

University of Wisconsin-Green Bay
SUFAC By-Laws

Article I: Title

The name of this organization shall be the Segregated University Fee Allocation Committee (SUFAC).

Article II: Charge

SUFAC is the official organization of the University of Wisconsin-Green Bay which is responsible for the distribution of segregated fees and oversees their use. SUFAC holds annual review of the non-allocable portion of segregated fees. In addition, SUFAC annually reviews and recommends increases, decreases or continuation of existing segregated fee levels. All of the above shall be done in accordance with the policies of the University of Wisconsin System and Wisconsin State Statue 36.09(5).

Article III: Membership

Section A: General membership

1. Composition

SUFAC is composed of 24 members who are at least part time students (taking at least three credits) and in good standing at UW-Green Bay, and one Resource Liaison who is the Dean of Students or her/his designee. The board is composed as follows:

- 1 Chair
- 1 Vice Chair
- 8 Student Senators
- 6 At Large
- 6 Ex-officio
- 2 Reserved Seats
- 1 Resource Liaison

The SUFAC Chair is appointed by the SGA President with approval by the Senate.

The SUFAC Vice Chair is appointed by the SGA President, in consultation with the Chair, with approval by the Senate.

Eight Senators are selected from the Senate body by the Speaker of the Senate.

Six At Large members are approved by the committee from applicants from the student body.

If after the end of September At Large seats are still vacant and all Senator seats have been filled or Senator seats are still vacant and all At Large seats have been filled, those vacant seats can be filled from either Senators or At Large applicants with a simple majority confirmation from the board, provided two weeks have passed since filling all one group.

2 Reserved Seats (appointed by their respective department director):

- 1 student from the American Intercultural Center
- 1 student from the International Center

6 Ex-officio, non-voting members

- 1 Good Times Programming Executive Member
- 1 Lead Organization Finance Officer
- 1 Assistant Organization Finance Officer
- 1 Student Government Association President
- 1 Student Government Association Vice President
- 1 Resource Liaison

The Vice-Chair, Student Senators, At-Large members, and reserved seats have one vote each.

The newly appointed Chair, Vice Chair and board will preside over the meetings May 1 with the understanding that the former Chair and Vice Chair may stay on as ex officio, non-voting members until the end of the fiscal year if they so choose.

2. Reserved Seats

Reserved Seat appointments shall be accepted immediately by the SUFAC Chair when the following conditions are met: the intent of the appointment is filled by the end of September or two weeks following the resignation or removal of an appointed member; and, the appointment is made by the director of their respective department or her/his designee; and the intended appointment is given in written notice.

If any of the reserved seats' director fails to notify the SUFAC Chair of their intent to appoint a representative by the end of September or two weeks following the resignation or removal of an appointed member, that position will remain open to that group. The SUFAC Chair will then have the responsibility to notify the respective director of the open seat by formal letter.

3. At Large membership

The SUFAC must publicize vacant seat through postings in at least 15 areas on campus for at least one week. Included in these postings shall be a deadline for application submittal as well as a date for the respondents to appear before the SUFAC or its subcommittee for the purpose of verbally responding to inquiries regarding the appointment.

The SUFAC may form a subcommittee, if it deems necessary, to review applications and/or verbally question the respondent. The committee will then forward its recommendations to the SUFAC who will then notify recommended applicants of the date at which they will appear before the SUFAC for another verbal inquiry.

4. Resignation

Resignation of any member shall take effect 48 hours after notice is given. If such notice is verbal, the Chair must make suitable efforts to contact the member for confirmation. If any written statement is given, it shall be read at the following SUFAC meeting.

The Reserved Seat replacements shall be appointed in consistent with Article III, Section 2

The Chair or Vice Chair replacements shall be appointed consistent with Article V, Section K.

5. Absences

All regular members are required to attend all scheduled meetings and announced meetings. Ex officio members shall be responsible for notifying the Chair or Vice-Chair of their intent to attend any scheduled or announced meetings, and shall do so no later than three days prior to the meeting in question.

Three unexcused absences or five excused absences shall be permitted to accumulate per academic school year. Definition of an unexcused absence shall include failure to personally notify the Chair or Vice-Chair of absence within 24 hours of the meeting. Discretion of an unexcused absence due to extenuating circumstances (ex: personal emergency) shall be left to the Chair. The accumulation of four unexcused or six excused absences shall result in immediate removal from the Board.

Five early departures or late arrivals, or some combination of the two, will be allowed to accumulate per academic semester. A late arrival shall be defined as entering a meeting more than 20 minutes after it has been called to order without giving 24 hour notice to the Chair or Vice

Chair. An early departure shall be defined as exiting a meeting without returning when there are equal to or more than one half of the agenda items remaining on the agenda at the time of the departure without giving 24 hour notice to the Chair or Vice Chair. The accumulation of six late arrival or early departures shall result in immediate removal from the Board. The accumulation of a combination of eight excused absences, unexcused absences, early departures and/ or late arrivals shall result in immediate removal from the Board.

The accumulation of absences, early departures or late arrivals will begin with the recent election or appointment of any member. An accumulation in excess of the above stated absences in the given time period will result in the automatic removal of that member from the committee. A replacement shall be appointed as above. An accumulation in excess of the above stated early departures or late arrivals in the given time period shall suffice as legitimate evidence for a request submitted in conjunction with Article III, Section A (7). If a dismissed member wishes to dispute the above action, that member must submit written notice of the desire to be heard. The member must be heard within four weeks of the date of breach, except during official school vacations. During the four-week period immediately following the dismissal of any member, the dismissed member shall have all voting rights suspended. In the event of an appeal to the dismissal action, a two-thirds majority of 'yes' votes from the committee will be required for the reinstatement.

7. Grounds for Removal

Any member shall be removed in the following manner:

1. A request for removal shall be given to the Chair, who will introduce a motion to the effect at the next meeting during a closed session.
2. Removal shall require two thirds vote by secret ballot. The member in question shall receive a copy of the removal request.

Section B: Officers

1. Chair

The Chair must have one semester prior experience on SUFAC. Experience is defined as: having attended in full a minimum of 75% of all regularly scheduled meetings within an academic semester having been a member for those meetings, and having met all other responsibilities of student membership. Duties shall be as follows:

- a. Act as an official liaison between SUFAC and the university committee and when requested, represent or appoint a representative for SUFAC for an outside activity.
- b. Shall act as official liaison between SUFAC and the Student Senate; attend all meetings and retreats of the Student Senate, and report activities and status of each group to the other, including detailed budget hearing information.
- c. Request appointment of members to committee, subject to SUFAC approval.
- d. Preside over meetings, voting only in case of a tie
- e. Set up schedules for public budget hearings
- f. Develop a time line for academic year including budget hearings
- g. Train members in purpose and goals of SUFAC and SGA, and parliamentary procedures of SUFAC
- h. Attend Executive Board meetings
- i. Meet weekly with Liaison
- j. Notify appropriate persons of SUFAC actions dealing with non allocable 3 year advanced allocables and the SUF rate
- k. Hire SUFAC secretary in consultation with the SUFAC Vice-Chair
- l. Uphold and enforce these laws and UW regulations
- m. Serve as voting member on Organization Finance Officers screening committee
- n. Make sure all other functions of SUFAC are complete

- o. Coordinate presentation of Budget Training with the Office of Student Life and the Vice Chair by the end of the second full week of October.
- p. Coordinate the process and presentation of SUFAC By-Law changes during the last three weeks of the term.
- q. Serve as a voting member on the Fourth Estate editorial selections committee, or appoint a SUFAC Board member to do so in their absence.

NOTE: The Chair may not make a motion, introduce a bill, or do anything to that effect, consistent with the spirit of Robert's Rules of Order. Only regular members may take such actions. The Chair must remain neutral on all issues, and hence, may not be involved in discussion, except to delineate SUFAC responsibility in accordance with the appropriate governing documents. The Chair may not pass the gavel to discuss an issue.

2. Vice Chair

In the event the Chair is absent or unable to fulfill the duties as required, the Vice Chair or his/her appointee shall assume those responsibilities. Duties shall be as follows:

- a. If so requested by the Chair, shall act or appoint his/her appointee as official liaison between SUFAC and the Student Senate, attend all meetings and retreats of the Student Senate, and report activities and status of each group to the other.
- b. Determine meeting day and time, reserve rooms for and announce all SUFAC meetings
- c. Prepare annual SUFAC budget and any SUFAC requests
- d. Assume responsibility for all 128 and Agency expenditures
- e. Prepare agendas for meetings and give notice of pending business
- f. Meet weekly with Liaison
- g. Assume responsibility for training, supervision, and salary evaluation of SUFAC secretary
- h. Serve as voting member on Organization Finance Officer's screening committee
- i. Review all request forms and Organization Funds Manual for revisions with Organization Finance Officer
- j. Uphold these laws and UW regulations
- k. Make sure all other functions of SUFAC are completed
- l. Coordinate presentation of Budget Training with the Office of Student Life and the Chair by the end of the second full week of October.
- m. Coordinate the process and presentation of SUFAC Guideline changes between the third and sixth weeks of the Fall Semester.
- n. Send out electronic decision letters via email

Both the Chair and Vice Chair are to be evaluated on a semester basis by 2/3 of SUFAC in order to receive the budgeted honoraria consistent with the honoraria criteria established by SUFAC.

3. Secretary

The secretary may not be a SUFAC member, and will be paid from 128 monies. Duties shall be as follows:

- a. Maintain all permanent records of all SUFAC proceedings
- b. Take roll at all regular meetings
- c. Record, publish, and distribute all voting records and roll call votes from SUFAC meetings within two days after the meeting
- d. Attend all workshops on SUFAC procedures as assigned
- e. Type all correspondence and other information as assigned

Article IV: Meetings

Section A: Duration

Meet at least every two weeks when classes are in session during the fall and spring semesters, and at the discretion of the board when necessary.

If requests are submitted outside of the fall and spring semester the Chair and Vice Chair shall determine if the requests can wait until normal meetings. If the request cannot wait the Chair and Vice Chair will be decided upon by request, by following all guidelines, and not exceeding \$2500. Those allocations will be reported to the board at the next meeting.

Section B: Special Sessions

Convene for special sessions declared by the Chair when petitioned by half of the current voting members in writing for purposes of dealing with special orders of business.

Section C: Conducting Meetings

Conduct meetings as follows:

1. Half plus one of the current-voting members must be present.
2. In accordance with the Wisconsin Open Meetings Law.
3. A member may object to any disruption of the proceedings, disrespectful language, consideration of or failure to abide by the appropriate by-laws, policies, constitution, regulations, or statutes in effect. A member may do so by stating, "I object" and the basis for such objection. Such an objection may interrupt the current speaker, is not debatable and shall be voted upon immediately.
4. Any member may ask for roll call vote at any time. Matters of fee allocations, fee policies, or by-law votes shall always be decided by roll call.
5. All matters not provided for in these by-laws, UW-Green Bay Student Association Constitution, Merger Implementation Statement, University Regulations, or State Statutes shall be decided at the Chair's discretion. SUFAC may overturn any such decision as provided in paragraph 3, above.

Article V: Procedures

Section A: Voting Requirements

All SUFAC voting members shall have one vote in all matters. In all matters of SUFAC business, except as otherwise stated, a majority favorable vote is needed for a motion to pass.

Section B: Reconsideration and Appeals

1. Reconsideration

Reconsideration of a vote is only available to a voter who:

1. Voted on the issue in question and
2. Voted on the winning side of an issue (the side who's idea of concept was the action taken by the board).

Reconsideration must be raised during the meeting that the vote took place, and can only be heard when there is no other pending action remaining on the Agenda.

2. Appeals

A. Standard Appeals

Appeals of a SUFAC decision that do not pertain to viewpoint neutrality or procedure can be initiated by the Organization that was denied or not fully funded a request in the following process:

1. The Organization shall submit two copies of the appeal (appeal shall be formatted on the applicable SUFAC Request Form) within seven days of the sent date on the decision letter.
2. The Organization shall submit a written summary of how the concerns detailed in the decision letter have been resolved within seven days of the sent date on the decision letter.
3. The SUFAC Chair and Vice Chair shall determine if the appeal is warranted based on the resolution of the concerns detailed in the decision letter within.
4. If the Chair and Vice Chair deem the appeal warranted, it will be taken to the board for that week's meetings, and the board will vote on it the following week.

B. Non Standard Appeals

Appeals of a SUFAC decision that do pertain to viewpoint neutrality or procedure can be initiated in the following process:

1. The organization or individual shall submit a request to review said decision by providing a written request for review detailing the basis for the appeal to the Segregated University Fee Allocation Committee within seven days of the sent date on the decision letter.
2. The SUFAC will review the appeal at that week's meetings, and the board will vote on it the following week.
3. If the appeal does not pass, the aggrieved organization, in accordance with the SGA Constitution, may appeal the decision to the Judicial Branch within (7) seven days for further review.

Section C: Budget Proposals

SUFAC will provide the date(s) on which public hearings will be held for consideration of budget proposals each year. SUFAC will announce the hearing date through all appropriate channels to the student body and will notify all student organizations of the date(s). This will be done at least one month in advance of the scheduled hearing date(s).

All proposals for the receipt of segregated fees must be submitted to SUFAC by a date to be determined by the Chair. Budgets not received on time may not be considered and responsibility for such consideration shall lie with the Chair and Vice-Chair. Time limitations for presentation of proposed budgets at the public hearings shall be decided upon by each year's SUFAC. A time schedule for presentation at the public hearings will be determined by the Chair and maintained in the SUFAC office at least two weeks prior to the scheduled hearing date.

Student Organizations that request over \$100.00 for supplies shall submit an itemized price listing of those supplies.

Student Organizations submitting yearly Budget requests (equal to or under \$500) will be decided upon by the SUFAC Chair and Vice Chair. All budget requests equal to or over \$2,500 must be presented to the board for appropriate review. It will be the SUFAC Chair and Vice Chair's discretion to bring yearly Budget requests (between \$500 and \$2,500) to the board.

Contingency requests at or under \$100 will be decided upon by the SUFAC Chair and Vice Chair. Those allocations will be reported to the board at the next meeting.

After these public hearings are completed, SUFAC will hold deliberations. This deliberation will be open to the public, but only SUFAC members and recognized guests may speak. Procedural questions may be directed to the Chair, who will then determine if any action is necessary.

Section D: Budget Approval or Veto

Budget approval or veto must be in compliance with the most current record of Merger and Implementation Statement, and consistent with the Student Government Constitution if such a document exists.

Section E: Expenditures

SUFAC will oversee all expenditures of segregated fees in accordance with the current University of Wisconsin System Financial Policy and Procedure Documents. SUFAC has the authority to withhold the funds of a student organization if it can be shown that the organization is using the funds in an improper manner or if the organization does not comply with SUFAC regulations. The organization must appear before SUFAC within 15 days of freezing funds.

Section F: Agenda Requests

Individuals or student organizations requesting to be on the agenda of any weekly meeting must submit a request to the Chair or Vice Chair at least three school days prior to the meeting.

Section G: Debts Incurred by Student Organizations

Debts Incurred by Student Organizations shall be defined as payments pass due. No debts incurred by the organizations, which are funded through segregated fees, shall be paid by the organization's allocations for the current fiscal year or next year. Organizations in arrears are responsible for funds to be paid back to SUFAC and need to be paid back through fundraising or member contributions.

Section H: Decision Letter

Decision Letters shall be sent to the organizational representative listed on requests that are submitted for approval and the first advisor listed on the Student Life Big List of Orgs (or the advisor listed as the primary advisor). If a request is approved, the decision letter need only include that it was approved and advise the organization to contact OFO for spending procedures. If a request is denied, the decision letter shall include the specific reasons discussed during the deliberation on that request. If the request is not approved in full, the decision letter shall include the specific reasons discussed during the deliberation on that request and advise the organization to contact OFO for spending procedures. Names of SUFAC Board members who voiced opposition to or support of a request shall not be included with these reasons. Decision letters must be sent out by 4:30pm the following business day.

Section I: Allocation Criteria

At the beginning of each fiscal year, SUFAC will designate its allocation criteria for requests submitted. These criteria are available online and should be used as guidance to write and submit budgets and/or weekly requests.

Section J: Impeachment

Senate shall have the sole power of impeachment in regard to the offices of SUFAC Chair. and Vice Chair. A motion to initiate impeachment proceedings must be passed by a (2/3) two-thirds majority of the total voting Senate. The motion must include the violations of which the officers

are accused. At the following meeting, the accused officer shall have the opportunity to respond to the accusations.

The matter shall be carried over to the following meeting, at which the accused shall have one final opportunity to address the accusations. A motion to impeach shall then be entertained. Passage of this motion shall require (2/3) two-thirds of the total voting Senate.

Section K: Office Vacancies

Should the SUFAC Chair be unable to carry out the assigned duties, they shall be assumed by the SUFAC Vice Chair, who shall become the Chair.

Should the SUFAC Vice Chair be unable to carry out the assigned duties or be forced to assume the SUFAC Chair's position, a new Vice Chair shall be appointed as follows:

- a. The SGA President and SUFAC Chair shall review applicants. From the applicants, at least two must be considered as Vice Chair candidates, if two are available.
- b. The SGA President shall submit a choice, in consultation with the Chair, to be approved by a (2/3) two-thirds majority of the total voting Senate.

Section L: Policies

SUFAC shall adopt its policies and standing rules by a (2/3) two-thirds affirmative vote, and include any exceptions clause with at least a two-thirds vote requirement.

Section M: Reallocation Requests

If an organization wishes to reallocate funds from one item to another item, the Chair and Vice Chair will determine if the request needs to be presented to the board for approval. Those requests not presented to the board will be decided upon by the SUFAC Chair and Vice Chair. Those reallocations will be reported to the board at the next meeting.

Article VI: Standing Rules

Section A: Standing Committees

There are currently no standing committees of SUFAC

Section B: Ad Hoc Committees

Ad Hoc committees may be formed by the Chair to deal with issues of particular complexity or controversy. Between two and five members may be appointed to a committee. These committees shall perform research and present recommendations to the entire SUFAC regarding the particular issue.

Section C: Student Organization Representation at SUFAC meetings

In order for SUFAC to consider a request for fund allocation, a member of the requesting organization must present the request in person. If no member of the organization is present, the request will be tabled until the following week. If no representative attends the second meeting, the item will be dropped and the organization will have to submit a new request.

Section D: Increases in Requests

If an organization increases its request after SUFAC has considered it for "discussion," the request must be pushed back to discussion items of the following meeting. If there is anything unusual

about the increase, the requesting organization may be asked by the SUFAC Chair to reappear before the SUFAC.

Article VII: Discipline Policy

1. Any SUFAC member can submit a grievance written or through email against another member to the SUFAC Chair or Vice Chair.
2. If the member it is filed against is not a SUFAC Executive person:
 - a. The Chair and Vice Chair will discuss the situation and determine the seriousness of it (major or minor infraction)
 - i. If deemed major: A action plan will be determined between SUFAC Exec, the SUFAC Advisor and any other Student Government or UWGB Administration person deemed necessary by the Chair and Vice Chair.
 - ii. If deemed minor: A action plan will be determined between the SUFAC Chair and Vice Chair
3. If the member it is filed against is a SUFAC Executive person, the grievance must be submitted in writing or through email to the SGA President, who will determine the appropriate course of action.

Article VII: Office Hours

Both the SUFAC Chair and Vice Chair are required to spend a minimum of ten hours per week in the SUFAC office to conduct SUFAC business.

Article VIII: Amendments

Amendment of these by-laws by SUFAC will be a favorable vote of two thirds of the current voting members and so maybe amended at any meeting. Any and all proposed amendments to these by-laws must be submitted in writing to each of the members. This will be done prior to the meeting at which the amendment will be discussed. In the event of adoption of an amendment, the SUFAC Chair shall be responsible for notifying the sources where these by-laws are officially filed.

Article IX: Grade Point Average

All students are required to have a cumulative grade point average (GPA) equal to or greater than a 2.0 to become a member of SUFAC. For the purpose of this policy, first semester students are considered to have a 2.0 GPA.

If a current member's grade point average for the semester of involvement drops below a 2.0, the member is then placed on probation for the following semester.

In the semester of probation, if the member obtains a 2.0 grade point average, probation will be terminated.

If in the semester of probation, the member does not obtain a 2.0 grade point average, membership will be terminated. The responsibility or checking GPA's will rest with the Dean of Students, upon the request of the SUFAC Chair. If any member is found to be in violation of the minimum GPA requirement when checks are made, the Dean of Students will share this information with the Chair. The responsibility for informing the student member shall rest upon the Chair only. At no time will any exact GPA figures be released to anyone. The Dean of Students will only release a list of names or individuals below the required 2.0 figure.