

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 (UWL Student Association).

B. Purpose – The purpose of this committee shall be to:

1. Make decisions 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 and then forward decisions onto Student Association
2. Allocate from the Capital Request 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 over \$5,000 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 a minimum cash balance of 10% of the operating budget to ensure the continuation of programs in the event of enrollment fluctuations, unforeseen shortfalls in program revenue, or other catastrophic experiences.

C. Definition – Student Association committees in this document shall refer to Student Organizations and Student Services and Buildings.

Section II: Membership

A. Student Membership – Student membership on the committee shall consist of eight (8) students: three (3) Student Senators, five (5) students at-large appointed by the Student Senate President. One student must be a first year student. One student must be a member of a diversity organization that is recognized by the Diversity Organization Coalition.

B. Faculty Membership – Faculty membership may consist of up to two (2) faculty members appointed by the Faculty Senate Committee-On-Committees.

C. Academic Staff Membership – Academic Staff membership shall consist of the Vice Chancellor of Student Affairs or designee.

D. Ex-officio Membership – Student Association advisor(s), Budget Officer or designee, and the SUFAC advisor shall be ex-officio non-voting members of SUFAC. The committee may request additional ex-officio non-voting members. The President and Vice-President of the UWLSA 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.

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 decisions 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 Budget Office,
9. Make sure all organizations receive the procedures and guidelines that SUFAC will be using to evaluate all monetary issues (Budget/Capital Fund 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 their duties,
3. Carry out reasonable instructions of the Chair,

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

1. Oversee all Chair duties during the summer session until the Chair is elected during the fall semester.

Section IV: Voting

A. Quorum – A majority of the membership of the committee shall constitute a quorum six (6) voting members, five (5) of which must be students.

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 required.

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 Student Association advisor or Acting Chair shall call the first meeting of the committee and shall preside until the 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 on Mondays at 5:30 P.M. during the academic year or at the discretion of the chair.

D. Special – Special meetings may be called at the discretion of the chair 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 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 SUFAC chair shall consult with the Student Senate President to fill vacancies on the committee

Section VIII: Summer Duties

A. This committee will elect an Acting Chair for the summer session at the end of the spring semester.

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 annual 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 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 SUFAC Reserve.

H. Capital Fund Requests may also be entertained under the following conditions:

1. The Capital Request Fund has been budgeted and resources are available.
2. Year-end balances have been approved through SUFAC.
3. A specific time period has been established by the committee to decide on and complete the Capital Fund Request allocation process.
4. Upon approval, the allocated funds shall be transferred by the Budget Office from the Capital Request Fund to the appropriate program/activity account.
5. Purchases shall require signature approval through the University Centers Office and the Budget Office

6. All deviations from the Capital Fund Request approved must be resubmitted to SUFAC for reconsideration.

7. Approved requests must be expended in the fiscal year in which they were approved. Any Capital Fund Request allocations not used in the fiscal year in which they were granted shall be returned to the Capital Fund Request.

Section II: Budget Policies

A. Organizations which meet the following criteria may be approved to be budgeted:

1. The organization shall be recognized by the University and provide programming for the entire student body.
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 university employee 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.

Programs shall minimize travel and travel cost, and shall not exceed per diem allocations. (See ARTICLE III, Section I, part A.)

D. Ending balances:

1. Accounts with positive ending balances will have the balance transferred to the SUFAC reserve account at the end of the fiscal year, except for Distinguished Lecture Series, Green Fund, and CAB.
2. Accounts with a negative ending balance may request an appeal hearing with SUFAC to discuss the negative ending balance.
3. An account manager may file a Cash Balance Request 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.
4. Accounts with negative balances, dependent on the outcome of the appeal hearing, will inherit the balance in their current year program budget. The program is expected to end the year without a deficit.
5. Any budget errors need to be reported to the Budget Office prior to the end of the fiscal year.

6. This policy may be superseded by an agreement made with the Student Association committee that oversees the entity and is approved by SUFAC for any individual account. Agreements may be reviewed by SUFAC on an individual account basis.

Section III: Budget Procedures

- A. Budget forms and instructions are provided by the Budget Office.
- B. SUFAC shall set a timeline for the budget process.
- C. SUFAC shall determine an allowable increase/decrease for the next fiscal year and communicate it to Student Association committees or the organizations presenting directly to SUFAC
- D. The Budget Office will send out the budget templates to the units.
- E. Budgets will be completed and returned to the Budget Office; then distributed to the Student Association committees (i.e. Student Organizations and Student Services and Buildings)
- F. The program budget request shall specify expenditures which the Student Association committees and SUFAC are approving.
- G. 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.
- H. After the established due date, Student Association committees will:
 1. Review budget requests and specific expenditures submitted to Student Association 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. The oral presentation should be made by no more than three (3) delegates.
 2. The Student Association committees shall recommend a budget to SUFAC for approval in accordance with the timeline previously established.
 3. SUFAC shall pass a budget, , and present to the Student Senate for feedback approximately one (1) month prior to the budget deadline as established by UW System Administration as identified in the UW-La Crosse Segregated Fee Planning Schedule.
 4. SUFAC must consider all Student Senate recommendations and approve the final budget.
- I. Any budgeted entity that wishes to alter their budget must present to SUFAC for consideration.

Section IV: Policy on One-Time Funding: Capital Fund Requests

- A. Only budgeted entities are eligible to request money from the Capital Request Fund.

B. Capital Request Fund Requests are not intended for personal items, food, awards, telephones, or fundraising. 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 in accordance with the Segregated Fee Planning Schedule. This will be determined by SUFAC by the end of the previous spring semester. Capital Fund Requests will be approved at least once per academic year. If funds are available, requests will be taken in the spring semester.

E. Capital Fund Requests shall be granted on the basis of need and availability of funds, to be allocated at the discretion of SUFAC.

F. Any Capital Fund Request that does not meet the criteria as set form in part A through E (above) shall not be considered.

G. Capital Fund Requests shall be limited to expenditures for the fiscal year. Phased projects will not be entertained.

Section V: Capital Fund Request Procedure

A. Capital Fund Requests shall be prepared and submitted to SUFAC.

B. Capital Fund Requests shall include monetary amounts and detailed justification of intended use.

C. Capital 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.

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.

Section VIII: 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 Student Association 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.

D. A resolution can be written to appeal an allocation by SUFAC. An allocation appeal resolution that passes the Student Senate with a 2/3 majority sends the allocation back to SUFAC for reconsideration. That specific reconsideration will come back to the Student Senate, which has final authority on the matter with a 2/3 majority.

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

A. Submit an appeal in writing to the appropriate Student Association committee with additional explanation and/or justification.

B. If approved, the Student Association committee will forward the appeal on to SUFAC for final approval.

C. If SUFAC rejects the appeal; the Student Association committee may forward the appeal on to the Student Senate.

D. If the appeal is rejected by the Student Senate, the Student Association committee may present the appeal to the Chancellor.

E. As in accordance with University Guidelines 36.09(5), if an irreconcilable difference occurs between either the Student Senate or SUFAC, the appeal may be forwarded to the Chancellor.

F. 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.

Section X: Non-Allocable Segregated Fee Budgeting Process

- A.** Non-allocable budgets are segregated fee budgets for which students have advisory responsibility to the Chancellor.
- B.** Current non-allocable and fee generating accounts are: Child Care Center, Counseling and Testing Center, Health Center, Recreational Eagle Center, Athletics and Athletic Venues, and University Centers, Stadium.
- C.** Budget presentations will be held annually for each entity. For presentation guidelines refer to Non-Allocable Segregated Fee Policy and Procedure document.
- D.** SUFAC will review all non-allocable budgets and provide feedback to Directors & University Administrators

Section XI: Segregated Fee Package

- A.** SUFAC Chair will bring final fee recommendations to Student Senate, after feedback from SUFAC.

ARTICLE III: BUDGETING GUIDELINES

Section I: Budget Guidelines

A. Travel – Travel allocations, regular or post-season, is given as a subsidy and is 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.** Lodging: shall not exceed \$45.00 per night per person.
- b.** 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.
- c.** 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).
- d.** 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.
- e.** 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.
- f.** Any spending of per diem money for other than its intent could result in the budget being investigated with potential disciplinary sanctions (Article V).

g. Any increases in per diem amounts cannot reflect an automatic budget increase for the following semester.

h. Per Diem amounts stay the same, regardless whether the entity generates program revenue (only pertains to 128 accounts).

2. Programs are required, whenever possible, to use university vehicles:

a. Rates: see University Purchasing Office.

b. Mileage: current state rate.

3. In such cases where university vehicles and/or housing are unavailable or inappropriate, programs shall work through the University Purchasing Office to obtain the lowest possible rates and proper insurance coverage.

4. Justification for all faculty/staff travel shall be required.

5. Justification for student participation in state, regional, and national competition/performance shall be required.

B. Personal Items – Items of a personal nature shall not be funded. An item is considered personal if it falls within any of the following categories:

1. If the item will be worn outside of its intended (specific) use.

2. If the user will keep it after use.

3. If it is not needed for participation in the intended (specific) activity.

4. If they are socks, footies, body suits, turtlenecks, or shoes.

C. Refreshments – Refreshments may be funded for receptions open to the entire student body.

D. Awards – Awards shall not be funded except where a program generates sufficient revenue to cover the cost.

E. Telephones – Only service charges and toll charges which relate to the function of the program shall be funded.

F. Athletic Events – Student Activity Fee moneys shall not be spent to fund Athletic fund raising, pre-season or exhibition program events which are not intercollegiate in nature.

G. National Meetings and Professional Development – Justification is required for funding of student and faculty/staff participation in state, regional, and national activities.

H. Brochures/Fliers – Programs are encouraged to develop fliers covering all activities sponsored rather than publishing them individually.

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 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. Budgets are controlled through the Budget Office.

C. The Budget Office shall check the per diem claimed against the constraints specified in Article III, Section I.

D. The entity itself will be responsible for any budget or expenditure violation.

ARTICLE V: FISCAL ACCOUNTABILITY

Section I: Guidelines

A. SUFAC funded entities 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.

Section II: 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 lower, freeze, or eliminate any budget that fails to meet the expenditure or budget guidelines.

E. The entity will have seven (7) class days to appeal before SUFAC. The final appeal must be submitted within an additional seven (7) class days to the UW-L Student Senate for reconsideration.