

# STUDENT ACTIVITY FEE GUIDELINES

Revised by SAFC September 14, 2018

## 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 Director Student Affairs Administration 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 Director Student Affairs Administration, review and make recommendations to the Director Student Affairs Administration regarding allegations of fee misappropriation by various groups receiving SA funds; make recommendations to the Vice President for Student Affairs (with Director Student Affairs Administration oversight) for fair disciplinary actions of those groups violating SA Fee policies as written in the SA Fee Guide.
- ◆ Make recommendations to the Director Student Affairs Administration 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 Student Affairs Administration Office.

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

The Student Activity Fee Committee shall consist of the Director Student Affairs Administration, the Executive Vice President Atlanta Campus 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 Executive Vice President of the Student Government Association, in consultation with the Vice President for Student Affairs and the Director Student Affairs Administration. The Student Government Association Executive Vice President Atlanta Campus 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 Director Student Affairs Administration 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 Georgia State University *Student Code of Conduct*.

The three non-student members of the committee are nominated by the Director Student Affairs Administration 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 Director Student Affairs Administration may designate certain faculty and staff as non-voting resource persons for the committee. The Director Student Affairs Administration, as the chair of the committee, is the presiding officer and convener of the committee, but does not vote. The Executive Vice President of the SGA Atlanta Campus 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 Executive Vice President of the SGA, tie votes are treated as failed-to-pass.

### **IV. 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 Executive Vice President Atlanta Campus in consultation with the Vice President for Student Affairs and the Director Student Affairs Administration. Non-student vacancies on the Committee shall be filled by the University Senate Student Life and Development Committee upon recommendation by the Director Student Affairs Administration. 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 & RESPONSIBILITIES OF THE FEE COUNCILS & COLLEGES

- \*\* The Student Activity Fee Committee allocates lump sums to the fee councils and colleges. The fee councils include: Arts Fee Council (College of the Arts), Diversity, Media, SGA, Student Bar Association, International Student Association Council (ISAC), Academic Teams Council, Honors College and Atlanta Campus Wide, must have a student majority membership. The Student Activity Fee Committee shall serve as the Atlanta Campus Wide Fee Council. Fee councils and colleges 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.
- \*\* Fee councils and colleges newly appointed chairs will be provided a training session on the Student Activity Fee Committee annual budget hearing process. Chairs who have served at least one year will only be advised and provided training instructions. All fee councils and colleges will be updated with the 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.
- \*\* It is the fiscal responsibility of student activity fee funded student organizations to ensure that all expenditures are in alignment with University policies, procedures and purchasing guidelines.

## VI. FUNDING CRITERIA ALLOCATION OF THE STUDENT ACTIVITY FEE

- \*\* 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 Director Student Affairs Administration 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.

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