

2010-2011 STUDENT FEE REVIEW BOARD BYLAWS

Article I: Name and Affiliation

The name of this organization shall be the Student Fee Review Board (Board). The Board shall maintain a direct relationship with the Executive and Legislative branches of the Associated Students of Colorado State University (ASCSU). In the document, ASCSU shall be defined as every student taking at least (1) credit, provided all fees have been paid that are required by their level of involvement.). This document is based on the charge from the Board of Governors of the Colorado State University System, December 7-8, 1982 and is referenced in the Institutional Plan, **updated August 24, 2007** by the Board of Governors.

Article II: General Purpose

The Board shall provide efficiency, equity, and consistency in students' review of their fees. The Board shall serve as liaison between the student body and the administration in determining the needs of the students and the levels and types of service they desire for their student fees.

Article III: Membership

1. Members

A. Permanent Student Members

The ASCSU Vice President shall serve as the Board Chairperson (Chair).

Board voting members are to be appointed through an application process, which shall begin promptly after the election of the new ASCSU Vice President. The newly elected ASCSU Vice President shall administer the selection process.

Any fee-paying student, ASCSU representative, or student fee-funded advisory board member is eligible to apply. Students selected to serve on the Board who are paid employees of a fee-funded area, or who are a member of a fee-funded advisory board, shall abstain from any votes specific to that fee funded area. ASCSU Senator representation shall not exceed 50% of the board membership; ASCSU Senators shall be appointed to the Board through an application and selection process administered by the Chair. Participation on the board is voluntary and shall not be compensated in any financial manner or be granted academic credit.

Returning Board members are encouraged to reapply through the application process and may be given priority consideration. If there is one hundred percent reappointment, then two additional seats will be added to the Board.

There shall be a minimum of 10 or the number of programs/activities being reviewed voting student members plus the Chair and a maximum of thirty voting student members plus the Chair. Each member will be assigned as a liaison to each program or activity. There will be a minimum

of 4 at large members. It will be the prerogative of the newly elected ASCSU Vice President to adjust the number of voting members to ensure that a diverse range of ideologies is represented on the Board. An interview will be held only if deemed necessary by the newly elected ASCSU Vice President.

B. Ex Officio Members

Ex officio (non-voting) members shall not be required to, but may, attend all meetings, and shall be available to make guest presentations and provide information at the request of the Board.

1. Vice President for Student Affairs or Designee
2. Associated Students of Colorado State University President or Designee
3. Campus Recreation Executive Director or Designee
4. Career Center Director or Designee
5. Committee for Disabled Student Accessibility Chair or Designee
6. Conflict Resolution and Student Conduct Services Director or Designee
7. Hartshorn Health Service/University Counseling Center Executive Director or Designee
8. Intercollegiate Athletic Director or Designee
9. Lory Student Center Executive Director or Designee
10. Off Campus Life Director or Designee
11. Resources for Adult Learner & Veterans Services Director or Designee
12. School of the Arts Advisory Council Director or Designee
13. Student Leadership, Involvement, & Community Engagement Director or Designee
14. Student Legal Services Director or Designee
15. University Facility Fee Advisory Board Chair or Designee
16. University Technology Fee Advisory Board Chair or Designee

Article IV: Officers and Representatives

1. Chair

A. General Duties

The term of the Chair shall be from June 1 to May 31. The general duties of the Chair include:

- Preside over meetings of the Board.
- Ensure that all Board positions are filled. In the event of a vacancy, the vacant position shall be filled at the discretion of the Chair.
- Inform members of the functions of ASCSU and provide a general orientation to the Board.
- Meet as needed with Executive Directors, Directors, and Advisors of each fee-funded area to ensure that the communication between the liaisons is successful
- Schedule official meetings, prepare agendas, and handle all routine correspondence of the Board.
- Appoint Board members to serve on committees formed by the Board.
- Act as a liaison between the Board and ASCSU. Coordinate information presented to the Board by university leadership regarding institutional priorities and goals.

- Facilitate any necessary interaction and communication between the Board, the directors, and the SFRB liaisons.

B. Removal

The Chairperson may be removed by a two-thirds vote of the total voting membership of the Board, at which time the vice-Chairperson shall serve as Chair. All voting members must be notified at least one week prior to a vote for removal of the Chair.

2. Vice Chairperson

A. General Duties

The Vice Chairperson shall be elected by a majority vote of the Board's members present at the second meeting. The Vice Chairperson shall preside and otherwise serve as Chair in the event of the Chair's absence or incapacity. The Vice Chairperson shall otherwise perform and assist with duties as assigned by the Chair. The Vice Chairperson shall also conduct a Student Voice Survey on Student Fees between October 1st and the last day of the Fall Semester. The Vice Chairperson shall present the results to the Board no later than a week before Student Fee Areas start their Spring Presentations to the Board.

B. Removal

The Vice Chairperson may be removed by a two-thirds vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal of the Vice Chairperson.

3. Permanent Student Members

A. General Duties

The general duties of a permanent student member include:

- Attendance at all Board meetings
- Communicate with the Board Chair Serve as the liaison to an assigned fee funded area
- Meet at least three times a semester with the Executive director, Director, or Advisor from their assigned area, to learn about the program and educate the other SFRB members about the assigned unit
 - a. After each meeting, the Board member will present the Chair and the other Board members accounting summary of the meeting in writing form. The specific format of the minutes shall be designed by the Chair and explained at the first fall meeting
 - b. Meet with the Chair individually once per semester to discuss the assigned fee-funded area
- It is recommended that, if the assigned fee-funded area has a Student Advisory Board (or something comparable), the Board member becomes a member of the Student Advisory

Board to gain more knowledge of the assigned area and the services/programs it provides for students

- Attend at least one event put on by the assigned student fee area (if this area puts on events), to interact with students and get feedback on the fee area.
- Assist the Director with the presentation of the budget request in the spring (if needed)
- Evaluate and vote upon budget proposals by the criteria listed in Article VIII: Voting Criteria
- The Board Member is required to submit an end-of-semester report of the assigned area explaining the history of the use of the student fee, the future plans of the funded area, proposed budget uses, meeting minutes, and anything else deemed by the Board Member to be relevant to the Board

B. Resignation

All members shall be required to submit a letter of resignation to the Chair at least two weeks prior to leaving the Board. Two unexcused absences within a semester shall constitute an automatic resignation, which does not require a vote from the Board and shall be effective immediately upon the second unexcused absence.

C. Removal

After failure to fulfill general duties, a student member may be removed from the Board by a two-thirds vote of the total voting membership of the Board. All voting members must be notified by the Chair at least one week prior to a vote for removal.

5. Clerk

The Chair shall appoint a clerk to record minutes of Board meetings and to perform other duties incident to this office. The clerk may be a voting member of the Board.

Article V: Meetings

1. Meetings

All meetings of the Board shall be open to the public. Interested parties shall be encouraged to attend.

2. Open Records

All official actions of the Board shall be open for public inspection. The Chair shall be responsible for appointing a clerk to record minutes of Board meetings and ensure that copies of the minutes and other materials are available to members or other parties as requested.

3. Quorum

A quorum shall consist of a majority of the total voting members with a chairperson.

4. Parliamentary Procedure

Modified Robert's Rules of Order, Newly Revised shall generally govern the Board where they are applicable and attainable.

5. Frequency of Meetings

The Board shall meet twice per month during fall semester and weekly during spring semester to review the budget presentations of each fee funded area and the voting procedure throughout the regular academic year. Special meetings may be scheduled with proper advance notice as deemed necessary.

Article VI: Advisory Boards

1. General Purpose

Each program or activity funded by existing permanent or nonpermanent student fees is strongly encouraged to have a Student Advisory Board for the purpose of evaluating the services provided by the fee-funded area and developing recommendations for new programs and services. The Executive Director, Director, or Advisor or designee of the program or activity, and the SFRB liaison, with input from the Student Advisory Boards, makes requests for changes to current fees to the Board. If a program or activity chooses not to have an advisory board, it must provide reasons why and have a subsequent process for acquiring campus input about the services and programs provided through the student fee.

2. Advisory Board Membership

A majority of advisory board members shall be fee-paying students.

Article VII: Board Responsibilities

1. General Responsibilities

The Board shall evaluate and review existing and proposed services provided by fee-funded areas to ensure quality programs and services at the lowest, most equitable cost to students. The Board shall facilitate an ongoing financial and policy information exchange among the fee-funded areas.

2. Fiscal Responsibilities

A. Fixed or Mandatory Costs

The Board shall be empowered as an authorized representative of ASCSU to recommend increases to the fee-funded departments' budgets in fixed or mandatory costs. Fixed or mandatory costs shall include debt service; increases to existing salaries and benefits; graduate student tuition; telephone and internet service; utilities; bad debt charges assigned by the

University; credit card processing charges assigned by the University; and General and Administrative (G&A) charges assigned by the University.

B. Program Costs

The Board shall be empowered to recommend budget changes due to programmatic changes in the form of a bill to the ASCSU Senate and in accordance with the ASCSU Constitution.

C. Addition of Fee Areas

Student initiated recommendations for a new fee-funded area to become a part of the Student Fee Package shall be made to the Board by the students on behalf of the sponsoring university department seeking the new fee, and the sponsoring university department shall be the administrating body for the fee, if approved. The process for creating a new student fee is as follows:

1. Submission of Proposal; Confirmation that Fee is Student Initiated. A student initiated proposal shall be submitted to the Chair of the Board on or before October 15 of each year. The proposal shall specify the amount of the fee being requested and shall describe the reasons why the fee should be approved. The Board shall review the proposal and shall vote on or before October 31 whether the proposed fee is student initiated. If the Board determines that the proposal is not student initiated, the proposed fee is deemed rejected.

2. Presentation; Final Vote.

The proponents of the proposal may amend the proposal and gather CSU campus-wide student support until the first day of the Spring Semester. The proposal must have the support of at least eight registered student organizations. The name of each organization and organization's President, along with the voting record of which the student organization voted to support the proposal, shall be recorded in the proposal for each presentation made to a student organization. Also, the proponents, as guest speakers, must make a presentation to Senate about the proposal. The Board shall review and vote upon the final proposal on or before February 1. Thereafter, the proposal shall be sent to the President's Office and the Vice President of Student Affairs. If the Board approves the proposal, the proponents shall be assigned a liaison from the Board. Only if the Board votes in favor of the proposal shall it be eligible to present to the Student Fee Review Board in the Spring, along with the existing student fee areas.

The decision to impose new student fees to be pledged for payment of bonds, fees to support refinancing and other transactions in an offering related to existing bonded debt, and any other student fee, whether or not initiated or approved in such student processes, rests with the Board of Governors of the Colorado State University System.

4. Presentation Responsibilities

The Board shall be responsible for reviewing the services and budgets for all student fee-funded areas on a yearly basis. During the fall semester Executive Directors or Directors, and Advisory Boards of the fee-funded areas will meet with their SFRB liaison to provide an overview of the programs, services, and evaluative data of their unit. In preparation for the new budget season, the Senior Executive Vice President and Vice President for Student Affairs will make a comprehensive presentation which shall include University budget information as well as fee-funded area proposals for changes to the current fees. Student fee funded areas will make a budget presentation to the Board during the spring semester at which time the Director of the fee-funded area and the Board liaison will have the opportunity to present the budget for the new fiscal year. Requests for new permanent student fees or changes in fee levels may be presented in fall semester if necessary (e.g. bond refinancing).

Article VIII: Voting Criteria

| The Student Fee Review Board will evaluate budget proposals by the following voting criteria (presented here in no specific order):

1. The services and programs in relation to the organization's purpose
2. The organization's ability to effectively use the student activity fee
3. The organization's adherence to its planned budget and accountability for its expenses throughout the past fiscal year
4. The ability of an organization to effectively deliver their services
5. The organization's history of and potential for direct student involvement
6. The effort and thought reflected by the budget request
7. The justification and the clarity of the budget presentation by the organization

Article IX: Voting

1. Vote

All permanent members shall have a vote. Students selected to serve on the Board who are paid employees shall abstain from any votes specific to their fee funded area(s). Permanent members who did not attend the spring presentation of a particular Fee Funded Area shall abstain from voting on that Fee Funded Area's fee request, unless before the vote, they meet with the Director (or the Director's delegate) of that Fee Funded Area and discuss the presentation the Board member missed. All Students on the Board who were directly (or indirectly) involved in ASCSU Spring Campaigns shall abstain from voting on the ASCSU budget. Quorum must be present

before a vote can be taken. Representatives should base their votes on the voting criteria listed in Article VIII.

The Chair shall conduct a vote to endorse each fee area's budget one week after the initial presentation has concluded, and shall conduct discussion and debate prior to taking this vote. If the Board does not endorse the budget as presented, the fee area has the option to request an additional presentation before the Board. Additional presentations shall only be granted at the discretion of the Board by majority vote. The Board shall take a vote to endorse a fee area's budget one week after the additional presentation has concluded, and shall conduct discussion and debate prior to taking the second vote. If an area is not asked to present its budget, the Board shall still take a vote to endorse their budget and shall conduct discussion and debate prior to taking that vote.

After a budget has been endorsed, it shall be placed in the Fee Package. Any fee area's budget that is not endorsed by the Board shall be placed in the Fee Package without any requested increases to programmatic costs, but shall include mandatory fixed costs (budget increases as assessed by the University). After all budgets have been placed in the Fee Package, the Board shall take one final vote on the Fee Package as a whole, and upon endorsement the Fee Package shall be forwarded to the ASCSU Senate in accordance with the ASCSU Constitution. Following the ASCSU Senate's vote on the recommendations, the Finance Subcommittee of the CSU President's Cabinet shall review the legislation and forward it to the President for final action, along with any additional institutional recommendations.

Members who vote no on a specific fee area's budget shall contemporaneously state their reasons for voting no, if they want those reasons recorded by the clerk, or they shall give their reasons for voting no in writing to the chair, within twenty-four hours of the vote. These reasons shall include at least two voting criteria, and examples of how the criteria were not met and will be used to evaluate whether members are basing their votes on accurate information and voting criteria. This information will be available to the Directors of fee-funded areas.

Article X: Budgeting Assumptions

The budget assumptions on which to base the requests will be set by the Finance Subcommittee of the CSU President's Cabinet consistent with budgeting assumption by other campus units.

Article XI: Appeals

If the SFRB Bylaws are not followed, appeals of the Board decision shall be pursued through appropriate ASCSU processes and may subsequently be presented to the designee of the Vice President for Student Affairs.

Article XII: Adoption and Amendment Procedure

1. Suspension

A vote of two-thirds of the quorum present shall be required to suspend these bylaws or any section thereof. Suspensions shall be only for a limited and defined period as specified by the Board.

2. Amendments

The Board shall make a general review of these bylaws annually. Amendments shall be approved by a two-thirds vote of the total voting membership.