CHARTER

Student Advisory Committee on the University Budget

INTRODUCTION

 The General Fee Advisory Committee was asked to recommend changes in its charge, membership, and functions that would enhance the involvement of students in general fee budgetary planning and decisions in 1987. As the GFAC discussions analyzed a wide variety of issues and systems, the Committee developed a perspective on the place of the general fee within the total University budgetary process.

 Therefore, the GFAC proposed the establishment of a committee with an enhanced charge to be called Student Advisory Committee on the University Budget.

 Their proposal was recommended as a constructive way (1) to formalize appropriate, representative student involvement in the University budget planning and review processes, (2) to clarify and enhance student involvement in decisions concerning “student fees” and (3) to develop better mechanisms for informing students of long-term budgetary plans and implications. This is meant to include those fees to students that are assessed on the university schedule-bills. They are: instructional fee, non-resident surcharge, general fee, room and board, student health insurance, matriculation fee (in some cases) and special course fees, including co-op fees. The effectiveness and credibility of the committee and its recommendations depend greatly upon the extent to which it is viewed as being representative of the rich diversity of the total student population.

 The GFAC designed these recommendations with careful consideration of the interdependence of budgetary and planning decisions, and with careful attention to the concern that the student involvement must occur within a formalized structure so as to insure informed and effective participation.

 This new committee replaced the GFAC and absorbed the current GFAC functions within the larger framework of the new committee. This committee is not intended to replace any other established committee or student planning/budget involvement (e.g., Faculty Senate Budget and Priorities Committee, Center Board, Residence Hall Policy Advisory Committee, etc.)

PURPOSE AND CHARGE

Committee Name: Student Advisory Committee on the University Budget (SACUB)

1. To participate in the University budget planning process as the representative student committee. This involvement would include informal consultation, recommendations and appropriate reviews. Additionally, SACUB also has these same advisory roles regarding the following areas because of their significant and direct impact on the quality of student life: Student Affairs and Services, Athletics (recreation, intramurals, intercollegiate), Bookstore, Parking Services, etc.
2. To review, discuss, and make recommendations on unit budgets that include general fee designated funding of at least 20% of that unit’s total budget, prior to submittal to the appropriate Cabinet members. The committee could, at any time, call upon the appropriate chief administrator or designee of any area for information and consultation.
3. To review and recommend any changes to student fees.
4. To receive information, review, and make recommendations in a timely manner on any other budgetary plans that have direct implications for the quality of student life (e.g. budgetary reductions/increases or reallocations).
5. To review the annual general fee cost accounting, to recommend any changes in general fee designations for units, and to study and make recommendations concerning the proportional distribution of general fee resources among general fee designated units
6. The Division of Student Affairs & Services will provide the necessary coordination and administrative support.
7. The committee will act in accordance with State and University regulations.

MEMBERSHIP

1. SACUB shall consist of 25 voting members, a chair and a vice chair.
2. Student Governments (7)

1. Graduate Seats (4)

1. Graduate Student Governance Association
2. Medical Student Association
3. Student Bar Association
4. Ethnic graduate student (appointed by either GSGA, MSA or SBA)
5. Undergraduate Seats (3)

a. Academic Health Center Campus

1. Student Government
2. Ethnic Programs and Services
3. Budget Board Seats (1)

1. University Funding Board

1. Student Group Seats (10)

1. African American Student (selected from representative group)

2. International Student

1. Women’s Student Group Representative
2. Lesbian, Gay, Bisexual & Transgendered Alliance
3. Residence Hall Association
4. Athletics
5. IFC/Panhellenic/National Pan-Hellenic
6. Latino Student Group (Selected from existing groups)
7. Religious Group (Selected from registered groups)
8. Sustainability (Selected from registered groups)
9. At -Large Seats (6)

1. Graduate-at-large (2)

2. Undergraduate-at-large (4)

1. Communications Director
2. Chair and Vice-Chair (non-voting) except in case of a tie
3. Duties of the SACUB Executive Board members
4. Chair: The chair will be non-voting except in the case of a tie. Specific responsibilities shall include: vision, orientation, facilitating groups’ with their budget presentations, assigning committees, and serving as spokesperson.
5. Vice Chair: The vice chair will be non-voting except in a case where there is a tie and the chair is not available to break the tie. Specific responsibilities shall include: membership, orientation, at-large membership process, and logistics/scheduling.
6. Communications Director: Specific responsibilities shall include taking accurate minutes and sending them to all members; maintenance of the Blackboard site; facilitating communication between SACUB and the student body.
7. Selection Process for Filling Seats
8. Organization representatives: Groups will develop their own internal procedures for filling seats. When applicable, new members are advised to attend SACUB meetings in conjunction with outgoing members who will continue to officially represent their group until the end of their term.
9. At-large seats: In the event of a vacancy of an at-large seat, the selection process will include notice to the governing boards, student groups, and to the campus at-large with all interested individuals invited to apply. Selection of at-large representatives will be made by a committee, composed of the Vice Chair, and two (2) standing SACUB members, and pending approval by SACUB. Selection will be made with consideration of the current diversity in the spirit of University Rule 3361:10-13-01.
10. Executive Board members: At least one (1) meeting prior to determining group allocations, SACUB will hold elections for its Executive Board positions for the following academic year. The Chair will open nominations for all positions at least two (2) meetings prior to elections. In order to be eligible for election, the student must be a standing member of SACUB. Elections will follow a trickle-down procedure whereby the Chair will be elected first, followed by the Vice Chair, and then the Communications Director. Those students not elected for a preceding position may choose to run for election in a subsequent position. All elections will follow the “Voting Procedures” below, and be decided by a simple majority.
11. Orientation
12. A strong commitment is needed in learning the budget process; therefore, an orientation to the purpose and functions of the committee is required of new members.
13. New members who did not attend the orientation must arrange a makeup session with the orientation committee.
14. This orientation committee shall be composed of the Chair, Vice-Chair and two (2) standing members.
15. The orientation will be held at the first meeting of the Fall term at the latest.
16. Attendance
17. Regular attendance at meetings is required.
18. An excused absence shall be granted when the member notifies the SACUB advisor and Vice-Chair in writing in advance of the meeting(s) missed.
19. Absence from a meeting without prior written notification shall be considered an unexcused absence. Two (2) or more unexcused absences per term will result in replacement of the member initiated by written notification from the Vice-Chair.
	1. This replacement will be appointed by the organization he/she represented. In the event a group fails to appoint a representative within ten (10) calendar days of notification, a new at-large position will be created for the remainder of the academic year.
	2. In the case of at-large members, a new member will be selected from either the original pool of applicants or new applications can be accepted, in accordance to the procedures for at-large positions as outlined above.
20. Alternates: A member who expects to be absent for a meeting may name an alternate to attend in his/her place with notice to the Advisor or Vice-Chair.
21. Individual students can serve on SACUB for a maximum of four (4) years.
22. Advisor
23. A non-voting advisor will be appointed by the Vice President for Student Affairs and Services.

# VOTING PROCEDURES

In order to insure that SACUB policies accurately reflect the views of the entire committee as opposed to the handful of committee members who may attend a given meeting, the following procedure will be used to vote on SACUB policies.

I Quorum

 A. Defined – Quorum shall be present if and only if at least a simple majority (51%) of the seats filled is present.

1. Voting
2. All motions called to question, which do not regard issues of membership or internal policy, shall require a roll call vote. In order for the motion to pass, a simple majority (51%) approval of voting members present is required.
3. All motions called to question regarding membership and/or internal policy including charter amendments shall require a roll call vote. In order for the motion to pass, a two-thirds (67%) approval of voting members present is required.

1. Amendment process – Due process for charter amendments is as follows: the amendment(s) must be written up for the committee to review at a meeting. Discussion and voting will take place at the meeting that follows the review. If changes are to be made from the discussion, voting will take place at the next meeting.

1. Any matter called for reconsideration must be called to reconsider by a member of the majority vote concerning the issue. In order for the motion to be overturned a two-thirds (67%) approval of voting members present is required.
2. A voting member must be present at the time when a motion is called to question in order to vote on that motion.

EVALUATION

 At the end of Spring term each year, the Committee in conjunction with the Vice President for Student Affairs and Services will assess the progress and effectiveness of the committee. It will be up to the Committee to determine the best method for assessment and evaluation of its progress and effectiveness.

January 11, 1990

Modified February 8, 1990

Modified June 2, 1992

Modified January 17, 1995

Modified April 10, 1995

Modified October 7 and 21, 1996

Modified February 9, 1998

Modified January 25, 1999

Modified November 13, 2000

Modified January 8 and May 7, 2001

Modified May 20, 2002

Modified November 3, 2003

Modified November 30, 2009

Modified March 7, 2011

Modified April 2, 2012