

# Kansas State University – Student Governing Association 2022-2023 Statutes

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## **Part 1: KSU SGA Policies and Records**

## Chapter 01: Elections Regulations Code

01-0101

### Scope

- A. The Elections Regulations Code (this "Code") shall govern general and special elections of the Kansas State University Student Governing Association (KSU SGA).
- B. All students are bound by the Elections Regulations Code and are subject to the penalties stated for violations of this Code.

01-0102

### Definitions

- A. Campaign. The term "campaign" shall mean people or action(s) organized in support or opposition to a question, candidates(s), or other campaign(s).
  - 1. People here includes, but is not limited to, candidates or write-in candidates, campaign staff, and workers
- B. Active Campaign. The term "active campaign" shall mean the state of currently performing campaign actions.
- C. Campaign Action. The term "campaign action" shall mean any action performed or directed by candidates(s) or campaign staff done in support or opposition to a question, candidate(s), or other campaign(s).
- D. Campaign Materials. The term "campaign materials" shall mean any advertisement, document, or device of any kind whatsoever intended to promote or oppose a candidate or question voted upon by the student body.
- E. Harassment. The term "harassment" shall mean continued solicitation to an individual beyond the initial communicated refusal.
- F. College. The term "college" shall mean the eight academic colleges and the graduate school on the Manhattan campus of Kansas State University.
- G. Candidate. The term "candidate" shall mean any individual who has satisfied all of the eligibility requirements to run for office in the Primary and/or General Election and has filed a declaration of candidacy with the Elections Commissioner.
- H. Write-In Candidate. The term "write-in candidate" shall mean individuals receiving votes who have not filed a declaration of candidacy for that position.
- I. Campaign Staff. The term "campaign staff" shall mean any individuals who are authorized by candidates to perform and oversee campaign actions.
  - 1. Up to 15 Presidential Campaign staffers may be registered with the Elections Commissioner on the Campaign Action Report.
  - 2. Registered staff must be qualified students of Kansas State University (as determined under this Code in 01-0103) and must not be paid for their work.
  - 3. Campaign Staff may only be registered with one presidential campaign.
- J. Campaign Worker. The term "campaign worker" shall mean any individual authorized by candidates or campaign staff to perform campaign actions.
- K. Social Media. The term "social media" shall mean any electronic platforms that allow campaigns to create a public presence to perform campaign actions and provide members of the public the ability to view and engage with the campaign.
- L. Group Messaging. The term "group messaging" shall mean any electronic platforms that allow campaigns to communicate or coordinate with defined and limited groups of people.

- M. Student Governing Association Official. The term "Student Governing Association Official" shall mean any individual holding one or more of the offices listed in 01-0106.
- N. Make Public. The term make public shall mean to publish on the KSU SGA Elections website.
- O. Major Offenses. The term "major offenses" shall include the following.
  - 1. Tampering with ballots or the electronic election system.
  - 2. Casting more than one ballot.
  - 3. Allowing a person to cast a ballot in a name other than their own.
  - 4. Deliberate submission of false or misleading information or deliberate omission of information.
  - 5. Failing to file required reports except as provided in 01-0109(F), 01-0109(G), 01-0120(B)(1), and 01-0120(C)(1).
  - 6. Harassment, intimidation, bribery, or fraud with the intent of affecting the outcome of an election.
  - 7. Libelous or slanderous statements or conduct.
  - 8. Intentional actions to mislead or obstruct the Elections Committee in the completion of their duties.
  - 9. Encouraging the commission of a major offense under this Code.
  - 10. Incurring campaign expenses that exceed the limit by more than five percent.
  - 11. Failing to comply with rulings or pay restitution.
  - 12. Campaign materials or activities that are disorderly, lewd, or indecent; breach the peace; or aid, abet, or procure another person to breach the peace on university premises or at university-sponsored activities.
  - 13. Failure to comply with the mass distribution regulation under 01-0114(A)(1).
- P. Minor Offenses. Minor offenses shall be defined as any other violations of this Code other than those in 01-0102(J).
- Q. Elections Board. The Elections Board shall be defined as voting members of the Elections Committee.
- R. Multi-Winner Election. The term "multi-winner election" shall mean any election contest where multiple equivalent seats are up for elections, such as the election of more than one senator from the same college. For the avoidance of doubt, any election where a ticket of candidates is elected to different positions is not a multi-winner election.
- S. Instant-Runoff Voting. The term "instant-runoff voting method" shall mean the ranked voting process described in Section 01-0112 and using the following definitions:
  - 1. The term "continuing candidate" or "continuing ticket" shall mean a candidate or ticket which has not been eliminated or otherwise disqualified.
  - 2. The term "exhausted ballot" shall mean a ballot which does not rank any continuing candidate or ticket or has ranked more than one candidate with the same ranking.
  - 3. The term "continuing ballot" shall mean a ballot which is not an exhausted ballot.

01-0103

Eligibility to Vote.

All students enrolled in at least one credit hour at the main campus of Kansas State University shall be eligible to vote. All students so eligible shall be allowed to vote for

any campus-wide position. Students enrolled within a certain college shall be eligible to vote for college positions. All students enrolled in at least one credit hour at the Salina campus of Kansas State University shall be eligible to vote for Student Body President and Student Body Vice President. Eligibility shall be determined by the Elections Board where such eligibility should fall into question with records dated not more than one week prior to the opening of the polls.

- 01-0104      General Elections
- A.      Dates. The General Election shall be held on the Tuesday and Wednesday of the sixth week of the Spring Semester for the purpose of electing KSU SGA officials.
  - B.      Time. The General Election shall start at 8:00 a.m. on the Tuesday of the sixth week of the Spring Semester and shall end at 6:00 p.m. on the Wednesday of the sixth week of the Spring Semester.
- 01-0105      Offices
- A.      Campus-Wide Offices.
    - 1.      President and Vice President. In the General Election, one Presidential candidate and one Vice Presidential candidate shall be elected jointly by the student body.
    - 2.      Union Governing Board. In the General Election, all seats for each position available shall be elected by the student body.
    - 3.      Board of Student Publications. In the General Election, all seats for each position available shall be elected by the student body.
  - B.      College Offices.
    - 1.      Student Senators. In the General Election, Student Senators shall be elected by the students of their respective colleges. Seats of the Student Senate shall be apportioned among the colleges by the Elections Committee as outlined in the Kansas State University Student Governing Association Constitution and By-Laws.
    - 2.      College Councils. In the General Election, all seats for each position available shall be elected by the students of their respective colleges.
- 01-0106      Elections Schedule
- A.      Events Schedule. The Elections Commissioner shall be responsible for the creation of an annual calendar of events including all deadlines under this Code.
  - B.      Announcement of Schedule. The Elections Commissioner shall announce and make available to all campus media, not less than seven weeks before the first day of the General Election, the offices to be elected in the General Election, the qualifications and requirements to become a candidate in the General Election, and the events schedule as described in (a) above.
- 01-0107      Qualifications
- A.      Qualifications for Candidacy. The qualifications to run as a candidate for any Student Governing Association position shall be as established by the Kansas State University Student Governing Association Constitution.
  - B.      The Elections Commissioner, members of the Student Tribunal and members of the Elections Committee are disqualified from being a candidate in any election that falls during their term of office.
- 01-0108      Nomination of Candidates

- A. Any person meeting the qualifications of 01-0107 may become a candidate by complying with the requirements outlined in this section.
- B. Declaration of Candidacy. The Elections Commissioner shall determine the form of the declaration of candidacy. The declaration of candidacy shall include the name of the student, the student's Kansas State Wildcat Identification Number, the college the student is enrolled in, and the office being sought by the student. Any person seeking to have their name placed on the ballot as a candidate for Student Senator, member of the Board of Student Publications, and/or member of the Union Governing Board shall file a declaration of candidacy as required by the Elections Commissioner by 5:00 pm on the Friday two weeks prior to the General Election.
- C. To be placed on the ballot, candidates for Student Body President and Student Body Vice President must file a joint declaration of candidacy as required by the Elections Commissioner by 5:00 pm on the Friday two weeks prior to the General Election. The declaration of candidacy shall include the names of the students, the students' Kansas State Wildcat Identification Number and the primary college the students are enrolled in.
- D. Mandatory Meetings. Each General Election candidate except candidates for Graduate Student Council offices shall attend one of at least two mandatory meetings , or shall view an informational video or transcript of the video prepared by the Elections Committee by 5:00 p.m. on the Tuesday one week prior to the general election as specified by the Elections Commissioner. A candidate may be excused from this requirement only if the candidate has received written permission from the Elections Commissioner prior to the last scheduled meeting.
- E. Expense and Contribution Reports. Each candidate except candidates for Graduate Student Council offices shall file an expense and contribution report as specified in 01-0119.
- F. Campaign Action Reports. Each presidential ticket shall file a campaign action report as specified in 01-0119.
- G. Write-In Candidates. Write-in candidates shall not be required to attend the mandatory meeting or file the documents necessary under this section. However, write-in candidates shall be required to follow all other regulations within this Code and shall be subject to the penalties for violations as described in 01-0122.
- H. Exceptions. Exceptions as to the date and time of filing requirements under this section may be made by the Elections Commissioner upon determination of reasonable circumstances in consultation with the Elections Committee.

01-0109

Election System

- A. The Elections System is the electronic voting system procured by the Center for Student Involvement and provided by The Office of Mediated Education. The election system shall contain an electronic ballot as defined in section 01-0111.
- B. Responsibility. The Elections Commissioner shall be responsible for establishing and maintaining the election system on the days of the elections. The Elections Commissioner shall be responsible for developing specific voting procedures, administering such procedures, and ensuring that voting is carried out in an orderly and impartial manner.
- C. Location. Voting may take place in University Computing Labs or on any electronic device with access to the election system.
- D. Times of Operation. The elections system shall remain accessible for not less than eight continuous hours for each day of the election. The Elections

Commissioner shall have the discretion to maintain the Elections System beyond these time requirements.

01-0110

Ballots

A. Ballot Forms.

1. Provision. The Elections Commissioner shall provide an electronic ballot which shall contain spaces for all campus-wide offices to be elected as well as spaces for each referendum or initiative to be voted upon. The Elections Commissioner shall also provide an electronic ballot for each college which shall contain spaces for all college offices to be elected. Each student shall only be provided a ballot specific to the college in which their primary major is.
2. Listing. Candidates shall be listed on the ballot in random order. The name of the candidate shall be printed as requested by the candidate in his or her declaration of candidacy. At a minimum, candidates must use their last name as registered with the University.
3. Write-In Candidates. Write-in options shall be made available for each office. The number of write-in options shall be equal to the number of positions available for that office.

B. Ballot Inspection. Sample ballots for the General Election shall be made available to the public for inspection in the Center for Student Involvement on the Friday prior to the General Election. Each candidate shall have the opportunity to verify the accuracy of the sample ballots prior to 4:00 p.m. that day.

01-0111

Voting

A. Procedure. Voting shall be by secret ballot. To receive a ballot, the voter must follow procedures outlined by the Elections Commissioner. The voter must mark the ballot according to the instructions on the ballot. The voter shall be responsible for submitting the completed ballot.

1. Ranked Procedure. When marking a ballot which requires ranking, such as an instant-runoff ballot, the voter may rank one or more choices. The voter must mark "1" for their most preferred ticket or candidate, "2" for their next most preferred ticket or candidate, and continue in the same order until they reach the ticket or candidate they would like to rank lowest.

B. Tabulation.

1. Method. Votes for all offices shall be counted electronically by the elections system. Vote totals shall not be released to anyone prior to the closing of the polls.
2. Vote Required for Election. The vote required for election to the office of Student Body President and Student Body Vice President shall be a majority of preferences from continuing ballots cast in the General Election. The vote required for election to Student Senate, Board of Student Publications, and Union Governing Board shall be a plurality of votes cast.
3. Procedure for Presidential Elections. Ballots in the election for the positions of Student Body President and Student Body Vice President shall be counted by the instant-runoff voting method, as described in this section.
  - a. A first round of counting shall be conducted consisting of the



- first preferences of all voters.
- b. If a ticket for Student Body President and Student Body Vice President receives a majority of the preferences from continuing ballots in a round, that ticket shall be elected. If no ticket receives a majority of preferences from continuing ballots in a round, another round of counting shall be conducted in the manner prescribed below.
  - c. If more than one round is necessary, the following procedure shall be followed. The candidate in last place shall be eliminated and ballots counted for them recounted. Each continuing ballot shall be counted for the continuing ticket ranked the highest on the ballot.
  - d. If two or more tickets are tied for the fewest preferences at the start of a round of counting and the votes for all tied tickets combined are less than the preferences for the ticket with the next highest number of preferences, all tied tickets shall be eliminated at once. If the preferences for both tickets combined are greater than the ticket with the next highest number of preferences, the ticket to be eliminated shall be chosen randomly. The result of the resolution of a tie must be recorded and reused in the event of a recount.
  - e. If a ballot becomes exhausted, it shall not be counted in the same round or any following round.

01-0112

#### Certification of Elections

##### A. General Election Procedures.

1. **Announcement of Unofficial Results.** Upon completion of the tabulation of all votes cast in the General Election, if necessary, the Elections Commissioner shall release the unofficial results. All candidates for the offices of Student Body President and Student Body Vice President will be immediately notified by the Elections Commissioner of the unofficial results.
2. **Submission to Student Senate.** The Elections Commissioner shall submit the unofficial General Election results to the Senate Operations Standing Committee. The Senate Operations Standing Committee shall author a resolution for submission to the Student Senate at the second regular meeting of the Student Senate following the General Election. Races in which the Elections Commissioner does not believe the results are valid due to pending questions shall not be submitted by the above deadline.
3. **Adoption by Student Senate.** The unofficial results shall become official upon their adoption by a majority vote of the Student Senate. Student Senate shall not amend the submitted election results.
4. **Annulment.** If, after adoption by a majority vote of the Student Senate, material evidence is discovered to find any election results in doubt, the Student Tribunal may annul the affected sections of the adopted elections results.
5. **Contested Elections.**
  - a. All students qualified to vote in the elections shall have the power to contest elections results.

- b. To contest an election, the person wishing to contest the election must file a complaint within 12 hours of the unofficial results being announced.
- c. The complaint must allege a violation of the elections regulations that has caused the results of the election to be invalid.
- d. The alleged violation causing the contest to be invalid may have been discovered at any time during the election process.
- e. The contested election complaint shall be dealt with by the same process of all other complaint except in regards to appeals. Appeals may be made by any individual who was named a witness in the respective hearing.

01-0113

### Campaign Materials

#### A. Time Limited Materials.

- 1. Chalking, Banners, and Posters. Candidates in the General Election may begin to display chalking, banners, and posters beginning on the first day of classes for the spring semester at 8:00 AM
- 2. Tables. Tables may be established by General Election candidates beginning the first day of classes of the spring semester at 8:00 AM. All tables are to be removed during the weekends and immediately following the completion of the General Election.
- 3. Removal. All General Election candidates shall remove campaign materials from campus property by 7:00 p.m. the day following the completion of the General Election.
- 4. Campaign materials, such as stickers, buttons, T-shirts, websites and other materials not listed in these regulations, shall not be dispersed or publicized until the first day of classes for the spring semester at 8:00 AM

#### B. Tables.

- 1. Tables may be set up in the K-State Student Union for all candidates.
- 2. Tables may be set up in additional buildings for candidates as established by the Elections Committee, including, but not limited to, Hale Library, Leadership Studies Building, Chester E. Peters Recreation Complex, and dining centers.
- 3. Tables in the K-State Student Union may only be set up in accordance with Union Governing Board policy and must be staffed at all times when in use.
- 4. The Elections Committee will establish as many tables for as needed, chosen randomly, and rotating the position of each candidate at the tables daily.

#### C. Posters.

- 1. Definition. The term "poster" shall be defined as any paper campaign material affixed to a wall or stationary object.
- 2. Size. Posters shall be no larger than 16" x 22", except for those posters placed on portable bulletin boards located within the Student Union, which shall no larger than 8.5" x 11".
- 3. Display. Posters may only be tied to trees, affixed to residence hall doors per 01-0115(B), or tacked to bulletin boards in campus buildings.
- 4. Overlaying. Overlaying of posters is strictly prohibited.

5. Outside Display. When used for outside display, posters must be printed on card stock paper and secured on all four corners.
  6. No posters shall be allowed within 30 feet of the entrances to any non-residence hall building on campus.
  7. Posters printed through non-retail services will be expensed at the current rate for provided by K-State Printing Services.
- D. Banners.
1. Definition. The term “banner” shall be defined as any type of sign larger than a poster.
  2. Limited Use. Banners may be used only by candidates for the offices of the Student Body President and Student Body Vice President.
  3. Securing. Banners must be secured on all four corners and must not impede the flow of traffic through campus.
  4. Location. Banners may only be displayed as designated by the Elections Committee, determined by lottery for each candidate’s location.
  5. Banners shall be rotated in an equitable manner as determined by the Elections Committee.
- E. Chalking.
1. Chalking is permitted only on sidewalks. Chalking is not permitted on stairs and any area not generally intended as a pathway for pedestrians.
  2. The use of “liquid chalk,” or any other permanent or semi-permanent material is prohibited.
  3. No chalking is allowed within 30 feet of the entrance to any building on campus.
  4. No chalking is allowed on the upper terrace of the Bosco Student Plaza.
- F. Stickers and Buttons. Stickers and buttons shall only be placed on personal property.
- G. Social Media Accounts. Social Media Accounts and websites must be registered with the Elections Commissioner before they can be made public and used for campaigning purposes.

01-0114

Restrictions on Distribution of Materials

- A. Distribution of tangible campaign materials to individuals must be made by an individual. Campaign activities that distribute tangible campaign materials through any form of contact beyond personal interaction are prohibited.
- B. Individuals may not be representing a business at the time of distribution.
- C. Illegal distribution of tangible campaign materials shall include, but is not limited to, canvassing of parking areas, leaving campaign materials unattended or in piles, mass mailings, and indiscriminate scattering of materials.
- D. Messages containing campaign language shall not be sent to a Kansas State University Listserv or group messaging of academic or advising natures. For all other university Listservs or group messaging, senders must be officers or advisors of the group to which they are sending a message. A candidate running for any office may not post and/or request for a post to be made on any web page of academic or advising nature.

01-0115

Restricted Campaign Actions

- A. Conformity. All campaign materials and activities shall conform to the laws of the State of Kansas, the ordinances of the City of Manhattan, Kansas State Association of Residence Halls policy, and all other rules of the University.

1. K-State copyrighted or trademarked logos (e.g. Kansas State University, the Powercat, Willie the Wildcat) may be used with permission of the Elections Commissioner or designee after counsel with K-State's director of trademark licensing. If approved for use, candidates or campaigns must follow the university's branding guidelines.
- B. Residence Halls.
  1. Posters are permitted only within the residence hall complexes on the doors of individual resident(s) with the express permission of the resident(s) therein.
  2. No chalking or outdoor hanging of posters within 50 feet of resident hall complexes.
- C. Limitation On Postings. With the exception of posters and banners, no campaign materials shall be leaned against or otherwise affixed to campus property.
- D. Unauthorized Removal. No individual shall remove, deface, obscure, or otherwise tamper with the campaign materials of any candidate without authorization.
- E. College and University Endorsements. Campaigns may not solicit the support, advocacy, or endorsement of Kansas State University, or any of its colleges, faculty, or staff, nor will any party listed support, advocate for, or endorse a campaign with or without the campaign's knowledge.
  1. Any member of the KSU SGA employed by the University may advocate for SGA candidates as long as they do not use their University position to advance any particular candidate nor imply any University preference based upon their position.
  2. For the avoidance of doubt, encouraging members of the KSU SGA to vote without mentioning any particular campaigns is not restricted under this section.
- F. Class Interference. No campaign activity that disturbs or otherwise interrupts a class shall be permitted.
- G. Harassment. No campaign shall engage in harassment.
- H. Obstruction. Campaigners shall not physically obstruct individuals.
- I. Student Governing Association. Only activities related to the procedure of the election shall be permitted at official Student Governing Association events, over official Student Governing Association social media or group messaging accounts, or in the office space of Student Governing Association or the Center for Student Involvement. Activities include, but are not limited to, educational or training sessions, hearings, and mandatory meetings, and exclude Campaign Actions.
- J. Buildings. There shall be no unsolicited distribution of campaign materials within buildings on campus other than at tables reserved for candidates in the K-State Student Union, and/or any other location established by the Elections Committee.
- K. Social Media. Because of social media's ability to distribute information to the public, a campaign will be held accountable for the behavior and material displayed on its accounts.
- L. No campaign shall promote or engage in activities that are disorderly, lewd, or indecent; breach the peace; or aid, abet, or procure another person to breach the peace on university premises or at university-sponsored activities.
- M. No campaign shall be held responsible for a violation not directed by the candidate(s) or campaign staff.

- 01-0116 Election Day Activities
- A. Distance Requirement. No ballots may be cast within 20 feet of a campaign table, as established in 01-0114(B). No campaign may provide a device upon which students may vote.
  - B. Exception. It shall not be considered a violation for a voter to wear passive campaign material in the form of a shirt, sticker, or other item in the vicinity of the polls or while voting so long as that individual is not loitering.
  - C. Authority. The Elections Commissioner or Elections Board shall have the authority to make determinations of loitering or campaigning under this section.
- 01-0117 Authority to Remove Materials. The Elections Commissioner, or their designee, shall have the authority to remove any campaign materials found to be in violation of the regulations noted above, at which time the candidate shall be notified of the violation.
- 01-0118 Campaign Expenses and Contributions
- A. Definition. The term "campaign expense" shall mean the retail value of any obligations incurred, the retail value of any goods or services donated, and any actual funds utilized to promote or oppose the election of any individual to any office under this code. This definition shall include the value of any discounts not available to the general public and the retail value of any services donated. This definition shall not include any fines assessed under this Code.
    1. The full amount of any item that is used by more than one candidate or campaign shall be listed as an expense on each candidate or campaign's expense report unless said candidate is filing reports jointly according to 01-0120.
  - B. Personal Contributions Limited. The value of labor by a candidate or registered campaign staff, professional or otherwise, is not to be expensed or included as personal contributions. Any contribution to a candidate from a business or non-student shall count towards the personal contribution limit. The maximum amount any candidate may contribute toward their campaign shall be as follows:
    1. The total amount a presidential ticket may contribute towards its campaign including any contributions from sources other than qualified students of Kansas State University shall be no more than \$300.00. At no point may candidates advance funds in excess of the funds above toward their campaign, even if the individual(s) makes the excess amount back in third-party contributions.
    2. The total amount a candidate for Union Governing Board or the Board of Student Publications may contribute towards their campaign including any contributions from sources other than qualified students of Kansas State University shall be no more than \$125.00.
    3. The total amount a candidate for Student Senate may contribute towards their campaign including any contributions from sources other than qualified students of Kansas State University shall be no more than \$50.00.
  - C. Contributions Limited. Contributions to any candidate may only be accepted if the contribution is being received from a qualified student of Kansas State University (as determined under the Code through 01-0103), and limits for all contributions other than personal contributions shall be as follows:
    1. Each Presidential Ticket shall not accept more than \$30.00 from any other student.

2. Each candidate for Union Governing Board, the Board of Student Publications, Student Senate, or College Council shall not accept more than \$10.00 from any other student.
- D. Sources of Values. The candidate shall be responsible for justifying the value of any services received or amounts spent, either through receipt or other reasonable means as determined by the Elections Board.

01-0119

#### Reporting Requirements

- A. Common Reporting Requirements.
1. Deadlines. General Election candidates shall be required to submit all required reports to the Center for Student Involvement no later than 4:00 pm on the Friday prior to the General Election.
  2. Verification. A member of the Elections Committee and the Elections Commissioner shall review all required reports in order to check for accuracy and completeness. The Elections Commissioner has the authority to make final judgements on completeness of reporting or cost of items where evidence of cost is absent.
  3. All requested reports for General Election candidates must be submitted by the Elections Commissioner to all persons requesting by 5:00 pm on the Sunday prior to the General Election.
  4. Filing Jointly. If a candidate in a multi-winner election has exactly the same expenses (including shared expenses) as other candidate(s) and has only participated in campaign actions with those candidate(s), then the candidates may file required reports by submitting only one copy of the reports to the Elections Commissioner. This copy must contain the names of all candidates who are filing jointly. No candidate may file jointly with multiple groups of candidates.
- B. Expense and Contribution Reports.
1. Candidates who do not have any expenses and have no contributions shall not be required to fill out an expense and contribution report. If evidence of expenses for these candidates are found, it will be treated as a major offense. The Elections Commissioner shall be responsible for the provision of standardized expense and contribution report forms. An expense and contribution report must be submitted by a candidate for each office the student is a candidate for.
  2. Content. Expense and contribution reports shall itemize all campaign expenses, and the fair market value of each item listed as determined whether by receipt, proof of purchase, or when unavailable, according to those criteria and requirements of 01-0118. All campaign expense must be incurred or contractually agree upon before each expense report deadline, and no expense can be incurred after each report is turned in unless the expense was contractually agreed on before the report was turned in. The contribution section of the report shall itemize each amount contributed to the campaign, the name of the donor, date the contribution was made, and any other information deemed necessary by the Elections Commissioner.
- C. Campaign Action Reports
1. Candidates who do not have any campaign action to report shall not be required to fill out a campaign action report. If evidence of campaign actions for these candidates are found, it will be treated as a major

offense. The Elections Commissioner shall be responsible for the provision of standardized campaign action report forms.

2. Content. Campaign action reports shall contain a list of campaign actions, the date and time of and participants in each campaign action, a list of campaign staff and a short description of their duties, and any other information deemed necessary by the Elections Commissioner.
  - a. The list of campaign actions shall include all campaign actions except for the exceptions below, including planned campaign actions that will take place after the submission deadline and the existence of all campaign-organized social media or public-facing group messaging accounts.
  - b. Exceptions. The list of campaign actions does not need to include individual social media or group messaging posts.
  - c. Participants recorded must include Campaign Staff and Campaign Workers.
  - d. Records must include detailed descriptions of the campaign actions taken.

01-0120

#### Complaints

- A. Filing Complaints. Any election complaints involving a suspected violation of this Code must be filed with the Elections Commissioner within 24 hours after discovery of the suspected violation. Complaints can be filed electronically on the SGA Elections website. Complaints shall be made in such a form that states the name of the filer, the section(s) under which the suspected violation shall have occurred, any evidence to support the complaint, the names and contact information of any witnesses, and shall be signed by the complainant.
- B. Withdrawal. At any time prior to the decision, the party filing the complaint may withdraw their complaint by notifying the Elections Commissioner in writing.
- C. Determination of Validity. The Elections Commissioner shall have 24 hours after receipt of a complaint to determine if there is sufficient basis for a hearing. If the Elections Board agrees that a complaint is not founded in a legitimate violation of this Code, they shall immediately make public the complaint with the decision "Declined to Review." All actions of the determination of validity of complaints shall be documented.
- D. Notification and Review. The Elections Commissioner shall have 24 hours from a positive determination of validity to notify the individual(s) suspected of the violation, the individual(s) filing the complaint, make public the suspected violation, and conduct a review as outlined in 01-0121. Notification shall include the suspected violation, the name of the person filing the complaint, and the date, time, and location of the scheduled hearing.
- E. Suspension of Timeframe. Upon the removal, resignation or permanent inability of the Elections Commissioner to discharge his or her duties as the Elections Commissioner, there shall be a suspension of the timeframe for filing complaints determination of validity, reviewing suspected violations, determining violations and appealing violations. This suspension shall cease upon the approval of a new Elections Commissioner.

01-0121

#### Review of Suspected Violations

- A. All actions of the review of suspected violations shall be documented.
- B. Review Process.

1. A member of the Elections Board shall conduct an investigation of the suspected violation and shall inform the other voting members of any information found in investigation prior to the scheduled hearing.
2. The respondent shall have the opportunity to submit a written response to the complaint, any evidence to support their response, and the names and contact information of any witnesses prior to the scheduled hearing to the Elections Commissioner. If the respondent chooses to admit the violation in their response, the violation and penalty will still be considered at the time of the hearing.
  - a. The hearing will be held at the scheduled time listed in the notification. Upon request of the parties involved, the Elections Commissioner may reschedule the hearing for another time within the time allowed for notification and review.
  - b. The KSU SGA Legislative Branch Advisor or their designee shall attend all hearings as counsel to the Elections Board.
  - c. Failure to attend the hearing by either party shall not constitute an admission of violating the elections regulations. If neither party is present for the scheduled hearing the Elections Board shall make a ruling based on the investigation and submitted evidence.
  - d. The hearing shall be open to the public.
  - e. An audio recording will be made of the full hearing.
  - f. The respondent shall have the opportunity to support their case by making any statements, calling relevant witnesses, and submitting any evidence.
  - g. The party filing the complaint shall have the opportunity to support their case by making any statements and calling relevant witnesses.
  - h. The Elections Board shall question witnesses provided by all parties involved in the review.
  - i. The Elections Commissioner shall present the results of the Board's investigation, and the respondent and party that filed the complaint shall have the opportunity to respond and ask questions of the Elections Board.
  - j. Public participants attending the hearing shall not have speaking rights during the hearing and may be removed from the hearing by discretion of the Elections Commissioner.
  - k. After the completion of the hearing, the Elections Board may no longer investigate the suspected violation.

01-0122

#### Determination of Violation

- A. Within three hours of the completion of the hearing, the Elections Board shall, with the counsel of the KSU SGA Legislative Branch Advisor or their designee, make a determination of whether or not a violation of the code was committed and, in the event that a violation did occur, shall determine a reasonable penalty for the violation under those restrictions as set forth in this section.
- B. The Elections Commissioner shall notify the respondent, the party who filed the complaint, and make public the determination.
- C. Penalties. In determining penalties, the Elections Board shall consider repeat violations and the number of violations incurred by a campaign.



1. Major Offenses. Upon the determination by the Elections Board of a major offense, the Elections Board may cause the disqualification of such candidate(s) from the General Election or other penalties as deemed appropriate.
  - a. Disqualifications.
    1. Any candidate who fails to file any required report for a position shall be disqualified from that position by the Elections Board except as provided in 01-0109(F) and 01-0109(G).
    2. Individuals who have been disqualified by the Elections Board or Student Tribunal from the General Election shall not be elected as a write-in candidate for the position from which they were disqualified.
2. Minor Offenses. Upon the determination by the Elections Board of a minor offense, the Elections Board may impose such penalties as deemed appropriate.
3. No fines shall be levied as punishment for any violations committed under this code. This does not include such payments of restitution as may be deemed appropriate in the case of destruction or damage of property.
4. In cases of destruction or damage to campaign materials or election equipment by a candidate or campaign, the Elections Board may order restitution for damaged items to those parties whose materials were so damaged.
5. Upon determination of an offense committed by a student who is not a candidate, including destruction of or damage to campaign materials or election equipment, the Elections Commissioner may refer the case to the Attorney General for resolution within the judicial system.
6. In assessing penalties, the Elections Board shall consider the severity of the violation or any mitigating factors that may be involved in the situation as well as any cooperation provided by any person so involved.

01-0123

#### Appeals

- A. Any determination of validity or violation made by the Elections Board may be appealed by the complainant or respondent, or a witness in contested elections, to Student Tribunal or an ad-hoc board of approved judicial board members. Appeals must be filed with the Chancellor of Student Tribunal within seven hours of the completion of the decision.
- B. Once an appeal of a violation is filed, all individuals listed on the ballot as candidates for that position and the Elections Commissioner shall be notified by the Chancellor of Student Tribunal.
- C. Grounds for Appeal.
  1. The determination of validity or violation failed to follow the written procedures and rules as outlined in the Elections Regulations Code.
  2. There was not sufficient evidence to support the determination of violation.
  3. The determination of validity or violation was reached in an unjust manner including but not limited to the presence of bias; unreasonable, arbitrary, or capricious action; or discrimination on the basis of race, religion, color, sex, physical ability, national origin, sexual orientation, or ancestry.

4. The determination of violation denied a student their constitutional rights as identified in the KSU SGA Constitution.
  5. The penalty is too harsh or too lenient.
  6. There is new evidence that was not known nor could have been discovered at the time of review.
- D. Any determination of validity or violation made by the Elections Board shall be valid until the ruling of the Student Tribunal.
  - E. Appeals shall be of the record only and any new evidence allowed by Student Tribunal.
  - F. Appeals to Student Tribunal shall follow the procedures outlined in the KSU SGA By-Laws except for specific exceptions provided for in the Elections Regulations Code.
  - G. Student Tribunal shall hear the appeal within 24 hours of the appeal being filed with the Chancellor of Student Tribunal.
  - H. The “appellant” shall be defined as the person appealing to Student Tribunal the decision of the Elections Board.
  - I. At the completion of the hearing, Student Tribunal shall notify the original complainant and respondent, Elections Commissioner, and make public the decision of the appeal.
  - J. Decisions of Student Tribunal are final with regards to Elections appeals.

01-0124

Special Elections

Emergency Elections and Special Elections. The Elections Commissioner may call an election to rectify problems with election results. An emergency or special election shall be held in accordance with the provisions of the Elections Regulations Code. Section 01-0125 shall be exempt from the requirements of Sections 01-0104 and 01-0105.

01-0125

Post Election Review

The Elections Commissioner shall, within three weeks of the end of the election, submit a report in writing to the Senate Operations Standing Committee that shall include a complete analysis of the election held and any recommendations on how to improve future elections. The Elections Commissioner shall, upon completion of the report, appear before the committee to present their findings.

01-0126

Records

- A. The following elections records shall be kept for a period of five years.
  1. Documentation and recordings of the suspected violations; notification and reviews; determinations of violations; and appeals.
- B. The following elections records shall be kept for a period of one year.
  1. Expense reports.
  2. Campaign Action reports.

## Chapter 02: Internal Measures of Student Senate

- 02-0101 The Chair of the Senate Operations Standing Committee shall transfer to the Kansas State University Archives, the official papers and records of the outgoing Student Body President within three years after the newly elected Student Body President shall have assumed office.
- 02-0102 The Chair of the Senate Operations Standing Committee shall transfer to the Kansas State University Archives the official papers and records of the outgoing Speaker of the Student Senate within three years after the newly elected Speaker of the Student Senate shall have assume office.
- 02-0103 The Chair of the Senate Operations Standing Committee shall transfer to the Kansas State University Archives the bound legislations of the Student Senate, the minutes of the Student Senate meetings, and other such official papers and records as shall be generated by the various committees or Student Senate action within one year after the first fall meeting of the Student Senate.
- 02-0104 The provisions of this bill, as enumerated above, shall become effect the first meeting of the Student Senate in September 1977.
- 02-0105 The Senate Operations Standing Committee shall be responsible for maintenance and safety of the official records and papers during the time that outgoing officials give up those papers to the time those papers arrive at the Archives.
- 02-0106 The official papers and records transferred to the Kansas State University Archives under the provisions of this bill shall be known as the Archives of the Student Governing Association, Kansas State University.

### **02-02 Student Senate Standing Rules**

- 02-0201 Pledge of Allegiance
- A. The Pledge of Allegiance shall immediately follow the calling to order of each Student Senate meeting.
- 02-0202 Indigenous Land Acknowledgment
- A. An Indigenous Land Acknowledgment shall be ready by the Speaker of the Student Senate immediately following the Pledge of Allegiance.
- B. The Indigenous Land Acknowledgment shall read as follows: “I want to begin our Student Senate meeting taking place on Thursday, (Month) (Day) (Year) with a Land Acknowledgment. We recognize that Kansas State University, as the first land grant institution, stands on the ancestral lands of the Kaw people. Our state of Kansas is the home of four federally recognized Native nations: the Iowa, Kickapoo, Prairie Band Pottawatomie, and Sac and Fox. We must remember that the land serving as the foundation for this institution was, and still is, stolen land acquired by White settlers. We pledge our commitment to creating decolonized spaces at the university, while advocating for the support and future success of Indigenous faculty, staff, and students at K-State.”
- 02-0203 Open Periods
- A. Each regular meeting of Student Senate shall begin with an Open Period, during which any individual without speaking privileges may address Student Senate. Each individual shall be allowed ten minutes unless extended by majority vote. After an Open Period speaker has concluded their presentation, those with speaking privileges may ask questions for a period lasting not more than five minutes unless extended by a majority vote. Debate with the speaker will not be allowed.

- B. The Speaker of the Student Senate will recognize any guest who indicates a desire to speak.
- C. Each regular Student Senate meeting shall end with an Open Period, during which any individual with speaking privileges may address Student Senate on any issue. Each speaker shall be limited to five minutes unless extended by a majority vote. After an Open Period speaker has concluded their presentation, those with speaking privileges may ask questions for a period lasting not more than three minutes. Student Senate may allow questions to continue for an additional two minutes if extended by a majority vote.

02-0204

#### Reports

- A. Committee Reports and Director's Reports shall be limited to not more than five minutes for each Report, unless the person giving the Committee Report yields to another person. In such case, the person yielded to will be allowed a time limit of five minutes. Student Senate may allow either person to continue beyond five minutes by majority vote. Following each committee report will be a question period for those with speaking privileges that will last no longer than five minutes, unless extended by majority vote.
- B. When legislation has been referred to more than one committee, Student Senate shall determine which of the committee reports presented to serve as the accepted legislation for Final Action.

02-0205

#### General Orders

- A. Candidates for the office of the Speaker of the Student Senate shall require a nomination and a second. At the first regular meeting of the newly elected Student Senate, each candidate shall be allowed ten minutes to present their campaign. After each candidate has concluded their presentation, those with speaking privileges may ask questions for a period lasting not more than five minutes unless extended by majority vote. Candidates shall require a majority vote to win. The newly elected Speaker shall begin chairing Student Senate immediately upon winning the election and taking the Oath of Office.
- B. Candidates for the office of the Speaker pro tempore of the Student Senate shall require a nomination and a second. At the second regular meeting of the newly elected Student Senate, each candidate shall be allowed ten minutes to present their campaign. After each candidate has concluded their presentation, those with speaking privileges may ask questions for a period lasting not more than five minutes unless extended by majority vote. Candidates shall require a majority vote to win.
- C. Candidates for all other positions elected by Student Senate shall require a nomination and a second. Each candidate shall be allowed ten minutes to present their campaign. After each candidate has concluded their presentation, those with speaking privileges may ask questions for a period lasting not more than five minutes unless extended by majority vote. Candidates shall require a majority vote to win.
- D. Candidates for all positions elected by Student Senate shall only be allowed to be in the room for the portions they are presenting. Candidates for all positions elected by Student Senate shall not be allowed to distribute physical campaign materials.

02-0206

#### Debate

- A. Student Senators, Student Senate Executive Committee members, Cabinet members, KSU SGA Phase II Interns, designees of the Office of Student Life and the Coordinator of the Center for Student Involvement shall have speaking privileges.
- B. All KSU SGA committee members shall have speaking privileges during questions and debate on bills and resolutions authored by them or sponsored by their committees. Committee members are allowed to ask questions on issues of relevance which have been assigned to their respective committees.
- C. Individuals may speak twice on each piece of legislation and twice on each amendment. All other motions refer to Roberts Rules of Order.
- D. Individuals with speaking privileges, having been recognized by the Speaker of the Student Senate, may speak and/or yield time to one individual without speaking privileges to ask questions or speak during debate. The floor and any remaining time are relinquished to the person yielding after the individual without speaking privileges has concluded his/her questions or debate. Yielding time to debate shall be recognized as a single debate period for the individual yielding time.
  - 1. A speaker may not yield their speaking rights to someone that has speaking privileges.
- E. Those debating legislation, having been recognized by the Speaker of the Student Senate, must stand while speaking, unless physically incapable.
- F. The procedure for debate will involve one person of either positive or negative standing to address the body, followed by a person from the other side. Debate will end when the question is called and adopted, or when the debate list is exhausted.
- G. Any amendment brought in writing before the Speaker of the Student Senate will take precedence to the Speaker's list.
- H. There shall be a time limit of four minutes for each person with speaking privileges for debate. Student Senate may extend the period of time for debate by majority vote.

02-0207

#### Legislative Procedures

- A. A quorum of the Student Senate shall be required for legislation to be considered. A majority of those Senators then selected and qualified shall constitute a quorum. Proxies shall not be counted in determining a quorum. In the absence of a quorum, Senators present may take steps necessary to attain a quorum and/or penalize those not present. If no quorum can be obtained after appropriate measures, a roll call shall be taken before the meeting is adjourned.
- B. All legislation shall be considered at two regular meetings, unless a motion to move special orders is adopted by a two-thirds vote. A motion to move special orders is debatable. The first consideration shall be entitled Introduction of Legislation which shall consist of the reading of the legislation in its entirety followed by a question period only. A motion to dispense with introductory readings shall require a two-thirds vote. The second consideration shall be entitled Final Action, which shall consist of the reading of any changes to the legislation followed by a debate period. If the legislation has been substantially amended in committee, it shall be reprinted. A motion to read the legislation during Final Action shall require a majority vote.
- C. Resolutions for the approval of appointments and resolutions of commendation may be introduced and acted upon at the same meeting.

- D. Authorship and Sponsorship. Legislation must list both authors and sponsors separately if such lists are different.
1. The author list of a piece of legislation may include any person who worked on creating or drafting the legislation, in whole or in part, in any order the authors may choose.
  2. The sponsor list of a piece of legislation shall include any person or committee who may sponsor the legislation that the authors wish to include. The sponsor list shall be organized with committees at the beginning, followed by individual names in alphabetical order by last name. Any person who is listed as an author may not also be listed as a sponsor.
  3. All legislation must be authored or sponsored by at least a Student Senator, the Speaker of the Student Senate, the Speaker pro tempore of the Student Senate, a standing committee chair, a standing committee, another legislated Student Senate committee, as described in the By-Laws, or a legislatively chartered special committee. Sponsors must be members of the KSU SGA, as defined by the KSU SGA Constitution, and may include the Student Body President, the Student Body Vice President, and the Attorney General. The Speaker of the Student Senate may individually author resolutions of appointment, commendation, standing rules, and bills of impeachment.
  4. A Student Senator may not be an additional sponsor of legislation that has been sponsored by a committee of which they are a member.
- E. All legislation, after Introduction of Legislation, shall be referred by the Speaker of the Student Senate or a majority vote of the Student Senate to a one or more standing committees or special committees. The legislation will be returned to Student Senate for Final Action, unless held by a majority vote of the committee.
1. Each committee shall report the legislation with a recommendation that it either be passed or not passed, or without recommendation.
  2. The vote of the committee will be presented with the recommendation.
  3. All committee recommendations, including vote totals, shall be printed next to the corresponding legislation on Student Senate agendas.
- F. A roll call vote shall be taken when requested by fifteen (15) Senators. All bills shall require a roll call vote for passage unless otherwise noted. A vote, roll call or otherwise, shall be taken immediately after debate has been concluded on an issue unless otherwise determined by a two-thirds vote of the Student Senate.
- G. All bills and resolutions shall be typewritten.
- H. Only those voting in the positive or negative will be used in determining a majority. Those not wishing to vote shall do so by abstaining. An abstention shall not be counted as a vote.
- I. Previous notice for a proposed Constitution and/or By-Laws amendment shall include the substance and intent of such an amendment, unless otherwise excused by the Speaker of the Student Senate.

02-0208

Allocations

- A. An allocation shall be defined as an allocation that Approved by the Student Allocations Standing Committee by a three-fourths majority vote in the affirmative of those members present and voting; and
- B. Each allocation shall be submitted as an individual piece of legislation and shall be subject to all regulations governing legislation unless otherwise provided for.

- C. All allocations shall be considered at two regular meetings unless Student Senate passes a motion to move special orders. A motion to move special orders in reference to allocations is not allowed unless the allocation(s) is/are considered in Introduction of Legislation. The first consideration shall be entitled Introduction of Allocations, which shall consist of the reading of the amounts of each allocation by the Speaker of the Student Senate and the entity that each allocation corresponds to. The second consideration shall be entitled Approval of Allocations.
- D. Student Senate may consider legislation for all allocations with a single majority vote in the affirmative. Legislation for allocations shall neither be read nor debated.
- E. Legislation for all allocations may be approved with a single majority vote in the affirmative.
- F. An allocation shall be considered in Introduction of Legislation if not yet considered, or in Final Action if already considered, if any of the following are true:
  - 1. A motion to consider the legislation in Introduction of Legislation, or debate the legislation in Final Action, is moved and seconded.
  - 2. Any amendments to the legislation are necessary.
  - 3. The Student Allocations Standing Committee Chair, the Senate Operations Standing Committee Chair, or the Speaker of the Student Senate deem it necessary.

02-0209

#### Limitations on Motions

- A. Modifications (friendly amendments) by the authors(s) may be made to legislation during the question period and may be made by unanimous consent during debate.
- B. The question shall not be called until after five speakers in the affirmative and five speakers in the negative have been given the opportunity to present before the Student Senate. Thereafter, any Student Senator may call the previous question without being recognized for debate.
- C. When a bill or resolution is divided into parts, each part of the original bill or resolution so divided shall have the original bill's or resolution's number with a letter of the alphabet added thereto. Each such new bill or resolution shall be presumed to have been read once previously. All allocations bills shall have separate numbers.
- D. Amendments to amendments shall not be allowed. Amendments to a main motion shall be debated and decided upon before any other amendments shall be allowed.
- E. No motion for adjournment shall be in order until the agenda of the Student Senate is completed, unless a quorum is lost and is unattainable.
- F. A motion to reconsider final action on a bill or resolution requiring the signature of the Student Body President is in order at any meeting of the Student Senate, if the bill or resolution is still in the possession of the legislative branch.
- G. A Point of Information shall be in order when no speaker is recognized for debate or questions and shall be directed to the Speaker to be answered or referred at the Speaker's discretion.
- H. A Point of Clarification shall be considered a motion that brings a clarification before the assembly. Clarifications are made when no debate or other motion is pending.

- I. Any motion to extend time for debate or questions by an unspecified amount of time shall be out of order.

02-0210

Student Senate Voting

- A. A Student Senator may vote only when seated.
- B. The Speaker of the Student Senate shall vote only in the case of a tie.

02-0211

Committee Meetings

- A. A quorum for each standing committee shall be required for legislation to be considered. A quorum, unless otherwise provided, shall be a majority of the committee excluding the Chair.
- B. All questions shall be considered informally in Student Senate committees. The total vote for or against each action shall be recorded in the committee minutes. The committee chair may vote only in the case of a tie.
- C. Attendance shall be kept by the Chair for each Committee meeting. Excused absences may be granted at the discretion of the Chair of the Committee.

02-0212

Limitation on Campaigning.

- A. No election campaigning, as defined in KSU SGA Statute 01-0102, shall be allowed during any Student Senate meeting at which official KSU SGA business is conducted.

02-0213

Attendance Policies

- A. Roll shall be called at the beginning and end of each Student Senate meeting immediately following the Pledge of Allegiance and at the completion of the meeting agenda. Standing committee chairs and SGA Interns shall be included in both such roll calls. Each roll call missed shall count as one-half of an absence, unless the person is already excused for the meeting. No one can receive more than one unexcused absence for each meeting of Student Senate.
  - 1. SGA Intern attendance requirements shall be set by the Intern Coordinators upon the Interns' acceptance into the program.
- B. In determining whether an absence is excused or unexcused, the Speaker of the Student Senate shall use the following policy:
  - 1. Excused Absences. All absences will be considered excused if the Speaker of the Student Senate is notified more than 24 hours in advance and a proxy is designated, and the absence is taken for at least one of the following reasons:
    - a. Academic Purposes, including scheduled classes, scheduled study/review sessions, and exams
    - b. Non-recurring participation in extracurricular activities
    - c. Work-related circumstances
    - d. Mental and/or Physical Health
    - e. Reasons related to disability, religious observances, or any other characteristic protected by law
    - f. Family Emergencies
    - g. Any other reasons at the discretion of the Speaker of the Student Senate
  - 2. Special Case Excused Absences. Circumstances exist that prevent such advanced notification, therefore Student Senators shall be allowed six excused absences per term to be taken for the following reasons if the



Speaker of the Student Senate is notified less than 24 hours in advance, but prior to the start of Senate, and if a proxy is designated:

- a. Mental and/or Physical Health
  - b. Academic Purposes
  - c. Unanticipated work-related circumstances
  - d. Family Emergencies
3. Unexcused Absences. All other absences will be considered unexcused.
  4. The Speaker of the Student Senate will consider all other circumstances on an individual basis. This specifically includes any emergency situations which may arise.
- C. A hybridized option will be provided through a Web Conferencing Platform by the Speaker of the Student Senate to guarantee accessibility to Student Senate meetings. In determining use of the hybridized option by Student Senators, the following policy shall be used:
1. If a Student Senator is unable to physically attend Student Senate, but would still like to attend, they may request to attend Student Senate via the approved Web Conferencing Platform on the Student Senator Web Conferencing Platform Form:
    - a. Requests to attend via the approved Web Conferencing Platform must be submitted at least 1 hour before the start of a Student Senate meeting and will be reviewed by the Speaker of the Student Senate.
    - b. Student Senators will be notified if their request is approved or denied and, if approved, will receive the Web Conferencing link via email before Student Senate.
    - c. If a request is denied, Student Senators will be expected to designate a proxy to vote in their place if they will be absent for the meeting.
  2. For the purposes of roll call and attendance, attending Student Senate via a Web Conferencing in the hybridized model of Student Senate will not count as an absence.
  3. Requests to attend Student Senate via the approved Web Conferencing Platform will be approved for the following reasons:
    - a. Physical distance requirements
    - b. Sickness or physical health
    - c. Family obligations
    - d. Any other reasons at the discretion of the Speaker of the Student Senate
- D. A total of three unexcused absences from Student Senate shall be grounds for expulsion. A total number of absences from Student Senate that exceeds half the meetings in the given term shall be grounds for expulsion. A total of three unexcused absences from committee meetings shall be grounds for expulsion.

02-0214

Robert's Rules of Order.

- A. All procedures not specified in the KSU SGA Constitution, By-Laws, or Student Senate Standing Rules shall follow Robert's Rules of Order, Newly Revised.

02-0215

Amendments to and Continuance of Standing Rules

- A. Any changes to these Standing Rules shall be approved by a majority vote of Student Senate.
- B. These Standing Rules shall continue in force and effect until amended.

## Chapter 03: Center for Student Involvement Policies

*[University Boards and Councils created by Student Governing Association may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by these boards and councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

### **04-01 Student Funds & Ethical Responsibilities**

- 04-0101 Student Senate adopt the Ethical Investment Policy drafted by the Investment Ad Hoc Committee:
- 04-0102 An ethical investment policy is one that conforms to standards consistent with, and is reasonably expected to result in, the promotion and protection of fundamental human rights and freedoms.
- 04-0103 In keeping with such a policy, therefore, the Kansas State University Student Senate rejects the investment of student monies in companies which:
- A. Promote discriminatory practices based on, but not necessarily limited to gender, race, national origin, sexual preference, religion, personal opinions, and/or economic situation.
  - B. Limit the rights of people, include their own employees, to enjoy physical well-being, health, hygiene and a safe environment.
- 04-0104 As an initial statement in support of the Ethical Investment Policy, Student Senate divest all student monies from companies doing business in South Africa.
- 04-0105 Student Senate make efforts to assume more responsibility in the decision-making process of its investments.
- 04-0106 Student Senate request representation on the KSU Foundation Executive Committee as one means of assuming responsibility for student investments.
- 04-0107 Student Senate send Faculty Senate a copy of the committee's report for their consideration.

## Chapter 04: Student Referenda

### *Previous Referenda*

Senior Referendum, passed by Student Senate on April 28, 1969 as SB 69/4/1.

Fall 1969 Student Referendum, passed by Student Senate on May 20, 1969 as SB 69/7/3.

Recreational Services Referendum, passed by Student Senate on January 29, 1976 as SB 75/76/56.

New K-State Coliseum Referendum, passed by Student Senate on February 2, 1978 as SB 77/78/40.

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Second New K-State Coliseum Referendum, passed by Student Senate on December 7, 1978 as SB 78/79/27.

Non-Revenue Sports Scholarship Fee Referendum, passed by Student Senate as SB 86/87/34.

Athletic Fee Referendum, passed by Student Senate on March 7, 1989 as SB 89/12.

Recreational Services Referendum, passed by Student Senate on October 18, 1990 as SB 90/43.

Recreational Services and Farrell Library Referendum, passed by Student Senate on October 8, 1991 as SB 91/50.

Student I.D. Referendum, passed by Student Senate as SB 93/94/65.

K-State Student Union Expansion and Renovation Referendum, passed by Student Senate as SB 93/94/63.

Stadium Expansion Referendum, passed by Student Senate on October 23, 1997 as SB 97/98/43. [Referendum failed by 11%: 49% favored, 51% opposed.]

Student Activities Center Referendum, passed by Student Senate on October 19, 2001, as SB 00/01/37. [Referendum failed by 41%: 19% favored, 81% opposed.]

Center for Student Activities Referendum passed by Student Senate on March 31, 2005 as SB 04/05/82 [Referendum failed by 12%: 48% favored, 52% opposed.]

Referendum for Recreational Services Expansion passed by Student Senate on October 18, 2007 as SB 07/08/27. [Referendum passed by 12%: 72% favored (3319 votes), 28% opposed (1275 votes). 4594 total votes.]

## **Chapter 05: Student Plebiscites**

### ***Previous Student Plebiscites***

Engineering Student Fee Opinion Poll, passed by Student Senate on November 29, 1990, as SB 91/01.

Students Call a Ride Program Plebiscite, passed by Student Senate on March 6, 1997, as SB 96/97/130.

Parking Garage Plebiscite, passed by Student Senate on March 6, 1997, as SB 96/97/134.

Grading Systems Plebiscite, passed by Student Senate on October 23, 1997, as SB 97/98/36.

SafeRide Plebiscite, passed by Student Senate on February 21, 2002, as SB 01/02/55.

## **Part 2: College Council Constitutions**

# Chapter 10: College of Agriculture College Council Constitution

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

- 10-0101 THE AGRICULTURAL STUDENT COUNCIL OF KANSAS STATE UNIVERSITY
- 10-0102 PREAMBLE
- 10-0103 We, the undergraduate students of the College of Agriculture of Kansas State University, in order to further the best interests of the College of Agriculture, to unite and strengthen the efforts of the students of the College of Agriculture, to maintain and support all student activities of the College of Agriculture, to provide improved relationships between students and agricultural faculty and administration, and to conduct such business as may come before the agricultural student body, do hereby organize the Agricultural Student Council of Kansas State University.
- 10-0103 Article I. NAME AND PURPOSE
- 10-0104 Section 1. The name of this organization shall be "The Agricultural Student Council of Kansas State University" (hereinafter referred to as "Council").
- 10-0105 Section 2. The purpose of this organization shall be:
- A. To serve the best interests of all students in the College of Agriculture and all agricultural student organizations, sponsor and support student activities and programs, communicate with and unite agricultural student organizations, and foster positive relationships between students, faculty, and administration.
  - B. To consider any amendments to the Kansas State University Student Governing Association (KSU SGA) Constitution
  - C. To select replacements to Student Senate when requested
  - D. To handle any legislative or executive duties not reserved by the SGA Constitution and By-Laws for Student Senate and the Student Body President.
- 10-0106 Article II. GOVERNMENT
- 10-0107 Section 1. The total membership of Council shall be composed of the elected officers, appointed officers, the ag student senators, two faculty advisors appointed by the Associate Dean of Academic Programs of the College of Agriculture, one representative of each agricultural student organization, and all persons in positions appointed by the Executive Committee. Council members shall be currently enrolled in baccalaureate degree programs of the College of Agriculture.
- 10-0108 Section 2. Voting members of Council shall include the elected officers, appointed officers, and each elected representative from the agricultural student organizations. The President shall be entitled to vote in the event of a tie. All other members of Council shall serve in ex-officio roles.

- 10-0109 Section 3. Elected officers of Council shall be the President, Vice President, Secretary, Treasurer, Activities Director and Public Relations Director. These officers shall make up the Executive Committee of Council, which will meet as deemed necessary by the President. Faculty advisors shall serve as ex-officio members of the Executive Committee. Appointed officers of Council shall be the Coordinators of major council activities, to an extent deemed by the President and faculty advisors (Course and curriculum, honor code and Student/Faculty Recognition Program). Candidates for these officers will be recommended by the Executive Committee following a review of applications, and the appointed officers will then be approved by a majority vote of the Council at a regular meeting.
- 10-0110 Section 4. Council shall meet as often as deemed necessary by Council or as called by the President. The necessary quorum present for the conduct of business shall be defined as greater than 50 percent of the voting members.
- 10-0111 Section 5. Each organizational representative to Council, Appointed officer, Executive member or a proxy shall be required to attend all meetings. After the third unexcused absence, the Secretary will contact the organization and officer concerned, and a new representative or officer shall be appointed by that group or the Executive committee.
- 10-0112 Article III. DUTIES OF ELECTED OFFICERS
- 10-0113 Section 1. It shall be the duty of the President to preside at all meetings of Council, sign Council documents drawn by the Secretary or other Council members, call special meetings of Council, and call meetings of and preside at Executive Committee. In addition, the President shall be a representative to the Dean's Ag Council, plan council retreat and perform other duties that are necessary as a representative of the College and/or the functioning of Council. All Appointed Officers report to the President.
- 10-0114 Section 2. It shall be the duty of the Vice President to assume the duties of the President in the absence of or at the request of the President. The Vice President shall be responsible for the conduct of Council elections, Ag Awards Banquet and Watermelon Feed.
- 1  
0-0115 Section 3. It shall be the duty of the Secretary to keep the minutes of Council, to make minutes of Council available to students in the College of Agriculture and others deemed necessary, to notify Council members of multiple absences, and perform other such duties as the office of Secretary might require or are assigned.
- 10-0116 Section 4. It shall be the duty of the Treasurer to handle all finances of Council, to be chairperson of the fundraising Committee, and oversee the preparation of the annual Council budget. The Treasurer shall also be responsible for presenting financial reports at each meeting.
- 10-0117 Section 5. It shall be the responsibility of the Activities Director and appointed officers to be the chairperson of Ag Fest Committee. All other activities that Council votes to participate in will be overseen by an officer deemed by the President.
- 10-0118 Section 6. It shall be the responsibility of the Public Relations Director to inform the campus of upcoming events and activities sponsored by and involving Council. The Director and appointed assistant(s) shall be responsible for working with Ag Academic



Programs for all College of Ag Publications. This person shall monitor posting of materials for Council elections and handle any other matters delegated by Council.

- 10-0119 Article IV. ELECTION OF OFFICERS
- 10-0120 Section 1. Elected positions shall include President, Vice President, Secretary, Treasurer, Public Relations Director, and Activities Director.
- 10-0121 Section 2. Students eligible for candidacy for Council office shall be enrolled in the College of Agriculture in a minimum of twelve hours and have a minimum of a 2.0 grade point average. Candidates shall have at least one full academic year of school remaining at Kansas State following the semester in which they are elected.
- 10-0122 Section 3. All students interested in filing for an office in Council shall complete an application form listing the office desired and the applicant's qualifications. The application shall be submitted online before the deadline set by the Executive Committee each year. All candidates are subject to the provisions of the KSU SGA Elections Regulations Code.
- 10-0123 Section 4. Officer candidates shall attend a mandatory candidates' meeting planned by the Executive Committee following the application deadline. A written excuse from this meeting must be received by the Associate Dean of Academic Programs Office if an absence is necessary. Candidates for elected Council positions must recognize and follow the spending guidelines and other campaign regulations outlined by the Student Governing Association.
- 10-0124 Section 5. Election of members shall be held in conjunction with the KSU SGA General Elections and administered by the SGA Elections Committee. Voting and counting of ballots shall be in accordance with the rules and requirements issued by KSU SGA. Write-in votes shall be counted.
- 10-0125 Section 6. Each Executive Committee office will be voted on separately. Candidates receiving a plurality vote shall be deemed winners of the elections. In case of a tie for a Council office, Council will determine the winner by vote at the next scheduled meeting.
- 10-0126 Section 7. If a winning candidate is found in violation of campaign regulations by the SGA Elections Committee, that candidate shall be passed on to Council for approval. Council must decide by a two-thirds vote of all voting members the approval of such a candidate. If approval is not gained, the candidate with the next-highest number of votes shall be deemed the winner of the election. That candidate shall be subject to the same approval process in the event of a campaign violation. If no one receiving votes for an office gains approval, it shall be declared vacant and filled in accordance with the procedure outlined in Section 9 of this Article.
- 10-0127 Section 8. Officers shall be elected to a one-year term beginning at the time of officer installation. The newly elected officers shall serve as assistants to the present officers until officially installed. This installation shall occur within the last four weeks of the spring semester.
- 10-0128 Section 9. If any office becomes vacant, Council shall accept applications for a replacement. Council shall elect one individual from these applicants to serve the

remainder of the term. Replacements must qualify according to provisions of this Constitution.

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- 0-0129 Section 10. Elected officers or persons in positions appointed by the Executive Committee may be removed from Council for obvious failure to perform the duties of their offices or appointments, conviction of a felony or like violations of the law, or gross negligence in serving as an officer or appointee. A motion for removal must be approved by three-fourths of all voting members provided due cause shall have been properly presented at the previous meeting of Council. Vacancies created through removal from office shall be filled in accordance with the procedure outlined in Section 9 of this Article.
- 10-0130 Article V. REPRESENTATIVES TO COUNCIL
- 10-0131 Section 1. It shall be the duty of all elected representatives to Council to present input from their particular organizations, help conduct Council business, fulfill responsibilities of Council, and communicate the actions of Council back to their respective organizations.
- 10-0132 Section 2. Representatives to Council from student organizations shall be students that are elected by their clubs.
- 10-0133 Section 3. Ag student senators shall keep Council current on student senate decisions that affect the College of Agriculture and shall report to the Vice President of the Executive Committee
- 10-0134 Section 4. Council student representatives on College of Agriculture faculty committees shall regularly report to Council on the activities of their committees.
- 10-0135 Section 5. Council committee chairpersons shall regularly report to Council on their committee activities.
- 10-0136 Section 6. Organizational Membership. Organizations desiring membership on Council must:
- A. Consist of students (rather than faculty)
  - B. Have an agricultural-related purpose
  - C. Be registered through the Center for Student Involvement
  - D. Be classified by Senate Allocations Committee as a part of Ag Council for SGA funding purposes
  - E. Present an organization-approved constitution and letter of intent to the President. Membership shall be contingent upon two-thirds approval of Council membership voting. Once approved, a representative to Council from the organization shall be seated and the organization will request SGA funding through Ag Council.
- 10-0137 Article VI. AMENDMENT
- 10-0138 Section 1. This Constitution may be amended and ratified by a three-fourths vote of the total voting membership of Council provided that such amendments shall have been properly presented at the previous meeting of Council.

10-0139 Section 2. Amendments must be submitted to Student Senate for approval and shall take effect when ratified by majority vote of Student Senate.

## **Chapter 11: College of Architecture, Planning and Design College Council Constitution**

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

### **11-01 Dean's Student Advisory Council Mission Statement**

The mission of the Dean's Student Advisory Council is to facilitate communication through interaction between students, programs, faculty and administration. Through open communication and teamwork members of the DSAC will strive to be a visible and productive group as well as responsible leaders. DSAC members will initiate or assume responsibility for projects that will benefit the entire College and will collaborate effectively in the planning and execution of such projects.

### **11-02 CONSTITUTION OF THE DEAN'S STUDENT ADVISORY COUNCIL**

11-0201 History

The Dean's Student Advisory Council was formed in January 1990 as a concerned group of students dedicated to the modification and enhancement of the educational experience in the College of Architecture, Planning, and Design. Since then, the purpose has evolved to include greater tasks.

11-0202 The role of the Dean's Student Advisory Council (referred from this point on as DSAC) shall be to:

- a. Act as a liaison between the student body and the Dean.
- b. Act as the allocating body for College organizations' SGA funding.
- c. Aid in the development and implementation of college-wide events, such as Open House and Telefund.
- d. Act as intermediaries between students, faculty, and administration in regard to problems, grievances, and other interests or concerns.
- e. Act as student ambassadors on behalf of the college.
- f. Act as facilitators for communication and interaction among students in all departments.
- g. Foster ways to improve student morale.
- h. Promote the college to and provide assistance in the recruitment of prospective students.
- i. Help to conceive of and implement programs that will enhance the educational experience of the college.
- j. Act as advocates on behalf of the student body so they are actively represented in the process of faculty selections and promotions.

- k. Aid in the development of college physical improvements.
- l. Encourage students to work with the college to expand their world view and look in future directions.

**11-03        *STANDING RULES OF THE DEAN'S STUDENT ADVISORY COUNCIL***

- 11-0301        Article 1. Meetings
- 11-0302        Section 1. Meetings shall be held at a regular time at a minimum of twice a month excluding holiday and summer months. Additional meetings can be called by the chairperson if necessary.
- 11-0303        Section 2. Meetings shall be run by the Chairperson. If the Chairperson is absent, the Co-chairperson shall run the meeting.
- 11-0304        Section 3. The secretary shall record attendance and taken minutes at each meeting. The Secretary shall also notify members in advance of upcoming meetings and special events.
- 11-0305        Section 4. All meetings are open to any student within the College of Architecture, Planning, and Design.
- 11-0306        Article 2. Meetings/Attendance
- 11-0307        Section 1. Notice of absence must be given in writing to the Secretary prior to the meeting. Excused absences will be granted at the discretion of the chairperson.
- 11-0308        Section 2. DSAC members who have employment or other special conflicts with the regular meeting time shall be considered on a case-by-case between the Chairperson and Faculty Advisor.
- 11-0309        Section 3. DSAC members on internship or foreign study shall be excused for the defined period and shall be considered an active member of DSAC upon their return.
- 11-0310        Section 4. After the second unexcused absence within a single semester, the student's membership on DSAC shall be reviewed and put to a vote.
- 11-0311        Article 3. Voting
- 11-0312        Section 1. A simple vote of DSAC members present shall be required to pass a motion.
- 11-0313        Section 2. A quorum of two-thirds of the membership on KSU campus shall be required to pass a motion pertaining to changes in the constitution or standing rules.
- 11-0314        Section 3. The Chairperson shall not vote except in the case of a tie.
- 11-0315        Article 4. Officer Elections
- 11-0316        Section 1. A new Co-chair shall be elected every semester, while the Co-chair from the previous semester becomes Chairperson.

- 11-0317 Section 2. The Secretary shall be elected at the last meeting of the fall semester and shall serve the following two semesters.
- 11-0318 Section 3. It is possible for officers to be re-elected.
- 11-0319 Article 5. Membership Qualifications.
- 11-0320 Section 1. Membership application to DSAC is voluntary and is open to all students within the College of Architecture, Planning, and Design.
- 11-0321 Section 2. A maximum of 20 students should serve on DSAC at a time, including officers.
- 11-0322 Section 3. A DSAC member's term, unless revoked, shall extend through graduation from the College of Architecture, Planning and Design.
- 11-0323 Article 6. Membership Elections
- 11-0324 Section 1. Application:
- a. Students in the College of Architecture, Planning, and Design shall have the right to have their names placed on the ballot by applying to the Dean's Student Advisory Council. A one-page paper shall accompany the application to DSAC that describes activities and accomplishments (from high school if necessary), and important issues within the college that the applicants think should be addressed by DSAC.
  - b. They must also fill out an SGA application for college councils.
  - c. Applicants must return both applications (DSAC and SGA) to the designated place by a time determined by the Dean's Student Advisory Council. DSAC will then submit the names to SGA.
- 11-0325 Section 2. Election:
- a. The election shall be held in conjunction with the SGA General Elections and administered by the SGA Elections Committee.
  - b. The polling places shall be those for the College of Architecture, Planning, and Design.
  - c. Voting and counting shall be in accordance with the rules and requirements issued by SGA.
  - d. Election shall be by plurality.
  - e. Write-in votes shall be counted
- 11-0326 Section 3. Vacancies on the Deans Student Advisory Council shall be filled by those candidates who received the highest number of votes.
- 11-0327 Section 4. Vacancies which occur during a term shall be filled by those candidates who received the highest number of votes among those not elected in the last election.
- 11-0328 Section 5. The Dean's Student Advisory Council may fill vacancies by an application and interview process only if the list of candidates from the last election has been exhausted.
- 11-0329 Article 7. Membership Responsibilities

- 11-0330 Section 1. Members are expected to attend all DSAC meetings.
- 11-0331 Section 2. Members are required to participate in at least two of DSAC's service projects per semester.
- 11-0332 Section 3. If by the end of a semester, a member has not fulfilled his or her service requirements, the student's membership on DSAC shall be reviewed and put to vote.
- 11-0333 Article 8. Liaisons
- 11-0334 Section 1. Each college organization shall be represented on DSAC. At least one member of each organization will act as a liaison for their college organization.
- a. Liaisons from each organization or a designated substitute are required to attend regularly scheduled DSAC meetings.
  - b. Attendance requirements as stated in Article 2 apply to liaisons.
    1. If an organization's liaisons have more than two unexcused absences per semester, then the funds for that organization can be reduced for the following fiscal year.
- 11-0335 Section 2. The College of Architecture, Planning, and Design senators are highly encouraged to attend DSAC meetings in accordance with the Student Governing Association's recommendations.
- 11-0336 Section 3. In September, freshmen will be invited to become Liaisons on the Dean's Student Advisory Council.
- 11-0337 Section 4. Liaisons do not have voting rights. 11-0338 Article 9. Allocations
- 11-0339 Section 1. Budget Allocations
- a. 10% of monies allocated to Council by SGA shall be placed in reserves for special requests unless voted on by Council.
  - b. 90% of monies allocated to Council by SGA shall be allocable general funds.
  - c. It is recommended that funds be distributed proportionately to the number of students served by each organization.
  - d. All council organizations may submit allocation requests for these funds as per these procedures outlined in Section 2.
  - e. The Council Finance Committee will consist of five Council members and one Faculty Advisor.
    1. Suggested members: the president of DSAC and a member representing each program.
    2. This composition may be altered by an act of the Council to avoid conflicts of interest.
- 11-0340 Section 2. Funding Process:
- a. DSAC funding schedule coexists with the SGA funding process.
  - b. Deadlines: General Budget Requests will be due a minimum of one week before the SGA deadline in the Faculty Advisors Office at 5:00pm.
  - c. Late applicants will be returned immediately and will not be considered for funding.
  - d. The Architecture Student Council (DSAC) total budget will be due by the deadline set by SGA.

1. The budget should be turned into the SGA offices in a typed manner.

11-0341

Section 3. Appeals:

- a. Funding denials may be appealed if reasons for denial are not clearly justified.
- b. If a request is denied due to lack of monies in the Council reserves account, the organization can petition Student Senate for additional monies that may be used to fund that request.

11-0342

Section 4. Funding Regulations:

- a. SGA Spending Regulations shall be the framework of Council's regulations.
- b. Any group requesting student monies must be University Activities Board registered and a registered group of DSAC.

11-0343

Section 5. Special Allocations:

- a. General:
  1. The request must be a special or unique, nonreoccurring expense, that was not foreseen during the regular allocations process.
  2. The request must benefit the organization's members as a whole.
  3. The organization must have made an effort to find alternative sources of money.
  4. The requesting organization must be stable and efficient financially.
- b. Allocations Granted:
  1. Requests must be submitted in an appropriate process to the Finance Committee.
  2. Special allocations will be granted with a majority vote.

11-0344

Section 6. Use of Funds:

- a. Funds can be used only according to SGA and University Regulations. (See SGA FUNDING REGULATIONS).
- b. If an organization over spends their fiscal year allocation by \$10 or more, the budget for that organization will be adjusted by subtracting the overspending from the following fiscal year's monies.
- c. Unspent funds at the year's end shall revert to the Council's reserve account.
- d. DSAC reserves the right to withhold funds to an organization for the year following one in which it is found that the organization has misused its monies.

11-0345

Article 10. Ratification

11-0346

Section 1. Revised constitutions shall take effect when ratified by DSAC with a two-thirds vote and a majority vote in Senate.

## Chapter 12: College of Arts and Sciences Association Constitution

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

- 12-0101 THE ARTS AND SCIENCES ASSOCIATION CONSTITUTION
- 12-0102 Name and Statement of Purpose
- 12-0103 The name of the organization shall be the Arts and Sciences Association of Kansas State University.
- 12-0104 The purposes of the Arts and Sciences Association shall be:
- a. To further the best interests of the College of Arts and Sciences;
  - b. To promote an increasing unity within the Arts and Sciences College;
  - c. To conduct such business as may be necessary for the welfare of the Arts and Sciences Association.
- 12-0105 Membership  
Any undergraduate student with a primary major in the College of Arts and Sciences at Kansas State University shall be a member of the Arts and Sciences Association.
- 12-0106 Government
- a. The basic unit of government of the Arts and Sciences Association shall be the Arts and Sciences Council.
- 12-0107 The functions of the Arts and Sciences Council shall be:
- a. To consider and take such action necessary for the fulfillment of Article 1, Section 2, of the Arts and Sciences Association Constitution;
  - b. To nominate persons for appointments as requested;
  - c. To consider any amendments to the SGA Constitution;
  - d. To select replacement Arts and Sciences representatives to Student Senate;
  - e. To handle and legislative and executive duties not reserved by the SGA Constitution and By-Laws for Student Senate and Student Body President.
- 12-0108 The membership of the Arts and Sciences Council shall be 12 students. A quorum of Arts and Sciences Council shall be a majority of those members selected and qualified.
- 12-0109 Arts and Sciences Council officers shall be: President, Vice-President, Secretary, and Treasurer. These officers shall be elected by the Council on an annual basis within two meetings of after the election, or any time that an officer's position becomes vacant. All officers shall be elected from the membership of the Arts and Sciences Council.
- 12-0110 The duties of the President shall be:
- a. To preside over the Arts and Sciences Council meetings;
  - b. To meet weekly with the Arts and Sciences Council Advisor to discuss pertinent matters and upcoming events.



- c. To delegate responsibilities to various committees or Council members;
- d. To establish and appoint committees and committee heads as necessary;
- e. To be responsible for official communications to Council members.
- f. To vote only in the case of a tie.

- 12-0111 The duties of the Vice-President shall be:
- a. To preside at Arts and Sciences Council meetings in the absence of the President;
  - b. To be in charge of social activities for the Council.
- 12-0112 The duties of the Secretary shall be:
- a. To be responsible for keeping attendance records;
  - b. To take minutes at each meeting and distribute them before the next meeting;
  - c. To write correspondence as directed by the President.
- 12-0113 The duties of the Treasurer shall be:
- a. To be the head of the Finance Committee;
  - b. To be in charge of all financial aspects of the Council;
  - c. To file with the Office of Student Activities and Services and pertinent groups all financial correspondence.
- 12-0114 Election of Arts and Sciences Council Members
- 12-0115 Any member of the Arts and Sciences Association enrolled in at least seven hours shall be eligible for membership in the Arts and Sciences Council. Arts and Sciences Council members must have their primary major in the College of Arts and Sciences and either be pursuing an Arts and Sciences curriculum which leads to a degree or an Arts and Sciences program of study.
- 12-0116 Nomination:
- 12-0117 Students meeting the qualifications set forth in Article 4, Section 1, of the Arts and Sciences Association Constitution shall have the right to have their names placed on the ballot by applying to the Arts and Sciences Council. They must return the filled-out application to the designated place by a time determined by the Arts and Sciences Council.
- 12-0118 Election:
- a. The election shall be held in conjunction with the SGA General Elections and administered by the SGA Elections Committee;
  - b. The polling places shall be those for Arts and Sciences students in the SGA elections;
  - c. Voting and counting shall be in accordance with the rules and requirements issued by SGA;
  - d. Election shall be by plurality vote.
  - e. Write-in votes shall be counted.
- 12-0119 The length of the term for Arts and Sciences Council members shall be one year.
- 12-0120 Vacancies on the Arts and Sciences Council shall be filled by those candidates who received the highest numbers of votes among those not elected in the last election.

- 12-0121 The Arts and Sciences Council may fill vacancies by an application and interview process only if the list of candidates from the last election has been exhausted.
- 12-0122 Attendance Guidelines
- 12-0123 Three unexcused absences shall result in expulsion from the Council.
- 12-0124 Excused absences shall be at the discretion of the President.
- 12-0125 Council committee meetings shall follow the same guidelines as above. However, absences shall be determined by the committee head.
- 12-0126 Arts and Sciences Ambassadors
- 12-0127 The responsibilities of the Arts and Sciences Ambassadors shall be:
- a. To aid the Arts and Sciences Council in the execution of Article 1, Section 2, of the Arts and Sciences Constitution;
  - b. To represent the college at university functions;
  - c. To meet with prospective Arts and Sciences students in an informative capacity;
  - d. To promote the College of Arts and Sciences through interaction with, and education of, prospective students.
- 12-0128 Selection of Arts and Sciences Ambassadors
- a. Eligibility is the same as that outlined in Article 4, Section 1;
  - b. The Ambassadors shall be selected by the current active Ambassadors in an application and interview process;
  - c. The length of term shall be continuous as long as the guidelines set forth in Article 6, Section 3, are met.
- 12-0129 Attendance requirements shall be the same as those outlined in Article 5, Section 1-3.
- 12-0130 The officers of the Arts and Sciences Ambassadors shall be President, Vice-President, Secretary, Treasurer, and Council Liaison, and they shall be called the Executive Council of the Ambassador Program.
- a. Executive Council shall be elected by the Ambassadors on an annual basis within the third meeting of the fall semester;
  - b. The duties of the offices shall be as follows:
    1. The President shall preside over the meeting and act as a liaison between Ambassadors and administration, presenting new ideas and duties to the Ambassadors as needed.
    2. The Vice-President shall preside over meetings in the absence of the President.
    3. The Secretary shall take minutes and attendance at meetings and relay such needed information to the Ambassadors.
    4. The Council Liaison shall attend all Council meetings and relate pertinent information to the Ambassadors.
- 12-0131 Constitutional Revision
- Revisions to the Arts and Sciences Association Constitution may be made by a 2/3 vote of the Arts and Sciences Council. Constitutional revisions must be submitted to Student Senate for approval

## Chapter 13: College of Business Administration College Council Constitution

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

- 13-0101 COLLEGE OF BUSINESS ADMINISTRATION COLLEGE COUNCIL CONSTITUTION
- 13-0102 Article I. Name and Purpose
- 13-0103 Section 1. Name  
The name of the organization shall be known as the Dean’s Student Advisory Council of the College of Business Administration (CBA) or Kansas State University (hereafter as SAC).
- 13-0105 Section 2. Purpose  
The SAC serves primarily as an advisory group. The members of the SAC serve as liaisons between the CBA student body and the dean and college administration. The group shall also function as the College Council of the CBA for the purpose of Kansas State University Student Governing Association responsibilities.
- 13-0107 Article II. Membership  
SAC members must be enrolled in the CBA and either be; a current serving College of Business senator, a current serving President of a College of Business organization, or an “at large” member elected by the current standing SAC. Dues are not applicable to this organization and will not be assessed from members or member organizations.
- 13-0109 Article III. Officers
- 13-0110 Section 1.  
A president shall be recommended by the SAC to the dean and affirmed by the dean of the CBA.
- 13-0111 Section 2.  
The President of the SAC shall:
- A. serve as a member and chairperson of the SAC;
  - B. attend required meetings of the Kansas State University Center for Student Involvement (or equivalent office)
  - C. coordinate meetings and recommend agenda items to the dean;
  - D. notify members of upcoming meetings;
  - E. keep attendance roster at meetings; and
  - F. keep a list of all members and their contact information.
- 13-0112 Article IV. Representatives
- 13-0113 Section 1. Composition

SAC representatives must be enrolled in the CBA; they shall be duly elected CBA student senators or duly elected and serving presidents of a recognized student organization of the CBA.

- 13-0114 Section 2.  
The Representatives of the SAC shall:
- A. attend monthly meetings;
  - B. relay information to their respective student organizations and fellow students;
  - C. have one vote during SAC meetings;
  - D. represent the concerns of their constituents; and
  - E. serve a term as prescribed by their respective student organization; there is no limit of terms a student serves on the SAC.
- 13-0115 Section 3:  
Representatives include:
- A. one representative per student organization;
  - B. all duly elected CBA Student Senators.
- 13-0116 Article V. Elections
- 13-0117 Section 1. Election Process
- A. Representatives from CBA student organizations shall be elected by respective student organizations in keeping with the organization's constitution and by-laws;
  - B. CBA Student Senators will be elected respective to the university student government election rules and regulations during annual student government elections;
  - C. If in any election no candidate receives a majority vote, a run-off election shall be held for the top two candidates.
- 13-0118 Section 2. Vacancy
- A. In the case of a vacancy for the office of the President, a new President shall be nominated in a timely manner with a majority approval by the SAC and affirmation of the dean.
  - B. In the case of a vacancy for the office of a representative, that student organization may nominate a new representative in a timely manner.
  - C. The Associate Dean for academic Programs may appoint a representative if necessary.
- 13-0119 Section 3. Time of Elections
- A. Elections are to be held concurrently with university student government elections with regard to student senators and at-large student representatives.
  - B. Terms shall be for one year beginning on August 1 and continuing to May 31 of that same year.
- 13-0120 Article VI. Removal from Office/Reappointment
- 13-0121 Section 1.  
An officer or representative can be removed at any time for abuse of power or a lack of fulfilling duties.
- 13-0122 Section 2.

Any member of the SAC shall be able to initiate the removal process by bringing a petition (with reason for removal stated), signed by at least 25% of the current representatives.

- 13-0123 Section 3.  
Individuals being removed shall be notified and have an opportunity to defend themselves. They may also include a written defense.
- 13-0124 Section 4.  
A final vote will be taken with the decision made by the majority of votes.
- 13-0125 Section 5.  
The represented organization or student group will be notified if a member is removed from the SAC.
- 13-0126 Article VII. Amendments  
An amendment(s) to the constitution can be made with a 2/3-majority vote. A quorum must be present for a vote to be valid.
- 13-0127 Article VIII. Adoption  
The SAC constitution will be implemented upon adoption and shall take effect upon approval by appropriate University bodies.

## Chapter 14: College of Education College Council Constitution

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

- 14-0101 Preamble: We, the undergraduate students of the College of Education at Kansas State University, in order to further the best interests of the College of Education, to maintain and support all student activities of the College of Education, to provide improved relationships between students and the College of Education faculty and administration, and to conduct such business as may come before the students in Education at Kansas State University, do hereby organize the College of Education Student Council of Kansas State University.
- 14-0102 Article I. Name
- 14-0103 Section 1. Education Council shall be composed of fifteen elected members, the Editor of The Chalkboard, and one student Representative from each Education interest group on campus (i.e. Agriculture Education, Home Economics Education, Music Education, and Physical Education). These individuals shall exercise voting rights. Non-voting members shall be the Student Senate Representatives for the College of Education, one Student Representative from each professional education club recognized in the College of Education, The Chalkboard Assistant Editor, and two Faculty Advisors.
- 14-0104 Section 2. Officers of Education Council shall be the President, the Vice President, the Secretary, the Treasurer, the Publicity Coordinator, and the Editor of The Chalkboard. These Officers shall be collectively called the Executive Council.
- 14-0105 Section 3. For the purposes of this Constitution, Elected/Voting Members shall be considered the fifteen duly elected Members and the appointed Editor of The Chalkboard.
- 14-0106 Section 4. Voting Student Representatives and Non-Voting Members representing their respective organizations shall not be duly elected Members of the Education Council. They are strongly encouraged to participate in every capacity, should be responsible for delivery of information to and from their respective organizations, and should be willing to encourage members of their organization to become active participants of Education Council activities and related events.  
They shall not be governed by attendance requirements or project requirements.
- 14-0107 Section 5. Meeting shall be called by the President or as deemed necessary by Members of the Education Council. The time shall be determined by the Members. Meetings shall be held on a biweekly basis or as needed.
- 14-0108 Article II. Elections and Appointments
- 14-0109 Section 1. Elections for the Education Council shall be conducted on a yearly basis in conjunction with the Student Government elections in the spring. Members shall be

elected for a one-year term, and shall serve through the Open House weekend of the following term. All previous Members seeking re-election must refile for election to membership on the Education Council.

- 14-0110 Section 2. Student eligible for the fifteen Elected/Voting Member positions on the Education Council are those with a minimum resident grade point average of at least 2.5 enrolled in the College of Education, and with at least one Education Council term remaining at Kansas State University. Professional Semester requirements should properly considered before a commitment is made.
- 14-0111 Section 3. Voting shall be by undergraduates enrolled in the College of Education, by secret ballot. Ballots shall be counted by at least one Education Council Faculty Advisor, and by the President unless he/she is a candidate for re-election, in which case an Elections Chairperson shall be appointed from the Elected/Voting Members.
- 14-0112 Section 4. The Officers, with the exception of the Editor of The Chalkboard, shall be elected from among the fifteen duly elected Education Council Members by secret ballot of the Elected/Voting membership. Any Member of the terminating Education Council or the new Education Council may exercise nominating privileges, but only Elected/Voting new Education Council Members shall exercise voting rights. Election of Officers shall take place at the first regular meeting following Open House, at which time the old Education Council shall terminate.
- 14-0113 Section 5. Education Council Members and College of Education students serving as Student Representatives on College of Education Standing Committees shall be appointed to those positions by the President of the Education Council and an appointed Selection Committee, from the pool of annually completed applications (unless a specific College of Education Standing Committee institutes its own selection procedures). Applications shall contain a complete list of positions. If any positions are left unfilled through the application process, the President may appoint an Education Council Member of College of Education student to fill the position. The President, under the advisement of an Education Council Faculty Advisor, have the authority to remove any such representative from his/her position and appoint a replacement if the duties of the position are not be properly fulfilled.
- 14-0114 Section 6. Members of the Education Council and College of Education students may volunteer to serve on Education Council Standing Committees, and shall be appointed to those positions by the President of the Education Council. Interested students shall be supplied with a list of positions. If any positions are left unfilled through the volunteer process, the President may appoint an Education Council Member or College of Education student to fill the positions. The President, under the advisement of an Education Council Faculty Advisor, have the authority to remove any representative from his/her position and appoint a replacement if the duties of the position are not be properly fulfilled.
- 14-0115 Section 7. Persons considering nomination for any position on the Education Council and its related governing bodies shall be given the opportunity to hear a verbal description of the responsibilities of the position by the current Education Council Member or College of Education student holding that position. A copy of the Education Council Constitution shall also be provided to candidates prior to election or prior to the appointment of positions.

- 14-0116 Section 8. The Editor of The Chalkboard shall be selected each year by The Chalkboard Editor Selection Committee which shall be composed of the Education Council President, the current Editor of The Chalkboard, the Publicity Coordinator, at least one Education Council Faculty Advisor, and one regular faculty member from the College of Education who shall be chosen by the Executive Council each year. In the event that the current Editor of The Chalkboard should wish to apply for a second term, his/her position on the Selection Committee shall be filled by the Education Council Vice-President. Selection of the Editor of The Chalkboard shall be from the pool of annually completed applications which shall be accepted for at least two weeks from the first day after Student Government elections are completed. The Selection Committee's choice shall be approved by the Elected/Voting Education Council Members. In the event of a vacancy, The Chalkboard Editor Selection Committee shall selected a replacement by first offering the position to The Chalkboard Assistant Editor, and if accepted, a new assistant will be selected through the provisions outlined in Article III.
- 14-0117 Section 9. If the Assistant Editor does not accept, a new Editor will be selected from applications filed at the beginning of the term, soliciting new applications if deemed necessary, or utilizing other measures at their discretion.
- 14-0118 Section 10. An assistant to The Chalkboard Editor shall be appointed each year by The Chalkboard Editor Selection Committee, including the newly appointed Chalkboard Editor, immediately after an Editor has been selected. The proper title for this position shall be The Chalkboard Assistant Editor. Selection shall be made from the pool of annually completed applications for The Chalkboard Editor. The Selection Committee's choice shall be approved by the Elected/Voting Education Council Members. In the event of a vacancy, a new Assistant Editor may be selected by the same guidelines as that of a vacancy for Editor.
- 14-0119 Article III. Duties of the Officers
- 14-0120 Section 1. It shall be the duty of the President to preside at all meetings, to prepare and submit a written agenda to all Members prior to each meeting, to call special meetings, and to perform all duties necessary to the smooth functioning of the Education Council. The President shall oversee all election procedures unless he/she is a candidate for re-election in which case an Elections Chairperson shall be appointed from the Elected/Voting Members. The President and an appointed Selection Committee shall appoint Education council Members and College of Education students to serve as Student Representatives on College Committees. The President, under the advisement of an Education Council Faculty Advisor, shall also have the authority to remove any Standing Committee member from his/her position if the duties and responsibilities of the position are not being properly fulfilled. Furthermore, the President shall notify any Elected/Voting Member of his/her expulsion from the Education Council, and shall see that the Executive Council takes steps to fill any vacant Elected/Voting position.
- 14-0121 Section 2. The Vice President shall assume the duties of the President in the absence of or at the request of the President. The Vice President shall serve as the College of Education Representative to the All-University Open House Committee, and as the Open House Coordinator for the College of Education.



- 14-0122 Section 3. The Secretary shall keep accurate minutes of all meetings, and in the event of his/her absence shall notify the President at least one full day in advance. Minutes should be distributed to all Members at the beginning of the following meeting. The Secretary shall also keep records of Elected/Voting Member attendance and activity participation, notifying the appropriate party in the event of two unexcused meeting absences or failure to comply with project requirements.
- 14-0123 Section 4. The Treasurer shall handle all financial obligations of the Education Council and shall serve as Chairperson of the Finance Committee is assisting with budgeting and allocation of funds. The Treasurer shall also give a current budget report at every meeting.
- 14-0124 Section 5. The Publicity Coordinator shall be the Chairperson of the Publicity Committee and shall oversee all duties and responsibilities of that Committee.
- 14-0125 Section 6. The Editor of The Chalkboard shall be responsible to publish the College of Education Newsletter in accordance with the provisions of this Constitution.
- 14-0126 6a. The Assistant Editor of The Chalkboard shall be at the disposal of the editor to assist in any possible way. However, the Assistant Editor will not be held accountable for any of the Editor's responsibilities.
- 14-0127 Section 7. The Executive Council shall be chaired by the President who may call special meetings of the Officers at any such time deemed necessary to discuss Education Council activities, policies, projects, etc. No definitive action shall be taken without further approval of the Education Council unless prior authority has been granted by the Education Council or its Constitution. The President may grant any Education Council Member's request to meet with the Executive Council.
- 14-0128 Article IV. Duties of the Council Members
- 14-0129 Section 1. Members shall attend meetings.
- 14-0130 1a. Elected/Voting Members shall be required to attend all meetings. In order for an absence to be excused, an explanation must be given to the President, Secretary, or a Faculty Advisor at least one full day before the meeting to missed. After two unexcused absences by an Elected/Voting Member, that Member shall be notified by the Secretary of his/her absences. After the third unexcused absence, expulsion shall be automatic, and the Executive Council shall take action to appoint a new member.
- 14-0131 Section 2. Members shall provide input and participation in furthering the goals and activities of the Education Council, and shall be a source of communication between other students, groups, faculty, and Education Council Members.
- 14-0132 2a. Elected/Voting Members shall be required to participate in a least sixty percent (60%) of the Education Council's projects each semester unless excused by the President. Failure to comply with these requirements shall result in notification to the appropriate party and he/she shall be given the opportunity to correct the situation. Failure to correct the situation shall result in expulsion at the judgment of the Executive Council.

- 14-0133 Section 3. Members shall help identify student candidates to serve on College of Education Standing Committees and Education Council Standing Committees as requested.
- 14-0134 Article V. Standing Committees and Respective Duties
- 14-0135 Section 1. The Finance Committee, chaired by the Treasurer, shall consist of at least three and no more than five members appointed by the President. Responsibilities shall include allocation of funds, preparation and presentation of the budget, and any other financial matters of the Education Council.
- 14-0136 Section 2. The Publicity Committee, chaired by the Publicity Coordinator, shall consist of at least three members. Members shall be appointed by the President. Responsibilities include informing the campus and local media of upcoming events and activities sponsored by or involving the Education Council, as well as furthering the purpose of the College of Education by assisting with the publicity of any of its events which might benefit by participation of College of Education students and faculty. Whenever possible, informational memorandums shall be distributed to all regular and adjunct College of Education faculty, encouraging them to make classroom announcements of the events. The Committee shall also maintain the Education Council Bulletin Board in a professional manner, posting announcements and any circulated memorandums, and shall see that a roster of all Education Council Members and Student Representatives, noting the positions and officers held, is posted and kept up-to-date.
- 14-0137 Section 3. The Resource Teacher Program Committee shall be composed of at least three Education Council Members appointed by the President, an Education Council Faculty Advisor, and at least one faculty member from the College of Education who shall be chosen by the Executive Council. The Committee shall selected its own chairperson. The Committee shall be responsible to invite to the College of Education persons who have demonstrated success and a high level of professionalism in the field of education. These Resource Teachers shall interact with students and faculty and share their experience. The Committee may present awards to the visiting persons, contingent upon the approval of the Education Council.
- 14-0138 Article VI. Student-of-the-Month and Student-of-the-Year
- 14-0139 Section 1. The Student-of-the-Month award shall be sponsored by the Education Council.
- 14-0140 Section 2. The purpose of the Student-of-the-Month award shall be to recognize students in the College of Education who represent the spirit of excellence and distinction. Students may receive the award once during their studies at Kansas State University, and only undergraduates shall be eligible.
- 14-0141 Section 3. The Student-of-the-Month Selection Committee shall be composed of the President and one Faculty Advisor of the Education Council, the President and Faculty Advisor of Teachers of Tomorrow, and a faculty member from the College of Education who shall be selected by the Executive Council. The Committee shall selected its own Chairperson, and shall determine the selection procedure to be used in choosing students to receive the award.

- 14-0142 Section 4. The Student-of-the-Month Committee may choose a Student-of-the-Year at the end of the Spring Semester. He/she shall be chosen from among those who receive the honor of Student-of-the-Month during the academic year. A stipend for educational materials may be awarded.
- 14-0143 Article VII. College of Education Newsletter
- 14-0144 Section 1. The Education Council shall publish for the College of Education a newsletter entitled The Chalkboard.
- 14-0145 Section 2. Responsibilities for the Editor of The Chalkboard include the editing and layout of the newsletter, writing articles and locating persons in the College of Education and University to contribute material, and overseeing the printing and distribution of the newsletter. The Editor shall also maintain contact with the Office of University Relations, professional education clubs and student organizations in the College of Education, and faculty and administrators in the College of Education. The Editor shall work under the advisement of the Education Council and shall have all materials checked before publication by an Education Council Faculty Advisor each month, to insure guidelines adherence.
- 14-0146 Section 3. The Chalkboard shall be published at least four times each semester. A circulation deadline and a deadline for monthly submission of article, editorials, and other information shall be set at the beginning of each semester and shall be included each month in The Chalkboard.
- 14-0147 Section 4. Material may be submitted for publication by person in the College of Education. An open forum for editorials shall be maintained. All materials printed in The Chalkboard shall meet professional journalistic standards and shall be subject to budgetary constraints. In the event of a question concerning professional journalistic standards, an Education Faculty Advisor shall be consulted. All materials shall be relevant to the College of Education or the education profession.
- 14-0148 Article VIII. Order of Business
- 14-0149 Section 1. Robert's Rules of Order shall be the standard for conducting all business meetings of the Education Council.
- 14-0150 Section 2. The Agenda of the regular meetings of the Education Council shall be as follows:
- I. Role and Agenda Additions
  - II. Approval of Minutes
  - III. Guest Speakers
  - IV. Officer and Student Representative Reports
    - A. President
    - B. Vice President
    - C. Secretary
    - D. Treasurer
    - E. Publicity Coordinator
    - F. The Chalkboard Editor
    - G. College of Education Student Senators
    - H. Student Representatives

- V. Committee/Project Reports
- VI. Old Business
- VII. New Business
- VIII. Concerns and Announcements

14-0151 Article IX. Constitutional Amendments

14-0152 Section 1. The Education Council Constitution may be amended by a three-fourth majority vote of the Elected/Voting Members of the Education Council, provided that such amendments have been properly presented at the previous regular meeting of the Education Council.

14-0153 Article X. Ratification

14-0154 Section 1. The Education Council Constitution and its amendments shall be ratified by a majority vote of the Student Senate as required by the Constitution of the Student Governing Association of Kansas State University, and shall take effect immediately upon such ratification.

# Chapter 15: College of Engineering College Council Constitution

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

We, the students and faculty of the Kansas State University College of Engineering, in order to provide efficient and fair student governance, do hereby establish the Constitution of the Engineering Student Council.

## **15-01 Name and Purpose**

15-0101 Name.

- A. The official name of this organization shall be the Kansas State University Engineering Student Council.
- B. The official acronym of the organization shall be ESC.

15-0102 Purpose. Engineering Student Council shall exist to:

- A. Represent the Engineering Student Body to university and college administration, alumni, and corporations.
- B. Develop and coordinate Engineering Student Organizations.
- C. Foster a sense of community in the College of Engineering.
- D. Execute on initiatives requested by Engineering Administration and Student Government Association.
- E. The Dean of the College of Engineering and/or the Faculty Advisor have final say in all matters of Engineering Student Council.

15-0103 Structure. Engineering Student Council shall be organized as follows:

- A. Executive Board. The Executive Board shall consist of:
  - 1. All Executive Officers (15-0202).
  - 2. All Executive Committees (15-0204); and
  - 3. The Faculty Advisor
- B. Executive Committees. The following Standing Committees shall be convened each year:
  - 1. Leaders in Freshman Engineering Committee (LIFE) (15-0602 & LIFE By-Laws)
  - 2. Student Engagement Committee (SEC) (15-0603); and
  - 3. Engineering Events Committee (EEC) (15-0604).
- C. All-Council. The All-Council body shall consist of:
  - 1. All organizational Members (15-0201); and their Officers and members.
  - 2. All ISOs of the College of Engineering (non-voting); and their Officers and members
  - 3. All Executive Board members (above); and
  - 4. Any Engineering Student who regularly attends all Council meetings

15-0104 Non-Discrimination Statement. We affirm the following University policy:

“The established policy of the Board of Regents prohibits discrimination on the basis of age, race color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the State Universities. All fraternal and campus related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.”

## **15-02      *Membership***

### 15-0201      Organizational Membership.

- A.      Requirements. An Organization is considered an Organization Member in good standing if...
  - 1.      They have been identified as and approved as a Departmental Student Organization (DSO) within the College of Engineering; and
  - 2.      They have attended three-fourths of the All-Council meetings in the current academic year to-date; and
  - 3.      They are registered through the Center for Student Involvement.
- B.      Privileges. An Organization Member in good standing...
  - 1.      May appoint a delegate to be given voting privileges at All-Council meetings; and
  - 2.      Is eligible for College of Engineering funds; and must be so to receive these funds; and
  - 3.      May request a copy of Executive Board meeting minutes and performance reviews.

### 15-0202      Executive Officer Membership.

- A.      Requirements. A student is considered an Executive Officer in good standing if...
  - 1.      They are elected, according to 15-0401, to the office of President or Vice President; and
  - 2.      They are appointed according to the selections process in 15-0402; and
  - 3.      They have not had more than two unexcused absences or four total absences from All-Council meetings; and
  - 4.      They have not had more than two unexcused absences or four total absences from Executive Board meetings; and
  - 5.      They participate in performance assessments at the discretion of the President or Faculty Advisor.
- B.      Privileges. An Executive Officer in good standing...
  - 1.      Is a voting member of the Executive Board; and
  - 2.      Is given voting privilege at All-Council meetings; and
  - 3.      May attend, at the discretion of the President, special college functions and conferences for the National Association of Engineering Student Councils.

- 15-0203 Special Membership.
- A. Requirements. A student is considered a Special Member in good standing if...
    1. They are appointed according to the special appointments process in 15-0403;
    2. Or are a Student Senator of the College with good standing in SGA; and
    3. They meet the same attendance standard as Organizational Members; 15-0201(A)(2).
  - B. Privileges. A Special Member in good standing...
    1. Is given voting privileges at All-Council meetings; and
    2. Is invited to attend all Executive Board meetings; and
    3. May attend, at the discretion of the President, special college functions and conferences for the National Association of Engineering Student Councils, if Executive Officers have already been considered.
- 15-0204
- A. Requirements. A student is considered an Executive Committee Member in good standing if...
    1. They are appointed according to the selections process outlined in 15-0404
    2. They have not had more than two unexcused absences or four total absences from meetings of their committee; and have attend at least one Executive Board meeting.
    3. They participate, with their committee, in performance assessments at the discretion of the President or Faculty Advisor
    4. They meet any further requirements of their appointed committee (see Section 15-06)
  - B. Privileges. An Executive Committee Member in good standing...
    1. Is given voting privileges at meetings of their committee; and
    2. Is invited to attend all Executive Board meetings; and
    3. May attend, at the discretion of the President, special college functions, and conferences for the National Association of Engineering Student Councils; and
    4. Is given, with a three-quarters vote by the other Executive Board members, the same voting privileges as an Executive Officer, provided they meet the same attendance requirements (15-0202(3)-(4)); they, however, can never participate in a vote twice.
  - C. Collective Body. Each Executive Committee is, further, a “collective body” and...
    1. Is considered in good standing if a representative from their committee maintains the same attendance as Officers: 15-0202(3)-(4); and, therefore, the Committee...
    2. Is a voting member of the Executive Board, with two (2) votes; and
    3. Is given this twofold voting privilege at All-Council meetings.

## **15-03 Duties of Executive Board**

- 15-0301 President. This position shall:
- A. Chair All-Council and Executive Board meetings.
  - B. Represent and protect the rights and interests of the engineering student body as the principle student liaison to the College of Engineering Administration.
  - C. Set the vision and goals for the Executive Board.

- D. As President-Elect, recruit and appoint, according to the appropriate procedures, the remaining Executive Officers and Committees.
- E. Appoint Special Members and convene Ad Hoc Committees as needed, and according to the appropriate procedures,
- F. Organize, in consultation with the Vice President, Executive Board retreats as needed.
- G. Assist the Executive Board, including Officers and Committees, in all their duties
- H. Work with College of Engineering administration to ensure ESC presence at prominent college events, including, special events at the request of the Dean of Engineering or the Faculty Advisor.
- I. Conduct, with the assistance of the Vice President and Faculty Advisor, formal Board performance reviews as needed. At least one, and not more than four shall be done per position.
- J. Issue warning to members, at his/her discretion, for failure to fulfill duties defined in this section. The Faculty Advisor shall be formally notified whenever a warning is issued; see 15-0405.

15-0302

Vice President. This position shall:

- A. Organize one Engineering Student Organization spotlight at each All-Council meeting.
- B. Organize at least two Organizational Development Seminars per semester to take place during All-Council meetings. At least one such Organizational Development Seminar during the year should feature the Dean of Engineering.
- C. Assist the President wherever necessary, including retreats and performance reviews.
- D. Assume the presidency in the permanent or temporary absence of the President.
- E. Organize, in consultation with the President, one Executive Board social event per semester.

15-0303

Treasurer. This position shall:

- A. Prepare an operational budget before the first Monday in October.
- B. Manage, with the support of the Staff Accountant, all Executive Board finances and reimbursements in a lawful and virtuous manner.
- C. File funding requests through the Kansas State University Student Government Association (KSU SGA) in consultation with the President.
- D. Work directly with their counterparts in Engineering Student Organizations to assist in their financial operations; including creating and managing budgets, filing funding requests, and working with the Dean's Office and Staff Accountant.

15-0304

Director of Records. This position shall:

- A. Take attendance and minutes at All-Council meetings and publish online within five days; and
- B. Take attendance and minutes at Executive Board meetings and publish online within five days.
- C. Receive and manage attendance and minutes from meetings of the Executive Committees.
- D. Prepare, in consultation with the President, an end-of-semester report.
- E. Read and master all information from end-of-semester reports of the previous two years.



- F. Be primarily responsible for managing the internal documentation of the Executive Board; including all things necessary for continue year-to-year function that are not listed elsewhere.
- G. Maintain record of students' and Student Organizations' involvement in ESC functions as needed.

- 15-0305 Leaders in Freshman Engineering (LIFE) Coordinators. These positions shall:
- A. Recruit and Appoint members of LIFE; in consultation with the President and Vice President.
  - B. Coordinate the Leaders in in Freshman Engineering program; and
  - C. Facilitate their members' involvement within ESC. See the LIFE Bylaws.

- 15-0306 Public Media Director. This position shall:
- A. Manage and update ESC's social media accounts, so that an online presence is maintained.
  - B. Manage and update the university provided ESC website; including meeting minutes and attendance, student organization information and event details.
  - C. Document all events, including pictures and relevant details; publicize these as outlined here
  - D. Assist the EEC in the advertisement of all other ESC events as necessary
  - E. Work directly with the Student Organizations to publicize their information and goings-on

## **15-04 Membership Selections, and Term Processes**

- 15-0401 Elections.
- A. The offices of President and Vice President shall be elected at an All-Council meeting.
  - B. Candidates for the offices President and Vice President must be students enrolled in a College of Engineering degree program, in good academic standing, have had previous active participation in ESC meetings, be a sophomore or higher rank at the time of the election, and at the time of election, be able to serve in these roles for the following academic year.
  - C. A majority vote is required to win an office; therefore, if more than two candidates are running a second vote between the two highest vote-getters will be needed if no one reaches fifty percent
  - D. In the event that only one candidate applies for the office, the candidate shall be automatically elected after giving an acceptance speech.
  - E. In addition to those granted voting privileges in 15-02, any person that has attended three-fourths of the All-Council meetings in an academic year as of the date of the election may cast a vote.
  - F. Any provision regarding the election process not specified in this constitution shall be defined at the discretion of the President, in consultation with the Vice President and Faculty Advisor.
- 15-0402 Executive Officer Appointment.
- A. A Selections Committee shall be convened; comprised of the Faculty Advisor, the President-elect, the Vice President-elect, the President, and the Vice President, and chaired by the President-elect.

- B. The Selections Committee will have the power to appoint all Board members, including Executive Officers and Committees. A quorum shall not be required for a decision.
- C. A completed application shall be required for the Selections Committee to consider an applicant; the content of which shall be determined by them.
- D. Upon review of the applications, the Selections Committee shall schedule and conduct interviews with selected applicants.
- E. Applicants shall be notified within 48 hours of the Selections Committee's decision.
- F. If no student completes an application for a position, the selections committee shall search for and appoint a candidate. Candidates that applied for an alternate position and were not selected shall be considered before candidates that did not apply.

15-0403 Special Member Appointment.

- A. The appointment of Special Members shall be at the request of the President; with the consultation of the Vice President and Faculty Advisor.
- B. The request must be introduced, and voted on at an Executive Board meeting with at least two-thirds of the Board Members in attendance; and
- C. A two-thirds vote of the present Board Members, and the approval of the Faculty Advisor shall be required to approve the Special Member; who's membership will immediately be conferred.

15-0404 Executive Committee Member Appointment.

- A. The process for appointing Executive Committee Members shall be the same as that of Executive Officers (15-0402); but
- B. With the exception that the LIFE Committee shall be appointed through a process chosen by the LIFE Coordinators, and which conforms to the LIFE Bylaws; and
- C. With the clarifying point that the number of these members may be determined by the Selections Committee at the time of appointments.

15-0405 Removal from Office.

- A. An Executive Board Member, other than the Faculty Advisor, shall be impeached if:
  - 1. They violate the conditions of their membership as stated in 15-02
  - 2. Three formal warnings from the President have been issued (see 15-0301). A warning shall be warranted by a failure to execute duties as defined in 15-03 or 15-06.
  - 3. Convicted of conduct grossly unbecoming an officer of ESC as defined by the Student Code of Conduct (KSU SGA Bylaws, Article V, Section 3).
- B. An officer may be removed from office by:
  - 1. A three-fourths majority of those present and voting at an Executive Board meeting vote upon impeachment; or
  - 2. A resolution adopted by the Student Senate; or
  - 3. Request by the President of the University, or any of the Deans of the College of Engineering; or
  - 4. Formal resignation of the officer.

15-0406 Succession.

- A. If an office becomes vacant, the President, in consultation with the Vice President and Faculty Advisor if available, shall appoint a successor unless otherwise provided for.
- B. The President's appointment of a mid-term successor shall be subject to the same process as that of Special Members; outline in 15-0403.
- C. Until a successor is appointed, the President shall assume or delegate the duties of the vacated office.

15-0407

Schedule.

- A. The President and Vice President shall be elected before April 15.
- B. The succeeding Executive Board shall be appointed one week prior to the last All- Council and the last Executive Board meeting before the end of the spring semester.
- C. Terms shall begin at the conclusion of the spring semester.

## **15-05**

### ***Amendments***

15-0501

Process.

- A. All amendments must be introduced at an Executive Board meeting with at least two- thirds of the Executive Members in attendance; and
- B. A decision may not be made in the same meeting that the amendment is introduced, unless a motion to suspend this rule is passed by a three-quarters vote of members in attendance.
- C. A two-thirds majority vote of the present Executive Board Members shall be required to approve an amendment.

15-0502

Amendment Effect.

- A. The Dean of Engineering or the Faculty Advisor may veto an amendment within 14 days of its passage.
- B. Amendments must be presented to the Student Senate and pass normal legislative processes as defined in Chapter 52 of the KSU SGA Statutes.
- C. An amendment shall take effect upon passage by the student senate.

## **15-06**

### ***Duties of Executive Committees***

15-0601

Expectation of All Executive Committees. Each Executive committee shall:

- A. Meet once a week; unless all members attend Executive Board meetings, with the same attendance as Officers (15-0202(A)(3)-(4)), and are fully able to execute their duties at these meetings.
- B. Appoint, with the approval of the Selections Committee, a Head to chair all meetings, be the primary point of contact with the Officers, and generally manage the goings-on of the committee.
- C. Report minutes and attendance from each of their meetings to the Director of Records.
- D. Have at least one representative present at all Executive Board meetings; and
- E. Assist the other Executive Board members in the execution of their duties.

15-0602

Leaders in Freshmen Engineering Committee (LIFE). This committee shall:

- A. Be exempt from 15-0601(B) at the discretion of the Life Coordinators.
- B. Develop its members professionally.

- C. Engage their peers in the College through events; and
- D. Become knowledgeable on the workings of Engineering Student Council; with the intent being that these members will seek Officer positions in the Student Organization and Executive Board.

15-0603

Student Engagement Committee (SEC). This committee shall:

- A. Work in direct consultation with the Academic Student Center, Deans' offices, and SGA to further enhance the experience of students in the College.
- B. Survey the engineering student body at least once a year seeking input on College improvements.
- C. Push for initiatives in the College that will benefit the 'general student experience;' and
- D. Work with SGA on legislation seeking these same ends.

15-0604

Engineering Events Committee (EEC). This committee shall:

- A. Organize events within the College; including the Engineering Student Organization Fair, E-Week, and Engineering Student Organization Awards; and
- B. Collaborate directly with other Engineering Student Organizations to co-sponsor events.

## Chapter 16: Graduate School College Council Constitution

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove.]*

We, the graduate students of Kansas State University, on the Manhattan, Salina, and Olathe campuses, in an effort to further excellence in higher education, do hereby adopt this constitution and by-laws.

The goal of Graduate Student Council (GSC) is to provide support to the graduate student body, through travel awards, recognition of academic achievement, professional development, social activities, and networking opportunities.

### **16-01 Article I: Name and Purpose**

- Section 1: The name of this organization shall be the Graduate Student Council, hereafter referred to as (GSC) for the remainder of this constitution and by-laws.
- Section 2: The GSC is chartered under the Constitution for the Kansas State University Student Governing Association (SGA).
- Section 3: The GSC shall not take any action that is in violation of the constitution or by-laws of the Kansas State University SGA.
- Section 4: The purpose, duties, and power of the GSC shall be:
- A. To serve as an organized representative body for the formulation of policies concerning graduate students.
  - B. To serve as an official medium of communication between graduate students and the graduate faculty and administration.
  - C. To serve as the advisory board of graduate students to the graduate faculty and administration.
  - D. To nominate students for positions reserved for graduate students on official university committees.
  - E. To allocate funds to individual graduate students in accordance with the travel award policy.
  - F. To consider any amendments to the SGA Constitution.
  - G. To select replacement Graduate Senators when requested by Student Senate per SGA By- Laws.
  - H. To handle any legislative or executive duties not reserved by the SGA and By-Laws for Student Senate and the Student Body President.
  - I. To represent graduate students on the Graduate Council.

### **16-02 Article II: Membership**

- Section 1: There shall be three main bodies within the GSC: Executive Committee, Leadership Committee, and General Membership.
- A. The Executive Committee shall consist of the President, President-Elect, Secretary, and Treasurer.
  - B. The Leadership Committee shall consist of the Executive Committee, Senators, and Committee Chairs as outlined in Article V of the by-laws.
  - C. The General Membership will consist of the Executive Committee, the Leadership Committee, and the presidents or appointed representatives of every graduate student group in good standing with the GSC in accordance of Article I of the by-laws.
- Section 2: The Dean and Associate Dean of the Graduate School or designee shall be ex-officio, non-voting members of the GSC.
- Section 3: The duties, terms of office, eligibility, and election of all GSC officers shall be specified in Article IV of the GSC by-laws.

### **16-03 Article III: Amendments**

- Section 1: All proposed changes to the GSC constitution and/or bylaws require two readings to be held during consecutive General Membership meetings.
- Section 2: The articles of this constitution may be amended by a two-thirds (2/3) vote of all GSC members selected and qualified at a regularly scheduled GSC meeting. Ratification shall be by simple majority approval of the total membership of the Student Senate of the Kansas State University SGA.
- Section 3: The by-laws of the GSC may be passed and/or amended by a two-thirds (2/3) vote of all GSC members selected and qualified at a regularly scheduled General Membership meeting. Ratification shall be by simple majority approval of the total membership of the Student Senate of the Kansas State University SGA.

### **16-04 Article IV: Removal from Office**

- Section 1: Any officer may be removed from the GSC for conduct deemed inappropriate, irresponsible, or that does not adequately fulfill their duties as described in Article IV of the by-laws. This removal requires a motion, second, and a two-thirds (2/3) vote for the removal by members present at any GSC General Membership meeting. The vacancy will be filled as soon as possible with a simple majority vote by the members at a regularly scheduled GSC General Membership meeting. The replacement officer(s) or representative(s) is (are) bound to the requirements stated under Article 3 of the GSC By-Laws.
- Section 2: Any officer may be removed from the GSC on the following grounds:
- A. Misfeasance: The illegal or improper performance of a legal and proper act or duty, as outlined in Article IV in the GSC By-Laws.
  - B. Malfeasance: Misconduct or wrongful act by an elected or appointed GSC officer or member, respectively. This includes any violations of the Student Code of Conduct.

- C. Nonfeasance: Failure to perform an act that is either an official duty or a legal requirement.

## **16-05 GSC By-Laws**

Revised March 2012

### **16-06 Article I: Membership of Graduate Student Groups**

- Section 1: Any graduate student group must meet the following criteria for membership:
- A. Consist primarily of Kansas State University graduate students.
  - B. Be registered with the GSC.
  - C. Be registered with the Office of Student Activities and Services, hereafter referred to as (OSAS) for the remainder of this constitution and by-laws.
- Section 2: Active members of the GSC are defined as elected officers, appointed committee chairs, SGA graduate student senators, and representatives of the registered graduate student groups who are in good standing with the university.

### **16-07 Article II: Meetings**

- Section 1: Meetings shall be held on the first Monday of every month at a place and time to be determined by the GSC.
- Section 2: A quorum shall be defined as one-half plus one of all active members of the GSC.
- Section 3: Robert's Rules of Order shall be used as the official guide for the GSC meetings.
- Section 4: Attendance at GSC meetings is mandatory for elected officers, appointed committee chairs, SGA graduate student senators, and representatives of the registered graduate student groups of the GSC and university committees.
- A. Elected officers, senators, and appointed representatives of the GSC and university committees will provide reports at each GSC meeting.
  - B. Active member groups are required to be involved in the activities of the GSC, including attending meetings and providing a report if applicable.
- Section 5: Failure to maintain active status:
- A. Elected officers, senators, and appointed chairs/representatives of GSC and university committees missing three consecutive GSC or committee meetings, without being excused, will become inactive, which could result in removal from office.
  - B. Registered student group representatives missing two consecutive GSC or committee meetings, without being excused or sending a proxy, will result in the group's inactive status.
  - C. Members of an inactive group will not be allowed to vote on GSC matters and shall not be counted toward GSC quorum.
  - D. To regain active status, a group's president must submit a letter to the GSC president stating reasons for their representative's previous absences.

- E. Elected officers, senators, and appointed chairs/representatives of GSC and university committees must meet with the Executive Committee during an Executive Committee meeting to ask to be reinstated as an active member.

Section 6: Absence from meetings:

- A. Graduate student group representatives who cannot attend a GSC meeting will send a proxy. The proxy will be accorded all the rights and privileges of a GSC member but shall not assume the duties of any office that the absent member holds.
- B. Elected officers and senators who cannot attend a GSC meeting will provide a written report to the President to present on their behalf.
- C. Appointed Chairs/Representatives of GSC committees may send a proxy from their committee to present their report or send the report to the President to present.

## **16-08 Article III: Elections**

Section 1: Elected positions shall include President-Elect, Secretary, and Treasurer.

Section 2: GSC officers shall hold a term of office for one year with the exception of the President-Elect who assumes a term of two years, the second year assuming the responsibilities of the President.

Section 3: Students eligible to run for office shall be enrolled in the Graduate School and have a minimum of a 3.0 grade point average. All candidates must be in overall good standing at Kansas State University.

Section 4: If any office becomes vacant, the GSC shall accept applications for a replacement. The GSC shall elect one individual from these applicants to serve the remainder of the term. Replacements must qualify according to provisions of this Constitution and By-laws.

Section 5: Election will be held by an electronic vote during the spring semester. The election will be administered by the Election Committee. Write-in votes shall be counted.

Section 6: Officer transitions shall be held at the May meeting (unless a midterm transition is necessary).

## **16-09 Article IV: Officers**

Section 1: The GSC President shall perform the following duties:

- A. Preside over all meetings of the GSC.
- B. Appoint all committees unless such committees are otherwise organized.
- C. Be an ex-officio member of all committees.
- D. Inspect the results of balloting and all other voting results.
- E. Vote in the case of a tie.
- F. Sign all papers of the GSC except travel award approvals.
- G. The President of the GSC does not count as the representative from his or her graduate student group; another representative from the same group may sit on the GSC in addition to the President. All other officers count as representatives of their graduate student group.



- Section 2: The GSC President-Elect shall perform the following duties:
- A. Assume the duties and responsibilities of the President in the absence of the President.
  - B. Assist the President with GSC meetings and projects.
  - C. Assume the role of President at the May meeting one year after being elected to the President-Elect position.

- Section 3: The GSC Secretary shall perform the following duties:
- A. Record the minutes of each GSC Executive Committee, Leadership Committee, and General Membership meeting.
  - B. Keep the history of the GSC.
  - C. Be responsible for sending approved meeting minutes to the appropriate Graduate School staff person responsible for maintaining the GSC website.
  - D. Promote GSC meetings and activities.
  - E. Maintain the GSC's registration process and list of active organizations.
  - F. Assume the duties and responsibilities of the President in the absence of the President and President-Elect.

- Section 4: The GSC Treasurer shall perform the following duties:
- A. Present a financial report at each GSC meeting.
  - B. Be assigned as chair of the Allocations Committee and Travel Award Committee.
  - C. Assume the duties and responsibilities of the President in the absence of the President, President-Elect, and Secretary.

## **16-10 Article V: Committees**

- Section 1: The GSC Executive Committee shall create general committees as necessary, to address the needs of graduate students.

- Section 2: Standing Committees: All committees shall consist of a Chair and a minimum of one, but no more than five, graduate student members.
- A. Allocations: This committee, under the supervision of the Treasurer, will appropriate GSC funding.
    - 1. The committee shall be responsible for preparing an annual budget. This budget shall be submitted to the GSC Executive and Leadership Committees for approval no later than their respective October GSC meetings. The approved budget will then be filed with OSAS.
    - 2. The committee will meet to review travel award applications following the published deadlines and ensure awards are paid out in a timely manner.
  - B. Student Affairs: This committee shall be responsible for researching and presenting possible solutions to academic and graduate student life issues brought forth to the GSC regarding all graduate students. The committee also shall be responsible for coordinating social activities for graduate students. These include, but are not limited to, ice cream socials and mixers.
  - C. International Student Affairs: This committee shall be responsible for researching and presenting possible solutions to issues brought forth to the GSC, specific to international graduate students.

- D. Awards and Recognition: This committee shall be responsible for coordinating and presenting awards given by the GSC. This includes, but is not limited to, the Graduate Student Teaching Excellence award and nominations for the Midwestern Association of Graduate Schools awards.
- E. Fundraising: This committee shall be responsible for coordinating fundraising activities to benefit the GSC. These include, but are not limited to, tailgating events.
- F. Professional Development: This committee shall be responsible for coordinating seminars and/or workshops that will facilitate the professional development of graduate students. This includes, but is not limited to, working with Career and Employment Services (CES) to organize seminars and/or workshops.
- G. Research Forums: This committee shall be responsible for coordinating research forums and similar activities sponsored by the GSC. This includes, but is not limited to, the annual K-State Research Forum and research presentation opportunities.
- H. Health Insurance: This representative shall be responsible for researching and presenting possible solutions to issues brought forth to the GSC regarding graduate student health insurance. The GSC representative of the committee will hold a seat on the KSU Student Insurance Committee. The committee will work with the Division of Human Resources to help provide educational opportunities to Graduate Teaching Assistants, Graduate Research Assistants, and Graduate Assistants concerning the health insurance available to them.
- I. Elections: This shall consist of Co-Commissioners who will be responsible for following the election guidelines as set by Article 3 of the GSC by-laws.

## **16-11**

### **Article VI: Funding**

- Section 1: GSC funds will be allocated according to the recommendations of the Allocations Committee per the approved annual budget.
- A. Travel Awards: To be considered for a travel award, graduate students must submit the on-line application no later than the published deadlines. Travel expenses must follow the guidelines described in the travel award application.
  - B. Operating Costs and Other Funds: Money allocated for these expenditures must follow the SGA and State of Kansas guidelines and be approved by the Allocations Committee. Applicable expenses include, but are not limited to, copies, promotional advertising and printing, lecturers/speakers, rental equipment, and films that benefit the entire graduate student body.

# Chapter 17: College of Health and Human Sciences College Council Constitution

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

## CONSTITUTION AND BYLAWS

### ARTICLE I- NAME

The name of this organization shall be the Kansas State University Human Ecology College Council and hereinafter shall be referred to as the "College Council."

### ARTICLE II- PURPOSE

The purpose shall be to provide a forum for College of Human Ecology student concerns, to foster internal communication, to provide support and governance for the college, to serve as a cohesive force to student organizations in the college, to interpret and publicize the functions and activities for the College of Human Ecology, to provide for the development of leadership skills among students, and to sponsor programs and activities for the students.

### ARTICLE III- MEMBERSHIP

- Section 1. College Council shall compose of five executive members, four standing committee members, one representative from each interest group in the College of Human Ecology, and the Student Senators.
- Section 2. Any undergraduate student in the College of Human Ecology who meets the eligibility requirements established by the Kansas State University Student Governing Association (KSU SGA) is eligible to become a member by the results of KSU SGA elections for the Human Ecology College Council.
- Section 3. Each interest group within the College of Human Ecology may select a representative for College Council.
- Section 4. All members shall take office May 1 and serve for one academic year.

### ARTICLE IV- OFFICERS

- Section 1. There will be five officers elected by members of the College Council. The officers shall be President, Vice President, Secretary, Treasurer, and Public Relations Coordinator. The officers shall serve as the Executive Board of the College Council.
- Section 2. The duties of these officers shall be as follows:
- A. The President shall preside over meetings of the College Council, shall serve as the primary representative of the College Council, shall have the power to conduct the business of the College Council between regularly scheduled

meetings, and shall serve on the College of Human Ecology Faculty Council and Alumni Board.

- B. The Vice President shall serve in the absence of the President, help organize student groups, and coordinate special projects of the College Council. The Vice President shall coordinate the leadership development and recognition event. The Vice President shall also serve as the Academic Affairs Committee Representative and shall attend all Academic Affairs meetings and discuss changes in curricula, course descriptions, and other academia and report events at each meeting.
- C. The Secretary shall keep attendance, prepare and email minutes of meetings, and conduct correspondence of the College Council. The Secretary shall inform members of College Council and Presidents and Advisors of Student Organizations represented on College Council of absences by members that might jeopardize their positions or their funding. The Secretary shall keep an updated the College of Human Ecology member contact list.
- D. The Treasurer shall execute financial affairs for the College Council including Human Ecology Open House financial affairs, according to Human Ecology College Council Funding Guidelines, and shall report College Council's financial standing at each meeting.
- E. The Public Relations Coordinator will oversee the College Council photo display and make name tents for each College Council representative. The Public Relations Coordinator shall also represent Human Ecology students in the planning and implementation of career related activities and services offered by Career and Employment Services and/or the College of Human Ecology. These activities include, but are not limited to, the University Career Fair and the mock interviews. He/She shall publicize vacancies on the College Council, solicit nominees for College Council positions, and carry out voting procedures and correspond with newly elected members through the KSU SGA process.

#### ARTICLE V- STANDING COMMITTEE CHAIRS

Section 1. There will be three Standing Committee Chairs elected by members of the College Council from the students elected to the 10 open College Council Positions. The three Standing Committee Chairs are Student/Faculty Awards Coordinator and the Open House Chair and Co-Chair.

Section 2. The duties of these Standing Committee Chairs shall be as follows:

- A. The Student/Faculty Awards Coordinator is in charge of recommending nominees to the College Council for such awards as the Organization of the Month. Voting members of the College Council will determine to whom the awards will be given.
- B. The Open House Chair and Co-Chair shall assume overall responsibility for planning, conducting, and evaluating College of Human Ecology activities that support the All University Open House. The Chair shall serve as the College of Human Ecology representative on the University Committee.

#### ARTICLE VI- MEETINGS AND ATTENDANCE

Section 1. The members of College Council will establish regularly scheduled meetings.

- Section 2. All members of the College Council; including, but not limited to the Executive Board, the Standing Committees, the Interest Group Representatives, and the Student Senators; are expected to attend scheduled meetings. Any member of the College Council who is unable to attend must submit a proxy form to the Secretary's email by 12:00pm the day of the meeting. The proxy will assume responsibilities and voting privileges of the absent member. If a member is absent due to a class conflict, he/she must meet with the Executive Board prior to that semester's first College Council meeting to explain the situation and provide a permanent proxy. The proxy must be a Human Ecology student and may only proxy for one member per meeting.
- Section 3. Elected College Council members who miss three meetings without providing a proxy are subject to dismissal. Student organizational representatives who miss three meetings unexcused without providing a Human Ecology student designee will render their organization ineligible for allocations or for reimbursement of expenditures of previously allocated funding.
- Section 4. A quorum of the membership of the College Council shall be a majority of the members of College Council who are selected.
- Section 5. Human Ecology College Council meetings are open to all students and faculty in the College of Human Ecology.

#### ARTICLE VII- ELECTIONS AND APPOINTMENTS

- Section 1. Election of the College Council members shall be held in the spring semester with all undergraduate students in the College of Human Ecology eligible to vote. Positions to be filled will be 10 open positions on College Council and the Student Senators.
- Section 2. Open House committees are made up of assigned representatives from individual interest groups.  
If necessary, standing committee and chairpersons may select their own committee members.
- Section 3. The names of the registered student organization officers shall be submitted to the College Council Secretary and Advisor following the respective elections.
- Section 4. A vacancy on Student Senate shall be filled by publicizing the vacancy to the students in the College of Human Ecology. The applications will go to the Public Relations Coordinator and the appointment will be made by the Executive Board and approved by a vote of the College Council. Newly elected Senator's information must be submitted to the Speaker of Student Senate.
- Section 5. A vacancy on College Council shall be filled by publicizing the vacancy to the students in the College of Human Ecology. The applications will go to the Public Relations Coordinator and the appointment will be made by the Executive Board and approved by a vote of the College Council.
- Section 6. An ad hoc committee may be created to meet the temporary needs of the College Council.  
Membership will be determined by a vote of the College Council.

ARTICLE VIII- AMENDMENTS

Amendments to the Constitution and By-Laws require a two-thirds vote of the membership of the College Council. Proposed amendments to the Constitution must be presented in writing to the College Council one meeting prior to the voting.

ARTICLE IX- PARLIMENTARY AUTHORITY

Robert's Rules of Order shall govern the workings of the College Council.

## **Chapter 18: College of Veterinary Medicine College Council Constitution and By-Laws**

*[College Councils may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by College Councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

### **18-02 THE KANSAS STATE UNIVERSITY STUDENT CHAPTER OF THE AMERICAN VETERINARY MEDICAL ASSOCIATION CONSTITUTION**

- 18-0101 Article I: Name  
The name of this organization shall be "The Kansas State University Student Chapter of the American Veterinary Medical Association," sometimes hereinafter referred to as "Student Chapter."
- 18-0102 Article II: Objectives  
The objectives of this organization shall be:
1. The preparation of its members to meet the social, moral, and ethical obligations of the veterinary profession.
  2. To represent Kansas State University Medical students within the veterinary profession.
  3. To make available the opportunities offered by the American Veterinary Medical Association (AVMA) to its Student Chapters.
  4. To provide an additional opportunity for members to gain professional knowledge.
  5. To act as the College Council for the College of Veterinary Medicine within Kansas State University, so long as all members of Kansas State University College of Veterinary Medicine are members of the Student Chapter.
- 18-0103 Article III: Membership
- 18-0104 Section 1. After full-time students of veterinary medicine who are enrolled in a program of student leading to a degree of Doctor of Veterinary Medicine granted by Kansas State University shall be eligible for active membership.
- 18-0105 Section 2. Full-time, regularly enrolled students of veterinary medicine shall become members of this organization upon payment of dues prescribed in the Bylaws.
- 18-0106 Article IV: Executive Board
- 18-0107 Section 1. The governing body of this organization shall be the Executive Board.
- 18-0108 Section 2. The membership, terms of office, method of selection, and filling of vacancies shall be provided in the Bylaws.
- 18-0109 Article V: Officers

- 18-0110 Section 1. The officers shall include the President, the President-elect, the Vice President, the Vice President-elect, the Secretary, the Treasurer, the Student Senator, the SCAVMA Delegates (2) and any other officers as may be provided by the Bylaws.
- 18-0111 Section 2. Each officer shall be chosen as provided in the Bylaws and shall serve until the successors have been elected and installed. The eligibility, the tenure, the duties, and the method of election shall be prescribed in the Bylaws.
- 18-0112 Article VI: Relations with the AVMA
- 18-0113 Section 1. This organization shall operate under an official charter granted by the American Veterinary Medical Association (AVMA).
- 18-0114 Section 2. This organization shall be self-governing in all matters not in conflict with the provisions of this Constitution.
- 18-0115 Article VII: Amendments
- 18-0116 Section 1. Amendments to this Constitution shall be presented to the Executive Board for discussion prior to presentation to the Student Chapter.
- 18-0117 Section 2. Amendments to this Constitution shall be in writing and shall be presented at a regularly scheduled meeting of the Student Chapter at least two week before the meeting at which final action is to be taken.
- 18-0118 Section 3. This Constitution may be amended, altered, or repealed by a vote of not less than two-thirds of the members of the Student Chapter at a meeting in which there is a quorum present.
- 18-0119 Section 4. The Secretary shall notify the Executive Vice President of the AVMA of any amendments to this Constitution. Such amendments must be approved by the AVMA before they become final.

**18-02 THE KANSAS STATE UNIVERSITY STUDENT CHAPTER OF  
THE AMERICAN VETERINARY MEDICAL ASSOCIATION  
BYLAWS**

- 18-0201 1. Student Chapter
- 18-0202 101. Regular meetings of the Student Chapter shall be convened at least once a month during the school year. The time and location of the meeting shall be decided by the Executive Program Committee.
- 18-0203 102. Special meetings may be called at any time by the President with the approval of the Executive Board, or by petition to the Executive Board of at least twenty-five (25) members of the Student Chapter.
- 18-0204 103. The standing agenda for meetings of the Student Chapter shall be:  
a. Call to Order



- b. Roll Call
- c. Reading and Approval of Minutes
- d. Officer Reports
- e. Committee Reports
- f. Unfinished Business
- g. New Business
- h. Nomination of Officers
- i. Election of Officers
- j. Program
- k. Extemporaneous Speaking
- l. Announcements
- m. Adjournment

- 18-0205 104. The President, with the approval of the members present, may modify the agenda.
- 18-0206 105. Except as otherwise provided in the Constitution or these Bylaws, Robert's Rules of Order shall take precedence.
- 18-0207 2. Officers
- 18-0208 201. The officers of this organization shall be the President, the President-elect, the Vice President, the Vice President-elect, the Secretary, the Treasurer, the Student Senator, the SCAVMA Delegates (2), and other members of the Executive Board.
- 18-0209 202. Candidates for any officer position must be a member of the Student Chapter in good standing. A member in good standing shall be defined as one who has been a dues-paying member of the Student Chapter and has at least a 2.500 cumulative grade point average in the veterinary medicine curriculum.
- 18-0210 203. The officers shall be in the following classes at the time of election: the President shall be a junior; the President-elect shall be a sophomore; the Vice-President, the Secretary, and the Treasurer shall be members of the sophomore or freshmen class; the Vice President-elect shall be a freshman; the Student Senate shall be a sophomore for the fall semester (and if they desire to retain the position-notifying the President of this desire by November 1st to continue for the spring semester), and a freshman or junior for the spring semester, and the SCAVMA Delegates shall be as described in 211.
- 18-0211 204. During the interval between the meeting at which nominations are made and the date of the election, the Executive Board shall determine the eligibility of all nominees for officers.
- 18-0212 205. All officers, except first-year class Executive board members and the President, shall assume office on the first day of the semester in which they were elected. First-year class Executive Board members shall assume office immediately upon election in the fall semester. The President shall assume duties two weeks before the fall semester after serving as President-elect.
- 18-0213 206. The President shall:
- a. Be the chief executive officer of the Student Chapter.
  - b. Be elected as provided in these Bylaws.
  - c. Serve a term of office of one year.

- d. Appoint all regular and special committees and shall promptly fill vacancies in the membership of the committees.
- e. Serve as Chairperson of the Executive Board.
- f. Serve as ex-officio member of all committees with full power to supervise and direct their work.
- g. Vote at meetings of the Student Chapter only in the case of a tie.
- h. Act as the voice of the Student Chapter when requested or seen or be needed in interaction with faculty, administration, staff, and/or other students.
- i. Contribute an article to each newsletter.
- j. Inform and welcome freshmen students during orientation to the Student Chapter.
- k. Amend the Student Chapter entry in the student handbook as needed.
- l. Attend KVESS's and College Council Presidents' meetings during the fall semester.
- m. Meet with faculty curriculum committee to develop the Student Chapter meetings into the schedule for each semester, and to attempt to minimize scheduling conflicts with the spring SCAVMA Symposium.
- n. Reserve the room with the Dean's Office for Executive Board meetings.
- o. As the President-elect, attend KVESS's and College Council Presidents' meetings during the spring semester, counsel with the President on duties of the position of President, and perform other function as requested by the President. It is also recommended to attend all committee meetings as a non-participating member.
- p. Submit a report for the files of the Student Chapter at the close of their term of office, stating activities and accomplishments during the terms of office.

18-0214

207. The Vice President shall:

- a. Present at all meetings of the Student Chapter and the Executive Board in the absence of the President.
- b. Be elected as provided in these Bylaws.
- c. Serve a term of office of one semester.
- d. Aid and assist the other officers of the Student Chapter in every way possible.
- e. Schedule and organize speakers or entertainment of the meeting of the Student Chapter, with the assistance of the Program Committee. Scheduling will be determined by the Vice President-elect for the upcoming semester.
- f. Schedule pharmaceutical, pet food, and any other companies contacting the Student Chapter about presentations, to non-conflicting dates and times at the President's discretion. No net financial investment shall be done by the Student Chapter, unless authorized by the Executive Board.
- g. As the Vice President-elect, provide refreshments and accompanying logistics to be paid for as budgeted by the Student Chapter.
- h. Prepare and file a brief summary and evaluation of programs presented at meetings of the Student Chapter during their term of office.

18-0215

208. The Secretary shall:

- a. Attend all meetings of the Student Chapter and of the Executive Board, record and read all Minutes, report correspondence, and keep attendance.
- b. Be elected as provided in these Bylaws.
- c. Serve a term of office of one year.
- d. Supply the AVMA with lists and other information as may be requested from time to time.
- e. Maintain the permanent file of the business of the Student Chapter.

- f. Post Minutes of the Student Chapter on the Student Chapter Bulletin Board within two weeks of the previous meeting of the Student Chapter. Minutes are read at meetings only if amended for if it is requested.
- g. Submit a report for the files of the Student Chapter at the close of their term of office, stating activities and accomplishments during the term of office.
- h. Submit the annual Union Activities Board (UAB) Organization Registration Form to the UAB in the fall of each year.
- i. Develop housing option forms to be distributed to all students by February 15th, collected and condensed into one sheet by March 1st, and posted on class bulletin boards and mailed through the Dean's Office with acceptance letters to incoming Freshmen.
- j. Send thank you notes to speakers at the Student Chapter meetings within one week of that meeting.
- k. Meet with the newly elected Secretary within one week of election to discuss position and transfer files.
- l. Meet with the new officers with a copy of the Constitution and Bylaws, and updating any amendments to them.
- m. Send thank you notes each semester to all funding sources (Student Senate, Hill's, Waltham, KVESS, and Iams).

18-0216

209. The Treasurer shall:

- a. Be the sole custodian of the financial resources of the Student Chapter and shall receive and hold all monies of the Student Chapter in a depository selected by the Executive Board.
- b. Keep a careful account of all income, expenses, and assets of the Student Chapter and make such disbursements as the Student Chapter may direct.
- c. Be responsible for the handling of AVMA student subscriptions and other items; and dues paid to SCAVMA, which shall be collected from each class treasurer prior to the AVMA deadline of November 1 of each year.
- d. Be elected as provided in these Bylaws.
- e. Serve a term of office of one year.
- f. Attend all meetings of the Student Chapter and the Executive Board and report on the financial accounts of the Student Chapter.
- g. Be responsible for the preparation of the budget for the fiscal year following
- h. At the completion of the fiscal year, balance the accounts of the Student Chapter and submit the financial records of the Student Chapter to a committee or agency selected by the Executive Board for review or audit.
- i. Attend all meetings of the KVESS board.
- j. Meet with the newly elected Treasurer within one week of election to discuss position and transfer files.
- k. Present a copy of the proposed budget to KVESS by October 15th and provide a copy of the final budget by January 1 to the Student Senate Treasurer.
- l. Access monies provided by SGA funds from the Student Senate Treasurer.

18-0217

210. The Class Representatives shall be the elected President of each class. The Class Representatives shall be members of the Executive Board with the same rights and privileges as other members. Class Representatives shall endeavor to represent the wishes of their respective classes on the Executive Board to the best of their knowledge and ability.

18-0218

211. Two SCAVMA Delegates shall:

- a. Attend all SCAVMA meetings and represent the Veterinary Medical College at meetings of the SCAVMA House of Delegates. Travel expenses related to such meetings shall be paid by the Student Chapter, as indicated in that year's budget. Receipts shall be submitted during the school year to the Treasurer.
- b. Maintain a file of committee reports, minutes, and other pertinent information for reference and information. This file shall be passed on from the outgoing delegate to the new junior delegate.
- c. Poll the Student Chapter for their viewpoints on SCAVMA business items.
- d. Promptly report on SCAVMA meetings and activities, and disseminate information directed through the delegates to the appropriate parties.
- e. Be elected as provided in these Bylaws.
- f. Serve a term of office, beginning immediately upon election in the spring as a freshman, of two years.
- g. Organize student attendance of SCAVMA Symposium including housing, transportation, and registration.
- h. Present to the freshmen at the beginning of the fall semester a preview of Symposium.

18-0219

212. Student Senator shall

- a. Represent and be a liaison between the College and the Student Governing Association and the Student Senate.
- b. Maintain a knowledge of the business of Student Senate and relate information that is pertinent to the Student Chapter.
- c. Poll the Student Chapter for their viewpoints on Student Senate issues and represent those views.
- d. Attend Executive Board and Student Chapter meetings.
- e. Position information and Minutes from Student Senate on the SCAVMA bulletin board.
- f. Propose bills as requested by the Student Chapter to Student Senate.
- g. Be elected as provided in these Bylaws.
- h. Serve a term of one or two semesters in accordance with 203. 18-0220 3. Executive Board

18-0221

301. The Executive Board shall consist of the following voting members: President, President-elect, Vice President, Vice President-elect, Secretary, Treasurer, four (4) Class Representatives, two (2) SCAVMA Delegates, Student Senate, Presidents of the SCAVMA Clubs, Two (2) Fund-Raising Co-Chairpeople, Intramural Chairperson, Two (2) Newsletter Editors, Social Chairperson, and other individuals as selected by the President. Non-voting members include a representative from Auxiliary and two (2) from KVESS.

18-0222

302. The Executive Board shall:

- a. Be the administrative authority and governing body of the Student Chapter.
- b. Direct the Chairperson to report all the actions of the Executive Board to the Student Chapter.
- c. Determine eligibility of applicants for membership and judge all charges of misconduct against any member.
- d. Select the depository of the funds of the Student Chapter.
- e. Meet at least three (3) days prior to a meeting of the Student Chapter.
- f. Present an annual budget to the Student Chapter.

- 18-0223 303. If a position on the Executive board is vacated during a term, the President shall select a suitable member of the Student Chapter who is not currently on the Executive Board to serve until the completion of the term.
- 18-0224 304. If a member of the Student Chapter is elected to more than one office, the President shall select a suitable member of the Student Chapter who is not currently on the Executive Board to act as a voting member of the Executive Board.
- 18-0225 4. Elections
- 18-0226 401. All officers shall be elected by the Student Chapter by secret ballot in accordance with customary parliamentary procedures.
- 18-0227 402. A majority vote shall be required for election; however, if there is only one nominee for an office, the Student Chapter may instruct the President to present a unanimous ballot to elect the person to office.
- 18-0228 403. Nominations for President-elect, Vice President-elect, Secretary, Treasurer, two Fund-Raising Co-Chairpeople-elect, Intramural Chairperson, and Student Senate (if needed) shall be made at the meeting preceding the last meeting of the Student chapter in the fall semester. Nominations for Vice President-elect, SCAVMA Delegate, two Newsletter Editors, Student Senator, and Social Committee Chair shall be made at the meeting preceding the last meeting of the Student Chapter in the spring semester. Election of all such officers shall take place at the last meeting of the Student Chapter of that semester.
- 18-0229 404. Only members of the Student Chapter in good standing shall be entitled to vote.
- 18-0230 405. Class Presidents shall be elected by their respective classes during the last month of the school year for the following year; except the Freshman Class Representative shall be elected by the class as early as possible after the beginning of the school year.
- 18-0231 5. Faculty Advisors
- 18-0232 501. Three Faculty Advisors shall be selected by the members of the Executive Board to serve terms of unlimited length. Faculty Advisors shall be selected as needed to fill a vacancy by the Executive Board. The terms of the Faculty Advisor shall begin upon selection. A decision to remove a Faculty Advisor can be made by a vote in indicating of two-thirds of the Executive Board.
- 18-0233 502. Faculty Advisor shall:
- a. Be members of the faculty of the Kansas State University College of Veterinary Medicine.
  - b. Be active members of the AVMA.
  - c. Serve as advisors to the Student Chapter as a whole and shall attend all meetings of the Student Chapter and the Executive Board.
- 18-0234 6. Budget and Assessments
- 18-0235 601. The President and the Treasurer shall submit a budget to the Executive Board in September for the following fiscal year. The amended budget shall then be presented to

KVESS in early October for approval of KVESS funding. The again amended budget shall be presented to the Student Chapter at the November meeting, and voted on by the Student Chapter at the December meeting. A copy of the final budget will be presented to the Hill's Fund Representative and to the Student Senate Treasurer by January 1st.

- 18-0236 602. All assessments, other than dues, that are necessary to meet expenses, shall require a two-thirds affirmative vote of all members of the Student Chapter.
- 18-0237 7. Committees
- 18-0238 701. The President shall appoint the Chairperson of all standing committees, not mentioned in the Bylaws, at the beginning of the school year. If at any time there becomes a vacancy in the office of any Chairperson, the President shall appoint a replacement for the remainder of the term.
- 18-0239 702. Each Chairperson shall submit a report at meetings of the Executive Board, whenever pertinent or appropriate.
- 18-0240 703. Each Chairperson shall submit a budget to the Treasurer at least two weeks before the Budget is considered by the Executive Board.
- 18-0241 704. The Fund-Raising Committee shall:
- a. Organize events to raise money for SCAVMA.
  - b. Consist of the Co-Chairpeople, Co-Chairpeople-elect, and one member of each of the first three years' classes to be elected at the time Class Representatives are elected.
  - c. Submit any money made from such events to the Treasurer for deposit.
- 18-0242 705. The Intramural Committee shall:
- a. Organize the Student Chapter intramural athletic teams.
  - b. Consist of the Co-Chairpeople, Co-Chairpeople-elect, and one member from each of the first three years' classes to be elected at the time Class Representatives are elected.
  - c. Develop other athletic activities for students.
- 18-0243 706. The Program Committee shall:
- a. Plan the program, refreshments, and activities for each meetings of the Student Chapter.
  - b. Schedule speakers or entertainment for the entire following semester.
  - c. Shall meet at least once per month until all meetings for the following semester have been arranged.
  - d. Consist of the Vice President, the Vice-President-elect, and one member from each of the first three years' class to be elected at the time Class Representatives are elected. One of the Faculty Advisors shall also contribute to this committee.
- 18-0244 707. The Social Committee shall:
- a. Organize the Welcome Back Gathering for students, faculty, and staff of the College of Veterinary Medicine in September and a second gathering in mid-winter.
  - b. Consist of the Chairperson and one member from each of the first three years' classes to be elected at the time Class Representatives are elected.

- 18-0245 708. The Newsletter Editors (2) shall:
- a. Produce a monthly newsletter for the Student Chapter that will consist on comments from the President, club reports, update as necessary from SCAVMA Delegates, and other information as requested by the President or selected by the Newsletter Editors.
  - b. Attend Executive Board and Student Chapter meetings.
  - c. Remain within the fiscal year restraints of budgeting for the newsletter.
  - d. Be elected as provided in the Bylaws.
- 18-0246 709. Ad Hoc Committees shall:
- a. Be appointed by the President for a limited duration.
  - b. Have a specific task to accomplishment what is only expected to occur once.
- 18-0247 8. Clubs
- 18-0248 801. Clubs are groups of veterinary medicine students that are meeting together with a common purpose. Each club shall have a written Constitution and Bylaws, a faculty advisor, and at least fifteen (15) members.
- 18-02949 802a. Annually by September 10th, all clubs must submit a budget to the Executive Board for approval. In order to obtain funds from the Student Chapter, a club must provide a projected expense report to the Treasurer. At the next meeting of the Executive Board, an allocation vote shall be taken.
- 18-0250 802b. Money requested from the Student Chapter by any club cannot exceed the total amount budget to the club for that fiscal year. Allocations for each club will be determined as follows: \$5 per Student Chapter member, up to fifty (50) members collected for a maximum of \$250.
- 18-0251 802c. A list of all paid members must be provided to the Treasurer for verification before funds are distributed. (A new club can request funds for the first year without a budget, but such funds shall not exceed \$250.00).
- 18-0252 802d. All monies shall be distributed by the Treasurer to the club treasurers by October 15, as long as there exists sufficient funds to do so.
- 18-0253 802e. Clubs currently recognized include: the Student Chapter of the American Association of Bovine Practitioners, the Student Chapter of the American Association of Equine Practitioners, the Student Chapter of the American Association of Porcine Practitioners, the Student Chapter of the American Animal Hospital Association, the Student Chapter of the Veterinary Emergency Critical Care Society, the Student Chapter of the Christian Veterinary Fellowship, the Exotic Animal Medicine Club, and the Student Chapter of the Feline Practitioners. (Any funds not used by a club at the end of the fiscal year shall be reallocated during the SCAVMA budget process).
- 18-0254 9. Bylaws Amendments
- 18-0255 901. These Bylaws may be amended by written resolution presented to the Executive Board and the Student Chapter at least one month before final action is taken. A two-

thirds vote of both the Executive Board and the members of the Student Chapter present shall be required for passage.

18-0256

902. The Secretary shall advise the AVMA of any amendments to the Bylaws.



## **Part 3: SGA Funding Regulations**

## Chapter 20: Universal Funding Regulations

20-0101 UNIVERSAL FUNDING DEFINITIONS AND STATUTES  
Student Governing Association  
Kansas State University

20-0102 Definitions

- A. For the purpose of these Funding Statutes, including but not limited to KSU SGA Statutes Chapters 20 through 27, the following definitions shall apply:
1. Student Organization. A Student Organization shall be any registered organization whose primary officers and 80% of the organization's membership are Kansas State University students.
  2. Academic Competition Team. An Academic Competition Team shall be a registered organization designated by the Student Allocations Committee Chair as having a vested interest in attending competitions at which such teams represent the University and its Colleges to further the academic and educational status of the University as a whole.
  3. Sports Club. A Sports Club shall be a registered student organization competing at an intercollegiate level, excepting at a "varsity" or Division level through the National Collegiate Athletic Association (NCAA). To qualify as a Sports Club, a student organization must submit a calendar of competition with other Universities.
  4. Fine Arts Student Organization. A Fine Arts Student Organization shall be any organization whose primary purposes are directly related to the arts.
  5. Campus Wide Organization. A Campus Wide Organization shall be any registered student organization not currently registered as an academic competition team, a sports club, fine arts student organization, or as a college council organization.
  6. University/Community Organizations. A University/Community Organization shall be any campus wide organization of which at least 50% of the membership is Kansas State University students.
  7. College Council. A College Council shall be the governing body of a college of the University, not to include the Graduate Student Council.
  8. Graduate Student Council. The Graduate Student Council shall be the governing body of all the graduate students of the university.
  9. College Council Organization. A College Council Organization shall be any registered organization whose organizational focus shall be academic or professional in nature and associated with a specific academic college or colleges. The primary college of a College Council Organization shall be determined by the Student Allocations Committee Chair.
  10. Institutional Service. An Institutional Service shall be any organization so designated by the Student Allocations Committee whose sole purpose is to provide services to Kansas State University students.
  11. Multicultural Student Organizations. Multicultural Student Organizations shall be defined as a student organization that plans a heritage month, including the Asian American Student Union, Black Student Union, Hispanic American Leadership Organization, and the Native American Student Association,

12. Student. A student shall be any KSU student enrolled in a minimum of one (1) hour.
13. Lecturer, Speaker, or Entertainer Fees (LSE Fees). LSE Fees shall include any requests by an organization to bring a speaker to campus, including their travel, lodging costs, food, and fee to perform a planned project or event.
14. Recruitment. Recruitment shall be defined as any act by a KSU student (or students) trying to persuade potential college students to attend KSU.

20-0103

#### Universal Requirements

- A. The organization must be a student group currently registered with the Center for Student Involvement
- B. Organizations that receive funds directly from the Student Services Fee Committee or Student-Centered Tuition Enhancements may not receive funds from the Student Activity Fee or the student organization line item of the Fine Arts Student Services Fee.
- C. If the Student Allocations Committee Chair determines a student organization receives an annual budget from a Student Services Fee or Tuition-Enhanced Allocations agency, the student organization is not eligible for funding from the Student Activity Fee.
- D. A student organization may not receive funding from the Diversity, Equity, and Inclusion Committee and the Multicultural Heritage Month fund for the same event.
- E. Student organizations whose events are funded by the Multicultural Heritage Month fund may not receive additional Student Activity Fee funding for that event, but may receive Student Activity Fee funding for other events.
- F. The organization must be registered for forty-five (45) days prior to the date of the event to receive Student Activity Fee funds.
- G. The organization may not be allocated funds while on probation as designated by the Student Allocations Committee Chair.
- H. Open Projects. All projects sponsored with student fee funds must show an educational benefit to the students of the University, must be open to all students of the University, and must be free to all students of the University. Such projects must also be held on the University campus or within the Manhattan Community.
- I. Candidate Advocacy. Allocations made to student groups under these statutes shall not be used for the purpose of expressly advocating nomination, election, or defeat of a clearly identified candidate or party to a federal, state, local, or campus office.

20-02

#### Universal Funding Administration Regulations

20-0201

##### Control of Allocated Funds

- A. Spending of all allocated funds must be approved by the Speaker pro tempore of the Student Senate and a KSU SGA advisor. If alteration of budget is necessary, organizations must have the approval of the respective committee chair.
- B. Individual accounts shall be recorded so as to include each purchase and an up-to-date balance.

21-0202

#### Administration

- A. Organization Designations

1. The Student Allocations Committee Chair shall classify all registered organizations as either eligible or not eligible for funding based on the Kansas State University Student Governing Association Statutes.
    - a. Reclassification. The Student Allocations Committee Chair shall have the power to reclassify any student group if the existing classification shall have been found to be in error, or if the nature of the group has changed.
  2. The Student Allocations Committee shall have the authority to determine and designate Institutional Services subject to the approval of Student Senate.
- B. Funding Sources
1. Respective Fee Allocation. Funding requests under the Student Activity Fee Funding Statutes may only be allocated from the respective funding percentage of the fee and its respective reserve account.
  2. Student Activity Fee, Only Source. Funding requests under the Funding Statutes may only receive SGA funding from the Student Activity Fee.
- C. Financial Records
1. Maintenance. Each organization shall be required to maintain reasonable financial records detailing all income and expenditures.
  2. Inspection. An organization's financial records must be made available at the written request of the respective Chairperson holding jurisdiction.
- D. Violations
1. Consequences. The Student Allocations Committee may place a temporary hold on funding for any project or projects associated with an organization if an organization deviates from University policy or the Funding Statutes in administering Student Activity Fee Funds. Such hold shall remain in effect until the next Student Allocations Committee meeting, at which point the Student Allocations Committee shall review the justification for the hold, and either uphold or strike down the hold. Serious violations, as determined by the Student Allocations Committee, shall be referred to the Student Senate, which shall have the authority to revoke funding provided to such an organization. Each organization shall be responsible for the proper handling of all Student Fee Funds.

## Chapter 21: Student Activity Fee Funding Regulations

21-0101 STUDENT ACTIVITY FEE FUNDING STATUTE  
Student Governing Association  
Kansas State University

21-0102 General

- A. Student Activity Fee Requirements. In order to request funds from the Student Activity Fee in any semester period, an organization must fulfill each of the following requirements:
1. The organization must submit to the Student Allocations Committee Chair a statement of the fundraising activities of the organization over the past year, including the specific events and the amounts raised. This statement must be submitted with the organization's funding request(s).
  2. Differentiation of Projects. If an organization is submitting multiple requests, each funding request must be distinct and independent, and must be related to the goals of the organization itself.
  3. Fund Raising. All groups should make a reasonable effort to raise funds, either through dues or other events. While not a requirement for funding, the Student Allocations Committee may, at its discretion, reject funding for any requested materials, which would commonly be paid for by fund raising.
- B. Student Activity Fee Budget.
1. The annual Department Budget will be allocated at the minimum amounts that must be allocated to fund these areas, should appropriate projects be available. However, at the discretion of the Student Allocations Committee and with approval from Student Senate, additional funds may be dispersed from the respective reserve accounts, if available.
- C. Allocation of the Student Activity Fee.
1. The Student Activity Fee, which is collected as part of the tuition and fees paid by students, is allocated by Student Senate based on recommendations from the Student Allocations Committee and is subject to the approval of the Student Body President.
    - a. Allocation of funds by Student Senate shall be made public as soon as conveniently possible.
    - b. The KSU SGA Budget Office shall credit organizations allocated funds with the amount of money allocated by Student Senate and pay the bills against the funds in accordance with university regulations and the KSU SGA Funding Regulations.
    - c. The KSU SGA Advisor in consultation with the Speaker pro tempore of the Student Senate shall approve expenditures of the respective allocations that have been approved by Student Senate and college councils.
    - d. The Speaker pro tempore of the Student Senate may conduct random audits of independent student organizations (ISOs) and Institutional Services as they see fit.
    - e. A Reserve for Contingencies account shall be available for special allocations by Student Senate, and its balance shall be carried over from year to year.

## On-Campus, Travel and College Council Organization Funding

- A. Request Requirements. Requests for funding of projects from the Student Activity Fee may be made by Independent Student Organizations, Departmental Student Organizations and College Council Organizations fulfilling all requirements through the completion and submission of a funding request form, available from the Center for Student Involvement. A separate funding request form must be submitted for each project the organization wishes to hold.
1. Budget Request Form. The budget request form shall be available from the Center for Student Involvement, must be completed in accordance with the form's instructions, and must be submitted no less than 35 days prior to the event requested for. Funds requested for a project must be divided into separate categories, outlined below. Each category must have a detailed description of the items requested and an estimate of the cost of each item.
    - a. Promotions. Promotions shall include any expense related to the advertisement of an activity, such as Collegian advertisements, KSDB or any radio advertisements, leaflets or posters, and other such materials as determined by the Student Allocations Standing Committee.
    - b. Lecturer, Speaker, or Entertainer Fee (LSE Fees). LSE Fees shall include any funds requested by an organization in order to bring a speaker to campus, including their travel, lodging costs, food, and fee to perform a planned project or event.
    - c. Rent of Space and Equipment. Rent of space and equipment shall include any expenses related to renting rooms or other areas for performances, and other such events, as well as any costs related to rental of tables and chairs, movie projectors, or other necessary materials for a project.
    - d. Films. Films shall include any expense for the rental of movies, documentaries, recorded theatrical shows, or other such events.
    - e. Travel. Travel shall be defined as a request for funds to pay expenses related to transportation, lodging and subsistence for Kansas State University students. Each Campus Wide or College Council Organization may be allocated up to a total of \$1,000.00 between their two travel projects per fiscal year. Each travel project allocation shall be limited to \$100.00 per student traveling. No more than 60 percent of the total Campus Organizations Allocations budget may be used to fund travel.
    - f. Other. This category shall include any expenses for items that do not reasonably fit in the above categories, as determined necessary by the Student Allocations Committee, however, this category shall be subject to the limitations on funding, listed below.
  2. Deadlines. Funding requests for the current year will be considered on a rolling basis, but must be submitted no later than 35 days prior to the date of the project, excepting the following:
    - a. Any requests for events held April 1 through September 30 must be submitted by the first Friday in February.
    - b. Any requests for events held December 1 through February 15 must be submitted by the first Friday in November.

- c. All Open House requests must be submitted by the first Friday in December.
  - d. All Academic Competition Team requests must be submitted by the last Friday in February.
- B. Jurisdiction and Power.
  - 1. Requests for on-campus events and travel expenses shall be reviewed by the Student Allocations Committee, the Chair of which shall be responsible for ensuring appropriate legislation is introduced to Student Senate concerning the funding of student groups under its purview.
- C. Committee Discretion and Consideration.
  - 1. The Student Allocations Committee's discretion shall include, but not be limited to, the ability to discern the presence and/or lack of educational value in an event, the sufficiency of educational value of an event in regards to the level of funding requested, and the merit of an event. For travel requests, the committees' discretion will include determination of active membership.
    - a. Active Membership. Active membership shall be defined as attending 2/3 of all organization functions (i.e. events, meetings) or demonstrating a commitment to the organization's growth and success.
      - i. If an organization chooses to define active membership through demonstration of commitment the committee may request further documentation.
  - 2. The funding request must not be for an academic degree-specific class-related event with only those students in the class attending the event. The Student Allocations Chair shall determine whether an organization's funding request falls under this category.
  - 3. A requesting organization is not ensured funding from the Student Allocations Committee. Each request is evaluated and considered individually, irrespective of prior funding for a similar event.
- D. Process.
  - 1. Student organizations must submit their budget request form to the Center for Student Involvement.
  - 2. The committee holding jurisdiction shall initially consider the requested allocation. A representative from the requesting organization shall be required to attend a committee meeting to present regarding their request.
  - 3. Based on the information provided, the committee shall determine a reasonable level of funding for each category of the request, by a vote receiving a simple majority of committee members present and voting.
  - 4. Upon vote of the respective committee, the Student Allocations Standing Committee Chair, or their designee, shall be responsible for introducing, on behalf of the Student Allocations Standing Committee, allocations bills to the Student Senate. Such bills and forms shall include the categories of funding, the requested funding amounts, and the recommended funding amounts.
- E. Appeal and Reconsideration.
  - 1. Jurisdiction. The Student Allocations Committee shall have sole jurisdiction for the purposes of appeal and reconsideration by committee of any requests initially heard by the respective committee.
  - 2. Circumstance. The Student Allocations Committee will reconsider a funding request if any of the following are alleged to have occurred:

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

F. Limitations.

- 1. Number of Requests. Organizations shall be limited to receiving allocations for no more than five (5) projects annually, of which no more than two (2) shall be for travel.
- 2. Services. Funds allocated must be spent on services offered on the University campus whenever these services are available.
- 3. Lecturer, Speaker or Entertainer Fee (LSE Fees). To receive payment, all recipients of LSE Fees are required to complete an LSE Fees information sheet and a W-9 must be submitted by the payee to the Department of Financial Services. Personal credit cards may not be used to pay LSE fees.
- 4. A maximum of 60 percent of the Campus Organization allocation may be used by College Council Organizations, as defined in Chapter 20 of the KSU SGA Statutes.
- 5. A maximum of 60 percent of the original Campus Organization allocation may be used by the Campus-Wide Organizations, as defined in Chapter 20 of the KSU SGA Statutes.
- 6. A maximum of 60 percent of the total Campus Organization allocation may be used to fund travel allocations.
- 7. At the discretion of the Student Allocations Standing Committee and with approval from Student Senate, up to \$10,000.00 in additional funds



may be disbursed from the Reserves for Contingencies Account (NISACONRSV) to Campus-Wide Organizations each fiscal year. These additional funds shall not be limited by the above requirements and may be used for any organization's request for the current fiscal year.

8. Spending Restrictions. Student activity funds allocated by the Student Allocations Standing Committee may not be spent on any of the following items:
  - a. Food. Food may not be purchased with student activity funds unless the organization receives prior approval from the Student Allocations Committee Chair based on educational benefit.
  - b. Social Events. Student activity funds may not be spent on any materials pertaining to social functions, parties, or banquets, except when the Student Allocations Committee finds a substantial educational benefit.
  - c. Personal Materials. Student activity funds may not be spent on any personal materials, such as plaques, gifts, awards, flowers, name-tags, engravings for specific individuals, photographs, or clothing.
  - d. Wages. Student activity funds may not be spent on wages or compensation of any kind, with the exception of projectionists and security officers as required by a rental facility. Institutional Service Organizations may use student wages and benefits as approved in their budget request.
  - e. Recruitment. Student activity funds may not be spent on any trips or events in which recruitment is the sole purpose, except when the Student Allocations Committee finds a substantial educational benefit to the Kansas State University students making the request.

G. Expenditure of Funds.

1. Use of Funds. The organization may spend the funds allocated for a project in any manner in which the organization sees fit, provided that such expenditures fall within the permissible expenditure category as outlined in 21-0103.A.1 and all funding limitations are followed from 21-0103.F.

21-0104

College Councils

A. Annual Operating Budget.

1. College Councils shall not be required to submit a budget request form to the Student Allocations Standing Committee.
2. Annual operating budget expenditures will be subject to the same funding guidelines and limitations College Council Organization budget requests, as found in Statute 21-0103.
3. Annual operating budgets are intended to be spent on the general operation of the college council, including but not limited to, copies of agendas for meetings, and general promotion of the college and/or college council.
4. Annual operating budgets are not intended to be spent on events through the college. These events should be requested through a separate allocation request form.

B. Open House.

1. Requests. Requests for funding for Open House projects from the Student Activity Fee may be made by College Councils, including requests on behalf of their constituent College Council Organizations, provided such organizations otherwise meet the requirements of Statute 21-0102 and the Universal Funding Requirements as outlined in Chapter 20 of these statutes. Such requests shall be made through the completion and submission of an on-campus event request form, available from the Center for Student Involvement, and shall follow all the same processes of normal activity requests.
2. Restrictions. The Student Allocations Committee Chair shall have the authority to compile a list of materials that may not be purchased with student funds for open house activities. Such a list will be available in the Center for Student Involvement and/or place this online.

21-0105

Graduate Student Council

- A. The Graduate Student Council shall receive an apportionment of the Student Activity Fee paid in Student Activity Fees by Graduate Students at Kansas State University. This amount shall be allocated to the account NISA0473CC of the Graduate Student Council in a lump sum payment at the beginning of the Fiscal Year for re-allocation at the discretion of the Council.
  1. The allocation to the Graduate Student Council will be reviewed by the Student Services Fee Standing Committee and will be allocated for a three-year period and be a part of the Student Activity Student Services Fee Agreement. The Graduate Student Council shall not be required to submit a budget request to the Student Allocations Standing Committee.
  2. The Graduate Student Council shall be responsible for maintaining their own funding regulations as outlined in Chapter 16.

21-0106

Academic Competition Teams

- A. Request Process.
  1. Requests. Requests for funding from the Student Activity Fee may be made by Academic Competition Teams fulfilling the requirements of Statute 21-0102 through the completion and submission of an annual budget request. Each Academic Competition Team must submit a separate annual budget request to be considered for the next funding cycle. The Student Allocations Standing Committee shall review all requests from Academic Competition Teams and determine, by majority vote, appropriate funding for all teams.
  2. Funds requested must be divided into separate categories, outlined below. Each category must have a detailed description of the items requested and an estimate of the cost of each item
    - a. Travel. Travel shall include all expenses related to traveling to compete in an academic competition. These expenses could include but are not limited to subsistence, registration, lodging, and transportation.
      - i. Funds for travel can only be spent on current students or those students that were involved with the competition team prior to graduation that are within six months of their graduation date.
      - ii. Academic Competition Teams are not subject to the \$1000 limit set forth in Statute 21-0103.

- b. Equipment. Equipment shall include those materials that are necessary for Academic Competition Teams to participate in their competitions or tournaments.
  - c. Other. This category shall include any expenses for items that do not reasonably fit in the above categories, as determined necessary by the Student Allocations Standing Committee. However, this category shall be subject to the limitations on funding, listed below.
  - d. Annual requests must be completed and submitted to the Student Allocations Standing Committee in the Center for Student Involvement no later than the last Friday in February.
- 3. Annual requests must be completed and submitted to the Student Allocations Standing Committee in the Center for Student Involvement no later than the last Friday in February.
  - 4. The travel advancement funds must be distributed to the students with students confirming receipts of funding via signature sheet or one individual must retain all travel related receipts as backup for the advance payment.

21-0107 Diversity, Equity, and Inclusion Committee

- A. The Diversity, Equity, and Inclusion Committee shall allocate funds to student organizations holding on-campus events according to the guidelines set forth in Chapter 24 of the Kansas State University Student Governing Association Statutes.

21-0108 Special Allocations

A. Definitions

- 1. Capital Expenditures. Capital Expenditures shall be defined as any request for funds related to the purchase of non-consumable goods that can be considered inventory items and have a useful life of more than one year.
- 2. Special Allocations. Special Allocations may be requested for travel to a national competition or to pay for an expense that arises during the year that the organization was not anticipating.

B. Request Requirements

- 1. Capital Expenditures. Any request for funds to purchase capital goods must be accompanied by a statement of the educational value of the purchase to the University or an academic department, a statement of the need for the purchase, and a justified estimate of the cost of the goods at the lowest possible price for a reasonable degree of quality.
- 2. Submission of Requests. Requests for special allocations must be submitted to the Center for Student Involvement at least twenty-eight (28) days prior to the planned date of the travel or the purchase of capital goods. Exceptions may be granted at the discretion of the Chair of the committee, which holds jurisdiction over the request.

## Chapter 22: Sports Clubs Funding Regulations

- 22-0101      SPORTS CLUBS FUNDING STATUTES  
Student Governing Association  
Kansas State University
- 22-0102      Sports Clubs
- A.      General Criteria
1.      Registration. Sports Clubs requesting funds through the Sports Club Fee must be registered through the Center for Student Involvement as a Sports Club prior to a funding request being made.
- B.      Request Process
1.      Requests. Requests for funding may be made by Sports Clubs fulfilling all requirements, including but not limited to KSU SGA Statutes 20-0103 and 21- 0102, through the completion and submission of an annual budget request through the Sports Club Council.
  2.      Funds requested must be divided into separate categories, outlined below. Each category must have a detailed description of the items requested and an estimate of the cost of each item.
    - a.      Equipment
    - b.      Uniforms
    - c.      Salary for referees
    - d.      League membership dues
    - e.      Travel. Travel shall include all expenses related to traveling to compete in a sports competition. These expenses could include (but are not limited to) subsistence, registration, lodging, and transportation.
    - f.      Other. This category shall include any expenses for items that do not reasonably fit in the above categories, as determined necessary by the Student Allocations Committee. However, this category shall be subject to the limitations on funding, listed below.
  3.      Allocations. Allocations will be determined based upon activities attended and demonstrated need. Sports clubs that are classified as an independent student organization (ISO) shall receive a single payment for their allocation. Sports clubs that are classified as a departmental student organization (DSO) shall receive reimbursement for receipts for their allocation.
- C.      Unspent Funds
1.      Unspent Funds Returned. All unspent funds allocated to a Sports Club shall be returned to the Sports Club Reserve Account no later than the last Friday in October of the following fiscal year.

## Chapter 23: Fine Arts Funding Regulations

23-0101

FINE ARTS FUNDING STATUTE  
Student Governing Association  
Kansas State University

23-0102

Fine Arts Departments

- A. Fine Arts Department funds must be used to promote fine arts events, programs, and performances to the Kansas State University campus and community. (e.g., lecturer, speaker, entertainer, concert, performance, art show, festival).
- B. Fine Arts Department funds may not be used for:
  - 1. General Office supplies, not directly used to support a campus wide event.
  - 2. Computer equipment, unless proof can be submitted to the Student Services Fee Committee Chair that the computer hardware and/or software directly relates to a FA event or program.
  - 3. Food, unless specified in a performer's contract or used as a prop for a Fine Arts production.
  - 4. Gifts - plaques, awards, flowers, name tags, engraving of name tags, etc.
  - 5. Payroll and benefits over the amount of \$1,000, unless approval is received by the Student Services Fee Committee and signature by the Student Services Fee Chair. Amounts less than \$1,000 can be used upon notifying the Student Services Fee Committee Chair with the amount and justification of its expenditure.
  - 6. Clothing, unless related to costumes for a performance, which must remain with the department after use.
  - 7. Exhibit purchases of supplies and equipment that will remain with the artist, presenter, or lecturer.
  - 8. Construction supplies related to improving Fine Arts facilities or galleries.
  - 9. Capital Improvements.
  - 10. Department copies, not directly used to support a campus wide event.
  - 11. Postage, unless justified for promoting a campus wide Fine Arts event to the campus community.
  - 12. Travel
  - 13. K-State Marching or Pep Bands.
  - 14. Audio or Video Recording of Performances.
  - 15. C.D., D.V.D. or other electronic media duplication, intended for non-current Kansas State University students.
  - 16. Advertising in off-campus media that do not distribute material directly to the campus community.
  - 17. Recruitment events or materials for any organization or department.
- C. Approval of computer equipment must be granted from the Student Services Fee Committee Chair prior to purchase.
- D. If exhibit materials are purchased for an event or exhibit, the items must remain with the department following the lecturer, speaker, exhibit, artist, or presenter.
- E. Postage, by the School of Music, Theater, and Dance Marketing Department for the promotion of fine art events may be funded if the percentage of on-campus

recipients is 90 percent or greater. The voucher submitted to the Center for Student Involvement must state the percentage of on-campus mailings being sent.

- F. Campus community is defined as current Kansas State University students, faculty, and staff.
- G. Posters and flyers may be hung and distributed to the campus community within the city of Manhattan, as long as a majority of said posters and flyers are hung on campus.
- H. Any money remaining in any Fine Arts Department accounts at the conclusion of a fiscal year shall revert back to the Fine Arts Student Reserve account.

## **Chapter 24: Diversity Programming Allocation Guidelines**

### **24-01 Procedures for the Diversity Programming Funds**

- 24-0101 The Diversity, Equity, and Inclusion Chair and Center for Student Involvement events coordinator shall help student organizations with any Diversity Programming budget request questions upon request from a student organization.
- 24-0102 Deadlines. Funding requests for the current year will be considered on a rolling basis, but must be submitted no later than 50 days prior to the date of the project, excepting the following:
- a. Any requests for events held April 1 through September 30 must be submitted by the first Friday in February.
  - b. Any requests for events held December 1 through February 15 must be submitted by the first Friday in November.
- 24-0103 The committee may not grant the same organization funding for more than three projects per fiscal year.
- 24-0104 The Chair of DEI will present a report to Student Senate regarding the status of Diversity Programming funding allocations and projects twice each semester, ensuring that each term's Senate body receives four updates during its tenure.
- 24-0105 A Diversity Programming Reserve Account (NISADPCRSV) shall be available for additional allocations, and shall be carried over from year to year.
- 24-0106 Any unspent funds shall be returned to the Diversity Programming Reserve Account (NISADPCRSV) at the end of each fiscal year.
- 24-0107 At the discretion of the Diversity, Equity, and Inclusion Committee Chair, and with approval from Student Senate, up to \$50,000.00 in additional funds may be disbursed for the Diversity Programming Reserve Account (NISADPCRSV) account to proposal for large-scale, student-centered, diversity enhancing projects each fiscal year.

### **24-02 Rules for Diversity Programming Fund Allocations**

- 24-0201 Use of Diversity Programming funds is limited to the following purposes:
- A. Projects sponsored primarily by student organizations in good standing with the university and registered with the Center for Student Involvement (CSI) and are eligible to receive funding from the Kansas State University Student Governing Association (KSU SGA).
  - B. Projects with educational value that are intended to provide cross-cultural learning experiences or education on the topics of diversity, inclusion, or discrimination based on race, ethnicity, religion, gender, disability, sexual orientation, socioeconomic status, geographic location, or age.
  - C. Projects held on campus and hosted primarily for Kansas State University students, with priority extended to projects held on campus; no traveling or conference expenditures will be funded.
  - D. Projects free and open to all Kansas State University students.

- 24-0202 Organizations interested in hosting projects that adhere to the stipulations outlined in Section 21-0102 of the Kansas State University Student Governing Association (KSU SGA) Statutes shall:
- A. Submit their project proposals to DEI before requesting funding for any other KSU SGA source.
  - B. Only apply for funding from another KSU SGA source after missing DEI's 50 day deadline or DEI does not choose to fund the project.
  - C. Be prohibited from using other KSU SGA funds to supplement or replace allocations from DEI.

- 24-0203 Funds requested for a project must be divided into separate categories, as outlined below. Each category must have a detailed description of the items requested and estimate of the cost of each item.
- A. Promotions. Promotions shall include any expense related to the advertisement of an activity, such as Collegian advertisements, KSDB or any radio advertisements, leaflets or posters, and other such materials as determined by the Diversity, Equity, and Inclusion Committee.
  - B. Lecturer, Speaker, or Entertainer Fee (LSE Fees). LSE Fees shall include any funds requested by an organization in order to bring a speaker to campus, including their travel, lodging costs, food, and fee to perform a planned project or event.
  - C. Rent of Space and Equipment. Rent of space and equipment shall include any expenses related to renting rooms or other areas for performances, and other such events, as well as any costs related to rental of tables and chairs, movie projectors, or other necessary materials for a project.
  - D. Films. Films shall include any expense for the rental of movies, documentaries, recorded theatrical shows, or other such events.
  - E. Food. Food shall include ingredients or pre-packaged food items whose primary purpose is to add to the intercultural learning experience of the event, as determined by the Diversity, Equity, and Inclusion Committee.
  - F. Other. This category shall include any expenses for items that do not reasonably fit in the above categories, as determined necessary by the Diversity, Equity, and Inclusion Committee. However, this category shall be subject to the limitation on funding, listed below:
    1. Social Events. Student activity funds may not be spent on any materials pertaining to social functions, parties, or banquets, except when the Diversity, Equity, and Inclusion Committee finds a substantial educational benefit.
    2. Personal Materials. Student activity funds may not be spent on any personal materials, such as plaques, gifts, awards, flowers, nametags, engravings for specific individuals, photographs, or clothing.
    3. Wages. Student activity funds may not be spent on wages or compensation of any kind, with the exception of projectionists and security officers as required by a rental facility.
    4. Recruitment. Student activity funds may not be spent on any trips or events in which recruitment is the sole purpose, except when the Diversity, Equity, and Inclusion Committee finds a substantial educational benefit to the Kansas State University students making the request.



24-0204 In special circumstances, should a student organization wish to substitute a lecturer, speaker and/or entertainer, the student organization must consult with the DEI Chair, who will make a decision in consultation with the Student Services Fee Committee Chair; and, if the event in question takes place before the next scheduled DEI funding meeting, members of the DEI committee whether or not to allow the substitution. Substituted lecturers, speakers and/or entertainers should meet all Diversity Programming funding criteria and should be at least of similar quality and draw a similar number of students. No additional funds may be allocated to the substituted event. If the DEI Chair decides not to allow an event substitution and the original event must be cancelled, then funds will be carried forward to use for the next group of requests. Unused funds, other than the circumstance mentioned above, will revert back to the Diversity Programming reserve at the end of each fiscal year.

24-0205 DEI shall seek proposals for funding from all student organizations on campus and conduct meetings at which applicants may verbalize their requests and field any questions from the committee.

### **24-03 *Appeal and Reconsideration of DPC Decisions***

24-0301 The Diversity, Equity, and Inclusion Committee shall have sole jurisdiction for the purposes of appeal and reconsideration by committee of any requests initially heard by the committee.

24-0302 The Diversity, Equity, and Inclusion Committee will reconsider a funding request if any of the following are alleged to have occurred:

- A. The Committee failed to provide a fundamentally fair process including, but not limited to, defective notice and failure to follow written procedures and rules as outlined in the KSU SGA Statutes.
- B. The committee reached a decision in an unjust manner, including, but not limited to, the presence of bias, unreasonable, arbitrary, or capricious action, and discrimination on the basis of race, religion, color, sex, physical ability, national origin, sexual orientation, ancestry, or any Kansas Board of Regents protected category.
- C. The organization has new information that may affect the committee's decision on the request. This new information must pertain to the original request and must not have been available at the time of the original request.

24-0303 If an organization is dissatisfied with their recommended allocation and they meet at least one of the above-mentioned circumstances, the organization may take the following action for reconsideration of their request:

- A. The organization files a completed reconsideration form in the Center for Student Involvement to the Speaker of the Student Senate within 72 hours (weekends excluded) of receiving notification of recommended allocation amount.
- B. If the organization completes the reconsideration form in the allotted time frame, the committee, in conjunction with the Speaker of the Student Senate, will hear the organization's reconsideration request at the next available committee meeting.
- C. After the organization's reconsideration request is heard, the committee will vote on the request. The decision voted on by the committee members will be final. No further reconsideration on the request will be heard.



## Chapter 25: Educational Opportunity Fund Allocation Guidelines

### **25-01      *Allocation Procedures for the Educational Opportunity Fund***

- 25-0101      Beginning the week following Spring Break, the Tuition Enhancements Committee shall solicit proposals for allocation of the EOF monies. Include in the cover letter with the application shall be the due date, the purpose of EOF, and criteria for consideration in the allocation of the EOF as set forth by the Board of Regents. Any informal guidelines used by the EOF Committee shall be approved by Student Senate prior to the beginning of the allocation process. Senate may only pass additional informal guidelines or change existing informal guidelines with a 2/3 vote.
- 25-0102      EOF proposals shall be due at the Center for Student Involvement by 4:00 p.m. on the last Friday of September of each year.
- 25-0103      After reviewing the proposals, the Committee may determine if there are any additional request for the proposal authors to consider. The Committee shall send their initial recommendations back to the authors of the proposals by the third meeting in October. The authors have one week to respond to the initial recommendations.
- 25-0104      All entities receiving EOF monies will submit a final report of all spent and unspent money to the Center for Student Involvement Accountant that fiscal year. A final report is due in the Center for Student Involvement no later than the second Friday in August, by 4:00 p.m. A final report must be submitted in order to be eligible for another year of funding.
- 25-0105      The Committee shall make its recommendations to Student Senate no later than the third Senate meeting of November of each year.
- 25-0106      In its report to Student Senate, the Committee will include an evaluation of the effectiveness of the previous year's allocation. All monies not spent at the end of the fiscal ear will revert back to the EOF reserves account.
- 25-0107      The EOF shall maintain a reserve account with a minimum of 4 percent of the total revenue of this fee in the reserve account. The account can only be utilized to make up for a shortfall in revenue caused by a drop in credit hour enrollment below what was projected.

### **25-02      *Informal Guidelines for the Educational Opportunity Fund***

- 25-0201      The Tuition Enhancements Committee shall operate within the formal guidelines established each year by the Kansas Board of Regents. Use of EOF is limited to the following purposes:
1.      Academic scholarships and fellowships for both graduate and undergraduate students
  2.      Need-based grants, including awards to students with special expenses, or groups of students who have been historically under-represented in higher education

3. Salaries or grants for students participating in public and community service programs
4. Salaries for students employed in campus student services programs

25-0202

Preference shall be given to applications using the following criteria:

- A. Programs that affect large numbers of students.
- B. Programs that have limited or no other sources of funding.
- C. Programs that add significant enhancements to students' experience.

25-0203

Scholarships are funded up to \$700 each.

25-0204

Graduate positions are funded at \$9,890 each.

Nine-month positions are funded at \$9,890.

Twelve-month positions are funded at \$12,890.

25-0205

Wages are calculated as federal minimum wage.

## **Chapter 26: Green Action Fund Allocation Guidelines**

### **26-01      *Procedures for the Green Action Fund (GAF) Committee***

- 26-0101      The Green Action Fund Committee shall consist of seven voting members as provided for in Article III, Section 7 of the Kansas State University Governing Association (KSU SGA) By- Laws.
- 26-0102      Committee members shall be selected no later than the last Friday in September.
- 26-0103      Each academic year, the committee shall solicit proposals for large-scale, student-centered, sustainability-enhancing projects. Included in the cover letter attached to the application shall be the purpose and intent of GAF, the due date for project proposals, and the criteria for consideration in the allocation of GAF funds.
- 26-0104      GAF proposals shall be due by the Friday before Thanksgiving Break. Prior to the due date the Chair will announce the method for proposal submission.
- 26-0105      The committee shall concurrently consider all applications and shall make a decision concerning whether or not to fund the proposals within three weeks of the due date.
- 26-0106      The Chair of GAF will present a report to Student Senate regarding the status of GAF funding allocations and projects by the fourth Student Senate meeting of the second semester of the school year.

### **26-02      *Rules for Green Action Fund Allocations***

- 26-0201      Use of GAF funds is limited to the following purposes:
- A.      Projects sponsored primarily by individual students or student organizations in good standing with the university.
  - B.      Projects intended to expand sustainability practices on campus based on preservation, recycling, awareness, and development.
  - C.      Projects primarily benefitting Kansas State University students, with priority extended to projects held on campus.
  - D.      Projects free and accessible by all Kansas State University students.
- 26-0202      In special circumstances should a student organization wish to substitute a lecturer, speaker, and/or entertainer, the student organization must consult with the GAF Chair, who will make a joint decision in consultation with the members of the committee and the Student-Centered Tuition Enhancements (SCTE) Committee Chair whether or not to allow the substitution. Substituted lecturers, speakers, and/or entertainers should meet all GAF funding criteria and should be of at least similar quality with comparable projected results on the improvement of on- campus sustainability practices. All substituted request forms must be submitted to the GAF Chair. No additional funds may be allocated to the substituted event. If the GAF Chair decides not to allow an event substitution and the original project must be canceled, then funds will be carried forward to use for the next set of project proposals. Unused funds, other than the circumstance mentioned above, will revert back to the SCTE reserve at the end of each fiscal year.

26-0203

GAF shall seek proposals for funding from all students and student organizations on campus and conduct meetings at which applicants may verbalize their requests and field any questions from the committee.

## Chapter 27: Student Centered Tuition Enhancements

- 27-0101 Duties of the Tuition Enhancements Committee
- A. Throughout the fall semester, the Committee shall solicit proposals for allocation of the Student-Centered Tuition Enhancements (SCTE) monies. Included in the cover letter with the application shall be the due date, the purpose of SCTE, and criteria for consideration in the allocation of the SCTE monies. Any informal guidelines used by the committee shall be approved by Student Senate prior to the beginning of the allocation process. Senate may only pass additional or change existing guidelines by a 2/3 vote of selected and qualified senators.
  - B. The Committee shall make its recommendation by resolution to Student Senate no later than the fourth meeting of the Spring semester each year. Upon Student Senate approval, the recommendation will be sent to the University Administration.
  - C. In its report to Student Senate and University Administration, the Committee will include an evaluation of the effectiveness of the previous year's allocations.
- 27-0103 Student-Centered Tuition Enhancements Funding Process
- A. SCTE proposals may be submitted to the committee to request seed money for the creation and implementation for new programs/initiatives.
  - B. SCTE proposals may request funding up to four years. Every project receiving funding must submit each year funding was requested. No SCTE project may receive funding for more than four years.
  - C. All funding will be reviewed on an annual basis. All entities receiving SCTE monies will submit a final report of all spent and unspent money to the Center for Student Involvement Accountant that fiscal year. A final report is due in the Center for Student Involvement no later than the second Friday in September, by 4:00 p.m. A final report must be submitted in order to be eligible for another year of funding.
  - D. Proposals must include: description and title of project; administrative contact information; project description and background; potential/current impact and benefit to K-State students; dollar amount requested, including line item expenditures and other sources of funding; expected avenues of funding after SCTE funding has expired; and an estimated project timeline.
  - E. Proposals are due in the Center for Student Involvement by 4:00 p.m. on the first Friday in December of each year.
  - F. All funds awarded shall be kept in separate accounts from all other funds.
  - G. Any remaining funds in individual SCTE accounts at the end of the fiscal year will revert back to the SCTE Reserve Account NISASCTERS.
- 27-0104 Informal Guidelines for Student-Centered Tuition Enhancements Funding
- A. Preference shall be given to applications using the following criteria:
    1. Programs that have definite, predictable outcomes.
    2. Programs that affect large number of students.
    3. Programs that have limited or no other sources of funding.
    4. Programs that provide significant enhancements to students' experience.
- 27-0105 Wages for student employees are calculated at the federal minimum wage per hour.

## Chapter 28: Foundation Account and other SGA Accounts

### 28-01 *Spending Regulations for Student Foundation Account*

- 28-0101 Student Senate adopt the following guidelines for spending the student endowment account:
- A. The request must be for a student-oriented purpose.
  - B. The request must be for a non-reoccurring expense.
  - C. The request must provide a long-term benefit to the University.
  - D. The request must not duplicate a project that is already provided by the University.
  - E. The request must not be the responsibility of the state or the request must have been rejected by the state.
  - F. The group or individual making the request must demonstrate that alternative sources of funding for the total amount are unavailable.
  - G. The group or individual must demonstrate a feasible plan.
  - H. Money cannot be requested prior to its availability (i.e. interest earned by 1988 cannot be allocated in 1986).

28-0102 The money must be allocated in accordance with Student Senate Bill 85/86/27.

- 28-0103 The \$700,000 and accrued interest shall be allocated as follows:
- A. \$183,663 be allocated toward the renovation of Holton Hall in two phases. This money shall remain accruing interest in the SGA Foundation account until time for renovation payment. The interest accrued from this amount will also be used for renovation.
  - B. \$86,182 be allocated to the KSU Child Care Cooperative.
  - C. \$150,000 be allocated to construct an elevator in Anderson Hall to make it accessible to handicapped individuals.
  - D. \$80,000 be allocated to Debate to create an endowment with the understanding that Debate will not submit requests for Student Senate funding in future years, excluding any special allocations. If a request for 1986-87 has already been submitted, such request will be withdrawn.
  - E. \$60,000 be allocated to create an endowment for Ag. Judging Teams, with the understanding that Ag. Judging Teams may submit requests for Student Senate funding in future years. The distribution of the funds shall be through the Ag. Competition Team Council.
  - F. \$23,600 be allocated to KSDB-FM to purchase equipment to utilize the newly acquired broadcast tower.

The remaining amount shall remain in the SGA Foundation Account accruing interest. The Student Services Support Fee will continue to be collected as outlined in Student Senate Bill 82/83/28 through the Spring 1989 Semester with Holton Hall remaining as the single priority. Future assessment after Spring 1989 shall be determined by the Student Senate as outlined in Student Senate Bill 82/83/28.

Renovation of Holton Hall shall begin in May of 1987.

The 1986-1987 Student Senate shall establish guidelines in regard to the allocation of accrued money in the future.

The use of remaining funds and interest shall be determined by the Student Senate.

The present SGA restricted fee reserve accounts shall be used to fund the groups listed in Section 1. The remainder of the money will come from the SGA Foundation account.



Any future special allocations will first deplete any non-interest bearing SGA restricted fee reserve accounts before going to the SGA Foundation account and shall not exceed the interest minus fees gained from the principle of the SGA Foundation account

## **Part 4: Student Services Fee Guidelines, Contracts, and Agreements**

## **Chapter 30: Student Services Fee Spending Regulations, Schedules and other Guidelines**

### **30-01 Student Services Fee Funding System**

- 30-0101 Revenue Projections for Student Services Fee  
The revenue projection for Student Services Fee Budgets will be based upon the total number of credit hours generated during the summer session, fall semester and spring semester of the year most immediately prior to the year for which the Student Services fee budget is being established or reviewed (e.g. the base for campus Student Services fee projections for the 1996-1997 academic year – FY97 – will be the total credit hours generated from main campus and Vet Med in the summer session 1995, fall semester 1995 and spring semester 1996.)
- 30-0102 Student Services Fee Budgets  
Budgets will be established for each Student Services Fee agency as follows:
- A. Budgets for Board of Regent mandated fees and fees which support debt financing will be equal to the actual collection of revenues. Student Services Fee currently included in this category are: Educational Opportunity Fund, Recreational Complex Debt Retirement, Recreational Complex Operations, Recreational Complex Expansion Debt Retirement, Library Expansion, and K-State Student Union Enhancement
  - B. The remaining Student Services Fee agencies currently include Student Health, University Counseling Services, Fine Arts, Collegian Media Group, K-State Student Union Operations, K-State Student Union Repair and Replacement, K-State Student Union Repair and Replacement Reserve, Union Program Council, Center for Student Involvement, Student Activity Fee, Recreational Services, Recreational Complex Repair and Replacement, Sports Club Activity Fee, KSDB Operations, KSDB Repair and Replacement, Wildcat Watch, Student Governing Association, and the KSU Food Contract Termination Agreement.
- 30-0103 Student Services Fee agencies that are up for review in that year will be requested to submit their budget request in accordance with KSU SGA Statutes 30-05.
- 30-0104 The Student Services Fee Committee will consider each budget request and make a recommendation to Student Senate.
- 30-0105 After all budgets are approved by Student Senate, the Student Services Fee Chair will work with University Administration to discuss the adjustments necessary to meet the approved allocations based on projected enrollment figures. These adjustments are to maintain a close approximation to the proportionality of the current capped linear fee structure.
- 30-0106 Two weeks after the spring twentieth-day enrollment figures are released, Student Services Fee agencies not scheduled for review may request a usage budget adjustment from the Student Services Fee Committee. The Student Services Fee Committee will make recommendations to Student Senate which can approve the budget adjustment by a two-thirds vote of those selected and qualified.

30-0107 Requests for unforeseen budget adjustments (equipment failure, unexpected increases in costs, etc.) can be made to the Student Services Fee Committee as needed throughout the academic year according to the provisions of KSU SGA Statutes 30-02.

30-0108 The Student Services Fee agencies due for review can either remain constant, decrease, increase, and/or be adjusted with a supplemental budget enhancement in lieu of a base budget increase.

## **30-02 Student Services Fee Accounts**

30-0201 Additional revenues which accrue because of additional credit hour production beyond the base used for projections will be deposited in the Student Services Fee Debt Reduction and Emergency Allocation Account.

30-0202 The Debt Reduction and Emergency Allocation Account shall maintain a 5.0% base level of the total Student Services Fee base budget. The only reason the 5.0% can be allocated is in the case of a financial shortfall due to an enrollment decrease.

30-0203 Withdrawals from the Student Services Fee Debt Reduction and Emergency Allocation Account shall only be made for payments towards outstanding debt on student bonds, for one-time emergency funding allocations, one-time budget enhancement allocations and to meet approved allocations to Student Services fee agencies due to a financial shortfall from lower than projected enrollment.

30-0204 Definition: An emergency allocation shall be a one-time allocation given when all the following criteria are met:

- A. The Student Services fee agency has exhausted all other means of outside funding; and
- B. The Student Services fee agency has reduced expenditures and cannot further reduce expenditures; and
- C. The emergency situation has severely hampered the current operations of the Student Services fee agency

30-0205 Student Services fee agencies are allowed to apply for a one-time budget enhancement allocation. Agencies are allowed to apply for a one-time request to enable agencies to make large purchases out of their review cycle. These requests would be withdrawn from the Debt Reduction and Emergency Allocation Account, upon approval of the Student Services Fee Committee and Student Senate. A budget enhancement allocation shall be a one-time allocation given when all of the following criteria are met:

- A. The Student Services fee agency may not make the request in the same year as their review cycle; and
- B. The Student Services fee agency has exhausted all other means of outside funding; and
- C. Agencies must submit a written proposal to the Chair outlining the justification of the allocation, funding proposal, and any additional information requested by the Student Services Fee Committee; and
- D. These allocations may only be used to fund one-time expenditures dedicated to equipment, software, minor structural improvements, and other items at the discretion of the committee.

30-0206 Withdrawals from the Student Services Fee Debt Reduction and Emergency Allocation Account shall only be made by a two-thirds vote of Student Senate selected and qualified.

### **30-03 *Student Services Fee Review Schedule***

30-0301 Student Services Fees shall be reviewed on a three-year cycle as follows, with the cycle to begin with Year A in the 2008-2009 Academic Year. Fees may be reviewed out of their regular cycle in accordance with the KSU SGA Bylaws.

30-0302 Year A

- Student Health
- University Counseling Services
- Fine Arts
- Collegian Media Group
- Wildcat Watch Operations
- Wildcat Watch Equipment Reserve

Year B

- K-State Student Union Operations
- K-State Student Union Repair & Replacement
- K-State Student Union Repair & Replacement Reserve
- Food Contract Termination Agreement
- Union Program Council
- Campus Entertainment Fund
- Student Design Center
- KSDB Operations
- KSDB Repair & Replacement

Year C

- Center for Student Involvement
- Student Activity Fee
- Recreational Services
- Recreational Services Repair & Replacement
- Sports Club Activity Fee
- Student Legal Services
- Student Governing Association

### **30-04 *Internal Audit Schedule***

30-0401 Each Student Services Fee Agency shall be audited in the Academic Year prior to its regular review; the cycle is to begin with Year A in the 2011-2012 Academic Year. Student Services Fee Agencies may be audited out of their regular cycle upon the discretion of the Student Services Fee Committee. The specific order of each year's audits will be determined by the Student Services Fee Committee Chair in conjunction with the Director of the Office of Internal Audit.

30-0402 Year A

- K-State Student Union Operations
- K-State Student Union Repair & Replacement
- K-State Student Union Repair & Replacement Reserve
- Food Contract Termination Agreement
- Union Program Council

Campus Entertainment Fund  
Student Design Center  
KSDB Operations  
KSDB Repair & Replacement

Year B

Center for Student Involvement  
Student Activity Fee  
Recreational Services  
Recreational Services Repair & Replacement  
Recreational Complex Maintenance Reserve  
Sports Club Activity Fee  
Student Legal Services  
Student Governing Association

Year C

Student Health  
University Counseling Services  
Fine Arts  
Collegian Media Group  
Wildcat Watch Operations  
Wildcat Watch Equipment Reserve

30-0403 The Kansas State University Office of Internal Audit will utilize the same practices and processes to audit Student Services Fee Agencies as it would for any other university department or organization. The purpose of these audits is to certify and ensure the following:

- A. The soundness, adequacy, and application of accounting, financial, and other operating controls;
- B. Determine adherence to Federal, State, University, and Kansas State University Student Governing Association policies and procedures;
- C. Assess compliance with applicable law, regulations, and generally accepted accounting principles; ascertain whether program results are consistent with established objectives;
- D. Ascertain the adequacy of controls for safeguarding University and Student Governing Association assets and funds from losses of all kinds; and
- E. Assist in the improvement of University operations by making constructive suggestions and recommendations.

30-0404 In accordance with University policy, the Internal Audit Office shall submit a working draft to the Student Services Fee agency. The agency will have an opportunity to issue a management's response to any recommendations of the Internal Audit.

30-0405 In accordance with University procedure, upon completion of the report it will be made available to the appropriate University officials, the Student Services Fee Committee Chair, and the Kansas State University Student Governing Association.

### **30-05 Requirements for Student Services Fee Review**

30-0501 Each Student Services fee entity being reviewed shall provide the Student Services Fee Committee a report containing the following information:

- A. A justification of its fee and the benefits to the student body

- B. The request and justification for the level of its fee
- C. Any alternative methods of increasing revenue
- D. Any additional information requested by the Student Services Fee Committee
- E. A copy of the agency's annual report for the previous year
- F. A copy of the agency's entire budget including all income and expenditures

30-0502 These reports shall also address a three-tiered funding strategy. Tier 1 is a three (3) percent funding increase, and should delineate additional services or service enhancements that would be provided for this increased funding level. Tier 2 is a continuance of funding and should specify its effects on current operations and services offered. Tier 3 is a three (3) percent funding reduction, and should delineate effects on current services and operations.

30-0503 Representation from the agency's Student Board, detailed in KSU SGA Statutes 30-07, shall be in attendance during the Student Services Fee Committee's review.

30-0504 The Student Services Fee Committee Chair shall notify the Student Services Fee agency directors of these requirements prior to each agency's review.

### **30-06 *Student Services Fees for Building Bonds Procedures***

30-0601 Any preliminary or final request for use of Student Services fees to back bonds or other means of financing for academic, educational, and/or other University facilities must be approved by Student Senate before it is added to the student fee and enacted, else the request will not be granted and/or funded. (KSU SGA Constitution Article V Section 508 Letter C and Article XI).

30-0602 A special committee of SGA shall be set up to review and make recommendations on any request for use of funds for above stated purposes before the request can be forwarded and considered by Student Senate. The committee shall be composed of students of the department/college involved, (professional) planning and design personnel, both student and faculty, and other interested persons.

30-0603 The following shall be used as some of the criteria to judge whether the requested facility should use student funds:

- A. Department or college need
- B. Impact of a fee increase on the student fees
- C. Long range goals
- D. Design and aesthetic value and contribution on the campus.

30-0604 Provisions shall also be made for definite continuous student participation in decisions regarding the use and policies of the building (boards of governors).

### **30-07 *Use of Bond Surplus Funds***

30-0701 The Chief Financial Officer shall collaborate with the Student Body President, Speaker of the Senate, and Student Services Fee Chair to develop special project proposals.

30-0702 Once the Chief Financial Officer's proposals are complete, they shall be submitted for review to the Campus Student Services Fee Committee.

30-0703 The following shall be the criteria to judge whether the requested proposal should use student funds:

- A. Impact on Student Life
- B. Contribution to long range goals of Kansas State University
- C. Value to campus

30-0704 The Chief Financial Officer shall provide a Bond Surplus proposal to the Student Services Fee Committee containing the following information:

- A. A justification of the fee and the benefits to the student body
- B. The request and justification for the level of its fee
- C. Any alternative methods of raising funds for proposal
- D. ny additional information requested by the Student Services Fee Committee

30-0705 The Campus Student Services Fee Committee shall review and approve any such proposals.

30-0706 Allocations out of the Bond Surplus Account shall not reduce the balance of the account to less than 50% of the annual debt service for bonds supported by the campus Student Services fees.

30-0707 Proposals shall then be submitted to Student Senate for review in the form of a resolution. Resolutions must pass by a majority vote and obtain signatures from the Student Body President; Student Services Fee Chair; Speaker of the Senate; Vice-President for Student Life; and Chief Financial Officer.

### **30-08 *Creation and Utilization of Student Boards for Student Services Fees***

30-0801 All agencies receiving funding from Student Services fees shall have and utilize an advisory or governing board to make recommendations to the agency. These boards shall consist of a student majority, meet at least once a semester and not assess dues for membership. In order for business to be conducted, a student quorum must be met for each meeting.

### **30-09 *Creation of Separate Funds for Student Services Fee Agencies***

30-0901 Agencies receiving funds from Student Services fees shall establish and maintain an account, separate and distinct from any other agency funds, for the receipt and expenditure of such student services fees. Any funds earned and/or reimbursements from the expenditures from such student services fees are to be deposited into the same agencies student services fee account. No student services fee funds shall be transferred to any other agency without SGA written approval.

### **30-10 *Use of Student Services Fee for Fine Arts***

30-1001 Student Governing Association recognizes the following fine arts entities:

- A. McCain Auditorium



- B. Art Department
- C. English Department
- D. Music Department
- E. Theater
- F. International Student and Scholar Services
- G. Dance

30-1002 During the review process of the Fine Arts Student Services Fee, each entity listed in Section 30-1001 shall appoint a designee to represent the group to the Student Services Fee Committee for the purpose of establishing future fees. Each entity shall have the opportunity to discuss their student services fee and present needs for individual budget increases or decreases.

### **30-11 *Payment of Student Services Fees by Students***

30-1101 All Manhattan campus students shall be required to pay all portions of the Student Services fee except for the following exemptions:

- A. A student who's on campus classes are held outside of a 30-mile radius from the Manhattan campus, and also resides outside of the 30-mile radius.
- B. A student who is a full-time employee of the University may be exempt from paying the student health portion of the Student Services fee and therefore not eligible for Lafene Health Center services.

## Chapter 31: Lafene Health Center Student Services Fee Agreement

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and Lafene Health Center (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT student services fee budget (BUDGET) shall be funded the following amounts for the following Fiscal Years: \$4,653,671.00 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023) and \$4,540,167.00 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); and will be reviewed prior to academic year 2024-2025.
2. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. The following items shall be considered contractual items:
  - a. No student services fee funds may be used for paying the Institutional Support Fee.
  - b. No student services fee funds may be used to fund a position at Disabled Student Services.
  - c. Should an office visit fee be implemented by the DEPARTMENT, the DEPARTMENT shall notify the Student Services Fee Committee prior to the implementation of the fee.
  - d. The DEPARTMENT shall inform the Student Services Fee Committee of any capital expenditures over \$5,000 within 60 days of purchase.
4. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
5. Within 60 days of the end of the fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Student Services Fee Chair for review by KSU SGA.
6. Any money remaining in the DEPARTMENT'S account at the conclusion of a fiscal year will be transferred to the Student Health Reserve Account.
7. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1103)
8. The agreement shall be governed by and subject to the laws of the State of Kansas.

9. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/58 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the Director of Student Health, the Vice President for Student Life, and the Chief Financial Officer.

## **Chapter 32: Lafene Counseling and Psychological Services Student Services Fee Agreement**

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and Lafene Counseling and Psychological Services (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

10. The annual DEPARTMENT Student Services fee budget (BUDGET) shall be funded at the following amounts for the following Fiscal Year: \$691,951.00 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023) and \$675,074.00 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); and will be reviewed prior to Fiscal Year 2025.
11. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
12. No Student Services fee funds may be used for paying the Institutional Support Fee.
13. This agreement supersedes any previous agreement made by Kansas State University Student Senate and/or Kansas State University Student Governing Association with the CAPS regarding funding of BUDGET and use of such funding.
14. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
15. Within 60 days of the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Student Services Fee Chair for review by KSU SGA.
16. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1103)
17. The agreement shall be governed by and subject to the laws of the State of Kansas.
18. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/59 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the Director of CAPS, the Chief Financial Officer, and Vice President for Student Life.

## Chapter 33: Fine Arts Privilege Fee Agreement

This agreement, made this 18<sup>th</sup> day of March 2021, between the Kansas State University Student Governing Association (KSU SGA) and Fine Arts (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budgets and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$163,220.00 for Fiscal Year 2022 (July 1, 2021, through June 30, 2022); \$186,220.00 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$183,740.00 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); and will be reviewed prior to Fiscal Year 2025.
2. The amount of \$15,000.00 will be utilized from Fine Arts Reserve Accounts for each of the next 3 fiscal years. For Fiscal Year 2022, \$11,957.06 will be utilized from the Fine Arts Department Reserve (NISAFADRSV) and \$3,042.94 will be utilized from the Fine Arts Student Reserve (NISAFASRSV). Fiscal Year 2023 and Fiscal Year 2024 will utilize \$15,000.00 from the Fine Arts Student Reserve (NISAFASRSV).
3. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decrease to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
4. DEFINITIONS:
  - a. All Fine Arts Privilege Fees must be spent by the Department, as outlined in Section 6. Departments cannot transfer these funds to any other account.
5. The Fine Arts Student Reserve Account (NISAFASRSV) has a current balance of \$133,166.35. The Fine Arts Department Reserve Account (NISAFADRSV) has a current balance of \$11,957.06.
6. The DEPARTMENT shall allocate the funds from each year's portion of the BUDGET as follows:

	FY22	FY23	FY24
McCain Auditorium (NISAFAD003)	\$ 25,000.00	\$ 50,000.00	\$ 50,000.00
Art Department (NISAFAD002)	\$ 14,880.00	\$ 14,880.00	\$ 12,400.00
English Department (NISAFAD008)	\$ 9,000.00	\$ 7,000.00	\$ 7,000.00
Music Department (NISAFADMUS)	\$ 53,200.00	\$ 53,200.00	\$ 53,200.00
Theater (NISAFADTHR)	\$ 59,840.00	\$ 59,840.00	\$ 59,840.00
ISSS (NISAFAD009)	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00

Dance (NISAFADDNC)	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00
Amount from Privilege Fee Budget	\$ 163,220.00	\$ 186,220.00	\$ 183,740.00
Amount from Reserves	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Total Allocated	\$ 178,220.00	\$ 201,220.00	\$ 198,740.00

7. At the conclusion of each fiscal year all Department remaining shall revert back to the Fine Arts Student Reserve Account (NISAFASRSV).
8. Of the funds allocated for fiscal years 2022, 2023, and 2024 for Theater at least \$5,500 of the funds must be spent on Ebony Theater
9. Funding for McCain Auditorium is contingent on the agreement that: The Privilege Fee funding will be used to completely subsidize student tickets to McCain Performance Series, and the funding provided must be used to provide free tickets for students until the funding is exhausted. Discounted student price levels for Fiscal Year 2024 may be lowered by the approval of the Privilege Fee Committee
1. This agreement supersedes any previous agreement made by KSU SGA with Fine Arts regarding funding of budget and use of such funding.
2. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any rights in any instance shall not constitute a waiver of such rights in that instance or any other instance.
3. Within 60 days of the end of each fiscal year, the Chair of the DEPARTMENT shall submit a written summary of the BUDGET expenditures to the Privilege Fee Chair for review by KSU SGA. In addition to the BUDGET, the Chair of the Department shall submit a Fine Arts Summary Report, as provided by Privilege Fee Chair. Any Department that fails to submit a report, within the given time period, will not receive any further Fine Arts monies until this report is submitted.
4. Departments are required to list all the following on all payment vouchers using KSU SGA Fine Arts Funds: Event Name, Event Date, Event Location and type of event.
14. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V Section 508, Letter C and Article XI Section 1103)
15. This agreement shall be governed by and subject to the laws of the State of Kansas.
16. By signing this agreement, the representative of the respective parties hereby represent that each is duly authorized by his or her part to execute this document on behalf of such party that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/33 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the directors/chairs/department heads of agencies outlined in Section 6, the Vice President for Student Life, and the Chief Financial Officer.



## Chapter 34: Collegian Media Group Budget Agreement

This agreement made this 12th day of November 2020, between the Kansas State University Student Governing Association (KSU SGA) and Collegian Media Group (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the Department regarding funding of budgets and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded the following amounts for the following Fiscal Years: \$344,000 for Fiscal Year 2022 (July 1, 2021, through June 30, 2022); \$344,000 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$344,000 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); and will be reviewed prior to Fiscal Year 2025.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. The following items shall be considered contractual items:
  - a. No student fee funds shall be used for the purchase of food or social functions.
  - b. No student fee funds shall be used for the creation or printing of publications which fall outside the mission of Collegian Media Group, to serve the entire campus or its primary publications (e.g. the Royal Purple, Collegian, e-Collegian.)
  - c. No student fee funds shall be expended without authorization from the Finance Committee of the Board of Directors of Collegian Media Group
4. Any breach of this agreement by the DEPARTMENT will result in automatic review by Kansas State University Student Senate and such review could result in decrease or termination of funding of the BUDGET. The failure of SENATE to exercise any rights in any instance shall not constitute a waiver of such rights in that instance or any other instance.
5. Within 60 days of the end of the fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Privilege Fee Chair for review by the entire Senate body.
6. No construction or renovation of a building or facility at KSU is permitted with Privilege Fees unless the fee was established by a binding referendum vote of the student body (KSU SGA Constitution Article V Section 508.C and Article XI Section 1105).

7. This agreement shall be governed by and subject to the laws of the State of Kansas.
8. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/20 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Director of Collegian Media Group, the Chief Financial Officer, and the Vice President for Student Life.

## Chapter 35: Wildcat Watch Operations Budget Agreement

This agreement made this 1st day of April 2021, between the Kansas State University Student Governing Association (KSU SGA) and Wildcat Watch (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$18,000.00 for Fiscal Year 2022 (July 1, 2021, through June 30, 2022); \$18,000.00 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$18,000.00 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to fiscal year 2025.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. If these monies are not spent during the fiscal year in which they are allocated, any remaining monies in the account shall carry over into the next fiscal year.
4. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.
5. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
6. Within 60 days of the end of the fiscal year, the Adviser of the DEPARTMENT shall submit a written summary of expenditures to the Privilege Fee Chair for review by KSU SGA.
7. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 509, Letter C and Article XI, Section 1105)
  - a. The agreement shall be governed by and subject to the laws of the State of Kansas.
  - b. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document

on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/54 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Wildcat Watch Advisor, the Wildcat Watch Executive Director, the Chief Financial Officer, and the Vice President for Student Life.

## **Chapter 36: Wildcat Watch Equipment Reserve Budget Agreement**

This agreement, made this 1st day of April 2021 between the Kansas State University Student Governing Association (KSU SGA) and Wildcat Watch (DEPARTMENT), shall supersede any previous agreement made by SENATE with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$5,000.00 for Fiscal Year 2022 (July 1, 2021, through June 30, 2022); \$5,000.00 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$5,000.00 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to fiscal year 2025.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. If these monies are not spent during the fiscal year in which they are allocated, any remaining monies in the account shall carry over into the next fiscal year.
4. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budget and use of such funds.
5. Any breach of this agreement by DEPARTMENT will result in automatic review by KSU SGA; such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any rights in any instance shall not constitute a waiver of such rights in that instance or any other instance.
6. Within 60 days of the end of the fiscal year, the Adviser of DEPARTMENT shall submit a written summary of BUDGET expenditures to the Privilege Fee Chair for review by KSU SGA.
7. No construction of or renovation of a building or facility at K-State is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body (KSU SGA Constitution Article V, Section 509, Letter C, and Article XI Section 1105).
8. This agreement shall be governed by and subject to the laws of the State of Kansas.

9. By signing this agreement, the representative of the respective parties hereby represent that each is duly authorized by his or her part to execute the document on behalf of such party that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/53 becomes effective upon the execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Wildcat Watch Adviser, the Wildcat Watch Executive Director, the Chief Financial Officer, and the Vice President for Student Life.

## **Chapter 37: Student Union Operations Student Services Fee Agreement**

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and the KSU Student Union (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT student services fee budget (BUDGET) shall be funded at the following levels for the following fiscal years: \$1,612,322 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$1,561,407 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); \$1,527,463 for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statues. The BUDGET will be reviewed prior to academic year 2025-2026.
2. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
4. Within 60 days of the end of the fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Student Services Fee Chair for review by KSU SGA.
5. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1103)
6. The agreement shall be governed by and subject to the laws of the State of Kansas.
7. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/89 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the Executive Director of the Student Union, Chief Financial Officer, and the Vice President for Student Life.



## Chapter 38: K-State Student Union Repair & Replacement Student Services Fee Agreement

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and the K-State Student Union (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual Repair and Replacement Account (BUDGET) shall be funded at the following levels for the following fiscal years: \$386,318 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$365,985 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); \$345,653 for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. These monies must be spent on expenses related to DEPARTMENT repair and replacement. The BUDGET will be reviewed prior to academic year 2025-2026.
2. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. DEFINITIONS:
  - a. Repair shall be defined as major building repairs including repairs of fixed building property and the repairs of building equipment and building furnishings that are not part of normal maintenance and ordinary repairs (as defined below) of the facility. The cost of the repair must not exceed \$30,000.00.
  - b. Replacement involves the removal of a major part or component of structure or equipment and the substitution of a new part or component essentially of the same type and performance capabilities. Examples of replacement are building roofs and flooring. Replacing a revenue generator with a different one is not considered a replacement. The cost of the replacement must not exceed \$30,000.00.
  - c. Normal maintenance and ordinary repairs shall be defined as costs such as cleaning, adjustment, and painting which are incurred on a continuous basis to keep operational assets in usable condition. Ordinary repairs are outlays for parts, labor and related supplies which are necessary to keep the asset in operational condition, but neither (a) add materially to the value of the asset, nor (b) prolong its life appreciably.
  - d. Any repair or replacement that exceeds \$30,000.00 must first be approved by the Student Services Fee Committee.

4. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
5. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.
6. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).
7. The agreement shall be governed by and subject to the laws of the State of Kansas.
8. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/88 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the K-State Student Union Executive Director, the Vice President for Student Life, and the Chief Financial Officer.

## **Chapter 39: K-State Student Union Repair & Replacement Reserve Account Student Services Fee Agreement**

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and the K-State Student Union (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual Repair and Replacement Reserve Account (BUDGET) shall be funded shall be funded at the following levels for the following fiscal years: \$0 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$0 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); \$0 for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statues. These monies must be spent on emergencies related to Union repair and replacement as defined in Chapter 38 of the KSU SGA Statutes (KSU Student Union Repair and Replacement Agreement). The BUDGET will be reviewed prior to academic year 2025-2026.
2. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. An emergency shall be defined as any item not planned for that must be repaired or replaced in the current fiscal year to ensure student safety and to ensure that the building structure is operational. Any expenditure from this account must first be approved by the Student Services Fee Committee. No expenditure will be approved unless it is clear that all other sources of funding have been exhausted.
4. If these monies are not spent during the fiscal year in which they are allocated, and remaining monies in the account shall carry over into the next fiscal year. The reserve account shall not exceed \$250,000.00. Once this limit is reached, any money budgeted to this account shall instead be allocated to the DEPARTMENT Repair and Replacement Budget or, with approval by the Student Services Fee Committee, the Operations Budget according to the need of the facility as deemed by the K-State Student Union Executive Director.
5. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
6. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.

7. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).
8. The agreement shall be governed by and subject to the laws of the State of Kansas.
9. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/88 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the K-State Student Union Executive Director, the Vice President for Student Life, and the Chief Financial Officer.

## **Chapter 40: K-State Student Union Food Contract Termination Agreement**

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and the K-State Student Union (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

8. The annual K-State Student Union Food Subsidy student services fee budget (BUDGET) shall be funded at the following levels for the following fiscal years: \$80,000 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); and \$20,000 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024). These monies must be spent on the repayment of the cash advance from the university and will be directly transferred to NIUN991503 2080 09280 at the beginning of each fiscal year.
9. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
10. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
11. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.
12. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).
13. The agreement shall be governed by and subject to the laws of the State of Kansas.
14. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/88 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the K-State Student Union Executive Director, Chief Financial Officer, and the Vice President for Student Life.

# Chapter 41: Union Program Council Student Services Agreement

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and the K-State Student Union Union Program Council (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT student services fee budget (BUDGET) shall be funded at the following levels for the following fiscal years: \$190,767 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$180,726 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); \$170,686 for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statues. The BUDGET will be reviewed prior to academic year 2025-2026.
2. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
4. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.
5. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).
6. All income generated via BUDGET use must be used to supplement the activities of said fee. The self-generated income created by Student Services Fees must be used for UPC activities and programs. The only exception is revenue generated for philanthropic purposes.
7. The agreement shall be governed by and subject to the laws of the State of Kansas.
8. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/88 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the Union Program Council Director, the K-State Student Union Executive Director, the Vice President for Student Life, and the Chief Financial Officer.

## Chapter 42: Campus Entertainment Fund Student Services Agreement

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and the K-State Student Union (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual Campus Entertainment Fund student services fee budget (BUDGET) shall be funded at the following levels for the following fiscal years: \$123,675 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$123,675 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); \$123,675 for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statues. The BUDGET will be reviewed prior to academic year 2025-2026.
2. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
4. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.
5. A major event (MAJOR EVENT) shall be defined as an event with an artist performance fee greater than or equal to \$20,000.
6. The Union Governing Board and Union Program Council shall consider the following when utilizing the Campus Entertainment Fund:
  - 1) Provide MAJOR EVENT(S) to the K-State student body at least once per academic year.
  - 2) MAJOR EVENTS should try to have approval three-to-four months in advance, when viable, to provide ample time for event promotion.
  - 3) MAJOR EVENTS shall have affordable ticket prices for K-State students. The use of funds to subsidize student ticket prices is permissible.
7. The Campus Entertainment Fund shall only be used to fund MAJOR EVENTS programmed by the Union Program Council.



8. Any funds not spent at the end of the fiscal year shall revert to the Campus Entertainment Fund Reserve. The Campus Entertainment Fund Reserve account shall not exceed an amount of \$200,000. Funds in excess of \$200,000 shall be moved into the Student Services Fee Debt Reduction and Emergency Allocation account at fiscal year-end.
9. Use of Campus Entertainment Funds or Reserve must be approved by two-thirds of the three standing officers of the Union Governing Board (president, vice-president, and secretary as defined by Article IV of the Union Governing Board Constitution), and the K-State Student Union Executive Director.
10. All profits generated by MAJOR EVENTS utilizing the Campus Entertainment Fund shall be directed into the Campus Entertainment Fund Student Services Fee Account. Profits are subject to section 7 above.
11. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).
12. The agreement shall be governed by and subject to the laws of the State of Kansas.
13. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/88 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the Union Program Council Director, the K-State Student Union Executive Director, the Vice President for Student Life, and the Chief Financial Officer.

## Chapter 43: Student Design Services Budget Agreement

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and Student Design Services (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT student services fee budget (BUDGET) shall be funded at the following levels for the following fiscal years: \$53,907 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$47,918 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); \$41,928 for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2025-2026.
2. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. The following items shall be considered contractual items:
  - a. All income generated by the DEPARTMENT must be used to supplement the operation of the DEPARTMENT.
  - b. No student fee funds shall be used for the creation or printing of materials not for student organizations or privilege fee funded entities without the approval of the Student Services Fee Committee.
4. This agreement supersedes any previous agreement made by SGA with DEPARTMENT regarding funding of budgets and use of such funding.
5. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
6. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.
7. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).
8. The agreement shall be governed by and subject to the laws of the State of Kansas.

9. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/23 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the Student Design Services Director, the K-State Student Union Executive Director, the Vice President for Student Life, and the Chief Financial Officer.

## Chapter 44: KSDB Operations Budget Agreement

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and KSDB-FM (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT student services fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$91,348 for July 1, 2022, through June 30, 2023; \$90,355 for July 1, 2023, through June 30, 2024; \$89,362 for July 1, 2024, through June 30, 2025. All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2025-2026.
2. These funds shall be allocated for KSDB general operations, student salaries, and a full-time manager position.
3. An amount not exceeding 12% of these operating costs may be allocated during the summer months in order to fulfill the 12-month contractual requirements of the Federal Communications Commission.
4. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
5. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.
6. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
7. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.
8. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).
9. The agreement shall be governed by and subject to the laws of the State of Kansas.

10. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/53 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the KSDB-FM Director, the Vice President for Student Life, and the Chief Financial Officer.

## Chapter 45: KSDB Reserve Budget Agreement

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and KSDB-FM (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual KSDB-FM Reserve Account student services fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$3,880 for July 1, 2022, through June 30, 2023; \$3,880 for July 1, 2023, through June 30, 2024; \$3,880 for July 1, 2024, through June 30, 2025. All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2025-2026.
2. Any expenditure from this account must first be approved by a majority vote of the Student Services Fee Committee. During times when the Student Services Fee Committee is not regularly scheduled to meet, an expenditure may be approved by an absentee vote of the Student Services Fee Committee members.
3. If these monies are not spent during the fiscal year in which they are allocated, any remaining monies in the account shall carry over into the next fiscal year. This reserve account shall not exceed \$40,000.00. Once this limit is reached, any money budgeted to this account shall instead be allocated to the KSDB Operations Budget.
4. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
5. This agreement supersedes any previous agreement made by SGA with DEPARTMENT regarding funding of budgets and use of such funding.
6. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
7. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.
8. No construction or renovation of a building or facility at Kansas State University is permitted

with privilege fees unless the fee was established by a binding referendum vote of the student body (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).

9. The agreement shall be governed by and subject to the laws of the State of Kansas.
10. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/52 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the KSDB-FM Director, the Vice President for Student Life, and the Chief Financial Officer.

## Chapter 46: Center for Student Involvement Privilege Fee Agreement

This agreement, made this 18th day of November 2020 between the Kansas State University Student Governing Association (SENATE) and the Center for Student Involvement (DEPARTMENT), shall supersede any previous agreement made by SENATE with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$313,252 for July 1, 2020, through June 30, 2021; \$391,566 for July 1, 2021, through June 30, 2022; \$391,566 for July 1, 2022, through June 30, 2023. All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2023-2024.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. SafeRide Program:
  - a. KSU SGA will provide, through the Center for Student Involvement, at least the following amounts for a SafeRide Program during the corresponding fiscal years: \$15,000.00 for July 1st, 2020 through June 30th, 2021; \$15,000.00 for July 1st, 2021 through June 30th, 2022; and \$15,000.00 for July 1st, 2022 through June 30th, 2023.
4. Week of Welcome
  - a. The Center for Student Involvement will provide funding for Week of Welcome activities at least the following amounts during the corresponding fiscal years: \$10,000.00 for July 1st, 2020 through June 30th, 2021; \$10,000.00 for July 1st, 2021 through June 30th, 2022; and \$10,000.00 for July 1st, 2022 through June 30th, 2023.
5. The monies allocated for the SafeRide Program and Week of Welcome may be utilized for other DEPARTMENT operations, with approval by the Privilege Fee Committee, if deemed necessary by the Center for Student Involvement Executive Director.
6. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.
7. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the



BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.

8. Within 60 days of the end of the fiscal year, the Adviser of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Privilege Fee Chair for review by KSU SGA.
9. No construction of or renovation of a building or facility at K-State is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body (KSUSGA Constitution Article V, Section 508, Letter C and Article XI, Section 1105).
10. The agreement shall be governed by and subject to the laws of the State of Kansas.
11. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement

Bill 20/21/14 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Executive Director of Center for Student Involvement, the Vice President for Student Life and Dean of Students, and the Chief Financial Officer.

## Chapter 47: Student Activity Fee Privilege Fee Agreement

This agreement made this 19<sup>th</sup> day of November 2020, between the Kansas State University Student Governing Association (SENATE) and Kansas State University Student Activity Fee, Account NISASAUCPF (DEPARTMENT), shall supersede any previous agreement made by SENATE with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded the following amounts for the following fiscal years: \$159,395.00 for July 1, 2020, through June 30, 2021; \$347,134.00 for July 1, 2021, through June 30, 2022; and \$355,622.00 for July 1, 2022, through June 30, 2023. All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2023-2024.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. The annual DEPARTMENT BUDGET shall be allocated as follows:

	FY21	FY22	FY23
Diversity Programming Committee:	\$54,320.00	\$144,287.00	\$152,775.00
Campus Organizations:	\$10,995.00	\$54,979.00	\$54,979.00
Multicultural Organizations:	\$14,000.00	\$14,000.00	\$14,000.00
Open House:	\$0.00	\$7,293.00	\$7,293.00
Graduate Student Council:	\$14,302.00	\$23,837.00	\$23,837.00
Academic Competition:	\$54,000.00	\$87,300.00	\$87,300.00
CARE:	\$17,537.00	\$18,461.00	\$18,461.00
UFM Community Learning Center:	\$10,941.00	\$13,677.00	\$13,677.00
4. Institutional Services
  - a. KSU SGA recognizes the CARE and UFM as the only Institutional Services. Therefore, they shall not be required to register as a student group within the Center for Student Involvement (CSI) at Kansas State University in accordance to Statute 20- 0102.
  - b. The CARE and UFM shall adhere to the Privilege Fee funding requirements set forth in Chapter 30 of the KSU SGA Statutes in the same manner as a Privilege Fee Agency.
5. Multicultural Student Organizations

- a. Funding for Multicultural Student Organizations will be pulled from the Reserve for Contingencies Account.
  - b. The Asian American Student Union, Black Student Union, Hispanic American Leadership Organization, and the Native American Student Association who plan heritage months shall receive a block allocation \$3,500.00 each at the beginning of each fiscal year for the events during their heritage month.
  - c. These funds can only be spent on heritage month activities.
6. Campus Organizations
  - a. Funding for Campus Organizations shall adhere to the requirements set forth in Chapter 21 of the KSU SGA Statutes.
7. Diversity Programming Committee
  - a. The Diversity Programming Committee shall adhere to the requirements set forth in Chapter 24 of the KSU SGA Statutes.
  - b. All decisions made by the Diversity Programming Committee regarding the funding of requests shall be final and will not be subject to further approval by the SGA.
8. Academic Competition
  - a. For fiscal year 2021 of this agreement, \$87,300.00 of the allocation for Academic Competition Teams will come from the Privilege Fee while \$2,700.00 will be utilized from the Reserve for Contingencies Account, bringing the total allocation to \$90,000.00.
10. Any funds not spent at the end of the fiscal year shall revert back to the Reserves for Contingencies Account with the exception of the Diversity Programming Committee. Remaining Diversity Programming Committee funds at the end of the fiscal year shall revert back to the Diversity Programming Committee Reserve Account.
11. Any remaining funds in the Academic Competition Reserve Account shall be transferred to the reserves for Contingency Account at the end of FY 2023.
12. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
13. Within 60 days of the end of the fiscal year, KSU SGA Treasurer shall submit a written summary of BUDGET expenditures to the Privilege Fee Standing Committee Chair for review by the entire Senate Body.
14. No construction or renovation of a building or facility at KSU is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body (KSU SGA Constitution Article V, Section 509, Letter C and Article XI, Section 1105).
15. The agreement shall be governed by and subject to the laws of the State of Kansas.
16. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/05 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the KSU SGA Treasurer, the Chief Financial Officer and the Vice President for Student Life.

## Chapter 48: Recreational Services Privilege Fee Agreement

This agreement made this 1<sup>st</sup> day of November 2020, between the Kansas State University Student Governing Association Student Senate (KSU SGA), and Kansas State University Recreational Services (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$1,081,450 for July 1, 2020 to June 30, 2021; \$1,348,895 for July 1, 2021 to June 30, 2022; \$1,348,895 for July 1, 2022 to June 30, 2023. All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to the academic year 2023-2024.
3. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
4. Of the funds allocated each fiscal year, \$25,000 shall be budgeted for the repair, replacement, and/or the purchasing of new equipment.
5. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.
6. Any breach of this agreement by DEPARTMENT will result in automatic review by KSU SGA and such review could result in the decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
7. Within 90 days of the end of the fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Privilege Fee Chair for review by KSU SGA.
8. No construction of or renovation of a building or facility at KSU is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body (KSU SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1103).
9. The agreement shall be governed by and subject to the laws of the State of Kansas.

10. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/14 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Recreational Services Director, the Vice President for Student Life, and the Chief Financial Officer.

## **Chapter 49: Recreational Services Repair & Replacement Reserve Budget Agreement**

This agreement made this 1st day of November 2020, between the Kansas State University Student Governing Association (KSU SGA) and Kansas State University Recreational Services (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$0.00 for July 1, 2020, through June 30, 2021; \$10,185.00 for July 1, 2021, through June 30, 2022; \$10,185.00 for July 1, 2022, through June 30, 2023. All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2023-2024.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. These monies shall only be expended for the repair and replacement of building equipment, fitness equipment, and building furnishings that are not part of normal maintenance. These funds shall not be utilized for the repair or replacement of fixed building property or for a major part or component of structure or structural equipment.
4. Normal maintenance shall be defined as costs such as cleaning, adjustments and painting, which are incurred on a continuous basis to keep operational assets in usable condition.
5. Any repair or replacement that exceeds \$30,000 must first be approved by the Privilege Fee Committee.
5. If these monies are not spent during the fiscal year in which they are allocated, any remaining monies in the account shall carry over into the next fiscal year. The reserve account shall not exceed \$100,000.00. Once this limit is reached, any money budgeted to this account shall instead be allocated to the Debt Reduction and Emergency Allocation Account.
6. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.
7. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in the decrease or termination of funding of the

BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.

8. Within 60 days of the end of the fiscal year, the Adviser of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Privilege Fee Chair for review by KSU SGA.
9. No construction of or renovation of a building or facility at KSU is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1103)
10. The agreement shall be governed by and subject to the laws of the State of Kansas.
12. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/14 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Recreational Services Director, the Vice President for Student Life, and the Chief Financial Officer.



## Chapter 50: Recreation Complex Maintenance Reserve Budget Agreement

This agreement, made this 1<sup>st</sup> day of November 2020 between the Kansas State University Student Governing Association (KSU SGA) and Kansas State Recreational Services (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$0.00 for July 1, 2020, through June 30, 2021; \$100,000.00 for July 1, 2021, through June 30, 2022; \$100,000.00 for July 1, 2022, through June 30, 2023. All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2023-2024.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. Any use of these monies must receive approval from the Privilege Fee Committee. During a time when the Privilege Fee Committee is not regularly scheduled to meet, use of these monies may be approved through written consent of the Privilege Fee Chair and Speaker of the Student Senate. A post completion financial review of expenditures will be sent to the Privilege Fee Committee following any use of these funds. The only acceptable uses of these funds are for the DEPARTMENT and are as follows:
  - a. Major maintenance expenses incurred by the building including the repair and/or replacement of fixed building property, a major part or component of structure, structural equipment that are not part of normal maintenance and ordinary repairs (as defined below) of the facility. This definition also includes the removal of a major part or component of structure and the substitution of a new part or component essentially of the same type and performance capabilities. Replacing a revenue generator with a different one is not allowable through this definition.
3. Normal maintenance and ordinary repairs shall be defined as costs such as cleaning, adjustment and painting which are incurred on a continuous basis to keep operational assets in usable condition. Ordinary repairs are outlays for parts, labor and related supplies which are necessary to keep the asset in operational condition, but neither (a) add materially to the value of the asset, nor (b) prolong its life appreciably.
4. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.

5. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
6. Within 60 days of the end of the fiscal year, the Adviser of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Privilege Fee Chair for review by KSU SGA.
7. No construction of or renovation of a building or facility at K-State is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body (KSU SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1103)
8. The agreement shall be governed by and subject to the laws of the State of Kansas.
9. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/14 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Recreational Services Director, the Vice President for Student Life, and the Chief Financial Officer.

## Chapter 51: Sports Clubs Fee Budget Agreement

This agreement, made this 1<sup>st</sup> day of November, 2020, between the Kansas State University Student Governing Association (KSU SGA) and the Kansas State University Sports Clubs (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$16,000 for July 1, 2020, through June 30, 2021; \$65,470 for July 1, 2021, through June 30, 2022; \$65,470 for July 1, 2022, through June 30, 2023. All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2023-2024.
2. For each fiscal year in this agreement, \$49,470 of the allocation will come from the Privilege Fee while \$16,000 will be utilized from the Sports Club Reserve Account, bringing the total allocation to \$65,470.
3. Any funds not spent at the end of the fiscal year shall revert to the Sports Club Reserve Account.
  - a. Money in the Sports Club Reserve Account shall be only allocated to either those teams who have qualified and will be attending their national competition or to newly registered teams that are in need of start-up funding.
  - b. A minimum of four percent of the total per year allocation shall remain in the Sports Club Reserve Account.
3. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
4. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.
5. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in the decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
6. Within 60 days of the end of the fiscal year, the Adviser of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Privilege Fee Chair for review by KSU SGA.

7. No construction of or renovation of a building or facility at KSU is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body (SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1103).
8. The agreement shall be governed by and subject to the laws of the State of Kansas.
9. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/14 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Center for Student Involvement Director, the Vice President for Student Life, and the Chief Financial Officer.

## Chapter 52: Student Legal Services Privilege Fee Agreement

This agreement, made this 27<sup>th</sup> day of November 2020 between the Kansas State University Student Governing Association (SENATE) and Student Legal Services (DEPARTMENT), shall supersede any previous agreement made by SENATE with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following level for the following fiscal years: \$103,667 for July 1, 2020, through June 30, 2021; \$109,124 for July 1, 2021, through June 30, 2022; \$109,124 for July 1, 2022, through June 30, 2023. All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2023-2024.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.”
3. If these monies are not spent during the fiscal year in which they are allocated, any remaining monies in the account shall carry over into the next fiscal year.
4. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.
5. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
6. Within 60 days of the end of the fiscal year, the Adviser of the DEPARTMENT shall submit a written summary of BUDGET expenditures to the Privilege Fee Chair for review by KSU SGA.
7. No construction of or renovation of a building or facility at K-State is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body (KSU SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1105).
8. The agreement shall be governed by and subject to the laws of the State of Kansas.
9. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/14 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the Student Legal Services Director, the Chief Financial Officer, and the Vice President for Student Life.

## Chapter 53: Student Governing Association Budget Agreement

This agreement, made this 28<sup>th</sup> day of November 2020 between the Kansas State University Student Governing Association (KSU SGA) and the Student Governing Association (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual DEPARTMENT privilege fee budget (BUDGET) shall be funded at the following levels for the following fiscal years: \$81,157 for July 1, 2020, through June 30, 2021; \$87,324 for July 1, 2021 through June 30, 2022; and \$88,338 for July 1, 2022 through June 30, 2023. All uses of DEPARTMENT Privilege Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2023-2024.
2. Internal Auditing Services:
  - a. KSU SGA will provide, through the Student Governing Association Privilege Fee, the amount of \$18,000.00 annually to obtain auditing services from the Kansas State University Internal Audit Office.
  - b. The Kansas State University Internal Audit Office will dedicate approximately 1,000 hours per year for conducting audits on the specified Privilege Fee receiving agencies for that year. A Privilege Fee Agency will be defined as any agency that directly receives funding from any campus privilege fee.
  - c. The audits will be conducted on a six-year schedule and upon the discretion of the Privilege Fee Committee as set forth in Chapter 30 of the KSU SGA Statutes. The specific order of each year's audits will be determined by the Privilege Fee Committee Chair in conjunction with the Director of the Office of Internal Audit.
  - d. The Kansas State University Office of Internal Audit will utilize the same practices and processes to audit Privilege Fee Agencies as it would for any other university department or organization as detailed within Chapter 30 of the KSU SGA Statutes.
2. The funding of BUDGET is contingent upon sufficient collections of campus privilege fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Privilege Fee Chair and sent to the Privilege Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.
3. This agreement supersedes any previous agreement made by KSU SGA with DEPARTMENT regarding funding of budgets and use of such funding.
4. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.
5. Within 60 days of the end of the fiscal year, the Adviser of the DEPARTMENT shall submit a written summary of expenditures to the Privilege Fee Chair for review by KSU SGA.

6. No construction or renovation of a building or facility at K-State is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI, Section 1103)
7. The agreement shall be governed by and subject to the laws of the State of Kansas.
8. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 20/21/14 becomes effective upon execution of this agreement by the Privilege Fee Committee Chair, the Speaker of the Student Senate, the Student Body President, the KSU SGA Treasurer, the Vice President for Student Life, and the Chief Financial Officer.



## Chapter 54: Cats' Cupboard Bond Surplus Agreement

This agreement was made this 13<sup>th</sup> day of February 2020 between the Kansas State University Student Governing Association (KSU SGA), and Cats' Cupboard.

1. Kansas State University Student Governing Association recommends and approves that \$80,000.00 per year for three years, with the option to reauthorize the agreement one time for an additional three years of funding, be allocated from the student privilege fee bond surplus account to Cat's Cupboard for new projects and operational sustainability to enhance access and combat food insecurity.
2. KSU SGA requires these monies be reauthorized after three years, before the end of Fiscal Year (FY) 2023, via a resolution passed by Student Senate. The monies will be allocated in increments of \$80,000.00 per year for three years starting in FY21 and concluding at the end of FY23 unless it is reauthorized by a resolution of Student Senate to continue funding through the end of FY26.
3. At the end of FY23, if there is a desire to continue funding for an additional three years, Cats' Cupboard must present a plan on how they will become self-sustaining and financially independent from bond surplus monies by the end of FY26.
4. KSU SGA requires these yearly allocations to be utilized by Cats' Cupboard in two sectors that are defined in Section 5 and Section 6. The two sectors are listed below:
  - a. \$30,000- Emerging Projects and Initiatives
  - b. \$50,000- Operations
5. Monies designated for emerging projects and initiatives must be used to increase access to food, perishable food collaborations, marketing, outreach, and projects of similar nature. These emerging projects and initiatives may include, but are not restricted to the following, in no particular order:
  - a. Refuel stations across campus
  - b. Campus partnerships with the Animal Sciences and Industry Department, Milling Sciences Department, and/or Bakery Science Department to provide perishable food options such as dairy, meat, bread, etc.
  - c. Cooking classes and training for students to learn how to make nutritious, affordable meals
  - d. Outreach on SNAP and how to apply for SNAP or similar programs
6. Monies designated for operations must be used for expenses including, but not limited to utilities, staff salaries, office expenses, and other materials necessary for operations.
7. Monies not utilized in either sector at the end of the fiscal year will be transferred to the Cats' Cupboard reserve account and may be used at the discretion of the Cats' Cupboard director.
8. Each fiscal year, the director of Cats' Cupboard, or their designee, must present to Student Senate their complete financial records from all funding sources, including philanthropic contributions, progress on a plan for long-term operational sustainability, and metrics used to measure the productivity of the allocations outlined in this agreement.
9. If at any point in time the outlined requirements are deemed not duly executed, such as improper usage of funds, or if there is a drastic improvement to Cats' Cupboard's overall

funding that makes them financially sustainable, a resolution may be passed by the Student Senate to terminate this agreement and end all future allocations and the option to reauthorize funding during FY23.

10. If the priorities of Cats' Cupboard listed above were to change and a new funding structure requested, the only authority to adjust the funding allotments is dedicated to a resolution presented to KSU SGA and through consultation with Central Administration.

## **Part 5: Miscellaneous**

## **Chapter 60: Kansas State University Honor System**

### **60-01 Kansas State University Undergraduate Honor System**

60-0101 The Kansas State University Governing Association sanctions the implementation of the Honor System at this University.

60-0102 Any changes made to the Honor System must be approved by Student Senate, in bill form, subject to the approval of the Student Body President.

60-0103 Purpose and Background of the Honor System

In March 1996, several members of the Provost's Task Force on Academic Honesty expressed concern with KSU's existing judicial process for handling breaches of academic honesty. They were worried that the current judicial process would not adequately support a new honor system. Their recommendation was to review the judicial processes of other universities that have honor codes, and draw up a series of recommendations for a new judicial system that could be introduced to the academic community at the same time that a new honor system is introduced. Judicial procedures from institutions such as the University of Virginia, the University of Maryland, Stanford University, University of California-Davis, Texas A&M, and Notre Dame University were examined and used to build a proposed new policy. A new judicial policy, if adopted, would replace the one currently described in the Student Life Handbook entitled "C. Adjudication of Charges of Student Dishonesty" and "D. Punishments and Records of Findings of Dishonesty" (found in the campus phone book on page 8).

A new honor system was developed to create a positive environment on campus that will promote the concepts of academic honesty and integrity. It was the fervent hope of the Provost's Task Force on Academic Honesty that a new honor system would serve as the foundation for a new community of trust that will develop among members of the academic community. It is important to note, however, that a community of trust must be preserved and protected by forthright responses to acts of dishonesty. For this reason, all members of the academic community, both students and faculty, are absolutely encouraged to respond to acts of dishonesty by reporting the event to the newly developed Honor Council. While KSU requires faculty to respond diligently to academic dishonesty, we prefer not to compel students to report acts of dishonesty, instead we trust that students will do the right thing" and take the action necessary to preserve their honor system by reporting an act of dishonesty.

All official responses to reports of academic dishonesty will be managed by a new Honor Council, which will be comprised of both students and faculty appointed by their peers from the general academic community. The new Honor Council will only handle breaches of academic honesty, and will conduct hearings and appeals for adjudication. Grading disputes, and other non-academic, behavior related issues will be handled elsewhere by existing KSU systems. The Honor Council will use the long-standing Faculty Senate approved definitions of plagiarism and cheating. The Honor Council will annually review these working definitions and any suggested changes will go through the normal Student Senate and Faculty Senate procedures.

The new judicial approach is a significant departure from the current system in which faculty, department heads, and deans are now burdened with the responsibility of taking punitive action for violations of academic honesty. Sanctions, if required, will be either given to the student directly by the professor or recommended by the Honor Council after appropriate due process. Consistent with the existing policy, faculty are required to file record of all violations of academic honesty.

Under the new policy, the report will be filed with the Director of the Honor Council. Therefore, if a faculty member wishes to initially handle the violation themselves, the faculty member must file a notice stating what the violation was, how the matter was resolved, and that the student was made aware of the right to appeal the faculty member's decision to the Honor Council. As is now the case, students retain the right to appeal any faculty member's decision. Those appeals will now be handled by the Honor Council. The new Honor Council will be a joint commission of both students and faculty since both are integral elements of the academic community. Students appointed to participate on the Honor Council will be made available from the undergraduate population. Appointed members of the Honor Council will have a variety of responsibilities, depending upon circumstances. One very important responsibility of Honor Council membership will be to advocate the honor system by educating students and faculty regarding potential honor issues or violations. Honor Council members may advise students or faculty reporting potential honor issues or violations. Honor Council members may also be called upon to serve as neutral investigators of the facts involving an alleged violation. Finally, Honor Council members will serve the important role of being panel members during hearings regarding honor violations. To avoid conflict of interest, no Honor Council member will serve as both an investigator and an adjudicator for the same case. There should be an ongoing education/training program to prepare members of the Honor Council to deal with issues such as investigatory techniques, honor system advocacy, and the conduct of due process hearings.

Upon passage of this document from the respective bodies, a Director of the Honor Council will be appointed by the Provost to oversee this honor system. One duty of this Director shall be to work with the new Honor Council members to formalize the policy into an Honor System Constitution. Upon implementation of the Constitution, the Honor Council shall create By-Laws that it will be subject to. All procedures not specified either in the Honor System Constitution or By-Laws shall follow Robert's Rules of Order, Newly Revised. Impeachment procedures shall be defined in the Honor System By-Laws. The Honor Council shall also subject itself to an annual review process. The results of this review shall be presented to Student Senate, Faculty Senate, and the Provost no later than one month after its completion.

An honor system, with its associated educational support and judicial response systems, requires constant "care and feeding." It is recommended that eventually an administrator, functioning with the Provost's authority, be charged to manage the new honor system. According to the literature, most large institutions with honor systems have a "Director of Honor Systems and Related Judicial Affairs" on staff. "The key value of the administrator is to bring continuity, equity and improved management to the process" (Dannells, 1996). This director would serve as an ex officio member of the Honor Council.

60-0104 Undergraduate Honor System for Kansas State University

60-0105 Introduction

Kansas State University is a community of students, faculty, and administrators who come together to learn, work, and grow intellectually. The concept of community is central to our belief in the importance of honorable behavior for oneself and for the community as a whole. This strongly held value of honor and the expectations derived thereof are defined by K-State's Honor System. The Honor System is an assumption of trust which accompanies the student in all dealings with fellow students, faculty, and administrators. The atmosphere of trust grounded in this assumption of honor enables every student to know his or her word will be taken as true and to compete fairly in the

classroom. The acceptance of individual responsibility is essential to our community of trust. The foundation of the Honor System depends entirely upon the willingness of every individual to live up to the standards set by fellow students, faculty, and administration. If we are to enjoy the benefits of a community of trust and integrity which the Honor System fosters, we must hold ourselves to the basic principles of honesty: we must never lie or cheat. In order to safeguard the privileges offered by the Honor System, we must respond forthrightly and proactively with those students who have disregarded the principles of honesty.

60-0106 II. The Kansas State University Honor Code

The Kansas State University Honor System is defined by the following Honor Code:

- A. That as K-State students they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports or in any other work that is to be used by the instructor as the basis of grading.
- B. That as K-State students they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor System. This includes reporting an observed dishonesty.

60-0107 III. The Honor Pledge Statement

On all course work, assignments, or examinations done by students at Kansas State University, the following pledge is either required or implied: "On my honor as a student I have neither given nor received unauthorized aid on this assignment." This statement means that the student understands and has complied with the requirements of the assignment as set forth by the instructor.

60-0108 Judicial Procedures for a Breach of Academic Honesty

I. Report of a Breach of Academic Honesty

When a violation of academic honesty is observed by either a faculty member or a student, it will be normal procedure to report the event to the Office of the Director of the Honor System. If the Reporter is a faculty member, they may directly address the violation and then file the appropriate report with the Director. For all cases not initially addressed by the faculty member, the Director will then assign two members of the Honor Council to serve as case investigators. The investigators will be charged with the responsibility of making contact with the Reporter within two class days. If the Reporter, after initial discussion with the investigators, wishes to proceed with the charge, the investigators will inform the Director, in writing, that an honor code violation has been officially alleged. This should be done within two class days (four if class is not in session) after contact with the Reporter. Within another two class days (again, four if class is not in session), the Alleged Violator will be informed of the allegation in writing by the Director, and also be requested to prepare for a visit from the case investigators. Within a reasonable time frame the investigators will visit the Alleged Violator. The purpose of the visit will be to gather facts regarding the case from the perspective of the Alleged Violator. After the investigators complete the fact gathering process, the

investigators will make a final report to the Director describing the particulars of the case. From the report, the Director will determine whether to dismiss the case or proceed with an Honor Council Hearing Panel. The hearing, if required, should take place within ten class days of the report of an honor pledge violation.

60-0109 II. Honor Council Hearing Process

The Honor Council Hearing Panel will hold a hearing to determine whether or not a breach of academic honesty has occurred. The Honor Council Hearing Panel, which will be selected by the Director of the Honor Council, will be composed of six members from the Honor Council, with five voting and one serving as a neutral chair. The voting members will consist of three student and two faculty members. The chair may be either a faculty member or a senior-level student. The investigators of a case may not serve on the Honor Hearing Panel of that same case. The Alleged Violator and the Reporter should attend the hearing. The charge and associated facts of the case will be considered by the Honor Council Hearing Panel. The hearing is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigatory proceeding and shall not be applied. The Hearing Panel Chair will accept for consideration all matters which reasonable persons would accept as having probative value in the conduct of the Hearing Panel's affairs. The review of facts will be non-adversarial. Participants and/or witnesses will be questioned only by members of the Honor Council Hearing Panel. Students accused of a breach of academic honesty are required to defend themselves, although they will be afforded the right of having counsel present to serve in an advising capacity only. Character references will not be allowed as part of the proceedings. A majority vote among the Honor Council Hearing Panel will be required to reach a decision. If a situation arises where an Honor Council Hearing would need to be performed during the summer, that case will be tabled until classes resume in the fall.

60-0110 III. Criteria for Determining Whether or not a Breach of Academic Honesty Occurred  
The evidence considered and a final vote regarding conviction by the Honor Council Hearing Panel should focus on the following three issues:

- A. Did a breach of academic honesty occur?
- B. What was the level of intent during the act?
- C. What was the level of seriousness of the act? Would acceptance of the act seriously erode the integrity of KSU's honor system?

60-0111 V. Appeals Process

If the Honor Council Hearing Panel decides with majority vote that a breach of academic honesty has occurred or if a student wishes to appeal the decision of a faculty member, an appeals process is available for the affected student. The student may appeal the decision of the panel on the basis of substantial new evidence or sufficient ground for good cause. Substantial new evidence is defined as evidence which was not available at the original trial and which has a direct bearing on the verdict. This appeal may be submitted within one year from the date of the decision.

Sufficient grounds for good cause is defined as an infringement on the rights of the accused student because of any irregularities in the way the Honor Council Hearing Panel or faculty member conducted their business. An appeal of this type must be submitted to the Director of the Honor Council within fifteen days. A separate six member appeals

board impaneled from the Honor Council by the Director would consider the issue. Faculty members who believe that the proceedings were not properly conducted may also appeal the decision within fifteen days. The period of appeals is one year from the date of the decision.

60-0112 VI. Records

All hearings should be taped, and kept as permanent record if a finding of violation is handed down. All proceedings will be kept confidential and subject to the provisions of the Family Rights and Privacy Act. Violations of confidentiality are grounds for dismissal as an Honor Council member. For those decisions handed down by individual faculty members, records of the case shall be retained in a central file by the Honor Council. As with the current system, those files will be available for consultation only by authorized parties if subsequent need arises.

60-0113 VII. Punishment for Findings of Dishonesty

If the Honor Hearing Panel finds that an attempt or breach of academic honesty did occur, it shall recommend an appropriate sanction, which will ordinarily be acted upon by the respective Dean. The normal sanction for the Honor Council Hearing Panel and for faculty members shall be a grade of XF in the course. An XF would be failure of the course with the X on the transcript indicating failure as a result of a breach of academic honesty. The Honor Hearing Panel and faculty members may also recommend a lesser or more severe sanction. Generally, acts involving advance planning, falsification of papers, collaboration with others, or some actual potential harm to other students will merit a severe sanction, i.e., suspension or expulsion, even for a first offense. An attempt to commit an act shall be punished to the same extent as the consummated act. The Honor Council will specify in their Constitution and/or By-laws whether or not an XF may ultimately be replaced with an F and what the criteria for the expungement shall be.

60-0114 VII. Appointment of Honor Council Members

A. Student Members

Undergraduate students wishing to represent their college will apply to the Student Body President no later than the third week of February. The Student Body President will appoint two students from each college to serve on the Honor Council. Since the College of Arts and Sciences is larger relative to other colleges, the Student Body President will appoint three students to serve on the Honor Council. All appointments will be made before the current term of the Student Body President ends and confirmed by the current Student Senate. Student terms will be for approximately two years beginning at the end spring semester in which they are appointed and concluding at the beginning of the respective summer semester. Students must have completed two full semesters of study at Kansas State University and be in good academic standing to be eligible to serve on the Honor Council. For the first year of implementation, half of the students appointed will be appointed will be designated for one-year terms upon the discretion of the Student Body President, creating a staggered appointment process. Student members either appointed to one-year terms in the first year of implementation or finishing partial terms may be appointed for a full two-year term consecutively. All members appointed will participate in a training process



to be planned by the Director of the Honor Council. No member of the Honor Council may serve two consecutive full terms.

B. Faculty Members

Faculty wishing to represent their college will apply to the Provost no later than the third week of February. The Provost, in consultation with the respective deans, will appoint two faculty members from each college to serve on the Honor Council. All appointments will be made no later than the third week of March. Since the College of Arts and Sciences is larger relative to the other colleges, the Provost will appoint three faculty members to serve on the Honor Council. Faculty members will serve two year terms. For the first year of implementation, half of the faculty members appointed will be designated for one-year terms upon the discretion of the Provost, in consultation with the respective deans, creating a staggered appointment process. Faculty members either appointed to one-year terms in the first year of implementation or finishing partial terms may be appointed for a full two-year term consecutively. All members appointed will participate in a training process to be planned by the Director of the Honor Council. No member of the Honor Council may serve two consecutive full terms.

C. Vacancies

If an Honor Council member resigns, the position will remain vacant until an appointment is made to fill that term. The appointment will be for the remaining portion of the term, which will expire normally as to preserve the natural continuity of a staggered appointment process.

**60-02**

***Kansas State University Honor & Integrity System Constitution***

We, the undergraduate and graduate students and faculty of Kansas State University, in order to conduct our academic endeavors under high standards of individual responsibility, thereby promoting personal honor and integrity, set forth this constitution of the Honor & Integrity System.

**ARTICLE I. ROLE/PURPOSE**

1. The Honor & Integrity System is intended to contribute to an environment at Kansas State University that fosters academic honesty and integrity.
2. All members of the academic community, both students and faculty, are urged to report violations of the honor pledge.
3. The honor pledge statement: On all assignments, examinations, or other course work undertaken by students, the following pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."
4. The K-State Honor & Integrity System specifies how alleged violations of the honor pledge are adjudicated by the Honor Council.
5. The Honor Council employs the Faculty Senate definitions for academic dishonesty in interpreting and applying this Honor & Integrity System.
6. Grading disputes and non-academic, behavior-related issues are handled elsewhere by existing K-State systems.
7. Breaches of faculty honesty and integrity are covered by existing university policies that are published in the Faculty Handbook.

**ARTICLE II. SELECTION OF HONOR COUNCIL MEMBERS**

1. The Honor Council includes faculty and undergraduate students from each of the following colleges: Agriculture, Architecture, Planning and Design; Arts and Sciences; Business Administration; Education; Engineering; Human Ecology;

Technology and Aviation. Each college is represented by four students and two faculty members, with the exception of the College of Arts and Sciences, which is represented by six students and four faculty members, and the College of Technology and Aviation, which is represented by four students and four faculty members. Two students and two faculty members represent either the School of Leadership Studies or Information Technology Services. Two faculty members represent the K-State Libraries. In addition, the Dean of Student Life will appoint three staff members and the Associate Provost for Diversity will appoint three students at-large to serve on the Honor Council. Two students and two faculty members at-large will be appointed by the Vice Provost for Undergraduate Studies. Twenty graduate students will be appointed at-large by the Graduate Student Council President upon the recommendation of the Graduate Student Council.

2. Undergraduate student members:
  - a. Undergraduate students are approved for service on the Honor Council by the Student Body President.
  - b. Student nominees must have completed two semesters at Kansas State University, be in good academic standing and be enrolled in a minimum of six credit hours.
  - c. Diversity may be a consideration in appointing members.
  - d. The Student Body President approves student members from each of the previously mentioned colleges.
  - e. All nominations are subject to approval by Student Senate.
  - f. The Student Body President forwards the names of nominees to the Provost, who ensures eligibility.
3. Graduate student members:
  - a. Graduate student nominees must be currently enrolled and in good academic standing.
  - b. Diversity may be a consideration in appointing members.
  - c. Graduate student nominees are forwarded to the Provost who ensures eligibility
4. Faculty Members:
  - a. Faculty apply for membership to their respective dean.
  - b. Deans' nominations are forwarded to the Provost and the president of the Faculty Senate who jointly approve members from each college.
  - c. Diversity may be a consideration in appointing members.
  - d. All appointments are subject to approval by Faculty Senate.

#### ARTICLE III. DUTIES OF HONOR COUNCIL MEMBERS

1. Attend scheduled meetings of the Honor Council.
2. Communicate and promote the Honor & Integrity System to the Kansas State University community.
3. Advise students and faculty who report violations of the honor pledge.
4. Serve as neutral investigators of alleged honor pledge violations.
5. Serve as panel members during hearings of alleged honor pledge violations.
6. If elected, serve as Chair or Vice Chair of the Honor Council.

#### ARTICLE IV. HONOR COUNCIL TERM OF OFFICE

1. Members' terms are two years, except for initial appointments, which are divided equally between one-year and two-year terms.
2. Members' terms begin at the end of the spring semester and end at the conclusion of the spring semester of the final year of their appointment.
3. No member of the Honor Council may serve two consecutive full terms.

4. Members participate in a training process developed by the Director of the Honor & Integrity System.
5. If members resign or are removed from office, replacement appointments are made by the respective entity for the remaining portions of their terms.

#### ARTICLE V. REMOVAL FROM HONOR COUNCIL

The Honor Council may remove any member on grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership. Positions on the Honor Council that are unfilled at the time of a vote are not considered part of the membership. The Honor Council may recommend that the provost remove the Director or Associate Director on the grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership.

#### ARTICLE VI. OFFICERS OF THE HONOR COUNCIL

1. Chair
  - a. The Chair is chosen annually from the membership of the Honor Council by majority vote.
  - b. The Chair presides at meetings of the Honor Council and serves in a parliamentary role.
  - c. The Chair, with the assistance of the Honor Council, annually evaluates the performance of the Honor & Integrity System Director and forwards the evaluation and a recommendation to the Provost.
  - d. If the Honor & Integrity System Director has a conflict of interest in an alleged violation, the Honor Council Chair serves in the role of Honor & Integrity System Director for that case.
2. Vice Chair
  - a. The Vice Chair is chosen annually from the membership of the Honor Council by majority vote.
  - b. The Vice Chair performs the duties of the Chair when the Chair is unable to do so.
3. Director
  - a. The Director of the Honor & Integrity System is appointed by the Provost to oversee the Honor Council.
  - b. Director's responsibilities:
    - i. Communicate and promote the Honor & Integrity System to the Kansas State University community.
    - ii. Receive alleged violations of the Honor & Integrity System.
    - iii. Determine whether alleged violations should proceed to a hearing panel.
    - iv. Select investigators, panels for hearings and appeals, and panel Chairs.
    - v. Provide the equipment and technical assistance for recording hearings.
    - vi. Record findings of the hearing and appeal panels.
    - vii. Maintain the records of all Honor Council proceedings.
    - viii. Review Honor & Integrity System policies and report annually to the Provost, Faculty Senate and Student Senate.
    - ix. Serve as an ex-officio member of the Honor Council.
    - x. Develop and conduct a training program for members of the Honor Council.

#### ARTICLE VII. EX-OFFICIO MEMBERS OF THE HONOR COUNCIL

1. The Provost and the Dean of Student Life, or their representatives, may serve an advisory role at Honor Council meetings.

2. The Director of the Honor & Integrity System and staff members of the Honor Council have speaking rights during Honor Council meetings.

#### ARTICLE VIII. STUDENT RIGHTS

Students' rights are enumerated under Article XII of the K-State Student Governing Association constitution.

#### ARTICLE IX. CONSTITUTIONAL AMENDMENTS

1. Amendments to this constitution may be proposed by any member of the faculty, undergraduate or graduate student at Kansas State University.
2. All amendments must be approved by 3/4 vote of the Honor Council selected and qualified.
3. All amendments are subject to approval by Faculty Senate and Student Senate.

#### ARTICLE X. BYLAW REVISIONS

Bylaw revisions must be approved by a 2/3 vote of the total Honor Council selected and qualified.

#### ARTICLE X: ANNUAL REVIEW

The Director and Associate shall Director annually review the Honor & Integrity System Constitution, Investigation and Adjudication Procedures and when appropriate, present amendments to the Honor Council for consideration and approval. Amendments to the Honor & Integrity System Constitution must then be approved by Faculty Senate, Graduate Council, and Student Senate. Changes in the Investigation and Adjudication Procedures must be reviewed at five-year intervals by Student Senate and Faculty Senate as specified in Article XI of the Constitution.

The Honor & Integrity System Director and Associate Director shall prepare an annual report of the previous year's Honor & Integrity System activities at the beginning of fall semester and present it to the Provost, Faculty Senate, Student Senate, Graduate Student Council and Graduate Council.

The Honor Council Chair annually initiates and organizes the Honor Council evaluation of the job performance of the Director and Associate Director and forwards that evaluation and recommendation to the Provost at the conclusion of the spring semester.

#### ARTICLE XI: INVESTIGATION AND ADJUDICATION PROCEDURES

Upon adoption by the Faculty Senate and Student Senate, the Investigation and Adjudication Procedures shall be subject to periodic review by Faculty Senate, Graduate Council, Graduate Student Council, and Student Senate, at 5 year intervals beginning in 2005. Interim revisions to the Investigation and Adjudication Procedures may be made upon approval by, a 2/3 vote of the Honor Council, and the Provost. The Investigation and Adjudication Procedures must be posted at the Honor & Integrity System website (<http://www.ksu.edu/honor>) and updated regularly.

60-03 Honor & Integrity System Investigation and Adjudication Procedures (Formerly Honor System Bylaws)

60-0301 Kansas State University has an Honor & Integrity System based on personal integrity, which is presumed to be sufficient assurance in academic matters that one's work is performed honestly and without unauthorized assistance. All full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning, by registration in those courses, acknowledge the jurisdiction of the Honor & Integrity System.

##### A. Purpose

The Investigation and Adjudication Procedures have been developed for the purpose of administering the Kansas State University Honor & Integrity System. As set out in Article X of the Honor & Integrity System Constitution, the Investigation and Adjudication Procedures were approved by the Honor Council, Student Senate, and Faculty Senate in 2006 and are subsequently subject to

periodic review by those three governance bodies at 5 year intervals beginning in 2010. Interim revisions to the Investigation and Adjudication Procedures may be made upon approval by a 2/3 vote of the Honor Council and upon approval by the Provost. The Investigation and Adjudication Procedures must be posted at the Honor & Integrity System website (<http://www.k-state.edu/honor>) and updated regularly.

B. Reporting Honor Pledge Violations

Faculty and students report violations of the Honor Pledge to the Honor & Integrity System Director by filling out the Honor & Integrity System Violation Report form available at <http://www.k-state.edu/honor/faculty/reportform.html>. When the report is made by a student, the Director will consult with the faculty member who is the instructor of the course about filing an Honor Pledge Violation Report.

Faculty members are urged to report the alleged violation to the Office of the Honor & Integrity System when:

- a. the faculty member alleges a violation and imposes an academic sanction, (An academic sanction is any action that would lower a student's grade on an assignment.)
- or b. the faculty member alleges a violation and requests an investigation. The case investigation concludes once a decision has been made as to whether there is sufficient information to proceed to the adjudication stage.

Faculty members who allege an Honor Pledge violation need not report an alleged violation to the Office of the Honor & Integrity System when:

- a. a faculty member alleges a violation and issues a warning but imposes no academic sanction;
- or b. a faculty member alleges a violation, issues a warning, provides the student an opportunity to correct the transgression, but imposes no academic sanction;
- or c. a faculty member alleges a violation, issues a warning, provides an opportunity for the student to redo the assignment or take the exam again, but imposes no academic sanction.

Honor Pledge Violation reports shall be submitted to the Honor & Integrity System Director within twenty (20) class days of the violation or of the discovery of the violation. In certain situations, it is acceptable for a verbal notification to be given within the notification period. This situation might occur when a faculty member is conducting an internal investigation. A written report must follow the verbal report within a reasonable amount of time.

Faculty members have two options for filing an Honor Pledge Violation Report. Option One allows the faculty member to conduct her/his own investigation and identify the specific sanction for the violation. In this situation, Alleged Violators may contest only the allegation. If they do so, the case is turned over to the Honor & Integrity System for investigation and adjudication. Option Two allows the faculty member to turn the case directly over to the Honor & Integrity System for investigation and adjudication. The faculty member may recommend a sanction. Alleged Violators may contest the allegation and propose an alternate sanction during the adjudication phase, but the Honor & Integrity System Hearing Panel makes the final determination of the sanction.

Once a report has been filed by the faculty member, hereafter referred to as the Faculty Reporter, the Director notifies the Alleged Violator(s) of the allegation, of the right to review the Violation report, and of the right to contest the

allegation. The Faculty Reporter and the Alleged Violator are encouraged to resolve the issue prior to proceeding to the investigation process. If the issue is resolved, a report of the agreed upon resolution is filed with the Office of the Honor & Integrity System. If the matter is not resolved, the Director initiates a case investigation.

C. Investigating Honor Pledge Violations

When the Director initiates a case investigation, the Associate Director appoints a member of the Honor Council or the Honesty & Integrity Peer Educators (HIPE) to serve as an Advisor to the Alleged Violator during the investigation and adjudication process, if the violation proceeds to adjudication. The Alleged Violator may at any time appoint someone else to serve as his/her Advisor, by notifying the Director.

The Faculty Reporter may, in consultation with the Director, withdraw the allegation at any time during the investigation process. Such withdrawal will cause the investigation to be terminated. In the event that a report is withdrawn, the Director shall ensure that all documentation is sealed and retained in the Office of the Honor & Integrity System.

The Director appoints two members of the Honor Council (one faculty and one student) to serve as Case Investigators. If the Alleged Violator is a graduate student, the student Case Investigator is a graduate student and the faculty Case Investigator is a member of the Graduate Faculty.

The Director arranges for the Case Investigators to meet separately with the Faculty Reporter and the Alleged Violator to review the Violation Report and other relevant information to determine if it appears an Honor Pledge violation has occurred. If needed, the Director arranges a meeting between the Case Investigators and any witness(es) as part of the investigative process.

During the course of the investigation the Alleged Violator is advised not to contact the Faculty Reporter to discuss aspects of the case. In the same manner, the Faculty Reporter is advised not to discuss the case with the Alleged Violator. Normal academic contact is permitted, however. In the event that the Director feels the need to protect the Faculty Reporter, Alleged Violator, or any witnesses involved in the investigation, the Director may take appropriate steps to protect the integrity of the process.

The Case Investigators submit a report to the Director that concludes whether there IS or IS NOT sufficient information to proceed to an adjudication hearing. If the Case Investigators conclude that there IS NOT sufficient information to proceed to a hearing, the Director notifies the Alleged Violator and the Faculty Reporter that no further action will be taken. The records are sealed and retained in the Office of the Honor & Integrity System. If the Case Investigators conclude that there IS sufficient information to proceed to a hearing, the Director informs the Alleged Violator and the Faculty Reporter and appoints an Honor Council Hearing Panel.

D. Adjudicating Honor Pledge Violations

When an Honor Pledge violation has proceeded to the adjudication stage, the Director appoints a panel of six members drawn from the membership of the Honor Council. Each panel consists of five voting members and one non-voting chairperson. If the

Alleged Violator is a graduate student, student members of the hearing panel are graduate students and faculty members are members of the Graduate Faculty. The Director appoints the chair, alternating in successive cases between a faculty

member and a student member of the Honor Council. Voting membership of hearing panels consists of three students and two faculty members. Hearing panels are normally convened within ten class days of the conclusion of the investigation. During the summer as well as January, May and August Intersessions, the Director may postpone Honor Council hearings until the beginning of the subsequent fall or spring semester. At the request of the Alleged Violator, the Director can convene a Special Hearing Panel whose make-up may deviate from that prescribed in this document in order to facilitate resolution of an alleged violation delayed by either Intersessions or the summer. Those notified of the date, time, and place of the hearing are the Alleged Violator and the HIPE Advisor, the Faculty Reporter, the Case Investigators, and any witnesses. In preparation for the hearing, the Director prepares copies of all necessary documentation required by the Hearing Panelists, Faculty Reporter, and/or Alleged Violator. A copy of the Case Investigation Report and supporting documentation will be made available to the Alleged Violator and Faculty Reporter at least three (3) class days prior to the hearing date. The Alleged Violator will sign a record of notification acknowledging that he/she received the information and will honor expectations of confidentiality. Alleged violations filed under this policy are confidential and should not be disclosed to anyone who does not have a need to know. The University cannot guarantee absolute confidentiality because the University is obligated to investigate complaints. Supervisors and administrators are obligated to keep complaints confidential and protect the privacy of all parties to the extent possible consistent with preventing future acts of academic dishonesty, providing a remedy to persons injured and allowing Alleged Violators to reply to a complaint if any disciplinary action is anticipated. Alleged Violators as well as student witnesses are similarly bound by this expectation of confidentiality. Complaint information may be disclosed to state or federal anti-discrimination agencies for investigations and during litigation. At the hearing, the Alleged Violator represents himself/herself. During the hearing, the Alleged Violator may consult as necessary with his/her Advisor. Voluntary failure by the Alleged Violator to appear before the Hearing Panel neither halts nor interrupts the proceedings. The Director prepares the hearing panel script to be followed during the hearing. The script includes a specific sequence for introducing information by each of the involved parties. The Faculty Reporter, Alleged Violator, and Case Investigators are to inform the Director of any witnesses to be introduced during the hearing at least 3 class days prior to the scheduled hearing. The script is read by the Hearing Panel Chair. The Hearing Panel Chair accepts for consideration all information that reasonable persons would accept as having evidentiary value during hearing panel proceedings. Character witnesses and personal references are not permitted. Formal rules of evidence are not applied. Whether an Honor Pledge Violation occurred is determined by a simple majority of the five voting members on the Hearing Panel. The decision of the Honor Council Hearing Panel is reported to the Director, who then notifies in writing the Alleged Violator, Faculty Reporter, the Faculty Reporter's Department Chair or Head, and (in the event there is a sanction of XF) the Dean of the Faculty Reporter's and Violator's College of the Hearing Panel's decision. In a case involving a graduate student the Director will notify the above individuals as well as the Dean of the Graduate School and the student's

Graduate Program Coordinator. If the hearing Panel determines that a violation of the Honor Pledge occurred, it imposes or upholds the appropriate sanction. All hearings are recorded and kept as part of the permanent record of the adjudication procedures. Records are confidential and subject to applicable privacy laws. Records are made available to authorized parties upon the determination of the Director.

E. Sanctions

The standard sanction for an Honor Pledge violation shall be the assignment of an XF on the student's transcript. The XF denotes failure in the course due to academic dishonesty – an Honor Pledge violation. If a sanction includes an XF, the Director shall contact the Registrar's office and authorize the grade of XF when:

- a. the Violator does not contest the allegation, or
- b. the case has been adjudicated, the hearing panel has issued a sanction, and the Violator chooses not to appeal the Hearing Panel's decision, or
- c. the time period for contesting the violation has expired and the Violator has failed to contact the Director.

When the appeals process is initiated immediately following the hearing, the Director shall postpone the grade change until such time as the appeals process is resolved.

If a sanction includes the requirement that the Violator complete the Development and Integrity course, described at the Honor & Integrity System web site <[ksu.edu/honor](http://ksu.edu/honor)>, the Faculty Reporter records an Incomplete for the course grade. If the Violator fails to successfully complete the Development and Integrity course in two semesters, then the Associate Director authorizes the Registrar to change the Incomplete to an XF. If the Violator successfully completes the Development and Integrity course, then the Associate Director contacts the Faculty Reporter who then replaces the Incomplete with the final grade earned in the course.

The Hearing Panel may deviate from the XF grade sanction and consider any of the following sanctions for violations of the Honor Pledge:

- a. A failing grade for the assignment in connection with which the violation of the Honor Pledge occurred
- b. A requirement to complete the Development and Integrity course prior to receiving a final grade in the class in which the Honor Pledge violation occurred
- c. Recommendation to the Provost that the student be suspended from the University
- d. Recommendation to the Provost that the student be expelled from the University
- e. Other appropriate educational sanction such as community service

In the event that an Honor Pledge Violation report cannot be resolved prior to the end of a semester, the Faculty Reporter records an Incomplete until such time as the alleged violation is resolved. The Honor & Integrity System Director will make every effort to resolve these conflicts prior to the end of the semester but does have the right to postpone the Investigation and Adjudication process during Intersessions and summer semesters.

F. Appeal of a Hearing Panel Decision

Appeals are to be based on procedural irregularities or substantial new information. Appeals based on procedural irregularities must be presented in writing to the Director within 15 days of an Honor Council Hearing Panel



decision. Appeals based on substantial new information must be presented in writing to the Director within one year from the date of an Honor Council Hearing Panel decision. The Director determines whether an appeal based on substantial new information or procedural irregularities might have impacted the investigation or adjudication procedure. Following this determination, the Director may:

1. reconvene the Hearing Panel to hear new information, or
2. appoint a new Hearing Panel and conduct a new hearing, or
3. appoint new Case Investigators and a new Hearing Panel, or
4. take such other action as the Director feels appropriate.

The Director then notifies the Faculty Reporter and Alleged Violator in writing of the decision and the process to be followed.

G. Conflict of Interest

Members of the Honor Council involved in the investigation or adjudication procedures of a case will immediately notify the Director of any conflicts of interest. The Director may remove an Honor Council member from the investigation and adjudication process if sufficient information exists to support a conflict of interest.

## **Chapter 61: Student Health Advisory Committee By-Laws**

*[University Boards and Councils created by Student Governing Association may, at any time, amend their constitution and/or by-laws; however, the amendments do not take effect until approved, in resolution form, by Student Senate. When Student Senate considers constitutional or by-laws amendments passed by these boards and councils, it may not alter the amendments. Student Senate must either approve or disapprove the legislation as proposed.]*

- 61-0101 Article I: Name
- 61-0102 Section 1. The name shall be the Student Health Advisory Committee.
- 61-0103 Article II: Purpose
- 61-0104 Section 1. Basic university affiliated physical and mental health and well-being care should be available to the students at Kansas State University during their enrollment at the university. The purpose of the committee is:
- A. To advise the Lafene Health Center Director and the University Counseling Services Director about student physical health, or mental health and well-being needs and assist the director in setting priorities that have the interest of the students in mind.
  - B. To review the budgets of Lafene Health Center and the University Counseling Services on an annual basis.
  - C. To be a liaison with the Student Governing Association regarding issues of campus healthcare and well-being.
  - D. To serve as SGA's Student Services Fee Advisory Committee.
- 61-0105 Article III. Membership
- 61-0106 Section 1. The Student Health Advisory Committee shall include six student voting members. All Kansas State University students are eligible to apply for committee membership. Each committee member will serve terms equivalent to one academic year and a maximum of two terms. The membership will be:
- A. An SGA liaison appointed by the SGA Executive Branch.
  - B. Two students appointed by Student Health Services.
  - C. Three at-large members decided through the SGA at-large application appointed by the Student Body President.
- 61-0107 Section 2. The SGA liaison appointed by the SGA Executive Branch shall serve as the Chairperson for the committee.
- 61-0108 Section 3. Additional non-office holding members will include the following:
- A. The director of the Student Health Center.
  - B. Representative from the health promotion departments.
  - C. Association director for administration.
- 61-0109 Section 4. The expected duties of each committee member are to:
- A. Serve a term of office for two (2) consecutive semesters and up to four (4) semesters over a consecutive two (2) year period.
  - B. Attend K-State SHAC meetings at a minimum of two (2) per year.
  - C. Be prompt and prepared for each meeting.
  - D. Participate in SHAC related activities and trainings on a regular basis and/or as needed.
- 61-0110 Section 5. The Chairperson of the committee shall fill the following responsibilities:
- A. Organize and conduct meetings with prepared agenda with coordination from the Student Health Director
  - B. Take minutes along with attendance
  - C. Submit meeting minutes to SHAC and Lafene Health Center Director within 48 hours of the meeting
  - D. Once approved by the president, send minutes to members of the committee; including director of the health center or director of health promotions

- E. Fulfill any unforeseen duties pertaining to the committee
- 61-0111 Article IV. Appointment of Student Health Advisory Committee Members  
61-0112 Section 1.
- A. The primary requirement for membership on the committee is a high level of interest in students' physical health, mental health, and well-being.
- B. Applicants should be representative of K-State's diverse campus culture.
- C. Applicants from a wide variety of academic disciplines are encouraged to participate.
- 61-0113 Section 2. The Student Body President shall send the at-large appointments and the executive branch appointment to the Director of Student Health two weeks after the student at-large application closes.
- 61-0114 Article V. Review and revision of By-Laws  
61-0115 Section 1. These By-Laws shall be reviewed by the committee at least annually and discussed with the director of Lafene Health Center prior to changes being proposed by the committee.
- 61-0116 Section 2. Amendments or changes to these By-Laws shall be presented at a meeting of the Committee to be voted on at the subsequent meeting of the committee and must be passed by a majority of the committee.
- 61-0117 Section 3. The By-Laws must be approved Student Senate.
- 61-0118 Section 4. An electronic or paper copy of the current By-Laws shall be given to each committee member.
- 61-0119 Section 5. A current electronic copy of the By-Laws shall be given annually to the director of the student health center, the Student Body President, and Speaker of the Student Senate.
- 61-0120 Section 6. Any policy not covered in these By-Laws shall be superseded by the Constitution of the KSU SGA.

## Chapter 62: Intercultural Leadership Council

- 62-0101**     **Purpose:**  
The Intercultural Leadership Council (ILC) will serve as a Joint Council between the KSU Department of Diversity and Multicultural Student Life and KSU SGA. The ILC will (1) provide student awareness and input to DMSA in the areas of student advocacy, student access and success, and cultural competency development; and (2) provide input and guidance for student diversity & inclusion programming, events, and activities.
- 62-0102     Team Co-Chair(s):  
Two (2) Student Co-Chairs; Student Body President and one representative of the ILC elected by the Council
- 62-0103     Members:  
A.     Two (2) Student representatives from Multicultural Student Organization Leadership Council appointed by Director from Diversity and Multicultural Student Life.  
B.     Two (2) International student representatives from the International Coordinating Council appointed by the Director of International Student and Scholars Services.  
C.     Two (2) Student representatives from Religious Student Organizations appointed by the Chair of President’s Committee on Religious, Spiritual and Nonreligious Diversity  
D.     Two (2) Student representative from Sexual/Gender Identity Student Organization appointed by the LGBT Resource Center.  
E.     Two (2) Student representative from Student Access Student Organizations appointed by the Director of the Student Access Center.  
F.     Two (2) Student representatives from the Student Veterans Organization appointed by the Coordinator of the Veterans Center.  
G.     Two (2) Student representatives from Student Governing Association, the Director of Multicultural Affairs and the Director of International Affairs  
G.     Two (2) Graduate student representatives from the Graduate Student Council appointed by the Dean of Graduate Studies.
- 62-0104     Advisor:  
Director of Diversity and Multicultural Student Life
- 62-0105     Membership Serving Term:  
A.     ILC members shall serve a two-year term beginning the fall semester on the academic year.  
B.     Each organization shall have a council member and a council member-elect. The member-elect should have the ability to serve the full two-year term. This ensures that each organization has a returning member to the council each year.  
C.     In the case that both council members will be unable to attend a meeting, they are able to send a representative from their organization in their place. This ensures that each organization has representation. This individual shall have full voting rights on behalf of their organization.
- 62-0107     Voting:  
Each council member represents one vote. Voting shall consist of majority vote of council members present.

## **Chapter 63: K-State Athletics Inc. — K-State Student Governing Association Memorandum of Understanding**

This agreement is between K-State Athletics, Inc. (KSA) and the K-State Student Governing Association (SGA). The purpose of this memorandum is to summarize the mutual understanding between all parties for student athletic passes.

### **KSA and SGA Partnership History:**

- KSA and SGA have worked together for decades to mutually advance the interests of Kansas State University students, including historic collaboration leading to the construction of Ahearn Field House, KSU Stadium (now Bill Snyder Family Stadium), Bramlage Coliseum, and many other projects.
- At the request of SGA, KSA agreed to terminate the Privilege Fee Budget Agreement in 2018 — one year earlier than originally agreed. The scheduled fee of \$200,000 was reduced to zero, making KSA the lone athletics program in the state of Kansas and one of only eight in the country to operate with no direct or indirect university and student funding or state support.
- KSA also manages and funds the K-State Marching Band's annual operating budget of \$200,000, while it also contributes more than \$6.8 million annually in total payments to the University base budget for tuition and fees and annual institutional support fees.

### **Both parties acknowledge that:**

- Only 6,701 student athletic passes were purchased for the 2019 football season — a 9.1% decrease from the 2018 season and the lowest total sold in 11 years.
- Per the Student Athletics Ticket Agreement signed in May 2018 and SGA Bill 17/18/76, should annual student pass sales fall below 7,000 in football, the agreement shall automatically terminate and the KSA Director, SGA President and the Athletics Liaison will meet to evaluate and discuss student ticket allotments prior to the next academic year.

### **Following the meeting on December 5, 2019, both parties agree to the following:**

- The Student Athletics Ticket Agreement is terminated and shall not be renewed. This memorandum shall serve as the formal agreement between KSA and SGA and will be reviewed annually.
- Students will continue to have access free of charge to volleyball, women's basketball, women's soccer, and baseball home games. No changes to student seating locations and athletic pass prices for football and men's basketball will occur for the 2020-2021 academic year.
- KSA has full authority to adjust student seating and athletic pass prices and procedures for future years and will consult with SGA on an annual basis prior to making major changes.