

# Kansas State University – Salina Student Governing Association 2025-2026 Statutes

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## **Chapter 01: Programming Board Constitution**

101. The KSU Salina SGA Programming Board was formed to provide the KSU Salina SGA with quality events.
102. All events must be open to all students.
103. The Programming Board is managed by the students.
104. Standing rules are upheld by the KSU Salina SGA.
105. All events must be at a minimal cost to students.
106. The KSU Salina SGA Programming Board Chair will have veto power over any approval of funding that is found not to be in the best interest of the KSU Salina SGA.
107. KSU Salina SGA Programming Board Chair will report on the previous meeting's events at each KSU Salina SGA Senate meeting.
108. KSU Salina SGA Programming Board shall create a budget, so their interests can be represented in the Student Service Fee Committee at the end of each administration. Wildcat Welcome Week will be included in this budget (if applicable).
109. The Programming Board is made up of four (4) voting members and overseen by the KSU Salina SGA Programming Board Chair.
  - A. Members will be selected by an application process; the applications will be reviewed by the KSU Salina SGA Programming Board Chair and the KSU Student Body President.
  - B. Members will be approved by the KSU Salina SGA Senate at the beginning of each academic year.
110. If positions are unable to be filled, appointments shall be made by the KSU Salina SGA Programming Board Chair with KSU Salina SGA Senate and Presidential approval.
111. Any members with three (3) unexcused absences in a semester shall be automatically considered for impeachment.
  - A. An impeachment will be enforced by a 2/3 vote of the Programming Board Committee.
  - B. Impeachment decision must be confirmed by the KSU Salina SGA Advisor.
112. Funding cannot be asked for from both the KSU Salina SGA Senate and Programming Board for the same event.
113. Clubs must provide thirty-five (35%) percent of the funding for the event.
114. KSU Salina SGA Programming Board Allocation Request forms must be submitted two (2) weeks prior to the event.
  - A. Programming Funding Requests shall be introduced at the first regularly scheduled meeting after the request is received.
  - B. One (1) week will be allowed for members to think over the request.

- C. All requests will be debated the following meeting and voted on.
  - D. Under special circumstances the KSU Salina SGA Student Body President may override this rule.
115. All Programming Board event funding must be approved by majority vote of all Programming Board members.
116. All KSU Salina SGA Programming Board event funding must be approved and signed by the KSU Salina SGA Programming Board Chair and submitted to the KSU Salina SGA Student Body President for approval and signature. While Presidential approval is NOT needed, the President can veto an event if they so choose.
117. Jurisdiction. The Programming Board shall have sole jurisdiction for the purposes of appeal and reconsideration of any requests initially made of the Board.
118. Circumstance. The Programming Board will reconsider a funding request if any of the following are alleged to have occurred:
- A. The Board failed to provide a fundamentally fair process including, but not limited to, defective notice and failure to follow written procedures and rules as outlined in the KSU Salina SGA Statutes.
  - B. The Board reached a decision in an unjust manner including, but not limited to, the presence of bias, unreasonable, arbitrary, or capricious action, and discrimination on the basis of race, religion, color, sex, physical ability, national origin, sexual orientation, ancestry, or any Kansas Board of Regents protected category.
  - C. The organization has new information that may affect the Board's decision on the request. This new information must pertain to the original request and must not have been available at the time of the original request.
119. Process. If an organization is dissatisfied with their recommended allocation and they meet at least one of the above mentioned circumstances, the organization may take the following action for reconsideration of their request:
- A. The organization files a completed reconsideration form in the Office of Student Life to the Student Senate Chair within 72 hours (weekends excluded) of receiving notification of recommended allocation amount.
  - B. If the organization completes the reconsideration form in the allotted time frame, the Board, in conjunction with the Student Senate Chair, will hear the organizations reconsideration request at the next available Board meeting.
  - C. After the organizations reconsideration request is heard, the Board will vote on the request. The decision voted on by the Board members will be final. No further reconsideration on the request will be heard.

## **Chapter 02: Campus Funding Regulations**

201. Campus funding definitions and statues Student Governing Association Kansas State University at Salina

202. Definitions

A. For the purpose of these Funding Statues, including but not limited to KSU Salina SGA Statutes Chapters 02 through 03, the following definitions shall apply:

1. Student Organization. A Student Organization shall be any registered organization whose primary officers and 80% of the organization's membership are Kansas State University at Salina students.

2. University/Community Organizations. A University/Community Organization shall be any campus wide organization of which at least 50% of the membership is Kansas State University at Salina students.

3. Institutional Service. An Institutional Service shall be any organization so designated by the Allocations Committee whose sole purpose is to provide services to Kansas State University at Salina students.

4. Student. A student shall be any KSU student enrolled in a minimum of one (1) hour on the Salina campus.

5. Lecturer, Speaker, or Entertainer Fees (LSE Fees). LSE Fees shall include any requests by an organization to bring a speaker to campus, including their travel, lodging costs, food, and fee to perform a planned project or event.

6. Recruitment. Recruitment shall be defined as any act by a KSU Salina student (or students) trying to persuade potential college students to attend KSU Salina.

203. Universal Requirements

A. The organization must be a student group currently registered with the Office of Student Life.

B. Organizations that receive funds directly from the Privilege Fee Committee or Student-Centered Tuition Enhancements may not receive funds from the Student Activity Fee.

C. The organization must be registered for forty-five (45) days prior to the date of the event to receive Student Activity Fee funds.

D. The organization may not be allocated funds while on probation as designated by the KSU Salina SGA Treasurer.

E. Open Projects. All projects sponsored with student fee funds must show an educational benefit to the students of the University, must be open to all students of the University, and must be free to all students of the University. Such projects must also be held on the University campus or within the Salina community.

- F. 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.

## **Chapter 03:**

### **Universal Funding Administration Regulations**

301. Control of Allocated Funds
- A. Spending of all allocated funds must be approved by the KSU Salina SGA Treasurer. If alteration of budget is necessary, organizations must have the approval of the respective committee chairperson.
  - B. Individual accounts shall be recorded so as to include each purchase and an up to date balance.
302. Administration
- A. Organization Designations
    - 1. The KSU Salina SGA Treasurer shall classify all registered organizations as either eligible or not eligible for funding based on the KSU Salina SGA Statutes, Constitution, and Bylaws.
      - a. Reclassification. The KSU Salina SGA Treasurer shall have the power to reclassify any student group if the existing classification shall have been found to be in error, or if the nature of the group has changed.
  - B. Funding Sources
    - 1. Respective Fee Allocation. Funding requests under the Student Activity Fee Funding Statutes may only be allocated from the respective funding percentage of the fee and its respective reserve account.
    - 2. Student Activity Fee, Only Source. Funding requests under the Funding Statutes may only receive KSU Salina SGA funding from the Student Activity Fee.
  - C. Financial Records
    - 1. Maintenance. Each organization shall be required to maintain reasonable financial records detailing all income and expenditures.
    - 2. Inspection. An organization's financial records must be made available to the written request of the respective Chairperson holding jurisdiction.
  - D. Violations
    - 1. Consequences. The KSU Salina SGA Treasurer may place a temporary hold on funding for any project or projects associated with an organization if an organization deviates from University policy or the Funding Statutes in administering Student Activity Fee Funds. Such hold shall remain in effect until the next Allocations Committee meeting, at which point the Allocations Committee shall review the justification for the hold and either uphold or strike down the hold. Serious violations, as determined by the Allocations Committee, shall be referred to the Student Senate, which shall have the authority to revoke funding provided to such an organization. Each organization shall be responsible for the proper handling of all Student Fee Funds.

## **Chapter 04:**

# **Student Activity Fee Funding Regulations**

401. Student Activity Fee Funding Statute Student Governing Association Kansas State University at Salina
402. General
- A. Student Activity Fee Requirements. In order to request funds from the Student Activity Fee in any semester period, an organization must fulfill each of the following requirements:
1. The organization must submit to the KSU Salina SGA Treasurer a statement of the fundraising activities of the organization over the past year, including the specific events and the amounts raised. This statement must be submitted with the organization's funding requests in the Allocation Request Packet available in the Office of Student Life.
  2. Differentiation of Projects. If an organization is submitting multiple requests, each funding request must be distinct and independent, and must be related to the goals of the organization itself.
  3. Fund Raising. All groups should make a reasonable effort to raise funds, either through dues or other events. While not a requirement for funding, Allocations Committee may, at its discretion, reject funding for any requested materials which would commonly be paid for by fund raising.
- B. Student Activity Fee Budget
1. The annual KSU Salina SGA Budget will be allocated at the minimum amounts that must be allocated to fund these organizations, should appropriate projects be available. However, at the discretion of the Allocations Committee and with approval from Student Senate, additional funds may be dispersed from the respective reserve accounts, if available.
403. Student Organizations
- A. Allocations Request Packet Requirements. Requests for funding of projects from the Student Activities Fee may be made by Student Organizations fulfilling all requirements through the completion and submission of an Allocations Request Packet, available on the KSU Salina SGA website. A separate Allocations Request Packet must be submitted for each project the organization wishes to hold.
1. Allocations Request Packet. The Allocations Request Packet shall be available on the KSU Salina SGA website, must be completed in accordance with the form's instructions, and must be submitted no less than fourteen (14) days prior to the event requested for (at treasurer discretion). Funds requested for a project must be divided into separate categories, outlined below. Each category must have a detailed description of the items requested and an estimate of the cost of each item.

- a. Promotions. Promotions shall include any expense related to the advertisement of an activity, such as Collegian advertisements, KSDB or any radio advertisements, leaflets or poster, and other such materials as determined by the Allocations Committee.
  - b. Lecturer, Speaker, or Entertainer Fee (LSE Fees). LSE Fees shall include any funds requested by an organization in order to bring a speaker to campus, including his or her travel, lodging costs, food, and fee to perform a planned project or event.
  - c. Rent of Space and Equipment. Rent of space and equipment shall include any expenses related to renting rooms or other areas for performances, and other such events, as well as any costs related to rental of tables and chairs, movie projectors, or other necessary materials for a project.
  - d. Films. Films shall include any expense for the rental of movies, documentaries, recorded theatrical shows, or other such events.
  - e. Travel. Travel shall be defined as a request for funds to pay expenses related to transportation. Each Student Organization may be allocated up to a total of \$1,000 between their two (2) travel projects per fiscal year. Each travel project allocation shall be limited to \$100 per student traveling.
  - f. Miscellaneous. This category shall include any expenses for items that do not reasonably fit in the above categories, as determined necessary by the Allocations or College Council Allocations Committee; however, this category shall be subject to the limitations on funding, listed below.
- 2. The Allocations Request Packet shall be reviewed annually and an appropriate recommendation made for travel per mile reimbursement and lodging per night reimbursement by the next administration.
    - a. The above recommendations shall be made and passed by the KSU Salina SGA Student Senate.
  - 3. Deadlines. Funding requests for the current year will be considered on a rolling basis, but must be submitted not later than fourteen (14) days prior to the date of the project (at treasurer discretion), except for the following:
    - a. The Allocations Committee shall have the power to consider and grant exceptions to these guidelines if an organization has special circumstances or when otherwise appropriate.

**B. Jurisdiction and Power**

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

C. Committee Discretion and Consideration

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

D. Process

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

E. Appeal and Reconsideration

1. Jurisdiction. The Allocations Committee shall have sole jurisdiction for the purpose of appeal and reconsideration by committee of any requests initially heard by the respective committee.
2. Circumstances. The Allocations Committee will reconsider a funding request if any of the following are alleged to have occurred:
  - a. The Committee failed to provide a fundamentally fair process including, but not limited to, defective notice and failure to follow written procedures and rules as outlined in the KSU Salina 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 contacts the committee chair within seventy-two (72) hours (weekends excluded) of receiving notification of recommended allocation amount.
  - b. If the organization makes contact in the allotted time frame, the Committee, in conjunction with the Student Senate Chair, will hear the organizations reconsideration request at the next available Committee meeting.
  - c. After the organizations reconsideration request is heard, the Committee will vote on the request. The decision voted on by the committee members will be final. No further reconsideration on the request will be heard.

F. Limitations

1. Number of Requests. Organizations shall be limited to receiving allocations for no more than five (5) projects annually, of which no more than two (2) shall be for travel. Exceptions may be made as needed.
2. Spending Restrictions. Student activity funds allocated by the Allocations Committee may not be spent on any of the following items:
  - a. Food. Food may not be purchased with student activity funds except unless such materials are to accompany an educational experience. Prior approval from the Treasurer shall be gained before an expenditure for this exception is made.
  - b. Student activity funds shall not be expended on materials associated with private parties or banquets that do not include members of the student body. An exception may be granted only upon a formal determination by the Allocations Committee that such expenditure provides a substantial benefit to the student body, consistent with events of institutional significance, including but not limited to the SGA Awards Banquet, Social Events. Student activity funds may not be spent on any materials pertaining to social functions, parties, or banquets, except when the Allocations Committee finds a substantial educational benefit.
  - c. Personal Materials. Student activity funds may not be spent on any personal materials, such as plaques, gifts, awards, flowers, and name tags, engravings for specific individuals, photographs, or clothing. with the exception of Take-Home Allocations outlined in Chapter 5.
  - d. Wages. Student activity funds may not be spent on wages or compensation of any kind, with the exception of projectionists (yes, a person who uses a projector) and security officers as required by a rental facility.

- e. Recruitment. Student activity funds may not be spent on any trips or events in which recruitment is the sole purpose<sup>d</sup>, except when the Allocations Committee finds a substantial educational benefit to the KSU students making the request.

G. Expenditure of Funds

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

H. Unspent Funds

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

## **Chapter 05:**

# **Procedural Framework for the Management and Retention of Property Acquired Through KSUS SGA Allocations**

### 501. Purpose and Scope

- A. This policy establishes the formal procedures governing the ownership, management, and permissible use of tangible property purchased with requested funds allocated by the KSUS SGA.
- B. The policy applies to all registered student organizations, clubs, and committees that receive requested allocations or fund disbursements through SGA.
- C. The intent of this is to ensure ethical that SGA allocated funds support organizational activities, remain available for future student benefit and the preservation of University resources.

### 502. Ownership and Custodianship

- A. All property, equipment, materials, or goods purchased using SGA allocated monies must become the sole property of the registered student organization receiving the allocation. These items must be used to support the organization's activities and benefit the student body.
- B. Registered student organizations will act as responsible custodians of all property acquired through SGA allocations and shall maintain accurate and complete records reflecting the acquisition, value, transfer, sale, or disposition of such property. When coordinating purchases funded through KSUS SGA allocations, the SGA Treasurer shall be included in all material communications related to the transaction.
- C. No club member or officer is to claim personal ownership, exclusive control, or long-term possession of any such property without prior written authorization in accordance with section 504 (D).

### 503. Prohibition of Personal Use

- A. Items acquired through SGA funding must not be used for personal tangible enrichment, private benefit, or individual gain, as prohibited under Chapter 4, Section 403 (F) (2) (c).
- B. The use of these items must be demonstrably tied to the mission, activities, recognized operations, or organizational objectives of the club, and must align with the core values of the KSUS SGA, as well as University expectations, policies, and applicable law.
- C. Temporary personal possession for a period of less than three (3) months is permissible when necessary for organizational activities, provided the item remains accessible to the organization and is subject to retrieval by the club upon request. Failure to comply must subject the individual to the disciplinary procedures outlined in Section Chapter 5, Section 508 (A).
- D. The club or organization must designate a responsible individual to ensure that property is returned upon completion of the applicable activity. Retaining property for personal use

outside of club or organizational objectives, or failing to return such property, will constitute misuse of student-funded resources.

#### 504. Take-Home Allocations and Exceptions

- A. A Take-Home Allocation is defined as any instance in which items purchased with SGA allocated funds are intended to leave the club's direct custody for use or retention by an individual. All Take-Home Allocations must fulfill the stated purpose identified in the approved allocation request.
- B. All Take-Home Allocations must be explicitly stated and justified in the initial funding request, including:
  - 1. The specific item(s) involved;
  - 2. The individual or organizational position responsible for possession;
  - 3. The duration and purpose of possession;
  - 4. A rationale demonstrating the necessity or reasonableness of individual possession as opposed to shared club custody.
- C. The KSUS SGA Allocations Committee, or its designated oversight authority, shall evaluate each Take-Home Allocation on a case-by-case basis to determine:
  - 1. Whether the allocation serves a legitimate organizational function;
  - 2. Whether such possession is essential to fulfill the purpose of the expenditure;
  - 3. Whether alternative custodial arrangements (e.g., shared storage or temporary checkout procedures) could achieve the same purpose.
- D. Items not expressly approved as a Take-Home Allocation shall remain the property of the club or organization unless ownership is explicitly transferred through a resolution approved by the KSUS SGA Senate.

#### 505. Care, Disposal, Transfer, and End-of-Life Procedures

- A. Registered student organizations must take reasonable care of all property purchased with KSUS SGA allocations and must retain custody of such property for as long as it continues to serve the interests of the organization.
- B. If the sale, transfer, or disposal of property is deemed reasonable by a registered student club or organization, any remaining value will continue to support student activities or be directed to an appropriate University account. The KSUS SGA Allocations Committee, or its designee, reserves the right to audit related records at any time as described in Section 508.C. Unauthorized Take-Home possession will be treated as misuse of funds and shall be subject to the disciplinary procedures outlined in Chapter 5, Section 508 (A).

#### 506. Auditing Authority

- A. If there is a reasonable rumor, report, allegation, or other credible grounds to believe that KSUS SGA allocations have been misused as interpreted by the KSUS SGA Allocations Committee, they must perform an audit on a registered student club or organization to substantiate claims of misuse.

- B. To initiate an audit of a registered student club or organization, the KSUS SGA Allocations Committee will first review evidence of alleged misuse. The KSUS SGA Senate must then interpret the evidence and vote on whether to proceed with the audit.
- C. An audit shall consist of reviewing current club or organization records and reconciling them with existing inventory and any funds derived from sales. Clubs or organizations must cooperate fully with the audit and may present their position during KSUS SGA general meetings.
- D. Upon conclusion of the audit, the KSUS SGA Allocations Committee will present its findings to the KSUS SGA Senate for interpretation and final determination. Any recommendations must require approval by a vote exceeding fifty percent (50%).
- E. Organizations that fail to reasonably safeguard property or comply with this policy may be subject to audit and may risk future funding eligibility. If more serious claims of misuse are identified during the audit process, as determined by the KSUS SGA Senate, the organization will be subject to the disciplinary procedures outlined in Section 508.

#### 507. Club Disbandment Procedures

- A. Temporary Inactive Status
  - 1. If a club or organization fails to re-register with the KSUS SGA as required by the club recognition form and the SGA Vice President:
    - a. The club shall be designated as temporarily inactive.
    - b. The club can remain in temporary inactive status for three (3) years, which begins with the first registration period in which the club fails to re-register with KSUS SGA.
    - c. During this period, all property purchased with SGA allocations shall be transferred to the last registered club advisor for temporary safekeeping to maintain a chain of custody. Such property may not be repurposed or redistributed.
    - d. If the club re-registers with the KSUS SGA while in temporary inactive status:
      - i. Temporary inactive status shall be removed.
      - ii. Any property purchased with SGA allocations shall return to being club-custodied property.
      - iii. If the club later becomes inactive again, the three-year period shall restart.
- B. Permanent Disbandment
  - 1. After three (3) consecutive years of failing to re-register and remaining in temporary inactive status, the club will be deemed permanently disbanded at the start of the next fiscal year.
  - 2. To assist in the management of property for disbanded student clubs or organizations, each registered student club or organization must establish a

disbandment procedure as part of its club governing document during the creation or re-recognition process.

3. Upon permanent disbandment:
  - a. The disbandment procedure will ensure that property value is returned to the student body or meets the objectives outlined in the club or organization constitution. Property must be reused, redistributed, or sold so that value is returned to the student body.
  - b. Property not specifically addressed in the constitution shall revert to the previous registered club advisor, who may reuse or redistribute such items so that value is returned to the student body.
  - c. If the advisor is permanently unavailable, no longer employed by the University, or declines responsibility, custody of property shall first transfer to an appointed designee, and then to the KSUS SGA Advisors.
  - d. The KSUS SGA shall have the authority to coordinate with the registered advisor to direct the disbandment process.

#### 508. Enforcement and Review

##### A. Enforcement

1. Any violation of this policy shall carry serious consequences, including but not limited to:
  - a. Immediate ineligibility for future SGA funding;
  - b. Mandatory restitution for misused or lost property; and
  - c. Referral to University disciplinary authorities for further action.
2. Compliance is mandatory. Ignorance or oversight shall not excuse a violation.

##### B. Review

1. The KSUS SGA Allocations Committee will be requested to collaborate with the Senate Operations Committee (SOC) to conduct a formal review of this policy at least once per year to ensure alignment with University financial regulations and current best practices.
2. All proposed revisions must be submitted to the KSUS SGA Senate for approval through a formal resolution. Revisions shall take effect only after Senate approval.