

Oregon State University-Cascades Student Fee Constitution
Revised June 2017

Preamble

We, the Oregon State University (OSU)-Cascades Student Fee Committee (SFC), in order to build a diverse community, support creativity, and encourage learning through the allocation of student funds; to provide opportunity for development of individual leadership and group leadership; to promote involvement in funding decisions that shape what services, programs and activities are available to the OSU-Cascades community, do affirm and establish this Constitution of the SFC.

**Article I
Incidental Fees**

Section 1: Authority and Responsibility

- A. By state law, the State Board of Higher Education is empowered to prescribe fees for the Oregon State System of Higher Education in general and for each constituent member institution of that system. The Board has the sole authority as to the amount of fees, whether they are to be increased or decreased, and how they are to be collected, used, and accounted for. In practice, the chancellor and the Board delegate fee assessment, collection, application and accountability to the president of the university. Thus, the OSU-Cascades ASCC Vice President has authority to approve incidental fee budgets subject only to review by the Board.
- B. Student participation in the allocation of incidental fees is permitted by Oregon law and required by Board administrative rule. At OSU-Cascades, the ASCC Vice President has delegated to the SFC the authority and responsibility to recommend each year the amount of the incidental fee and to make allocations from the contingency fund, which includes over-realized incidental fee income, and to determine optional fees as necessary and appropriate.

In the process of determining the level of the incidental fee, the SFC is delegated the responsibility to analyze and appraise budget requests, conduct budget reviews, and make final fee recommendations to the ASCC Vice President. The SFC is required to obtain as broad a base of student participation in this process as possible.

Section 2: Purpose

- A. Incidental fees are used only to fund programs under the control or supervision of the

Oregon State Board of Higher Education and which the Board finds to be advantageous to the cultural or physical development of the students. Fees collected at OSU-Cascades include: incidental fee, building fee, optional fees. The incidental fee is assessed quarterly to each student and is paid directly as part of the registration process. It is used to finance certain campus activities including: educational, cultural and student government activities; and recreational activities.

- B. The SFC is a committee of the ASCC Vice President of OSU-Cascades. The committee shall establish guidelines and a calendar for budget development by fee requesting organizations, review all budgets and fee requests from the fee requesting organizations and conduct a public hearing on budgets and fee recommendations within the guidelines stated in this document.
- C. The SFC is an autonomous body under the final authority of ASCC and the Constitution and Bylaws of ASCC.

Article II

Executive Board

Section I: Officers of the SFC

- A. The officers of the SFC and their duties are as follows:
 - a. Chair
 - i. Attend weekly SFC meetings
 - ii. Preside over meetings
 - iii. Prepare and distribute agendas and relevant documents for members of the committee and other relevant parties 24 hours in advance of the committee meeting
 - iv. The Associated Students of Cascades Campus (ASCC) Vice President will serve as the SFC chair
 - b. Vice-Chair
 - i. Attend weekly SFC meetings
 - ii. Hold two office hours per week
 - iii. Print and distribute agendas and relevant documents for members of the committee and relevant parties before each committee meeting
 - iv. Assist the chair and other members of the committee with any tasks that arise
 - v. Proceed to the office of Chair, until a new ASCC VP is selected, in the case of a vacancy
 - vi. Support committee in maintaining parli-pro and interpret the constitution

as needed

- c. Professional Development Coordinator
 - i. Attend weekly SFC meetings
 - ii. Hold two office hours per week
 - iii. Receive and process professional development fund requests
 - iv. Follow-up with professional development fund requesters to ensure compliance with requirements of funding
 - v. Collaborate with Chair to schedule time in committee meetings for requesters
 - vi. Work as a liaison for communication between requesters and committee
- d. Secretary
 - i. Attend weekly SFC meetings
 - ii. Hold two office hours per week
 - iii. Record and format meeting minutes at each committee meeting
 - iv. Update and edit committee documentation and forms
 - v. Coordinate with the Marketing and Communications Department to perform the following tasks:
 - 1. Upload approved meeting minutes to committee's website within two days of approval
 - 2. Upload revised committee documentation and forms as needed
 - 3. Update committee website pages as needed
 - vi. Coordinate marketing and promotional efforts for committee
- e. Treasurer
 - i. Attend weekly SFC meetings
 - ii. Hold two office hours per week
 - iii. Keep account of the committee budget, including updating payroll expenditures
 - iv. Assist Chair in maintaining a master budget document, including working with club coordinator to receive quarterly expenditure reports from the club
 - v. Facilitate monthly communication with SFC Advisor for updated master budget
- f. Club Coordinator
 - i. Attend weekly SFC meetings
 - ii. Hold two office hours per week
 - iii. Provide resources and support for student clubs to access student fees
 - iv. Coordinate communication with clubs, including:
 - 1. Obtaining a monthly expenditure report from club leaders and committee Treasurer

2. Obtaining a quarterly expenditure report prior to the annual budget hearing

g. Advisor

- i. Attend weekly SFC meetings
- ii. Hold two office hours per week
- iii. Act as the liaison between the students serving on the SFC and university administration
- iv. Provide additional training on topics relevant to students serving on the committee in conjunction with the Chair
- v. Assistant Director for Student Life will serve as the committee Advisor

h. Class Representatives

- i. One member from each class standing: freshman, sophomore, junior, or senior
- ii. Attend weekly SFC meetings
- iii. Attend and actively participate at SFC meetings
- iv. Will be considered voting members of the committee
- v. May voice opinions and thoughts on fee requests

i. Members at Large

- i. Attend weekly SFC meetings
- ii. Attend and actively participate at SFC meetings
- iii. Will be considered non-voting members of the committee
- iv. May voice opinions and thoughts on fee requests

Section 2: Selection of Committee Members

- A. The chair is selected by the ASCC member selection process during Spring term of the year prior to service on the SFC.
- B. The vice-chair, professional development coordinator, treasurer, secretary and club coordinator will be selected by the SFC selection committee after the new chair has been selected.
 - a. The selection committee will include the SFC advisor, and members of the SFC. In the case there are too few members of the SFC or all members are reapplying, members of ASCC or other student leaders will serve on the selection committee.
- C. The SFC members will be selected Spring term prior to serving on SFC so training may be completed during the summer.
- D. If a current SFC member is applying to continue on SFC or switch positions, they will submit an application and complete the interview process.

- E. With the exception of the SFC Chair, ASCC Executive Board members are not eligible to hold an SFC Executive Board position.

Section 3: Membership Requirements

- A. Any individual may not hold the same office for more than three complete terms and may not hold an executive officer position for more than 9 terms.
- B. Members are obligated to serve the full academic year they were hired during.
- C. All candidates must have at least a 2.5 cumulative GPA.
- D. All students must be registered with at least half-time status at OSU-Cascades.
- E. All members must attend all scheduled SFC meetings or be excused by the chair and SFC advisor.
- F. All members are expected to engage in discussions at meetings.
- G. All members are expected to effectively fulfill their assigned roles at each meeting.

Section 4: Forfeiture of Office

- A. A committee member must resign from office if they fail to meet any of the SFC membership requirements at anytime.
- B. If a committee member meets any of the forfeiture prerequisites and does not resign from office, they may be removed by a two-thirds vote of the Executive Committee members. The committee member in question will be counted as an abstention.

Section 5: Removal of Officers

- A. Absences
 - a. After one unexcused absence from a meeting, or two late arrivals (10 minutes late), the chair or vice-chair and SFC advisor will meet with the student . At this point, the SFC will either adjust meeting schedules or the student will receive a verbal warning, whichever is appropriate.
 - b. After a second unexcused absence or three late arrivals, the chair or vice-chair and SFC advisor will meet with the student and a written agreement between the student and the chair/vice-chair will be signed by both parties.
 - i. The agreement will include documentation of late arrivals or unexcused

absences and will outline the requirements necessary for the student to participate with the SFC and will outline the grounds for dismissal.

- c. Any absences or late arrivals following the written agreement and in violation of the written agreement will constitute removal from the SFC.
 - d. The chair/vice-chair and SFC advisor will notify the student of their removal from the SFC.
- B. Lack of Participation
- a. SFC representatives are expected to actively participate in meetings when present, according to the membership requirements.
 - b. Disqualification for lack of participation will follow the procedure for removal for unexcused absences.
- C. Disruptive Behavior
- a. Disruptive behavior including but not limited to, is grounds for removal from the committee.
 - b. Removal for disruptive behavior will follow the procedure for removal for unexcused absences.

Section 6: Vacancies

- A. If the chair position becomes vacant, the vice chair acts as chair until the ASCC VP/SFC chair position is filled again. In the case the vice-chair cannot assume responsibilities of the chair, responsibility will go to the secretary, then treasurer.
- B. If the positions of vice-chair, professional development coordinator, club coordinator, treasurer or secretary are vacated, the vacancies will be advertised to the OSU- Cascades student body for a minimum of 2 weeks. The positions must be posted to the OSU-Cascades community within 5 days of notification of the vacancy.
 - a. The current SFC will select and interview applicants and shall approve the appointment by a majority vote.
 - b. If a current SFC member is applying for the vacant position, the individual will submit an application and can be appointed to the role by a majority vote of the current SFC and need not complete an additional interview.
- C. While a position is vacated, the chair will delegate or perform the duties of the vacated position.

Section 7: Compensation

- A. SFC members will be compensated \$10/hr for up to 4 hours per week. Weekly SFC

meetings are compensated.

- a. In order to be paid, an electronic timesheet must be submitted each month.
- b. All participation exceeding 40 hours per term will be unpaid, volunteer hours.

B. Members at large and class representatives will not be compensated.

Article III

Meeting Procedures

Section 1: Public and Private Meetings

- A. All meetings and hearings of the SFC, including mediation sessions, shall be open to the public for attendance.
- B. If an individual or group believes a private decision-making deliberation is appropriate, the SFC will vote to suspend the minutes for a period of the meeting.

Section 2: Meeting Minutes

- A. All official actions must be recorded in the minutes.
- B. The SFC secretary, or individual assigned to record minutes, will keep electronic minutes on Google Drive during the meeting.
- C. Minutes will be uploaded to a shared Google Drive folder and will be ready for approval at the subsequent SFC meeting.
- D. Upon approval of the meeting minutes, the secretary, or individual assigned to record minutes, will upload the minutes to the public SFC webpage.

Section 3: Quorum and Majority Vote

- A. A quorum for the purpose of transacting SFC business will require the physical presence of at least 51% of the voting committee membership.
- B. A majority vote will require 51% of the committee members in attendance.

Section 4: Meeting frequency

- A. The SFC will have 10 one-hour meetings per term.
- B. Meeting times will be selected based on member availability.

- C. The first SFC meeting of each term will occur during or prior to the first week of the term.
- D. The committee meeting times and dates must be advertised to the OSU-Cascades community including campus newsletters and bulletin boards.

Section 5: Annual budget hearings

- A. During Spring term, the SFC will obtain written budget proposals from clubs and programs for the following year.
- B. Budget proposals will include:
 - a. Proposed line-item budget for expected expenditures the following year.
 - b. A brief description of how the club seeks to serve the campus community and activities they have done during the current year.
 - c. A brief description of the required community service efforts.
- C. Club and program representatives will then be responsible for presenting their proposal in a public budget hearing.

Section 6: Parliamentary Procedure

- A. The SFC follows Robert's Rules of Order. The vice-chair, in conjunction with the chair and the SFC advisor will interpret the constitution and maintain proper parli-pro.

Article IV Budgetary Guidelines

Section 1: Allocation of fees

- A. All allocations of student fees must follow State of Oregon statutes and Oregon State Board of Higher Education guidelines. In no way shall their collection or use violate the guaranteed rights of any person under the Constitution of the United States.
- B. To be eligible for funding from incidental student fees, an activity, program, resource or service must satisfy the following requirements:
 - a. Student Life and Activities: The activity, program or operational item will be an integral part of the operation of Student Life and its programs and will be the direct responsibility of the Assistant Director for Student Life.
 - b. Educational Activities: The programs contained within this budget must satisfy at least one of the following:
 - i. Programs and activities registered as an on-campus student organization.

- ii. Other programs and activities which may not be sponsored by recognized student organizations but provide services for students deemed to be necessary and important by the SFC.
 - c. Student media
 - d. Recognized ASCC activities, task forces, services and programs
 - e. Be part of music, forensic, concert, drama and lecture activities authorized and advised by the university and which are an integral part of the educational and multicultural programming for students.
 - f. Other campus resources including salaries for staff such as involved with Cascades Adventures or Campus Health Services.
- C. All entities funded by the SFC are required to provide a budget update each term. a. The budget update must include all expenses for the term and all projected expenses for the year.
- D. New proposals, including new club start-ups and club/program activities requiring funding beyond their allocated annual funding, must submit a funding proposal two weeks before the funding is due.
 - a. For a club/program activity, the proposal must include how the event will be advertised to the OSU-Cascades community and a detailed line-item budget.
 - b. For a new club, the proposal will follow the annual club proposal for re-funding.
- E. The SFC is expected to consider as many of the following criteria, where applicable, in evaluating programs and activities seeking incidental fee funding.
 - a. Extent to which a program or activity provides opportunities for students, either by direct participation or by participating as spectators and listeners, to develop new skills, competencies or appreciations not available elsewhere at OSU-Cascades.
 - b. Extent to which there is agreement between the programs' or activities' goals and objectives and those of the overall goals and objectives of the university.
 - c. Extent to which a continuing program or activity fulfilled its stated objectives of previous budget years.
 - d. Extent to which a program or activity provides practical experiences to complement an educational program
 - e. Extent to which a program or activity is of general interest to the university community.
 - f. Extent to which a program or activity provides an appropriate service not available on campus or in the city as conveniently and/or inexpensively.
 - g. Extent to which alternative funding has been sought.

- h. Extent to which budget requests reflect actual costs incurred in realizing the goals and objectives of a program or activity.

Section 2: Professional Development and Student Subsidies

- A. Fees being granted to students to subsidize conference attendance or other personal and/or professional development opportunities are considered “student subsidies.”
- B. For students to be eligible for subsidies, they must complete the professional development request form and submit it to the SFC at least 3 days prior to the next SFC meeting.
- C. For students to be eligible for subsidies, they must work with their club advisor or the Assistant Director for Student Life to establish “service to campus” activities to fulfill upon return from their experience.
 - a. The SFC Professional Development coordinator will follow-up with the student to ensure the service to campus component has been completed before the end of the academic term of the funding request. Service-to-campus activities can range from organizing club activities to doing presentations on the activity.
 - b. If the Service-to-campus activity is not completed, the student will be responsible to repay the professional development funds in full.

Section 3: SFC Master Budget

- A. The SFC must maintain one master budget document. The Treasurer is responsible for keeping this document and maintaining an electronic document with records of all allocations.

Section 4: Fee allocation timeline

- A. By the end of Fall term, the SFC will approve an overall budget framework for the following academic year.
- B. By the end of Spring Term, the SFC will allocate available funds for the following academic year.

Article V **Adjudication of Differences (OAR 580-010-0090)**

Section 1:

- A. Budget and allocation recommendations presented to the OSU-Cascades ASCC Vice President shall be aggregated by three major categories: student union activities;

educational, cultural and student government activities; and athletic activities; and shall be submitted in writing.

- B. The ASCC Vice President shall within five working days acknowledge and accept in writing the recommendations of SFC or notify the SFC in writing of any modifications under consideration by the ASCC Vice President, including reasons for the proposed modification.
- C. The SFC or another designated entity shall have five working days to consider and respond in writing to modifications proposed by the ASCC Vice President. If the SFC concurs with the ASCC Vice President's proposed modifications, such shall be communicated in writing to the ASCC Vice President within the specified time. If no response is received within the specified time, the SFC shall be deemed to have concurred in the modifications.
- D. If the SFC does not concur, such shall be communicated in writing to the president within the specified time. The ASCC Vice President (or designee) shall, within ten working days, then meet with the representatives of the student government or other designated entity to attempt to reconcile the difference.
- E. If the ASCC Vice President and the SFC do not reach agreement within ten working days, either party may request a hearing before the Hearings Board. Within five working days of the request for hearing, the Hearings Board shall conduct a hearing and within five working days thereafter shall make written findings of fact and recommendations for resolution of the disagreement and shall provide such findings and recommendations to both parties. Both parties shall notify the Hearings Board and each other promptly within five working days and in writing whether they accept or reject the recommendations of the Hearings Board:
 - a. The Hearings Board shall consist of five members, two appointed by the ASCC Vice President, two appointed by the SFC and one mutually agreed upon. The members shall be selected promptly upon receipt of a request for a hearing. Prior to November 1 of each year, both parties will compile a list of persons mutually acceptable to sit on the Hearings Board. In the event a hearing is requested, the parties shall select the fifth Hearings Board member from this list.
 - b. The ASCC Vice President and the SFC shall be given notice of the time and place of the hearing at least 24 hours before the hearing. All meetings of the Hearings Board shall be open to the public and appropriate notice shall be given.
 - c. A representative of the SFC and the ASCC Vice President (or designee) shall present to members of the Hearings Board relevant information that may include,

but is not limited to, memoranda, budget requests, minutes and correspondence.

- F. The recommended amount of the incidental fee for the campus shall be made by the ASCC Vice President to the Chancellor. A representative of student government or other designated entity may appeal to the Chancellor the recommendations of the ASCC Vice President regarding the amount of the incidental fee or the allocation among the three major categories listed in subsection (V.A.) of this rule. Allocations among programs and activities within a major category are not subject to appeal. The Chancellor shall order a timely review of the appeal and shall communicate to the parties involved a decision in writing within a reasonable time.
- G. The Chancellor shall recommend to the Board an incidental fee for each institution. Representatives of student government as well as other members of the public may appear in support of, opposition to, or to request modification of the recommended incidental fee in accordance with the provisions of OAR 580-001-0005. The Board will concurrently consider appeals of the substantial unresolved differences in the allocation of incidental fees among the three major categories. Except in extraordinary circumstances or upon its own motion, the Board will not consider allocations within a major category.
- H. Within ten working days after final action by the Board, the ASCC Vice President shall confer with the SFC in making any necessary adjustments in the allocations and shall communicate the final action of the Board and the ASCC Vice President in writing to the SFC.
- I. Stat. Auth.: ORS 351.070

Article VI
Incidental Fee Contingency Fund

- A. The SFC shall budget annually for a contingency fund. Over-realized incidental fee income becomes a part of this fund.
- B. The Contingency fund shall maintain a minimum balance of 15% of the annual budget or \$10,000, whichever is greater.
- C. The fund shall be carried over from year to year in accordance with Oregon University System guidelines or allocated activities as deemed necessary and approved by the SFC and the OSU-Cascades ASCC Vice President.

- D. The purposes of the contingency fund are to:
 - a. Provide for under-realization of income to student programs and activities
 - b. Meet emergency and unexpected funding needs of fee funded programs.
 - i. An emergency is a situation that requires immediate funding attention and the normal funding process and timing are not sufficient to meet the needs of the program or organization.

Article VII Internal Relationships

Section 1: ASCC-SFC Relationship

- A. The SFC shall hold quarterly meetings with ASCC members in order to maintain communication between both parties, as well as to check and balance both parties' processes and motions.
- B. The times of these meetings shall be determined in collaboration with ASCC and SFC members at the beginning of Fall term.

Section 2: Annual Student Fee Allocation Process

- A. The annual fee allocations or fee changes and categorical budget range allocations utilized in the fee setting process must be approved by the ASCC Executive Board.

Article VIII Amendments and Revisions

Section 1: Amendments

- A. This document may be amended by the current SFC members in conjunction with the SFC advisor and approved by two-thirds vote.

Section 2: Revisions

- A. This document may be revised to reflect current federal, state and local laws, Oregon Board of Higher Education and Oregon State University-Cascades policies and procedures, and SFC procedures by the current SFC members in conjunction with the SFC advisor and approved by majority vote.