

**STUDENT ACTIVITY FEE COMMITTEE**  
**ATLANTA CAMPUS WIDE FEE COUNCIL**

**I. PURPOSE/PHILOSOPHY STATEMENT OF THE ATLANTA CAMPUS 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 Atlanta Campus Wide Fee Council and provides the Atlanta Campus Wide Fee Council with wide latitude in its allocation decision-making. The Atlanta Campus 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 Atlanta Campus 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 Executive Vice President of SGA may vote only in the cases of a tie vote. In the absence of the Executive Vice President of SGA, tie votes are treated as failed-to-pass.

**III. MEETINGS**

The Student Activity Fee Committee will schedule the meeting dates for the Atlanta Campus Wide Fee Council at the time the Student Activity Fee Committee Spring Schedule is approved. Meeting dates will include at least one meeting to deliberate and vote on the Atlanta Campus Wide Fee Council allocations.

**IV. FEE COUNCIL TRAINING**

The members of the Atlanta Campus 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.

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**VI. PROPOSAL EVALUATION AND DETERMINING ALLOCATIONS**

Prior to the final meeting, only voting members who have read all the proposals shall submit their recommended allocations to the office of Student Affairs Administration. 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 Atlanta Campus Wide Fee Council to determine allocations
- The Atlanta Campus 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 Student Affairs Administration 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 ATLANTA CAMPUS 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 Atlanta Campus 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

Revised by the Student Activity Fee Committee September 14, 2018