

Segregated University Fee Allocation Committee Policy Manual

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SUFAC Funds Guidelines

(During annual budget allocations and regular requests)

In order to protect the rights of the students attending the University of Wisconsin – Green Bay and to ensure a fair and view-point neutral process, the SUFAC has developed the following guidelines in which funds are to be allocated towards Student Organizations. All guideline exceptions will be made on a case-by-case basis and, in accordance to the SUFAC Bylaws (Article V, §2 (b)), require at least a (2/3) two thirds affirmative vote.

Section I - General Guidelines

1. All events, whether they are weekly meetings, programs, or other events, that use Seg Fee funds should be advertised in a minimum of fifteen campus wide areas. These advertisements should be posted one week in advance of the event.
2. Requests under \$500.00 can be approved by the Chair and Vice Chair and may be brought to the committee at their discretion.
3. SUFAC reserves the right to review the organization's current agency account and promote its use in reducing a contingency or reallocation request. (Financial Administration: Segregated University Fees (F50) Section II.B.3)
4. All physical or digital material that will be presented to the committee during SUFAC meetings must be submitted to SUFAC at least one week before the presentation will take place.
5. A representative must be present at a SUFAC meeting to answer questions about a budget or other requests which by the guidelines or bylaws requires a presentation. A SUFAC committee member cannot be the sole representative being questioned by SUFAC, unless the presentation is for the SGA.
6. Requests must be presented at least 3 weeks prior to a scheduled event. Exceptions will be considered on a case-by-case basis.
7. **Any money owed to SUFAC must be repaid within two weeks of a final bill being emailed to the org's soaccount by the Student Engagement Center. After two weeks, a hold may be placed on all the fund officer(s) or other students' university record.**

Section II - Supplies Funds Requests

Supplies items are material items used by the organization. These items include office supplies, books, promotional materials, and many other physical objects that foster one or more of the following services:

- Educational development for the organization members and the University community (namely, the student body).
- Promote membership in the organization(s).
- Further the goals of the organization(s) as listed in its constitution.
- Provide services to the organization or the student body.

Capital items are physical objects which will remain within the organization for a number of years as opposed to other supplies items which will be utilized within a single academic year.

1. To equitably distribute limited funds to all student organizations for supplies items, a maximum of \$2,500.00 is available to each student organization per fiscal year (July 1 to June 30) for supplies funds.
2. SUFAC will provide new organizations with \$200.00 for supplies and food after registration for the fiscal year.
3. SUFAC will provide upfront funds to purchase materials being sold as fundraisers. All apparel items including Tee-shirts, uniforms (including practice uniforms, i.e., pennies), and any other wearable and/or clothing items will automatically be considered “fundraiser” allocations, and the amount funded will be expected to be paid back to SUFAC within two weeks of a final bill being emailed to the org’s so account by the Student Engagement Center. Any additional funds that exceed the allocated amount will be distributed into the organization’s agency account.
 - a. Footwear will not be considered to be part of a uniform and shall not be funded even as a fundraiser item.
4. SUFAC funds cannot be used to purchase flags, media equipment or electronics over \$100, bags for individual use, and other printed material or signage including posters larger than 11x17in except for a banner mentioned in 4b, honor cords, sashes, or other graduation materials for individual students—unless it can be justified as critical to the daily function of the organization.
 - a. Media equipment includes but is not limited to: microphones, mixers, headphones, editing software, video camera, XLR cable, SDI cable, HDMI cable, camera, tripod, zoom control, video chips, focus controls, lav mics, graphic software, replay system, switcher, wind covers, SD cards, phones, fiber cable, triax cable, tablets, etc.
 - b. 2ft by 4 ft banners used to promote student organizations or their events are allowed to be purchased, if purchased through Digicopy.
 - i. Banners will not be purchased for individual students, for any reason.
 - ii. Student organizations shall be permitted to purchase no more than two banners annually.
5. S&E requests of over \$500.00 must provide an itemized list, adding greater specificity to items that will be purchased.
6. Promotional materials for tabling and promotional materials will be limited to a maximum of \$250.00 per semester. Promotional materials shall be limited to items that are \$5 or less which can be given to many people and shall not only be given to a few people.

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7. The Chair and Vice Chair will be notified of fundraising requests and may bring it before the committee at their discretion.

Section III - Club Sports

A Club Sport is an officially registered student organization formed by students who share an interest in a sport/physical activity.

1. No community members or non-UWGB students may participate within Club Sports.
2. Coaches and support staff are permitted to be associated with club sports however no SUFAC funding may be used to cover their expenses.
3. Please reference Contractual for payment of services rendered.
4. The Program Coordinator of the Kress Events Center shall verify that items are reasonable, feasible, and will have storage available. SUFAC needs a confirmation from the coordinator to move forward with requests.
 - a. If items are not stored at The Kress Events Center the committee must have knowledge of storage location.

Section IV - Contractual Funds Requests

Contractual services involved are all lectures, coaches, performers, demonstrations, practice space, films and conference registration that is non travel, etc. which will foster one or more of the following services:

- Educational development for the organization members and the University community (namely, the student body).
 - Promote membership in the organization(s).
 - Further the goals of the organization(s) as listed in its constitution.
 - Provide services to the organization(s) or the student body.
1. To equitably distribute limited funds to all student organizations for committed items; a maximum of \$5,000.00 is available to each student organization per fiscal year (July 1 to June 30) for contractual funds.
 2. Organizations are encouraged to co-sponsor events so as to raise the amount of monies needed per performance.
 3. SUFAC funds cannot be used to provide honorariums or gifts to speakers, performers, demonstrators, and others. A de minimis gift under \$25, usually a coffee mug or t-shirt from the university bookstore, will be able to be purchased for those presenters that are not being paid.
 4. SUFAC funds cannot be used to pay for photography fees or costs.
 5. SUFAC funds cannot be used to pay for UWGB (Green Bay Campus) student or faculty speakers, coaches, performers etc. De minimis gifts are not allowed to be purchased for students or faculty.
 6. All proper contracts must be completed and co-sponsorship secured five weeks in advance with the program coordinator in the Student Engagement Center.
 7. Segregated Fees are not to be used for purposes of academic courses or classes. (Financial Administration: Segregated University Fees (F50) Section I.B.3.a)
 8. All Contractual events that involve co-sponsors must provide a breakdown of cost per organization and total cost of the event.
 9. SUFAC will cover two-thirds of the cost for individual memberships to associations, provided the organization is registering with an association relevant to competing or being part of their national affiliate and contributes the remaining one-third. This funding is subject to an overall cap of \$5,000 for all contractual payments.
 - a. SUFAC will not cover any 3rd party membership costs.

Section V - Food Funds Requests

1. To equitably distribute limited funds to all student organizations for food items; a maximum of \$1500 is available to each student organization per fiscal year (July 1 to June 30) for food funds.
2. All food and beverages funded by SUFAC must be purchased through the University Dining Service unless the event is held in the Mauthe Center, the STEM Innovation Center, or the Weidner Center, or the food and beverages are purchased by an approved vendor not to exceed \$150 for an event, or a non-standardized food form has been approved from the Union Director.
3. All events seeking funding for food must be held on campus grounds.
4. Segregated fees cannot be used to provide food for faculty or staff events.
5. An itemized list of all food items, quantities, and cost per unit must be provided for requests over \$500.00 to add greater specificity to items that will be purchased.
6. SUFAC encourages co-sponsorship with other groups for food events.
7. In order for food events with three or more student organization cosponsors to be considered, student organization leaders must meet with the SUFAC Chair and Vice Chair BEFORE submitting such budget requests.
8. SUFAC will contribute $\frac{2}{3}$ of the food cost of the event or activity, following SUFAC guidelines. If the student organization invites the public which is non-UWGB faculty, staff, and students, to said event or activity.
 - a. This only applies if the event or activity's total food cost is over \$1,000.
 - b. All events that involve co-sponsors must provide a breakdown of cost per organization.
 - c. This funding is subject to available funds within each line items cap.

Section VI - Travel Funds Requests

1. To equitably distribute limited funds to all student organizations for committed items; a maximum of \$12,000 is available to each student organization per fiscal year (July 1 to June 30) for travel funds, which maintains a level of educational and informational substance.
2. SUFAC requires that one-third of the total expense is contributed by the organization.
 - a. **Student organizations which exceed \$12,000 in Total SUFAC Contribution for all trips will have to contribute two thirds (67%) organization contribution in order to reduce cost to segregated fees. Only upon SUFAC Committee approval.**
3. Segregated fees will not be used for any food consumed on the trip unless it is directly figured into the registration fees.
4. Segregated fees cannot be used to fund registration, travel, or lodging for non UWGB students, faculty, or staff.
5. Segregated fees cannot be used to fund international trips.
6. SUFAC members will consider expense as well as convenience when deciding what level of funding will be allocated for lodging.
7. SUFAC will take the following steps to evaluate a travel request
 - a. Organizations are limited to 10 trips per fiscal year.
 - b. Travel expenses will be funded at a maximum of **\$80** per person per day. The cost per person per day shall be calculated in the following way: The total SUFAC contribution = Number of attendees x The total travel days which is the day you leave until the day you return
 - c. Organizations are limited to a maximum travel allocation of \$12,000 per fiscal year with vehicle rentals, gas or similar costs, and for registration costs.
 - d. Travel Registration is defined as fees to partake in an event, including Individual, Group, Conference and Tournament Registration.
8. All SUFAC provided funds must be distributed equally among all attending students.
 - a. All failed cancellations are expected to be paid in full by the student organization.
 - b. If a trip cost exceeds the SUFAC allocation the organization is expected to pay in full the extra cost.
9. SUFAC will not fund transportation to destinations within a 30 mile radius of UWGB.
10. Organizations are not permitted to request a trip on contingency that was denied during the annual allocation process.
11. All student organizations must present to SUFAC at least 5 weeks prior to travel. Travel authorization forms are required to be completed before any arrangements can be made or any payments disbursed.
 - a. If a request is approved contact the Student Engagement Center to plan the trip immediately.
 - b. Trip cancellations must be processed through Student Engagement Center at minimum 48 hours in advance and some aspects may be non-refundable.
 - c. Exceptions to the 5 weeks advance requirement may be made by the Executive on behalf of the Committee.

Section VII - Reallocation Funds Requests

1. To equitably distribute limited funds to all student organizations, all guidelines must be followed.
2. The Chair and Vice Chair shall decide upon all reallocation requests that do not break guidelines. Upon the discretion of one of the chairs, any reallocation request may be brought before the committee.
3. Requests must be presented in accordance with the time frame written into the particular Guidelines being referenced per request. Exceptions will be considered on a case-by-case basis.

Section VIII - Scholarship Funds Requests

These guidelines are provided to better structure the budget process outlined in the UW-Green Bay, Green Bay Campus SGA constitution as it relates to scholarships. Scholarship funds are monetary tokens of gratitude to student leaders that dedicate time and talent to the betterment of the university community.

- 1. SUFAC will only consider requests for scholarships for the SGA. No other student organizations may apply.**
2. All scholarship receiving Student Organizations must carry out University business, provide services to the whole student body through time and talent, and have a mission statement and bylaws.
3. Student Organizations must have and carry out an application process for scholarship positions or have and carry out an election process. Applications must be made available to all students, and scholarship receiving positions should be advertised to the student body when vacant.
4. All scholarship receiving Student Organizations must create and carry out an evaluation process for their scholarship positions.
5. A student cannot receive two scholarships for serving in the same organization.
6. Scholarships cannot exceed the amount approved by SUFAC; therefore, no scholarship reallocation requests may be made to SUFAC, except for newly established positions or previously established positions which have not been compensated historically, and provided that the reallocation request for said positions is made the semester before they are to be paid.
7. Changes to scholarship amounts for the next fiscal year may not be increased or decreased more than 5% of the amount from the previous fiscal year. All scholarship changes must be justified to SUFAC with reasoning and evidence, which shall include duties for the position listed within bylaws or a constitution. SUFAC shall have discretion to reduce or reject the level of scholarship changes based upon presented information.
8. Scholarships should be arranged in a hierarchy with the head position being granted the most money and each subsequent position receiving less as work load decreases.
9. Per UW-System guidelines, individuals who receive an internship credit in a scholarship funded position cannot receive a scholarship for serving in that position.

SUFAC Bylaws

ARTICLE I. ESTABLISHMENT.

- (a) There is established the Segregated University Fee Allocation Committee of the University of Wisconsin—Green Bay (herein “The Committee”), in accordance with Wisconsin Statute 36.09(5), the Constitution of the Student Government Association of the University of Wisconsin—Green Bay, Green Bay Campus and these bylaws.
- (b) The Committee is responsible for the equitable distribution of the Segregated University Fee. The Committee shall hold annual review of the non-allocable portion of the Segregated University Fee. In addition, the Committee annually reviews and recommends increases, decreases or continuations of existing Segregated University fee levels.
- (c) Whilst established by the authority of the Student Government Association Constitution, the Committee shall be considered a separate organization for the purposes of room reservation, promotion of membership in the committee and org registration. For the purposes of budget, the Committee’s annual budgetary needs shall be included in the annual Student Government Association request.

ARTICLE II. MEMBERSHIP.

SECTION 1. ESTABLISHED AND QUALIFIED.

(a) The Committee shall be composed of the following voting members:

- i. One (1) Vice Chair, elected by the Committee.
- ii. One (1) Secretary, elected by the Committee.
- iii. Eight (8) Senators, to be appointed by the Speaker of the Senate. These appointments are to be accepted immediately by the Chair and do not require confirmation by the Committee. The Speaker of the Senate shall automatically count as one of these seats. Senators' membership of the committee shall lapse if they no longer are Senators, however, if a Senator resigns from the Senate, the SUFAC Executive may accept the individual as a member-at-large if an at-large position is empty and the resignation was for non-objectionable reasons.
- iv. Eight (8) members-at-large, to be confirmed by the Committee from applicants from the student body. The Executive shall advertise these vacancies to the student body at the beginning of the fall and spring semesters. Members-at-large shall not be required to be reappointed year-to-year, and shall only lapse if they resign, graduate or are otherwise removed from office.
- v. Six (6) reserved seats, for one (1) representative from of each of the Pride Center, Office of International Education, Multi-Ethnic Student Affairs Office, University Athletics, the Graduate Student Office, and Veterans Services, to be appointed by the directors of those respective departments. These appointments are to be accepted immediately by the Chair and do not require confirmation by the Committee.
- vi. All former Chairs and Vice Chairs of this committee which are presently students at the University of Wisconsin—Green Bay, except any removed from these offices under Article III Section 7 of these bylaws, unless they hold any of the positions in the subsection below.

(b) The Committee shall be composed of the following non-voting members:

- i. One (1) Chair, elected by the Committee.
- ii. One (1) President of the Campus Student Government Association of the University of Wisconsin—Green Bay, Green Bay Campus, or, decided at the beginning of each semester, one (1) Vice President of the Campus Student Government Association of the University of Wisconsin—Green Bay, Green Bay Campus.
- iii. Two (2) Advisers, one (1) from the budget office and one (1) who is familiar with the financial affairs of student organizations. Whenever these bylaws require only one singular Adviser to perform a given function, that phrase shall be construed to mean an Adviser whom the two Advisers agree to perform that function.

(c) Non-voting members shall be recognized by the chair to speak as if they were voting members according to Roberts' Rules, however they shall not be permitted to make, second or vote on a motion. However, they shall be permitted to rise to points of order, information or parliamentary inquiry.

- (d) Non-members in attendance at any meetings of the Committee can be recognized at the discretion of the Chair. The Chair's refusal to recognize non-members may be overturned by a simple majority vote of those present.
- (e) All members of the Committee shall be required to maintain a 2.0 GPA on a four-point scale. The Chair shall be responsible for contacting the Dean of Students Office each semester to verify the GPA of all members of the Committee.
- (f) The office of Vice Chair Pro Tempore shall be held concurrently by an individual who is a Senator (who is not the Speaker or President), a member-at-large, or a representative member, however the offices of Chair, Vice Chair, and Secretary shall be membership categories distinct in their own right, and upon assumption of the office of Chair or Vice Chair, an individual shall automatically resign previous membership.

SECTION 2. RESIGNATION AND EXPULSION.

- (a) All non-ex officio members may resign their positions by communicating this to the Chair. All resignations shall take place at the date specified in the member's communication, which shall be read to the Committee at the next meeting.
- (b) Any members may be expelled from the committee upon the passage of a motion of expulsion, which shall require a 2/3rds majority vote to pass. Motions of expulsion for non-officers must be presented to the Chair or Vice Chair no later than 48 hours before the stated date and time of the next meeting of the Committee in order to be included on that meeting's agenda. Proposals to expel officers of the committee from the committee entirely may be attached to motions of no confidence, which shall be governed by Article III, Section 9.
 - a. Reserved seats may be removed following the accumulation of two unexcused absences or five excused absences at regularly scheduled meetings at the discretion of the Chair without a vote and shall be announced to the committee at the following meeting during reports. Unexcused absences shall be defined as the failure of an individual serving on a reserved seat to notify either the Chair or Vice Chair of their absence 24 hours prior to the meeting. Exceptions due to extenuating circumstances shall be left to the discretion of the Chair.
- (c) Voting members shall be expelled following the accumulation of two unexcused absences or five excused absences at regularly scheduled meetings. Unexcused absences shall be defined as the failure of a member to notify either the Chair or Vice Chair of their absence 24 hours prior to the meeting. Exceptions due to extenuating circumstances shall be left to the discretion of the Chair.
- (d) Individuals expelled may not be reappointed to the Committee, except by a 2/3rds affirmative vote waiving this rule.

ARTICLE III. OFFICERS.

SECTION 1. ESTABLISHMENT

- (a) There are established the offices of Chair, Vice Chair, Vice Chair Pro Tempore and Administrative Assistant.
- (b) Unless otherwise mentioned, “the Executive” shall refer to the Chair and Vice Chair acting in unison and agreement.
- (c) The Speaker of the Senate shall be disqualified from holding the Speakership simultaneously with any of the offices of Chair, Vice Chair, Vice Chair Pro Tempore or Administrative Assistant.
- (d) The terms of all offices established under these bylaws shall at noon on the Sunday prior to the final meeting of the academic year.

SECTION 2. THE CHAIR

- (a) The Chair shall be elected by the committee at the penultimate meeting of the Academic Year. Candidates, if one is available, must have at least one semester of prior SUFAC experience, to be defined as having attended three-fourths of the regular meetings of SUFAC in a semester.
- (b) The Chair’s responsibilities shall be as follows:
 - i. Acting as an official liaison between the Committee and all outside parties where necessary;
 - ii. Presiding over meetings, voting only in case of a tie or if there are three or fewer voting members of the committee.
 - iii. Serving as a voting member of the Strategic Budget Planning Committee or appointing a voting member of the Committee to fulfill this function for them.
 - iv. Maintaining neutrality during meetings to ensure viewpoint neutrality on the Committee.
 - v. Performing all duties otherwise reasonably considered incumbent upon the Chair.

SECTION 3. THE VICE CHAIR.

- (a) The Vice Chair shall be elected by the Committee at the penultimate meeting of the Academic Year.
- (b) The Vice Chair’s responsibilities shall be as follows:
 - i. Preparing and publishing agenda and materials for meetings.
 - ii. Publishing forms for usage by student organizations in requesting funds from the Committee.
 - iii. Conducting the annual review of these bylaws and the policies established pursuant to these bylaws after the conclusion of the annual budgetary process following D-Day in order to update and conform them to the desires of the Committee.

- iv. Presiding over meetings of the committee when the Chair is absent, unable to preside, or chooses to pass the gavel to the Vice Chair to speak or for another reason which they state.

SECTION 4. SHARED RESPONSIBILITIES OF THE EXECUTIVE.

- (a) Between the Chair and Vice Chair, they shall perform these duties cooperatively:
 - i. Establishing schedules for public budget hearings for both student organizations, auxiliary requests or any other requests.
 - ii. Training new members in viewpoint neutrality, the bylaws and rules of the Committee and the SGA, and parliamentary procedure.
 - iii. Ensuring that at least one of the Chair or Vice Chair are present at Executive Committee meetings and Senate meetings.
 - iv. Meeting weekly with the Advisers.
 - v. Coordinating the process of budget training with the Student Engagement Center for annual budget requests of student organizations.
 - vi. Determining the date and time of meetings.
 - vii. Individually serving 10 office hours each week.
 - viii. Ensuring that all matters germane to the Committee not specified in these bylaws are completed.
- (b) The Executive shall take care to perform the above duties in the manner which they see fit and may, upon mutual agreement, choose to delegate them to one or the other of themselves, always ensuring that all of these duties are still completed.
- (c) In the case that the Vice Chair Pro Tempore is acting as both Chair and Vice Chair, they shall be empowered to solely act as the Executive until both the vacant Chair and Vice Chair can be filled. Otherwise, succession of power shall be governed by Section 7 of this article.

SECTION 5. THE VICE CHAIR PRO TEMPORE.

- (a) The Vice Chair Pro Tempore shall be elected at the penultimate meeting of the academic year, after the Vice Chair. The Vice Chair Pro Tempore must be a voting member who is neither the Speaker of the Senate nor the Vice Chair.

SECTION 6. THE SECRETARY.

- (a) The Secretary shall be elected by the Committee.
- (b) The Secretary's responsibilities shall be as follows:
 - i. Recording minutes at meetings of the Committee.

- ii. Taking roll at meetings of the Committee and keeping a document of the attendance record of each member of the Committee.
- iii. Making and storing name placards for each member of the Committee.
- iv. Serving 4 office hours a week.

SECTION 7. ELECTIONS, SUCCESSION AND VACANCIES, HOW FILLED.

- (a) All elections by the Committee shall be by secret ballot. Should there be more than two candidates for any office, two rounds of voting shall be held. The first shall be with all candidates, and the second shall be with the top two vote-getters. Only one round will be held if there are only two candidates. The presiding officer of the election shall be permitted to vote if able.
 - i. In all elections, if there is only one candidate, there shall be the option of “Reopen Nominations” against the only candidate, and the presiding officer shall make this option known to the Committee. Should this option prevail, the electoral process shall restart. The candidate who loses to “Reopen Nominations” shall still be eligible to run in the restarted election.
- (b) When an election is held, they shall occur in a meeting after the presentations of any guest speakers or any confirmations of new members.
- (c) All candidates are permitted to vote for themselves if able and shall not be made to leave the room during any of the electoral process.
- (d) All regular elections for offices established under these bylaws shall take place at the penultimate meeting of the Academic Year.
- (e) All special elections to fill vacant offices shall take place at the next meeting after which an officer’s resignation is announced, or the office falls vacant, whichever is sooner.
- (f) The Chair shall pass the gavel to the Vice Chair, or if they are unable, a member without a conflict of interest in the election, during the election for an office which they are running for or would otherwise have a significant conflict of interest if they presided over that election.
- (g) If the office of Vice Chair or Secretary are vacant for a period longer than 3 weeks during regular Fall and Spring Session then the Chair may nominate an eligible student for the position which nomination must then be approved by a simple majority vote of the Committee for it to be effective.

SECTION 8. SUCCESSION.

- (a) The chain of succession for Chair and Vice Chair shall be as follows: Vice Chair, Vice Chair Pro Tempore, Secretary, Speaker of the Senate, and President or Vice President of SGA. If the office of Chair and or Vice Chair falls vacant, the officer next available and willing in the chain of succession shall act in that office until it is filled in accordance with these bylaws.
- (b) This chain shall also govern in situations where officers are temporarily incapacitated or unavailable, be it for a period of time or merely during part or all of a meeting.
- (c) If the office of Secretary is vacant, an individual may be appointed by the Chair to act as Secretary for a duration no longer than a meeting.

SECTION 9. REMOVAL FROM OFFICE.

- (a) At the request of two-fifths of the voting members of the Committee, a motion of no confidence may be presented for any office established by these bylaws to the Chair, or to an Adviser if the target of the motion is the Chair. Such a motion shall list with specificity the reasons why the person in question should be removed from office. The presiding officer of this motion cannot be its target. If such conflict of interest arises, an Adviser shall preside over the resolution of the motion of no-confidence. Motions of no confidence shall require a 2/3rds majority affirmative vote of the Committee to pass. Upon passage, its target(s) shall be removed from office.
- (b) Targets of motions of no confidence may vote on these motions if able.

ARTICLE IV. MEETINGS.

SECTION 1. FREQUENCY AND SEASON.

- (a) Meetings must be held at least once every other week when classes are in session during the fall and spring semesters, unless there is no new business for the Committee.
- (b) Summer or Winter Session, the Chair and Vice Chair shall be empowered to approve requests which are within the Committee's guidelines and are less than or equal to \$5,000. Special meetings may be convened at the discretion of the Chair to approve urgent larger requests, or urgent requests which break the Committee's guidelines, or both.
 - i. The Committee shall vote to enter Winter or Summer Session by an affirmative vote of 2/3rds at the last meeting of a semester.
- (c) During the fall and spring semesters, special meetings may be called at the Chair's discretion to deal with urgent matters or any matter they deem necessary to have a special meeting. Such meetings must be announced no later than 24 hours prior to the meeting.
- (d) The last regular meeting of the academic year shall be held in the week prior to the week of final examinations, and the penultimate meeting shall be held in the week prior to that week.

SECTION 2. CONDUCT.

- (a) All meetings shall require a quorum to be lawfully conducted, defined as half of voting members of the Committee.
- (b) Meetings shall be held in accordance with the Wisconsin Open Meetings Law.
- (c) Any member who objects to proceedings within the meeting shall do so in accordance with Robert's Rules of Order.
- (d) Any voting member is entitled to ask for a roll call vote for any vote.
- (e) Matters of fee allocation, fee policy amendment or by-law amendment shall always be decided by roll call vote.
- (f) All matters not provided for in these bylaws, the Student Government Constitutions, Merger Implementation Statement, UW-System Policies or Wisconsin Statute shall be decided at the Chair's discretion, which may be overruled at the Committee's discretion.

ARTICLE V. PROCEDURES.

SECTION 1. VOTING REQUIREMENTS.

- (a) All voting members are entitled to one vote. On motions, the options to vote shall be in the affirmative, in the negative or an abstention from voting.
 - i. Members are discouraged from abstaining due to being unsure how to vote. Members should generally only abstain when they cannot in good conscience maintain viewpoint neutrality on the question.
- (b) All motions, unless otherwise stated in these bylaws, shall require a simple majority to pass.
- (c) In all cases, abstentions shall not be considered in the computation of a majority.
- (d) In order to vote on a Student Organization contingency or annual budget request, members must have been present at the meeting the request was initially presented. Attendance and voting eligibility shall be recorded and reported by the Administrative Assistant to the Executive.

SECTION 2. GUIDELINES.

- (a) In order to establish a viewpoint neutral process for the allocation of Segregated Fees, the Committee shall, by 2/3rds affirmative vote, establish guidelines.
- (b) For exceptions to be granted to guidelines, a 2/3rds affirmative vote of the Committee shall be required.

SECTION 3. ANNUAL PROCESS FOR STUDENT ORGANIZATIONS.

- (a) The Executive shall determine the dates on which student organizations are to submit their annual requests to the Committee.
- (b) Student organization budget requests less than or equal to \$1000 shall be decided upon solely by the Executive.
- (c) Student organization budget requests greater than \$1000 but less than \$5000 shall be decided upon by the Committee at D-Day, but shall not be required to present unless the request is against the guidelines established in Section 2 of this article. If after submission to the Committee these budgets fall below \$1000, they shall be then treated as budgets in Subsection (b) of this Section.
- (d) Student organization budget requests greater than or equal to \$5000 shall be required to be presented to the Committee.
- (e) All budget hearings shall be open to the public, but only members of the Committee and guests recognized to speak by the Chair shall be permitted to speak during discussion of the budgets.

SECTION 4. APPEALS.

- (a) Appeals shall be conducted in this way:
- i. During the appeals process, all proceedings will be audio recorded.
 - ii. The organization shall submit a request to review the disputed decision by providing a request, either written or electronic, for review to the Executive, detailing the basis for the appeal to the Committee within seven days of the date the decision letter was sent.
 - iii. The Executive shall determine if the appeal is warranted based on either procedural concerns or alleged concerns of viewpoint neutrality having been violated. These are the only grounds by which an appeal shall be warranted.
 - iv. If the Executive deems the appeal warranted, it will be presented to the committee at the next available meeting that the Vice Chair deems appropriate.
 - v. If the appeal is not successful, the aggrieved organization, in accordance with the SGA Constitution, may appeal the decision to the Student Judiciary within seven days of the appeal decision for further review.
 - vi. The Executive shall include this section in its entirety in all communications informing organizations of rejected requests.

SECTION 5. REALLOCATION REQUESTS.

- (a) Requests for reallocation which do not break the guidelines promulgated pursuant to Section 2 of this article shall be automatically approved by the Executive.
- (b) Requests for reallocation which do break the guidelines promulgated pursuant to Section 2 of this article shall be brought before the Committee and shall require a 2/3rds affirmative vote to be approved.

SECTION 6. MISCELLANEOUS STANDING RULES.

- (a) Ad hoc subcommittees may be formed by the Chair to deal with issues of exceptional controversy or complexity. The Chair shall appoint from the membership of the Committee to sit on ad hoc subcommittees. Non-voting members are entitled to sit and vote on these subcommittees. The Chair shall also appoint a member to serve as Chair of the subcommittee. This can be any member of the committee, including the Chair themselves.
- (b) No voting member of the Committee or the Chair shall be the sole representative of their organization to present its budget.
- (c) Advisers of organizations shall not be permitted to present their organizations' budgets.
- (d) Organizations which restrict membership on account of any of sex, race, religion, color, creed, national heritage, age, marital status, sexual orientation, or socioeconomic, disability or veteran status, or any other protected category according to state or federal law, or which are social fraternities or sororities, shall not be funded by Segregated Fees.

- (e) The Committee shall be empowered to freeze or revoke the funds of student organizations which have been shown to be improperly using Segregated Fees by majority vote. Such organizations shall be made to appear before the Committee within 3 business weeks.
- (f) Organizations which are absent without 24 hours advanced notice at the date required of them according to the schedule established by the Executive according to Article III Section 4 shall be rescheduled again. Failure to appear a second time without 24 hours advanced notice shall be grounds for immediate rejection of their entire request for the fiscal year.
- (g) The parliamentary authority of the Committee shall be the most recently published edition of *Robert's Rules of Order: Newly Revised* in the possession of the Executive.

SECTION 7. AUXILIARIES AND NON-ALLOCABLES.

- (a) Non-allocable line items are items that are beneficial to the students whilst remaining non-academic. These shall include items such as the Soccer and Softball Complex, Debt Service (KEC note) and Municipal Services.
- (b) Auxiliary items shall include things such as Athletics, the Union, Kress Center Maintenance, UREC, the Pride Center, Counselling and Health, the Student Engagement Center, the Pep Band, Dean of Students Office and Transit.
- (c) The Reserve Fund shall be listed as a Non-Allocable item to keep in line with state standards.
- (d) The following shall be the process for Auxiliary offices to receive a contingency request:
 - i. The contingency request must benefit students or student-controlled buildings (such as the Union or KEC).
 - ii. The plan must first be presented to the Executive and then presented for a second time to the Committee.
 - iii. The request shall not be considered if the cash reserve is above the amount 7.5% per FTE.
 - iv. Any revenue produced from the request shall be placed in the reserves fund, along with any unused monies from the request.
 - v. The request must be approved by a $\frac{3}{4}$ majority of the Committee.
 - vi. Contingency requests cannot be used for additional annual funding and may only be used for one-time purposes and cannot be asked for again.
 - vii. Contingency requests cannot be used for the funding of new building projects. Such projects must be individual non-allocable line items.
 - viii. Each Auxiliary can only ask for one contingency request every other fiscal year.

ARTICLE VI. AMENDMENT.

- (a) These bylaws may be amended by a 2/3rds affirmative vote of the Committee.
- (b) The Executive shall be empowered to make stylistic changes to these bylaws and all such policies and documents promulgated pursuant to these bylaws which do not affect the meaning for reason of correcting spelling or grammatical mistakes, changing the formatting of this document, editing the numbering or naming of the sections and articles, or whatever other reason the Executive sees fit for perfecting the document's presentation. These changes shall be reported at the next meeting of the Committee by a member of the Executive.
- (c) These bylaws may be suspended temporarily without being amended by the Committee. This shall require a 3/4ths affirmative vote of the Committee.