

**BY-LAWS OF THE UW-L STUDENT
ASSOCIATION SEGREGATED UNIVERSITY FEE ALLOCATION COMMITTEE
(SUFAC)**

ARTICLE I: COMMITTEE STRUCTURE

Section I: Name and Purpose

- A. Name** – The name of this committee shall be the Segregated University Fee Allocation Committee (SUFAC), a standing committee of the Student Senate (UW-L Student Association).
- B. Purpose** – The purpose of this committee shall be to:
1. Make recommendations to the Student Senate regarding the manner in which the segregated university fees are to be distributed among eligible activities and programs as identified in the Segregated Fee Chart of Accounts.
 2. Allocate from the Equipment and Supplies Fund for:
 - a. Advance purchasing,
 - b. Capital expense items,
 - c. Unforeseen budgetary matters.
 3. Hear and discuss any Contingency Requests.
 4. Review Green Fund requests and forward recommendations to Student Senate.
 5. Approve the expenditure of excess income not anticipated during budget deliberations.
 6. Review budgetary deficits and formulate, as appropriate, compensation or reduction of subsequent budgets.
 7. Maintain at all times a minimum cash balance of \$35,000 to ensure the continuation of programs in the event of enrollment fluctuations, unforeseen shortfalls in program revenue, or other catastrophic experiences.

Section II: Membership

- A. Student Membership** – Student membership on the committee shall consist of eight (8) students: five (5) student senators, three (3) students at-large appointed by the Student Senate Committee-On-Committees. No chair of a budgetary subcommittee of the Student Senate may serve as a member of SUFAC. The chair of SUFAC may not serve as a voting member of a budgetary subcommittee.

- B. Faculty Membership** – Faculty membership shall consist of two (2) faculty members appointed by the Faculty Senate Committee-On-Committees.
- C. Academic Staff Membership** – Academic Staff membership shall consist of the Associate Vice-Chancellor/Dean of Student Development or designee and the Budget Officer or designee.
- D. Ex-officio Membership** – The committee may request additional ex-officio non-voting members. The President and Vice-President of the UW-LSA shall be ex-officio non-voting members of the committee unless a quorum is needed, in such a case they shall become voting members. Ex-officio members shall be declared by the Chair.
- E. Alternate Members** – The committee may create alternate positions to assume voting privileges in the absence of a regular member. Alternate members shall be regular participants at all committee meetings. A faculty or student alternate may only assume voting privileges of a faculty or student member, respectively. The alternate voters shall be declared by the Chair prior to beginning the meeting.

Section III: Officers

A. Chair – It shall be the duty of the Chair to:

1. Preside at all meetings,
2. Oversee all operations,
3. Issue meeting notices,
4. Conduct general correspondence for the committee,
5. Present committee recommendations to the Student Senate,
6. Speak for and be the official representative of the committee,
7. Act as liaison between the Student Senate and representatives of eligible activities and programs as far as monetary matters are concerned,
8. Convene an orientation meeting for the budgeted organizations in conjunction with University Centers and the Office of Budget and Finance,
9. Make sure all organizations receive the procedures and guidelines that SUFAC will be using to evaluate all monetary issues (Budget/ Equipment and Supplies requests).

B. Vice-Chair – It shall be the duty of the Vice-Chair to:

1. Preside at meetings in the absence of the Chair,
2. Assume the duties of the Chair if the Chair is unable to perform his or her duties,
3. Carry out reasonable instructions of the Chair,
4. Be in charge of a budget review (Article IV) if requested by SUFAC,
5. Be a member of the Student Technology Fee Committee

C. Secretary – It shall be the duty of the Secretary to:

1. Record the minutes of all meetings,
2. Keep a file on all committee records,
3. Issue meeting minutes to all appropriate parties,
4. Carry out reasonable instructions of the Chair.

D. Chief Financial Officer – It shall be the duty of the CFO to:

1. Manage the SUFAC budget,
2. Plan training for SUFAC at the beginning of the year,
3. Process paperwork after Student Senate approval,
4. Member of the Student Technology Fee committee,
5. Conduct audits, as needed,
6. Carry out reasonable request of the Chair

Section IV: Voting

- A. Quorum** – A majority of the membership of the committee shall constitute a quorum seven (7) members, of which four (4) must be voting student members.
- B. Motions** – Action of the committee shall be by a majority vote of the members in attendance. Where monetary issues are concerned, a two-thirds (2/3) affirmative vote of the members in attendance shall be requested.
- C. Proxy** – Proxy voting is permitted if the member giving proxy was in attendance for roll call. Power of proxy, if given, shall be submitted in writing to the Chair/Convener and shall be specific to the issue.

Section V: Meetings

- A. Initial** – The Director of University Centers shall call the first meeting of the committee and shall preside until election of the committee Chair.
- B. Law** – All meetings shall comply with the provisions of the Open Meeting Law (Chapter 297, Laws of 1973).
- C. Regular** – Regular meetings shall be held at least once per month during the academic year or at the discretion of the chair.
- D. Special** – Special meetings may be called whenever necessary to conduct business.

Section VI: Attendance

- A. Attendance** – All members of the committee shall attend regular and special meetings. After two (2) unexcused absences from regular and special meetings, the member shall vacate his/her position. Vacancies shall be declared by the Chair. The Chair shall report the vacancy to the Vice President of Student Association.
- B. Excused Absences** – Excused absences for all members shall be granted by the Chair. Excused absences for the Chair shall be granted by the Vice-Chair.
- C. Appeal** – Any dispute may be appealed to the Student Senate within ten (10) days.

Section VII: Vacancies

- A. Vacancies** – The appropriate governance group shall fill vacancies on the committee.

Section VIII: Summer Duties

- A.** This committee may delegate its powers and function to the Student Senate Summer Board of Directors.

Section IX: Amendments

- A.** These by-laws may be amended with a two-thirds (2/3) affirmative vote of the committee membership and by a majority vote of the members in attendance in the Student Senate.

ARTICLE II: ALLOCATION POLICIES AND PROCEDURES

Section I: General Provisions

- A.** Programs which are funded shall be those which best serve the interests of the student population, directly and/or indirectly, with the funds available to the Student Association.
- B.** Programs may be evaluated periodically by the committee to determine student interest.
- C.** In general, budgeting shall be done on an incremental basis.
- D.** Periodically, programs may be required to use zero-based budgeting procedures to the fullest extent.
- E.** Increases or decreases in the Student Allocable Segregated Fee shall be approved based on gradual changes in the current fee as based on approved programs, projected revenue, and program revenue.
- F.** A budget calendar shall be prepared early each fall to provide requesting programs maximum time for budget preparation and student participation. This calendar will be coordinated with the University Planning and Budget Schedule as approved by the Chancellor in the UW-La Crosse Segregated Fee Planning Schedule.
- G.** The committee may review at any time requests from eligible activities and programs (Section I, part A-E above) for additional funding because of unforeseen cost increases or program modifications or changes. The approved funding shall be allocated directly to the respective program account from the budgeted Contingency Reserve.
- H.** Equipment and Supplies Fund Requests may also be entertained under the following conditions:
 - 1.** The Equipment and Supplies Fund been budgeted and resources are available.
 - 2.** Year-end balances have been approved through Student Senate.
 - 3.** A specific time period has been established by the committee to decide on and complete the capital fund allocation process.
 - 4.** A notification shall be sent to all Senate committee chairs informing them of the opportunity for Equipment and Supplies requests.
 - 5.** Upon approval, the allocated funds shall be transferred by the Office of Budget and Finance from the Equipment and Supplies Fund to the appropriate program/activity account.
 - 6.** Purchases shall require signature approval through the University Centers Office and the Office of Budget and Finance.

7. All deviations from the capital fund requests approved must be resubmitted to the SUFA Committee for reconsideration.
8. Approved requests must be expended in the fiscal year in which they were approved. Any capital fund allocations not used in the fiscal year in which they were granted shall be returned to the Equipment and Supplies Fund.
- I. Any excess revenue realized by a program in their respective budget shall be carried over into the subsequent year's budget and shall not be spent in the fiscal year in which it was generated. Revenue above and beyond the amount budgeted must be justified in writing to SUFAC as to the intended use.

Section II: Budget Policies

- A. Organizations which meet the following criteria may be approved to be budgeted:
 1. The unit shall be a university recognized student organization.
 2. The organization shall be open to all students.
 3. There shall be no discrimination as stated in Wisconsin State Statutes 111.325 through 111.39.
- B. Student allocable fees are not intended to fund items such as: (See ARTICLE III, Section I, part B-I.).
- C. Funding of unclassified wages shall not be approved except in extenuating circumstances. In such situations proper justification is required. Student participation in filling the position, and salary determination, in such cases shall be mandatory.
- D. Programs shall minimize travel and travel cost, and shall not exceed per diem allocations. (See ARTICLE III, Section I, part A.)
- E. Programs are required to use the University Purchasing Department guidelines in the purchase of supplies, services, and equipment.
- F. Ending balances:
 1. Accounts with positive ending balances will have the balance transferred to the SUFAC reserve account, less 5% of the surplus which will remain in the account and will be available for the current fiscal year. The money transferred from surplus accounts must be allocated to the segregated fee charge for the following year.
 2. Accounts with negative balances will inherit the balance in their current year program budget. The program is expected to end the year without a deficit.

3. Programs whose negative balances exceed 10% of their allocated budget or \$1,000, whichever is lower, will not be eligible for a segregated fee support increase for the following budget cycle.
4. An account manager may file an Ending balance Assessment Appeals Form to request some or all of the money to be returned if the account manager feels the balance absorbed was unreasonable or done so in error.
5. This policy may be superseded by an agreement by the SUFAC for any individual account. Agreements may stand no longer than 4 years and may be renewed by a majority vote of the committee.

Section III: Budget Procedures

- A. Budget forms and instructions are provided in the Office of Budget and Finance.
- B. The prepared budget shall be submitted to the proper Student Senate committee for review (i.e. Cultural Affairs, Athletics, Student Organizations and Student Services and Buildings).
- C. The program budget request and narrative shall be available to SUFAC for budget hearings.
- D. The budget request shall identify the program's previous year actual expenditures and revenue, current year budgeted expenditures and revenue, and the upcoming year's request.
- E. The budget narrative shall include the following:
 1. Program description and planning basis.
 2. Justification of line/category items.
 3. Travel expense summary sheet (form UW-18).
 4. Travel schedules of past, present, and proposed budget years, along with identification of post-season travel. Athletics requires a three (3) year travel schedule.
 5. Activity and personnel schedules to support requests for personnel and program funds.
 6. Reference, by line and column, the dollar amounts of each program priority (which shall include at least five (5) percent program priorities) to facilitate adjustments in program budget requests.
 7. Information on program participants and spectators attending events. Include participant fees and spectator admission rates broken down by student, faculty/staff, and general public.

8. Proper justification for any expenses that are incurred and were not justified in the previous year's budget narrative. (Example: An expense in the supply line when no supply expenses were declared in that year's narrative.)
9. Any line expense corrections that have been made because of a mistaken charge to the account.
10. A list of all single capital expenditures in excess of \$500.

NOTE: Budget Narrative requirements are subject to change. All requirements and revisions will be published prior to budget submission.

F. Failure to comply with any of the narrative guidelines gives SUFAC the right to reject the budget.

G. After the established due date, SUFAC will:

1. Review budget requests and support narratives submitted from Senate committees: identify information deficiencies and notify the programs prior to budget hearings.
 - a. Each program requesting funds shall be notified in writing to appear at an established time at a budget hearing. Failure to appear may jeopardize the budget in question.
 - b. Programs will be designated a specific amount of time in which to make a formal presentation.
 - c. Expect for room capacity as there is no limit to the number of persons attending.
2. The SUFA Committee shall pass a recommended budget to the Student Senate approximately one (1) month prior to the budget deadline as established by the Board of Regents as identified in the UW-La Crosse Segregated Fee Planning Schedule.
3. A budget is considered final if it passes by a two-thirds (2/3) affirmative vote of the Student Senate on the entire recommended budget. If the budget fails to pass in the Senate, the SUFA Committee will further review the budget and make recommendations to the Senate.

H. Any budgeted entity that wishes to alter their budget may submit a Budget Alteration Request form to SUFAC.

Section IV: Policy on One-Time Funding: Equipment and Supplies Fund Requests

A. Only budgeted entities are eligible to request money from the Equipment and Supplies Fund.

- B.** Equipment and Supplies Fund Requests are not intended for personal items, food, awards, telephones, fundraising, or travel. Requests must be for durable items serving the organization and/or the campus community.
- C.** Approved requests must be expended in the fiscal year in which they were approved.
- D.** Requests for funds shall be submitted by midnight on the sixth Friday of the fall academic semester. Equipment and Supplies Fund Requests will be approved once per academic year.
- E.** Equipment and Supplies Fund Requests shall be granted on the basis of need and availability of funds, to be allocated at the discretion of SUFAC, with final approval by the Student Senate.
- F.** Any Equipment and Supplies Fund Request that does not meet the criteria as set form in part A through E (above) shall not be considered.
- G.** Equipment and Supplies Fund Requests shall be limited to expenditures for the current semester. Phased projects will not be entertained.

Section V: Capital Fund Requests Procedure

- A.** Equipment and Supplies Fund Requests shall be prepared and submitted to the appropriate Senate committee.
- B.** Equipment and Supplies Fund Requests shall include monetary amounts and detailed justification of intended use.
- C.** Equipment and Supplies Fund Requests must include three pricing quotes (if available). If three pricing quotes are not provided, SUFAC reserves the right to request additional quotes.

Section VI: Policy on One-Time Funding: Contingency Requests

- A.** Requests for emergency funding shall only be available to budgeted entities.
- B.** Contingency funds may only be allocated for purposes unforeseen to the committee and budgeted entity or to fund developmental grants.
- C.** Requests can be made at any time during the academic year. Approved requests must be expended in the fiscal year in which they were approved.
- D.** An organization may file a “Request for Developmental Grant” form to be eligible for contingency reserve monies. Developmental grants shall be available to any program achieving budgetary status after normal budget allocations have been approved.

Section VII: Contingency Requests Procedure

- A. Contingency Requests can be submitted at any time to be reviewed by SUFAC. All funds are allocated and approved at the discretion of SUFAC, with final approval by the Student Senate.

Section VI: Underwriting Policy and Procedure

- A. Underwriting is a means by which budgeted programs may sponsor events that were unforeseen during budget deliberation and require financial responsibility beyond the program's ability to insure. In such cases, the program may submit a proposal to SUFAC through their respective Senate committee, outlining in detail all costs involved and projected revenue. SUFAC may agree to insure financial responsibility for the event if there is sufficient justification and sufficient possibility of revenue generation.
- B. If a consensus of the committee is reached, a draft of the agreement shall be passed by all parties involved. The draft shall include all relevant information regarding: costs by line/category, security, physical plant, dates/times/location, projected revenue, and any research done as it relates to the event.
- C. The underwriting agreement is considered final if it passes by a two-thirds (2/3) affirmative vote in the Student Senate.
 - 1. Note – The term “underwriting agreement” pertains solely to the monetary agreement made between SUFAC and the sponsoring organization and/or event.
 - 2. SUFAC accepts no responsibility for contractual agreements made between organizations and vendors.

Section VII: Funding Appeal Process – An activity/program may appeal a funding decision by SUFAC or the Student Senate through the following process:

- A. Submit an appeal in writing to the appropriate Senate sub-committee with additional explanation and/or justification.
- B. If approved, the Senate sub-committee will forward the appeal on to SUFAC.
- C. If approved, SUFAC will present the appeal to the Student Senate.
- D. If SUFAC rejects the appeal, the Senate sub-committee may forward the appeal on to the Student Senate.
- E. If the appeal is rejected by the Student Senate, the Senate sub-committee may present the appeal to the Chancellor.

- F.** As in accordance with University Guidelines 36.09(5), if an irreconcilable difference occurs between SUFAC and the Student Senate, SUFAC reserves the right to appeal to the Chancellor.
- G.** If an irreconcilable difference occurs between the decision of either the Student Senate or SUFAC and the Chancellor, the appeal may be forwarded to the Board of Regents.

ARTICLE III: BUDGETING GUIDELINES

Section I: Budget Guidelines

- A.** Travel – Travel allocations, regular or post-season, are given as a subsidy and are not intended to cover the total cost of an event. **PARTICIPANTS IN TRAVEL ARE ENCOURAGED TO INCUR PART OF THE EXPENSES.** All participants (e.g., advisers, students, and coaches) that claim any expenses against the allocable accounts must follow the following guidelines:
 - 1.** Programs are required to stay within per diem allocations:
 - a.** The total allocation per person per day for lodging and meals will not exceed \$45.00.
 - b.** Lodging: shall not exceed \$45.00 per night per person.
 - c.** Meals: shall not exceed \$18.00 per day with the following meal breakdown.
 - i. \$3.50 for breakfast per day per person.
 - ii. \$6.00 for lunch per day per person.
 - iii. \$8.50 for dinner per day per person.
 - d.** Per Diem recipients are not eligible to use per diem of others who did not participate in the activity because of an extenuating circumstance (illness, family emergency).
 - e.** Per Diem allocation is based on a per participant basis. In other words, those who actually attended the event and not on the projected attendance.
 - f.** It is preferable that all per diem for hotels be claimed against the university charge card by the adviser/coach when possible. Cash disbursement of per diem money is discouraged.
 - g.** Any spending of per diem money for other than its intent could result in the budget being investigated with potential disciplinary sanctions (Article V).
 - h.** Any increases in per diem amounts cannot reflect an automatic budget increase for the following semester.

- H.** Brochures/Fliers – Programs are encouraged to develop fliers covering all activities sponsored rather than publishing them individually. All printing funded through SUFAC shall have somewhere on its surface “Funded In Part by UW-LSA.”
- I.** Purchasing Procedures – Purchasing procedures for all supplies, services, and equipment shall be consistent with those administered by the University Purchasing Office.

ARTICLE IV: BUDGET REVIEW PROCESS

Section I: Auditing

- A.** SUFAC will select five (5) accounts after the accounts have been closed for the previous year. Three (3) vouchers will be pulled from each of the selected accounts.
- B.** Each voucher will be checked to make sure it meets expenditure and budget guidelines (Article III, Section I).
- C.** If an entity is found in violation of expenditure or budget guidelines, it will be mandatorily audited. This will continue for two (2) years after the violation has occurred.
- D.** If a violation is detected in a sample, further investigation of transactions must be done in that entity. This entity will then be subject to potential discipline (Article VI).

ARTICLE V: BUDGET CONTROL

Section I: Administrative Procedures

- A.** Budget and expenditure control requires that three questions be asked. **1)** Is the expenditure within the budget limits of the entity? **2)** Does the expenditure have proper approval? **3)** Does the expenditure adhere to the expenditure restraint of student government and the Board of Regents?
- B.** It is recommended that the budgets are controlled through the Office of Budget and Finance and University Centers. The entity may choose not to use these offices, but the entity may be asked to submit further details of spending history in comparison to the budget, during SUFAC budget reviews.
 - 1.** These two offices are delegated the authority to deny or approve any expenditure request.
 - 2.** All expenditure requests must be signed by the designated officer in each office.

3. Any questions from the Office of Budget and Finance and/or University Centers regarding an item on a voucher shall be directed toward either the SUFAC Chair, or the claimant on the voucher.
- C. The Office of Budget and Finance shall check the per diem claimed against the constraints specified in Article III, Section I.
- D. Both offices (Budget and Finance and University Centers) should be made aware of narratives of the budgets for that year and all budget Equipment and Supplies requests that were granted.
- E. The entity itself will be responsible for any budget or expenditure violation.

ARTICLE VI: FISCAL ACCOUNTABILITY

Section I: Guidelines

- A. SUFAC funded organizations will be expected to adhere to their approved budgets.
- B. Organizations will not be permitted to exceed their total spending allocations unless approved by SUFAC. Additionally, organizations will be expected to spend according to their approved budget line-items.
- C. Organizations will present a mid-year report to the appropriate subcommittees. SUFAC funded organization must also complete and file a year-end report with SUFAC after the fiscal year ending June 30th.

Section I: Violations and Discipline

- A. Any entity that is found in violation of the expenditure guidelines (Article IV, Section I; Article III, Section I) may be subject to discipline.
- B. A violation will be considered as any expenditure(s) that substantially deviate(s) from the approved budget for the fiscal year in which it was spent.
- C. Any group found to be in violation will have their spending authority frozen pending an explanation regarding the expenditures in question to SUFAC.
- D. SUFAC reserves the right to recommend the lowering, freezing, or elimination of any budget that fails to meet the expenditure or budget guidelines.
- E. The entity will have fourteen (14) class days to appeal before the UW-L Student Senate for reconsideration.

Amended: 10/2010