1.21 In such a case, the bill or resolution will die in committee and will not be brought before Student Senate.
 - 1.22 In case of a vote of 1-X-X, with a minimum of one affirmative vote, the bill or resolution will be brought before Student Senate.

STUDENT SENATE

COMMITTEE STRUCTURE

STUDENT SENATE COMMITTEE STRUCTURE

The committee structure of the Student Senate shall be as specified by the following policy as provided for in Article III, Section 6, of the Constitution of the Associated Student Government of Emporia State University.

ARTICLE I

Fiscal Affairs Committee

Section 1. The Fiscal Affairs Committee shall be responsible for:

- 1.1 Administering funds delegated to the Associated Student Government.
- 1.2 All matters concerning allocation of student fees.
- 1.3 Setting limits for all allocations to organizations.
- 1.4 Reviewing readjustments in use of allocation money with organizations.
- 1.5 Notifying organizations of available funds for fiscal allocations.
- 1.6 All matters pertaining to reserve fund requests.
- 1.7 Reviewing and administering all matters pertaining to line item requests.

ARTICLE II

Senate Operations Committee

Section 1. The Senate Operations Committee shall be responsible for:

- 1.1 Holding and overseeing Associated Student Government elections in conjunction with the Election Commissioner.
- 1.2 Enforcing the election regulations.
- 1.3 Reviewing and updating the constitution and all other Associated Student Government policies or procedures.
- 1.4 Any other matters pertaining to the operations of the Student Senate.
- 1.5 Assist the Vice-President in assembling and publishing the legislative summary.

ARTICLE III

University Affairs & Special Projects Committee

- Section 1. The University Affairs & Special Projects Committee shall be responsible for:
- 1.1 Organizing, promoting, facilitating and recruiting staff for any service project or promotional event Student Senate deems worthy of pursuing.
 - 1.2 Researching the needs of the Associated Students and utilize legislation, publications and service projects designed to address those needs.
 - 1.3 Develop and/or initiate policy positions for the Student Senate.
 - 1.4 Maintaining and expanding the rights and responsibilities of students within the academic community.
 - 1.5 Recommend to Faculty and administration appropriate procedures and policies on matters affecting the Associated Students.
 - 1.6 Participate in improving the quality of the institution through legislative statements, responses, and programs, for the benefit of the Associated Students.
 - 1.7 Coordinate social affairs within and for senate to maintain a more cohesive and cooperative working relationship among senators.

STUDENT SENATE

ATTENDANCE POLICY

STUDENT SENATE ATTENDANCE POLICY

<Updated Spring 2014>

We, ~~are~~ the members of the Student Senate in realization that many student senators have conflicts in schedules which repeatedly hamper their effectiveness in the Associated Student Government, and a quorum shall be two-thirds (2/3) of the senate roll, and this quorum should consist of conscientious and informed senators, and that it is extremely important that senators should be present at both Student Senate and committee meetings in order to remain conscientious and informed, do hereby establish this attendance policy.

ARTICLE I

Deadline for Filling Vacancies on Senate Roll

- Section 1. February 15th of the spring semester shall be the last day to fill vacancies on the senate role.
- Section 2. In the event of February 15th falling on a Saturday or Sunday, the preceding Friday shall be the last day to fill vacancies on the senate roll.

ARTICLE II

Student Senate Attendance

- Section 1. If possible, advance notice of an impending absence shall be submitted to the president of the Senate so that any necessary changes in the agenda can be made.
- Section 2. All absences shall, at the discretion of the president of the Senate, or presiding officer, be declared “excused” or “unexcused”.
- Section 3. The senate roll shall be called before and after each regular senate meeting
- 3.1 Each roll call missed and deemed as unexcused shall count as a “half absence”.
- Section 4. The President of the Senate shall recommend the removal of any student senator after two (2) unexcused absences during the Senator’s term of office.
- 4.1 The President of the Senate may bring the situation before the Executive Council at any time deemed necessary for advisement concerning the matter.
- 4.2 After receiving the recommendation from the president of the Senate, the Student Senate shall initiate removal by two-thirds (2/3) vote at a regular meeting of the Senate or petition of ten percent (10%) of that Senator’s constituents.
- 4.3 A three-fourths (3/4) vote of the Senate at the next regular meeting will result in the removal of the impeached.

Section 5. The attendance policy may be suspended by a two-thirds (2/3) vote of the Student Senate present at a meeting.

ARTICLE III

Standing Committee Attendance

Section 1. If possible, advance notice of an impending absence shall be submitted to the Chair of the Committee so that any necessary changes in the Agenda can be made.

Section 2. The absences shall at the discretion of the Chair of the committee, be declared “excused” or “unexcused”.

Section 3. The Chair of the committee shall recommend the removal of any student senator after two (2) unexcused absences during the course of the legislative session.

Section 4. Violation of the Standing Committee Attendance Structure policy to an extent that in the opinion of the committee Chairperson the committee member cannot effectively contribute to the committee and/or Student Senate shall be reported to the President of Senate.

Section 5. Following this the procedures outlined in Article II, Section 4 shall be implemented if necessary.

ARTICLE IV

Periodic Review of the Student Senate Attendance Policy

Section 1. The Senate Operations Committee of the Associated Student Government shall conduct an annual review of the Student Senate Attendance Policy at the beginning of the fall legislative session.

Section 2. If circumstances calling for the revision of said policy arise outside Article IV, section 1, they shall be made known to the Senate operations Committee for consideration.

ARTICLE V

Revision and/or Amendments to Student Senate Attendance Policy

Section 1. The Senate Operations Committee shall make recommendations to the Student Senate of the findings in compliance to Article IV, sections 1 and 2.

1.1 Revisions shall be advocated through submission of a Senate Bill listing proposed changes.

Section 2. The attendance policy shall be reviewed at the second (2nd) meeting of the first (1st) session of the academic year and accepted by the majority vote of the senate roll present.

**RECOGNIZED STUDENT
ORGANIZATION
POLICY**

RECOGNITION OF STUDENT ORGANIZATIONS

<Revised Spring 2011>

ARTICLE I

Definition

- Section 1. The official recognition of a student group or organization by Associated Student Government of Emporia State University grants to that group the privilege to identify itself with the university and its facilities.
- Section 2. The group must agree to accept such regulations and administrative procedures as may be necessary to protect the essential functions of the university, to allow an equitable sharing of time and space, and to assure the reasonable health and safety of the campus community.
- Section 3. As a matter of policy, the Associated Student Government of Emporia State University refrains from attempting to control or sway the personal opinions or beliefs of students.
- 3.1 Recognition of a student group does not imply endorsement of positions taken by such a group.
- 3.2 Responsibility for any actions which violates federal, state, or local laws or ordinances must be assumed by the individual groups, not by the Associated Student Government or Emporia State University.

ARTICLE II

Qualifications & Procedures

- Section 1. The prospective group must show that there exists a definite interest for the proposed club or organization in the university community.
- 1.1 This will be demonstrated by the petition of twenty (20) Emporia State University students and one (1) faculty signature requesting the formation of such club or organization.
- 1.2 Ten (10) of the above signatures (section 1.1) must be those of students enrolled in a minimum of seven (7) credit hours for the current semester.
- Section 2. If a definite interest for the new organization exists, a proposed constitution should be drafted.
- 2.1 Associated Student Government of Emporia State University does not allow university facilities or resources to be used for clandestine purposes; therefore, each organization must include information in the constitution concerning the following.
- 2.11 A clear statement of aims and functions.
- 2.12 A list of all by-laws, policies and other regulation, including membership requirements.
- 2.13 A list of officers and duties, including their methods of selection and removal.
- 2.14 Information about sources of financial support.
- 2.2 In order to prevent illegal discrimination, the following paragraph, or its equivalent, must be included in all constitutions.
- 2.21 No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, handicap, Vietnam Era Veteran status, or such other factors which cannot

be considered lawfully, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity within this organization.

2.211 Social fraternities, including sororities, shall be exempt from the "sex" provision above (section 2.21); pursuant to Title IX recommendations.

2.3 All elected officers of each organization must be degree-seeking students of Emporia State University.

Section 3. The student organization must conform to the financial policies and responsibilities established by Associated Student Government.

Section 4. The group must have obtained one (1) faculty advisor, whom shall be present at all meetings and functions of the organization and assume partial responsibility for it.

4.1 All persons who hold the rank of Professor, Associate Professor, Instructor, Lecturer or corresponding administrative rank shall be considered eligible to serve as advisors of organizations.

Section 5. If the group has met all of the above requirements, the petition and constitution should be submitted to the Center for Student Involvement office for consideration.

Section 6. The Center for Student Involvement office staff will review the constitution with a representative of the group and will make a recommendation to the Student Senate.

Section 7. The Student Senate will make the decision whether or not to recognize the group.

7.1 A representative of the group must be present at the senate meeting when their recognition is being considered.

7.2 The group will have a grace period of two (2) Student Senate meetings where the bill for recognition can be placed and remain on the table before sponsorship is dropped.

7.3 Amendments made by the Student Senate to the constitution of a group must be approved by the group or the representative(s) present.

7.31 When said group disapproves amendments recommended by Associated Student Government, the recognition bill will be referred back to committee.

Section 8. When a recognized group wishes to revise its constitution, in respect to its name or purpose as an RSO, it is required to submit the revision to the Center for Student Involvement office.

8.1 Center for Student Involvement office staff will review the constitution and submit the constitution and any recommendations to the Senate for final approval.

8.2 A representative of the group must be present at the senate meeting when their revision is being considered.

8.3 The group will have a grace period of two (2) Student Senate meetings where the bill for revision can be placed and remain on the table before sponsorship is dropped.

ARTICLE III

Privileges

Section 1. Upon recognition a group acquires the following privileges.

- 1.1 To request funding from the Associated Student Government.
- 1.2 Scheduling of university buildings.
- 1.3 Use of university property and facilities.
- 1.4 Use of the university name in conjunction with the groups' name.

ARTICLE IV
Disciplinary Action

Section 1. The following are grounds for disciplinary action by Associated Student Government against a recognized group.

- 1.1 Violation of rules or policies of Associated Student Government or Emporia State University.
- 1.2 Violation of conditions of recognition.

Section 2. The Senate Operations Committee shall recommend to the Student Senate what, if any, penalties shall be assessed.

- 2.1 Any penalty may be appealed to the Student Senate.
 - 2.11 The appeal must be in writing, stating the grounds for the appeal, and be presented to the President of the Senate within ten (10) days of Senate Operations action described (section 2).

ARTICLE V
Inactive Status

Section 1. At least once each academic year, the Center for Student Involvement office shall send a letter to each recognized organization.

- 1.1 This letter shall request each organization to submit to the Center for Student Involvement office the following information.
 - 1.11 The names of all officers
 - 1.12 The number of members
 - 1.13 The name of the faculty advisor

Section 2. If an organization fails to provide the requested information within three (3) weeks, the Center for Student Involvement office staff shall make further inquiry as needed.

Section 3. If, at the end of two (2) additional weeks, the Center for Student Involvement office has not received any information from the organization, it shall assume that the organization has ceased functioning, and a recommendation will be forwarded to the Student Senate to rescind the recognition of the organization.

Section 4. If an organization fails to meet the community service requirements as outlined in Article VI, section 1, the Associated Student Government shall assume that the organization has ceased functioning, and a recommendation will be forwarded to the Student Senate to rescind the recognition of the organization.

- 4.1 The deadline for all community service hours shall be the Friday of dead week.

- 4.2 Any community service done after the deadline may be used to count towards an RSO's requirements for the next year.

ARTICLE VI

Community Service Requirement

- Section 1. All student organizations shall be required to fulfill 20 (twenty) hours of community/campus service during the academic year.
- 1.1 Community Service shall be defined as nonpaid actions taken to benefit publics outside of the main Emporia State University Campus.
- 1.2 Campus Service shall be defined as, but not limited to, nonpaid actions taken to directly benefit the main Emporia State University academic departments, campus programs or university facilities.
- 1.3 A maximum of 10 (tens) hours for Campus Service shall be counted toward the 20 (twenty) hour requirement.
- 1.4 Pursuant to Article IV, section 6, the coordinator of Community Hornets, and the Associated Student Government Vice President or designee, will determine what can be claimed as legitimate community or campus service.
- Section 2. The total community service hours designated to a recognized student organization shall equal the number of members, who participated in the event, multiplied by the number of hours which the members volunteered.
- Section 3. Community Hornets, in cooperation with the Associated Student Government Vice President, or designee, will be in charge of seeing that each organization has fulfilled said requirements.
- Section 4. Any recognized student organization that has failed to meet the requirements asked of them will have its future funding (be it fiscal year or reserve fund allocation) be withheld until volunteer service has been successfully completed.
- Section 5. The community/campus volunteer hours that a recognized student organization uses to meet the requirements of Associated Student Government shall not be used by any member of a recognized student organization to fulfill volunteer requirements for any other recognized student organization.
- Section 6. The coordinator of Community Hornets and the Associated Student Government Vice President or designee, will be in charge of determining what can be claimed as legitimate community and campus service.
- Section 7. As stipulated in Article V, section 4, the deadline for all community service hours shall be the Friday of dead week. Any community service done after the deadline may be used to count towards an RSO's requirements for the next year.

PETITION TO SEEK RECOGNITION

We, the undersigned Emporia State University students, in order that the student organization to be known as may seek recognition from the Associated Student Government do lend our names and signatures to this petition.

Printed Name

Signature

| | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
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| 17. _____ | _____ |
| 18. _____ | _____ |
| 19. _____ | _____ |
| 20. _____ | _____ |
| 21. _____ | _____ |

As a faculty member of Emporia State University, I agree to sponsor the above named student organization.

Printed Name _____ Signature _____

Div/Dept _____ Extension _____

Date Submitted _____

Recognized Student Organizations
Emporia State University
2020-2021

| | |
|---|---|
| A Capella Choir | ESU Multisport & Cycling |
| Alpha Kappa Delta | ESU National Science Teachers Association |
| Alpha Kappa Lambda Fraternity | Student Chapter |
| Alpha Psi Omega | ESU Soccer Club |
| Alpha Sigma Alpha Sorority | ESU Spanish Club |
| Alpha Sigma Tau Sorority | ESU Student Chapter of the Wildlife Society |
| Alternative Spring Break | Health, Physical Education, and Recreation Club |
| American Chemical Society Student Affiliate | Hispanic American Leadership Organization |
| Arabic Student Culture Association | Information Systems Club |
| Associated Student Government | Interfraternity Council |
| Beta Alpha Psi | Japanese Association Sakura |
| Beta Beta Beta National Biology Honor Society | Kansas National Education Association Student |
| Big Brothers Big Sisters | Program |
| Biology Club | Kappa Delta Pi- Iota Chapter |
| Black Student Union | Kappa Kappa Psi |
| Blue Key Honor Society | Kappa Sigma Fraternity |
| Build Beauty Club | Lutheran Student Organization |
| Bulletin | Marketing Club |
| Campus Crusade for Christ | MBA Association |
| Chi Omega Sorority | Mental Health Counseling Student Organization |
| Chi Alpha Epsilon | Multicultural Freshman Action Team |
| Christian Challenge | Muslim Student Association |
| Didde Catholic Campus Center | Newman-Kansas Association of Nursing Students |
| Earth Science Club | Non-Traditional Student Association |
| Emporia State Nerf Nation | Order of Omega |
| Emporia State Student Foundation | Oxfam America Club at Emporia State University |
| Emporia State University AIGA | Panhellenic Association |
| Emporia State University Model United Nations | People Respecting Individuality & Diversity In |
| Club | Education |
| Emporia State Young Democrats | Phi Beta Lambda |
| Episcopal Campus Ministry of ESU | Phi Delta Theta Fraternity |
| ESU Ambassadors | Phi Epsilon Kappa |
| ESU Athletic Training Club | Phi Eta Sigma |
| ESU Chess Club | Phi Sigma Kappa Fraternity |
| ESU Enactus | Psi Chi |
| ESU Environmental Club | Public Affairs Club |
| ESU Gamer's Guild | Quivira |
| ESU Glass Guild | Rehabilitation Club of ESU |
| ESU Karate Club | Russian Club |

School Psychology Student Society
Scuba Dive Club
Sigma Gamma Rho Inc.- Gamma Psi Chapter
Sigma Phi Epsilon Fraternity
Sigma Pi Fraternity
Sigma Sigma Sigma Sorority
Sigma Tau Delta
Sigma Tau Gamma Fraternity
Society of Public Historians
SOS Advocacy From ESU
Special Education Community Service
SPURS
Stingers Sports Club
Student Art Therapy Organization
Student Athletic Advisory Committee
Student Chapter of the American Library
Association of ESU
Psychology
Student Veterans Association of ESU
Students Advocating Better Actions
Students with Diabetes Organization
Sunflower Yearbook
The Fraternal Order of Classy Gentlemen: Sigma
Rhomeo
TOPS @ ESU
Ultimate Frisbee Club
UMOJA
Union Activities Council
United Methodist Campus Ministries
Unwind Knit and Crochet
Up 'til Dawn
Xenos
Zeta Phi Beta Sorority
Zoiks!

ASSOCIATED STUDENT GOVERNMENT

SENATE ALLOCATION POLICY

SENATE ALLOCATION POLICY

<Revised 10/15/2013>

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 (<http://www.emporia.edu/dotAsset/c83f69e1-5987-4f83-bbef-897fb02db97d.pdf>).
- 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 Bulletin
 - 3.2.3 Center for Early Childhood Education
 - 3.2.4 Community Hornets
 - 3.2.5 Educational Opportunity Fund
 - 3.2.6 Marching Band Stipend
 - 3.2.7 Performing Arts
 - 3.2.8 Quivira
 - 3.2.9 Special Events Board
 - 3.2.10 Sports Clubs
 - 3.2.12 Sunflower
 - 3.2.13 Union Activities Council
 - 3.2.14 Visual Arts Board

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 said fiscal year shall take place during the spring semester prior to the beginning of said year.
 - 1.1.3 Recognized Student Organizations shall be included herein as RSO(s).

- 1.2 Reserve fund allocations shall be a secondary means of distributing student fees among the various RSOs.
 - 1.2.1 The amount of the reserve fund for a fiscal year period shall be determined by the fiscal affairs committee.
 - 1.2.2 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.
 - 1.2.3 All monies not spent through allocations, according to Article II, Section 3.46 and Section 4.5, will be automatically readjusted to the reserve 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 a greater 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 at a reasonable time prior to the incurrence of the expense.
 - 2.5.1 Any request for fiscal year allocations must be submitted by a date to be determined by the fiscal affairs committee chair, which shall be no earlier than thirty (30) days after notification of the deadline.

- 2.6 All RSOs receiving funds must meet any stipulation placed upon the allocation by the fiscal affairs committee before it becomes effective.

- 2.7 Allocated monies must be used by the specified date of the allocation or by semester's end.
 - 2.7.1 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.

- 2.8 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 chair shall be responsible for notifying RSOs of allocations through as many different means as possible.
- 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
 - 3.1.1.1.5 Allocation Bill on General Order – 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 will be responsible for assigning a senate sponsor to each of the RSOs requesting funds.
- 3.1.4 The fiscal affairs chair shall be responsible for explaining each allocation request and any amendments to the Student Senate when the fiscal year allocations bill is presented on general order.
- 3.1.5.1 The fiscal affairs chair and the individual senate sponsor 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.
- 3.2.1.1 Those limits are subject to senate approval.
- 3.2.2 Each member of the fiscal affairs committee shall be responsible for notifying the RSO that he/she is sponsoring, 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 and voting, reconsider any fiscal year allocation request.
- 3.2.3.1 The senate sponsor of any RSO whose allocations to be reconsidered, either by the fiscal affairs committee or the Student Senate, shall be responsible for notifying the organization of the time, date and place of the second budget hearing.
- 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 and voting 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, defective notice and 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, gender, physical 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 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 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 Chair of the Fiscal Affairs Committee within 72 hours (excluding weekends, holidays, and academic calendar breaks, 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 upcoming meeting under General Order, and will be subject to a majority approval by the Student Senate. The decision made during General Order will be final. No further reconsideration on the request will be heard.
- 3.4 Responsibilities of the Student Senate
 - 3.4.1 The Student Senate may, by a majority vote of those present and voting, 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 procedures.
- 3.5 Responsibilities of the RSOs
 - 3.5.1 Each RSO requesting funds shall have a representative at the budget 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.
 - 3.5.6 Each RSO that has been granted funds must inform the finance committee of a date (when the specific date has not been indicated in the original allocation), a date change, or a readjustment by the date of the allocation or by semester's end.
 - 3.5.6.1 Otherwise, the specific allocated monies will be automatically readjusted to the reserve fund for future requests by all RSO's.

Section 4. Readjustments

- 4.1 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.
 - 4.1.1 A representative from the Recognized Student Organization is required to be at the next committee meeting
 - 4.1.1.1 If no representation appears, the committee shall not consider the readjustment
- 4.2 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 direct funding from a fiscal year allocation and a student activity fee passed by Associated Student Government.
 - 5.1.1 The phrase “direct funding” shall mean that of an RSO receiving monies from the activity fee in the name of the RSO and receiving a fiscal year allocation in the name of the RSO.
 - 5.1.2 Any RSO, except Associated Student Government, upon the receipt of a student activity fee may **not** distribute those funds 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 This policy shall not affect the distribution of the Associated Student Government reserve fund so as that any RSO may still seek and be granted through normal means a reserve fund request.
- 5.3 RSO that receives allocated funds may **not** use those funds for any of the following expenses:
 - 5.4.1 National Dues
 - 5.4.2 Refreshments for meetings or any food purchases
 - 5.4.3 Office supplies (exempting Associated Student Government)
 - 5.4.4 Food on trips
 - 5.4.5 Taxes (i.e. turnpike tolls)
 - 5.4.6 Sports organizations
 - 5.4.7 Prizes
 - 5.4.8 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 to deposit revenue generated by Poster Printer program. Profit from this service will provide funding to directly benefit students.
- 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.

6.1.2 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, telephone conversation, and/or direct person-to-person communication. The RSO representatives will also be notified of their time to appear before the Student Senate.

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

ASSOCIATED STUDENT GOVERNMENT

ELECTION REGULATIONS

AND RESULTS

ASSOCIATED STUDENT GOVERNMENT ELECTION REGULATIONS

<Updated May 2014>

PREAMBLE

In order to provide a more efficient means of campaigning and to create an atmosphere of legitimacy in campus elections, the following regulations will govern the elections of-senator, vice-president, and president.

ARTICLE I

Candidates

- Section 1. Those persons running for office must meet constitutional qualifications of candidacy, and must have a cumulative grade point average of at least 2.0, with the exceptions of first semester freshman.
- 1.1 Vice-presidential and presidential candidates must have a cumulative grade point average of at least 2.75.
- Section 2. Within the semester elections are held, candidates for vice-president or president must submit a petition, per ticket, bearing the names and student identification numbers of fifteen percent (15%) of the Associated Students at Emporia State University.
- 2.1 Official petitions will be released by the election commissioner exactly four (4) weeks prior to the first day of elections.
 - 2.1.1 Petitions may be obtained after that time.
 - 2.1.2 Petitions will be released only to candidate or to his/her authorized (in writing) representative.
 - 2.2 The petitions must be submitted to the Center for Student Involvement by 5 p.m. within fifteen (15) school days of the release date, including the date petitions are released.
 - 2.3 A candidate's name will appear on the ballot when their respective petitions have been certified.
 - 2.3.1 Certification of petitions occurs when petitions have been received, verified, and signed by the Election Commissioner and/or Associated Student Government Advisor(s).
 - 2.4 The order in which names are to be listed on the ballot shall be the order in which official petitions are returned to the Center for Student Involvement office or filing fees submitted in the place of petitions for senatorial candidates.
 - 2.5 The president and vice-president of Associated Student Government will be elected by a ticket voting system.
 - 2.5.1 The ballot will list the president and vice-president candidate on each ticket together from left to right across the ballot.
- Section 3. In order to be a candidate for a senatorial position, the candidate must complete one of the following options:
- 3.1 Candidate must submit a petition of fifty (50) legible signatures with student identification numbers from students in the candidate's representative college.
 - 3.2 Any candidate wishing to bypass the petitions may pay a filing fee of \$30 to the elections commissioner starting on the Wednesday following release of petitions.

- 3.2.1 Any proceeds derived from the payment of a filing fee shall be deposited into the Associated Student Government administrative fund.
- 3.3 The petitions must be submitted to the Center for Student Involvement by 5pm within fifteen (15) school days of the release date, including the date petitions are released.
- 3.4 A candidate's name will appear on the ballot when their respective petitions have been certified.
 - 3.4.1 Certification of petitions occurs when petitions have been received, verified, and signed by the Election Commissioner and/or Associated Student Government Advisor(s).

Section 4. The informational meeting will be conducted no later than four weeks before the first day of elections by the Election Commissioner, the Deputy Election Commissioner, and the Senate Operations Committee Chair.

- 4.1 All campaign information and petition forms will be distributed during this meeting.
- 4.2 Petitions will only be released to the candidate or to his/her authorized representative(s).
 - 4.2.1 The term "authorized representative" shall apply to all persons listed by candidate as able to act on their behalf.
 - 4.2.2 No more than three (3) persons can be deemed authorized representatives.
 - 4.2.3 Additions to and/or deletions from, the list of authorized representatives may be made; however, such changes will take effect only upon notifying the election commissioner (in writing) thereof.

Section 5. Petitions and regulations can only be released by the election commissioner.

Section 6. In order to be a candidate for president, vice-president, or senator, a person must submit a signed "Duties and Responsibilities Agreement."

ARTICLE II Campaign and Materials

Section 1. There will be no official declarations for office, either written or oral, prior to the first day of classes of the spring semester.

Section 2. Candidates are directly responsible for their campaign materials.

- 2.1 Campaign materials shall not be used without approval from the Election Commissioner.
- 2.2 Candidates will be responsible for removing campaign materials from campus by the day following the last day of the elections.
- 2.3 All campaign materials must clearly identify the candidate(s) responsible for it.

Section 3. There shall be no campaigning materials or oral campaigning within the Center for Student Involvement.

- 3.1 Candidates will be allowed to use equipment and services of the Center for Student Involvement provided that they purchase all supplies necessary to do so.
- 3.2 Candidates will not be allowed to use the ASG logo on their campaign material.
- 3.3 Associated Student Government bulletin boards will not be available to official candidates to post campaign material.

Section 4. A copy of any and each piece of campaign material must be approved by the election commissioner previous to the use of said material.

Section 5. No campaign material is allowed to be posted, uploaded, or made available to students until all petitions have been certified for that candidate.

- Section 6. Portable posters and banners may be brought into any area of campus during rallies but must be removed after the event is completed.
- 6.1 Memorial Union Square will be open for rallies, if approved by the Conference/Scheduling office.
- Section 7. No campaign materials will be allowed in or on any campus edifice without the consent of the head of department which occupies that area.
- 7.1 Campaigning and campaign materials are prohibited in Residential Life facilities.
- 7.2 All exterior posters must be made of cardboard, poster board, plastic, cloth, or any other sturdy materials and must be driven into the ground.
- 7.3 Campaign materials may not be placed on sidewalks or hand railings.
- 7.4 Any materials on trees must be taped or tied in.
- 7.4.1 No nails, tacks, staples, etc. may be used to affix campaign materials to trees.
- Section 8. There will be no etchings, or markings upon any campus property, including sidewalks, walls, and all other edifices with the exception of space designated and approved by the university under the direction of the Election Commissioner.
- Section 9. There will be no use of student voter information by candidates in any manner that would violate the privacy of the student voters.
- Section 10. There shall be no campaigning or campaign materials of any form in any campus computer lab or within ten (10) feet of the computer voting stations sponsored by Associated Student Government, with the exception of buttons, t-shirts, bracelets, etc. worn by supporters during the act of voting or passage through the area.
- Section 11. Web sites may be used for campaign purposes, but there cannot be a link to any Associated Student Government Website and must comply with all previous stipulations outlined in this section.
- Section 12. Social media may be used for campaign purposes.
- 12.1 There cannot be a link to any Associated Student Government website on any campaign social media sites.
- 12.2 Campaigning or campaign material is prohibited on Associated Student Government social media sites.
- Section 13. Candidates are prohibited from encouraging supporters to perform actions which go against the election regulations or may be construed as unethical.
- Section 14. In the event that the election commissioner is incapacitated or unavailable the ASG advisor(s) has the authority to approve any and all campaign materials.

ARTICLE III

Campaign Budgets

- Section 1. Candidates may not spend more than \$500 on campaigning.
- 1.1 Any money or materials donated to a candidate, if used by that candidate for campaign purposes, shall be counted as part of the limit above but must not exceed half the budget (\$250.00).
- Section 2. Each candidate shall be required to submit to the election commissioner a complete listing of expenditures, donations, and other pertinent financial information by 5pm on the day following the election.

ARTICLE IV

Violations

- Section 1. Candidates shall be held directly liable for their own actions and those of their authorized representatives.
- Section 2. Any violation of any part of the election regulations will result in penalties to violator.
- 2.1 The candidate in question may be subjected to fines and/or disqualification.
 - 2.1.1 If the candidate is a part of a ticket then the entire ticket will be disqualified.
 - 2.2 Violations may be brought forward during the elections up to 5pm on the Monday following the completion of the voting process.
 - 2.3 The amount of fines will be left to the discretion of the Election Commissioner.
 - 2.3.1 Fines will not exceed \$15 per candidate, per violation.
 - 2.3.2 If individual fines exceed \$50, per candidate, or \$75, per ticket, the candidate's name will be disqualified from the election process.
- Section 3. Fines collected will be used to help defray election costs for the Associated Student Government.
- Section 4. The penalty to be applied to the violator will be decided by the election commissioner and the deputy election commissioner.
- 4.1 Any penalty must have the approval of the Senate Operations Committee of Student Senate.
 - 4.1.1 The election commissioner must bring all penalties before the Senate Operations Committee within 72 hours after the first notification of the violation.
 - 4.1.1.1 The election commissioner will present the violation, evidence, and the penalty assessed to the members of the Senate Operations Committee.
 - 4.1.1.2 The accused candidate(s) are allowed due process.
 - 4.1.2 Any penalty may be appealed to the Student Senate.
 - 4.1.2.1 The appeal must be in writing, stating the ground for the appeal, and be presented to the President of the Associated Student Government within ten (10) days of the Senate Operations Committee action described above (section 4.1.1)
- Section 5. All fines must be paid to Associated Student Government by the candidate within 48 hours of assessment.
- 5.1 If a fine is not paid within the time allotted, then an advisor of the Associated Student Government may place a hold on the candidate's transcript until the fine is paid.

ARTICLE V

Election Commissioner

- Section 1. The election commissioner will be the person directly responsible for the administration of Associated Student Government elections.
- 1.1 The election commissioner will be chosen at least six (6) weeks prior to the first day of elections.
 - 1.1.1 The process of selecting the Election Commissioner shall be done through an application and interview process, with final recommendations for Election Commissioner coming from the President of Associated Student Government.
 - 1.2.1 The election commissioner may not be a candidate in the election, or authorized representative thereof.
 - 1.2 The election commissioner may be removed and/or replaced by the Senate Operations Committee, subject to Student Senate approval.
- Section 2. The President of Associated Student Government shall appoint a Deputy Election Commissioner, subject to majority approval by the Senate.

- 2.1 The deputy commissioner shall assist the commissioner in the performance of his/her duties.
 - 2.1.1 In the event that the commissioner is incapacitated, deputy commissioner shall act in his/her place.
- 2.2 The deputy commissioner is subject to same requirements and procedures for his/her selection and removal as are outlined for the commissioner in Section 1.

Section 3. It shall be the responsibility of the election commissioner to:

- 3.1 Publicize information concerning the election prior to, during and after the election.
- 3.2 Enforce the election regulations.
- 3.3 Before the election:
 - 3.3.1 A general informational meeting will be arranged with all candidates four (4) weeks prior to the first day of elections.
 - 3.3.2 Check accuracy of the petitions submitted by the candidates.
 - 3.3.3 Arrange a “meet the candidates,” a general informational meeting for the campus population to be held during the daytime prior to the election.
 - 3.3.4 Arrange a town hall style meeting or debate between the Presidential and Vice-Presidential candidates to be held the week prior to the start of the election or at the discretion of the Election Commissioner, assuming there is more than one set of candidates running.
- 3.4 During the elections:
 - 3.4.1 Determine the locations for, and reserve area and equipment for the voting polls.
 - 3.4.2 Determine the hours for voting.
 - 3.4.3 Locate people to operate the voting polls.
- 3.5 Tabulate and publicize the results of the elections.

ARTICLE VI

Elections

Section 1. Spring elections shall be held on the Tuesday, Wednesday, and Thursday of the third (3rd) week following Spring Break.

Section 2. Election dates are subject to change by the Student Senate.

ARTICLE VII

Voting

Section 1. The locations of the **official voting stations** shall be determined by the Election Commissioner.

Section 2. Those persons running the polls will be appointed by the election commissioner. No such individual may be a candidate or authorized person thereof.

2.1 Those persons will be responsible to the election commissioner.

Section 3. Students will vote according to their majors and classifications at the time of the elections.

Section 4. Voting will be done by secret ballot through the chosen medium.

4.1 The ballot will contain information about the candidate including his/her name, as listed on his/her petition, the office which he/she is seeking and other biographical information.

4.1.1 The order in which the names are to be listed shall be specified in Article I, section 2.3 and Article I, section 3.4

4.1.2 The ballot shall have places for write-in votes equal in number to number of positions for that election.

- 4.2 No one, except the election commissioner, in the presence of an ASG advisor, has the authority to open and/or view election results for any reason whatsoever until after the closing of the polls on the final day of the election.

ARTICLE VIII

Counting Ballots

- Section 1. After the polls have closed the election commissioner shall obtain and review the election results.
- 1.1 Any ballot or portion of a ballot in which directions have not been correctly followed must be declared void by the election commissioner.
- 1.2 Write-in votes shall be counted if they contain both the first and last names of candidates, not necessarily spelled correctly and must be marked as indicated on the ballot.
- 1.2.1 Questionable spellings will be decided by the election commissioner.
- Section 2. The candidate receiving a plurality of votes shall be declared the winner.
- 2.1 In constituencies with more than one representative, section 2 will be applied once for each position (i.e., for senate constituency with three seats, the top three candidates, ranked in descending order of votes received, shall be declared the winner).
- 2.2 Write-in candidates must receive ten percent (10%) or more of the total ballots cast for that position in order to be declared a winner.
- 2.3 In the case of a tie, the election commissioner shall devise a run-off election, subject to Senate Operations approval.
- Section 3. The following persons shall be the only persons present at counting of the election ballots:
- 3.1 One or more ASG faculty advisor(s), the election commissioner, the deputy election commissioner, and any assistants specifically authorized by the election commissioner.
- 3.2 The above (section 3.1) is subject to provision that none of the persons present be a candidate or any person who at any time during the campaign was authorized as a candidate's representative.

ARTICLE IX

Reporting of Election

- Section 1. The election commissioner will be responsible for notifying all candidates who have been elected.
- Section 2. It will also be the responsibility of the election commissioner to post lists regarding the results of election.
- 2.1 Lists will be posted at the following locations:
- 2.11 In the Rotunda of Plumb Hall
- 2.12 In the Center for Student Involvement office
- 2.13 In The Bulletin
- Section 3. Within one week (7 days) after the election, the election commissioner must submit a written summary of the election, separate from the election results, to the ASG President, to be kept on file in the Center for Student Involvement and placed in the legislative summary for future reference.

ARTICLE X

Certification of Election

- Section 1. The Student Senate shall certify the results of the election.

- Section 2. Anyone wishing to challenge the results of the election must present grounds for challenge, in writing, to the Election Commissioner within one academic week (5 school days) after the election.
- 2.1 It will be the responsibility of the Election Commissioner and Senate Operations to investigate the challenge.
- 2.2 If the challenge is found to be valid and would deem the election invalid, the election commissioner is responsible for devising the procedure for rectifying such invalidity, subject to approval of the Senate Operations Committee and Student Senate and is subject to appeal under the same procedure as outlined in Article IV, Section 4.1.2.1.

ARTICLE XI
Revision of Regulation

- Section 1. Any revision in the election regulations must be approved by a majority vote of the Student Senate.

Associated Student Government
Election Results
Spring 2021

| | |
|--|-----------------------|
| PRESIDENT & VICE-PRESIDENT Lucy Steyer & Lauren Moon | # VOTES 227 |
|--|-----------------------|

| | |
|--|------------|
| | # VOTES |
| LIBERAL ARTS & SCIENCES, COLLEGE OF Kinsey Emery | 122 |
| TEACHERS COLLEGE, THE Andrew Villaca | 63 |

TOTAL NUMBER OF VOTERS: 412

STUDENT SENATE

LINE ITEM POLICY

SENATE LINE ITEM POLICY

<Revised 10.25.13>

We, the members of the Student Senate, in order to ensure 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 line item 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 items” collected by Emporia State University on behalf of Associated Student Government as shown in the Comprehensive Fee Schedule (<http://www.emporia.edu/dotAsset/c83f69e1-5987-4f83-bbef-897fb02db97d.pdf>).

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 and the Budget Development and Tuition Committee, 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 fee will be as follows per semester:

3.2.1 Associated Student Government

3.2.2 Bulletin

3.2.3 Center for Early Childhood Education

3.2.4 Educational Opportunity Fund

3.2.5 Marching Band Stipend

3.2.6 Performing Arts

3.2.7 Quivira

3.2.8 Special Events Board

3.2.9-Sports Clubs

- 3.2.10 Sunflower
- 3.2.11 Union Activities Council
- 3.2.12 Visual Arts Board

ARTICLE II

Rules & Procedures Concerning Line Items Paid Directly from Student Activity Fees

Section 1 Procedures for Fiscal Year Line Items Paid Directly from Student Activity Fees

- 1.1 Responsibilities of the Fiscal Affairs Committee Chair
 - 1.1.1 The Fiscal Affairs Chair shall be responsible for establishing a deadline for fiscal year line item adjustment requests and notifying organizations of that deadline and the guidelines for line items no later than the fourth (4th) Thursday of November.
 - 1.1.2 The Fiscal Affairs Chair shall be responsible for establishing the order in which the organizations requesting an adjustment to their line item will be considered by the fiscal affairs committee, as well as the date, time, and place.
 - 1.1.3 The Fiscal Affairs Committee shall be responsible for sponsoring the bills concerning the line item adjustments.
 - 1.1.4 The Fiscal Affairs Chair shall be responsible for introducing each line item adjustment request to the Student Senate when the line item adjustment bill is presented on general order.
 - 1.1.4.1 Each group or organization requesting a change in their current line item shall also be responsible for attending the Student Senate meeting in which their bill is on general order.
 - 1.1.5 The Fiscal Affairs Chair shall be responsible for determining if each organization has turned in the correct documentation by the second Friday in September.
 - 1.1.6 The Fiscal Affairs Chair shall be responsible for notifying the Controller's office if the correct financial documentation was not submitted by the above mentioned date so that funding will not be distributed.
 - 1.1.7 Any organizations that fail to abide by all policies stated in the Senate Line Item Policy shall have all future funding revoked.
 - 1.1.7.1 Revoked funding shall be transferred to the Associated Student Government Reserve Fund Account.
 - 1.1.8 In order to have funding reinstated, organizations must request a new line item no sooner than the next fiscal year, following the steps outlined in Article V.
- 1.2 Responsibilities of the Fiscal Affairs Committee
 - 1.2.1 After all requests have been considered and any reconsiderations made, the Fiscal Affairs committee shall determine by a majority

vote of those present and voting the final committee report on the line item adjustment bill(s).

1.2.2 The Fiscal Affairs Committee shall be responsible for completing a yearly review of the financial information submitted by groups receiving a line item paid directly from student activity fees.

1.3 Responsibilities of the Student Senate

1.3.1 The Student Senate may, by a majority vote of those present and voting, specify that any set of organizations shall be represented at the regularly scheduled senate meeting where the line item bill will be on general order for further consideration and possible amendments.

1.3.2 After considering amendments to the fiscal year line item adjustment bill, if any, the Senate shall take action in accordance with regular Student Senate procedures.

1.4 Responsibilities of the Organization

1.4.1 Each organization requesting a change in the line item funds shall have a representative at the line item hearing when the Fiscal Affairs Committee considers their request.

1.4.2 Each organization requesting a change in funds shall supply any information pertinent to the allocation upon request by the Fiscal Affairs Committee.

1.4.3 Each organization requesting a change in funds must demonstrate financial need which shall include a list of all sources of funding.

Section 2 Requirements of All Groups/Organizations Receiving Line Item Funds

2.1 Requirements

2.1.1 All groups/organizations receiving line item funds shall be responsible for submitting, to the Fiscal Affairs Chair no later than the last Friday in August, a financial breakdown for the previous fiscal year.

2.1.2 The financial breakdown must look like Appendix A.

2.1.3 All groups receiving a line item will be required to meet with the Fiscal Affairs Committee after the financial documentation has been submitted in September to answer any questions regarding their financial statement from the previous fiscal year.

2.1.4 All groups receiving a line item will be required to meet with the Fiscal Affairs Committee after the start of the Spring semester, regardless of want or need for a change in their line item amount.

2.2 Partial Funding

2.2.1 If a group/organization fails to submit the proper financial documents by the first set date, they shall have until September 15 of the same year to turn in the documents and receive partial funding distribution.

2.2.1.1 Partial funding distribution shall be described as fifty percent (50%) of the amount that was to be distributed in August.

- 2.2.2 Any group that fails to turn in the proper financial documents after September 15 shall have no funding distributed to them.
- 2.3 No Funding
 - 2.3.1 Groups that fail to turn in their financial information by the last available date will have no funding distributed to them.
 - 2.3.2 Any information that is found to have been falsified will also result in funding not being distributed.
- 2.4 Un-Distributed Funding
 - 2.4.1 Funding that has not been distributed due to a lack of financial information or falsification of documentation will be transferred to the Associated Student Government Reserve Fund Account.

Section 3 Rules Concerning Expenditures of Line Items Paid Directly from Student Activity
Fees

- 3.1 The Student Senate will not allocate funds to any organization for the planning of, sponsoring of, participating in activities which foster or encourage the development of or advocacy of any specific religious or political outlook.

ARTICLE III

Increasing a Line Item Paid Directly from Student Activity Fees

Section 1 Procedures for Increasing a Line Item Paid Directly from Student Activity Fees

- 3.1 Procedures
 - 3.1.1 Any group or organization that wishes to increase the current amount of funding that they receive from student activity fees must hand deliver, to the Fiscal Affairs Chair, written documentation that states their current financial status, the current need of the increase, and how the requested money will be used.
 - 3.1.2 The written documentation must look like Appendix B:

ARTICLE IV

Decreasing a Line Item Paid Directly from Student Activity Fees

Section 1 Procedures for Decreasing a Line Item Paid Directly from Student Activity Fees as initiated by the Group or
Organization

- 4.1 Procedures
 - 4.1.1 Any group or organization that wishes to decrease the current amount of funding that they receive from student activity fees must hand deliver, to the Fiscal Affairs Chair, written documentation that states their current financial status.
 - 4.1.2 The written documentation must look like Appendix C.

Section 2 Procedures for Decreasing a Line Item Paid Directly from Student Activity Fees as initiated by Associated Student Government

4.2 Procedures

- 4.2.1 It shall be the job of the Fiscal Affairs Committee to obtain and review all necessary financial documentation as outlined in Article II, Section I of the Senate Line Item Policy.
- 4.2.2 The Fiscal Affairs Committee reserves the right to request current financial documents from those receiving a line item at any time throughout the fiscal year.
- 4.2.3 After reviewing the documentation, Associated Student Government may initiate a decrease in the line item amount paid directly from student activity fees.
 - 4.2.3.1 Groups will be advised of this desire to decrease a line item amount and will meet with the Fiscal Affairs Committee to discuss the proposed changes.

ARTICLE V

Creating a Line Item Paid Directly from Student Activity Fees

Section 1 Procedures for Creating a Line Item Paid Directly from Student Activity Fees

5.1 Procedures

- 5.1.1 Each organization requesting a creation of funds must demonstrate financial need which shall include a list of all sources of funding.
- 5.1.2 Each organization requesting a creation of funds shall supply any information pertinent to the allocation upon request by the Fiscal Affairs Committee.
- 5.1.3 Any group or organization that wishes to create a line item paid directly from student activity fees must hand deliver, to the Fiscal Affairs Chair, written documentation that states their current financial status, the current need of the line item, and how the requested money will be used.
- 5.1.4 The written documentation must look like Appendix D.
- 5.1.5 Each organization requesting a creation in the line item funds shall have a representative at the line item hearing when the Fiscal Affairs Committee considers their request.
- 5.1.6 Each organization requesting a creation of line item funds shall have a representative at the line item meeting when the Student Senate considers their request.

ARTICLE VI

Suspending Policy

Section 1 A motion to suspend any portion of the finance policy for any particular line item requires a two-thirds (2/3) vote of the Student Senate members present and is debatable.

APPENDIX A

Please submit the following documents for the previous Fiscal Year:

- 1.) Balance of any reserve accounts

- 2.) Carry forward from previous fiscal year

- 3.) Income from Student Fees

- 4.) Complete list of expenses
 - a. Student Salary (if paid from Student Fees)
 - b. Graduate Student Salary (if paid from Student Fees)
 - c. Office Management (supplies, etc.)
 - d. Speakers
 - e. Travel (per event)
 - i. Conference Registration
 - ii. Transportation Costs
 - iii. Lodging
 - iv. Food
 - f. Publicity (per event)
 - g. Community Service

- 5.) Sources of other funding or income

- 6.) Ending Balance

APPENDIX B

Please include the following documents for an **INCREASE** in your Student Activity Fee:

- 1.) Breakdown of financial status for current Fiscal Year

- 2.) Documentation of need for increase

- 3.) Proposed Fiscal Year budget with the increase granted

- 4.) Proposed Fiscal Year budget with the increase denied

APPENDIX C

Please include the following documents for a **DECREASE** in your Student Activity Fees:

- 1.) Breakdown of financial status for current Fiscal Year

- 2.) Rationale for decrease in Student Fees

- 3.) Proposed Fiscal Year budget with decrease granted

APPENDIX D

Please include the following documents to **CREATE** a Student Fee for your organization:

- 1.) Purpose Statement/ Constitution

- 2.) Breakdown of financial status for current fiscal year

- 3.) Documentation of need

- 4.) Proposed Fiscal Year budget with the line item granted