University of California, Merced  
Student Fee Advisory Committee By-laws

ARTICLE I: OVERVIEW

The name of this organization shall be the Student Fee Advisory Committee of the University of California, Merced hereinafter referred to as the Committee or SFAC. SFAC is responsible for reviewing and making recommendations to the Chancellor on the use of all Student Services Fees hereinafter referred to as SSF. In addition, SFAC reviews all Campus-Based Fees and comments on their use. SFAC adheres to the UC Regents Student Fee Policy, to the recommendations of the Council on Student Fees and to the By-Laws contained herein.

ARTICLE II: SCOPE OF RESPONSIBILITIES

A. The Student Fee Advisory Committee (SFAC) has the following responsibilities:

1. Hold hearings and review proposals from units that provide student services as defined in the Regents’ Student Fee Policy.
2. Submit recommendations to the Chancellor on the use of all Student Services Fees. These recommendations will be based upon careful review and deliberation over requests made by units that provide student services.
3. Be represented by at least one SFAC student member on self study committees and involved in the Program Review process for any unit that receives Student Services Fees.
4. Hear from units that receive Campus-Based Fees and comments on their use. Current campus-based fees include but are not limited to: Office of Student Life, Recreation, Intercollegiate Athletics, Student Health Services, Transportation & Parking Services, Associated Students of UC Merced and Graduate Student Association.
5. Review and comments on all proposed Student Fee Referenda.
6. Make recommendations to the Chancellor on what should be the amount of the Student Services Fee.
7. Maintain a website that provides details on how the Student Services Fee has been allocated relative to SFAC’s recommendations.
8. Follow the Administrative Guidelines issued by the Office of the President.

ARTICLE III: MEMBERSHIP

A. Membership Year will be June 1 to May 31.

B. Eligibility

1. Student
   a. All undergraduate and graduate students shall be eligible for an appointment to SFAC if they are in good academic and judicial standing, have met the application criteria and have disclosed any possible conflicts of interest.
   b. Examples of real or perceived conflicts of interest include receiving pay from, working in or being an immediate relative of an individual who works in a Student Services Fee funded program or serving on any organization that provides funding to or receives funding from any of the same programs that the Student Services Fee does.
   c. If a conflict of interest arises it is up the Committee to determine how to proceed.

2. Staff/Administration
a. Staff, instructional faculty, or administration are eligible if they do not hold a position that would be considered a conflict of interest as outlined above.

C. General Composition

1. The general composition of SFAC shall consist of 14 voting members:
   a. One Graduate Student Association (GSA) Representative
   b. One Associated Students (AS) Representative
   c. Six Voting Undergraduate Students at large
   d. Two Voting Graduate Students at large
   e. One Representative from the Campus Budget Office
   f. Two University Staff/Instructional Faculty Representatives
   g. One Academic Representative or Faculty

2. Non-voting members
   a. Vice Chancellor for Student Affairs
   b. Staff to the Committee
   c. Student Alternate(s) (at the discretion of the Committee)

D. Committee Selection

1. Student Members
   a. New student members will be chosen by a selection subcommittee, which will be headed by the SFAC Chair. The subcommittee will be responsible for defining the application criteria and holding an application and interview process for selecting candidates. All candidates must be in good academic and judicial standing. The subcommittee will present their findings and recommendations to the entire Committee, who will have the final vote.
   b. SFAC will strive to reflect diverse academic interests in their selection of members from the available applicant pool.
   c. No student will be discriminated against in the application process as a result of race, religion, gender, ethnicity or sexual orientation.
   d. Alternates will be chosen by the same application process as voting student members.

2. Staff Membership
   a. The Campus Budget Office representative will be recommended by that office subject to the approval of SFAC.
   b. SFAC will hold a call for open staff/faculty positions each year and recommend candidates to the Vice Chancellor for Student Affairs for confirmation subject to the approval of SFAC.
   c. Staff to the Committee will be appointed by the Vice Chancellor for Student Affairs and confirmed by the Committee.

E. Terms of Office

1. Student members are appointed by SFAC for a 3-year term as long as they maintain good academic and judicial standing. Students graduating in less than three years may still be appointed to SFAC and will serve while they are enrolled. Students may serve beyond the three-year term if approved by the Committee.

2. Staff/Faculty appointees will keep their appointments for 3 years or more if approved by the Committee.
3. Any members whose seat on the Committee is based on their position or role (e.g., AS representative, GSA representative, Vice Chancellor for Student Affairs, Budget Office representative or Staff to the Committee) shall remain on the Committee only as long as they remain in that position or role.

F. Responsibilities

1. Voting Members
   
   a. All members are required to attend and participate in SFAC meetings unless otherwise directed by Chair. Members are expected to participate in other meetings throughout the academic year (i.e., town-hall, Bobcat Day, or other SFAC related meetings). All student members are required to attend all student SFAC meetings. If a member is unable to attend a required meeting they must contact the Chair prior to the start of the meeting.

   1) Upon the occurrence of a student member’s first unexcused absence, the Chair or Vice Chair will meet with the member to discuss his/her attendance. The member will be reminded of the stipulation in the by-laws and the importance of attendance.

   2) The Vice Chancellor for Student Affairs will meet with any staff, faculty or administrative member whose absence is unexcused.

   3) Upon the occurrence of a member’s second unexcused absence, the Chair, Vice Chair or Vice Chancellor for Student Affairs may 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 member.

   b. All members who will either be late or leave a meeting early must notify the Chair prior to the start of the meeting. Two unexcused late arrivals or early departures will be considered one unexcused absence.

   c. All members are required to notify the Chair if during the course of their term on SFAC they take on a position or role that may be considered a conflict of interest as outlined in these by-laws.

   d. All students are required to maintain good academic and judicial standing. This will be verified annually by the Office of the Vice Chancellor for Student Affairs.

2. Alternates

   a. The Committee may appoint student alternates for the purpose of training and replacement should a voting student member be unable to attend a meeting, withdraw or be removed from their position.

   b. Alternates can only act as proxies or replacements for student members.

   c. Only graduate student alternates will be allowed to act as proxies for voting graduate student members; and only undergraduate student alternates will act as proxies for voting undergraduate student members.

   d. Alternates shall participate in all phases of Committee and subcommittee work, but do not hold voting privileges.

   e. In the event that a voting student member is unable to fulfill their duties to the Committee, an alternate may be promoted to replace that member with the Committee’s approval for a term to be decided by the Committee.

3. Vice Chancellor for Student Affairs

   a. The Vice Chancellor for Student Affairs shall attend and participate as a non-voting member in SFAC meetings.

   b. Maintain contact with the Campus Budget Office.
c. Advise the Chair on any SSF, campus fees, or overall campus budget issues.
d. Assist the Chair with the annual agenda and strategic planning.
e. Maintain contact with all of the units who receive funding and update the Committee when any budget issues arise.
f. Recommend non-student members to the Committee.
g. Annually verify each student’s current academic and judicial standing.
h. Make requests to the Chair when SFAC student member is needed for a self study or program review committee.

4. Staff to the Committee

   a. Work with the secretary to develop and maintain records on base budgets and historical allocations of SSF funded units.
b. Coordinate submission and presentation of budgets by all units whose funding is reviewed by SFAC.
c. Maintain all records of SSF allocations as well as SFAC documentation.
d. Act as point of contact for SFAC website materials and information required by Regent Policy.
e. Assist with meeting logistics.

G. Removal of Members

   1. Any member who fails to fulfill the duties outlined in these by-laws is subject to possible removal from the Committee.
   2. A vote of a simple majority is required to remove a member from the Committee.
   3. The Chair will be responsible for filling the vacancy with a nominee who must be approved by the Committee for a term to be decided by the Committee.

ARTICLE IV: OFFICERS:

A. The Chair, Vice Chair, and Secretary will be considered officers of the Student Fee Advisory Committee.

B. Eligibility

   1. The offices of Chair and Vice Chair are to be held only by student members of SFAC.
   2. Any student member of the SFAC who served in the immediately preceding year as a voting member is eligible to run for Vice Chair or Chair in the case of a vote of no confidence.
   3. Any member who is also an officer of GSA or ASUCM may not concurrently be an officer of SFAC.

C. Duties

   1. Chair

      a. Ensure SFAC adheres to the scope of responsibilities outlined in these by-laws.
      b. Preside over all regular and special meetings of the SFAC.
      c. Establish SFAC annual agenda and meeting agenda.
      d. Serve as Senior Representative to the Council on Student Fees and attend all CSF quarterly meetings.
      e. Ensure that an annual orientation program is administered.
      f. Attend (or appoint a proxy to attend) all University functions that require SFAC to be represented.
      g. Appoint Chairs to subcommittees; the Chair may appoint him/herself.
      h. Provide the incoming Chair with sufficient explanation of duties and expectations.
i. Represent SFAC on the University’s Campus Budget Committee and Referendum Committee.

j. Maintain contact with the Vice Chancellor for Student Affairs over the summer session and breaks in the event that issues arise concerning the student fees.

k. Serve as voting member of SFAC except in the case of his/her own recall.

l. Appoint student alternates to fulfill proxy roles as voting student members as deemed appropriate.

m. Appoint SFAC members to self study or program review committees.

2. Vice Chair

a. Perform the duties and exercise the powers of the Chair, in accordance with these by-laws, in the Chair’s absence.

b. Serve as the Junior Representative to the Council of Student Fees and attend all CSF quarterly meetings.

c. Assume the role of Chair when office of Vice Chair expires on June 1.

d. Serve as an observer on the University’s Campus Budget Committee as allowed by the Budget Committee.

e. Assist the Chair with duties and responsibilities as needed.

f. Serve as a voting member of the SFAC.

3. Secretary

a. Take minutes at all regularly scheduled Committee meetings and submit to Chair within one week after meeting date.

b. Assist with the updates of the website & support outreach efforts.

c. Coordinate meeting logistics such as room reservations, tracking attendance and distributing agendas as needed.

d. Serve as a voting member of the SFAC.

D. Elections

1. Chair

a. At the end of the spring semester a vote of confidence will be held for the current Vice Chair

b. The Vice Chair will not be present when this vote is taken.

c. A simple majority is needed to confirm the incoming Chair; a tie is not considered a simple majority.

d. If the Vice Chair is not confirmed, continued membership is at the discretion of the Committee.

e. In the event that there is a vote of no confidence, the nomination and election of the Chair is subject to the same guidelines as the nomination and election of Vice Chair.

2. Vice Chair / Secretary

a. At the end of the spring semester a Vice Chair and Secretary will be elected for the coming year.

b. Any member of SFAC can nominate a student member for Vice Chair, Secretary or Chair (in the case of a vote of no confidence). The nominee must be present and accept the nomination to be considered for office. A student member may nominate him/herself.

c. Nominees must have served a minimum of one year as a Committee member.

d. With the candidates absent, the Committee will elect an officer by a simple majority vote.
e. For each office, if a simple majority is not achieved on the first round of voting, the candidate with the lowest number of votes is discarded and another round of voting is conducted. This is repeated until a simple majority is achieved.

f. In the event of a tie, the Vice Chancellor for Student Affairs will break the tie.

E. Terms of Office

1. Student Chair
   a. Shall serve a one-year term.
   b. Is the person elected as Vice Chair in the prior year and received a vote of confidence by the Committee prior to assuming the role of Chair.
   c. May serve more than one term if approved by the Committee.
   d. The Chair’s term will begin on June 1.

2. Vice Chair
   a. Shall serve a one-year term as Vice Chair.
   b. Shall assume the role of Chair the following year with a successful vote of confidence.
   c. May serve more than one term if approved by the Committee.
   d. A student who is in his/her final year at the University may serve as Vice Chair with the Committee’s approval.
   e. The Vice Chair’s term will begin on June 1.

3. Secretary
   a. Shall serve a one-year term as Secretary.
   b. May serve more than one term if approved by the Committee.
   c. The Secretary’s term will begin on June 1.

F. Remuneration

1. Stipends
   a. A stipend for SFAC Officers is intended as compensation for the time and energy they commit to the Committee. The stipend is also intended as relief for any foregone employment that was sacrificed by accepting a leadership role on this Committee.
   b. The Chair and Vice Chair shall receive a stipend equal to the full California resident Undergraduate/Graduate Student Services Fees for the entire year.
   c. The Secretary shall receive a stipend equal to half of the full California resident Undergraduate/Graduate Student Services Fees for the entire year.

2. Payment
   a. The Chair, Vice Chair and Secretary will receive half of his/her stipend at the end of the fall semester and the remainder at the end of the spring semester.
   b. If an officer forfeits, withdraws, or is removed from his/her appointment to the Committee, he/she also forfeits the stipend amount for that semester.

ARTICLE V: ORGANIZATIONAL PROCEDURES

A. Meetings

1. General
a. The Chair shall call the Committee together as soon as practicable after the beginning of the fall semester.
b. Meetings shall be called as often as considered necessary by the Chair.
c. There will be at least one full SFAC meeting in the fall semester to approve new member nominations, review and receive updates regarding the previous year's allocations, and discuss the allocation of funds carried over from the previous year.
d. There will be a minimum of three full SFAC meetings in the spring semester. Two meetings to hear budget proposals and one to deliberate and determine the recommendations to be presented to the Chancellor.
e. A confidence vote for the incoming Chair and the election of the Vice Chair should take place before the end of the spring semester at one of the full Committee meetings.
f. Meetings shall be open to all students and employees of the University; however, only members of the Committee may take part in the proceedings. Non-members may only take part in the meeting upon consent of the Chair prior to the meeting.
g. Deliberation and closed sessions will only be open to SFAC members except at the Chair's discretion or by a simple majority vote of the Committee.
h. A town hall style meeting will be held at least once every academic year to provide information about SFAC for staff & students to voice any/all concerns.

2. Special
   a. A special meeting may be called at any time by the Committee or Chair.
   b. Special meetings will be called at the discretion of the Chair in order to deal with any extenuating circumstances that may arise during the school year or summer.
   c. The Chair will hold student member meetings to establish and organize campaigns that SFAC will carry out during the school year.
   d. A student orientation will be held as soon as practicable in the fall semester.
   e. Subcommittees will meet at the discretion of the chair of the subcommittee.

B. Quorum:
   1. Half of the voting members plus one shall be considered a quorum and must be present to conduct a meeting with items to vote on.
   2. The Chair may hold an electronic vote if it's impracticable to hold a physical meeting but a quorum per these by-laws must still be obtained by receiving votes from at least half of the voting members plus one.
   3. The Chair or Vice Chair must be present at general meetings and during voting.
   4. Alternates will not be counted toward quorum, unless they are fulfilling a proxy role.
   5. Quorum for special meetings and subcommittee meetings will be determined by the Chair or the Committee.

C. Simple Majority:
   1. 50% plus one of the votes cast shall constitute a simple majority.

D. Student Services Fee Allocation:
   1. SFAC will allocate the SSF in accordance with the Regents Policy 3101 (Student Fee Policy) and the Council on Student Fees Standing Policies. These policies will dictate which campus units will be eligible for funding and how much of their overall funding will come from the SSF.
   2. SFAC will review new proposals (funding that is in addition to the unit's base budget) from all units who are funded by the SSF.
      a. Units will focus on new requests for SSF funding presented to SFAC for approval, however the entire budget is subject to review.
b. SFAC will review & comment on the proposed allocation of campus-based fees.
c. SFAC may make suggestions on how funds other than SSF are allocated.

3. A sufficient reserve shall be established and maintained to meet projected debt service obligations, salary reserve requirements, benefits costs, capital needs and emergencies.

4. SFAC will set aside money from the SSF for its own expenses and the payment of remunerations. These expenses may include but will not be limited to:
   a. Travel, lodging and food for SFAC members attending Council on Student Fees meetings, Regents’ Meetings or any other student fee related meetings that may be necessary.
   b. Hosting CSF at UCM.
   c. Buying materials or the cost of conducting student outreach and education.
   d. Costs incurred from SFAC meetings and events.

5. After each unit presents and the Committee has deliberated, the Chair and Vice Chair will present the recommendations directly to the Chancellor of the University. With the Chancellor’s approval, the funds will be allocated to the corresponding units by the Campus Budget Office.

6. SFAC also makes recommendations regarding the use of campus-based fees and proposed student fee referenda. These recommendations will be made directly to the unit receiving the fee or proposing the referendum.

7. If a unit wishes to modify a previously approved SSF allocation outside of the normal budget cycle, they must present this request to the Chair of SFAC. The Chair in consultation with the Committee will determine the best method to discuss and approve these mid-year revisions to their SSF budget allocation.

ARTICLE VI: AMENDMENTS TO THE BY-LAWS

A. These By-laws may be amended by a simple majority vote of Committee voting members present at any regularly scheduled or special SFAC meeting provided the membership has been notified, in writing, at least fourteen (14) days prior to the meeting at which the amendment(s) are to be voted upon.

Proposed by: Michelle Greenwood on April 8, 2012.
Chair of the University of California, Merced Student Fee Advisory Committee
Approved by the University of California, Merced Student Fee Advisory Committee on April 20, 2012