STUDENT ACTIVITY FEE COMMITTEE

DIVERSITY FEE COUNCIL GUIDELINES

I. PURPOSE/PHILOSOPHY STATEMENT OF THE DIVERSITY FEE COUNCIL

The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants and beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin. This process encourages student self-governance through student leadership development. The Student Activity Fee Committee allocates a lump sum to the Diversity Fee Council and provides the Diversity Fee Council with wide latitude in its allocation decision-making.

II. MEMBERSHIP OF THE DIVERSITY FEE COUNCIL

The President of the Student Government Association (SGA) shall annually appoint seven voting student members and three non-voting student alternates, who represent, in totality, the breadth of the diversity of Georgia State University. The Dean of Students shall annually appoint one voting non-student member and one non-voting non-student member. The one non-voting non-student member shall serve as Chair of the Diversity Fee Council. All members shall be appointed by December 1st with their terms to conclude by May 1st.

All members, voting and non-voting, are expected to attend all scheduled meetings. In the absence of a voting student member, a non-voting student alternate becomes a voting student member for that meeting as designated by the chair. In the absence of the chair, for that meeting, the voting non-student member becomes the chair and does not vote. The quorum for all votes shall consist of four voting members. Motions require a simple majority vote to pass. Tie votes are treated as failed-to-pass.

III. SEQUENCE OF THE MEETINGS

After the appointment of members to Diversity Council, mutually agreed upon meeting dates will be identified. Specifically identified meeting dates will include a separate meeting for:

1. Providing an overview of the Diversity Fee Council, participating in a diversity training; and reviewing the criteria for evaluating the proposals
2. Determining the questions for the Q&A Session
3. Attending the Q&A Session and reviewing the answers to the questions asked at the Q&A Sessions
4. Evaluating the proposals and determining the Diversity Fee Council allocations

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V. DIVERSITY TRAINING

During the first meeting, all members of the Diversity Fee Council will participate in a diversity training that will focus upon increasing members' cultural awareness, knowledge, and skills. Particular emphasis will be placed upon how to develop and to ask questions during the Q&A Session that comply with the University's Non-Discrimination Statement.

VI. CRITERIA FOR EVALUATION PROPOSALS

In non-priority order, the following are the criteria for evaluating the proposals:

- Past performance and budget management of the various organizations.
- Programs or services with broad appeal to various constituents.
- Programs and services that serve the greatest number of students.
- Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
- Programs and services that support the development of community on campus and maximizes Georgia State University's rich legacy of cultural diversity.
- Programs and services that complement the academic mission of the institution.

VII. PROPOSAL EVALUATION AND DETERMINING ALLOCATIONS

Prior to the final meeting, voting members who have read all the proposals and have attended the Q&A Session shall submit their recommended allocations to the Office of the Dean of Students. The average of the submitted recommended allocations shall be the starting point of discussion during the meeting in which allocations are determined. Voting for the final allocation shall be recorded in a roll call vote.

VIII. INFORMATION REQUIRED TO BE ACCESSIBLE ON THE WEB

The following information shall be available on the Student Activity Fee Committee website:

- The names, majors, and academic classifications (year in school) of all student members
- The names, titles and university department affiliation of all non-student members
- The minutes of all meetings
- The application form to be used by the Council to determine allocations
- The Diversity Fee Council guidelines, as well as any additional operational procedures

In addition:

- All completed applications will be kept on file in accordance with Board of Regents policies in the Office of the Dean of Students for inspection by request.
- The summary of the average recommended allocations shall be included in the minutes of the meeting in which allocations are determined.

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IX. OTHER DIVERSITY FEE COUNCIL OPERATING PROCEDURES

Rules of order shall be decided by Diversity Fee Council at its first annual meeting. The Diversity Fee Council may also develop additional operating procedures that do not conflict with these guidelines.

Approved by the Student Activity Fee Committee August 26, 2011
Amended by the Student Activity Fee Committee November 1, 2013