

## **SEGREGATED UNIVERSITY FEE ALLOCATION COMMITTEE (SUFAC) - STUDENT GOVERNMENT ASSOCIATION BYLAWS**

- I.** This committee shall be the only campus Segregated University Fee Allocation Committee as 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 purpose of this committee shall be to approve all allocable segregated fee distribution, review existing and new non-allocable fee allocation decision made by Non-allocable University Fee Allocation Subcommittee (NUFAS), approve any proposed inter-institutional fees, and passively review auxiliary fees budgets to ensure working knowledge.
- III.** Any segregated fee not approved through the Student Government Association cannot be assessed to students of the University of Wisconsin-Stevens Point.
- IV.** The Segregated University Fee Allocation Committee shall approve the minutes of each meeting at the beginning of the next meeting.
- V.** All timelines and deadlines will be defined in the Memorandum of Understanding on UWSP's Auxiliary and Segregated Fee Process Timeline which will be updated each year and may be found in the Student Government Association Bylaws Appendix and on the Student Government Association Budget Office website.
- VI.** The timeline for all transfers of funds will be defined in the Memorandum of Understanding on UWSP's Auxiliary and Segregated Fee Process Timeline found in the Student Government Association Bylaws Appendix and on the Student Government Association Budget Office website.
- VII.** After the total Segregated Fee Budget is determined, the charge per student is determined by enrollment and individual fee distribution criteria.
- VIII.** **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 Administrative Policy 820: Segregated University Fee
  - B.** Allocable Segregated University Fee – those Segregated University Fee that provide substantial support for campus student activities and services as outlined in UW System Administrative Policy 820: Segregated University Fee and are allocated by students, in consultation with the chancellor and subject

to the final confirmation of the Board of Regents, in accordance with s. 36.09(5), Wis. Stats.

- C. 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.
- D. Auxiliary Fees – as opposed to segregated fees or tuition, auxiliary fees are only paid by those who use the service.

## **IX. Meetings**

- A. The Segregated University Fee Allocation Committee shall meet no less than biweekly when school is in session.
- B. The Budget Director shall communicate the meeting schedule to student organization officers and advisors in a timely manner through email and or other methods available.
- C. All meetings of the Committee must adhere to Wisconsin Open Meetings Law requirements.

## **X. Membership**

- A. The voting membership of the Segregated University Fee Allocation Committee shall consist of one Residence Hall Association Representative, the Student Government Association Vice President with the Student Government Association Executive Director as their alternate, four senators of any college, and one student at large from each college.
  - i. If all student at large seats are not filled by September 30<sup>th</sup>, the remaining seats shall be opened to students of any college.
  - ii. If neither Vice President nor Executive Director are able to attend the meeting, the Vice President shall select an executive as their alternate.
- B. The non-voting membership of the Segregated University Fee Allocation Committee shall consist of the Budget Director, the SGA Associate Budget Director, the Student Government Association Advisor, and the Student Government Association Financial Specialist.
- C. The Budget Director shall be the chair of the committee.
  - i. If the 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 Budget Director shall vote only in the case of a tie.
- E. The Student Government Association Advisory or their appointed designee and the Student Government Association Financial Specialist shall serve as the official co- advisors for the committee.
- F. The Student Government Association Associate Budget Director shall attend and take minutes at every committee meeting.
  - i. If the Student Government Association Financial Specialist cannot attend a meeting, another member of the committee may be appointed to

take minutes.

- G. The University Recreational Sports Budget Director shall attend meetings, as needed and at the discretion of the Student Government Association Budget Director/SEGREGATED UNIVERSITY FEE ALLOCATION COMMITTEE, to give an update on University Recreational Sports Allocation Board actions and all Recreation and Sports club accounts.
- H. The voting members shall complete and submit a Segregated University Fee Allocation Committee Application to the Speaker of the Senate for inclusion on the following General Senate meeting agenda
  - i. Applicants will be approved with a majority vote of the Senate.
- I. The Budget Director may appoint a number of students as alternates for the Committee.
  - i. The Budget Director will make an effort to ensure all colleges are represented in the pool of alternates.
  - ii. All alternate members of the committee 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 Segregated University Fee Allocation Committee may never contain more than four alternate members at any single meeting

## **XI. 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 30-5: Policy and Procedures for Segregated University Fee.
- B. All members shall be expected to adhere to the policy of Viewpoint Neutrality as expressed in Section 13: Viewpoint Neutrality of these bylaws and in compliance with Board of Regents policy and all applicable legal standards.
- C. All members shall be expected to comprehend the budgetary process.
- D. All members shall be expected to contribute to the work of the Segregated University Fee Allocation Committee as a representative of the student body.
- E. All members shall be expected to have an awareness of Student Organizations and their missions.
- F. All members shall be expected to complete duties assigned by the Budget Director in a timely, thoughtful, and thorough manner.
- G. Failure to meet any of these responsibilities may result in removal from the Segregated University Fee Allocation Committee with a two-thirds vote of the Committee and approval by the Senate.

## **XII. Segregated University Fee Allocation Committee Member Training**

- A. The Student Government Association Budget Director with assistance from the Student Government Association Advisor or their designee and the Student Government Association Financial Specialist shall provide to all members of Segregated University Fee Allocation Committee training on the

following topics: the Segregated University Fee Allocation Committee Bylaws, Viewpoint Neutrality, UW System Administrative Policy 820, University of Wisconsin-Stevens Point Student Government Implementation Plan, the budgetary process, and any other trainings deemed necessary by the Budget Director.

- B. A session on basic parliamentary procedure shall be conducted by the Speaker of the Senate, Speaker Pro Tempore, or the SGA Budget Director.

### **XIII. Viewpoint Neutrality**

- A. The Segregated University Fee Allocation Committee members and Senators shall abstain from casting votes on sections of business if they cannot conduct their decisions in a Viewpoint Neutral manner, as mandated by the Board of Regents of UW System vs. Southworth.
- B. Member of the Segregated University Fee Allocation Committee who repeatedly violate Viewpoint Neutrality may be removed from the committee by the Budget Director and a two-thirds majority vote from the Segregated University Fee Allocation Committee.
- C. Viewpoint Neutrality is measured by the process through which financial decisions regarding student segregated fees are made, not the outcome of the decision.
- D. Funding decisions may not have any relationship to the particular viewpoint of the group or activity.
- E. The decision to fund a student organization may not be contingent on a particular level of support or popularity of an organization, although the amount of funds to be allocated to an organization may take into account student involvement in the organization.
- F. Criteria used to evaluate funding proposals must be consistently applied.

### **XIV. Attendance**

- A. Committee 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 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 Segregated University Fee Allocation Committee member will be subject to removal by the Budget Director.
  - i. Prospective members of the Committee 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 committee by the Budget Director.

### **XV. Segregated University Fee Allocation Committee Procedures**

- A.** Student organizations, University departments, and entities 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 organization, entity, or University department
  - 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.** Any segregated fees spend on Goods for Resale must be repaid to the organization's Student Government Association state account.
    - 1.** Unspent segregated fee allocations may not be used to cover the cost of Goods for Resale.
    - 2.** Goods for Resale are items that are directly sold with the intention of raising revenues for operational expenses.
    - 3.** Any revenue raised beyond the cost of the goods for resale may be used by the organization at their discretion with the approval of the Budget Director.
  - iii.** Segregated fees may not be transferred into US Bank accounts including any revenue deposited into the segregated fee state account.
  - iv.** Segregated fees may not be used to support academic credit producing activities, on campus events not open to all students, student services determined to be essential to the basic mission of the University, or normal campus-wide activities that service the entire institution.
  - v.** If a product or service exceeds \$5,000 there is a mandatory bid requirement. The Purchasing Department must be contacted in this instance.
  - vi.** 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.
  - vii.** Reimbursements will be limited to the price attainable and made available to student organizations through the use of the university tax exempt status or state contracts.
  - viii.** Segregated fees shall not be used for services that specifically benefit only one individual.
    - 1.** Services otherwise approved by the Segregated University Fee Allocation Committee are exempt from this.
    - 2.** The Segregated University Fee Allocation Committee may consider the purchase of individual memberships to external organizations in the event that:
      - a.** The membership will provide future discounts regarding travel, lodging, or registration.
      - b.** The membership is required for entry to a conference that relates to the mission of the organization.

- ix. Student Organization Food Policies**
  - 1. The Segregated University Fee Allocation Committee will allocate no more than \$500 per student organization for food, outside of Goods for Resale, and is not to be used for public consumption.
  - 2. Student Organizations may only request food monies during the budgetary process every year.
  - 3. Food monies are not to be spent on Executive Meetings.
    - a. Food Monies are to be used for General Membership Meetings
    - b. Proof of the event, with publicity for recruiting/informing students, must be provided whenever segregated fees are used to fund food.
  - 4. All Student Organization food purchases using segregated fee funds shall follow the hosted meal policy for meals and breaks.
  - 5. All food purchases must go through University Dining Services, which has right of first refusal.
  - 6. Food can still be used a Good for Resale
    - a. Any unspent segregated fees may not be used to cover a loss on food fundraising.
    - b. Funds designated as Goods for Resale must be repaid into the Student Government Association State Accounts.
    - c. Any revenue raised beyond the cost of the food may be used by the organization at their discretion with the approval of the Budget Director.
  - 7. Student Organizations may not reallocate more monies into their budgeted food line item beyond the above maximum
  - 8. Segregated fees may be used to compensate visiting speakers for meals.
- x. Subsidy and others Food Policy**
  - 1. Subsidies may purchase food abiding by state per-diem rates
  - 2. The Student Government Association Segregated University Fee Allocation Committee stands exempt to the above section only during department subsidy and student organization budget weekends.
  - 3. The Student Government Association may ask for food funds at any time.
- xi. Purchasing Food in Travel Status**
  - 1. Student Organizations will not be permitted to purchase food en-route to events.
  - 2. Exemptions may be made for Subsidies and other entities outside of student organizations on a case-by-case basis.
- xii. Each student organization, University departments, and entities may request a maximum of \$1,000 for travel lodging per year.**

- xiii.** All travel expenses outside of the UW System should be conducted with the official contract vendors whenever possible.
- xiv.** 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.
  - 1.** Only reasonable and necessary travel and lodging expenses shall be approved, upon the discretion of the Budget Director and within the approval of the Segregated University Fee Allocation Committee allocation.
- xv.** Funding shall only be granted for promotional give away materials that are under \$3.00 in cost per item and include the name of the organization, the University department, entity or event.
- xvi.** Funding shall not be granted for support of programs sponsored for the social entertainment of a group's member.
- xvii.** Funding shall not be granted for the purchase of alcoholic beverages of any kind or any controlled substance.
- xviii.** Funding shall not be granted for gifts, prizes, or donations.
- xix.** 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.
- xx.** Funding for salaries shall be used in compliance with university standards for hiring.
  - 1.** Student Organizations are to post the position through QUEST.
  - 2.** The interview process is administered through the student organization.
  - 3.** President or Advisor is responsible for completing payroll form(s) received by Student Government Association Financial Specialist.
  - 4.** Student Managers (Presidents) and Adviser oversee and approve timecards throughout employment.
  - 5.** Student Managers (Presidents) must make a timely notification to the Student Government Association Financial Specialist of any departures, or new hires, during the fiscal year.”
- xxi.** Funding shall not be granted for any lump sum payments to student organizations not presented in the required itemized budget.
- xxii.** Funding shall not be granted for the purchase of personal items or personal travel.
- xxiii.** Funding shall not be granted for the cost of parking tickets or traffic citations.
- xxiv.** Funding shall not be granted for the purchase of any items prohibited by UW System Financial Policies.
- xxv.** Off-campus services must follow the same procedures as all other requests for segregated fee funding.
- xxvi.** Any new Additional Proposal for an off-campus service totaling more than \$40,000 must be approved through the Segregated University Fee Allocation Committee processes and then pass a student body referendum.
- xxvii.** Any new on-campus Additional Proposal for more than \$80,000 must be approved through the Segregated University Fee Allocation Committee

processes and then pass a student body referendum.

1. Student organization budgets, subsidy allocations, contracts, and reserve requests shall be exempt from this.

xxviii. The Segregated University Fee Allocation Committee shall allocate no more than \$3,000 for any single student organization's affiliation dues regardless of whether the dues are for local, state, or national affiliates.

**C. Procedural Information**

i. The University Administration shall be responsible for presenting enrollment projections, reserve balances, and other relevant financial information for the following fiscal year to the members of the Committee.

ii. The President and Vice President in collaboration with the Budget Director shall take into account the aforementioned information and set a percent increase or decrease for the overall allocable portion of the segregated fee.

iii. The SGA Budget Director shall discuss with SUFAC a framework of prioritization and goals prior to each budget request cycle.

iv. The Budget Director will inform all allocable fee receiving areas of the percent change that has been set.

1. The Budget Director will ensure that it is clear that the percent change does not apply to individual budgets, but rather the overall allocable portion of the segregated fees.

iv 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. Segregated University Fee Action Approval Process**

i. All segregated fee decisions, including but not limited to budget decisions, line item changes, and reserve requests must pass through the Segregated University Fee Allocation Committee unless explicitly outlined as able to be handled administratively by the Budget Director.

ii. Upon approval, any action of the Committee will be forwarded to the Senate for approval as an Action Item during the Budget Director's Executive Report.

iii. The Senate may only approve or deny Action Items.

iv. If the Senate denies any Action Item, that item will be referred back to the Segregated University Fee Allocation Committee for reconsideration.

v. A Segregated University Fee Allocation Committee action may only be referred back to the Segregated University Fee Allocation Committee once.

vi. Upon reconsideration and approval of the Action Item the Committee will resubmit the Action Item to the Senate.

vii. A two-thirds majority vote of the seated Senate is required to overturn the Committee's resubmitted Action Item.

1. If the Senate fails to reach a two thirds majority, the decision of the Segregated University Fee Allocation Committee will stand.



2. If the Senate votes in a two thirds majority to overturn the Committee's decision, a reasonable alternative must be proposed, up to and including an outright denial.
  3. A motion for the alternative decision must be made and seconded on the floor and approved with a majority vote of the seated Senate.
- viii. The approved Action Item, whether the Committee's decision or an alternative, will then be enacted and or forwarded to the appropriate offices.

**XVI. Subsidies**

- A. As part of the allocable segregated fee process, the Committee may distribute subsidies to University of Wisconsin-Stevens Point departments or units.
- B. Non-allocable fee-receiving entities may not also receive subsidies.
- C. All subsidy requests must come up for re-approval each year.
- D. Any department making a new subsidy request shall work with the Student Government Association Budget Director to develop and submit the request
- E. For the purpose of the request process, the Student Government Association maintain all request deadlines as a non-allocable budget.
- F. Any department or unit requesting a subsidy shall make available to the Segregated University Fee Allocation Committee all financial records, additional funding sources, and relevant information prior to and at the time of the subsidy presentation to the Committee.
- G. Subsidy Request Process
  - i. The Budget Director shall be responsible for making request forms available.
  - ii. All University departments requesting funding from allocable segregated fees will be required to present their request to the Segregated University Fee Allocation Committee in person.
    1. When possible, subsidy requests should be presented or co-presented by the most relevant student leader or student employee in the department or unit.
  - iii. Committee members may ask questions to the presenters about any section of a budget request following the presentation.
  - iv. Once all subsidy requests have been heard, the Committee will deliberate and may approve, deny, amend, or refer the request back to the submitting department for further review.
  - v. If the Committee refers the request back to the department, the department shall resubmit the request, but need not do so in person.
  - vi. Once a final decision is made, the Subsidies Budget Allocation Action Item will then be sent to the Senate for approval.
    1. The Senate may divide the question in order to remove an individual budget from the Subsidies Budget Allocation Action Item

**XVII. Student Government Association Budget Request**

- A.** This includes the Student Government Association operating budget and future contracted services which do not fall into other categories. The city bus contract, the readership contract, the Student Government Association professional staff members shall be non-allocable fees.
- B.** The Student Government Association budget request shall be compiled by the Student Government Association Executive Director as Treasurer of the body, at the discretion of the Student Government Association President.
- C.** The Student Government Association budget must come up for re-approval each year.
- D.** The Student Government Association shall make available to the Segregated University Fee Allocation Committee all financial records, additional funding sources and relevant information prior to and at the time of their budget presentation to the Committee.
- E.** Student Government Association Budget Request Process
  - i.** The Student Government Association Executive Director will be required to present the budget request to the Segregated University Fee Allocation Committee in person.
  - ii.** Committee members may ask questions to the presenter about any section of the budget request following their presentation.
  - iii.** Once the request has been heard, the Committee will deliberate and approve, deny, amend, or refer the request back to the Student Government Association Executive Director for further review.
  - iv.** If the Committee refers the request back to the Executive Director, they shall resubmit the request in person.
  - v.** Once a final decision is made the Student Government Association Budget Allocation Action Item will then be sent to the Senate for approval.

**XVIII. Student Organization Budgets**

- A.** Student organizations wanting to obtain an annual budget must reapply for a new budget each year.
  - i.** Student organizations that are officially approved after the deadline for submission of student organizations budget requests has passed cannot apply for an annual budget for the following fiscal year.
- B.** In order to receive funding, a student organization must host at least one on-campus event, open meeting, or fundraiser per semester.
- C.** Each student organization funded with segregated fees must provide the Student Government Association Budget Office and the Campus Activities and Student Engagement Office with the official student organization treasurer's and president's names.
  - i.** The official student organization treasurer shall be the only signing authority for the student organization, with the president as their alternate.
  - ii.** Student organizations will also be required to keep the Stevens Point Involvement Network (SPIN) up to date with current president, treasurer, and advisor.
  - iii.** No forms shall be processed without the signatures required.
  - iv.** Electronic approvals shall be accepted in place of physical signatures

- at the discretion of the Budget Director.
- D.** At least one Treasurer's Training shall be held during the fall semester and is mandatory for all student organizations who receive segregated fee funding.
    - i.** If no representative from a student organization attends the meeting, the student organization's state account will be frozen and they will not be allowed to submit a budget or reserve request until the treasurer meets with the Budget Director.
  - E.** A Spring Treasurer's Training will be held for new treasurers.
  - F.** The Budget Director and related administrative staff shall produce a Treasurer's Manual each summer outlining the policies, procedures, schedules, and other pertinent information regarding the University and the Segregated University Fee Allocation Committee.
    - i.** This manual will be available online via the Student Government Association Budget Office website before the Fall Treasurer's Training.
  - G.** Annual student organization budget requests shall be compiled by the organization treasurer.
    - H.** Annual budget requests shall be submitted to the SGA Budget Director through a process determined by the SGA Budget Director, SGA Associate Budget Director, and SGA Financial Specialist at the beginning of each academic year. This process shall be disseminated to all organizations through Treasurer Training and following e-mail notification when budget templates are sent to student organizations.
      - i.** Exceptions to this process shall be granted at the committee's discretion only in the case of.
        - 1.** Changes in the budget procedures from the previous year.
        - 2.** Mid-term personnel changed in the SGA Budget Office or SGA President's Office.
  - I.** The Student Government Association Budget Director will provide each student organization with a Budget Request Template including the narrative and budget.
    - i.** The Budget Request Worksheet and the Budget Narrative Worksheet will also be maintained in the Student Government Association Bylaws Appendix.
  - J.** Annual student organization segregated fee budget requests must include a completed Budget Request Worksheet and a completed Budget Narrative Worksheet.
  - K.** Budget forms, materials, and documents not submitted before the deadline shall not be accepted.
    - i.** Missing the deadline will not be considered adequate grounds for appeal.
  - L.** Any incomplete or incorrect budget submissions shall not be accepted.
    - i.** Incomplete or incorrect budget submissions will not be considered adequate grounds for appeal.
  - M.** Student organizations will be required to present their budget request to the Segregated University Fee Allocation Committee in person.
  - N.** Representatives from student organizations must provide adequate description of expenses to the Segregated University Fee Allocation Committee.

- O.** If the organization does not appear at their scheduled time to present their budget, they will be allowed the chance to reschedule for a later date if there are more scheduled presentations to be heard.
  - i.** If there are no more scheduled presentations to be heard or if there are no available times to hear the presentation, the organization will not be allowed to present and will have their budget request denied.
- P.** The Budget Director shall facilitate the creation of the complete schedule for student organizations' budget presentations.
- Q.** The Budget Director shall notify all student organizations, the Student Senate, and the Segregated University Fee Allocation Committee of the complete schedule, including an explanation of the format for those presentations.
- R.** Each student organization shall receive ten minutes to present its request to the Segregated University Fee Allocation Committee.
- S.** Members of the Committee may ask questions to each student organization following the conclusion of the presentation.
- T.** All budget presentations will be audio-recorded and kept for a minimum of three years.
- U.** Following the completion of each day's presentations, each student organization budget request will be deliberated individually following the order of presentations.
- V.** The Committee may approve, amend or deny each student organization's budget request.
- V.** Annual budgets follow the same approval process as other Segregated University Fee Allocation Committee actions.
- W.** After Senate approval, the Budget Director shall notify, in writing, student organizations of their allocated budget for the following fiscal year.
- X.** The Budget Director shall also notify student organizations of the method, deadline, date, time, and location for appealing the decision of the Segregated University Fee Allocation Committee.
  - i.** Appeal request forms shall be located in the Student Government Association Bylaws Appendix and will be provided by the Budget Director upon request.
- Y.** All paper and electronic copies of student organization budget request will be kept in the Budget Office for a minimum of seven years.
- Z.** Student organizations receiving segregated fees must spend within their budget guidelines.
- AA.** The Budget Director is granted the discretions to authorize line item changes under \$1,000 independent of the Committee.
  - i.** At the Budget Directors discretion, they may choose to bring line item changes to the Committee for approval.
  - ii.** The Committee may choose to suspend the Budget Directors ability to make administrative line item changes with a two-thirds majority vote.
  - iii.** The Segregated University Fee Allocation Committee must be informed of any changes approved independently by the Budget Director at the Committee's next meeting.
- AB.** Within each fiscal year, alterations to organizations' budgets shall not be granted for any request that was denied during the annual budget process unless approved by a two-thirds majority vote of the Segregated University Fee Allocation Committee and approved by the Senate.
- AC.** Any organization whose expenditures exceed their allocated budget plus

revenue for that fiscal year will have the amount of their deficit deducted from their next requested budget.

- AD.** No alteration to a budget may be requested for an event or expense that has already occurred unless approved by the Segregated University Fee Allocation Committee with a two-thirds vote of the Committee members.
- AE.** Any expenditure by any student organization using segregated fees, shall not be paid by a Departmental Purchasing Card without prior approval by the Student Government Association Financial Specialist.
- AF.** At the end of each fiscal year, any funds remaining in a segregated fee funded organization's account shall be transferred to the Segregated Fee Main Reserve.
  - i.** An exemption will be made to student organizations with fundraised money obtained through the use of a tax ID number and proved so on a Profit & Loss form. Only that money will not be swept into the Student Government Association Main Reserve Account.
- AG.** All student organization accounts will be closed at the end of the fiscal year and reopened at the beginning of the new fiscal year with the new allocation.
- AH.** Segregated fees shall not be used to fund affiliation fees of any organization that is considered for-profit.

#### **XIX. Student Organization Reserves**

- A.** Every student organization reserve account will be replenished at the beginning of each fiscal year from the Main Reserve account.
- B.** Funding from the reserves shall not be granted for salaries for organization members or those expenses that violate other policies in these Bylaws.
- C.** Funding from the Reserves shall not be granted for any request that was already requested during the annual budget process unless approved by a two-thirds majority vote of the Segregated University Fee Allocation Committee before approval before Senate.
- D.** All reserve requests must be submitted on the appropriate Request Form, located on the SGA Budget Office website.
- E.** No funding may be requested for an event or expense that has already occurred unless approved by a two-thirds majority vote of the Segregated University Fee Allocation Committee before approval before Senate.
- F.** Requests may be amended by the Segregated University Fee Allocation Committee.
- G.** Reserve request appeals must be submitted to the Budget Director within one week of the Segregated University Fee Allocation Committee decision.
- H.** If requesting from more than one reserve at a time, the requests will be considered simultaneously.
- I.** The President, Vice President, and Budget Director may jointly approve of Reserve Requests made over summer, winter, or spring break.
  - i.** All out-of-session Reserve Requests must follow the same guidelines as in-session requests
  - ii.** All Reserve Requests that are approved out-of-session must be reported to the Segregated University Fee Allocation Committee at the next meeting of that body.
- J.** Unanticipated Reserve
  - i.** This reserve is set aside for recognized student organizations to fund

unanticipated expenses that could not have been foreseen at annual budget time.

- ii. The maximum programming request is \$1,000.
- iii. The maximum travel request is \$500.
- K. Travel Reserve
  - i. This reserve is set aside for recognized student organizations to fund travel costs.
  - ii. The maximum allocation per activity is \$500.
  - iii. The Segregated University Fee Allocation Committee and Senate shall encourage student(s) to find additional funding to cover part of the total travel costs.
- L. Programming Reserve
  - i. This reserve is set aside for both new and annually funded student organizations to fund contractual services, advertising expenses, and other programming related expenses.
  - ii. The maximum allocation per program is \$500.
  - iii. The maximum allocation per organization per year is \$1,000.
- M. Organizational and Operational Expense Fund
  - i. This reserve is set aside for new non-annually funded student organizations to fund general organizational supplies and other costs essential to the operation of the organization.
  - ii. The maximum allocation per request is \$150
  - iii. The maximum allocation per organization per year is \$500.
- N. The Student Government Association Budget Director is granted the discretions to outright deny reserve requests that are in excess of the set maximum reserve request amounts independent of the Committee
  - i. The Segregated University Fee Allocation Committee must be informed of any reserve requests independently denied by the Budget Director at the Committee's next meeting.

**XX. Additional Proposals**

- A. An additional proposal is a funding request to finance a project or capital investment that serves students but does not belong in other budgets or subsidy requests.
- B. Proposals for the next fiscal year may be presented to the Segregated University Fee Allocation Committee at any time prior to the final approval of the segregated fee budget.
- C. Proposals shall be submitted in writing to the Student Government Association Budget Director.
- D. Proposals must outline the services that will be provided to students along with the costs associated as well as any information supporting the proposal.
  - i. The Committee shall be informed of any additional funding sources for the project or capital investment.
- E. Once the request has been heard, the Committee will deliberate and approve, deny, amend, or refer the request back to the submitting party.

**XXI. Appeals Process**

- A. After final approval of the Senate for annual budgets, subsidies or other requests/proposals, an allocable fee receiving unit may request reconsideration

by submitting a written appeal request to the Student Government Association Budget Director no later than two weeks after the release of the approved allocation Action Items.

- B.** No annual allocation can be resolved through a referendum unless otherwise outlined in these bylaws.
- C.** Upon receiving an appeal request, the Budget Director shall immediately confirm the receipt of the request in writing.
- D.** Allocable fee receiving units may appeal their budget allocation on any of the following grounds to the Segregated University Fee Allocation Committee:
  - i.** Administrative Error
    - 1.** Oversight of information by the Committee.
    - 2.** Misinterpretation of information by the Committee.
    - 3.** Arbitrary and/or unfounded decisions made by the Committee.
    - 4.** Inability of the Committee to provide reasoning and clarification for decisions made during allocation via the audio recording.
  - ii.** Viewpoint Neutrality
    - 1.** Decisions, comments or motions made by the Committee violated Viewpoint Neutrality.
    - 2.** When reconsidering decisions, even in appeals due to an alleged Viewpoint Neutrality violation, Viewpoint Neutrality criteria must be used.
  - iii.** The Budget Director shall reserve the right to deny an appeal if the appeal does not have proper grounds.
- E.** The allocable fee receiving unit must present their budget appeal in person to the Segregated University Fee Allocation Committee.
  - i.** If the allocable fee receiving unit does not attend their scheduled appeal presentation, the appeal shall be dismissed.
- F.** Budget appeals shall be limited to twenty minutes during which the Committee may ask questions of the unit and deny, amend, or approve the budget appeal.
  - i.** Any student organization may request a written explanation from the Budget Director on behalf of the Committee for the denial of an appeal.
- G.** If the Appeal is upheld and the Committee amends the previous decision, the revised decision will be forwarded on to Senate as a new Action Item.
- H.** If an appeal is denied, the allocable fee receiving unit may appeal to the full Senate at either of the next two General Senate meetings.
  - i.** All supporting documents, including the written appeal to the Committee shall be included in the agenda package for the General Senate meeting.
  - ii.** A two-thirds majority vote shall be required to overturn the Committee's denial of the appeal.
- I.** If the appeal is denied by both the Segregated University Fee Allocation Committee and the Senate, an allocable fee receiving unit may appeal an allocation decision to the Chancellor.
  - i.** The appeal must be submitted in writing within ten days of the Senate's approval of the appeal decision.
  - ii.** Within ten days of the Chancellor's receipt of the appeal request, the

Chancellor shall schedule a meeting with the Chancellor, the Budget Director, the Speaker of the Senate, a representative from the allocable receiving unit and the Segregated University Fee Allocation Committee Advisors.

- iii. The Chancellor shall announce their decision within one week following the meeting.
  - 1. If the Chancellor determines there was a procedural irregularity regarding the allocation decision of the Segregated University Fee Allocation Committee, the Chancellor shall send the decision back to Committee for reconsideration.
- iv. All time limits outlined in this section that involve the Chancellor are subject to extension based on the Chancellor's schedule and potential need to consult with others or gather further information before rendering a decision.
- v. The Segregated University Fee Allocation Committee may appeal any change to an allocable fee made by the Chancellor to the University of Wisconsin - Board of Regents for resolution.
  - 1. The appeal of the Chancellor's recommended disposition of allocable segregated fees shall be filed in the Office of the UW System President.
  - 2. The criteria for the appeal shall be defined by University of Wisconsin - Board of Regents Policy 30-5: Policy and Procedures for Segregated University Fee.

**XXII. Non-Allocable Budget Process**

- A. Non-allocable budgets shall be presented via action item to Segregated University Fee Allocation Committee by Non-allocable University Fee Allocation Subcommittee and shall be approved or denied according to the Non-allocable University Fee Allocation Subcommittee bylaws.

**XXIII. Auxiliary Fees**

- A. There are three auxiliary fees: dining, housing, and parking.
- B. All auxiliary fee budgets, rates, and policies are conducted by the appropriate auxiliary fee governing bodies and shall be sent to the Student Government Association Senate and the Student Government Association Segregated University Fee Allocation Committee as informational items.

**XXIV. Main Reserve**

- A. Any transfer to and from the Main Reserve will require authorization from the Student Government Association Financial Specialist.
- B. All Main Reserve requests must pass through the Segregated University Fee Allocation Committee with a two-thirds majority vote. All such actions must also be approved by a majority vote of the senate.
- C. Any allocable fee receiving entity may request from the Main Reserve to help fund unanticipated expenses due to extenuating circumstances related to other activities funded by segregated fees.
- D. All Main Reserve Requests must be submitted to the SGA President, SGA Vice President, and SGA Budget Director using the Main Reserve Request form, found on the SGA website.