

# **Student Fee Advisory Committee 2016-2017 Bylaws**

The purpose of these bylaws is to further elaborate sections of the Student Fee Advisory Committee's charge.

## **DISCLOSURE.**

Change this to before funding discussions happen, because things change from the beginning of the year to when we actually begin funding. Prior to the start of funding discussions, each member shall disclose any past or current involvement with a student fee funded unit that may create a potential conflict of interest. Examples of such involvement include paid or volunteer employment or serving as a member of an advisory committee to a fee funded unit. In such cases, the member would be expected to disqualify themselves from expressing opinions about the unit, its personnel and programs, and from voting on any matters pertaining to the unit. However, the member would be encouraged to use their experience and contact with the unit to provide factual information and data.

## **VOTING.**

Procedures: Given the amount of material that the SFAC must cover in a year, decisions should be made by consensus whenever possible. In cases where consensus cannot be formed, the mode of operating will shift to Robert's Rules of Order.

## **Voting Members:**

Voting members shall consist of the ten undergraduate students, two graduate students, one staff at large and one faculty. The Student Union Assembly ex-officio representative, Dean of Students representative, and the Planning and Budget representative are non-voting members.

## **ELECTION OF CHAIR AND VICE CHAIR.**

Once a date for elections has been established by the Chair, the Chair must announce to the members of the committee that elections will take place. On the date of the election, any member may put forth nominations for the Chair. A member may nominate themselves for the position. After all nominations have taken place, the committee shall allow time to hear from each of the nominees for Chair; questions of the candidates shall be asked at this time. Vote shall be taken by secret ballot, and given to the committee staff person. The winning candidate shall be the candidate with the most votes. Following the election of the Chair, the process will be repeated for the election of the Vice Chair. Any candidate can request the secret vote count after the announcement of the new Chair and Vice Chair. If there is only one candidate, a confirmation vote will be taken. A simple majority vote is sufficient for confirmation.

A voting member of the SFAC cannot concurrently hold an officer position within the SUA. If an SFAC member is elected as an SUA officer the member in question must forfeit one of their positions.

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## **ATTENDANCE/REMOVAL OF MEMBERS.**

Attendance of meetings and office hours are mandatory and will be enforced. An ineffective member shall be defined as any member who has two or more unexcused absences during any quarter in any academic year. An unexcused absence is defined as any absence without prior notification to the Chair or Staff, of an illness, family emergency, or special circumstance. Notification shall be given in writing at least one hour before the meeting. Ineffective committee members may be ineligible for full compensation, at the discretion of the Chair and Vice Chair in consultation with the Staff Advisory person.

Tardiness policy: Two unexcused tardiness (exceeding 15 minutes late) = one unexcused absence

Office Hours policy: If a member misses their office hour, they must make it up by the end of next week. Two missed office hours = one unexcused absence, if not made up by the following week. If a member has to miss the regular SFAC meetings during a quarter because of a schedule conflict, they may miss only one office hour and must make it up by the end of the next week.

Report back policy: In addition to holding regular office hours, all student representatives to the committee shall be expected to provide report backs to their respective college governments, or to the Graduate Student Association for graduate student representatives during the first and third week of the month. Report backs may be done either in person or by submitting a written/email report to the government organization in question. The SFAC Vice Chair shall be responsible for monitoring committee member report backs.

Scheduling conflict policy: A limit of two quarter's meetings per two year appointment may be missed due to a scheduling conflict. If a person has to miss more than two quarters worth of meetings, they need to resign their position on the committee.

In the case of violation of the above policies the following will occur:

1. Upon the occurrence of a member's first unexcused absence, the Chair or Vice Chair will meet with the member to discuss their attendance. The member will be reminded of the stipulation in the Bylaws and the importance of attendance. They will also be alerted that they are now eligible to be removed from the committee.
2. Upon the occurrence of a member's second unexcused absence, the Chair or Vice Chair shall bring to the full Committee's attention the issue of the member's attendance. The committee will then have an opportunity to vote to remove the ineffective member. The removal of the member shall require a 2/3 majority vote and shall be done by secret ballot, which will result in the termination of the member's stipend.

#### MEETINGS.

Meetings are mandatory for all SFAC members. Meetings are an integral part of the SFAC process and are generally open to the public; however, the Chair may close the meeting to the public at any time if they feel that the presence of visitors is in any way inhibiting the discussions and business of the committee.

Minute Taking: The Chair or Vice Chair should ensure, at the beginning of each meeting, that minutes are taken. At the end of each quarter, the Chair shall ensure that all minutes for the quarter are publically posted.

#### SUBCOMMITTEES.

The committee cannot give a unit or issue the full attention it deserves during its weekly meetings; thus, subcommittees will be created to facilitate in depth analysis. Subcommittee meetings should meet at least once a quarter, excluding summer quarter. The Chair will designate members, based on their interests, to subcommittees. In the summer, the Chair and Vice Chair are a subcommittee that will be responsible for keeping the other members abreast of major activities occurring on campus during the summer months.

#### OFFICE HOURS.

Each student member holds one hour of office hours per week. At this time they will answer questions that people may walk in with, make contact with a designated unit director, read new correspondence and/or unit reports, and keep up on SFAC correspondence. Office hours may also be used to prepare for future meetings, or to finish any work the committee is unable to complete during regular meeting hours.

#### STIPENDS.

Undergraduate and graduate student representatives are allocated a stipend at the end of each quarter of which they are actively participating on SFAC. In order to receive the full stipend, members must demonstrate sufficient participation in the committee through attending and participating in main committee work, subcommittee work, holding office hours, and reporting back to their representative spaces. Members will receive their stipends at the end of the quarter, after careful review and at the discretion of the Chair, Vice Chair and staff advisor from the Dean of Students Office.

#### CONFIDENTIALITY.

While meetings of the Student Fee Advisory Committee are generally open to the public, committee members should be aware that there are issues discussed within the scope of the committee, such as personnel and budget information, that are confidential and should not be made public.