**The Operating Guidelines**

## of

**The University Park Student Fee Board (UPSFB)**

**Date of Origin: October 13th, 2017**

**Amended: October 29th, 2021**

**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, the Board Chair will call for a vote of removal by a 3/4 vote of all present voting members of the Board. The member being considered for removal will have five minutes to defend their absences. Excused absences must be communicated to the Board Chair in advance of the meeting. If a member is more than 30 minutes late to a meeting without prior communication to the Board Chair, this will be considered half of an unexcused absence. All absences may be excused in the case of personal emergencies, at the discretion of the Board Chair. If a member misses a hearing for a given office or organization, they must read the minutes for that hearing and have a follow-up meeting with the UPSFB Chair in order to retain voting privileges for that office or organization. In the absence of the UPSFB Chair, the UPSFB Chair will designate a voting member of the UPSFB to run the UPSFB 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 voting member can nominate a voting member of the UPSFB, including themselves. Voting shall take place by secret ballot, counted by the Advisor.

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. Nominees will have five minutes to speak, followed by ten minutes for questions. Nominees will leave the room for all other nominees. All voting members of the UPSFB, including nominees, shall vote on the UPSFB Chair.

In the event of three or more nominations for chair of the Board, the lowest vote getter shall be removed from the ballot, unless a nominee receives a majority in a round of voting.

# 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 by 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 by 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

A conflict of Interest shall be defined as a situation where: (1) the goals and interests of the member are not compatible with the goals and interests of UPSFB, or (2) the member is in a position to receive personal benefit from actions and/or decisions made by UPSFB. These personal benefits include, but are not limited to, membership in an organization, family relations, business/professional relations, and financial/material gains beyond normal utilization of resources funded by the Student Fee. Members are required to disclose a conflict of interest no later than the beginning of the hearing for that organization. Utilizing resources funded by the Student Fee does not constitute a conflict of interest.

Members with a conflict of interest may fully participate in discussions with the remaining voting members of the UPSFB as they consider the allocation. 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. Members with a conflict of interest for a given organization must leave the room for the vote and abstain from voting on that organization.

# 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 Center for Sexual and Gender Diversity, 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. Subcommittees shall be formed by a seconded motion of 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.

The standing subcommittees are as follows:

* UPAC Appeals: This committee hears student appeals made to UPAC that are referred to the Student Fee Board. The appeal is first reviewed by UPAC and then referred to the UPSFB if unresolved, as outlined in the Handbook. This committee meets as necessary.
* New Fee Requests: This committee meets as described in Article XI to make an initial recommendation on new fee requests. This committee meets as necessary.
* Environmental Sustainability: As outlined Section 5.1 of the Handbook, this committee is responsible for reviewing initial applications for the Environmental Sustainability Fund and making a recommendation on hearings to the University Park Student Fee Board.

# Article VII

## Student Fee Funding Hearings

Funding hearings serve as the formal process through which a unit may receive student fee funding. Offices and 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 office or 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 office or 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. Hearings typically last 45 minutes including both the presentation and questions.

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. 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. All hearings and deliberations are open to the public. Offices and organizations may attend deliberations and may answer questions if the Student Fee Board has remaining questions, although this is not a requirement and they must leave the room for the final vote.

All hearing materials, including the post fee-usage assessment, must be made public and will be published by the UPSFB.

# 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 February 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 office or organization 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. This assessment should minimally consist of a financial report of the previous year’s expenditures as well as any deviations from the proposal with a brief explanation.

# 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. 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 fee requests 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. The post fee-usage assessment should be reviewed with the other materials in the hearing process. 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.

Direct recipients of student fee funds should incorporate the Student Fee Board funding graphic in their practices. This could be by posting the graphic on the office website or by including the graphic on programming marketing materials. UPAC is not required to use the SFB graphic, due to the use of their own required graphic, and other exceptions will be granted as needed on a case-by-case basis by the Chair.

# Article XIII

## Changes to Operating Guidelines

Any proposal that alters, replaces, or changes the Operating Guidelines of the UPSFB that does not impact the SFB Handbook should be approved by 2/3 of all voting members present at the UPSFB. As in the procedure for changing the SFB Handbook, all changes must be submitted to the UPSFB in its final form at least ten (10) academic days prior to voting on said proposal. Changes approved by the UPSFB become effective immediately if hearings do not start within ten (10) academic days or at the conclusion of the hearing schedule. Changes to the Operating Guidelines will be tracked in the first appendix of this document.

If the proposal affects the SFB Handbook in any way, the procedure should follow the outlined procedure in the SFB Handbook involving both boards and the Steering Committee. Changes to the Operating Guidelines should be presented to the Steering Committee after UPSFB approval and any member of the Steering Committee can move to conduct a majority vote to have the changes approved by both the Steering Committee and UPSFB instead of the UPSFB alone.

**APPENDIX A**

Tracking changes to the UPSFB Operating Guidelines

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| Date of Change | Section | Change |
| 9/11/2020 | Article I – Attendance Policy | Addition of the procedure for an absence during a hearing: “If a member misses a hearing for a given office or organization, they must read the minutes for that hearing and have a follow-up meeting with the UPSFB Chair in order to retain voting privileges for that office or organization.” |
| 9/11/2020 | Article II – Chair Elections | Specifying that only voting members can nominate another voting member (including themselves) for the election and changing the voting method to secret ballot. |
| 9/11/2020 | Article II – Chair Elections | Addition of a clearer procedure to how Chair Elections will run, including a breakdown of how the process will be structured. |
| 9/11/2020 | Article II – Chair Elections | Further clarifications for Chair nominations and elections, adding “unless a nominee receives a majority in a round of voting.” |
| 9/11/2020 | Article IV – Conflicts of Interest and Abstentions | Adding the following paragraph: A conflict of Interest shall be defined as a situation where: (1) the goals and interests of the member are not compatible with the goals and interests of UPSFB, or (2) the member is in a position to receive personal benefit from actions and/or decisions made by UPSFB. These personal benefits include, but are not limited to, membership in an organization, family relations, business/professional relations, and financial/material gains beyond normal utilization of resources funded by the Student Fee. Members are required to disclose a conflict of interest no later than the beginning of the hearing for that organization. Utilizing resources funded by the Student Fee does not constitute a conflict of interest. |
| 9/11/2020 | Article IV – Conflicts of Interest and Abstentions | Removing repetitive sentences (“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.”) and specifying “members with a conflict of interest.” |
| 9/11/2020 | Article IV – Conflicts of Interest and Abstentions | Addition of the following sentence: “Members with a conflict of interest for a given organization must leave the room for the vote and abstain from voting on that organization.” |
| 9/11/2020 | Article V – UPAC vs. SFB Requests | Changing the “LGBTQA Resource Center” to “Center for Sexual and Gender Diversity”. |
| 9/11/2020 | Article VI – Subcommittees | Removing examples of subcommittees and adding all of the standing subcommittees: UPAC Appeals, New Fee Requests. |
| 9/11/2020 | Article VII – Student Fee Funding Hearings | Replace “organization” with “office and/or organization”. |
| 9/11/2020 | Article VII – Student Fee Funding Hearings | Adding more details on hearings, including length of hearings, additional questioning, and making all materials public. |
| 9/11/2020 | Article VIII – Standing Allocation Requests | Changing hearings from January to February. |
| 9/11/2020 | Article X - Post-Fee Usage Assessment | Replacing “department” with “office. |
| 9/11/2020 | Article X - Post-Fee Usage Assessment | Including more specific details about what the assessment should include: “This assessment should minimally consist of a financial report of the previous year’s expenditures as well as any deviations from the proposal with a brief explanation.” |
| 9/11/2020 | Article XI – New Student Fee Requests | Remove sentence about original funding requests going to UPAC first: “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.” |
| 9/11/2020 | Article XI – New Student Fee Requests | Replacing “applications” with “fee requests”. |
| 9/11/2020 | Article XII - Recurring Student Fee Requests | Include reviewing Post-Fee Usage Assessment with other hearing materials: “The post fee-usage assessment should be reviewed with the other materials in the hearing process.” |
| 9/11/2020 | Article XIII – Changes to Operating Guidelines | Addition of the entire of Article XIII. |
| 9/11/2020 | Appendix A | Addition of Appendix A |
| 11/6/2020 | Article I – Attendance Policy | Change of removal procedures to call for a ¾ vote of the Board and to give the member considered for removal five minutes to defend absences. |
| 11/6/2020 | Article I – Attendance Policy | Adding that 30 minute lateness will be half of an unexcused absence and that absences may be excused in the case of personal emergencies. |
| 3/26/2021 | Article I – Attendance Policy | Addition of procedure when SFB Chair is absent. |
| 3/26/2021 | Article XII – Recurring Student Fee Requests | Adding section on use of the SFB graphic. |
| 10/29/2021 | Article III - Voting Procedure | Changing so that the Directors of Communications and Records are appointed “by” the first meeting of the fall semester, not “at.” |
| 10/29/2021 | Article VI - Subcommittees | Adding the Environmental Sustainability Fund Subcommittee section. |