

**STUDENT SENATE BYLAWS**  
**CHAPTER II**  
**STUDENT FEE ALLOCATION PROCESS**

Student Senate shall have the power to set policies and procedures for the allocation and management of all student fees subject to the approval of the University Of Northern Colorado Board Of Trustees and the Institutional Plan for Student Fees.

**PART I**  
**GENERAL INFORMATION**

**SECTION 1: GENERAL QUALIFICATIONS**

All SFAP funded programs must meet these qualifications before any funding can be given:

- A. Programs must fit the criteria as outlined in the University Board Policy Manual in Section 1-1-406:
  - 1. Mandatory student fees shall be used to fund activities and services open to all students,
  - 2. Mandatory student fees shall not be used to fund ideological, political, or religious activities,
  - 3. Student involvement in and awareness of fee issues shall be encouraged and increased.
- B. The program/activity must prove that UNC administrative oversight over the group's director or GA is clearly a part of its policy.
- C. The program/activity shall not engage in anything that is expressly forbidden by University Policy.
- D. The program/activity must provide a valuable service that directly benefits the university community and must be in the interests of the student body as a whole.
- E. The program/activity must possess the characteristics outlined in the university Mission Statement:  
"The University of Northern Colorado strives to be a leading student-centered university that promotes effective teaching, lifelong learning, the advancement of knowledge, research, and a commitment to service. Graduates are educated in the Liberal Arts and professionally prepared to live and contribute effectively in a rapidly changing, technologically advanced society."
- F. The program/activity shall not, in part or in whole, duplicate an existing service.

**SECTION 2: INAPPROPRIATE EXPENDITURES AND REQUESTS**

- A. Student fees shall not provide for any scholarships, grant-in-aids, or similar applications of student fees except when used to fund Graduate Assistantships.
- B. Student fees shall not support any activities that directly earn any student academic course credit; that is, internships affiliated with an SFAP program must be carried out through an academic department.
- C. Student fees shall not go towards any charitable donations to any non-UNC organizations of any kind.
- D. At no time will Student Senate be responsible for ANY DEFICIT SPENDING done by any organization funded by student fees. Student Senate will not assist in paying back any money or any interest owed. This includes any deficit spending done through the repair and replace technology requests or any money received through the SFAP.
- E. Any other excessive or inappropriate expenditure as determined by Student Senate.

### SECTION 3: RIGHTS AND RESPONSIBILITIES OF PROGRAM DIRECTORS

- A. All program directors must submit an End of Year Report to the Student Senate Director of Finance on or before the first class day in November.
- B. The End of Year Report for each program must include, but shall not be limited to, the following information:
  - 1. Dates of Activities/Events. If there are replicated instances of similar activities (i.e. movie series, sporting events, etc.), not every particular event must be mentioned. Rather, specified *categories* of events will suffice in these cases.
  - 2. Respective names of Activities/Events
  - 3. Respective locations of Activities/Events
  - 4. Approximate number of students in attendance at each event
  - 5. Approximate student fee cost
  - 6. A brief description of the activity/event. This should be no more than a paragraph briefly outlining the purpose or outcome of the activity/event carried out
  - 7. Denotation of co-sponsorships with other SFAP or non-SFAP programs
  - 8. Specific intra-budgetary allocations if the program utilizes a journal entry system.
  - 9. A statement of goals and objectives for the coming fiscal year.
  - 10. A reflection statement addressing how well annual goals were or were not met.
- C. Program directors must justify past year's expenditures to Student Senate as requested in the Fall Semester during the Initial Budget Review.
- D. A Program Director can attend Student Fee Open Forum but may not speak for or against any specific program during the Student Fee Open Forums unless he/she is a student-fee-paying student. All Program Directors may answer questions that students may have on their own program, but must refrain from making opinionated statements on their own program.
- E. Program Directors must ELECTRONICALLY submit a Form A-1 Budget Request and Form S Summary, obtainable from the Office of Budget and Institutional Analysis, for the next fiscal year to the Financial Services Office on or before the Thursday after Fall Semester finals.
- F. If the initial budget requests are not submitted on or before the Thursday after fall semester finals, the program budget will be subject to a mandatory 10% reduction, save extenuating circumstances to be determined by Student Senate.
- G. Increase requests in funding cannot exceed CPI Rate of Inflation for Denver-Boulder-Greeley for the previous fiscal year unless the program budget was reduced in the previous year's SFAP. Increase budget requests for these programs cannot exceed the amount they were previously reduced plus CPI.
- H. Supplemental requests can be made if one or both of the following criteria are met:
  - 1. Fixed costs for a program are expected to increase over the rate of CPI; e.g. Tuition, classified staff salaries, etc.
  - 2. A new activity is initiated by the program.
- I. All Program Directors, including those for Student Senate and Student Activities, shall have the right to fair and equal treatment before Student Senate during all phases of SFAP. No Program Director may be sitting on Student Senate at any time during SFAP. Therefore, during SFAP, the Director of Finance shall act as interim Chairperson during SFAP proceedings.

#### **SECTION 4: SFAP TRAINING AND PROGRAM FAMILIARITY**

- A. The Director of Finance, in cooperation with a representative from the Office of Budget and Institutional Analysis, shall conduct at least two SFAP training sessions sometime before the Initial Budget Review.
- B. All Student Senate members and SFAP program directors must attend at least one training session or arrange a special training with the Director of Finance if a university conflict exists.
- C. Failure to attend an SFAP training by a Student Senate voting member will result in a loss of voting privileges, and membership in the voting body of SFAP, during SFAP proceedings.
- D. Emphasis shall be placed upon the purpose and procedure for each phase of SFAP, appropriate responsibilities of both program directors and Student Senate members, as well as appropriate documents pertinent to the SFAP.
- E. A critical component of the training should focus on courtesy and ethics when dealing with programs and their directors. Student Senate members should be encouraged to be as open and up front with directors as possible when considering changes to their respective budgets. If a senate member is considering significant budget reductions, a director should be notified by the Director of Finance as much time in advance as possible to give the director time to defend his/her program. Senate members are encouraged to notify the Director of Finance of such considerations rather than the program directors themselves, and the Director of Finance should respect the anonymity of these considerations when informing the appropriate program directors.

#### **SECTION 5: SFAP CONTINGENCY FUND**

- A. The Student Senate shall maintain the SFAP Contingency Fund, defined as an account which exists to temporarily compensate any SFAP Program experiencing an unexpected budgetary shortfall.
- B. The Director of Finance shall oversee and operate the SFAP contingency fund.
- C. The purpose of the SFAP Contingency Fund shall be to avoid unexpected and sudden lapses in services provided by SFAP Programs, but will not serve as a permanent source of funding for any program.
- D. The following expenses do not qualify for contingency funding:
  - a. Facility maintenance or repair.
  - b. Purchase, replacement, or refurbishment of information technology hardware or software.
  - c. New or previously unplanned programming.
- E. The SFAP Contingency Fund will maintain a balance of \$10,000 annually, if neither condition established in letters F and G occur. All money spent during a given fiscal year will be replenished through the CPI tuition increases during that fiscal year's SFAP process.
- F. Student Senate shall hold the right of first refusal on CPI tuition increase funding; in the amount the SFAP Contingency Fund is deficient for a given fiscal year.
- G. If, during SFAP proceedings, the CPI rate of increase is below 1.5% of total SFAP funding, Student Senate shall not allocate more than \$2,500 to replenish the fund.
- H. During the Student Senate Review, the Student Senate may allocate to the contingency fund an amount less than what is required to reach the \$10,000 capacity with a 2/3 vote.
- I. The Director of Finance can request contingency funding on behalf of any SFAP Program during any regularly scheduled Student Senate Meeting.

- J. All Contingency Funding requests must be approved by the Student Senate with a majority vote.

**PART II  
INITIAL BUDGET REVIEW**

**SECTION 1: INITIAL BUDGET REVIEW**

- A. The initial budget reviews are the first phase of the SFAP. The purpose of the reviews shall be to evaluate each SFAP funded program for:
1. Conformance with the goals and objectives of the funded activity,
  2. Level of service provided to students, and
  3. Appropriateness of expenditures.
- B. Using the information contained in the End of Year Reports submitted by the Program Directors and the Budget Request Form obtained from the Financial Services Office, Student Senate shall review each of the Program Budgets funded by SFAP during no more than two (2) initial budget review hearings, which take place during regular Student Senate meetings.
- C. The Student Senate Director of Finance shall notify Program Directors no less than 30 days before program expenditures will be reviewed.
- D. Program Directors shall be required to attend the Student Senate meeting concerning program expenditures to answer any questions Student Senate may have. Program Directors also have the option of giving a presentation to Student Senate that includes a full disclosure of the student fees allocated in the previous year's SFAP. This presentation shall be given at a public meeting and shall take no longer than twenty (20) minutes. When the presentation has concluded, Student Senate shall have the opportunity to ask for any further clarification.
- E. If necessary, the Director of Finance can designate a specific schedule for the Initial Budget Reviews, addressing which Initial Budget Review Session each SFAP Program Director will be heard.
- F. Student Senate shall not, during this phase of the process, recommend an increase or decrease from the past year's allocation for any program budget.
- G. Upon the review of the End of Year reports the SFAP will automatically be tabled until the first Wednesday of March, when Student Senate will hear budget increase requests for the new fiscal year.

**PART III  
NEW SFAP PROGRAMS**

**SECTION 1: PROGRAM QUALIFICATIONS AND REQUIRMENTS**

- A. To be considered for recognition as an SFAP Program a new program must meet the qualifications and guidelines as outlined in Part I, Sections I and II of the bylaws.
- B. Any program that desires to take part in, and receive funding from, the SFAP must come to Student Senate and announce its intent. Student Senate shall organize an SFAP public hearing before the close of fall semester at which the new program will present their case before Student Senate and the general public. During the hearing the new program will be allowed to give a presentation of up to twenty (20) minutes. Following this presentation the members of Student Senate and the public may asks questions regarding the new program. At the end of the hearing, Student Senate will vote to approve or deny the program entrance in to the SFAP.
- C. In addition to the requirements for being a program as outlined in Part I, Sections I and II, a program that desires SFAP status must also prove student advocacy by obtaining student signatures in the amount of 10% of the student body on a petition phrased in the following manner: "I support the

inclusion of (name of program) in the Student Fee Allocation Process and feel that it deserves to receive a portion of the students' fees.”

- D. The person(s) announcing the intent of a new program are ineligible to sit on Student Senate during SFAP.

## **SECTION 2: ADMISSION PROCESS AND PROBATIONARY PERIOD**

- A. For a new program to be admitted into the SFAP it takes at least 2/3 of the voting members of Student Senate who have not forfeited their right to vote due to truancy at either the SFAP Trainings or the Student Fee Open Forums.
- B. Should the program receive approval by Student Senate, it will automatically enter a probationary period, lasting from the date of admittance until the next school year's Student Senate Reviews.
- C. A new probationary program must provide a basic business model detailing where startup money will be spent and present it to Student Senate at the Increase Hearings during the year of its admittance into the SFAP. These startup requests are evaluated at the Student Senate Reviews and allocated from the Student Senate budget. The program uses this money the following year for programming, and during that year's Student Senate Reviews, the program is officially treated as an SFAP group.
- D. The purpose of the probationary period is for new programs to prove that they meet the program qualifications as outlined in Part I, Sections I and II of the bylaws.
- E. During the probationary period, programs:
  - 1. May be granted access to facilities for basic operative purposes,
  - 2. May be given start-up costs out of the Student Senate budget, and
  - 3. Should engage in fundraising activities as a means of income.
- F. During the probationary period, a new Program Director should work closely with a “mentor” Program Director assigned by the Director of Finance on a voluntary basis to help with any questions or concerns the new director may have about the SFAP.
- G. Throughout the probationary period, the program's director shall have the same responsibilities, if applicable, as all other Program Directors, outlined in Part I, Section III of the bylaws. At the culmination of the probationary period, the program may receive an SFAP allocation with the full rights and responsibilities of all other SFAP programs.

## **SECTION 3: RE-ENTRY OF AN SFAP PROGRAM**

- A. If a program applying for admission into the SFAP is re-entering the SFAP, discussion of past programming, past budgetary information, and reasons why the program was removed shall be available for discussion.
- B. Because a re-entering program might choose to apply to the SFAP under a different name, “re-entry” status shall be determined by a 2/3 vote of Student Senate.
- C. Whether or not a re-entering program must enter into the probationary period will be determined by a 2/3 vote of Student Senate.

**PART IV  
ALLOCATION PROCESS**

**SECTION 1: STUDENT FEE OPEN FORUMS AND SURVEY**

- A. The Student Fee Open Forums are the second phase of the SFAP. Upon the start of the spring semester Student Senate must hold one open forum regarding student fees for the Student Body. The purpose of the forum is for Student Senate to hear testimony from students regarding why SFAP programs should or should not deserve student fee money.
- B. The forum must be held in either January or February.
- C. The Director of Finance, in coordination with the Director of University Relations shall create and execute a marketing plan to increase student attendance at the Student Fee Open Forum.
- D. The Director of Finance chairs the Student Fee Open Forum, during which testimony regarding each SFAP program will be heard.
- E. All members of Student Senate must attend the Open Forum. Absence from the forum requires the submission of a leave of absence form to the Student Body President.
- F. Failure to attend the Open Forum, without an approved submission of a leave of absence form to the Student Body President, by a Student Senate voting member will result in a loss of voting privileges, and membership in the voting body of SFAP, during SFAP proceedings.
- G. The Director of Finance shall, in coordination with the Office of Budget and Institutional Analysis, conduct a representative survey of the Student Body regarding student fee spending as it pertains to Student Senate.
- H. Student Senate shall not, during this phase of the process, recommend an increase or decrease from the past year's allocation for any program budget.

**SECTION 2: INCREASE HEARINGS**

- A. The Increase Hearings are the third phase of SFAP. The purpose of the Increase Hearings is for Student Senate to evaluate whether or not programs asking for increases to their budgets deserve such increases.
- B. Student Senate Members should evaluate a program's justification for an increase request based on the criteria outlined in Part I, Section III, items G and H of the Student Senate Bylaws.
- C. SFAP Increase Hearings will be heard by Student Senate the first and second meetings of March.
- D. Only program directors asking for an increase, either CPI or supplemental, must come before Student Senate and may make a presentation not to exceed twenty (20) minutes justifying the said increase.
- E. Upon the completion of the presentation the members of Student Senate will be given a chance to ask questions of the Program Directors and the students mentioned above regarding the nature of their increase requests.
- F. Student Senate shall not, during this phase of the process, recommend an increase or decrease from the past year's allocation for any program budget.

**SECTION 3: FINAL STUDENT SENATE REVIEW**

- A. The Final Student Senate Reviews are the final phase of SFAP. Student Senate shall conduct three (3) readings of the proposed budgets in the weeks immediately following Spring Break of the spring semester. The purpose of these Final Student Senate Reviews is to develop a final, balanced SFAP budget for submission to the President's Office.
- B. At each of these meetings, a working overhead projection of the total SFAP budget will be used for reference in debating the allocation of student fees. This projection should be changeable and workable to facilitate the debate over the SFAP budget and should include the following information:
  - 1. The name of each program,
  - 2. Their respective allocations from the previous year,
  - 3. Their respective CPI increases, if requested,
  - 4. Their respective supplemental increases, if requested,
  - 5. Their respective decreases, if proposed.
  - 6. Their respective new totals for the budget under consideration, and
  - 7. The total deficit/surplus in allocated student fees.
- C. During these readings, the public will be given a specific opportunity to comment and ask questions regarding the proposed budget.
- D. To increase or decrease a program's budget it takes a vote of at least two thirds of the voting members of Student Senate.
- E. Decreasing a program's budget by more than 40% requires a 3/4 vote of the voting members of Student Senate, who have not forfeit their right to vote due to truancy at either the SFAP Trainings or the Student Fee Open Forums.
- F. At the conclusion of this meeting Student Senate must create a balanced budget and submit it to the President of the University.

**SECTION 4: REMOVAL OF AN SFAP PROGRAM**

- A. At anytime during the school year, Student Senate shall have the authority to call for two removal hearings of an SFAP program if the said program is thought to violate any of the program requirements listed in Part I, Sections I and II of the bylaws.
- B. Student Senate shall provide specific, written examples of questionable behavior or policies that specifically violate the requirements mentioned above.
- C. To hold removal hearings it takes a vote of at least 2/3 of the voting members of Student Senate, who have not forfeit their right to vote due to truancy at either the SFAP Trainings or the Student Fee Open Forums.
- D. The removal hearings are to be held during separate regular Senate sessions. The program will be allowed a twenty (20) minute presentation at the first hearing to defend itself against the charges brought by Student Senate, in which it must specifically refute the said charges.
- E. Following both hearings, discussion and questioning by Student Senate and the audience, Student Senate shall vote whether or not to officially remove the program from the SFAP.
- F. To remove a program from the SFAP it takes a vote of at least 3/4 of the voting members of Student Senate, who have not forfeited their right to vote due to truancy at either the SFAP Trainings or the Student Fee Open Forums.

**PART V  
FINAL APPROVAL**

**SECTION 1: STUDENT FEE INCREASES**

To fund the SFAP programs, an increase of student fees may be necessary.

- A. The President of the University shall recommend an allowable student fee increase cap by the end of the Spring Semester in accordance with the Institutional Plan for Student Fees.
- B. Student Senate may recommend an increase per student fees by the official CPI rate of inflation for Denver-Boulder-Greeley for the year prior to the year of the SFAP.
- C. A recommendation to increase per student fees in an amount exceeding the CPI rate of inflation requires a vote of the student body.
- D. When Student Senate proposes a referendum on the ballot to increase student fees, whether in general or for a specific program, Student Senate must take extensive care to ensure that campus organizations listed in the election code as per Chapter III Section IV Item E are adequately informed of such referenda so as to not jeopardize the Election Code of Ethics
- E. Student fees are subject to review by the Board of Trustees.

**SECTION 2: BYLAW INTERPRETATION**

- A. If bylaw interpretation is needed the voting members of Student Senate shall temporarily close the SFAP session immediately. In regular session the voting members of Student Senate will then decide the interpretation of the bylaw or bylaws in question.
- B. When the interpretation has been established Student Senate shall re-enter SFAP and the Chairperson shall announce their interpretation to the public.

*Revised, April 2010*

## SFAP Program Performance and Assessment Guidelines Appendix A

The following is a **NON-INCLUSIVE** list of considerations that Student Senate members should be expected to make, and Program Directors should be expected to be aware of. The sufficient performance or non-performance of any area established below does not necessarily warrant either an increase or decrease in funding.

- Administration
    - Financial records and bookkeeping
      - Accuracy
      - Timeliness
      - Effort
    - Familiarity with financial situation of program
    - Creativity in usage of funds/collaborative effort
    - Extent of fundraising effort
    - Conveyance of information to Student Senate
  - Student Reach
    - Accessibility of programming/services
    - Non-exclusive nature of programming/services
    - Reasonable per-student cost
    - Level of impact on student life
  - Content
    - Alignment with UNC Academic Plan
    - Promotion of diverse interest
    - Community Benefit
  - Planning/Objectives
    - Evidence of planning
    - Specificity and Intentionality of goals/objectives
    - Trends in performance/service
    - Attainment of goals/objectives
- Opportunity Cost of Funding Decisions.