Student Life & Activities

Mandatory student fees (Access Card, Athletics, Health, Student Activity, Student Center, Technology) are voted on by the Mandatory Student Fee Committee during Fall Semester of a Fiscal/Academic Year. The Student Activity fee committee votes during Spring Semester of a Fiscal/Academic Year.

Student members are selected from a list of student committee members, recommended by the Student Government Association President or his/her designee. Faculty and/or staff members are selected from a list of faculty/staff committee members, recommended by the President, the Vice President for Student Affairs or his/her designee.

MANDATORY STUDENT FEE POLICY
BOARD OF REGENTS POLICY

7.3.2.1 Mandatory Student Fees

Mandatory student fees are defined as fees that are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents. When there is a change in the purpose of the mandatory fee, it shall be subject to approval by the Board of Regents.

Mandatory fees shall include, but not be limited to:

1. Intercollegiate athletic fees;
2. Student health service fees;
3. Transportation or parking fees (if the latter are charged to all students);
4. Student activity fees;
5. Technology fees; and
6. Facility fees

All mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester. Exceptions to this requirement may be granted upon recommendation of the Chancellor and the approval of the Board of Regents.

An institution may waive mandatory fees for students who are enrolled for fewer than six (6) credit hours. Alternatively, institutions may prorate mandatory fees on a per-credit-hour basis for students taking fewer than twelve (12) credit hours. Institutions may elect to reduce Board-approved mandatory fees for students enrolled in summer courses.

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%)

students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.

MANDATORY STUDENT FEE GUIDELINES

I. PURPOSE/PHILOSOPHY STATEMENT OF THE MANDATORY STUDENT FEE

Mandatory student fees are fees charged to all students at an institution and which cover the cost of specific services provided for students that are outside the academic programs covered by tuition.

Mandatory Student fees enrich the college experience for students by funding programs and services that help to build relationships between students and their institution. They also us to meet the high expectations students have for certain levels of service. The Mandatory Student Fee is mandated and collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Fee are student centered with students as the primary participants or beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of their individual race, gender, color, age, religion, national origin or disability.

RESPONSIBILITIES OF THE MANDATORY STUDENT FEE COMMITTEE

The charge of the Student Fee Committee is as follows:

- To make recommendations to the Vice President for Student Affairs (VPSA) and the Vice President for Fiscal Affairs (VPFA) regarding the allocation of mandatory student fee funds fairly to those offices and departments that create, enhance and promote student life at Albany State University.

- Develop, implement and enforce policies that insure compliance with applicable university, Board of Regents, state and federal laws.

- As directed by the Vice President for Student Affairs, the committee will review and make recommendations to him or her, regarding allegations of fee misappropriation; make recommendations to the Vice President for Student Affairs and Vice President for Fiscal Affairs for fair disciplinary actions of those organizations violating Student Fee policies.

- Make recommendations to the Vice President for Student Affairs and the Vice President for Fiscal Affairs regarding potential fee increases. The Student Fee Committee is responsible for holding at least one campus-wide open hearing or town hall meeting on the proposed fee increase in order to accumulate student feedback. Upon completion of the hearing, the SGA President will make a formal recommendation to the VPSA, who will review and forward to the committee. Upon review and approval/disapproval, the VPSA will forward to the VPFA and to the President of university for final action.

III. MEMBERSHIP OF THE STUDENT FEE COMMITTEE

The Student Fee Committee shall consist of the Vice President for Student Affairs, eight appointed student members and three non-student members. The eight student members of the committee are appointed annually by the VPSA in consultation with the Director of Student Life and Activities and the Student Government Association. At least two of the appointees must be a graduate student and/or non-traditional student. Two student alternates should be selected to serve as substitute members for members who are unable to attend. These students could attend all meetings, but vote only as designated by the Vice President for Student Affairs or his/her absent member.

The three non-student members of the committee are appointed annually by the VPSA and Director of Student Life & Activities. The non-student members may be nominated from the members of the Senate committee, the University Senate, or the faculty and staff at large. This election will occur in the spring semester for service for the following fiscal year. The Director of the Office of Budget and Planning and the Director of Student Life will serve as ex-officio, non-voting members of the committee.

The Vice President for Student Affairs or designee, as the chair of the committee, is the presiding officer and convener of the committee, but does not vote. The appointed Vice Chair of the committee votes only in the cases of a tie vote by the other members of the committee. In the absence of the Vice Chair, tie votes are treated as failed-to-pass.

The quorum for all votes of the committee shall consist of six members. This assures participation of at least three or more students.

Vacancies on the committee will be filled by the Vice President for Student Affairs in consultation with the Director of Student Life. In cases of student vacancies, additional referrals from the Student Government Association will be considered for these appointments. Members

who are consistently absent from meetings will be asked to resign and will be automatically removed in the event of two consecutive absences.

In addition to regular membership of the committee, the Vice President for Student Affairs may designate certain faculty and staff as non-voting resource persons for the committee.

IV. ALLOCATION PRIORITIES OF THE STUDENT ACTIVITY FEE COMMITTEE

In non-priority order, budget requests will be reviewed based on the following criteria:

- Past performance and budget management of the organizations requesting funds.
- Programs or services with broad appeal to various constituents.
- Programs and services that focus on special interest groups.
- Programs and services that promote educational enhancement and leadership development.
- Programs and services that serve the greatest number of students.
- Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
- Programs and services that support the development of community on campus and maximizes Albany State University's retention efforts.
- Programs and services that complement the academic mission of the institution.

Assumptions used in Proposal Development--

** Certain essential services and salary/benefit obligations must be met first (if any). Other programs/ services which are designed to be utilized by all will be given first consideration.

** Second priority in funding will be given to programs that are designed for all students.

** Third priority will be given to programs of special interest groups.

** The Student Activity Fee Committee will provide some general procedural and philosophical guidelines to auxiliaries requesting funds.

** The Student Activity Fee Committee will administer the general Contingency account through the Vice President for Student Affairs Office.

Organizations and Committee Responsibility

The Student Activity Fee Committee will undergo a training session prior to the annual budget hearing process. Organizations and the Student Activity Fee Committee will be briefed on regulations and university accounting measures. Each organization will be required to develop a goal statement and establish meeting protocols. Organizations are to submit copies of any allocation determinations to the Student Activity Fee Committee within one week of their previous meeting.

Organizations shall present their annual budget allocation proposals to the Student Activity Fee Committee. The Student Activity Fee Committee will review proposals and determine approval of the annual budget allocations of each organization prior to July 1 each year. Organizations may appeal the decisions of the Student Activity Fee Committee to the VPSA only after an initial appeal to the fee committee. Appeals to the Student Activity Fee Committee and VPSA must deal only with policy and procedure issues, not allocation amounts.

All organizations are encouraged to have a debriefing with the Student Activity Fee Committee upon completion of the annual budget process in the Spring, and upon reconciliation of the fiscal year end balances in August.

Student Activity Fee Overview

The following are basic guidelines for the expenditure of Student Activity Fee Funds, as approved by the Student Activity Fee Committee (SAFC). These points will assist you in preparing your budget. The first fundamental concept is that fee funds are state funds and generally follow the same restrictions as those placed on revenue from tax dollars, with a few exceptions. Expenditures for items such as food and non-employee student travel are permitted. Purchasing Department guidelines and travel regulations are the same as with state funds.

The SAFC is required to allocate funds with consideration given to the following criteria:

1. Past performance and budget management of the various organizations requesting funds.
2. Programs or services with broad appeal to various constituents.
3. Programs and services that serve the greatest number of students
4. Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
5. Programs and services that support the development of community on campus and maximizes Albany State University's retention efforts.
6. Programs and services that compliment the academic mission of the institution.
7. Programs and services that promote educational enhancement and leadership development
8. Programs and services that focus on special interest groups.

The following section of the Board of Regents Policy Manual defines the nature of fee funds and their expenditure:

1. All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least 50 percent students. Students shall be appointed by the institution's student government association. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution. (Section 704.021)

State of Georgia laws prohibits the following:

1. No activity fee funds may be expended for "personal use". This includes obvious items, such as a student's rent or power bill, but also includes personal telephone calls made from ASU, clothing, jewelry, books used for classes, magazine subscriptions, and travel expenses, to name only a few examples.

2. No honorarium may be paid to a political candidate seeking public office.

3. No donations to charities, churches, or similar non-profit organizations are allowed.

4. Certain equipment, goods and services must be bided by the ASU Purchasing Department.

5. All equipment and materials purchased with fee funds become the property of Georgia State and must be kept on campus unless authorized in the approved manner for that item.

The University requires the following in regard to the expenditure of fee funds:

1. Anyone who is not a classified ASU employee cannot obligate the university financially. This means that students are not authorized to purchase equipment or services. Students may purchase petty cash items if authorized by the organization's advisor, who must be a classified staff employee of ASU. (Student assistants are not classified staff). Likewise, students are not authorized to negotiate contracts, bid for services, hire student employees or conduct any financial transactions involving fee funds or other University funds beyond petty cash transactions.

2. All financial transactions must be approved and signed by a classified employee.

3. All transactions, including the purchase of goods, student travel, consultants, and contracts, must follow regular university procedures and policies applicable to fee funds.

In addition to the above, the Student Activity Fee Committee (SAFC) has established additional restrictions:

1. Fee funds are not to be used for academic departmental costs, such as office supplies, equipment, staff, or faculty.

2. Each group must have a staff or faculty advisor. This is, in effect, required for expenditures, as a student is not authorized to obligate the University financially or approve purchases without the approval of a University employee.

3. Pay of personnel (student assistants, temporary employees, extra compensation, fee based, etc) must be approved by the Student Activity Fee Committee in advance.

4. Unless approved by the SAFC, receiving pay in more than one manner in one budget is not allowed, i.e. being a student assistant and receiving a stipend in the same budget, or "double-dipping".

5. Any expenditures incurred by a fee budget which is not allowed by SAFC restrictions will be charged to the department to which the budget reports.

6. The purchase of food is limited to on-campus events such as speakers, banquet meetings, training sessions and concerts. The purchase of food for off-campus events is limited to approved travel authorizations and retreats or conferences which are coordinated and/or presented by Albany State University staff.

STUDENT ACTIVITY FEE BUDGET REQUEST
EXAMPLE FORM

NAME OF STUDENT ORGANIZATION_____

ORIGINAL FY _____ FEE ALLOCATION $_____
(If any or state "new request")

TOTAL REQUEST FOR FY _____

STUDENT OFFICER SIGNATURE _____ DATE _____

STUDENT OFFICER NAME (Print) _____ TITLE _____

ADVISOR'S SIGNATURE _____ DATE _____

ADVISOR'S NAME (Print) _____

ADVISOR'S PHONE _____EMAIL_____

USE THIS FORM ONLY. DO NOT CHANGE THE FORMAT. THIS IS SO THAT THE COMMITTEE MAY EASILY LOCATE FACTS AMONG THE MANY FORMS THEY WILL REVIEW. WE CAN PROVIDE A WORD VERSION FOR YOU.

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1. Briefly explain the purpose of your activity. (Include if membership in your group is open to all students and if your programs are open to all students. If committee participation is not open or if committee programming is not open to all students, explain why.)

2. How many students are members of your organization? _____

3. How many students receive *free* services or programming from your organization? _____

4. How many students receive services or programming as a result of paying *fees or dues* to your organization (if fees/dues are applicable to your organization)? If you were to receive no funding from the SA Fee, would any students receive a program or service? _____

5. What is the total amount of fees, dues, sales, and other revenue collected by your organization? _____

6. What is the total dollar amount expended by your college or department (if applicable) in support of your organization? _____

7. Attach a brief description of the programming you wish to provide for the upcoming fiscal year. In the space below, list the total you are requesting for each category of spending.

LIST YOUR REQUEST FOR FISCAL YEAR BELOW:

EXPENSE CATEGORIES

PERSONAL SERVICES: Total Personal Services: $_____
(Only includes student assistants and stipends, not consultants)

A. Student stipends:
(List title, amount, and frequency of pay for each person)

B. Student Assistants:
(List job duty, rate of pay, hours per week, and yearly total. Pay to ASU staff or faculty is prohibited.)

OFF CAMPUS STUDENT TRAVEL:

Name of conference/convention _____
Number of students attending _____
Transportation $_____
Lodging $_____
Meals $_____
Total Travel $_____

NON-PROGRAMMING FOOD: (Food not consumed as a part of the presentation of programming.)

Organization/committee meetings $_____
Training sessions $_____
Other $_____
Total Non Programming Food $_____

PROGRAMMING:

Speaker/Presenter/DJ Costs:
- Fees or honorariums $_____
- Hotel expenses $_____
- Transportation $_____

Promotional Items $_____

Publicity:
- Advertising $_____
- Printing $_____
- Postage $_____

Event Food $_____

Audio/Visual rental fees $_____

Room Charges $_____

Equipment $_____

Event Supplies $_____

Licensing fees or user fees $_____

Total Programming Costs $_____

8. COSPONSORSHIPS **Total** Cosponsorship Funding $_____
(List plans to help pay for programming presented by others)

9. OTHER: **Total** Other $_____

STUDENT ACTIVITY FEE GUIDELINES

I. PURPOSE/PHILOSOPHY STATEMENT OF THE STUDENT ACTIVITY FEE

The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants or beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of their individual race, gender, color, age, religion, national origin or disability. Religious or political organizations and programs, and social fraternities and sororities are specifically restricted from funding by the Student Activity Fee. This process encourages student self-governance through student leadership development, and forms a joint partnership with student affairs administration and faculty, thus enhancing the quality of the educational experience.

II. RESPONSIBILITIES OF THE STUDENT ACTIVITY FEE COMMITTEE

The charge of the Student Activity Fee Committee is as follows:

- To make recommendations to the Vice President for Student Affairs regarding the allocation of student activity fee funds fairly to all eligible chartered student organizations, and support offices that create, enhance and promote student life at Albany State University.

- Develop, implement and enforce policies that insure compliance with applicable university, Board of Regents, state and federal laws.

- To review stipends (if any) for student leaders at least every three years and make recommendations regarding the pay scale in force at that time.

- As directed by the Vice President for Student Affairs, review and make recommendations to him or her, regarding allegations of fee misappropriation by various groups receiving SA funds; make recommendations to the Vice President for Student Affairs (with Director of Student Life & Activities oversight) for fair disciplinary actions of those groups violating SA Fee policies.

- Make recommendations to the VPSA regarding potential student fee increases. The Student Activity Fee Committee is responsible for holding at least two campus-wide open hearings on the proposed fee increase in order to accumulate student feedback. Upon completion of the hearings, the group will make a formal recommendation to the VPSA, who will review and forward to the Fiscal Advisory Committee to the President (FACP). Upon review, FACP will forward their recommendation to the President for final action.

III. MEMBERSHIP OF THE STUDENT ACTIVITY FEE COMMITTEE

The Student Activity Fee Committee shall consist of the Vice President for Student Affairs, eight appointed student members and three non-student members. The eight student members of the committee are appointed annually by the VPSA in consultation with the Director of Student Life and Activities and the Student Government Association. At least two of the appointees must be a graduate student and/or non-traditional student. Two student alternates should be selected to serve as substitute members for members who are unable to attend. These students could attend all meetings, but vote only as designated by the Vice President for Student Affairs or his/her absent member.

The three non-student members of the committee are appointed annually by the VPSA and Director of Student Life & Activities. The non-student members may be nominated from the members of the Senate committee, the University Senate, or the faculty and staff at large. This election will occur in the spring semester for service for the following fiscal year. The Director of the Office of Budget and Planning and the Director of Student Life & Activities will serve as ex-officio, non-voting members of the committee.

The Vice President for Student Affairs or designee, as the chair of the committee, is the presiding officer and convener of the committee, but does not vote. The appointed Vice Chair of the committee votes only in the cases of a tie vote by the other members of the committee. In the absence of the Vice Chair, tie votes are treated as failed-to-pass.

The quorum for all votes of the committee shall consist of six members. This assures participation of at least three or more students.

Vacancies on the committee will be filled by the Vice President for Student Affairs in consultation with the Director of Student Life & Activities. In cases of student vacancies, additional referrals from the Student Government Association will be considered for these

appointments. Members who are consistently absent from meetings will be asked to resign and will be automatically removed in the event of two consecutive absences.

In addition to regular membership of the committee, the Vice President for Student Affairs may designate certain faculty and staff as non-voting resource persons for the committee.

IV. ALLOCATION PRIORITIES OF THE STUDENT ACTIVITY FEE COMMITTEE

In non-priority order, budget requests will be reviewed based on the following criteria:

- Past performance and budget management of the organizations requesting funds.
- Programs or services with broad appeal to various constituents.
- Programs and services that focus on special interest groups.
- Programs and services that promote educational enhancement and leadership development.
- Programs and services that serve the greatest number of students.
- Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
- Programs and services that support the development of community on campus and maximizes Albany State University's retention efforts.
- Programs and services that complement the academic mission of the institution.

Assumptions used in Proposal Development--

** Certain essential services and salary/benefit obligations must be met first (if any). Other programs/ services which are designed to be utilized by all will be given first consideration.

** Second priority in funding will be given to programs that are designed for all students.

** Third priority will be given to programs of special interest groups.

** The Student Activity Fee Committee will provide some general procedural and philosophical guidelines to auxiliaries requesting funds.

** The Student Activity Fee Committee will administer the general Contingency account through the Vice President for Student Affairs Office.

Organizations and Committee Responsibility

The Student Activity Fee Committee will undergo a training session prior to the annual budget hearing process. Organizations and the Student Activity Fee Committee will be briefed on regulations and university accounting measures. Each organization will be required to develop a goal statement and establish meeting protocols. Organizations are to submit copies of any allocation determinations to the Student Activity Fee Committee within one week of their previous meeting.

Organizations shall present their annual budget allocation proposals to the Student Activity Fee Committee. The Student Activity Fee Committee will review proposals and determine approval of the annual budget allocations of each organization prior to July 1 each year. Organizations may appeal the decisions of the Student Activity Fee Committee to the VPSA only after an initial appeal to the fee committee. Appeals to the Student Activity Fee Committee and VPSA must deal only with policy and procedure issues, not allocation amounts.

All organizations are encouraged to have a debriefing with the Student Activity Fee Committee upon completion of the annual budget process in the Spring, and upon reconciliation of the fiscal year end balances in August.

Mandatory Student Fee Participation Form

In February 2000, the Board of Regents amended Section 705.5 of the Policy Manual to expand student involvement in the review of mandatory student fees. According to the amended policy:

Proposals to increase mandatory student fees and proposals to create new mandatory student fees, submitted by an institution, shall first be presented for advice and counsel to a committee at each institution composed of at least 50% students. Students shall be appointed by the institution's student government association. All mandatory student fees collected by an institution shall be budgeted and administered by the president, using proper administrative procedures, which include the advice of an advisory committee composed of at least 50% students. Students shall be appointed by the institution's student government association. All payments from funds supported by student mandatory fees shall be made according to Board of Regents approved business procedures and the appropriate business practices of the institution.

The new policy, therefore, requires that:
(1) The mandatory student fee request and budget for all mandatory student fees (existing) must be presented to an institutional committee.
(2) 50% of the committee shall be students appointed by the student government association.
(3) The institutional committee shall serve in an advisory and counseling capacity.
(4) Approval of the committee is NOT required for review of the fee request by the Board of Regents Central Office. However, no fee request will be reviewed without a completed and signed form.

Please complete the form below along with each (1) request for a new or an increase to a current mandatory student fee, and (2) budget for a current mandatory student fee.

Institution:Albany State University		**Name of Applicable Fee: Student Activity Fee**			
Indicate action item:		**❒New Fee or Fee Increase**	**❒ Budget for Current fee**		
Committee Name:Student Fee		**Vote Date:**	**Vote Results:**		
	Name of Committee member	**Affiliation (Faculty, Staff, Student)**	**Yes**	**No**	**Abstain/Absent**
1		**Student**			
2		**Student**			
3		**Student**			
4		**Student**			
5		**Staff**			
6		**Staff**			
7		**Staff**			
8		**Staff**			
9		**Ex-Officio (non-voting)**			
10		**Ex-Officio (non-voting)**			
		Total			

Signed: Committee Chair **Date** ***Chief Business Officer*** **Date**