

University of Wisconsin-Green Bay SUFAC
By-Laws

Article I. Title

Section 1.01 The name of this organization shall be the Segregated University Fee Allocation Committee (SUFAC).

Article II. Charge

Section 2.01 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 3.01 General membership

(a) Composition

(i) 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) 1 Chair
- 2) 1 Vice Chair
- 3) 8 Student Senators
- 4) 8 At Large
- 5) 4 Ex-officio
- 6) 3 Reserved Seats
- 7) 1 Resource Liaison

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

- (iii) The SUFAC Vice Chair is appointed by the SUFAC Chair, in consultation with the SGA President. This appointment will then be approved by the Senate.
- (iv) Eight Senators are selected from the Senate body by the Speaker of the Senate. The Speaker of the Senate shall be included as one of these eight.
- (v) Eight At Large members are approved by the committee from applicants from the student body.
- (vi) 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.
- (vii) 3 Reserved Seats (appointed by their respective department director):
 - 1) 1 student from the American Intercultural Center
 - 2) 1 student from the International Center
 - 3) 1 Student from the Pride Center
- (viii) 4 Ex-officio, non-voting members
 - 1) 1 Lead Organization Finance Officer
 - 2) 1 Student Government Association President
 - 3) 1 Student Government Association Vice President
 - 4) 1 Resource Liaison
- (ix) The Vice-Chair, Student Senators, At-Large members, and reserved seats have one vote each.
- (x) 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, nonvoting members until the end of the fiscal year if they so choose.

(b) Reserved Seats

- (i) 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.

- (ii) 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.

(c) At Large membership

- (i) SUFAC must publicly advertise any vacant seats for At Large membership a minimum of two times per fiscal year. 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.
- (ii) 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.

(d) Resignation

- (i) Resignation of any member shall take effect 48 hours after notice is given. All resignations must be submitted to the Chair and/or Vice Chair via written or electronic statement. Any resignations shall be read at the following SUFAC meeting.
- (ii) The Reserved Seat replacements shall be appointed in consistent with Article III, Section 2
- (iii) The Chair or Vice Chair replacements shall be appointed consistent with Article V, Section K.

(e) Absences

- (i) All regular and ex-officio members (outlined in Article III.a(viii)) are required to attend all scheduled and announced meetings. The Chair and/or Vice Chair shall be notified prior to the meeting if any member is not able to attend.
- (ii) One unexcused absence or four 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 two unexcused or five excused absences shall result in removal from the Board.

- (iii) 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.

(f) Procedure for Removal

- (i) 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.

(g) Grade Point Average

- (i) 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.
- (ii) 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.
- (iii) In the semester of probation, if the member obtains a 2.0 grade point average, probation will be terminated.
- (iv) If in the semester of probation, the member does not obtain a 2.0 grade point average, membership will be terminated. The responsibility of 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.

Section 3.02 Officers (a)

Chair

- (i) 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:
- 1) 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.
 - 2) 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.
 - 3) Request appointment of members to committee, subject to SUFAC approval.
 - 4) Preside over meetings, voting only in case of a tie
 - 5) Set up schedules for public budget hearings
 - 6) Develop a time line for academic year including budget hearings
 - 7) Train members in purpose and goals of SUFAC, SGA, viewpoint neutrality, and parliamentary procedures of SUFAC
 - 8) Attend Executive Board meetings
 - 9) Meet weekly with Liaison
 - 10) Notify appropriate persons of SUFAC actions dealing with non-allocable 3 year advanced allocables and the SUF rate
 - 11) Hire SUFAC administrative assistant in consultation with the SUFAC Vice-Chair
 - 12) Uphold and enforce these laws and UW regulations
 - 13) Make sure all other functions of SUFAC are complete
 - 14) Coordinate presentation of Budget Training with the Office of Student Life and the Vice Chair two weeks prior to the due date for student organization budget submission.
 - 15) Coordinate the process and presentation of SUFAC By-Law and Guideline changes following decision day and prior to the end of the term.

- 16) Serve as a voting member on the Childcare Alliance Board, or appoint a member of SUFAC thereto.
- 17) Serve as a point of contact and reference for all student organizations and auxiliary departments.
- 18) Shall assist in preparing and make recommendations to the SGA President regarding the SGA budget and SGA requests.

(ii) NOTE: Unless suggested to by either the Liaison or by unanimous consent of the board, 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. Otherwise only regular members may take such actions. The Chair must remain neutral on all issues, but may be involved in discussion at their discretion, and also must delineate SUFAC responsibility in accordance with the appropriate governing documents. The Chair may not pass the gavel to discuss an issue.

(b) Vice Chair

- (i) 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:
 - 1) 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.
 - 2) Determine meeting day and time, reserve rooms for and announce all SUFAC meetings
 - 3) Prepare annual SUFAC budget and any SUFAC requests and present said budget to the SGA President to be included within the SGA budget
 - 4) Assume responsibility for all 128 and Agency expenditures
 - 5) Prepare agendas for meetings and give notice of pending business
 - 6) Meet weekly with Liaison
 - 7) Assume responsibility for training, supervision, and salary evaluation of SUFAC administrative assistant
 - 8) Review all request forms and Organization Funds Manual for revisions with Organization Finance Officer
 - 9) Uphold these laws and UW regulations
 - 10) Make sure all other functions of SUFAC are completed

- 11) Coordinate presentation of Budget Training with the Office of Student Life and the Chair two weeks prior to the due date for student organization budget submission.
 - 12) Coordinate the process and presentation of SUFAC Guidelines to the board between the third and sixth weeks of the Fall Semester.
 - 13) Send out electronic decision letters via email
- (ii) Both the Chair and Vice Chair are to be evaluated on a semester basis by the SGA President in order to receive the budgeted honoraria consistent with the honoraria criteria established by SUFAC. This process may be assisted by peer, liaison, and self-evaluation.
- (c) Vice-Chair Pro Tempore
- (i) If either the chair or vice-chair (or both) is unavailable, the Vice-Chair Pro Tempore will assume the duties of either one as needed.
 - 1) The Vice Chair Pro Tempore will be the most senior serving member of SUFAC and will be determined at the first meeting of the committee in the fall.
- (d) Administrative Assistant
- (i) The administrative assistant may not be a SUFAC member, and will be paid from 128 monies. Duties shall be as follows:
 - 1) Maintain all permanent records of all SUFAC proceedings
 - 2) Take roll at all regular meetings
 - 3) The minutes shall reflect all votes and records that occurred within the meeting.
 - 4) Attend all workshops on SUFAC procedures as assigned
 - 5) Type all correspondence and other information as assigned
 - 6) Prepare binders and other materials for weekly meetings and Decision Day
 - 7) Assist administration with office work and other duties relevant to SUFAC as assigned by the Chair and Vice-Chair

Article IV. Meetings

Section 4.01 Duration

- (a) Meet at least every two weeks when classes are in session during the fall and spring semesters, and/or at the discretion of the board when necessary.
- (b) 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 decide upon the request, by following all guidelines, and not exceeding \$2500. Those allocations will be reported to the board at the next meeting.

Section 4.02 Special Sessions

- (a) 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 4.03 Conducting Meetings

- (a) Conduct meetings as follows:
 - (i) Half plus one of the current-voting members must be present.
 - (ii) In accordance with the Wisconsin Open Meetings Law.
 - (iii) 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.
 - (iv) 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.
 - (v) All matters not provided for in these by-laws, UW-Green Bay Student Government 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 5.01 Voting Requirements

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

- (b) In order to vote on an annual Student Org budget or contingency request, the member must have been present at the SUFAC meeting at which the request was presented. Attendance and voting eligibility shall be recorded and reported by the Administrative Assistant.
- (c) Proxy voting is discouraged as it is important to have members hear budget requests, discuss them and then vote on them. Members may proxy only on D Day, and only for brief absences. A member may proxy on a vote or two at most, provided they are in attendance and voting during the rest of the D Day meeting. No other proxy voting is permitted.

Section 5.02 Reconsideration and Appeals

(a) Reconsideration

- (i) 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).
- (ii) 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.

(b) Appeals

- (i) The word appeal has the same meaning as the word complaint (see SGA Constitution, Section 1.04(f)).
- (ii) During the appeal process, all appeals will be audio recorded throughout the entire process.
- (iii) Appeals of a SUFAC decision can be initiated by an organization that was denied or not fully funded a request in the following process:
 - 1) The organization shall submit a request to review said decision by providing a request, either written or electronic statement, for review detailing the basis for the appeal to the SUFAC within seven days of the sent date on the decision letter.
 - 2) The SUFAC Chair and Vice Chair shall determine if the appeal is warranted based on concerns of procedural matters or viewpoint neutrality issues. These are the only grounds under which an appeal will be deemed warranted.
 - 3) If the Chair and Vice Chair deem the appeal warranted, it will be presented to the board at the next available meeting that the Chair and Vice Chair deem practical, and the board will vote on it the following week.

- 4) If the appeal does not pass, the aggrieved organization, in accordance with the SGA Constitution, may appeal the decision to the Judicial Branch within seven days of the appeal decision for further review.

Section 5.03 Budget Proposals

- (a) 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).
- (b) 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.
- (c) Student Organizations that request over \$100.00 for supplies shall submit an itemized price listing of those supplies.
- (d) 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 \$3,500 must be presented to the board for appropriate review (includes all allocable line items such as the Childcare Fund and the Sustainability Fund). It will be the SUFAC Chair and Vice Chair's discretion to bring yearly Budget requests (between \$500 and \$3,500) to the board.
- (e) Contingency requests at or under \$200 will be decided upon by the SUFAC Chair and Vice Chair. Those allocations will be reported to the board at the next meeting.
- (f) 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 5.04 Budget Approval or Veto

- (a) 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 5.05 Expenditures

- (a) 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.
- (b) Regardless of recognition status, the following organizations CANNOT be funded by Segregated Fees:
 - (i) Those that restrict membership, including but not limited to the following ways:
 - 1) Sex, race, religion, color, creed, national heritage, age, marital status, sexual orientation, income level/source, disability or veteran status
 - 2) Social fraternities or sororities

Section 5.06 Agenda Requests

- (a) Individuals or student organizations requesting to be on the agenda of any weekly meeting must submit a request to the Chair or Vice Chair by Monday at 4:30PM of that week. Any requests submitted after this deadline can still be included in the agenda at the discretion of the Chair and Vice Chair.

Section 5.07 Debts Incurred by Student Organizations

- (a) Debts Incurred by Student Organizations shall be defined as payments past 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 5.08 Decision Letter

- (a) Decision Letters shall be sent to the organizational representative listed on requests that are submitted for approval. 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, not including

decisions made during decision day. Organizations shall receive decision letters within seven days of the Senate's approval of the segregated fee rate following decision day.

Section 5.09 Allocation Criteria

- (a) 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 5.10 Impeachment

- (a) Senate shall have the sole power of impeachment in regard to the offices of SUFAC Chair and Vice Chair. Any member of SUFAC who has concern over the actions of SUFAC Chair or Vice Chair in terms of impeachment shall voice these concerns to the SGA President or Speaker of the Senate, who will then bring these concerns to Senate for further consideration. 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.
- (b) 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 5.11 Office Vacancies

- (a) 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.
- (b) 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:
 - (i) The SUFAC Chair shall review applicants. From the applicants, at least two must be considered as Vice Chair candidates, if two are available.
 - (ii) The SUFAC Chair shall submit a choice, in consultation with the SGA President, to be approved by a (2/3) two-thirds majority of the total voting Senate.
 - (iii) Until the SGA Senate confirms a new choice for vice-chair, the SUFAC Vice-Chair Pro Tempore will serve as vice chair or chair as needed.

Section 5.12 Policies

- (a) 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 5.13 Reallocation Requests

- (a) 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 6.01 Standing Committees

- (a) There are currently no standing committees of SUFAC

Section 6.02 Ad Hoc Committees

- (a) 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 6.03 Student Organization Representation at SUFAC meetings

- (a) 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 6.04 Increases in Requests

- (a) 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

Section 7.01 Any SUFAC member can submit a grievance written or through email against another member to the SUFAC Chair or Vice Chair.

Section 7.02 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: An 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: An action plan will be determined between the SUFAC Chair and Vice Chair

Section 7.03 If the member it is filed against is a SUFAC Executive person, the grievance must be submitted in writing or through email to the SUFAC Resource Liaison, who will determine the appropriate course of action.

Article VIII. Office Hours

Section 8.01 Both the SUFAC Chair and Vice Chair are required to spend a minimum of ten hours per week in the SUFAC office, not including SGA or SUFAC meetings, to conduct SUFAC business.

Article IX. Amendments

Section 9.01 Amendment of these by-laws by SUFAC will be a favorable vote of two thirds of the current voting members and so may be 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 X. Non-Allocable and Auxiliary Funds

Section 10.01 Non-Allocable line items

Non-Allocable line items are items that are beneficial to the students while remaining non-academic. Auxiliary line items are Athletics, Union, Kress Center Maintenance, Intramurals/Kress Center, Counselling and Health, Office of Student Life, Pep Band, Dean of Students Office, and Transit. Non-allocable line items are Soccer/Softball Complex, Debt Service KEC note, and Municipal Services. Reserves Fund will be listed as a Non-Allocable to keep in line with state standards.

Section 10.02 Allocable line items cannot become a Non-Allocable line item.

Section 10.03 Auxiliary Contingency requests

The following is the policy for Auxiliary offices to receive a contingency request

- Must benefit students or student-controlled buildings (Union or Kress).
- Must present plan to the board twice.
 - Once, for the initial plan for the request to make sure students approve.
 - Second, with a more detailed plan for final approval.
- Can only be asked for when the amount of money in reserves is above the amount of 7.5% per FTE student.
- Any revenue produced from the request would have to come back to the reserves fund, along with any unused portion of the request.
- Must be approved by $\frac{3}{4}$ of SUFAC board.
- Contingency requests cannot be used for additional annual funding, rather one-time funding and cannot be asked for again.
- Contingency requests cannot be used for the funding of new building projects (academic or nonacademic). Those items should be their own individual Non-Allocable line items.
- Each Auxiliary can only ask for one contingency request every other fiscal year.

Revised and approved by SUFAC April 2018.