

The Operating Guidelines

of

The University Park Student Fee Board (UPSFB)

Date of Origin: October 13th, 2017

Amended: January 23rd, 2019

Article I Attendance Policy

Members of the Student Fee Board are required to attend each meeting. If members of the Board are not present and the absences are unexcused, they shall receive a verbal warning. If members of the Board have two unexcused absences, they shall be considered for removal by the Board chair. Excused absences must be communicated to the Board chair in advance of the meeting.

Article II Chair Elections

The University Park Student Fee Board (UPSFB) advisor or designee of the Vice President for Student Affairs shall run Chair elections. Nominations for Chair of the UPSFB must be considered and determined by the end of the spring semester after all seats have been filled. Any member of the UPSFB can be nominated and voting shall take place by a count of hands. Members of the Board can alternatively request a vote by secret ballot. In the case of a tie in Chair elections, votes shall be recast and counted until a clear winner is determined. The Chair of the Board shall be elected by a majority.

In the event of three or more nominations for chair of the Board, the lowest vote getter shall be removed from the ballot.

Article III Voting Procedure

Quorum is established by half of the voting members plus one. A member of the Board must make a motion to vote. Motions must be seconded. All votes taking place on allocations shall take place through roll call. In order for a vote to pass, it may pass with a simple majority.

Voting of the final Fee recommendation shall be determined by a simple majority vote.

A Director of Communications shall be confirmed at the first meeting of the fall semester, in order to facilitate transparency with the University Park student body. The voting process will follow the same structure outlined above for selecting the Chair.

A Director of Records shall be confirmed at the first meeting of the fall semester, in order to keep records of meeting minutes. The voting process will follow the same structure outlined above for selecting the Chair.

Article IV Conflicts of Interest and Abstentions

Voting members of the UPSFB who are also members of an organization submitting an allocation request shall be considered to hold a conflict of interest and must abstain from voting on that organization's allocation. These members may fully participate in discussions with the remaining voting members of the UPSFB as they consider the allocation and remain present for the vote. For example, if a UPSFB voting member is a member of the Graduate and Professional Student Association (GPSA), they cannot vote on their organization's (GPSA) allocation, but can give clarification and context to the funding proposal.

Article V UPAC vs. Student Fee Board Requests

All Recognized Student Organizations (RSO) shall request funding through the University Park Allocations Committee (UPAC), while other unit requests, including but not limited to the LGBTQA Student Resource Center, Paul Robeson Cultural Center, and Office of Student Activities (which encompasses Student Programming Association, Homecoming, and the MLK Jr. Commemoration Committee) shall request funding through the University Park Student Fee Board.

Article VI Subcommittees

Subcommittees shall be formed to address issues of additional funding or supplemental funding outside of UPAC's purview. For example, a subcommittee could administer a liquidity program to pay up front travel costs for students experiencing financial hardship that would later be reimbursed by UPAC. Subcommittees shall be formed by a seconded motion ~~of~~ by any UPSFB members, including the Chair. The Chair will solicit volunteers from both voting members and liaisons to the UPSFB to serve on the subcommittee. The Chair then will designate the subcommittee members from the volunteers. The Chair may appoint UPSFB members to the subcommittee in the event that there are an insufficient number of volunteers.

Article VII

Student Fee Funding Hearings

Funding hearings serve as the formal process through which a unit may receive student fee funding. Organizations should submit written proposals to the Chair at least five academic days week in advance of their funding hearings. Templates for this proposal are found on the UPSFB website. At minimum, the request should include a general description of the organization requesting the funds, long-term goals of the funding, a breakdown of how the fee will be spent, and an executive summary of the entire proposal.

At the hearing, the organization will be allotted twenty minutes to give a presentation describing their funding request to the UPSFB. Members of the UPSFB may ask questions of those submitting the request following the presentation.

The amount of funding will not be decided until all organizations being considered for student fee funding have had hearings. All new and recurring funding hearings should be completed by the final meeting of January, unless extended by the Chair for unforeseen circumstances.

Article VIII

Standing Allocation Requests

Standing Allocation hearings for the upcoming year shall be requested by the last Fee Board meeting to be held in January of that year, unless extended by the Chair of the Board for unforeseen circumstances.

Article IX

Fee Recommendations

Finalized fee recommendations shall be recommended to the President's Office/ Budget Office by the last March meeting of the year, unless extended by the Chair of the Board for unforeseen circumstances.

Article X

Post Fee-Usage Assessment

Before requesting a fee proposal for the next year, the department or organizations shall provide the Board with information of previous year's expenditures within their proposal request. The unit shall provide any available information when information from the immediate previous year is not available. If necessary, the unit can come back to the Student Fee Board for additional questioning before the Student Fee Board votes on a final recommendation.

Article XI

New Student Fee Requests

Organizations/departments that do not currently receive direct Student Fee funding must first submit an application to be considered by the UPSFB and receive a funding hearing. Initial departmental and organizational requests should originate within UPAC and if applicable be referred to UPSFB. Longer term funding proposals may proceed directly to UPSFB. The application will be open through the fall semester, and be made publicly available on the UPSFB website. No applications will be considered in the spring semester.

Requests must adhere to the principles of the Student Fee as outlined in Section 1.3 of the Student Fee Handbook. In addition, limitations on uses of these funds are found in Section 7. Furthermore, only groups that are affiliated with units that can be managed within the University budget process are eligible to apply to funds. Additional criteria are available on the application.

Upon receipt of the application, over two weeks, the standing subcommittee on new applications will consider the application and if necessary arrange a meeting to discuss the request with those who submitted it. Following consideration, the subcommittee will make a recommendation to the UPSFB at the next general meeting to either approve or deny the application. UPSFB will vote by simple majority to confirm their recommendation. Once an application is approved, the Chair will arrange for the submitters to make a formal proposal at a funding hearing during an upcoming UPSFB meeting.

Article XII

Recurring Student Fee Requests

Organizations currently receiving student fee funds, including those with standing allocations, may proceed directly to a funding hearing. The UPSFB chair will contact each of these organizations at some point during the early fall semester. In order to schedule a hearing, the organization must provide a post fee-usage assessment describing how funding from the previous year is being spent. A template may be found on the UPSFB website. Those organizations that do not submit post fee-usage assessments will be treated as new student fee requests and must complete the application process outlined above to be considered for a funding hearing.