

**NON-ALLOCABLE SEGREGATED UNIVERSITY FEE
ALLOCATION SUBCOMMITTEE (NUFAS)
STUDENT GOVERNMENT ASSOCIATION**

- I. This body shall be a subcommittee of the Segregated University Fee Allocation Committee specifically tasked with evaluating and reviewing non-allocable budget requests defined by the Board of Regents Policy 30-5: Policy and Procedures for Segregated University Fees, UW-System Administrative Policy 820: Segregated University Fees, and University of Wisconsin - Stevens Point Student Governance Implementation Plan
- II. The Non-allocable University Fee Allocation Subcommittee shall approve the minutes of each meeting at the beginning of the following meeting
- III. Non-allocable fee requests will be due to the SGA Budget Director by the end of the third week of each November. Non-allocable budget hearings will take place between the fourth week of November and the last teaching day of the fall semester
- IV. After the total Segregated Fee Budget is determined, the charge per student is determined by enrollment and individual fee distribution criteria
- V. **Definitions**
 - A. Segregated University Fees - charges, in addition to instructional fees, assessed to all students for student services, activities, programs and facilities that support the mission of the University of Wisconsin-Stevens Point. Segregated University Fee are divided into allocable and non-allocable fees as defined in the University of Wisconsin-Stevens Point Student Government Implementation Plan and UW System Policy 820: Segregated University Fee
 - B. Non-allocable Segregated University Fee - those Segregated University Fees that are used to support long-term commitments for fixed financial obligations, ongoing operating costs of University owned or controlled buildings, and other programs and activities
- VI. **Meetings**
 - A. The NUFAS shall meet as needed, determined by the SGA Budget Director
 - B. The SGA Budget Director shall communicate the meeting schedule to all departments receiving non-allocable funding in a timely manner through email and or other methods available
 - C. All meetings of the subcommittee must adhere to Wisconsin Open Meetings Law requirements
- VII. **Membership**
 - A. The voting membership of the Non-allocable University Fee Allocation

Subcommittee shall consist of:

- i.** Student Government Association Vice President with the Student Government Association Executive Director as their alternate
 - 1.** If neither the SGA Vice President nor Executive Director are able to attend the meeting, the Vice President shall select an executive as their alternate
 - ii.** Two Senators of any college
 - iii.** One student at large from each of the four colleges
 - 1.** If all student at large seats are not filled by September 15th, the remaining seats shall be opened to students of any college
 - iv.** Quorum for NUFAS shall be set at half plus one voting members
- B.** The non-voting membership of the NUFAS shall consist of:
 - i.** Budget Director
 - ii.** Student Government Association Advisor
 - iii.** Student Government Association Accountant
 - iv.** Vice Chancellor for Student Affairs
 - v.** One liaison from the UWSP Budget Office
 - vi.** Health Services Student Director, or their appointed designee
 - vii.** Student Life Affairs Director, or their appointed designee
- C.** The SGA Budget Director shall be the chair of the subcommittee
 - i.** In the event that the SGA Budget Director cannot attend the meeting, the Vice President will serve as the non-voting chair and the Executive Director will serve as the Vice President's alternate
- D.** The SGA Budget Director shall vote only in the case of a tie
- E.** The Student Government Association Advisor or their appointed designee, and the Student Government Association Accountant shall serve as the official co-advisors for the subcommittee
- F.** The Student Government Association Accountant shall attend and take minutes at every subcommittee meeting
 - i.** If the Student Government Association Accountant cannot attend a meeting, another member of the subcommittee may be appointed to take minutes
- G.** The voting members shall complete and submit a NUFAS application to the Speaker of the Senate for inclusion on the following General Assembly meeting agenda
 - i.** Applicants will be approved with a majority vote of the Senate
- H.** The SGA Budget Director may appoint a number of students as alternates for the subcommittee
 - i.** The SGA Budget Director will make an effort to ensure all colleges are represented in the pool of alternates
 - ii.** All alternate members of the subcommittee must be approved by a majority vote of the Senate
 - iii.** All alternates are required to complete all trainings required of regular voting members
 - iv.** The NUFAS may never contain more than three alternate members at any single meeting

VIII. Membership Expectations

- A.** All members shall be expected to understand the policies that guide the allocation of segregated university fees, specifically, but not limited to the following: University of Wisconsin-Stevens Point Student Government Implementation Plan, Board of Regents Policy 820: Segregated University Fee; and Board of Regents Policy 30-5: Policy and Procedures for Segregated University Fee
- B.** All members shall be expected to comprehend the budgetary process
- C.** All members shall be expected to contribute to the work of NUFAS as a representative of the student body
- D.** All members shall be expected to have an awareness of non-allocable requests and their purposes
- E.** All members shall be expected to complete duties assigned by the SGA Budget Director in a timely, thoughtful, and thorough manner
- F.** Failure to meet any of these responsibilities may result in removal from NUFAS with a two-thirds vote of the subcommittee and approval by the Senate

IX. Non-allocable University Fee Allocation Subcommittee Member Training

- A.** The SGA Budget Director with assistance from the Student Government Association Advisor or their designee and the SGA Financial Specialist shall provide all members of NUFAS training on the following topics:
 - i. NUFAS Bylaws;
 - ii. University of Wisconsin System Policy 820;
 - iii. Board of Regents Policy 30-5;
 - iv. University of Wisconsin-Stevens Point Student Government Implementation Plan, the budgetary process, and any other trainings deemed necessary by the SGA Budget Director

- X.** A session on parliamentary procedure shall be conducted by the Speaker of the Senate or the Speaker Pro Tempore, supplemented by future trainings conducted by the SGA Budget Director

XI. Attendance

- A.** Subcommittee members are expected to attend all regular meetings, budget hearings and deliberations, and appeals
- B.** Excused absences from regular meetings may be granted at the discretion of the SGA Budget Director
- C.** Requests for excused absences from any budget weekend must be provided in writing a minimum of two weeks before the scheduled meetings
- D.** In the event of two unexcused absences from any meeting or excused absence from a majority of the budget weekends, the NUFAS member will be subject to removal by the SGA Budget Director
 - i. Prospective members of the subcommittee should ensure that their schedule allows them to attend all regular meetings and all budget weekend meetings

- E. Any unexcused absence from a budget weekend may result in immediate removal from the subcommittee by the SGA Budget Director

XII Non-allocable University Fee Allocation Subcommittee Procedures

- A. All non-allocable fees identified in the implementation plan are eligible to receive segregated fees to help accomplish one or more of the following purposes:
 - i. Foster the educational development of students
 - ii. Promote membership in the organization or usage of a service
 - iii. Further the goals of the University
 - iv. Provide services to the organization or the University community
- B. Segregated Fee Monies
 - i. All segregated fee money must reside in a state account
 - ii. Segregated fees may not be transferred into Student or Faculty Organization accounts including any revenue deposited into the segregated fee state account
 - iii. If a product or service exceeds \$5,000 there is a mandatory bid requirement. The Purchasing Department must be contacted in this instance
 - iv. Organizations receiving segregated fee funding must use campus facilities whenever possible
 - 1. This includes, but is not limited to, Printing and Design, University Dining and Summer Conferences, and Campus Activities
 - v. All travel expenses outside of the UW System should be conducted with the official contract vendors whenever possible
 - vi. Organizations, University departments, and entities receiving segregated fee funding are expected to exercise good judgement to determine the most economical means of incurring travel and lodging costs
 - vii. Funding shall not be granted for the purchase of alcoholic beverages of any kind or any controlled substance
 - viii. Funding shall not be granted for gifts, prizes, or donations
 - h.:. Funding shall not be granted for support of costs of any legal services outside of those provided to students funded through the Student Government Association Budget
 - x. Funding for salaries shall be used in compliance with university standards for hiring
 - xi. Funding shall not be granted for the purchase of personal items or personal travel
 - xii. Funding shall not be granted for the purchase of any items prohibited by UW System Financial Policies
 - xiii. Off-campus services must follow the same procedures as all other requests for segregated fee funding
 - xiv. Any new Additional Proposal for an off-campus service totaling more than \$40,000 must be approved through the NUFAS processes and then pass a student body referendum

- xv. Any new on-campus Additional Proposal for more than \$80,000 must be approved through the NUFAS processes and then pass a student body referendum
 - 1. Contracts shall be exempt from this

- C. Procedural Information
 - i. Segregated fee funding shall not violate any statute, administrative code, policy or contract and should be related to a legitimate educational purpose, the purpose of the organization, or mission of the University

- D. Non-allocable University Fee Allocation Subcommittee Approval Process
 - i. All non-allocable segregated fee decisions must pass through NUFAS by majority vote
 - 1. NUFAS shall review all non-allocable segregated fees annually
 - 2. NUFAS has the power to, in consultation with the Vice Chancellor for Student Affairs, set non-allocable segregated fee rates.
 - ii. Upon approval, any action of the subcommittee will be forwarded to the Segregated University Fee Allocation Committee as an Action Item for approval
 - 1. SUFAC may only approve or deny Action Items from NUFAS
 - 2. If approved, NVFAS decisions will be included in the SUFAC Action Items to the Student Government Association General Assembly
 - 3. If SUFAC denies any Action Item, that item will be referred back to NUFAS for reconsideration
 - iii. A NUFAS action may only be referred back to NUFAS once by SUFAC
 - 1. Upon reconsideration and approval of the Action Item the subcommittee will resubmit the Action Item to the SUFAC
 - 2. A two-thirds majority vote of the seated SUFAC is required to overturn the subcommittee's resubmitted Action Item
 - 3. If SUFAC fails to reach a two thirds majority, the decision of the NVFAS will be brought to the SGA General Assembly
 - 4. If SUFAC votes in a two thirds majority to overturn the subcommittee's decision, the Chancellor shall call a meeting and make the final decision after a hearing with relevant stakeholders
 - iv. The approved Action Item, whether the subcommittee's decision or an alternative, will then be enacted and or forwarded to the appropriate offices
 - v. A final comprehensive non-allocable budget including each area shall be presented to the subcommittee for approval before being forwarded to the SUFAC for approval

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Accounts

- A.** Any surplus in the Segregated Fee collections will be transferred back to the Student Government Association Main Reserve
 - t** If there is a planned expenditure that will be made with current year funds but will occur the following fiscal year, when the Non-allocable University Fee Allocation Subcommittee is not in session, the President, Vice President, and Budget Director may approve the carryover of those funds