

**Student Activity Fee Committee**  
**Meeting Minutes**  
**216 Student Center West**  
**September 18, 2015**

*In attendance: Darryl Holloman, Chair and Sebastian Parra, Vice Chair. Voting student members: Alejandra Cardenas, Beau Evans, Shamari Southwell and Tobi Soyebo. Non-student voting members: Boyd Beckwith, Melissa Buchheit and Misty McDonald. Alternate voting student member: Jeanette McFall, Anthony Nguyen and Fortune Onwuzuruike. Ex officio: Latisha Barnes, Beth Jones, Shantavia Reid-Stroud and Edgar Torbert.*

*Not in attendance: Voting student members: Teara Mayfield and Lakshay Gilja. Alternate voting student member: Daniel Duhart, David Jackson, Gerardo Perez and Nick Smith.*

The Student Activity Fee Committee met on September 18, 2015 at 2:00 p.m. in 216 Student Center West and took the following actions:

I. Approval of Minutes

Tobi Soyebo moved to approve the minutes with corrections. This motion was seconded by Shamari Southwell. With no objections the minutes were approved.

II. FY 2017 Process – Vote

Anthony Nguyen moved to approve the FY 2017 process and the following documents as presented: Student Activity Fee Guidelines, Student Activity Fee Overview, Diversity Fee Guidelines, University-Wide Fee Council Guidelines and the Spring Meeting Schedule (Attachments 1 – 5).

This motion was seconded by Misty McDonald and approved with no objections. The Diversity & University-Wide Fee Council applications were not voted upon and tabled until the next meeting.

III. FY 2017 Fee Council Allocation (Level of Funding)

Dr. Holloman explained the allocation process to the committee and advised committee members to review the Student Activity Fee Committee minutes from the March 27, 2015 meeting.

IV. Essential Services Report

Dr. Holloman reviewed the Essential Services Report and categories in detail.

The meeting was adjourned at 2:45 p.m.

## Student Activity Fee Overview

Approved by the Student Activity Fee Committee September 18, 2015

The following are basic guidelines for the expenditure of Student Activity Fee Funds, as approved by the Student Activity Fee Committee (SAFC). These points will assist you in preparing your budget. The first fundamental concept is that fee funds are state funds and generally follow the same restrictions as those placed on revenue from tax dollars, with a few exceptions. Expenditures for items such as food and non-employee student travel are permitted. Purchasing Department guidelines and travel regulations are the same as with state funds.

All fee councils, as well as the college councils, are required to allocate funds with consideration given to the following criteria:

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

The following section of the Board of Regents Policy Manual defines the nature of fee funds and their expenditure:

1. Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 199-2000, p364). (Section 7.3.2.1. Mandatory Student Fees)

State of Georgia laws prohibits the following:

1. No activity fee funds may be expended for "personal use". This includes obvious items, such as a student's rent or power bill, but also includes personal telephone calls made from GSU, clothing, jewelry, books used for classes, magazine subscriptions, and travel expenses, to name only a few examples.
2. No honorarium may be paid to a political candidate seeking public office.
3. No donations to charities, churches, or any non-profit organizations are allowed.
4. All equipment and certain goods and services must be bid by the GSU Purchasing Department.
5. All equipment and materials purchased with fee funds become the property of Georgia State University and must be kept on campus unless authorized in the approved manner for that item.

The University requires the following in regard to the expenditure of fee funds:

1. Anyone who is not a classified GSU employee cannot obligate the university financially. This means that students are not authorized to purchase equipment or services. Students may purchase petty cash items if authorized by the organization's advisor, who must be a classified staff employee of GSU. (Student assistants are not classified staff). Likewise, students are not authorized to negotiate contracts, bid for services, hire student employees or conduct any financial transactions involving fee funds or other University funds beyond petty cash transactions.
2. All financial transactions must be approved and signed by a classified employee.
3. All transactions, including the purchase of goods, student travel, consultants, and contracts, must follow regular university procedures and policies applicable to fee funds.
4. Administrative regulations concerning the chartering of student organizations are contained in *Student Code of Conduct and Policies*. Please refer to the following webpage for complete information concerning the chartering process and requirements: [codeofconduct.gsu.edu](http://codeofconduct.gsu.edu)

Chartering requirements include the following:

- No student organization may collectively, or through the actions of its individual members, engage in discriminatory, harassing, obscene or indecent conduct.
  - Each organization is required to have and maintain an advisor who is a *full-time* faculty or staff member at Georgia State University.
  - Student organizations must follow all rules and regulations related to Student Fee Usage Guidelines. Any organization collecting monies through dues, sale of goods, donations, etc., other than through the Student Activity Fee Allocation Process, must open and maintain a bank account in the name of the student organization and run all of the non-fee money through the account. Only current officers of the organization are allowed to perform transactions on the account.
  - Student organizations must cooperate with all reasonable requests for information by the University including, but not limited to, requests to review financial information and records.
5. No university funds or student activity fees may be used for the purchase of alcoholic beverages.
  6. Whenever activity fee funds are expended and revenue is generated, all revenue must be deposited into the designated activity fee account that is associated with the chartered student organization sponsoring the event. The expenditure of revenue generated is subject to university rules and regulations.

In addition to the above, the Student Activity Fee Committee (SAFC) has established additional restrictions:

1. Any student organization wishing to receive funds from the Student Activity Fee Committee must be a chartered student organization.
2. Fee funds are not to be used for academic departmental costs, such as office supplies, equipment, staff, or faculty.
3. Each student organization must have a staff or faculty advisor. This is, in effect, required for expenditures, as a student is not authorized to obligate the University financially or approve purchases without the approval of a University employee. This advisor must approve all expenditures and is responsible for adhering to these policies and other applicable policies of Georgia State University.
4. Pay of personnel (student assistants, temporary employees, extra compensation, fee based, etc) must be approved by the Student Activity Fee Committee in advance.
5. Unless approved by the SAFC, receiving pay for more than one position in one budget is not allowed. No stipend in a particular budget may exceed the stipend paid to the leader of that organization.
6. Any expenditures incurred by a fee budget which is not allowed by SAFC restrictions will be charged to the department to which the budget reports.
7. The purchase of food is approved only for on-campus events (the campus includes property owned or controlled by the University, e.g., Indian Creek Lodge, Alpharetta Center, Buckhead Center, Peachtree-Dunwoody Center and Panthersville) such as speakers, concerts, and presentations. The purchase of food for meetings is limited to no more than 10 % of the organization's approved budget or \$2,000 whichever is less. The purchase of food for off-campus events is limited to approved travel authorizations and retreats or conferences which are coordinated and presented by Georgia State University staff. Reimbursement for meal expenses for travel under an approved travel requisition is not allowed if the destination is less than 30 miles from the downtown campus of Georgia State University.
8. No fee funding is allowed for permanently assigned rooms or space.
9. Sport Club student organizations cannot use fee funding appropriated by this committee for regular operations for which the organization was formed (e.g., uniforms, equipment, travel).

Approved by the Student Activity Fee Committee December 5, 2003  
Amended by the Student Activity Fee Committee November 12, 2004  
Amended by the Student Activity Fee Committee December 1, 2006  
Amended by the Student Activity Fee Committee September 19, 2008  
Amended by the Student Activity Fee Committee April 16, 2010  
Amended by the Student Activity Fee Committee September 24, 2010  
Amended by the Student Activity Fee Committee September 9, 2011  
Amended by the Student Activity Fee Committee September 23, 2011  
Amended by the Student Activity Fee Committee November 1, 2013  
Approved by the Student Activity Fee Committee September 19, 2014  
Approved by the Student Activity Fee Committee April 10, 2015  
Approved by the Student Activity Fee Committee September 18, 2015

# STUDENT ACTIVITY FEE GUIDELINES

Revised by SAFC September 18, 2015

II. FY 17 Process – Vote SAFC Meeting 09/18/15 (Attachment 2)

## I. PURPOSE/PHILOSOPHY STATEMENT OF THE STUDENT ACTIVITY FEE COMMITTEE

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 or 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, and forms a joint partnership with student affairs administration and faculty, thus enhancing the quality of the educational experience.

## II. RESPONSIBILITIES OF THE STUDENT ACTIVITY FEE COMMITTEE

The charge of the Student Activity Fee Committee is as follows:

- ◆ To make recommendations to the Dean of Students regarding the allocation of student activity fee funds fairly to all eligible chartered student organizations, and support offices that create, enhance and promote student life at Georgia State University.
- ◆ Develop, implement and enforce policies that insure compliance with applicable university, Board of Regents, state and federal laws.
- ◆ To review stipends for student leaders at least every three years and make recommendations regarding the pay scale in force at that time.
- ◆ As directed by the Dean of Students, review and make recommendations to the Dean of Students regarding allegations of fee misappropriation by various groups receiving SA funds; make recommendations to the Vice President for Student Affairs (with Dean of Students oversight) for fair disciplinary actions of those groups violating SA Fee policies as written in the SA Fee Guide.
- ◆ Make recommendations to the Dean of Students regarding proposals to: 1) increase the student activity fee or, 2) make a substantive change in purpose of the Student Activity Fee. (Board of Regents Policy Manual Section 7.3.2.1. Mandatory Student Fees). The Student Activity Fee Committee is responsible for holding at least two campus-wide open hearings on the proposed fee increase in order to accumulate student feedback. Upon completion of the hearings, the Student Activity Fee Committee shall make a formal recommendation to the Student Mandatory Fee Committee, who will review the request and forward to the Fiscal Advisory Committee to the President (FACP). Upon review, FACP will forward their recommendation to the president for final action.
- ◆ Administers the general Contingency account through the Dean of Students Office.

### **III. MEMBERSHIP OF THE STUDENT ACTIVITY FEE COMMITTEE**

The Student Activity Fee Committee shall consist of the Dean of Students, the President of the Student Government Association, seven student members and three non-student members. The seven student members of the committee are appointed annually by the President of the Student Government Association, in consultation with the Vice President for Student Affairs and the Dean of Students. The Student Government Association President shall make recommendations of students who are interested in serving on the Committee for the fiscal year. Appointments are made with the objective of achieving a broad representation of students. At least two of the appointees should be graduate or professional students. Six student alternates should be selected to serve as substitute members for members who are unable to attend. These students should attend all meetings, but vote only as designated by the Dean of Students in place of an absent member. Student members must be enrolled at the time of appointment and remain enrolled while serving on the Committee as required by the *GSU Student Code of Conduct*.

The three non-student members of the committee are nominated by the Dean of Students and approved annually by the University Senate Student Life and Development Committee. The non-student members may be nominated from the members of the Senate committee, the University Senate, or the faculty and staff at large. This election will occur in the Spring semester for service for the following fiscal year. A representative of the Office of The Vice President for Finance and Administration and the Office of the Provost will serve as ex-officio, non-voting members of the committee. In addition to regular membership of the committee, the Dean of Students may designate certain faculty and staff as non-voting resource persons for the committee.

The Dean of Students, as the chair of the committee, is the presiding officer and convener of the committee, but does not vote. The President of the SGA is the vice chair of the committee and votes only in the cases of a tie vote by the other members of the committee. In absence of the President of the SGA, tie votes are treated as failed-to-pass.

### **III. QUORUM AND VACANCIES OF THE STUDENT ACTIVITY FEE COMMITTEE**

The quorum for all votes of the committee shall consist of six voting members which must include at least four student voting members, ensuring a student majority membership. Proxy voting is not allowed. The chair shall utilize Robert's Rules of Order to recognize motions and to proceed with Committee business that are not inconsistent with these Guidelines, University and Board of Regents policies, or state and federal laws. All motions regarding allocation of funds require a simple majority for passage and shall be recorded using a roll call vote.

Student vacancies on the Committee will be filled by the Student Government Association President in consultation with the Vice President for Student Affairs and the Dean of Students. Non-student vacancies on the Committee shall be filled by the University Senate Student Life and Development Committee upon recommendation by the Dean of Students. Members and student alternates who are consistently absent from meetings will be asked to resign, and will be automatically removed in the event of three consecutive absences.

## **V. ALLOCATION PROCESS & FUNDING CRITERIA OF THE STUDENT ACTIVITY FEE COMMITTEE**

### *RESPONSIBILITIES OF THE FEE COUNCILS/COLLEGES*

- \*\* The Student Activity Fee Committee allocates lump sums to fee councils and colleges. The Fee Councils, which include Arts, Diversity, Media, SGA, Student Bar Association, International Student Association Council (ISAC), Academic Team Council, Honors College, and University-Wide Fee Council, must have a student majority membership. The Student Activity Fee Committee shall serve as the University-Wide Fee Council. Fee councils report to the Student Activity Fee Committee.
- \*\* Colleges receive lump sum allocations based on percentage of enrollment of majors in the preceding Fall semester. Each college receiving funds shall have a student majority committee equivalent to the Fee Councils to allocate their funds.
- \*\* The Student Activity Fee Committee provides some general procedural and philosophical guidelines to the Fee Councils and colleges, however the Fee Councils and colleges will have wide latitude in their allocation decision-making. It is expected that these fee councils will hold budgetary hearings during Spring Semester.
- \*\* The Fee Councils and colleges shall attend a joint training session with the Student Activity Fee Committee prior to the annual budget hearing process. Fee Councils and colleges will be briefed on Student Activity Fee Committee regulations and university accounting measures. Each council will be required to develop a goal statement and establish meeting protocols. Fee councils are to submit copies of any allocation determinations to the Student Activity Fee Committee within one week of their previous meeting.
- \*\* Fee Councils and colleges must notify the requestors of their allocations within one week of making their decisions. Organizations may appeal fee council or college decisions regarding allocation amounts to the allocating fee council or college within one week of notification of the allocation or denial.
- \*\* Organizations may appeal Fee Council decisions to the Student Activity Fee Committee only after an initial appeal to the fee council. Appeals to the Student Activity Fee Committee must deal only with policy and procedure issues, not allocation amounts. Appeals to the Student Activity Fee Committee must be submitted prior to the final annual meeting of the Committee.
- \*\* Fee councils and colleges shall present their annual budget allocation proposals to the Student Activity Fee Committee on a date determined by the Committee. The Student Activity Fee Committee will approve the annual budget allocations of each fee council prior to May 1 each year.

### ALLOCATION FUNDING CRITERIA

- \*\* Certain essential services and salary/benefit obligations must be met first. Other programs/ services which are designed to be utilized by all will be given first consideration. The Dean of Students shall make an annual presentation to the Student Activity Fee Committee regarding the Essential Services portion of the budget.
- \*\* Second priority in funding is given to programs that are designed for all students.
- \*\* Third priority is given to programs of special interest groups.
- \*\* Then, in non-priority order, budget requests will be reviewed based on the following criteria:
  - ◆ Past performance and budget management of the organizations requesting funds.
  - ◆ 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 maximize the rich legacy of cultural diversity of the institution.
  - ◆ Programs and services that complement the academic mission of the institution.
- \*\* The Student Activity Fee Committee must withhold a minimum of 5% of the total budget for contingency, and decide what to do with that money.

Approved by the Student Activities Fee Task Force, 1998  
Revised by the Student Activity Fee Committee, November 12, 2004  
Revised by the Student Activity Fee Committee, December 1, 2006  
Revised by the Student Activity Fee Committee, November 30, 2007  
Revised by the Student Activity Fee Committee, September 19, 2008  
Approved by the Student Activity Fee Committee, September 18, 2009  
Revised by the Student Activity Fee Committee, April 16, 2010  
Revised by the Student Activity Fee Committee, September 17, 2010  
Revised by the Student Activity Fee Committee, September 23, 2011  
Revised by the Student Activity Fee Committee, September 21, 2012  
Revised by the Student Activity Fee Committee, November 30, 2012  
Revised by the Student Activity Fee Committee, September 19, 2014  
Revised by the Student Activity Fee Committee, September 19, 2015

**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 1<sup>st</sup> with their terms to conclude by May 1<sup>st</sup>.

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

## **STUDENT ACTIVITY FEE COMMITTEE**

### **DIVERSITY FEE COUNCIL GUIDELINES**

#### **IV. 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.

#### **V. 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.

#### **VI. 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.

#### **VII. INFORMATION REQUIRED TO BE ACCESSIBLE ON THE WEB**

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

- a. The names, majors, and academic classifications (year in school) of all student members
- b. The names, titles and university department affiliation of all non-student members
- c. The minutes of all meetings
- d. The application form to be used by the Council to determine allocations
- e. 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.

II. FY 17 Process – Vote SAFC Meeting 09/18/15 (Attachment 3)

**STUDENT ACTIVITY FEE COMMITTEE**

**DIVERSITY FEE COUNCIL GUIDELINES**

**VIII. 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

**STUDENT ACTIVITY FEE COMMITTEE**  
**UNIVERSITY-WIDE FEE COUNCIL GUIDELINES**

**I. PURPOSE/PHILOSOPHY STATEMENT OF THE UNIVERSITY-WIDE 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 University-Wide Fee Council and provides the University-Wide Fee Council with wide latitude in its allocation decision-making. The University-Wide Fee Council reviews and funds those student activities that do not fall within the purview of any other College or Fee Council.

**II. MEMBERSHIP**

The University-Wide Fee Council shall consist of the members of the Student Activity Fee Committee. The quorum for all votes of the Fee Council shall consist of six voting members which must include at least four student voting members, ensuring a student majority. Proxy voting is not allowed. All motions regarding allocation of funds require a simple majority for passage and shall be recorded using a roll call vote. The Chairperson of the Fee Council does not vote. The President of the SGA may vote only in the cases of a tie vote. In the absence of the President of the SGA, tie votes are treated as failed-to-pass.

**III. MEETINGS**

The Student Activity Fee Committee will schedule the meeting dates for the University-Wide Fee Council at the time the Student Activity Fee Committee Spring Schedule is approved. Meeting dates will include at least one meeting to conduct a Q&A Session with those entities who have submitted applications for funding to the Fee Council as well as one meeting to deliberate and vote on the University-Wide Fee Council allocations.

**IV. FEE COUNCIL TRAINING**

The members of the University-Wide Fee Council will participate in the same training that is offered by the Student Activity Fee Committee to all Fee Councils/Colleges.

**V. CRITERIA FOR EVALUATION PROPOSALS**

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

- Programs and services that serve the greatest number of students.
- Past performance and budget management of the various organizations.
- Programs or services with broad appeal to various constituents.
- 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.

**STUDENT ACTIVITY FEE COMMITTEE**  
**UNIVERSITY-WIDE FEE COUNCIL GUIDELINES**

**VI. PROPOSAL EVALUATION AND DETERMINING ALLOCATIONS**

Prior to the final meeting, only voting members who have read all the proposals and have attended the entire 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. All voting members in attendance at the final meeting are eligible to vote on the final allocation which shall be recorded in a roll call vote.

**VII. 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 University-Wide Fee Council to determine allocations
- The University-Wide 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.

**VIII. OTHER UNIVERSITY-WIDE FEE COUNCIL OPERATING PROCEDURES**

The chair shall utilize Robert's Rules of Order to recognize motions and proceed with Fee Council business that is not inconsistent with these Guidelines, the Student Activity Fee Committee Guidelines, the Student Activity Fee Overview document, University and Board of Regents policies, or state and federal laws. The University-Wide Fee Council may also develop additional operating procedures that do not conflict with these guidelines.

Approved by the Student Activity Fee Committee February 10, 2012

**Diversity Fee Council Proposed Schedule**  
**Spring 2016**  
September 11, 2015

**Approved by the Student Activity Fee Committee 09/18/2015**

**Monday, December 7, 2015** – U-Wide Fee Council and Diversity Fee Council Budget Request Applications are available on Org Sync website. Advertising begins.

**Friday, January 22, 2016** – Information Session for U-Wide Fee Council and Diversity Fee Council Applicants, conducted by DOS Business Operations – 464 Student Center West, 2:00 p.m. - 4:00 p.m.

**Friday, February 5, 2015** – Applications are due from U-Wide Fee Council and Diversity Fee Council Applicants to DOS Business Operations.

**Monday, February 8, 2016** – DOS Business Operations Distributes/Emails Copies of Applications to U-Wide Fee Council and Diversity Fee Council

**Friday, February 19, 2016** – Diversity Fee Council Deliberates and Votes on FY 2017 Allocations, 464 Student Center West, 2:00 p.m. - 5:00 p.m.

**Monday, February 22, 2016** – Notifications will be sent to the Diversity Fee Council Applicants of FY 2017 Allocations

**(March 14, 2016 – March 18, 2016 – Spring Break)**

**Friday, April 1, 2016** – SA Fee Committee Hears FY 2017 Colleges/Fee Council Presentations 464 Student Center West, 2:00 p.m. - 6:00 p.m.

**Friday, April 8, 2016** – SA Fee Committee Deliberation and Final Vote Confirmation on FY 2017 SAFC Budget 464 Student Center West, 2:00 p.m. - 6:00 p.m.

**Monday, April 18, 2016** – DOS Business Operations Notifies Colleges/Fee Councils of FY 2017 Approved Allocations

**Student Activity Fee Committee Proposed Schedule**  
**Spring 2016**  
September 11, 2015

**Approved by the Student Activity Fee Committee 09/18/2015**

**Monday, December 7, 2015** – U-Wide Fee Council and Diversity Fee Council Budget Request Applications are available on Org Sync website. Advertising begins.

**Friday, January 22, 2016** – Information Session for U-Wide Fee Council and Diversity Fee Council Applicants, conducted by DOS Business Operations – 464 Student Center West, 2:00 p.m. - 4:00 p.m.

**Friday, February 5, 2016** – Applications are due from U-Wide Fee Council and Diversity Fee Council Applicants to DOS Business Operations.

**Monday, February 8, 2016** – DOS Business Operations Distributes/Emails Copies of Applications to U-Wide Fee Council and Diversity Fee Councils

**Friday, February 12, 2016** – University-Wide Fee Council Deliberates and Votes on FY 2017 Allocations 464 Student Center West, 2:00 p.m. - 5:00 p.m.

**Monday, February 15, 2016** – Notifications will be sent to the University-Wide Fee Council Applicants of FY 2017 Allocations

**(March 14, 2016 – March 18, 2016 – Spring Break)**

**Friday, April 1, 2016** – SA Fee Committee Hears FY 2017 Colleges/Fee Councils Presentations 464 Student Center West, 2:00 p.m. - 6:00 p.m.

**Friday, April 8, 2016** – SA Fee Committee Deliberation and Final Vote Confirmation on FY 2017 SAFC Budget 464 Student Center West, 2:00 p.m. - 5:00 p.m.

**Friday, April 15, 2016** – (if needed) 464 Student Center West, 2:00p.m. - 5:00 p.m.

**Monday, April 18, 2016** – DOS Business Operations Notifies Colleges/Fee Councils of FY 2017 Approved Allocations