

# Student Fee Advisory Committee 2007-2008 Bylaws

The purpose of these bylaws is to further elaborate sections of the Student Fee Advisory Committee's charge.

**DISCLOSURE.** At the beginning of each year, each member shall disclose any past or current involvement with a student fee-funded unit that may create a potential conflict of interest. Examples of such involvement include paid or volunteer employment or serving as a member of an advisory committee to a fee-funded unit. In such cases, the member would be expected to disqualify her/himself from expressing **opinions** about the unit, its personnel and programs, and from voting on any matters pertaining to the unit. However, the member would be encouraged to use her/his experience and contact with the unit to provide **factual** information and data.

## **VOTING.**

**Procedures:** Given the amount of material that the SFAC must cover in a year, decisions should be made by consensus whenever possible. In cases where consensus cannot be formed, the mode of operating will shift to *Robert's Rules of Order*.

**Voting Members:** Voting members shall consist of the ten undergraduate students, one graduate student, one staff-at-large and one faculty. The Student Affairs representative and the Planning and Budget representative are **non-voting** members.

**ELECTION OF CHAIR AND VICE CHAIR.** Once a date for elections has been established by the Chair, the Chair must announce to the members of the committee that elections will take place. On the date of the election, any member may put forth nominations for the Chair. A member may nominate her/himself for the position. After all nominations have taken place, the committee shall allow time to hear from each of the nominees for Chair; questions of the candidates shall be asked at this time. Vote shall be taken by secret ballot, and given to the committee staff person. The winning candidate shall be the candidate with the most votes.

Following the election of the Chair, the process will be repeated for the election of the Vice Chair. Any candidate can request the secret vote count after the announcement of the new Chair and Vice Chair.

If there is only one candidate, a confirmation vote will be taken. A simple majority vote is sufficient for confirmation.

An SFAC member cannot concurrently hold an officer position on the SFAC and the SUA. If an SFAC officer runs for an SUA officer position, an alternate SFAC officer will be appointed in the event the officer is elected to the SUA.

**ATTENDANCE/REMOVAL OF MEMEBERS.** Attendance of meetings and office hours are mandatory and will be enforced. An ineffective member shall be defined as any member who has two or more unexcused absences during any quarter in any academic year. An unexcused absence is defined as any absence without prior notification to the Chair or Staff, of an illness, family emergency, or special circumstance. Notification shall be given in writing at least 30 minutes before the meeting.

Tardiness policy: Two unexcused tardiness (exceeding 15 minutes late) = one unexcused absence

Office Hours policy: If a member misses their office hour, they must make it up by the end of next week. Two missed office hours = one unexcused absence, if not made up by the following week. If a member has to miss the regular SFAC meetings during a quarter because of a schedule conflict, they may miss only one office hour and must make it up by the end of the next week.

Scheduling conflict policy: A limit of two quarter's meetings per two-year appointment may be missed due to a scheduling conflict. If a person has to miss more than two quarters worth of meetings, they need to resign their position on the committee.

In the case of violation of the above policies the following will occur:

1. Upon the occurrence of a member's first unexcused absence, the Chair or Vice-Chair will meet with the member to discuss their attendance. The member will be reminded of the stipulation in the Bylaws and the importance of attendance. They will also be alerted that they are now eligible to be removed from the committee.
2. Upon the occurrence of a member's second unexcused absence, the Chair or Vice-Chair shall bring to the full Committee's attention the issue of the member's attendance. The committee will then have an opportunity to vote to remove the ineffective member. The removal of the member shall require a 2/3 majority vote and shall be done by secret ballot, which will result in the termination of the member's stipend.

**MEETINGS.** Meetings are mandatory for all SFAC members. Meetings are an integral part of the SFAC process and are generally open to the public; however, the Chair may close the meeting to the public at any time if s/he feels that the presence of visitors is in any way inhibiting the discussions and business of the committee.

**SUBCOMMITTEES.** The committee cannot give a unit or issue the full attention it deserves during its weekly meetings; thus, subcommittees will be created to facilitate in-depth analysis. The Chair will designate members, based on their interests, to subcommittees. In the summer, the Chair and Vice Chair are a subcommittee that will be responsible for keeping the other members abreast of major activities occurring on campus during the summer months.

**OFFICE HOURS.** Each student member holds one hour of office hours per week. At this time they will answer questions that people may walk in with, make contact with a designated unit director, read new correspondence and/or unit reports, and answer the phone if a staff person is not available.

**CONFIDENTIALITY.** While meetings of the Student Fee Advisory Committee are generally open to the public, committee members should be aware that there are issues discussed within the scope of the committee, such as personnel and budget information, that are confidential and should not be made public.