Governing Documents
Office of the Director for Student Services
Student Services Fee Committee
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PART 1

GOVERNING POLICIES
I. Fee

i. Definition
The Student Services Fee (hereafter known as SSF or fee), by vote of Arizona Board of Regents (ABOR), will be levied on all students enrolled at the University of Arizona at $40 per student per semester or session. This fee also applies to the University of Arizona Outreach Colleges, to include the University of Arizona South. The monies will be held and monitored by the Office of Student Services.

ii. Purpose
The fee will be allocated to departments and organizations within the University of Arizona South Campuses under the guidance of Student Services, with the mission of improving services to all students and improving the student university experience.

iii. Mandatory Allocations
By decree of Arizona Board of Regents (ABOR), a minimum of 17% of the SSF will be retained for need-based student financial aid. These monies are held by the Financial Aid Department of the University of Arizona.

5% of the SSF will be retained for administrative expenses – including, but not limited to, website costs, printing costs, and other associated expenses.

II. Role of the SSFC – Business of the Board

It is the Business of the Board to

- Serve as the deliberating body on the use of the fee – making its recommendations to the Director of Student Services based on an annual survey delivered to the entire student body along with applications received from the several departments of Student Services. This includes the following
  - Considering applications for funding
  - Considering the alteration or termination of a program currently funded
  - Securing leadership for its efficient governance
  - Securing membership for its continuance
  - Amending, as necessary, these Governing Documents

- Scrupulously monitor the current usage of the fee; requiring regular progress reports from the recipients and publishing these reports on the UA South website.

Exclusions: The Board may NOT
- Allocate money to departments for programs that have not been applied for
- Increase the duration of a program or amount of money requested in an application
- Alter or terminate a program contrary to the provisions in the Governing Document SSFC Procedures for Termination and Alteration of Programs

III. Role of the Office of Student Services – Responsibility Clause
The Student Services Director has final authority on the usage of the fee, final authority on the actions of the board, and final responsibility on safeguarding the integrity and transparency of the fee and the advisory board; therefore, any decision by the Director for Student Services, whether in agreement with board directives or not, is final, binding, and supersedes these policies.

IV. Composition of the Board
The board will comprise 13 members in their respective groups

- Voting Members
- Administrative Advisors
- Advisory Members

Of the Voting Members
- 1 ASUAS Member will be nominated for appointment by the ASUAS President
- The remaining students will be recruited from the student body at large via an invitation through the University of Arizona South Student List Serv.

Of the Advisory Members
- ASUAS President
- Student Services Member
- Budget Office Representative†
- Faculty Representative†

Of the Administrative Advisors
- Student Services Director

* The Voting Members of the board will be composed of students enrolled at the University of Arizona South: both undergraduate and graduate. These Students must all carry a cumulative 2.0 GPA and maintain said GPA while a member of the SSFC and must NOT be on academic probation upon their appointment to the board.

†These members are appointed by the office of Student Services.

i. Role and Responsibilities of the Voting Members of the Board
The board will act as the deliberating body on the use of the SSF. As such, it will provide advice and recommendations to the Department Coordinator for Student Services on how to allocate the SSF based on the requests that come before it and the results of the annual survey.

The Voting Members will be generally responsible for the following:
- Representing the students of the University of Arizona South
- Maintaining an unbiased approach to all deliberations and decisions.
- This includes freedom from both actual and potential conflicts of interest
- Outreaching to the several departments within Student Services
The Voting Members will be directly responsible for the following:

- Reading, understanding, and deliberating on ALL the applications submitted in light of the annual survey, the amount of money available, and when necessary consult the University of Arizona Code of Conduct rules for any clarification required.
- Reading, understanding, and deliberating on ALL the Program Alteration Requests submitted
- Communicating with the Director for Student Services and ALL applicants the time, location, and agenda for the Allocation Meeting and other various open meetings
- Communicating to the Director for Student Services and ALL applicants the status of applications and the current and past use of the fee.
- Recommending to the Director for Student Services on the use of the fee, alterations to funded programs, terminations of funded programs, members of the incoming board, election of its leadership, and all other foreseen or unforeseen situations that may arise

The Student Services Fee Advisor will be responsible for the following:

- monitoring the current spending of the fee to insure the monies are being used faithfully to accomplish the goals set forth in the applications from the previous year (this responsibility is shared with the Business Director of Finance)

ii. Role and Responsibilities of the Administrative Advisors

*Business Office Director of Finance*

It is the responsibility of the Director of Finance to provide specialized understanding and direction in the case of past allocations, current allocations, and future allocations. Furthermore, it is their responsibility to insure that proper steps are taken in fee allocation, and that the money is returned when necessary, and to provide up to date information regarding current usage of the fee.

*Director of Student Services*

It is the responsibility of the Director to provide the necessary logistical, institutional, and practical support to the board – aiding in execution of board directives. Furthermore, this role is, *de facto*, the presence of the Department Coordinator for Student Services on the board, and as such is charged with keeping consistent, open, and casual communication between the board and Office of Student Services. (Formal communications will be made by the board itself to the Director of Student Services).

*Jointly,*

Being permanent members of the board, they are never permitted a vote, and as such, are the ideal persons for this responsibility.
V. Allocation Processes

i. Applications
If a department or entity in Student Services desires money from the fee an applicant must complete and submit an application to the Student Services Fee website, [http://www.uas.arizona.edu/index.php?q=node/202](http://www.uas.arizona.edu/index.php?q=node/202) keeping in mind that all projects should fall in line with the current University of Arizona Code of Conduct rules found at [http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct](http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct)
The submission of a budget and business plan is encouraged but not required.

All portions of the application must be completed before the due date or the board will NOT deliberate on the application. Once the window for completing applications closes the board will deliberate on ONLY the application as submitted by the deadline, material submitted afterward will be considered on a case by case basis.

The board may, but is NOT required to, solicit additional information from an applicant in order to clarify parts of an application.

Specific directions for filling out applications are on the above mentioned site.

ii. Allocation Meeting
In the spring semester the board will hold an Allocation Meeting. It must have at least one of these meeting a year and can have as many as necessary for fair deliberation on all applications.

The time, location, and agenda for all these meetings will be determined by the board and publicized to the University of Arizona South campuses via notification by the Student List Serv and on the Student Services Fee webpage. In addition, all applicants will be notified via electronic mail prior to the first meeting.

The minutes of these meetings will be kept and stored as archives for the purpose of keeping an accurate record of all the compromises made on SSF items. If the method of note-taking is insufficient for this need a more efficient method must be used.

The Allocation Meetings should be approached as collaborative. Therefore, the board should address the applicant with any questions and for any clarifications.

When the board does not wish to pass an item completely it is expected to ask for the input of the applicant so that a compromise may be reached that both honors the intent of the application and can still achieve its goals. However, this action is not necessary if the board wishes to fail the item.

*NOTE:* All Allocation Meetings will be conducted according to Robert’s Rules of Order and Parliamentary Procedure as described in the reference sheet.
iii. Disbursement of Fee
Within a week of the final allocation meeting the board will advise the Student Services Fee Advisor and the Director of Student Services on its recommendations. The Director for Student Services, wholly or partially, accepts or rejects these recommendations. Within two weeks of the final allocation meeting the board will notify each applicant of the decisions of the Office of Student Services.

The accounts for fee disbursement will be set up according to the normal practices as set out by the University of Arizona Student Affairs Director of Finance & Administration.

VI. Selection of the SSFC
The incoming committee will be chosen by invitation to the University of Arizona South campus community via the Student List Serv, official University of Arizona South web page or through recommendation by an outgoing committee member.

The President of ASUAS will nominate 1 person from within ASUAS to the committee and when available will always have at least one representative on said committee.

Nominations will be made in full faith that the nominees will honorably perform the duties of a member of the committee. These nominations may be, wholly or partially, approved or rejected by the Office of Student Services.

VII. Guidelines on Voting Privileges
i. General Guidelines – Measures, Votes, Quorums, Absentee Votes, Passages

Measures and Votes
In order to conduct committee business (see 1.II) the committee will vote. Each Voting Member present at the time of the vote will have one vote and may allocate that vote in whatever manner they see fit.

Quorums and Absentee Votes
A quorum of Voting Members must be present and recorded before any vote, except for in election of leadership, is made. Without a quorum, NO vote on can be taken. A quorum constitutes 3 Voting Members; also, absentee voting will be extended to any member with ample notification of said member’s absence from the committee vote. Absentee votes may be cast via electronic mail only.

Passages
When voting on all business

- 2/3 “aye” votes from the present and recorded quorum of Voting Members is needed to secure passage on an amendment.
VIII. Terms of Membership
Voting members will hold a term of one academic semester. In addition, in the interest of continuity, the appointment of individuals who may serve multiple years is encouraged. Confidentiality is implied and expected with acceptance of this appointment.

The Administrative Advisors have permanent seats on the committee and are not subject to any term limits. They will, however, cease their service on the committee when the cease to hold their title.

No Voting Member will serve on the committee for more than three consecutive years. Such individuals who have served for three or more consecutive years may be reappointed after a one-year hiatus at which time they will once again be subject to a new three-year limit.

By spring 2011, any Voting Member who has served such must be replaced. This clause will be removed from the Governing Policies after the seating of the new SSFC 2011.

All nominations and appointments will be made as needed to keep the Committee at 13 voting members. The term will span a minimum of one academic semester with a maximum of two academic years. Transition and training will occur during the summer months of June-July at which time outgoing members may be involved in training their replacement. The terms will begin their regular rotation schedule in August 2010 and subject to change dependent on the needs of the voting members.

IX. Vacancies
Vacancies will be replaced in the same manner as provided for new appointments. In the case that an individual is unable to serve the duration of his or her term, a replacement from the originating entity (ASUAS or the Student Body) will be appointed to serve out the duration of the vacated term.

X. Expulsions and Impeachment
Any Voting Member whose absence causes them to fail in performing their duties or any Voting Member who clearly and repeatedly ignores a conflict of interest must be considered for Impeachment. Procedures for Impeachment will be determined by the board.

XI. Transition and Transition Committee
The period of Transition begins the last day of class in the spring semester and ends the first day of class fall semester. The SSFC reserves the right to hear and review applications for funding on a case by case basis, when the funding request is deemed to be an emergency by the requesting party. A special session can be called to order by the SSF Advisor and the Director of Student Services.
The Transition committee will be made up of the new Members *Ex-Officio* and, if possible, as many members of the current committee who are available. Their purpose will be to plan curriculum and conduct training for the incoming board until new leadership is in place.

The Transition Committee may NOT Execute any power or privilege of the board, including all any board business.

During Transition all questions and queries concerning the fee will be directed to the Student Services Fee Advisor who will have the knowledge to address those concerns or will appropriately re-direct and defer to the Department Coordinator for Student Services. However they will NOT take part in board business, which is deliberating on

- Program Alterations or Terminations
- Provisions in the Governing Documents
- Appointment of new members or elections of leadership

Thus, communications with the Administrative Advisors will be only for the purpose of clarification on board decisions, and Administration prerogatives.

XII. Amendments

**Adoption**
The Governing Documents
- SSFC Terms of Acceptance
- SSFC Guidelines for Program Alterations
- Governing Policies

Will be discussed in fall 2009 by the board, the Office of SS, and any interested persons affected by the fee, and the drafts will be available for viewing by the first day of classes.

Questions, comments and suggestions may be addressed to Lillian Rautanen or Ben Packer. Furthermore a board meeting will be held in the fall semester to consider these documents. It is not necessary to pass all portions of this document at that time, if the need arises, the document can be divided and considered in parts. The parts which pass will take affect at the time of passage. At the moment when all parts are adopted this subsection titled “Adoption” will be removed from the Governing Policies.

**Amendments**
The Director of Student Services may require any amendment(s) to these policies. The SSFC will notify the applicants, recipients, and the Student Services Fee Advisor for Student Services of the amendment(s) within two weeks of receiving the directive from Director of Student Services.

Amendment(s) originating from the board will be publicized to the applicants, recipients, and Department Coordinator for Student Services for consideration. At an open meeting (which may be the Allocation Meeting) the board will discuss and open discussion on the amendment(s). After fair time is allowed for discussion the board will cast its vote and passage of the amendment will be guaranteed by 2/3 majority approval.
PART 2

TERMS OF ACCEPTANCE
I. Faithful Execution of Program Proposal

It is understood by the board and Director of Student Services that all allocations will be used faithfully to execute both the intent and the letter of the program proposal, or the compromise reached at the Allocation Meeting. Acceptance of SSF monies signifies acceptance of these terms.

This document highlights the terms of SSF usage and introduces the formal interactions between the SSFC and the program directors.

II. Program Alteration and Termination

Monies received from the fee are to be used directly as stated in the proposal or agreed upon at the Allocation Meeting*. Sole discretion over the use of received monies does not reside with the recipient but is shared by the recipient and the board.

All recommendations of the board will be pursuant to SSFC Procedures for Termination and Alteration of Programs. This includes, but is not limited to, voluntary termination, board initiated termination, requests for additional funding, and requests for alteration of program goals.

III. Progress Reports

When applicable, there will be 2 reporting periods in the year. All recipients of the fee must complete a mid-year and end-of-year report every year for the whole duration of their funding. If funding is not requested for projects expected to continue the duration of the year or for projects that are “one-time” only there will be one report due at the end of the project funded. These reports will be submitted to the SSF website. These reports are due by 31 January and 15 June every year unless the SSF Committee or the Student Services Fee Advisor, under direction of the Director of Student Services publicize otherwise. Furthermore, the committee or the Director of Student Services may require extra reports throughout the year. These requests must be honored within 10 business days or, if for regular reporting, on the dates determined by the aforementioned parties.

IV. End-of-Year Recovery

All monies not encumbered will be recovered from all accounts on June 1st. Procedure for requesting exemption from the recovery may be found in SSFC Procedures for Termination and Alteration of Program.

V. Responsibility Clause

The Director of Student Services has final authority on the usage of the fee, final authority on the actions of the board, and final responsibility on safeguarding the integrity and transparency of the fee and the advisory board; therefore, any decision by Director of Student Services, whether in agreement with board directives or not, is final, binding, and supersedes these policies.
PART 3
PROcedures for Termination and Alteration of Programs
I. **Expectation to Provide Services**

When an applicant accepts SSF, the SSFC understands that the applicant, now a recipient, will honor the intent and letter of their proposal by providing the services and/or employment opportunities described. When making a recommendation for partial funding, the board will provide specific direction as to which portions of the proposal are being funded and confirm that these make up an achievable object in the opinion of the program director. A conflict of interest disclosure may be requested by the SSFC and will be expected to be included in the funding packet.

This document is intended to protect the integrity and effectiveness of the SSF by outlining a process of oversight and recovery in the event that the board or program director believes a project may fail to fulfill these expectations or encounters significant, unforeseen difficulties. Failure to fill student or staff positions, potential budget overruns failure to appropriately advertise the SSF and failure to provide anticipated student benefits form a part of the possible grounds for concern.

II. **Routine Recovery of Funds**

SSF accounts will be swept 1 June. This sweep will not include funds encumbered for wages. Recovered funds will be returned to the University Of Arizona Office Of Vice President for Student Affairs. A recipient may request exemption from the sweep by submitting a request to the committee by 1 May. The request should include a compelling rationale for the exemption consistent with the original intent of the proposal. The committee will make a recommendation to approve or deny the request within two weeks, which will be no later than May 18th.

The committee may also, on the basis of interim progress reports or financial statements, request the return of funds that appear excessive or unlikely to be allocated as intended, for example personnel funds for unfilled positions. The committee should request an explanation for the apparent surplus from the organization or entity and allow one calendar week for a response. The board should make a recommendation within two weeks of a response.

III. **Program Changes**

As outlined in Part 3 §I, programs are funded based on the specific objectives in the program application. The SSF advisory committee may approve any significant deviation from these, considering:

i. Whether the proposed changes are consistent with the original intent of the proposal, *i.e.* in terms of student priorities addressed and impact.

ii. The rationale for the request.

iii. The current success of the program.

iv. The additional benefits gained from the change.

v. The revised budget.

Changes that would require additional funding should also be evaluated as outlined in Part 3 §IV.
IV. Requests for Additional Funding

In the event of an unexpected budget overrun, a program may request additional monies deemed necessary to continue the program through its intended term. The program should meet the following criteria before receiving additional funds:

i. The program should have attained a significant portion of its goals.

ii. The program should provide an established resource for a significant, representative portion of students who may experience adverse health, academic or financial effects if the program is canceled. Note that in some cases, these effects may be mitigated through a reasonable, publicized cancellation timeline or redirection to other resources. The board should also consider if these may be reduced to an acceptable level by continuing the program at a reduced level.

iii. The program budget deficit should not be result of mismanagement, scope creep or factors that were foreseeable at the time the program received SSF monies.

iv. The program should be sustainable beyond the requested injection, unless the original allocation was approved with the understanding that the program would not be self-sufficient.

Requests for additional funding should address each criterion and provide supporting evidence, including a report on the number and demographic of students served (i & ii) and a post-mortem (iii & iv). The committee should provide a recommendation to award additional funds, deny additional funding or terminate the program within two weeks of receipt of the request or requested supporting material.

V. Program-Initiated Termination

In the event that an organization or designee feels that a program is unsustainable, ineffective or otherwise in danger of failing to meet expectations, they may request termination. The request should include

i. A progress report covering the period from the last progress report, highlighting the reasons for ending the program

ii. A balance sheet recording any unallocated or recoverable monies

iii. An assessment of the impact cancellation will have (addressing any issues outlined in §IV.ii)

iv. If there will be significant impact, an exit plan and timeline that will minimize the impact on students should be included.

v. An explanation of how staff or student positions will be affected.

The board should provide a recommendation to continue the program, continue with changes in the program (considering §III) or terminate the program and reclaim any remaining funds within two weeks of last receipt of the request or additional materials.
VI. Termination by Student Services
The SSF committee may, on the basis of interim progress, financial reports or other evidence, recommend terminating a program. Such a recommendation should only be made after determining that:

i. Terminating the program will not have appreciable adverse effects on the student community, or
ii. SSF monies have been misused, or
iii. The scope of the program has deviated, without approval (§III), significantly from that given in the initial application.

VII. Responsibility Clause
The Director of Student Services has final authority on the usage of the fee, final authority on the actions of the board, and final responsibility on safeguarding the integrity and transparency of the fee and the advisory board; therefore, any decision by the Director of Student Services, whether in agreement with board directives or not, is final, binding, and supersedes these policies.